



APPOINTMENT POLICY

OF THE

ALMA MATER SOCIETY

OF QUEEN'S UNIVERSITY

Responsibility	Secretary of Internal Affairs
Approved by	Assembly
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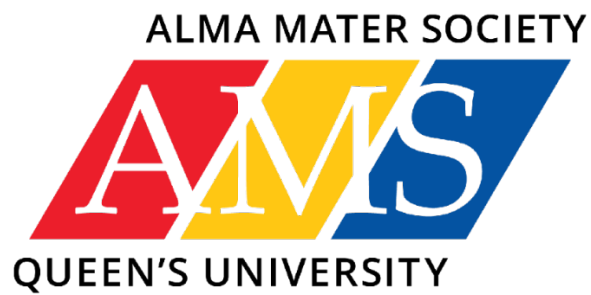


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Land Acknowledgement

We acknowledge that we are on the traditional lands of the Anishinaabe and Haudenosaunee peoples, known as Katarokwi, or colonially as “Kingston.” The Alma Mater Society at Queen’s University seeks to recognize the importance of these lands to the Indigenous peoples who have existed since time immemorial. The unjust acquisition of these lands occurred through the Crawford Purchase of 1783, a land treaty upheld by the First Peoples but later undermined by the British Crown and the “Canadian” government. This history of numerous broken promises and treaties continues to impact Indigenous communities today.

As settlers on this land, we acknowledge our continued benefit from systemic structures that marginalize Indigenous peoples. Recognizing systemic oppression, it is our duty to actively listen to and amplify Indigenous voices, addressing both past and ongoing injustices for meaningful, positive change. We are grateful to these lands for sustaining us and giving us the gift of life. This acknowledgment is a call to action, committing us to understand and respect the history and ongoing struggles of Indigenous peoples. We recognize that words alone are not enough; our actions must reflect our commitment to justice and reconciliation.

As a branch of the society that strives to connect student leaders and facilitate positive change and student advocacy on Turtle Island, we strive to maintain the core values and teachings from Indigenous peoples. We are incredibly grateful for the ability to do so. As the Secretary of Internal Affairs Office facilitates Assembly, Elections and Judicial Affairs, it is our duty to ensure that the voices of Indigenous and marginalized peoples are amplified, as well as provide resources on how we can facilitate and help in advocacy that is important. We are set to encourage all members of the Office and student leaders such as Assembly members to reflect on the privileges that they have been on afforded on this land, and use them to ensure campus safety, accessibility, and impact for all students. As settlers on the stolen lands of the Anishinaabe and Haudenosaunee peoples, we must continue to educate ourselves and strive to decolonize every layer of our governance system and curricula to Indigenize our learning.

Purpose

The Appointment and Procedures Policy of the Alma Mater Society governs appointments and removals to various governance bodies within the Society, which includes but is not limited to the Judicial System, Election Team, Standing or Ad-Hoc Committees of Assembly; as well as all personnel who are accountable to the AMS Assembly and/or whose appointment requires ratification by the AMS Assembly. The purpose of this policy is to establish clear and simple procedure on appointments for transparency in appointments, and guidance to protect the integrity of various governance bodies of the Society. This policy also provides guidance for recognizing and addressing conflicts of interest within all the relevant bodies, as well as guidance on attendance expectations for the AMS Assembly and Judicial Council members.

Terminology

1. **Civic Officers:** refers to both the Chief Electoral Officer and Chief Returning Officer, who co-chair the Election Team.
2. **Judicial Council** or “**JCOMM**” or “**Committee**”: refers to the same body which is authorized by the AMS Constitution to hear cases of Non-Academic Misconduct (“NAM”) or Society Policy Infringement (“SPI”)
3. **Judicial Managers:** refers to both the Judicial Case Manager and Judicial Policy (Dispute) Manager, who co-lead the Judicial Affairs Office.

Policy Statement

The Alma Mater Society exists to serve and represent the diversity of students at Queen’s University. This policy provides clear guidelines for appointments, procedures, and the management of conflicts of interest to ensure transparency, integrity, and fairness within the Alma Mater Society to ensure it can effectively meet its mandate. This policy aims to address any potential conflicts that may affect decision-making processes and maintain the highest standards of ethical conduct.

Scope

This policy generally applies to the personnel, members, committees and other governance bodies administered by the Internal Affairs Office of the Alma Mater Society, and ultimately accountable to the AMS Assembly. Issues that affect the corporation will be dealt with by the Board of Directors.

Roles and Responsibilities

Secretary of Internal Affairs (“Secretary of Internal Affairs”): The Secretary of Internal Affairs is responsible for the administration of this policy and making special appointments as permitted and outlined by this policy. The Secretary of Internal Affairs is responsible for ensuring members to whom this policy applies are aware of this policy and its requirements. The Secretary of Internal Affairs may delegate some or all of their responsibilities under this policy to the Chief Governance Officer at their discretion.

Chief Governance Officer (“CGO”): The Chief Governance Officer, at the direction of this policy and Secretary of Internal Affairs, enforces this policy and acts as a resource for all individuals to whom this policy applies. The Chief Governance Officer must make themselves available to answer questions relating to this policy, and its administration, and is the main point of contact for any individual to whom this policy applies. In the event that the CGO has a conflict of interest, the Secretary of Internal Affairs resumes their role.

AMS Executive: The AMS Executive responsible for ensuring that their direct reports are aware of this policy and for directing their teams to comply with this policy as appropriate. As the Executive are responsible for the operations of the AMS in the year of their term, they are ultimately responsible for, with the support of the Secretary of Internal Affairs, for ensuring that this policy is enforced and operational.

AMS Assembly Members, Committee Members, and other governance personnel Are responsible for becoming familiar with this policy and making a reasonable effort to adhere and comply with this policy. Personnel to whom this policy applies are responsible for directing questions relating to this policy to the Chief Governance Officer.

Part A: Conflicts of Interest

Section 1: Principles

1. **Purpose:** This section aims to address the presence of conflicts of interest which naturally arise in the peer-to-peer environment of the Alma Mater Society. The purpose of this policy is:
 - a. Establish clear conflict of interest guidelines;
 - b. minimize the possibility of conflicts arising between the private interests and public duties and provide for the resolution of those conflicts as they arise
 - c. provide the Judicial System with the mandate to determine the measures necessary to avoid conflicts of interest and to determine whether a contravention of this policy has occurred;
 - d. encourage experienced and competent persons to seek and accept governance offices; and
 - e. Uphold the integrity, fairness and transparency of governance at the Alma Mater Society
2. **Scope:** This applies whenever a conflict of interest arises or may arise, in a situation whose procedures are governed and ultimately approved by the AMS Assembly.
3. **Expectations:** It is the responsibility of each person to become familiar themselves with this policy, and act with integrity and honesty, and in a manner that will prevent the scrutiny of their decision making or ability to conduct their roles.
4. **Standards:** This section should be applied by the standard of the Reasonable Person Test. If a situation arises that is not covered by this policy, what a reasonable person would perceive as appropriate and reasonable in the specific circumstances should take precedence and guide the interpretation or application of this policy.

