

ASSEMBLY POLICY OF THE ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY

Responsibility	Secretary of Internal Affairs
Approved by	Assembly
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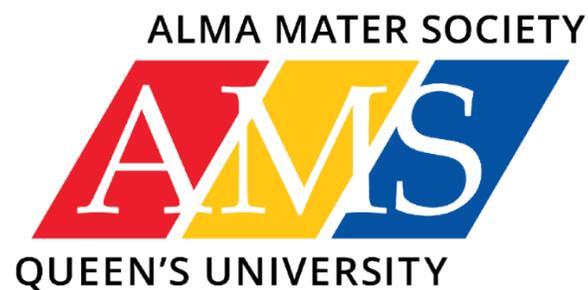


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Land Acknowledgement

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. As a policy centred on civic engagement with AMS governance, we must strive 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 reflection on the privileges that have been afforded to us on this land and are committed to using 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.

Purpose

The AMS Assembly is the highest legislative body of the Society. The AMS is committed to ensuring that the Assembly is open and transparent for all students, to ensure sustainable governance and operations. Active student participation at Assembly essential for ensuring policies are in students’ best interests, maintaining necessary programs, and providing a forum for respectful debate and open dialogue about the state of the Society. This policy provides information as to how the Assembly functions and the protocols that are necessary to prepare for the Assembly.

The purpose of this policy document is to provide a clear and concise set of rules to be used for governing the Alma Mater Society Assembly. The policy document ensures that all members of the AMS have a consistent and accessible reference document to consult if doubtful of rules of order, composition of Assembly, procedures, or committees.

Scope

This policy covers all aspects of the AMS Assembly, including policies on preparation, rules of order, standing committees, and student participation. This policy has influence over all Members of Assembly, and students who attend Assembly.

Terminology

1. **Assembly Term or Assembly Session:** is defined as the academic year during which the Assembly meets. Assembly terms start on May 1st and end on April 30th of the subsequent year.
2. **Confidential:** is defined as any document or record clearly marked as confidential, and not released to the student body as a result.
3. **Ex-Officio:** is defined as an Assembly representative that submits reports, attends Assembly, can motion, but cannot vote.
4. **Fall:** is defined as the period between September 1st to December 31st and the academic term which occurs in this time period.
5. **Guest Speaker:** is defined as anyone present at an Assembly meeting who is not a member of the Society
6. **Inappropriate Language:** is generally classified as the use of profanity but shall be at the ultimate discretion of the Assembly Speaker.
7. **Member of Assembly:** refers to all those listed as Voting Members, Non-Voting Members, and Observer Members of Assembly under Part A, Section 1.
8. **Mover:** is a student who has paid their AMS Membership Fees, and who is primarily speaker on a motion.
9. **Office of the Secretariat ("Secretariat"):** for the purposes of this policy, Secretariat refers to the Office of the Secretariat, or the unit providing administrative support to Assembly. The Secretariat is managed by the Secretary of Internal Affairs and supported by the Chief Governance Officer. Where this policy makes references to decisions made by the Secretariat, such decisions are meant to be made by both the Secretary of Internal Affairs and Chief Governance Officer.
10. **Online Assembly:** is a meeting of Assembly that takes place fully virtually.
11. **Operational Plan:** refers to a goal plan, or any other document or presentation which outlines the goals, visions, and planned operations of the Society for the year.

12. **Regular Assembly:** refers to an Assembly taking place in the Fall or Winter, whose date was ratified by Summer Assembly at the May meeting.
13. **Secunder:** is a student who has paid their AMS Membership Fees, and who is the secondary speaker on a motion.
14. **Secretary of Internal Affairs:** refers to the manager of the Office of the Secretariat as appointed by Assembly. The Assembly may appoint another person to fulfill such duties who is not the current holder of this title.
15. **Society:** means the Alma Mater Society of Queen's University (the abbreviation of which is "AMS"), that is, the unincorporated association whose membership consists of Society members.
16. **Special Assembly or Special Meetings of Assembly:** are meetings of Assembly that were not planned ahead or have dates that were not previously approved in the May Summer Assembly.
17. **Summer:** is defined as the period between May 1st to August 31st and the academic term which occurs in this time period.
18. **Summer Assembly:** is defined as the monthly formal meeting of Faculty Society Presidents, AMS Executive and Commissioners. The voting powers of AMS Assembly fall on the aforementioned individuals in the summer months.
19. **Unprofessional Conduct:** is defined as addressing members with personal attacks, speaking out of turn, interrupting members, and anything else designated by the speaker.
20. **Winter:** is defined as the period between January 1st and April 30th, and the academic term which occurs in this time period.

Roles and Responsibilities

Office of the Secretariat ("Secretariat"): is defined as the unit under the Internal Affairs Office responsible for the administrative affairs of the Assembly and providing confidential and impartial advice to all members of the Society on matters which fall within the purview of Assembly. The Secretariat is overseen by the Secretary of Internal Affairs and includes both the Chief Governance Officer, and the Speaker of Assembly. The Secretariat is a resource for the Executive on advancing the good governance of the Society. The Secretariat is a confidential and impartial space that provides support and advice for all members of Assembly, students-at-large, and Faculty Societies. To this extent, the Secretariat enjoys autonomy to ensure that the interests of all stakeholders are protected and advanced and is generally understood to be limited to the enforcement of this policy and providing confidential and impartial advice to students-at-large.

President: The President of the Alma Mater Society supports the overall functioning of Assembly by providing strategic leadership and direction. In tandem with the Secretary, the

President helps set the vision, tone, and high-level goals of Assembly for the governing year. The President does not engage in the procedural administration or enforcement of Assembly policy. These responsibilities rest solely with the Office of the Secretariat, which acts as the administrative facilitator of the Assembly space. The Secretary is responsible for managing agendas, ensuring procedural compliance, and facilitating Assembly meetings. The President reviews the agenda of any Assembly meeting prior to its publication and offers input on matters not otherwise addressed by policy. However, the President may not alter, remove, or request the removal of any item submitted in accordance with applicable procedures. Furthermore, when items appear anonymously on the agenda, the President is not privy to the identity of students.

