

**WELCOME  
TO THE HUCSC  
COUNCILLOR RESOURCE MANUAL  
2018/19**



# DEAR INCOMING HUCSC MEMBERS,

My name is Inam Teja and on behalf of the students of Huron, I would like to give you a very warm welcome to the HUCSC, congratulations on attaining your position! Whether you're an elected representative, a commissioner, coordinator or an associate vice-president, your role is a very important role, because the success of our organization and its mission to serve students to the best of our ability depends on our collective effort and hard work. As an elected representative, you make up the highest governing body within the HUCSC. You have been elected to represent your peers, represent the Huron community and direct the initiatives of the organization! As an appointed AVP or commissioner, the work we do is only possible with the effort and dedication you bring to your position. Given that, I would like to sincerely thank you all for dedicating your time to serving our fellow students and the Huron community.



For some of you, this might be your first time as a member of the HUCSC, or any student government for that matter. This document has been created to provide you with a basic overview of what the HUCSC is, the resources and contacts available to you in order to assist you in carrying out the duties of your positions as well as introducing meeting and organizational procedures such Robert's Rules, Council debate & decorum, how to write a motion etc.

We hope your HUCSC experience this year is both enjoyable and a valuable learning opportunity. I am committed to making sure you have all the tools that you need to succeed in your positions and help make the vision you may have ran on and the one your constituents may have elected you on, a reality. Never forget that my door is always open for you and that you are more than welcome to contact us about any issue you have, whether it's about a concern a constituent has brought forward, if you want an opinion or more information on an initiative or motion you are working on or if one of the pool cues in the SAC are broken again. We look forward to working with you this upcoming year and all the great things we can accomplish!

Yours Truly,

Inam Teja,  
HUCSC President 2018/19

# INTRODUCTION

## What is the HUCSC?

The Huron University College Students' Council (HUCSC) is a Student Government and not-for-profit corporation at Huron University College that is committed to enhancing the educational experience and quality of life for all undergraduate students at Huron University College. We do this in three main ways:

1. We advocate student issues, concerns and priorities to Huron administrators, faculty and staff on behalf of students.
2. We provide comprehensive social and academic events and programming as well as services such as Clubs, Intramurals and The Beaver Dam.
3. We strive to provide meaningful involvement, volunteer and development opportunities for all students.

There are about 40 members and positions on the HUCSC ranging from Executive positions, elected Councillors and Representatives, Commissioners and Coordinators as well as Associate Vice-President positions. The HUCSC has an annual budget of almost \$200,000 and consists of 5 portfolios: The President's portfolio, the Student Events portfolio, the Student Affairs portfolio, the Communications Portfolio and the Finance and Administration Portfolio.

## The General Assembly

The General Assembly includes both the HUCSC' voting members as well as non-voting members of the HUCSC such as commissioners. Much like the Government of Canada, the HUCSC has elected members, and executive and a bureaucracy, with each group having different roles within the organization. The Legislative branch of the HUCSC, informally known as 'Council', is composed of the voting members of the HUCSC. They are elected by the student body in annual elections and represent the undergraduate student population at Huron and seek to set priorities for the organization based on the needs of the constituents they represent. The Executive includes the President, Vice-President Student Affairs, Vice-President Student Events, Vice-President Communications, and the Vice- President Finance and Administration. The President, Vice-President Student Affairs, Vice-President Student Events, are also voting members on council, while the other two Vice-Presidents are not. The Bureaucracy includes Associate Vice-Presidents, Commissioners and Coordinators in all the HUCSC portfolios who work with the Executive branch of the organization and strive to make the priorities set by the Legislative branch and Executives a reality. Information about past and upcoming meetings can be found at [myhuron.ca](http://myhuron.ca).

## **Standing Committees**

The HUCSC governance structure includes five (5) committees that act as focused legislative bodies that report to Council. The 5 Standing Committees include the Governance Standing Committee, Finance Standing Committee, Clubs Governance Board, Elections Committee and the Discipline Committee. Each councillor must serve on at least one standing committee. HUCSC Executive members advise the committees on matters concerning their respective portfolios. The main role of each committee is to consider motions, policies, and procedures pertaining to the respective portfolio before these items appear before Council and provide recommendations to Council regarding these items. The secondary role of standing committees is to aid in the creation of motions, policies, and procedures by providing input based on the concerns of constituents. Standing committees are also intended to deal with GA matters, streamlining the GA meeting process so that these things don't have to be brought to the council as a whole.

