

## ASSU BY-LAWS

### RULES OF PROCEDURE

1. Voting at Council shall be by a standing vote, unless otherwise decided.
2. The quorum at all meetings of the Council shall be twenty percent (20%) of all members or twenty (20) members, whichever is less.
3. The order of business at each Regular Meeting of Council shall be as follows: Approval of the Agenda; Approval of the Previous Minutes; Executive Reports; By-elections; Unfinished Business; New Business; Other Business; Annual Elections; Question Period; Adjournment.
4. Notice of motion shall be given in writing and placed in Course Union mailboxes no later than two (2) weeks prior to a Regular meeting of Council.
5. Notice of motion shall not be required for a related or alternative motion on the questions under consideration at that time.
6. Any motion may be made without notice having been given unanimous consent of the members present and voting.
7. Any motion that suspends the ASSU Constitution shall require full consent of all members present and voting.
8. For each meeting of Council, the Executive shall prepare the agenda from all the notices of motion submitted and shall include this agenda with the notice of meeting.
9. A motion that "the debate now be closed" may be made on any debatable question but it may not be amended or debated, nor may it be moved or seconded by a member of the Council who has already spoken on the original motion. If such a motion for closure carries, the Chairperson must immediately put the original question without further debate. If it is defeated, debate on the original question shall continue as if no motion for closure had been made. A motion for closure shall carry only on the affirmative vote of two-thirds (2/3) of the members of Council present and voting.
10. The question period shall be for the purpose of permitting the asking of questions of members of the Council by other members for the purpose of obtaining information relevant to the functioning of ASSU. In putting and answering questions, no argument or opinion is to be offered and any facts stated must be relevant to the question at issue. A question may not contain charges which the questioner is not prepared to substantiate. A series of supplementary questions may be asked by the questioner. A question or answer must be concise and cannot be made the pretext for debate and when a question has been answered it cannot be renewed.  
A question may be posed via two (2) channels:  
(a) written questions appearing on the agenda must be answered during the question period. Such questions require one (1) weeks' notice of motion;  
(b) oral questions may be allowed without the required notice. The member being asked may reply at the next or a subsequent meeting.

### REFERENDUM BY-LAWS

- I. Council may, by a majority vote, initiate a referendum of the Union members, with respect to any subject or policy within its jurisdiction. Normally, any changes in the ASSU fee shall be put to a referendum.
- II. Council shall determine the exact question, set a voting date and give public notice of the question at least two (2) weeks prior to the voting date.
- III. The voting date must fall within sixty (60) days of the decision by Council to hold the referendum.
- IV. Only members of the Union, as defined in the Constitution, shall be eligible to vote. Eligibility shall be determined by a Returning Officer upon the presentation of a registration card or upon the presentation of a statement signed by a member of the Executive confirming the member's status.
- V. Council shall select a Chief Returning Officer for each referendum. The Chief Returning Officer shall be responsible for the selection of Deputy Returning Officers and for ensuring that the sections of this By-Law are properly adhered to.
- VI. Voting Procedure and Conduct of Polls:
  - i) Voting shall be by secret ballot.

- ii) All ballots must be retained by the Union for at least two (2) weeks after the final voting date.  
The ballots shall be open to scrutiny by any member of the Union.
- iii) The Chief Returning Officer shall receive and act upon any written request for a recount or written allegation of election misconduct. The Chief Returning Officer must report his/her findings to Council at the next Council meeting for final disposition of any requests or allegations.
- iv) Each Deputy Returning Officer is responsible for the conduct of his/her polling station:
  - (a) She/he shall ensure that all campaign materials within sight of the polling station are removed and that no person performs any act of campaigning in the general area of the polling station.
  - (b) A maximum of two (2) people including the Deputy Returning Officer, may be allowed to sit at the polling station for the purposes of administering the vote.
  - (c) A minimum of three (3) polling stations shall be set up, one (1) of which shall be in the lobby of Sidney Smith Hall.
  - (d) Two (2) days and only two (2) days shall be allotted for the casting of ballots. Polling stations shall be in operation for a minimum of six (6) hours and a maximum of eight (8) hours on each of the polling days.
  - (e) A voter must present to the Deputy Returning Officer, at a polling station, proof of eligibility as in section IV. The card or statement shall be appropriately marked by the Returning Officer and the voter will then receive a ballot, initialled by the Returning Officer. The voter will then mark his/her ballot and deposit it in the ballot box.
  - (f) All ballot boxes shall remain sealed until the conclusion of balloting. The ballot boxes shall be opened by the Chief Returning Officer and counted by the staff of the Chief Returning Officer in the presence of an independent scrutineer, who is not a member of the Union. The scrutineer shall be appointed by the Chief Returning Officer.

VII. Campaign Expenditures:

- i) Any referendum campaign undertaken which encourages Union members to mark "yes" or "no" on their ballots shall be limited to \$ 750.00 in campaign expenditures.
- ii) The Chief Returning Officer may request a full disclosure of campaign expenditures incurred by anybody that encourages members to mark their ballots "yes" or "no".

VIII. Referendum Appeals Board:

- i) Prior to a vote by referendum, ASSU Council shall elect from among itself three (3) members to sit on the Referendum Appeals Board. Their term of office shall be for the duration of the referendum and a period of not more than one month following the vote.
- ii) All decisions and actions of the CRO or any of his/her deputies or delegates shall be subject to appeal. After exhausting the procedures provided for under Article VI.
- iii) Of these By-laws, any member of the Union may file an appeal in writing with the Referendum Appeals Board concerning alleged violations of the referendum procedures no later than three (3) days after the polls have closed. The Referendum Appeals Board shall meet in closed session within two (2) days of the appeal being filed and shall hand down its decision on any appeal within three (3) days of receiving the appeal.
- iv) Before or during the decision of the Referendum Appeals Board, strict confidentiality shall be observed by all members of that Board.
- v) The Board shall interview those involved and any other parties it deems necessary, and shall have free access to obtain such documentation as it requires.
- vi) The Board shall prepare a detailed report of its decision. The decision of the Board is subject to ratification by ASSU Council.
- vii) The Board shall make any decision and shall recommend any such remedy as it sees fit, including invalidation of the referendum and may require that another referendum be held.

As amended September, 2001