

# COUNCIL POLICY AND PROCEDURE MANUAL FOR THE HEALTH SCIENCES GRADUATE STUDENTS' ASSOCIATION

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## ARTICLE I — AMENDMENT PROCEDURES

1. This Policy and Procedure Manual may be amended at a meeting of Council with a regular majority.
2. Any proposed amendments to this document must be circulated one week prior to the Council meeting.
3. Any ratified changes to this document must be made available online within two weeks of the changes being accepted.

## ARTICLE II — RELEVANT BYLAWS

1. This Policy Manual applies to V.3 of the Association's Bylaws.

## ARTICLE III – MEETING RULES AND ORDER

1. Rules of Order
  - a. All Council and general meetings of the Association shall be governed by Robert's Revised Rules of Order subject to the Bylaws of the Association and Policy and Procedure Manuals.
2. Council Meetings
  - a. The regular meetings of the Council shall be conducted at least once a month, except in June, July, August, and December, at a time and place designated by the President. A regular meeting may be called in June, July, August, and December, with one week's notice to Council.
  - b. Any five members of Council, shall have the right to call an emergency meeting of the Council upon forty-eight hours notice of the Council membership. This will be done by submitting a letter in writing to the Chair of Council (i.e. President) with an agenda.
3. Quorum
  - a. A majority of the Councilors and a majority of the Executive shall form a quorum for the transaction of business.
  - b. Provided their meeting has been properly called, a quorum may exercise all the powers of the Council.
  - c. In the absence of a quorum, no business shall be transacted at a meeting of Councilors, except the adjournment of the meeting to a new date of which notice shall be given to all members of the Council.

#### 4. Reports to Council

##### a. Committee Reports

- i. All filled committees must submit a report of their activities at regular meetings of Council.
- ii. Any motion contained within a report is considered to be moved and seconded by the members of the Committee.
- iii. Reports that may not be considered for Concurrence without Debate include:
  1. Any report containing a motion that allocates money not already included in the Association Budget.
  2. Any report or motion that would amend portions of the Bylaws of the Association or the Policy and Procedure Manuals.

##### b. Executive Member Reports

- i. Each executive member shall submit a written report (from the 1<sup>st</sup> of the month to the last date of that month) to the president by the 10<sup>th</sup> of the following month detailing:
  1. Meetings and office hours attended and missed
  2. Activities outside of those actions undertaken by Committee
- ii. These reports will then be distributed to the council, one week prior to monthly meetings.

##### c. Departmental Reports

- i. Reports to Council can be made by any departmental representative at any Council meeting. Formal reports can be submitted to the President for circulation to the Council. Informal reports can be made at meetings, as long as the Chair is informed that the representative wishes to speak. Reports should address events and matters relating to Graduate Students from the individual department.

#### 5. Motions

##### a. Prior Notice

- i. The following motions require prior notice:

1. Additions, deletions or amendments to Policy and Procedure Manuals.
  2. Calls for referenda and elections.
  3. Amendments to the budget.
  4. All motions coming from Committee
- ii. Prior notice shall be given with the exact wording of the motion, along with all supporting documents, distributed no less than 7 days before the motion can be voted on by Council.
  - iii. If prior notice is given and a motion is then amended, the amended motion can be passed at the same meeting.
  - iv. Motions not requiring a change of policy or finances, such as the motion to refer to Committee or provide a letter of support for a cause, may come from the floor.
- b. Friendly amendments
- i. Amendments which do not significantly change the spirit of a motion can, with the permission of the original mover, be adopted without a motion or vote to amend.
- c. Voting
- i. Questions arising at any meeting of the Council shall be decided by a majority of votes.
  - ii. The following motions require a two-thirds majority of Council to be approved:
    1. Amendments to the Budget
  - iii. Email voting
    1. A motion can be presented and voted upon by email if the vote is mediated by the Chair and the results are ratified at the next Council meeting.
    2. In the event that a motion does not have a mover and seconder, the first two email votes in favor of the motion are considered to come from the mover and seconder of the motion.
  - iv. Resolution in lieu of meeting

1. A resolution in writing signed by all the Council members entitled to vote on that resolution at a meeting of the Council or of the Executive Committee is as valid as if it had been passed at a properly constituted meeting and is effective from the date specified in the resolution, but that date shall not be prior to the date on which the first Council member signed the resolution.

v. Concurrence without Debate

1. Concurrence without Debate means that an item is accepted for informational purposes by Council, but is not approved and thus is not declared true by Council.
2. Reports to Council by any Executive member or Committee are to be accepted as concurrence without debate, notwithstanding Article III.4.a.iii of this document.