Specifically, The Governance Standing Committee creates and evaluates policy of the HUCSC, it ensures all HUCSC documents are up to date and accurate and brings forward motions to update them to council. The Finance Standing Committee often considers motions and requests pertaining to reallocation and disbursement of funds within the HUCSC's budget, the Committee has the authority to make decisions on requests under \$1000 and previews and makes preliminary decisions on requests over \$1000 before they are brought to the General Assembly. The Finance Standing Committee also oversees the HUCSC's Grants system. The Clubs Governance Board oversees all matters pertaining to Clubs such as their budgets and policy as well as the ratification of new clubs. The Elections Committee makes all decisions regarding election rules violations and enforces the rules on all candidates as per the HUCSC elections policy. Finally, the Discipline Committee is for dealing with internal HUCSC matters such as complaints about harassment and demerit points against councillors for not attending events. Standing Committees will discuss matters before they come to Council and deliver a report to Council before any members. The Standing Committee exists to provide forum and discussion over important issues before they appear in front of Council.

There are other committees that aren't directly HUCSC standing committees, such as the Affiliate Appeals board. The Appeals Board reviews decisions made by each of the student councils from Huron, Brescia and Kings, and contains two voting members from each of the respective student councils. but require the presence of HUCSC Councilors nonetheless.

## **Role of a Councillor**

Something that may not have been stressed nearly enough up to this point in this manual is how essential Councillors are to the success and evolution of the HUCSC – both as a student

government and a corporation. Councillors form a vital link between the organization and the students it aims to serve and it is through this link that the HUCSC is able to grow, adapt, and address the needs of students.

What we will be focusing on in this section, is that the majority of the duties of a representative fall outside the prescribed meeting times of the government, or, in our case, Council and Standing Committees. That is to say that the business undertaken at Council meetings (as long as they may seem) barely scratches the surface of what it means to be a HUSC Councillor.

## **Being an Active Representative**

The goal of being a political representative is to affect positive change for the constituents one represents. This means that a representative should support those resolutions or initiatives that work to effect such change. So, let's ask ourselves a question: how does a representative know what motions to support and what things to advocate for?

The answer is deceptively simple: to know how to vote, speak, or argue a representative must be active in engaging with their constituents. In other words, a representative must take time to understand the needs and concerns of their constituents and take on these issues as though they were their own. There are many different ways to be an active representative and a number of techniques one can use (which we will discuss in another section of the manual), but the most important part is maintaining the mindset of being active.

*So, what does "active" actually mean?*

In this case, being active means that you, the representative, take the initiative to open discussion on important issues, to ask important questions of your constituents, and to make yourself visible as a resource and representative to those constituents. It is not an attitude of waiting for constituents to come to you to complain and assuming all is well otherwise, but rather going out and having conversations with students about how their lives as students could be better than they already are (because "the best student experience" isn't just a tagline). It is about going and finding the answers instead of waiting for someone to provide them to you.

One of the most important mechanisms for engaging with your constituents is through Office Hours. Each elected representative is required to spend one hour a week in the HUCSC office dedicated to hearing constituent concerns and providing information to any individuals who walk into the office. This coming year, we will be exploring the idea of holding office hours in locations around campus, not just in the office, so stay tuned for more information on that.

You will also have your email posted and made accessible to students who want to get in touch with you. Once you are ratified by the GA in April, please make a request to the speaker for an official HUCSC email signature line. You will be responsible for addressing the concerns of your constituents in a timely manner.

As you can see, being an active representative involves day-to-day work. It is ultimately about ensuring that the motions, advocacy points, and resolutions of the HUCSC and the things the HUCSC advocates for reflecting the actual concerns of students-at-large and not just a group of people in a meeting room.

### **Being a Champion of Student Issues**

Having said that, the business of Council is still done in meetings, at Standing Committees, Council General Assembly, and meetings with faculty and administration. Being an active representative doesn't stop with communicating with constituents. At some point, as a representative, you must act on the things you are hearing from your constituents and voice their concerns.