Secretary of Internal Affairs (“Secretary”): refers to the manager of the Secretariat, and the person accountable for all its affairs. The Secretary works with the President to set the goals of Assembly for the year and implement their vision/directives in the operations of Assembly. However, once the goals are set, the Secretary enjoys the autonomy granted through their role in the Office of the Secretariat to ensure the operational and administrative integrity of Assembly. The Secretary has a responsibility to maintain a professional and collaborative working relationship with the President, and to ensure that goals/directions set in the Summer are adhered to throughout the academic year. The Secretary is additionally responsible for compliance with this policy, and its enforcement before, during and after Assembly meetings.

Chief Governance Officer: is primarily responsible for the day-to-day affairs of the Office of the Secretariat, for administratively overseeing the Speaker, and the proper functioning of committees of Assembly. The Chief Governance Officer also facilitates the Society’s award process in the Winter and works to produce the meeting minutes and agenda for all meetings of Assembly.

Speaker of Assembly (“Speaker”): The Speaker of Assembly is the student elected to chair meetings of Assembly with impartiality and neutrality. The Speaker of Assembly has a responsibility to act to promote good governance at Assembly. During their tenure, they must ensure that they protect the integrity of their position and refrain from conduct that may cause scandal. The specific roles and authorities of the Speaker are outlined by Part A, Section 3 of this policy.

Voting Members of Assembly: Are those members elected to the AMS Assembly, and who have one (1) vote at each meeting of Assembly. Voting Members are expected to engage with the Office of the Secretariat for orientation, support, and training resources. They are expected to attend all meetings of Assembly and request Excused Absences as permitted by the *Appointment Policy*.

Non-Voting Members of Assembly: Are those members appointed by Assembly, and listed in Part A, Section 1. They are responsible to Assembly as outlined by the Constitution, and for producing written reports on a monthly basis as outlined by this policy.

Observer Members of Assembly: Are those members who are elected and represent undergraduate students and/or report on behalf of bodies that are delegated a responsibility on behalf of undergraduate students. They are responsible for a verbal report at regular meetings of Assembly, and written reports as outlined by this Policy.

Part A: General Principles

Section 1: Composition of Assembly

1. Voting Members of Assembly shall include any members who are elected or appointed following the relevant policies and procedures and granted one (1) vote on the AMS Assembly, following 3.2.6 of the Constitution.
 - a. AMS President
 - b. Vice-President (Operations)
 - c. Vice-President (University Affairs)
 - d. Arts and Science Undergraduate Society
 - e. Commerce Society
 - f. Computing Students Society
 - g. Concurrent Education Students' Society
 - h. Engineering Society
 - i. Health Sciences Society
 - j. Nursing Students' Society
 - k. Physical Health and Education Students Society
2. All Voting Members, by Faculty Society, must be noted on the AMS Website.
3. Any major or degree designation counts a student under a Faculty Society for the purposes of evaluating how many students each Faculty Society represents. In the case of dual majors, the primary degree designation shall take precedence.
4. Faculty Societies may not exceed the number of representatives as determined by the allocation of the AMS Constitution.
5. It is up to individual Societies to elect and assign representatives to AMS Assembly based on seat allocation for the year.

6. Faculty Societies must attempt to gather representatives before the Fall term begins and update the Secretary with a list of representatives before the start of the Fall term. In the event a representative cannot be elected by this time, the Secretary must be notified of when the election will be held.

Non-Voting Members

7. The following are the **Non-Voting Members** of Assembly:
 - a. Commissioner of Clubs
 - b. Commissioner of Equity (Student Affairs)
 - c. Commissioner of Equity (Society Affairs)
 - d. Commissioner of Campus Affairs
 - e. Commissioner of External Affairs
 - f. Commissioner of Environmental Sustainability
 - g. Orientation Roundtable Coordinator
 - h. Secretary of Internal Affairs

Observer Members

8. The following are **Observer Members** of the Assembly. Such members are non-voting. If they are not members of Assembly, they are automatically considered Honorary Members of the Society and permitted to speak at meetings of Assembly within the scope of their roles.
 - a. Chairperson of the Board of Directors
 - b. President of the Residence Society
 - c. Student Senate Caucus Chair
 - d. Undergraduate Trustee
 - e. University Rector

Ex-Officio & De-Facto Member

9. The following are **Ex-Officio** members of the Assembly holding a position by virtue of their office. If they are not members of Assembly, they are automatically considered Honorary Members of the Society and permitted to speak at meetings of Assembly within the scope of their roles.
 - a. President of the Queen's Student Alumni Association
 - b. President of the Society for Graduate and Professional Studies, whose role would be limited to speaking on behalf of the SGPS.
10. The following are de-facto members of Assembly, through their roles in the Office of the Secretariat.
 - a. Speaker of Assembly
 - b. Chief Governance Officer

Section 2: Conflict of Interest

1. All members of Assembly should review the *Appointments Policy* to ensure that they are not in violation of the Positional Conflicts of Interest outlined there.
2. In addition to the conflict-of-interest procedures in the *Appointment Policy*, the following are also considered to constitute a conflict-of-interest in members of Assembly when they speak for or against, or vote for or against a motion:
 - a. Presence of a personal, financial or business interest in an organisation supplying property, goods, or services to the AMS in any capacity.
 - b. Presence of a personal, financial or business interest in an organisation whose aims and/or mandates are in conflict with the AMS.
 - c. The use of information that is obtained through the position and that is not available to the public to further private interests of a person or a group who is directly associated with the member.
 - d. In the execution of their duties, accepting or receiving any gift or other advantage, including from a trust, that might reasonably be seen to have been given to influence the exercise of an official power, duty or responsibility.
 - e. Holding a position on or off-campus which is separate from their office, and whose duties or responsibilities are in conflict or may undermine the duties of their office. For example, dual employment in the Judicial Affairs Office and Student Conduct Office.
 - f. A member of Assembly has publicly indicated that they will be seeking an elected office, and votes on a motion that impacts the upcoming election period. Such members should abstain.
 - g. Membership on the Senate is not considered a conflict of interest but if a decision is made which would constitute a conflict, the person must declare the conflict at the commencement of discussion and abstain from the final decision.
3. The Voting Members of Assembly are expected to abstain from all motions in which they have a conflict-of-interest as outlined above. Voting Members should ensure that their abstentions have been duly noted in the meeting minutes.
4. The Chief Governance Officer may enforce conflict of interest guidelines described above. In the event that an issue arises after a motion was voted on, the issue is to be escalated to the Judicial Council, which must make determinations on how to proceed and/or may call for a re-vote through email or at the next Assembly. Additional sanctions may be imposed per the *Charter of the Judicial Council*.