Section 2: Definitions

1. A conflict of interest exists when the decision-making or exercise of an official power or duty is compromised or reasonably perceived to be compromised due to advancing the private interests of the person, or another person or organization whose interests are advanced or contradictory to the interests of the person's role. Conflicts of interest are understood to compromise the neutrality or perceived neutrality of a proceeding. Conflicts of Interest are generally categorised into four (4) categories as follows:
 - a. **Category I:** A situation in which a decision-makers impartiality is definitely compromised, in a manner which undermines the integrity of a process.

- b. **Category II:** A situation in which a decision-maker's impartiality may reasonably be compromised, or the outcome of a decision may reasonably influence the decision-maker and person(s) involved outside the context of the decision being made.
 - c. **Category III:** A situation in which a decision-maker's impartiality is reasonably perceived to be compromised.
 - d. **Category IV:** A situation in which personal interests have negligible impact on the decision-maker's impartiality.
2. In general conflicts of interest should be addressed as follows. Different processes in this policy may have their own table, in which case, such policies supersede the directions outlined below:

	Personal	Group
Category I	Recuse from decision-making and the process if possible	Recuse from decision-making and the process if possible
Category II	Recuse from discussions and decision-making pertaining to the person	Recuse from decision-making pertaining to the group.
Category III	Receive guidance from the Chief Governance Officer.	Receive guidance from the Chief Governance Officer.
Category IV	Disclose, but may continue unless directed otherwise.	Disclose, but may continue unless directed otherwise.

Section 3: Personal Conflicts of Interest

This section describes conflicts of interest that may arise between persons in the peer-to-peer environment of the Alma Mater Society. This section should guide the determination on whether a conflict of interest exists between two or more persons.

1. Category I Personal Conflict of Interest
 - a. Past or current romantic partnerships;
 - b. Past or current shared living spaces (ex. Housemates);
 - c. Persons related by birth, marriage, partnership, adoption or affinity in a close and familial relationship. This includes but is not limited to siblings, relatives, and other persons that a reasonable person would deem to be family;
 - d. Past or current close personal relationships which may arise in personal or professional settings, which for a reasonable person, would undermine the integrity of the governance proceedings, or create perceptions of bias;
2. Category II Personal Conflict of Interest

- a. Past or current working relationship in which there was a relationship of power or power dynamics;
 - b. Past or current academic relationship in which there is significant active collaboration or involved in academic activities.
 - c. Current working relationship in which there is no relationship of power or authority;
- 3. Category III Personal Conflict of Interest
 - a. In which a reasonable person would associate a decision either in favour or against a party to be associated with a person. Persons must use their discretion and may consult with the Chief Governance Officer if they are unsure on whether a situation may fall under this category.
- 4. Category IV Personal Conflict of Interest
 - a. Past working relationships in which there was no relationship of power or authority; and in which collaboration was minimal (ex. being staff at Common Ground at the same time but otherwise having minimal contact);
 - b. Acquaintances, friendships and other relationships in which the person is known to be familiar with the other party, but a reasonable person would have no concerns about that relationship undermining the decision making or execution of the person's duties. Examples of such relationships include regularly attending similar events or parties or being present in the same academic spaces with little to no interaction.

Section 4: Group Conflicts of Interest

This section describes conflicts of interest which arise between a person and an organization, group, ratified club or any clearly identifiable group, regardless of the affiliation of the group and its relation to the Alma Mater Society.

- 1. Category I Group Conflicts of Interest
 - a. Having a financial or business interest in a group
 - b. Current or past leadership, executive position, or a position of power within the group in which the person has access to historical, financial, or confidential records of the group
 - c. A reasonable expectation to assume a leadership position or a position of power in a group in the future. For example, this arises when a person is undergoing a transition period into a leadership position after being elected/hired by the group into the role.
 - d. Having a Category I-III Personal Conflict of Interest with the Designated Representative(s) of a group.
- 2. Category II Group Conflicts of Interest

- a. Current membership in a group, where the person had no position power or access to any financial or confidential information relating to the group. Ex. being a member of a club.
- 3. Category III Group Conflict of Interest
 - a. In which a reasonable person would associate a decision either in favour or against the group with a person. Persons must use their discretion and may consult with the Chief Governance Officer if they are unsure on whether a situation may fall under this category.
- 4. Category IV Group Conflict of Interest
 - a. Previous membership in a group, where the person had no position power or access to any financial or confidential information relating to the group. Ex. being a member of a club.
 - b. Category IV Personal Conflict of Interest

Section 5: Positional Conflict of Interest

1. Holding one or more of the following positions is considered a conflict-of-interest, and the incumbent will be directed to resign from one of their positions:
 - a. AMS Executive
 - b. Any Senior Management role in the AMS, as defined by the Constitution
 - c. Secretary of Internal Affairs
 - d. Chief Governance Officer
 - e. Speaker of Assembly
 - f. Any position in the Judicial Affairs Office
 - g. Any position in the Civic Affairs Office
 - h. Any position in the Office of the Secretariat
 - i. Any position on the Judicial Council
 - j. Any position on the Judicial Appeals Board
 - k. Any position on the AMS Board of Directors, except for the Board Chair
 - l. Any position in the Orientation Roundtable or a Commission under the AMS.
 - m. All executives, as defined by the relevant constitutions of Faculty Societies or the Residence Society.
 - n. Holding one or more position on the AMS Assembly regardless of the class of membership on Assembly.
2. Notwithstanding the above, members of the Judicial Council, except the Chair, are permitted to hold other volunteer positions in the Orientation Roundtable or Commissions. Such members may be asked to recuse themselves subject to this policy, and at the discretion of the Secretary of Internal Affairs and/or the Judicial

Council Chair for cases pertaining to the AMS. This exception occurs in recognition of the nature of the roles on the Judicial Council being volunteers.

3. All members of Assembly must identify and disclose any positional conflicts-of-interest and take the necessary steps to comply with this policy as soon as the conflict-of-interest is identified. It is the responsibility of the individuals listed above to identify and comply with this policy and consult with the Secretary of Internal Affairs for direction as needed.
4. In the event that a person fails to comply with this policy, the person must come into compliance with this policy within one (1) week of a notification delivered by the Secretary of Internal Affairs. Should the person continue to be in violation of this policy after the two-week period has expired, the Secretary of Internal Affairs must notify the AMS Assembly and declare the position acquired second null and void. The AMS Assembly may take any steps and actions required to ensure compliance with this policy.

