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| **UPEI Student Union** | **Policy No.**  UPEISU17 | **Revision No.**  6 |
| **Policy Title:**  **Council Procedures and Benefits** | | **Page:**  1 of 3 |
| **Creation Date:**  August 16th, 2018 | **Version Date:**  January 6th, 2019 | **Review Date:**  Annually (summer) |
| **Authority:**  UPEISU Council | **Responsibility:**  Chair of Council & GM | **Approved on:** |

1. **Council Procedures**
   1. General
      1. Robert's Rules of Order shall be utilized at meetings of the UPEI SU Student Council.
      2. When the hour of the meeting arrives, the Chair of Council will call the meeting to order as soon as quorum is reached and everyone is seated.
      3. The agenda is the index of the meeting. It shall not be deviated from unless extraordinary circumstances require it. The agenda shall dictate how the meeting shall proceed.  Any changes to the agenda must be made prior to the approval of the agenda by Council.
   2. Protocol
      1. All members must address the Chair of Council before and when speaking.
      2. Members must not speak out of turn and must be recognized by the Chair of Council. The Chair of Council may not unduly refuse to recognize any member of Council who wishes to speak.
      3. Obscene language will not be tolerated.
      4. When a member is recognized as using parliamentary procedure to obstruct business, that member shall be called out of order or not recognized.
      5. When a motion of thanks is undertaken, the negative and abstentions are not taken out of courtesy.
   3. Discipline
      1. When a member's name has been called three (3) times for breach of protocol and procedure, that member will be asked to leave the meeting.
      2. If the aim of any member is to disrupt the flow of business of the Student Council, that member will be ejected from the meeting immediately.
2. **In Camera Procedures**
   1. Council shall go *in camera* during meetings when discussing matters which may be considered confidential or of a sensitive nature.
   2. Only sitting members of council may be present during the in camera session unless approved by the majority of council.
   3. A member can be punished under disciplinary procedure if they violates the secrecy of an council session.  Anyone else permitted to be present is honor-bound not to divulge anything that occurred.  The minutes, or record of proceedings, of an council session must be read and acted upon only in council session, unless that which would be reported in the minutes - that is, the action

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taken, as distinct from that which was said in debate - was not secret, or secrecy has been lifted by the assembly.

* 1. If a councillor has a conflict of interest with the subject of discussion they must leave the room.
  2. All forms of technology must not be in use with the exception of the Deputy Chair.

1. **General** 
   1. Preparation
      1. The names of movers and seconders of motions will appear in the minutes.
      2. The minute pages will be dated and numbered.
      3. The Administrative Assistant and the Chair of Council shall maintain an official record of the minutes and the corrections.
      4. The official sealed records of the minutes shall be signed by the Chair of Council and by the President. After they have been sign they will be given to the General Manager.
   2. Distribution
      1. Copies of UPEI SU minutes shall be distributed, by the Chair, to the following areas:
      2. Each Councillor and Executive Member, and;
      3. Official copy to UPEI SU Administrative Coordinator.
      4. Copies of all UPEI SU meetings minutes shall be distributed to Council Members at the next regular scheduled Council Meeting. These can be viewed prior to meeting.
      5. An official copy will be maintained by the Chair of Council and/or General Manager.
   3. Declaration of Office
      1. In addition to Article IX of the UPEI SU Constitution, the Chair of Council is responsible for including all signed Declarations in the official records of the Chair of Council.
   4. Schedule of Meetings
      1. Meetings shall be held every second Sunday as set by Council, unless otherwise noted. A list of dates shall be distributed to Student Councilors at the beginning of the year.
   5. Extraordinary Meetings
      1. Extraordinary Meetings shall be called by the Chair of Council.
      2. These meetings require a written petition signed by six members of council.
      3. Quorum is required for all Extraordinary Meetings.

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1. **Benefits for Council**
   1. From the University
      1. The UPEI President extends, by way of incentive, the waiving of course fees for two (2) summer session courses for the UPEI SU President and one (1) summer session course for the remaining Executive members maintaining office hours during the summer.
      2. The motivation behind this type of honorarium is to provide a lighter course load during their remaining tenure of office in the academic year.
   2. From the UPEI Student Union
      1. Executive Committee Members
         1. Two (2) paid courses for the President, one (1) paid course for each of the Vice Presidents;
         2. Free admission to all UPEI SU-sponsored events, plus one (1) guest respectively. Past Executive Committee Members are also extended the privilege of free access to Wave events after their term;
         3. A five-by-seven photograph of the Executive Committee;
         4. Year-End Banquet, and;
         5. Remuneration as per budget.
   3. Councillors
      1. Free admission to all UPEISU events per semester when available and when requested within sufficient time-frame, upon authorization of Vice President Student Life;
      2. Year-End Banquet, and;
      3. Free admission to all non-main UPEI SU events.