**2023**

**Western SRC Sessional Orders 2023**

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This document should be used in conjunction with the *Student Representation Procedures*. In any instance of duplication between the two documents, the *Student Representation Procedures* take precedence.

# Meeting and Adjournment of the Western SRC

1. The SRC may by resolution set a time limit for the general meeting at the start of the meeting.
2. The SRC shall automatically adjourn after the allotted meeting time has expired.
3. Any items left on the agenda at the time of an automatic adjournment will automatically be added to the next meeting’s agenda.

# Business and Proceedings of the Western SRC

1. All business papers are assumed to have been read prior to a meeting.
2. Any item on the agenda that has not been starred will not be debated.
3. Debate for any motion shall be limited to 10 minutes in total.
4. Debate may be extended once for 5 minutes by resolution of the SRC.
5. A speaker’s time may be extended once by resolution of the SRC.
6. The following speaking time limits will be implemented.

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| --- | --- |
| Mover of a motion | 4 minutes |
| Seconder of a motion | 2 minutes |
| Every other speaker | 2 minutes |
| Right of Reply – Mover of a motion | 2 minutes |

1. The Chair shall call speakers in the following order:
   1. Mover of a Motion
   2. Seconder of a Motion
   3. First SRC Member that starred the agenda item
   4. SRC Members who asked to speak on the agenda item prior to the meeting
   5. Remaining members (subject to time limits)
2. Apart from the Right of Reply a Member of the SRC may only speak once on any motion.
3. The Mover of a motion has a right of reply.
4. In the case that the Mover does not wish to speak, the Seconder of a motion may exercise the Right of Reply.
5. The Right of Reply may be waived.
6. No other Member may speak after the Right of Reply.
7. Discussion and debate must be relevant to the item of business
8. No Member of the SRC may speak on a resolution once the Chair has called for a vote.
9. Any member may move the following motions which will not be open to debate, must be moved without comment and must be put immediately and resolved without amendment:   
   1. motion that a member’s speaking time be extended
   2. motion that an agenda item be brought forward for consideration immediately
   3. motion that debate be adjourned
   4. motion that a member be no longer heard
   5. motion that the agenda item be put to a vote immediately
   6. motion that an item not already on the agenda be declared urgent and debated immediately
   7. motion to refer an agenda item to a SRC Committee
10. A Member of the SRC has the right to be heard in silence and without interruption.
11. A Member may only interrupt another Member to:
    1. call attention to a point of order
    2. call attention to the lack of a quorum
    3. call attention to the unwanted presence of visitors
    4. move a motion listed in Sessional Order 18

# Order and Disorder

1. A member with a material interest in an agenda item may not vote on that agenda item.
2. All imputations of improper motives to a Member shall be considered highly disorderly
3. All personal reflections on other Members shall be considered highly disorderly.
4. Any use of swearing will be considered disorderly.
5. When speaking all members are encouraged to address the Chair.
6. The Chair shall determine what other constitutes disorderly conduct.
7. The Chair may sanction a disorderly member by:
   1. Issuing a warning
   2. Removing a member from an SRC meeting for 15 minutes.
   3. Suspending a member from attending the remainder of the meeting.
8. The Chair’s decision may be reversed at any time by a resolution of members in attendance.
9. In the event of grave disorder occurring in a meeting of the SRC, the Chair, without any question being put, can:
   1. suspend the sitting and state the time at which they will resume the Chair; or
   2. adjourn the council to the next sitting.

# Sessional and Select Committees

1. Any Agenda item may be referred to a Committee of the SRC by a resolution of the SRC.
2. The SRC may create committees by resolution.
3. SRC committees may create sub-committees by resolution.
4. The rules applying to the SRC shall apply to the SRC committees and subcommittees
5. Unless otherwise specified SRC committees shall have 7 sessional members.
6. Unless otherwise specified SRC committees shall have a quorum of 3 members.
7. All members of the SRC have a right to attend and vote at any committee or sub-committee of the SRC.
8. The SRC must be given Notice of SRC committees and subcommittees meetings must be given 5 days before the proposed meeting.
9. Where unspecified, Committee positions are to be filled via EOI.
10. Each committee must have a Chair and a Deputy Chair.
11. The previous 6 sessional orders do not apply to equity collectives or campus-based committees.

# Amendment or Suspension of Sessional Orders

1. A Member may move, with or without notice, the temporary suspension of any sessional order of the SRC.
2. A Sessional Order derived from the Student Representation Procedures may not be suspended.
3. A motion to suspend sessional orders can be carried only by an absolute majority of Members.
4. Any suspension of orders shall be limited to the particular purpose of the suspension.
5. A Sessional Order derived from the Student Representation Procedures may only be amended according to the Student Representation Procedures.
6. Any other individual sessional order may be amended or repealed by a super majority (75% + 1) of attending members eligible to vote, or by unanimous decision of all attending members of the Procedures Committee.

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# Vacation of the Chair

1. Should the chair of a General or Special Meeting wish to speak to a motion, they must vacate the chair for the duration of debate; from when the motion is first moved to when the motion is resolved.
2. Should the chair not vacate the chair prior to the commencement of debate, they shall be ineligible to speak to the motion
3. Should all members who are eligible to take the chair wish to speak to a motion, the following members shall be compelled to take the chair in order of precedence:
   1. President
   2. Vice-President – Undergraduate
   3. Vice-President – Postgraduate
   4. Vice-President – Activities
4. The chair must at all times act impartially, and not provide their input into the substance of a motion, unless the motion is not procedurally sound.

# Amendment and Retraction of Motions

1. Amendments to motions may be made at any time by the mover and/or seconder of the motion prior to a voted being called to agree to the motion.
2. Amendments to motions may be made by resolution of the council prior to a vote being called to agree to the motion.
3. Motions may be retracted at any time by the mover and/or seconder prior to a vote being called to agree to the motion.