Section 6: Disclosure

1. **Responsibility:** Any person who participates in a process ultimately governed by the AMS Assembly, where the presence of a real or perceived conflict-of-interest might undermine the integrity of a proceeding, should disclose their conflicts of interest to the Chief Governance Officer. If the person is able to identify their conflict of interest, a simple disclosure of the category is sufficient. The Chief Governance Officer can direct the person with next steps to remain compliant with this policy.
2. **Concerns:** Any member of the Society may forward concerns relating to conflicts of interest to the Chief Governance Secretary of Internal Affairs Office. Any person suspected to be in violation of the conflict-of-interest guidelines, may be directed by the Chief Governance Officer to comply with this policy. If the Chief Governance Officer is unable to direct the person to comply with this policy and/or a decision has already been made; the Chief Governance Officer must, with consultation with the Judicial Disputes (Policy) Manager, initiate a hearing with the Judicial Council subject to the Judicial Council Charter.
 - a. In the event that the concern brought forward is against a member of the Judicial Council, the case may be addressed by the Judicial Appeals Board.
 - b. No cases of a violation of a conflict-of-interest may resolved by agreement.
 - i. Concerns brought forward by members-at-large relating to conflict-of-interest in members of the Judicial Affairs Office and Civic Affairs Office, must be raised to the Secretary of Internal Affairs by the Chief

Governance Officer. In such instances, the Chief Governance Officer may not take any action(s) or make decision(s). In the event of an unsuccessful resolution, the Chief Governance Officer may escalate this matter to the Council of Order, and Judicial Council subsequently.

3. **Directions:** In addition to sanctions outlined in the *Judicial Policy*, the Judicial Council may direct a person in violation of this policy to:
 - a. Immediately take steps to come into compliance with the guidelines.
 - b. Relinquish any material benefits gained from the violation to the Society.
 - c. Repay the Society if any such benefits have been derived from the finances of the Society and have (for whatever reason) been spent.
 - d. Relinquish any appointed or volunteer position gained through the violation or Suspension of duties or letter delivered to the respondent's supervisor. Such an outcome may not be imposed except by consultation with the Secretary of Internal Affairs and must respect the jurisdiction of the laws of the Province of Ontario, Human Resource Office, the autonomy of Faculty Societies, and Clubs. The Secretary of Internal Affairs must be consulted prior to the Judicial Council imposing such a sanction.
 - e. The Council may also impose other penalties which are within its mandate and not specified in this section to restore any benefit or harm done to a third party as a result of the undisclosed conflict of interest, or failure to follow proper procedures
 - f. Any other sanction under the purview of the Judicial Council as outlined in the *Judicial Policy*.
4. **Case Officer:** In the event a conflict-of-interest arises for the Chief Governance Officer, the Speaker of Assembly will assume their role. If a conflict of interest persists, the Secretary of Internal Affairs will assume this role. In the event that the conflict of interest continues to persist, the Council of Order must convene to make determinations within the scope of the Chief Governance Officer's role. The Case Officer enforcing conflicts-of-interest will enjoy full decision-making autonomy free from influence of the Executive, Board of Directors, or any other individual.

Section 7: Secretary of Internal Affairs

1. All conflicts-of-interest by the Secretary of Internal Affairs must be declared to the Council of Order, who will have the authority to interpret and apply this policy to the Secretary of Internal Affairs subject to the following:
 - a. The role of the Secretary of Internal Affairs is such that they advise members of the Internal Affairs Office on all matters pertaining to policy and ensure compliance with policies governing the Internal Affairs Office. In the event of a conflict-of-interest in the Secretary, the Council of Order may place any

- other restriction or direction on the involvement of the Secretary in a situation, to preserve the integrity of the governance proceedings and/or come to an agreement on how the role of the Secretary will be fulfilled.
- b. Notwithstanding the above, the role of the Secretary of Internal Affairs as the political and public representative of the Judicial Affairs Office or Civic Affairs Office does not transfer over, except at the direction of, or by a simple majority approval of, the Council of Order, which may make determinations on how to represent such proceedings publicly at its discretion.
 - c. The Secretary of Internal Affairs may continue to serve as an expert advisor to members of the Judicial Affairs Office or Civic Affairs Office, at the discretion of these offices.
2. Any actions or decisions taken by the Council of Order must be reported to the President's Council at the next regular meeting or made in writing via email depending on the urgency of the situation. President's Council may direct the President to appeal decisions or actions of the Council of Order to the Judicial Council if they find such actions and/or decisions unsatisfactory. President's Council does not have the authority to request or direct the Secretary to disclose confidential, private or personal information directly.

Part B: Attendance Expectations

Section 1: Principles

1. This section governs attendance expectations Judicial Council whenever policies governed by Assembly require or mandate attendance to meetings. This includes but is not limited to attendance at Assembly, attendance at Assembly committees or meetings of the Judicial Council.
2. The section aims to distinguish between excused and personal absences, for the purposes of transparency and accountability while recognizing the varying commitments and conflicts which arise naturally within the scope of these roles.
3. This section is enforced normally by the Chief Governance Officer (Sept – Apr) or the Secretary of Internal Affairs (between May-Aug). The term "Secretariat" will refer to either of the two, depending on the time of year this policy is being applied.
4. At the end of the Fall and Winter terms, the Chief Governance Officer will submit a written report with statistical information on the use and approval of excused absences. This report will not include personal or identifying information in any capacity but should serve as an item of information for purposes of transparency and discussion.

Section 2: Personal Absences

1. **Purpose:** The purpose of “Personal Absences” is to allow members to be absent from scheduled sessions, for personal reasons that may include but are not limited to personal and/or family commitments, absences for medical reasons, and/or any reason that is not covered under “Excused Absences”. “Personal Absences” may be used at the discretion of the member, and members are not required to provide any further clarifications or justifications. Personal Absences are ‘no questions asked.’
2. **Maximum:** The policies governing the process requiring attendance will outline the maximum number of times that member may be entitled to a Personal Absence.
3. **Nature:** So long as persons affected do not exceed the maximum, there should be no questions or clarifications asked on the nature or reason behind the absence. This assumes that members act in good faith.
4. **Notice:** Persons affected should ideally provide the Chief Governance Officer with a notice at least four (4) hours prior to a scheduled meeting. However, it is understood that members may not be able to do so due to the nature of Personal Absences, and there are no consequences for not providing notice.

Section 3: Excused Absences

1. Absences for the grounds listed below will be considered as excused assuming that proper notice has been given to the Internal Affairs Office (“IAO”). Proper notice is considered delivered by the completion of **“Request of Excused Absence”** by the deadlines outlined below.
2. **Maximum:** There is no maximum number of excused absences that a member may request, so long as prompt notice is given, and the request is approved.

Religious Observances

3. **Religious Observances.** Members may use this clause to request an excused absence for a pre-determined period of time or request accommodations for a scheduled session, based on religious grounds.
4. **Professionalism:** Members should review and request accommodations relating to their religious observances at the beginning of each term. Requests will not be approved if provided less than one week in advance or within forty-eight (48) hours of a meeting being scheduled.
5. **Request Information:** The following information may be requested to ensure members are adequately accommodated. Changes to this should only be made after consultation with the Faith and Spiritual Life’s Office.

- a. Name of the Observance
- b. Religious Affiliation
- c. Date or date range for which accommodation is required.
- d. Descriptions of the accommodation needed. The purpose of this question is to ensure that accommodations needs are adequately considered, and the Secretariat has the necessary information to offer support.