Section 3: Speaker of Assembly

1. There should be a Speaker of Assembly, elected by a simple majority of Assembly, who is responsible for acting with neutrality and impartiality in chairing meetings of Assembly. The formal responsibilities of the Speaker are as follows:
 - a. To chair meetings of Assembly with impartiality and neutrality;
 - b. To chair the Judicial Appeals Board;
 - c. To serve as a member of the Assembly Nominating Committee;
 - d. To serve as a member of the Council of Order;
 - e. To be familiar with the rules of order, and support the Chief Governance Officer with training material for members of Assembly;
 - f. To ensure the proper functioning of Assembly, along with the Secretary of Internal Affairs and Chief Governance Officer;
 - g. To support the Chief Governance Officer with the production of meeting minutes for Assembly;
 - h. To act for the Chief Governance Officer in the absence or unavailability of the Chief Governance Officer;
 - i. To enforce the *Assembly Policy* and maintain objectivity with respect to all members of Assembly.
2. While the Speaker of Assembly administrative reports to the Chief Governance Officer, the Speaker of Assembly retains full autonomy in chairing meetings of Assembly, and the execution of their other responsibilities, as limited by this or other Society Policy. The Speaker of Assembly may seek support from the Office of the Secretariat and the Council of Order. Concerns about the Speaker's exercise of authority can be addressed directly by Assembly or as a discussion topic by the Council of Order, the purpose of which is to provide guidance and support to the Speaker and protect the integrity of governance proceedings.
3. In the absence or unavailability of the Speaker, the Chief Governance Officer shall act for the Speaker. In the absence or unavailability of the Chief Governance Officer, the Secretary of Internal Affairs shall assume the role.
4. The Speaker of Assembly is elected and removed following the procedure outlined in the *Appointment Policy*.

Powers of the Speaker of Assembly

5. The Speaker will preside at all meetings of Assembly to preserve order.

6. The Speaker can interrupt any member using Inappropriate Language or engaging in behaviour unbecoming of the Assembly.
7. The Speaker can dismiss any member of Assembly from Assembly if that member is engaging in Unprofessional Conduct. The member will not be permitted to engage in any further discussions until the subsequent meeting.
8. The Speaker, after having called the attention of the meeting to the conduct of a member who persists in irrelevance or repetition, may direct that member to discontinue his or her speech.
9. The Speaker, at their discretion, may entertain debate on questions of order.
10. No debate is permitted on rulings of the Speaker.
11. The Speaker may adjust the order of items on the agenda at their discretion.
12. The Speaker, at their discretion, may allow follow-up questions during the Question Period.
13. The Speaker can, at their discretion, limit verbal statements being made.

Limitations of the Speaker of Assembly

14. The Speaker of Assembly can not participate in debate.
15. Rulings of the Speaker may be overturned by a two-thirds (2/3) majority vote of members present at any regular or special meetings of Assembly.
16. In the event of a conflict-of-interest as defined by Part A, Section 2, or by the *Appointment Policy*, the Speaker of Assembly must act with integrity, showing respect for, and act in the best interest of, the good governance of the Society. During Assembly meetings, the powers of the Speaker will transfer to the Chief Governance Officer. For further clarity, the Speaker of Assembly is required to relinquish chairing the debate on a particular motion if they have a:
 - a. Category I or III Personal or Category I-III Group conflict of interest as defined by the *Appointment Policy*;
 - b. Conflicts of interest in the Speaker may arise with the mover of a motion, a seconder of the motion, a group affected by or presenting a motion; or any situation outlined by Part A, Section 2.

- c. In the event that the Speaker does not relinquish the chair, Assembly may, by a two-thirds (2/3) majority vote, direct the Speaker to relinquish the chair. This may only be done if the Speaker does not recuse or disclose a conflict of interest.
17. The powers and authorities of the Speaker outside of Assembly may be transferred as outlined by other policies of the Society or, in the event of an unprecedented situation, to the Council of Order, which will have the authority to make determinations on how to proceed.

Section 4: Transparency

1. For the purposes of this section, the term 'reporting members' refers to the individuals listed below, who are required to comply with the policy on transparency reporting of the AMS Assembly.
 - a. AMS Executive
 - b. Commissioner of Clubs
 - c. Commissioner of Equity (Student Affairs)
 - d. Commissioner of Equity (Society Affairs)
 - e. Commissioner of Campus Affairs
 - f. Commissioner of External Affairs
 - g. Commissioner of Environmental Sustainability
 - h. Orientation Roundtable Coordinator
 - i. Secretary of Internal Affairs
 - j. Chairperson of the Board of Directors
 - k. President of the Residence Society
 - l. Student Senate Caucus Chair
 - m. Undergraduate Trustee
 - n. University Rector
 - o. President of the Arts and Science Undergraduate Society
 - p. President of the Commerce Society
 - q. President of the Computing Students Society
 - r. President of the Concurrent Education Students' Society
 - s. President of the Engineering Society
 - t. President of the Health Sciences Society
 - u. President of the Nursing Students' Society
 - v. President of the Physical Health and Education Students Society
2. In addition to the above, the following specific reports should also be included:
 - a. Report on University Senate Committees, to be compiled by the Director of Communications, in which all members of the AMS who sit on a Senate

- committee that has met that month, report on the discussions or decisions of that committee. Reports may not exceed 500 words per committee.
- b. Report of the Secretariat, to be compiled by the Chief Governance Officer, in which all chairs of Assembly committees that have met in that month, report on the actions or decisions taken by the committee in that month. Reports may not exceed 500 words.
 - c. Report of the Judicial Affairs Office, which must include statistical information on the case(s) being handled, and any meetings of the Judicial Council.
 - d. Report of the Civic Affairs Office, which must include the result(s) of any election or referendum overseen by, or administrated (through the e-voting platforms) by the Civic Affairs Office.
3. The purpose of Assembly reports is to achieve greater transparency with the student body. Reports should be a maximum of three (3) pages long and should generally include information pertaining to issues, advocacy, or initiatives being implemented in a given month. For reporting members with financial responsibility on behalf of students, the report should include a section on finances, the details or contents of which are to be written at the discretion of the reporting member.
 4. Reports of Assembly will be released on a monthly basis. They are due 72 hours before the agenda release and will be released by the Chief Governance Officer within three (3) business days. Releases of the report should be accompanied by a News Post on the AMS website, and appropriate publicization.
 - a. The Secretary of Internal Affairs may adjust the report deadline in the event of a conflict.
 - b. There will be no reporting periods in December and April, in recognition of the exam periods, and the transitional nature of these times.
 5. Members may fail to submit the report for a maximum of two (2) times during their term. No further explanation is needed from members. Members who fail to submit more than two reports will be subject to accountability measures described by Part A, Section 5.
 6. Late submissions of reports may be included in the Agenda Package at the discretion of the Chief Governance Officer. Late submissions, even if included, will count towards the maximum missed reports. This is to ensure that members of Assembly respect the working hours and workload of the Office of the Secretariat.