Once you, the active representative, have heard the concerns of your constituents it is your job to find solutions to the issues that you are presented. At this point it is important to brainstorm possible solutions, possibly in conjunction with other representatives whose constituents have the same concerns, to find the best way to address the problem. Regardless of the avenue that is taken to solve the issue, a representative has a very specific role to play. In addition to the HUCSC meetings, elected department representatives are also required to attend Academic Council meetings and Faculty of Arts and Social Science (FASS) meetings, which are meetings held by administration for faculty and students to discuss issues.

This begets another important point: an active representative must be willing to speak on behalf of their constituents at any opportunity. That is to say that an active representative will not eschew the chance to speak on a motion if their constituents have an opinion on the issue. While one's vote is the ultimate tool for deciding whether a resolution passes or fails, an active representative will make the reasons for their vote known and contribute to the overall discussion. Furthermore, being an active council member means following up with your constituents to communicate your achievements and efforts with your voters.

# MEETINGS

## The Agenda

The agenda is a crucial document that lays out the structure of how each meeting will take place. Council must agree on the agenda and any councillor can propose changes to the agenda. Here is a template for a HUCSC agenda

1. Call to Order - *Let's start the meeting!*
2. Oh Canada - *Just like High School*
3. Indigenous Land Acknowledgement - *Remain standing to respect the indigenous people of this land*
4. Roll Call - *Attendance*
5. Adoption of Agenda - *Let's agree on what we're going to do*
6. Ratification of Minutes - *Accept minutes of past meetings*
7. Speaker's Announcements - *Governance announcements*
8. Member Announcements - *Anyone can speak now. Questions can be about anything.*
9. Presentations to Council - *External or internal presentations to Council. Time limits should be given and followed*
10. Executive Reports - *The executives tell you what we have been up to*
11. Questions Arising from Executive Reports - *Any questions about any of the Executive Reports can be asked here*
12. Posted Motions - *Motions distributed to HUCSC members in advance of the meeting*
13. New Business - *Motions that have not been distributed prior to the meeting*
14. Adjournment - *It's over!*

## Robert's Rules of Order

The HUCSC, like many other organizations, conducts its meetings according to Robert's Rules of Order. As a Councillor, it is important to know some of the basics of Robert's Rules and how the rules of procedure reflect our principles explained above. The Speaker of council is the member responsible for enforcing the rules and should be your first point of contact if you have any questions about them. At the end of this section is a table containing the most widely-used motions and the unique requirements of each.

Speaking of motions, there are four different classes of motion and the time when a motion is considered to be in order is directly related to which class the motion belongs to. The specific ordering of these motions and when they are considered in order reflects our principle that

*the Council shall only talk about one thing at a time.* The four different classes are as follows: the main motion (the business being transacted, the posted motion, etc.), subsidiary motions (motions that assist in processing the main motion), privileged motions (motions regarding matters of immediate and overriding importance), and incidental motions (motions to decide how to deal with the pending business procedurally, e.g. how the group will vote on the motion).

A *main motion* is the thing that Council is talking about. Under Robert's Rules, Council may only discuss or debate one main motion at a time and must discharge the main motion on the floor before opening discussion on a new main motion. To use the terminology that we have used above, a piece of business on a different topic or level than the one currently on the floor would represent a new main motion and Council would have to wait until discussion on the current main motion has concluded before moving the new piece of business. Of all the classes of motion, the main motion has the lowest rank of precedence, which means that one cannot disrupt the discussion of another type of motion to move a new main motion (more on this after we discuss all of the classes of motion).

A *subsidiary motion* helps Council discharge the main motion satisfactorily. In other words, this type of motion helps us decide what we want to do with the main motion, whether it be to amend the motion, refer the motion to Committee, table the motion, postpone the motion (indefinitely or otherwise), or end/limit debate on the motion. These motions take precedence over the main motion as it is necessary for the Council to determine whether or not to refer the motion to Committee, for instance, before holding a vote on the main motion (this also upholds our principle of the *respect for the right for clarity*).

A *privileged motion* does not necessarily relate to the main motion and deals with matters of such importance that they supersede the main motion. An example of this class of motion is a point of personal privilege. A common point of personal privilege involves a member (or group of members) who cannot hear the current speaker and is asking for the speaker to speak louder. In this case, prompt consideration of the motion is required in order for the listening member to be clear on what exactly is being argued by the speaker. Other motions of this class include calling for orders of the day (asking that the chair return to the specified agenda if the meeting has run off course), motioning for recess or adjournment, and fixing a time at which to adjourn the meeting. These motions take precedence over all other classes of motion (with certain, minor exceptions).