Academic Commitments

6. **Academic Commitments:** Members may request an excused absence for purposes of meeting their academic commitments if:
 - a. They have an exam or mid-term on the same day or twenty-four (24) hours after they have a commitment that arises within the scope of their position.
 - b. They are completing an exchange program.
 - c. Any other commitment which is academic in nature, and which precludes the member from attending to their responsibilities on the day and/or time of their commitment. This includes but is not limited to, practicums, academic conferences, labs and lectures.
7. **Professionalism:** Members should review and request accommodations relating to their academic commitments at the beginning of each term, once their schedules have been finalized, and promptly after the Registrar's Office releases exam schedules. Requests will not be approved if provided less than one week in advance, and members can use their Personal Absences.
8. **Request Information:** The following information should be provided,
 - a. Course code, and name (if applicable)
 - b. Date and time of the exam (if applicable)
 - c. A description of the academic commitment and how it precludes the member from meeting their responsibilities (if applicable)
9. **Approval:** It should be at the discretion of the Secretariat, to approve requests under sec. 6(c) and to request additional information as needed. The Secretariat will use the standard of a reasonable person in the discretionary approvals.

Conflicting Commitments

10. **Conflicting Commitments.** It is recognized that within their positional capacities, members may have commitments that arise which preclude them from attending meetings where their presence is expected.
11. **Professionalism:** Members should provide notice as soon as a commitment becomes known, and generally one week in advance. However, in exceptional circumstances, a request may be approved as long as the request is submitted

within seventy-two (72) hours *after* the commitment at the discretion of the Secretariat or delegate.

12. **Request Information:** The following information must be provided,
 - a. Type of commitment (trip, meeting, consultation, etc.)
 - b. Date or range of conflict
 - c. A clear description on how the commitment relates to the nature of the role
 - d. Justification for the timing that the request is made if necessary if provided less than one (1) week in advance.
13. **Approval:** If the request is submitted less than one (1) week in advance, the request will be approved by the Secretariat, who must use the reasonable person standard to assess whether the person affected could reasonably be expected to have known about this commitment in advance. If the Secretariat believes the person ought to have known about this commitment in advance, the request will be denied.

Summer Accommodations

14. **Summer Accommodations:** Between May-August, members may request an excused absences for employment commitments, time zone differences or any other reason that precludes their regular participation during the summer months (May – Aug). This accommodation is made in consideration of the Limited availability of students in the summer months.
 - a. This can only be requested by a member whose position is volunteer or volunteer-honorarium.
 - b. This can be requested for a maximum of two (2) instances in the summer.
 - c. Should a member be completely unable to meet the duties of their position in the summer, they should contact the Secretary of Internal Affairs to discuss the delegation of their duties.

Section 4: Enforcement and Appeals

1. Decisions may be appealed by a written notice delivered to the Secretary of Internal Affairs within seventy-two (72) hours of the receipt of a decision. Appeals are considered by:
 - a. Speaker of Assembly (for assembly members). In the summer months (May – August) decisions of the Secretary of Internal Affairs are final and not subject to appeal.
 - b. Judicial Council Chair (for council members).
2. Decisions pertaining to the Speaker, JCOMM Chair, Deputy Speaker or JCOMM Vice-Chair may be appealed to the President's Council by a written notice delivered to the Secretary of Internal Affairs within seventy-two (72) hours of a receipt of a decision.

3. The Secretary of Internal Affairs will have autonomous decision-making in the approval of requests of absences free of influence from the Secretary of Internal Affairs AMS Executive, AMS Board of Directors or any other individual. Secretary of Internal Affairs
4. All records relating to accommodations will be destroyed by April 30 of the academic year.

Part C: Internal Affairs Office

Section 1: Appointments

1. In accordance with the Constitution, members of the Civic Affairs Office and Judicial Affairs Office may not be removed except in accordance with this policy.
2. All appointments to the Internal Affairs Office, except the Speaker, are subject to ratification by the AMS Assembly at the next assembly after the decision is made.

Civic Affairs Office

3. Subject to the Constitution, the Chief Electoral Officer and Chief Returning Officer must be hired by a hiring panel in accordance with the Board's policy on Hiring and Appointments, which must include a member of the outgoing Internal Affairs Office, normally the Secretary. In the event of a vacancy or unavailability of the outgoing Secretary of Internal Affairs, the Chair of the Judicial Council, Vice-Chair of the Judicial Council or Speaker of Assembly may substitute in the order listed.
4. Removal of the Chief Electoral Officer and Chief Returning Officer and Chief Governance Officer is subject to Part C, Section 2 of this policy during the period defined as *Civic Period*, which is defined as 12:00 AM on the first day of Elections to 11:59 PM on the day that expense forms are due. For further clarity, whenever there are discrepancies or in the event of an amended timeline, the date(s) set by Assembly or the Secretary of Internal Affairs per the *Elections and Referenda Policy* also apply.

Judicial Affairs Office

5. Subject to the Constitution, the Judicial Case Manager and Judicial Disputes Manager must be hired by a hiring panel in accordance with the Board's policy on Hiring and Appointments, which must include a member of the outgoing Internal Affairs Office, normally the Secretary. In the event of a vacancy or unavailability of the outgoing Secretary of Internal Affairs, the Chair of the Judicial Council, Vice-Chair of the

Judicial Council or Speaker of Assembly may substitute in the order listed.

6. Removal of the Judicial Case Manager and Judicial Disputes Manager, or anyone acting under the authority of a Case Officer per the *Judicial Policy* for an ongoing case, is subject to Part C, Section 2 of this policy. An ongoing case is considered to start with the appointment of a person as a Case Officer, until a Notice of End of Proceedings is delivered to the respondent(s). Where there are discrepancies or unclarity as to whether a case is considered ongoing, the Chair of the Judicial Council has the final say.

Section 2: Pillars for the Judicial Affairs Office

1. The AMS shall strive to ensure that the appointment of student leaders within the Judicial System (Judicial Affairs Office “JAO” or Judicial Council “JCOMM”) represents and upholds the best interests of the student body, including consideration for diversity amongst identities, membership to faculty societies, and experiences within the University community.
2. Where possible, there shall be a presumption in favour of those applicants who have previously served in the Judicial System. However, such a presumption does not obligate the hiring panel of choosing the applicant if there is a stronger candidate or the applicant’s performance has been unsatisfactory.
3. Members of the Judicial Affairs Office will receive training in two cycles. Completion of this training is mandatory to be eligible to hold the position for the appointed year.
 - a. Transition training, which occurs at the end of the winter term facilitated by the outgoing members of the office.
 - b. Fall training, hosted by the Student Conduct Office prior to being deemed qualified to accept case referrals.
4. All applicants to the Judicial Affairs Office will be required to disclose:
 - a. That they have not been found responsible for a Category 2 violation under the *Student Code of Conduct*, the *Policy on Sexual Violence Involving Queen’s University Students*, or the *Harassment and Discrimination Prevention and Response Policy*, and agree that Alma Mater Society may verify this with the Student Conduct Office.
 - b. That the AMS Judicial Council has not restricted the applicant’s ability to join the Judicial Affairs Office for a specified period of time.