Section 5: Engagement

1. It should be recognized that by virtue of their positions, and in the interest of their constituents, all members of Assembly must fulfill a minimum set of responsibilities and expectations with the purpose of achieving proper representation, and good governance for the Alma Mater Society.
2. The Office of the Secretariat has a responsibility to ensure that all members of Assembly are informed of their rights and responsibilities under this section, and to work collaboratively with members of Assembly, and offer support available within their scope for any members who have concerns about meeting their full responsibilities.
3. Any resignations from Assembly must be delivered to the Secretary of Internal Affairs in writing and will be noted during the Speaker's Business at the next meeting of Assembly by the Speaker.

Attendance and Proxies

4. All Members of Assembly, except Ex-Officio Members, are required to attend all regularly scheduled meetings of Assembly. All such members are permitted two (2) Personal Absences during their term, and one (1) Personal Absence for Summer Assembly (if applicable) as defined by the *Appointment Policy*.
5. Voting Members may appoint proxies to attend on their behalf, provided that the Proxy is a member of the Society. Non-Voting Members and Ex-Officio Members are not permitted proxies. Observer Members may appoint a proxy as follows:
 - a. Chairperson of the Board may appoint a member of the Board as their proxy, subject to the Bylaws of the Corporation.
 - b. President of the Residence Society and Student Senate Caucus Chair may appoint any member of the Residence Society, or Student Senate Caucus, as their proxy respectively.
 - c. The Undergraduate Trustee may appoint any member of the Society as their proxy.
 - d. The Rector may appoint any student at Queen's University, regardless of their affiliation with the AMS or SGPS.
 - e. Proxies for all Observer Members are representing the Observer Member, and their contributions to Assembly should be limited to the scope of the Observer Member's role.

Assembly Committees

6. All Voting Members of Assembly must apply for and hold a position on at least one (1) committee of the Assembly during their term. Committee members are expected

to attend all committee meetings.

7. In booking committee meetings, the Chief Governance Officer should solicit availability from committee members and book the meetings at a time when all members of the committee are available. Once booked, members are held accountable to attending all meetings of the committee.
 - a. Committee members are entitled to two (2) personal absences for meetings of each individual committee. A third unexcused absence is grounds for removal from the committee.
 - b. Removal from two (2) or more committees of Assembly is considered just cause for Suspension from Assembly.
 - c. Notwithstanding the above, if the Chief Governance Officer books the meeting at a time when the member was unavailable and had made their unavailability known to the Chief Governance Officer, the member is excused from attendance. The Secretary of Internal Affairs will approve such excusals.

Accountability

8. There must be provisions in the *Appointment Policy* that outline how members of Assembly may be formally excused from their responsibilities where there are valid or reasonable grounds for their inability to meet their responsibilities.
9. The table below outlines the engagement expectations for members of Assembly, and the various touchpoints between members of Assembly and the Office of the Secretariat. The primary purpose of progressive measures is to ensure that members are offered support systems and resources; while maintaining the responsibility they have to Assembly.

REASON(S):	MISSED REPORT	ABSENCE FROM ASSEMBLY	ABSENCE FROM A COMMITTEE
EXCUSED	N/A	Unlimited	Unlimited
1ST PERSONAL	N/A	N/A	Notice of the 1 st Absence
2ND PERSONAL	Notice of the 2 nd Missed Report	Notice of the 2 nd Absence & meeting with the Chief Governance Officer.	Meeting with the Chair of the Committee and Chief Governance Officer.
3RD PERSONAL	Statement and Notification by the Speaker of Assembly.	Statement and Notification by the Speaker of Assembly	Removal from the Committee by the Chief Governance Officer.

4TH PERSONALSuspension from
AssemblySuspension from
Assembly

10. All members of Assembly may request and be approved for a Leave of Absence from their positions subject to the policies and procedures governing their role. The Office of the Secretariat must be notified of any approved Leaves of Absences. If the policies and procedures governing a member's roles do not address the topic of Leaves of Absences, the Secretary of Internal Affairs may approve such requests at their discretion. The Assembly must be notified of any decisions made (approvals or rejections) by the Secretary of Internal Affairs and may reverse the decisions by a two-third (2/3) majority.

11. For the purposes of this section, a 'Statement and Notification by the Speaker of Assembly means that at the earliest available Assembly meeting, the Speaker of Assembly must make a verbal statement at Assembly. Additionally, a notification is to be sent to the appropriate assembly, council or other governing body to which the member belongs to. This is understood to be:
 - a. The AMS Assembly, for the AMS Executive, who shall have the authority and discretion to address such matters as is within their purview, and subject to Part 4, Section 2 of the Constitution;
 - b. The assembly, council or other governing body of a Faculty Society for Voting Members of Assembly;
 - c. The AMS Executive, for Non-Voting Members of Assembly;
 - d. The General Assembly of the Residence Society for the President of the Residence Society;
 - e. The Board of Directors, for the Chairperson of the Board of Directors;
 - f. The Student Senate Caucus, for the Student Senate Caucus Chair;
 - g. For the Undergraduate Trustee and University Rector, the notification must be sent to *The Queen's Journal*.

12. A motion to suspend a member of Assembly must be included with the circulation of the agenda, and read:
 - a. For Voting Members of Assembly: "That the AMS Assembly suspend the voting rights of (name), (position title) for the remainder of their term on Assembly."
 - b. For all other members of Assembly, except the Executive: "That the AMS Assembly suspend (name), (position) for (insert grounds), and recommend that (insert governing body) take (insert appropriate actions)."
 - c. The suspension and removal of the Executive is governed by Part 4, Section 2 of the AMS Constitution. No part of this policy should be read or understood

as to limit or guide the discretion of the Assembly with respects to the removal of the Executive.

