

Council on Student Services (CSS)

BY-LAWS

Section 1: The Chair

1.1. Members of Council shall elect the Chair at the first meeting of its annual term, from among the student members of Council, by secret ballot.

1.1.1. The Chair will commit to serving one full term and is eligible to serve more than one term.

1.1.2. The Chair will be familiar with the CSS Constitution and By-Laws and serve as Council's guide to these documents.

1.1.3. The Chair will serve as Council's representative to other university bodies and offices, except as specifically provided by Council, and shall endeavour to enhance campus awareness of CSS and matters under its consideration.

1.1.4. The Chair shall call regular meetings of Council, as provided in the by-laws, and shall be responsible for ensuring quorum.

1.1.5. The Chair shall set the agenda, subject to the approval of Council at the opening of each meeting, and shall solicit agenda items from all members.

1.1.6. The Chair shall ensure that the agenda and all supporting documents are provided to the members of Council at least 4 days in advance of a meeting.

1.2. The Chair shall not vote in meetings of Council except as provided in 1.3 below.

1.3. The Chair may temporarily relinquish the Chair during a meeting of Council in order to constitute quorum of student members, in which case the Chair shall be entitled to vote in that temporary role.

1.4. In the absence of the Chair or when the Chair has temporarily relinquished the position, meetings of Council shall be chaired by the Director of Student Life. In the absence of the Director of Student Life, Council may appoint another faculty or staff member of Council to serve as Chair.

Section 2: Term of Office

2.1. Student members who are appointed by the SCSU may serve for no more than two annual terms as defined by the CSS Constitution.

2.2 Ex-Officio members, both voting and non-voting, shall hold office continuously for the period of their appointment.

Section 3: Quorum and Voting

3.1. Quorum for any meeting shall be ten voting members of Council, of whom at least six must be students.

3.2. Motions intended to provide formal budgetary advice to the University Affairs Board, such as the annual CSS budgets, must receive the support of a majority of student members present for the vote.

3.3 Motions to amend the Constitution or By-laws must receive the support of two-thirds of voting members present. Such motions will be subject to the requirements of Section 5.

3.4. Other motions, including those involving expenditures such as the approval of Student Enhancement Fund proposals, must receive support from a simple majority of all members present for the vote.

3.5. Both ex-officio and appointed members of the Council are empowered to speak and vote according to their conscience

Section 4: Meetings

4.1. Council shall generally meet monthly (and a minimum of four times a year) during its annual term of May 15 – May 14 at the call of the Chair.

4.2. All meetings of Council shall be open, except as provided in 4.3 below.

4.3. Where matters of an intimate financial or personal nature are to be discussed, Council may move, by a simple majority vote, to hold a session *in camera*. Minutes of portions of meetings held *in camera* shall not be part of the regular minutes.

Section 5: Procedures of Council

5.1. The Chair shall rule on all points of order. Unless specifically prescribed otherwise by the by-laws, the Chair shall be guided by *Bourinot's Rules of Order*. The Chair's ruling may be appealed by any member of Council and, in such case, shall be decided by a simple majority vote of all members present without amendment or debate.

5.2. By-laws may be suspended for the purpose of a specified debate only with the unanimous consent of members present and voting.

5.3. There shall be no proxy voting; in the case of a tied vote, the motion is lost. Except as provided in 1.3 above, the Chair shall not vote on motions before Council.

5.4. All substantive motions require at least five working days' notice before debate by the Council. Substantive matters may be added to the agenda for information, but no motions on such matters will be received without due notice.

5.5. To rescind a motion in the same academic year in which it was adopted shall require the assent of two-thirds of the members present and voting.

5.6. Reconsideration of a failed motion in the same academic year in which it was introduced shall require the assent of two-thirds of the members present and voting. Due notice of a motion to reconsider shall be given.