Section 3: Conflict of Interest in the Judicial Affairs Office

1. **Conflicts of Interest in Judicial Affairs Office:** In the event of a conflict of interest, to be determined as outlined in this policy, the case will be reassigned in this order:
 - a. Other Judicial Manager
 - b. Secretary of Internal Affairs
 - c. Student Conduct Office if the case falls under the purview of NAM; or the Chief Governance Officer for all other cases.

In the event that a party has concerns about conflicts of interest, that they feel are not addressed, such concerns must be forwarded to the Secretary of Internal Affairs and/or the Judicial Council Chair.

2. Conflicts of interest in the Judicial Affairs Office are addressed as follows:
 - a. Category I – JAO members should disclose their conflict of interest, and fully recuse themselves from the case and all communication.
 - b. Category II – JAO members should disclose their conflict of interest and recuse themselves from decision making and communication. In exceptional circumstances, the JAO member may be permitted to serve as an expert advisor to a proceeding, subject to approval by the Council of Order. The role of the expert advisor is limited to providing guidance and support with policy, and/or awareness of other systems that impact a case.
 - c. Category III – Unless doing so causes undue hardship, JAO members should recuse themselves from the case. This is further subject to the discretion of the Secretary of Internal Affairs in consultation with the Council of Order.
 - d. Category IV – JAO members should disclose their conflict of interest, and proceedings may continue as normal unless directed otherwise by the Secretary of Internal Affairs.
3. **Approval of Case Delegation:** In the event of a conflict of interest, where cases may need to be delegated as outlined above, the following approval levels apply:
 - a. Where one of the Judicial Managers can take the case, the case may be reassigned or delegated by the Secretary of Internal Affairs.
 - b. Where both Judicial Managers are unavailable, the case may be delegated to the Secretary of Internal Affairs first, or Chief Governance Officer (excluding NAM cases) with approval the following of the Council of Order.
 - c. Notwithstanding the above, by unanimous consent of the Judicial Managers and Judicial Council Chair, the Secretary of Internal Affairs may be delegated cases under the purview of the Judicial Affairs Office. This should only be used in instances where the Judicial System deems the Secretary to be in a

better position to handle a case, due to their expertise in AMS or other policy. If no member of the Internal Affairs Office is able to handle a case, and/or in the event that an investigation into the Internal Affairs Office is called, the Assembly may appoint a Case Officer under the *Judicial Policy*.

Section 4: Conflicts of Interest in the Civic Affairs Office

1. This section applies to the Civic Affairs Office.
2. It is the responsibility of the Secretary of Internal Affairs to address any potential, real or perceived conflicts of interest they are aware of by enforcing the rules and procedures outlined in the *Appointment Policy*. It is the responsibility of the Chief Officers to actively identify and disclose potential, real or perceived conflicts of interest to the Secretary, and seek direction to protect the integrity of civic proceedings.
3. Procedure for determining conflicts of interests will follow **Part A** of this policy. Where a conflict of interest has been determined to exist, the person will be required to appropriately alter their responsibilities. Any member of the society who has concerns relating to conflicts of interest can express the concern, through a written notice delivered to the Secretary of Internal Affairs.
 - i.
7. Conflicts of interest in the Civic Affairs Office are addressed as follows:
 - a. Category I – CAO members should disclose their conflict of interest and fully recuse themselves from the case and all communication.
 - b. Category II – CAO members should disclose their conflict of interest and recuse themselves from decision making and communication
 - c. Category III – Unless doing so causes undue hardship, CAO members should recuse themselves from the case. This is further subject to the discretion of the Secretary of Internal Affairs in consultation with the Council of Order.
 - d. Category IV – CAO members should disclose their conflict of interest, and proceedings may continue as normal unless directed otherwise by the Secretary of Internal Affairs.
4. Members of the Civic Affairs Office must declare any potential conflicts of interests to the Secretary of Internal Affairs, who, for the purposes of protecting the integrity of the Elections, will in the event of a Category I conflict of interest notify the AMS Assembly of the nature of the conflict (by indicating the Level), and steps taken by the Secretary of Internal Affairs to alter the responsibilities of the officer. Should assembly have concerns or request further

clarification, the Secretary of Internal Affairs will motion to move the discussion into a closed session to protect the privacy of the officer.

- a. The Human Resource Manager may be present at the assembly when this notification takes place, and any related closed sessions to support and protect the privacy of the officer.
5. For purposes of transparency, the Secretary of Internal Affairs will notify:
 - a. The AMS Assembly of the presence of any Category I conflict-of-interest in the Chief Officers, regardless of whether it is a personal or group.
 - b. The President's Council of the presence any Category II, III or IV conflict-of-interests after the Ratification Assembly, and prior to the start of the Campaigning Days.
6. In all instances, the Secretary of Internal Affairs must notify the appropriate body of any step(s) taken as a result of the disclosure.
7. In the event that both the Chief Electoral Officer and Chief Returning Officer have a conflict of interest that requires them to fully recuse themselves, the Chief Governance Officer may be appointed, subject to Assembly's approval as a Civic Officer under the *Civic Engagement Policy*.

Section 5: Removal

1. Subject to the Constitution, and Part C, Section 1, removal during the indicated periods per Part C, Section 1, subsec. (3) and (5), for members of the Civic Affairs Office or Judicial Affairs Office is subject to the following:
 - a. At any time, by the President for violations of the Board's policy on *Harassment, Discrimination or Sexual Violence*.
 - b. For a Case Officer under the *Judicial Policy* engaged with a case relating to Non-Academic Misconduct, at any time, subject to the terms of the Agency Agreement with the University.
 - c. Subject to a 2/3 approval of a meeting of the Judicial Council, in which at least 2/3 of members appointed by Assembly for that year are present. If the Judicial Council refuses a request to remove, the Judicial Council may suspend or limit the duties of a person, as the case may be, subject to approval of the President's Council. If the Judicial Council finds that taking further action is unnecessary, the matter may *not* be escalated to the President's Council.

- d. If the Judicial Council approves the removal, a 2/3 approval by President's Council, in a meeting in which at least 2/3 of members are present is required.
2. Subject to Part C, Section 2, subsec. (c) and (d), the motion for removal will read as follows: *That (name of the body) approve the removal of (full name of person) from the position of (insert position name) for (insert reason) effective immediately.*
 - a. In all such meetings, the person being removed has the right to be present at the meeting, as well as a representative from the Human Resources Office.
 - b. The purpose of these meetings is to protect the autonomy of members of the Civic Affairs Office and Judicial Affairs Office from removals during the execution of their duties. It should normally be sufficient that the Judicial Council or President's Caucus is notified that a member has violated a specific employment policy. The Judicial Council and President's Caucus may request that the AMS disclose the sections of policy, and/or specific grounds for removal *but not* the confidential details of a situation.
3. Outside of periods indicated in Part C, Section 1, subsec. (3) and (5), removals are subject to the terms outlined in the employment contracts and policies governing the Human Resource Office.