Section 6: Transition

1. Prior to the conclusion of their terms, the outgoing Office of the Secretariat should update the transition manual for members of Assembly, subject to approval by the outgoing Assembly.
2. The outgoing Secretary of Internal Affairs should offer a mandatory transition meeting to the incoming Summer Assembly. Multiple formats and sessions should be made available to account for the availabilities and locations of members of the incoming Summer Assembly.
3. Prior to the first Assembly of the Fall, the Chief Governance Officer is responsible for the delivery an orientation session for all members of Assembly to review:
 - a. The Transition Manual of Assembly Members;
 - b. The Rules of Order of Assembly;
 - c. The rules governing Assembly Committees;
 - d. The rules governing conflicts-of-interest and procedural fairness.

At the discretion of the Secretary, this training may also be offered at a meeting of the Summer Assembly for members of the Summer Assembly.

4. Attendance of the orientation session in the fall is mandatory, and failure to attend at least one of the available sessions will count as a Personal Absence for the Assembly Member.
5. A copy of this policy should be made available to all members of Assembly prior to the first meeting that they attend.

Part B: Assembly Operations

Section 1: Notice of Meetings

1. The incoming/outgoing Secretary of Internal Affairs and Presidents must meet in April to set the meeting times and dates for the Summer Assembly. The dates and times of the Assembly in the Fall and Winter are subject to a majority approval of Summer Assembly in May.
2. Any meeting of Assembly is considered regular, if Assembly approves the dates in May. Any meeting of Assembly scheduled after this is considered Special.

3. Proper notice for all motions of Assembly is considered the delivery of a motion at least forty-eight (48) hours prior to the start of Assembly. Where the Constitution or other Society Policies require proper notice, members of Assembly are to be notified of the motion at least forty-eight (48) hours prior to the start of Assembly. If a motion was not included with the circulation of the agenda, it may still be sent to members of Assembly assuming it is also posted on the AMS website.
4. The agenda and appendices for each meeting must be prepared by the Chief Governance Officer and delivered to all members of Assembly via email, seventy-two (72) hours before a scheduled meeting, of which at least fourteen (14) must occur during regular business days.¹ The agenda must be made publicly available at the same time it is circulated to members of Assembly.
5. Once released, the agenda may not be amended except during the motion to adopt the agenda on the day of Assembly. If the agenda is released less than the time specific in Part B, Section 1(4), Assembly may proceed with a two-third (2/3) vote of members present.
6. Assembly members must respond to communications by the Secretary, Chief Governance Officer, or Speaker of Assembly within seventy-two (72) hours on all matters pertaining to Assembly.
7. Any member-at-large wishing to have items placed on the agenda, must provide written notice through a form chosen by the Secretary of Internal Affairs, and by the deadline(s) communicated on the AMS website.
8. The administrative affairs of Assembly are the responsibility of the Chief Governance Officer and facilitated through the Office of the Secretariat.

Section 2: Quorum

1. The quorum of Assembly meetings is one third (1/3) of the Voting Members from the total composition of Assembly, not including proxies, plus one (1).

¹ For greater clarity, what this means is that the agenda must be sent out at least 72 hours before Assembly, however, must include two business in that time frame. If Assembly starts on Monday, the Agenda must be released by Thursday afternoon so that two business days (Friday, Monday) are counted towards the notice.

2. In the event of the above number not being a whole number then the next highest whole number shall constitute the quorum.
3. If quorum is not maintained the meeting should be adjourned and the time and names of members still present must be recorded in the minutes.

Section 3: Meeting Minutes

1. The minutes of each meeting must be made public in time for the circulation of the agenda for the next meeting of Assembly.
 - a. If the final meeting of Assembly is a regular meeting, the meeting minutes must be approved by the outgoing Assembly via an e-vote delivered within seven (7) business days of the last meeting of Assembly.
 - b. If the final meeting of Assembly is a General Assembly, the meeting minutes are the responsibility of the Incoming Secretary of Internal Affairs, as they must be approved at the next General Assembly.
2. The minutes of each Assembly must at minimum include:
 - a. A list of all members of Assembly present, and any proxy appointments;
 - b. Any abstentions due to conflicts-of-interest;
 - c. The time stamp when a member of Assembly raised a point of personal, privilege and left the meeting of Assembly;
 - d. The outcome of any motion(s) considered or on the agenda.
3. The meeting minutes are the responsibility of the Chief Governance Officer in the Fall and Winter, and the Director of Communications in the Summer.
4. The template for Assembly minutes must generally remain consistent from year to year, to protect the integrity of the archives.

Section 4: Special & Online Meetings

1. Special Meetings of Assembly may be called as outlined by the Constitution.
2. Special Meetings must follow all rules and procedures governing regular meetings of Assembly, except as follows:
 - a. The Secretary retains the right to not count absences during Special Meetings against members of Assembly, who have otherwise had a satisfactory attendance record.
 - b. Only Voting and Non-Voting Members of Assembly are required to attend Special Meetings of Assembly. Observer and Ex-Officio Members are exempt

from attendance. Notwithstanding this clause, the President or Vice-Presidents, may require that an Observer or Ex-Officio Member attend Assembly, as the case may be.

- c. Proper notice and release of the agenda if forty-eight hours prior to the scheduled start time of the meeting.

Online Assembly

3. In the event it is recommended that Assembly take place in an online space, all members must be notified with the circulation of the agenda.
4. Online Assembly meetings will follow the same Rules of Order, and Order of Business as regular Assembly meetings.
5. Meetings are to be recorded at discretion of the Secretary of Internal Affairs.
6. Members-at-large must pre-register with their Queen's email in order to attend.
 - a. Sign up availability will open at the same time the agenda is released, and end one (1) hour before the scheduled meeting time of Assembly.
 - b. The link to join the Assembly will be sent out one (1) hour before.
 - c. Members-at-large may send questions to the Secretary during Assembly using a secure form and will be read aloud at the discretion of the Speaker.
 - d. Members-at-large will only be permitted to speak at the discretion of the Speaker.
7. Voting will occur through a 'raised hand' function through the online platform.