ARTICLE IV – MEMBERSHIP AND VOTING RIGHTS

1. Members of Council

a. The following shall be ex officio voting members of Council

- i. One Councilor from each department (listed below) with a graduate program at the Rady Faculty of Health Sciences (RFHS)

RFHS Departments List
Immunology
Biochemistry and Medical Genetics
Oral Biology
Medical Microbiology and Infectious Diseases
Physician Assistant
Physiology and Pathophysiology
Pharmacology and Therapeutics

Community Health Sciences
Physical Therapy
Occupational Therapy
College of Pharmacy
Human Anatomy and Cell Sciences
Pathology
Masters of Rehabilitation Sciences
Nursing

ii. All members of the Executive Committee

2. Councilors of the Association

- a. Each department which offers a graduate program at RFHS shall be entitled to send a representative member to Council.
  - i. The Councilor must be chosen democratically by the membership of the applicable department, on a regular term determined by the departmental membership.
- b. Membership of Council shall be terminated automatically i.e., August 31<sup>st</sup>. A member can return to the Council if they are once again democratically chosen or appointed by their department.
- c. The representative must be chosen democratically or appointed by the membership of the applicable department, on a regular basis determined by the departmental membership.
- d. HSGSA Council membership is expected from September-August.
- e. If a new councilor is not elected by September, a department proxy is expected to attend council meetings until the new councilor is appointed.
- f. Departmental representation can be shared by up to two Councilors from a single department so long as both Councilors meet the requirements listed above. Regardless of the number of representatives, each department is entitled to only one vote. Should multiple representatives from a department attend a meeting, only one holds the vote; the others are automatically considered non- voting members.

- g. If a Councilor is unable to attend Council, they may send a proxy from their department and notify the Chair prior to the meeting.

The Chair should receive written notice of any proxy prior to the Council meeting.

## ARTICLE V – ROLES AND RESPONSIBILITIES OF COUNCIL

### 1. Role of Council

- a. Council shall have authority to determine the policy and practices of the Association, as well as to approve or disallow following matters but not limited to:
  - i. the annual budget of the HSGSA;
  - ii. the election process for membership of the Executive Committee;
  - iii. awards given by the HSGSA;
  - iv. the Chair of every standing or ad hoc committee established by the HSGSA;
  - v. Appointment of any representative of the HSGSA on any other board, committee or organization, internal or external.

### 2. Executive Duties to Council

- a. The Executive shall be responsible to the Council for the day-to-day workings and emergency decisions required for the HSGSA.
- b. The Executive must prepare an annual budget for the HSGSA. This budget must be presented to Council in May for approval.
- c. The Executive must respect the fiscal constraints in the budget as approved by the Council.
- d. In the event that a budget for the current fiscal year is not approved by Council, the Executive must respect the fiscal constraints of the budget passed by Council the previous year, until a budget is passed.

### 3. Committees' Responsibilities to Council

- a. Each Committee of the HSGSA shall report to Council on the schedule laid out in the "Committee Policy and Procedure Manual."

- i. The Report shall provide information on the activities and intentions of the Committee.
  - ii. Within the Report, the Committee may provide motions for consideration by Council.
    1. Motions will be accompanied by any pertinent information the Council may require to make a balanced decision.
  - b. Each Committee of the HSGSA shall accept the mandate and duties set by Council and will report back on any matters related to Council requests.
4. Council's Responsibilities to the Committees of the HSGSA:
  - a. Each councilor will sit on at least two standing committees of the HSGSA and attend regular committee meetings September-August of their term.
  - b. Councilors are not permitted to miss more than two council and/or committee meetings a year (Sep-Aug) or they may not be entitled to their department grants. However, a department proxy may attend in their absence to be eligible to get a department grant.
  - c. Council will hear and accept the reports of the Committees, both Standing and Ad-hoc, of the HSGSA.
  - d. Council will consider and vote on motions brought forward by the Committees of the HSGSA.
  - e. Council will send recommendations or mandates to the Committees of the HSGSA
  - f. Each HSGSA councilor is responsible for appointing a UMGSA council member from their department to attend monthly UMGSA council meetings. The appointed UMGSA council member must be a different person from the HSGSA councilor to ensure proper representation at UMGSA meetings. Also, the appointed UMGSA council member will have voting rights only at the UMGSA and not the HSGSA council as a proxy.