Part D: Judicial Council

Section 1: Pillars

1. The Alma Mater Society recognizes the diversity of thought and experience which students develop by virtue of their membership in Member Societies. The AMS will strive to hire students to the Judicial Council from diverse experiences and affiliations. This will be done as follows:
 - a. The AMS will allocate 1 seat on the Judicial Council for the program represented by each Faculty Society, with the exception of the Arts and Science Undergraduate Society (ASUS) which be allocated two seats: one for Bachelor of Arts students, and one for Bachelor of Science students.
 - b. In the event that the hiring panel does not deem any applicant for a program represented by a Faculty Society seat qualified, or there are no applicants for that position, the seats will be filled as follows:
 - i. For Faculty Societies which are sibling societies of ASUS, their seat will be filled by the next best qualified applicant from the ASUS application pool or another sibling society pool.

- ii. For other societies, the seat will be filled by the next best qualified applicant at the discretion of the hiring panel.
2. Insofar as the system is peer-based and should be representative of the demographics of the student body, the AMS will strive throughout the process of hiring members of the Judicial Council to ensure a diversity of genders and faculty society affiliations are represented.
3. All members of the Judicial Council are appointed on a 12-month term which begins on September 1st of the year they are appointed, and until August 31st of the subsequent year.
4. All applicants to the Judicial Council will be required to disclose:
 - a. That they have not been found responsible for a Category 2 violation under the Student Code of Conduct, the Policy on Sexual Violence Involving Queen's University Students, or the Harassment and Discrimination Prevention and Response Policy, and agree that Alma Mater Society may verify this with the Student Conduct Office.
 - b. That the AMS Judicial Council has not restricted the applicant's ability to join the Judicial System for a specified period of time.
5. All appointments are subject to approval by the AMS Assembly at the next session after a hiring decision is made, and the person completes all required training as determined by the Secretary of Internal Affairs. Failure to complete training disqualifies a person from an appointment.
6. Quorum for the Judicial Council should normally be five voting members, including the Chair of the Judicial Council.

Section 2: Appointments

1. All members of the Judicial Council will be hired by members of the outgoing who have no intention to return to the Internal Affairs Office and must at minimum include two members of the Council of Order and the outgoing Judicial Council Chair. The panel may be adjusted with the approval of the Human Resource Office so long as hiring is conducted by the outgoing team. Normally, this panel will consist of:
 - a. Outgoing Chief Governance Officer
 - b. Outgoing Secretary of Internal Affairs

- c. Outgoing Chair of the Judicial Council
- 2. In the event of a conflict of interest or unavailability, the Board policy on *Hiring and Appointments* will be followed, and all appointees are outgoing members who have no intention to return.
- 3. In the event that hiring occurs in the summer or after the end of the terms of the outgoing team, hiring is subject to the Board's policy on *Hiring and Appointments* and include:
 - a. AMS President
 - b. Secretary of Internal Affairs
 - c. Judicial Council Chair (incoming/outgoing) where possible
- 4. **Judicial Council Chair:** In the event of a vacancy in this position, the Vice-Chair will resume the duties of the Chair. However, in the event that both positions are vacant, the Secretary of Internal Affairs may appoint a Chair with 2/3 approval of President's Caucus if the appointee is a member of the Judicial Council. Otherwise, the application period may reopen.
- 5. **Judicial Council Vice-Chair:** The Vice-Chair of JCOMM is a member of the Judicial Council and appointed by a majority vote of committee members prior to the commencement of the first hearing. In the event of a vacancy in this position and/or if the Vice-Chair resumes the role of the Chair, JCOMM is empowered to appoint a new Vice-Chair per this section.

Section 3: Conflicts of Interest

- 1. Members of the Judicial Council will follow the same procedure for determining conflicts of interest as outlined in Part A and are expected to act with integrity and show due respect to the Judicial System whenever they suspect that their involvement with a hearing may undermine the integrity of the Judicial System or scandalize the judicial proceedings. Conflicts of Interests for Judicial Council members may arise with any party in a judicial process, including but not limited to respondents, complainants, and the Judicial Managers as defined by the *Judicial Policy* and subject to the following:
 - a. Conflict of interest with Case Officers:
 - i. Category I: Members must recuse themselves from the hearing and all proceedings;
 - ii. Category II-III: Members must consult with the Chief Governance Officer, who will make determinations on how to proceed.

- iii. Category IV: Members must make the disclosure at the beginning of the hearing, but are otherwise permitted to continue serving in the meeting unless directed otherwise by the Chair.
 - b. Conflict of interest with complainants and respondents:
 - i. Category I-III, members must recuse themselves from the proceedings;
 - ii. Category IV: Members must make the disclosure at the beginning of the hearing, but are otherwise permitted to continue serving in the meeting unless directed otherwise by the Chair.
 - c. Conflict of interest with witnesses, and expert advisors:
 - i. Category I: Members must recuse themselves from the proceedings;
 - ii. Category II-III: Members are required to disclose their conflict of interest with such individuals to the Council, but are not required to recuse themselves unless directed otherwise by the Chair during the hearing.
- 2. In the event that quorum cannot be achieved, special appointments can be made as outlined in Part E, sec. 4.

Section 4: Removal

Judicial Council Chair and Vice-Chair:

- 1. The Judicial Council Chair or Vice-Chair may be removed from their role by a 2/3 majority vote by 3/4 of the Judicial Council Members.
- 2. The removed person will continue to serve in the same capacity as all other members unless the person needs to be removed from the Judicial Council following procedures governing the removal of a Member of the Judicial Council.
- 3. Appointments to the vacant position follow Part , Section 2 of this policy.

Judicial Council Member:

- 4. Members of the Judicial Council may only be removed from their position on the following grounds, and with a 2/3 approval of President's Caucus where proper notice of such a motion has been given on the following grounds:
 - a. Failure to attend four or more meetings subject to Part B of this policy. Members of the Committee are permitted up to two personal absences per academic term (fall, winter).
 - b. Ineligibility to be a member of the Society;

- c. Failure to pay Member Society or Society membership fees
 - d. Misconduct that may retroactively make an individual ineligible to hold their position per Part E, Section 1(4)
 - e. There is a reasonable belief that a conflict of interest was intentionally concealed in a manner which undermined the judicial process or breached their confidentiality agreement.
- 5. In all meetings where a decision to removal is discussed, the affected person has the right to be present. A member of the Human Resource Office must also be present.
- 6. After a motion passes at the President's Caucus for the removal of the member,
 - a. The Secretary of Internal Affairs must notify the AMS Assembly by stating that a member of the Judicial Council was removed, and the ground(s) on which they were removed. The name of the person and details must remain confidential.
 - b. The person may appeal the decision to the AMS Assembly at the next scheduled session of Assembly where proper notice has been given. The Secretary of Internal Affairs must motion to enter into a closed session, and the AMS Assembly may overturn a decision of removal by a simple majority.
- 7. Proper notice is considered a notice of motion included in the agenda of the meeting prior to the meeting where the vote to remove occurs.