Section 5: Order of Business

1. The Order of Business of each meeting of Assembly is as follows:
 - a. Speaker's Business
 - i. Land Acknowledgement
 - ii. Approval of the Agenda
 - b. Report of the Executive
 - i. President
 - ii. Vice-President (Operations)
 - iii. Vice-President (University Affairs)
 - c. Guest Speakers
 - d. Report of the Observers
 - i. Chairperson of the Board of Directors
 - ii. President of the Residence Society
 - iii. Chair of the Student Senate Caucus

- iv. Undergraduate Trustee
- v. University Rector
- e. Report of the Committees
 - i. Reports of Standing Committees (if applicable)
 - ii. Reports of Ad-Hoc Committees (if applicable)
- f. Statements by Members
- g. Question Period
- h. Business from the Minutes
 - i. Approval of the Minutes
- i. New Business
- j. Discussion Period
- k. Closed Session (if applicable)
- l. Adjournment

Speaker's Business

2. The Speaker's Business must include at most ten (10) minutes dedicated for the Speaker to make a Land Acknowledgement and make relevant remarks to the ongoing proceedings of Assembly. The Speaker may give Assembly reminders and highlight other matters brought to their attention. Any resignations by members of Assembly will be noted by the Speaker.

Approval of the Agenda

3. Prior to the approval of the Agenda, the Speaker will ask if any member has any amendments to make.
 - a. A motion is required to add a motion or a discussion topic to the agenda not previously included.
 - b. A motion is required to change the order of motions or a discussion topic or reports within the Order of Business.
 - c. The mover of a motion may withdraw their own motion or amend the wording in their motion without approval. Once the agenda is approved, the mover of a motion may not amend the wording of their motion except through an amendment to their motion.
 - d. A motion may be withdrawn at a meeting by unanimous consent of members present.
4. The mover of a motion will retain the right to withdraw their motion from the agenda at any time, even after its approval. However, once the agenda is approved, the mover may not amend their motion except by approval of Assembly.

Guest Speaker

5. The Secretary of Internal Affairs may work with the Government Council, and Executive, to select and invite guest speakers to each meeting of Assembly, aligned with the goals and objectives of the Government Council, Secretary of Internal Affairs and Executive.
6. Guest Speakers need not be members of the Society and will have a maximum of fifteen (15) minutes to make their address.
7. If Guest Speakers are invited for the purposes of aiding Assembly in the debate of a motion, a motion to allow the Guest Speakers to participate in all items of the business or a specific motion may be approved at the conclusion of the portion for Guest Speakers.

Verbal Reports and Statements by Members

8. The verbal reports of the Executive, Observers of Assembly, and chairs of Assembly committees are limited to three (3) minutes in duration except the President's, which is limited to five (5) minutes.
9. All verbal reports under the Statements by Members are limited to five (5) minutes. Any member of the Society may speak to Assembly on a subject of their choice. Assembly members not allocated a verbal report in the Order of Business, may provide updates on matters of interest to their Faculty Society or work.
10. Any member of the Society may submit a written statement, by the deadlines communicated on the AMS website, to be included with the circulation of the agenda, by a method determined by the Secretary of Internal Affairs. Members of the Society may request to remain anonymous, provided that the Secretary of Internal Affairs can verify their status of membership in the Society. The ability to include statements in the agenda package is a privilege that makes governance more accessible to students. The Secretary of Internal Affairs, in consultation with the Council of Order, may refuse to include a statement in the agenda if the topic, tone or language used is unbecoming of Assembly or includes Inappropriate Language. Such action does not limit the right of the student-at-large to attend Assembly and make a verbal statement directly to Assembly.
11. The Speaker may limit statements once a thirty (30) minute threshold has been met.

Question Period

12. Any member of the Society may ask one (1) question to any member of Assembly during the Question Period. Questions are limited to two (2) minutes in duration, and responses are limited to five (5) minutes.
13. Any member of the Society may submit a written question, by the deadlines communicated on the AMS website, to be included with the circulation of the agenda, by a method determined by the Secretary of Internal Affairs. Members of the Society may request to remain anonymous provided that the Secretary of Internal Affairs can verify the status of membership in the Society. The Secretary of Internal Affairs, in consultation with the Council of Order, may refuse to include a question in the agenda if the topic, tone or language used is unbecoming of Assembly or includes Inappropriate Language. This does not preclude the right of any student-at-large to attend Assembly and ask question(s) directly.
14. The question period at Assembly may be limited to thirty (30) minutes in total at the discretion of the Speaker.

Business from the Minutes

15. In this section of Assembly, motions from previous meetings of Assembly (ex. Motions for changes to the Constitution, motions for reconsideration, etc...) will be debated and put for approval. This distinction exists for the interest of members of Assembly, to distinguish between matters previously considered and new business.
16. Approval of the Minutes for the previous meetings of Assembly must occur at this time. Any member of the Society will have the right to make an addition or an amendment to minutes, subject to a majority approval of members present.

New Business

17. New motions submitted for consideration will be debated and put for approval. These rules of debate are subject to Part C of this policy.

Discussion Period

18. Any member of the Society may introduce a topic of their choice for discussion. They will have five (5) minutes for the introduction of the discussion topic.
19. Ideally, the member of the Society should be present at the Assembly in which the discussion topic is added to the agenda, to introduce the discussion topic and engage with members of the AMS Assembly. However, if the matter is pressing, the Secretariat may accept requests for discussion, provided with context if they are submitted by the deadlines communicated on the AMS website. The Secretariat

retains the right to limit submissions if the member making the submission will not be present or wishes to remain anonymous. The Secretariat may also reach out to discuss the topic in more detail to seek clarification before it is included on the agenda.

20. Each member may speak for a maximum of five (5) minutes at a time, and generally once during a discussion topic unless all members wishing to speak have spoken. In this case, members may speak again. The Speaker of Assembly reserves the right to end the discussion at such a time they deem appropriate, or if it becomes repetitive and unproductive.
21. The discussion on each item on the agenda is limited to twenty (20) minutes in total. This can be waived at the discretion of the Speaker or by a majority approval of Assembly.

Adjournment

22. Each meeting of Assembly will adjourn at a point no later than three (3) hours from when it was scheduled to begin, unless a motion to extend by thirty (30) minutes is passed by a simple majority. Assembly may be extended by intervals of thirty (30) minutes to a maximum of four (4) intervals.
23. A motion to adjourn, even if the Assembly ends prior to the three (3) hour limit, requires a mover and a seconder.