An *incidental motion* arises in relation to the discussion of a main or subsidiary motion and determines how the assembly shall proceed with the pending business procedurally. These

motions are only in order in relation to another motion on the floor insofar as incidental motions determine how that motion is to be dealt with procedurally. An example of an incidental motion is a motion to vote by roll call (division) or by secret ballot, which, intuitively, must be decided before the actual voting takes place. Other examples include raising a point of order (requesting that the rules be properly observed by the chair), suspending the rules, objecting to the consideration of a question, and raising a point of information (requesting information necessary for the member to understand or vote on the question). While these motions are only in order in relation to a pending motion, incidental motions take precedence over all other motions currently on the floor and cannot be interrupted by any other motion (including other incidental motions) while on the floor.

To get an idea of how these classes of motions interact, let's look at a typical Council scenario.

Typically, a posted motion will be circulated to Councillors before the meeting and at the appropriate point in the agenda, the Speaker will introduce the motion to the floor (e.g. to pass amendments to the Grants Fund Policy). During the course of debate on the motion, a member may move to amend the posted motion (*subsidiary motion*), which is in order. Debate on the amendment will take place before returning to the main motion and during the debate on that amendment, a member may ask for a recess (*privileged motion*), at which time Council would vote on whether or not to take said recess. When the Council returns from the recess, having had time to confer informally, a member may attempt to bring another motion to the floor to end the HUCSC's distribution of grants entirely. As we discussed before, this would represent another *main motion* and as such would be out of order considering that the original main motion is still being debated. Meanwhile, the amendment on the floor may be getting contentious and a member may ask for a roll call vote on the amendment (*incidental motion*). This motion would be in order and the Council would immediately discharge the incidental motion. After the amendment and main motion have been voted on, the Council is then free to consider any other main motion that it wishes (although the order of business is typically set in the agenda and new main motions must wait until the specified section).

A few other important terms include "*in camera*" which essentially means in private - where the public and press are not allowed to observe the procedure or process. To "*second*" a motion means that you support that it should be discussed—not necessarily that you support it, but just that you want it brought up at council.

In the following pages, you will find a summary chart of the important motions that are commonly used at HUCSC meetings.

# SUMMARY CHARTS

**Part 1, Main Motions.** These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

PURPOSE	YOU SAY...	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Close Meeting	I move to adjourn	No	Yes	No	No	Majority
Take Break	I move to recess for...	No	Yes	No	Yes	Majority
Register Complaint	I rise a question of privilege	Yes	No	No	No	None
Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close debate	I move to the previous question	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited to...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
Refer to committee	I move to refer the motion to...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Bring business	I move that [or "to"]...	No	Yes	Yes	Yes	Majority

**Part 2, Incidental Motions.** No order of precedence. These motions arise incidentally and are decided immediately.

<b>PURPOSE</b>	<b>YOU SAY...</b>	<b>INTERRUPT?</b>	<b>2ND?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
Enforce rules	Point of Order	Yes	No	No	No	None
Submit Matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
Divide Motion	I move to divide the question	No	Yes	No	Yes	Majority
Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
Request for information	Point of Information	Yes	No	No	No	None

**Part 3, Motions That Bring a Question Again Before the Assembly.** No order of precedence. Introduce only when nothing else is pending.

<b>PURPOSE</b>	<b>YOU SAY...</b>	<b>INTERRUPT?</b>	<b>2ND?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
Take matter from table	I move to take from the table	No	Yes	No	No	Majority
Cancel previous action	I move to rescind...	No	Yes	Yes	Yes	2/3 or Majority with notice
Reconsider motion	I move to reconsider...	No	Yes	Varies	No	Majority

Thank you so much for taking on this great responsibility, I look forward to working with you on behalf of the Huron student body! Please see the following section for more information on the HUCSC executive and the Huron University College Administration.