Part E: Other Judicial Bodies

Section 1: Judicial Appeal Board

1. There will be a Judicial Appeal Board ("Board"), whose jurisdiction is defined by the Judicial Policy consisting of the Chairs of the Advisory Boards for any Member Society which has an advisory board or a group, which is delegated the authority to discipline students in the Member Society. Chairs must be appointed to their position in the Member Societies following the policies and constitutions of the Member Societies. Each September, the Secretary of Internal Affairs or delegate must notify the relevant individuals of their appointment to the Board de-facto holding their position in the Member Society.
2. **Members – Conflict of Interest:** In the event that Board members are not available due to a vacancy or a conflict of interest, the vice-chair of the member may substitute. However, in the event that both are unavailable, the appointment to the

Judicial Advisory Board will follow the process of Part E, sec. 4.

3. **Chair of the Board:** The Chair is the Speaker of the AMS Assembly, who is appointed in accordance with this policy, and is a non-voting member of the board, empowered to speak on behalf of the Board. In the event of a vacancy or a conflict of interest, appointments will follow Part E, sec. 4.
4. **Eligibility:** To be eligible to hold a position on the Board, all Chairs (or Vice-Chairs) of Member Society advisory boards, must:
 - a. Complete mandatory training as determined by the Secretary of Internal Affairs, which all Judicial Council members must undergo.
 - b. Sign a **Non-Disclosure Agreement** with the AMS.
 - c. Meet all eligibility requirement that the Judicial Council members must meet (Ex. membership in the Society, etc..).
5. Quorum for the Judicial Appeals Board is normally three voting members, each from a different Faculty Society, and a non-voting chair.

Section 2: Alternate Judicial Council

1. There will be an **Alternate Judicial Council "AJC"** which is formed whenever the Judicial Affairs Office is addressing a case with a group which warrant an appointment of a non-voting advisory person, who is appointed for their expertise of procedure or policy. The AJC composition is defined as follows:
 - a. Chair of the Judicial Council
 - b. 2/3 of the members of the Judicial Council
 - c. A non-voting advisor. Examples of non-voting advisors are listed below, but not limited to this list below:
 - i. The president of the Member Society if the case is being brought forward against a group affiliated with a member society. This excludes any governance related cases of the AMS.
 - ii. The Club's Commissioner or a delegate if the case is brought forward against a Queen's Club.
 - iii. The Human Resource Manager or a representative of the Human Resource Office of the AMS.
 - d. Quorum is normally five members, which includes the Judicial Council Chair and the non-voting advisor.
6. In the event that the president of the member society has a conflict of interest, another executive of the society may be appointed by recommendation of the

society's executive. In the appointment of the executive, special consideration should be given to ensuring that students are not deprived of an opportunity to be supported by their executive members if there is a direct working relationship.

7. All appointments for non-voting advisors to the AJC must be approved by the
 - a. Secretary of Internal Affairs
 - b. Chair of the Judicial Council

Section 3: NAM Judicial Council

1. In all matters relating to the administration of Category 1 Non-Academic Misconduct cases, a NAM Judicial Council (NJC) will form as a subset of the regular Judicial Council. This committee will include the following:
 - a. Chair of the Judicial Council
 - b. Three of the regular members of the Judicial Council to be appointed for each case by the following:
 - i. Chair of the Judicial Council
 - ii. Secretary of Internal Affairs
2. Where possible, one of the members of the NJC should be a member of the same member society which the respondent is a member of. This is in recognition that for the administration of restorative justice, and an understanding of the culture surrounding infractions of the code, a student from the same member society will be able to provide insight that can support JCOMM.

Section 4: Summer Judicial Council

1. In recognition of the significant scheduling and availability challenges facing the Judicial Council in adjudicating cases that arise outside the traditional academic year, an alternate form of the Judicial Council operative during the May – August period, called the Summer Judicial Council will enjoy the same authority and jurisdiction as the Judicial Council. The Summer Judicial Council consists of:
 - a. Outgoing Judicial Council Chair (chair)
 - a. Incoming Judicial Council Chair
 - b. Outgoing Judicial Council Vice-Chair
 - c. At least one other member of the outgoing Judicial Council
2. In the absence, vacancy or unavailability of the members listed above, the President's Council may make appointments at the recommendation of the Secretary of Internal Affairs. The members will be selected from an expanded pool

of candidates that includes all incoming and outgoing committee members. Preference should be given to members of the outgoing committee. The Secretary must provide a clear rationale on the appointment to the President's Council.

Section 5: Special Appointments

1. In the event of a vacancy on the Committee as a result of removal or resignation, or where quorum cannot be achieved in extra-ordinary circumstances, special appointments to JCOMM may be made at the recommendation of the Secretary of Internal Affairs, and Chair of the Judicial Council. If the Chair recuses themselves, the Vice-Chair or Interim Chair may approve appointees.
2. Appointments are final, and subject to appeal to the President's Caucus by a written notice delivered to the Secretary of Internal Affairs, within 48 hours of a receipt of a notice of appointment. Appeals may only be entertained if the respondents or complainant have a reasonable apprehension of bias in one or more of the appointed members.
3. These members will be selected from an expanded pool of candidates that includes all current AMS members who have training and experience in the Judicial System.
4. All regular members who do not have conflicts will continue to serve on the Committee for the case in question. As such, the number to be appointed shall be such as is necessary to achieve quorum.
5. Notwithstanding Part F, sec. 4, sec. 1, between May-August, the Secretary of Internal Affairs or President can make appointments as stipulated under Part F, sec. 4, subsec. 3 above, with a 2/3 approval of the President's Caucus.
6. This section may be used for special appointments to any judicial body, including but not limited to the Judicial Council, Judicial Advisory Board, Alternate Judicial Council and NAM Judicial Council in the event that quorum cannot be reached.

Part F: Assembly

Section 1: Speaker of Assembly

1. To be eligible to hold the Speaker of Assembly role, a student must be a member of the Alma Mater Society, as defined by the Constitution. It is the responsibility of a candidate to demonstrate and ensure compliance with the eligibility requirements:

- a. Candidates must be enrolled in a full course load, as defined by their programs; OR have opt-ed into the AMS Mandatory Fees. The Constitution is the sole and final authority for defining membership in the Society.
 - b. Candidates must fulfill other eligibility requirements as set out by the Hiring and Appointments Policy of the Board.
 - c. Candidates who have been terminated from an AMS position for disciplinary reason, are not eligible to serve as Speaker until the conclusion of the academic year after the year in which their employment ended.
 - d. Candidates may only hold the position of the Speaker for a maximum of two academic years.
 - e. Candidates who have a Category I conflict-of-interest with any member of the incoming Assembly may not seek election for the role of the Speaker. This disclosure must be made by candidates in good-faith and given the information available about the incoming Assembly at the time of the application. If vacancies in the incoming Assembly are filled after the election of the Speaker, and result in a Category I conflict-of-interest with the Speaker, the Speaker shall declare this to Assembly, and the Chief Governance Officer will be delegated all responsibilities of the Speaker with respect to that person for the remainder of the Speaker's term.
2. The application for the Speaker is the responsibility of the outgoing Secretary of Internal Affairs, and should follow the timelines below:
- a. Advertising and opening for the Speaker should normally be done in March prior to the Annual General Assembly in April.
 - b. The Secretary of Internal Affairs must open and solicit applications through the Human Resource Office.
 - c. Once applications close, all candidates will be asked to confirm eligibility. Eligible applications will be invited to an Information Session held by the Chief Governance Officer, in which the responsibilities of the role are clearly outlined, and election procedures will be clearly outlined. Candidates will be able to ask clarifying questions of the role.
 - d. Following the Information Session, candidates who confirm that they would like to proceed with the election, will be forwarded a series of three (3) questions determined by the Secretary of Internal Affairs and Chief Governance Officer to form the basis of the application forwarded to Assembly.
 - e. The completed questionnaires will be forwarded to Assembly with the circulation of the agenda. Ideally elections for the Speaker of Assembly should occur at the Annual General Assembly.