Section 6: Closed Session

1. Assembly shall enter Closed Session for certain items of business in which publicity is not in the best interests of the Society.
 - a. A motion to enter Closed Session shall require a 2/3 majority vote.
 - b. Notwithstanding the above, the Executive shall move to enter closed session with only a simple majority vote required.
 - c. When there are multiple items on the agenda, a motion to enter into a closed session for any item on the agenda defers the consideration of that item to the end of the agenda, when all other items scheduled for open session are addressed and considered.
2. Closed session shall generally be restricted to:
 - a. Voting Members of Assembly
 - b. Non-Voting Members of Assembly
 - c. Chief Governance Officer
 - d. Speaker of Assembly

3. The Speaker of Assembly, with a simple majority approval of Assembly, may call before Assembly any person or persons whose experience or knowledge of the item of business to be discussed will aid Assembly in reaching a decision.
4. The meeting minutes for Closed Sessions of Assembly should be marked as CONFIDENTIAL and stored separately by the Information Officer from other meeting minutes of Assembly. The Secretary of Internal Affairs should send meeting minutes of Closed Sessions of Assembly through a non-downloadable link, to Voting Members of Assembly, for approval within seventy-two (72) hours of the meeting. The Chief Governance Officer, as the Scribe, remains responsible for the production of the meeting minutes for all Closed Sessions of Assembly.

Section 7: Accessibility

1. The Secretary of Internal Affairs is responsible for the maintenance of a *Report on the Accessibility of the AMS Assembly* to be reviewed every other year, with the support of the Commissioner of Social Issues (Internal) and Commissioner of Campus Affairs. This report must remain publicly accessible on the AMS website until the next review.

Part C: Rules of Order

Section 1: Rules of Debate

1. If an issue arises that is not covered by this policy, the Speaker of Assembly, in consultation with the Chief Governance Officer, is authorized to make any rulings deemed necessary in the accordance with the spirit and mandate of this policy. All rulings made at Assembly may be overturned by a two-third (2/3) majority of voting members present. The Council of Order, at its next meeting, will review any rulings not overturned, to discuss their addition to this policy. Subject to the Constitution, the rulings may also be appealed to the Judicial Council by a member of the Society.
2. All members should address one another by position or surname. It is the responsibility of the Speaker to enforce this.
3. The mover of a motion reserves ten (10) minutes for the introduction of the motion, unless this time limit is adjusted due to the type of the motion as outlined by this policy. The seconder of the motion has the speaking rights next, limited to five (5) minutes prior the debate time opening up.
 - a. Once the mover or seconder has spoken for the first time for a particular motion, the mover may ask the Speaker for unanimous consent for the

- particular motion. If any member of the Society raises a hand to speak, then debate on the motion shall begin.
- b. All members of the Society are permitted five (5) minutes of debate on every motion and may only speak once.
 - c. At the conclusion of the debate, the mover and seconder have the right to a three (3) minute summation of the motion, each.
4. No person, except the mover or seconder, shall speak more than once during the debate on a particular motion.
 - a. The mover may speak to an amendment moved by another person, even if having previously spoken to the main motion.
 - b. Any member of Assembly may speak one additional time upon receipt of speaking rights that have been passed by another person.
 - c. Speaking rights may be passed by a person to another once per debate.
 - d. A member shall be entitled to a direct response, subject to the discretion of the Speaker
 5. No person shall interrupt another person except on a Point of Information or Order.
 6. After fifteen (15) minutes of debate on a motion, not including the time reserved for the introduction of a motion which for greater clarity is fifteen (15) minutes, the Speaker must entertain a motion to extend the debate. Debate on motions may be extended by increments of fifteen (15) minutes, to a maximum of three (3), such that the total debate on a motion does not exceed one (1) hour in total. At the conclusion of the hour, the mover can choose to call the question or tabled the motion to the next Assembly.

Section 2: Raising Points

1. A **Point of Information** may be raised by any member of Assembly, or member-at-large, to request or provide information concerning a motion under debate, or to correct a substantial misinterpretation or misrepresentation of previous speech to the motion.
 - a. All points of Information are to be addressed to the Speaker of Assembly, Chief Governance Officer, or Secretary of Internal Affairs.
 - b. This does not constitute speaking to the motion under debate.
 - c. If the Speaker finds that a member is not rising on a legitimate point of information, the Speaker will refuse to entertain the point.

2. A **Point of Order** may be raised to bring to the attention of the Speaker, any deviation or departure from the Rules of Order, or any personal insults or abuse directed at a member of Assembly.
 - a. A point of order cannot be raised when another point of order is being raised.
 - b. A point of order does not constitute speaking to the motion under debate
 - c. A point of order must be raised when the irregularity occurs.
 - d. If the Speaker finds that a member is not rising on a point of order, the Speaker will refuse to entertain the point.

3. A **Point of Privilege** may be raised to such matters that affect the rights of Assembly members, or their positions or their ability to engage with assembly. A point of privilege may be raised directly to the Secretary of Internal Affairs, who is responsible for the logistical operations of Assembly. If the point of privilege is used to leave the Assembly, it must be submitted through the method chosen by the Secretary of Internal Affairs (normally, this is Formstack). A point of privilege will not be considered as speaking to the motion.

Section 3: Rules of Voting

1. Voting will be called by the Speaker and each Assembly member with voting rights will follow the direction of the Speaker.

2. Unless requested otherwise, all votes are taken by a simple show of hands. Any member may request that their own vote, and/or abstention is recorded in the minutes.
 - a. Any five (5) members of Assembly may request a vote by roll call.
 - b. Secret ballots shall not be permitted for regular or special meetings of Assembly. This does not apply for General Assembly meetings.

3. When the Speaker has called the question, members of Assembly cannot walk out of the meeting or make any disturbance. The Speaker and Chief Governance Officer are responsible for the verification of the vote. The Speaker will announce the results.

Section 4: E-Votes

1. The Secretary of Internal Affairs may direct the Assembly to vote on motions through an e-vote, when urgent matters arise which are time sensitive and require the immediate attention of the Assembly. Subject to the Constitution, the Executive may call a Special Meeting of the Assembly.