# SUPPLEMENTAL INFORMATION

## The HUCSC Executive

Formal descriptions of what the executive members of council do are included in the Executive Terms of Reference document. Here is a casual description of each of the roles:

### President

*Inam Teja, HUCSC President 2018/19 ([president@myhuron.ca](mailto:president@myhuron.ca))*

The leader of the HUCSC. The president is responsible for being the chief decision maker and spokesperson for the HUCSC. The president advocates on key issues, brings concerns forward to administrators, and provides a strategic direction for the HUCSC and its executives to go in.

### VP Student Affairs

*Charlie Echlin, HUCSC VP Student Affairs 2018/19 ([vpstudentaffairs@myhuron.ca](mailto:vpstudentaffairs@myhuron.ca))*

The VPSA is the principal advocate for the HUCSC. They look into all aspects student life and work to enhance it through advocacy, and to a lesser extent programming. The VPSA is the main collector of student feedback from students and is responsible for addressing direct student issues. The VPSA has also managed a wellness portfolio, which strives to enhance student life and wellbeing at Huron through programming, advocacy, and resource coordination.

### VP Finance & Administration

*Madison Kerr, HUCSC VP Finance & Administration, 2018/19 ([vpfinance@myhuron.ca](mailto:vpfinance@myhuron.ca))*

The VPFA manages day-to-day business operations of council. They work with the bookkeeper, auditors, and lawyers to keep the HUCSC's corporation afloat. They issue cheques, update the budget, and serve as the chief administrator for the organization. They also oversee the Beaver Dam and operations including merchandise, insurance and SAC rentals.

### VP Student Events

*Sophie Koehn, HUCSC VP Student Events 2018/19 ([vpstudentevents@myhuron.ca](mailto:vpstudentevents@myhuron.ca))*

The VPSE is in charge of organizing and running student programming at Huron. They work with a large team and budget to plan and execute events. The VPSE also works closely with the Head Soph Team to plan orientation week. The VPSE also manages student athletic teams, formal, and grad banquet.

## **VP Communications**

*Husam Sabaa, HUCSC VP Communications 2018/19 ([vpcommunications@myhuron.ca](mailto:vpcommunications@myhuron.ca))*

The VP comms is in charge of maintaining fluid communications between the HUCSC and students. They should (1) maintain the brand of council, (2) keep online platforms (website, social media, etc) up to date, and (3) manage the Red Surge promotional team. They play a vital role in communicating to students the value of council and opportunities for students to get involved. In order to maintain the council brand the VP Comms should attend all events to capturing footage through video and photography.

## **Huron College Committees Membership**

The HUCSC Executive sits on the following committees at Huron University College:

Huron Executive Board: President

Alumni Association: President

HUC Corporation: President and VPSA

FASS: President, VPSA, HUCSC elected department representatives

Academic Council: President, VPSA, HUCSC elected representatives

Academic Technology Committee: VPFA

Library Committee (+ HuronRead): VPSA

Experiential Learning: President and VPSA (can be interchangeable)

Occupational Health & Safety Committee: VPFA

Medal of Distinction Board: President

Macnaughton Teaching Award Committee: President

UWO Honorary Degree: President

Huron Enrolment Management Committee: VPSA (can be President)

Equity and Diversity Committee: VPSA

*Note: This list is very fluid; please ask an executive for the most up to date information.*

## **Administration**

Below is a list Huron University College administrators who have frequent interactions with the HUCSC.

### **Dr. Barry Craig – Principal**

Barry is in charge of the school. He manages external relations. Go to him for any large-scale issues or inquiries. His assistant—Anne Turvey— books appointments for him. She also organizes Founder’s Day and Convocations.

### **Meg Blight – VP University Growth**

Meg is in charge of the school's growth, recruitment, and enrolment. She maintains the state of the institution. Go to Meg for any large-scale initiatives, fundraising ideas, or for college branding/marketing inquiries.

### **Dr. Crimmins – Interim Dean of FASS (Formerly Donna Kotsopoulos)**

The Dean oversees all academic matters within the Faculty of Arts and Social Science. They handle student-related matters. They are also in charge of overseeing matters in the student services office.

### **Deborah Lucas- VP Administration and Finance**

The VP Finance is in charge of handling all financial, administrative, and operational matters related the college.

### **Others**

Jen Morocco – Registrar

Deanna Bond – Alumni Relations Director

Sharon McKillop – Director of Student Engagement

Meg Pirie – Coordinator of Career Services

Jon Munn – Director of Communications

Meagan Vande Vooren – Director of Recruitment