3. The election of the Speaker at the Annual General Assembly will be facilitated by the outgoing Speaker, and follow the procedures outlined below:
 - a. All candidates must be present at the Assembly in which the Speaker will be elected.
 - b. The Assembly may ask candidates a maximum of five (5) questions, at least three (3) of which are reserved to voting members of Assembly, and one (1) for non-elected, non-voting members of Assembly. The questions asked should not be personal in nature and focus on the candidate's ability and understanding of their role and responsibilities. All questions and answers should be asked in open session.
 - c. Candidates will be asked to leave the room, and any online streams of Assembly may be paused while Assembly enters into deliberations. A majority of voting members present will elect the Speaker of Assembly.
4. In the event that the March application period does not result in the election of a Speaker, the procedures for the hiring of the Speaker should be reinitiated in August, prior to the first Fall Assembly.
5. The Speaker of Assembly may be removed from their position by:
 - a. Two-third (2/3) majority by the voting members present at an Assembly meeting, where proper notice of a motion has been given;
 - b. The Judicial Council, for any reason within its jurisdiction;
 - c. The President if the Speaker has been found in violation of the Board' Policy on Harassment, Discrimination and Sexual Violence.
6. This section is subject to the Board's policy on *Hiring and Appointments*, and the Human Resource Office must be consulted anytime a student seeks the position of the Speaker for a second term and/or there are concerns about eligibility due to previous terminations. In such instances, the direction of the Human Resource Office must be followed and supersedes this policy subject to the purview of Board.

Section 2: Students Appointments

1. The Nominating Committee of Assembly is responsible for making appointments to all committees of Assembly, including where students-at-large may be appointed.
2. Awards and other financial allocations that are under the purview of the AMS Assembly must outline, where possible, a plan for substitution of members in the

event of a vacancy or a conflict of interest. In the absence of such a plan, this section applies.

3. Quorum for selection committees is at least two members of Assembly, and a simple majority of the remainder of the members.
4. Substitutions: substitutions are generally outlined by the *Award Policy*. In the absence of substitutions, the special appointment process applies.
5. Substitutions and special appointments must only occur if:
 - a. A member of the Selection Committee is unable to fulfill any of their duties for duration of the time they would be a member of the Committee ex. due to the presence of a Category 1 conflict of interest.
 - b. AND after the member recuses themselves or due to a vacancy, quorum cannot be achieved.
 - c. Substitutions are not made to achieve quorum for one (1) decision. All members appointed as substitutes become members of the Committee and must observe all Committee sessions and proceedings. However, their appointment does not change the number of people required for quorum.
7. Conflicts of Interest procedures must follow Part A of this policy. If a committee cannot achieve quorum due to a persistent vacancy or conflict of interest, the Secretary of Internal Affairs may make appointments subject to the following restrictions:
 - a. Only voting members of assembly can substitute for a seat reserved for voting members of assembly.
 - b. Only AMS executive can substitute for a seat reserved for the AMS executive. Unless states otherwise, the order the executive fill this seat is as follows: Vice-President of University, President, Vice-President of Operations. In the event that all AMS executives are unavailable, the Secretary of Internal Affairs
 - i. May appoint a voting member of assembly as their substitute, subject to approval by President's Council, if the AMS executive were members of a Selection Committee.
 - ii. Motion to suspend the administration of the award, grant or bursary. Such a motion is exempt from any time requirements outlined in the Awards/Grants and Bursary policy.
 - c. Only a non-executive, student member of the Board of Directors may substitute for the Chair of the Board of Directors.
 - d. All appointments which deviate from the requirements of this policy due to persistent vacancies or conflicts of interest, must be approved by the

Secretary of Internal Affairs.

8. In the event that a situation occurs relating to quorum or composition not covered by this policy, the Secretary of Internal Affairs (or delegate) retains the authority to determine quorum requirements and composition.
9. In the event of a vacancy or conflict of interest in the position of the Chair, the Chief Governance Officer may assume this role.

Section 3: Non-Student Appointments

1. This section governs appointments of non-students, ex. faculty or community members to committees of the AMS Assembly.
2. Faculty member appointees must be instructors at Queen's University. It is the responsibility of the Chair to identify potential appointees, solicit for their interest, and make recommendations to the Chair of the Nominating Committee, who must bring the request forward to the Committee for their appointment. The Nominating Committee retains the final authority to approve appointments to the Selection Committee.
3. Community member appointees must be residents of the Kingston community. It is the responsibility of the Chair to identify potential appointees, solicit for their interest, make recommendations to Chair of the Nominating Committee, who must bring the request forward to the Committee for their appointment.
4. The Nominating Committee reserves the right to reject any recommendation for any reason, at its discretion. The Committee must consider the interests of the student body in making appointments.
5. In the event of a vacancy or a conflict of interest, it is the responsibility of the Chair to notify the Secretary of Internal Affairs. The Secretary of Internal Affairs may, at their discretion, determine an appropriate form of action.
6. All appointments of non-students to Assembly Committees require approval from the Nominating Committee. The Secretary of Internal Affairs may not make appointments without approval from the Nominating Committee. This is to ensure there is oversight, and proper vetting of appointees who will be accessing confidential student information.

Monitoring

Compliance with this policy will be monitored by the Secretary of Internal Affairs and enforced by the Chief Governance Officer. The AMS Judicial Council has the final authority to interpret and resolve disputes of the application of this policy. However, the AMS Assembly retains the right to alter and amend this policy by a simple majority vote.

All changes to this policy should be made whenever a gap in policy is identified. Any substantial changes to this policy must be reviewed by the Council of Order prior to their presentation to Assembly. The Council may issue a statement of support, opposition or choose to remain impartial with respect to the change(s) being proposed. Reviews of this policy should occur every two years, to ensure that up-to-date information is included.

Contact person	<i>Secretary of Internal Affairs</i>
Date of next review	<i>August 2027</i>
Related policies, procedures and guidelines	<i>AMS Constitution Conflict of Interest Act of Canada Awards, Grants and Bursary Policies</i>
Policies superseded by this policy	<i>AMS Procedures Policy Judicial Policy Charter of the Judicial Council Elections and Referenda Policy Civic Engagement Policy</i>