2. For a motion to be approved through an e-vote, at least fifty (50) percent + one (1) of all Voting Members of Assembly must cast a vote.
 - a. Any Voting Member of Assembly who does not cast a vote by the deadline(s) communicated, will be considered to have abstained from the e-vote.
 - b. No more than one half (1/2) of Assembly can abstain on a motion approved via an e-vote. If more than this number abstain, the motion is considered null and must be put for another vote at the subsequent meeting of Assembly.
3. Assembly members will have forty-eight (48) hours to cast a vote, of which at least fourteen (14) must occur during regular business days. In exceptional circumstances, the President may waive these limitations and direct the Secretary to assign a deadline no less than twelve (12) hours from the time the email is sent.
4. Any decisions approved by Assembly via an e-vote should be highlighted to Assembly through a statement made by the Secretary at the next Assembly, to allow the Assembly to move to reconsider the question subject to Part D, Section 3.
5. Unless a motion was marked as CONFIDENTIAL by the Secretary, how members voted may be released subject to a majority approval by Assembly.

Section 5: Committee as a Whole

1. The Assembly, may at any time, form itself into a committee of the whole. The purpose of this is to allow less formal discussions to take place, and to override the limitations imposed that limit members to only speaking once.
2. To enter into a committee as a whole, a member must move a motion that reads: "That the AMS Assembly consider motion (number) moved by (name) and seconded by (name), which pertains to the (topic name), in the committee of the whole."
 - a. If approved, rules limiting the number of times a member may speak are withheld such that no member may speak more than once until every other member wishing to speak has spoken.
 - b. If approved, the Assembly will be able to approve the initial motion in full or in part, until there is consensus on the final wording of the motion.
 - c. The Chief Governance Officer will summarize the discussion which occurs, however, is not required to produce a full transcript of the discussion.
3. To exit a committee as a whole, a member must move a motion that reads: "That the committee of the whole now rise and report."

Section 6: Suspensions

1. The suspension of any rule of order may be approved by the Speaker, for the duration of a meeting of Assembly, if fewer than three (3) members object.
2. Notwithstanding the above, Assembly may move to suspend any particular rule of order for the duration of the meeting with a two-thirds (2/3) majority vote.

Part D: Motions

Section 1: General

1. All motions submitted to the AMS Assembly should generally:
 - a. Start with "That the AMS Assembly ..."
 - b. Have a mover, who is a member of the Society;
 - c. Be seconded, by a member of the Society;
 - d. Not be preceded by a preamble;
 - e. Be submitted to the Secretariat by the deadlines communicated on the AMS website, and through the format indicated by the Secretariat.
2. Any motion whose passage will likely result in a monetary alteration to the Consolidated Budget must be approved by the Vice President (Operations) and clearly state the financial impact of the motion.

Amendments to Motions

3. A motion to amend must be moved and seconded and may be used to amend the motion being considered or related material ex. policy language.
4. The mover of a motion retains the first speaking rights on the motion.
 - a. If the mover deems the amendment "friendly", the amendments is automatically incorporated into the motion, and debate will continue.
 - b. If the mover deems the amendments "unfriendly", the mover retains the right to withdraw the motion. Alternatively, debate on the original motion will end, and only debate on the amendment will be entertained until it has been voted on.
 - c. One sub-amendment (amendment to the amendment) will be allowed.
5. There is no limit to the number of amendments made to a motion proposed. However, no amendment that has been defeated may be re-introduced.

Section 2: Procedural Motions

1. Procedural motions are as follows (it is enough that a member of Assembly say that 'I motion/move to Call the Question' for the procedural motion to take effect).
 - a. Motion to Delay Consideration
 - i. If approved, this motion delays consideration of the motion to a the next Assembly.
 - b. Motion to Call the Question
 - i. If approved, ends the debate on the current motion and triggers the summation of the motion as outlined by the Rules of Debate.
 - c. Motion to Adjourn
 - i. If approved, this motion ends the meeting of Assembly.
2. Procedural motions must have a mover and a seconder. They are not subject to debate. As soon as the motion is seconded, the Speaker of Assembly will take a vote on the procedural motion.
3. Notwithstanding Part D, Section 3, Procedural Motions can be reconsidered immediately after they are approved at Assembly.

Section 3: Motion to Reconsider

1. Any motion that is defeated at a meeting may not be re-introduced, either as a motion or as an amendment, during the current session of Assembly, except through a motion of reconsideration.
 - a. To reconsider a motion, verbal notice must be given at either the Assembly in which the motion is approved, or the first meeting subsequent to it. The debate on the motion to reconsider will occur at the first meeting subsequent to meeting in which the verbal notice was provided.²
 - b. Notwithstanding the above, a motion to reconsider a procedural motion as outlined by Part D, Section 2 may be entertained immediately after the motion is raised.
 - c. Notwithstanding the above, a motion to reconsider a question approved via e-vote may be entertained without notice at the first assembly after the approval of that motion.

² For further clarity, a notice that a member wishes to reconsider a motion should be given at either the Assembly where a motion is approved, or the one subsequent to it. A debate on the motion to reconsider, as well as the motion itself, if the motion to reconsider is approved, will occur at the meeting subsequent to the one in which a notice is given.

2. Reconsideration of motion should read as follows: "That the decision taken on motion (number of motion or title of motion) of (date of meeting at which the decision was taken) be reconsidered."

Section 4: Motion to Approve Appointments

1. Whereas the AMS Constitution requires that the appointment of individuals to certain positions (ex. Commissioners, Judicial Council, etc...) requires the approval of the Assembly, a motion to approve the appointment will read as follows: "That the AMS Assembly approve the appointment of (insert name) to the position of (insert title) for the (year) academic year."
2. The purpose of a motion to approve appointments is to primarily express confidence in the individual's ability to complete the duties and responsibilities of their position. Additionally, given the nature of these roles holding a significant interest for the study body, the approval of appointees allows for appointee to understand their responsibilities and duties towards Assembly.
3. The Assembly may refuse to approve an appointment, at its discretion, if there is clear and compelling concerns brought forward to its attention about the hiring process, or any such reasons which the Assembly feels that it precludes it from expressing confidence in the appointee. Concerns expressed about a candidate may not be personal or private in nature, and the approval of appointments should not provide an opportunity or space for Assembly or the student body at-large to probe into an appointee's personal and private life details.
4. The procedure of approval of appointments is as follows:
 - a. To allow the person being ratified to introduce themselves (up to two minutes) and address the Assembly on matters relevant to their ratification.
 - b. To allow the Assembly to ask three (3) questions that relevant to the appointment, and as restricted by this policy. At least two (2) out of the three (3) questions must be posed by and reserved for Voting Members of the Assembly.
 - c. The Assembly may vote to enter into a Closed Session as outlined by Part B, Section 6 of this policy.
 - d. The Speaker of Assembly, at the request of the appointee, may also direct the Assembly to enter into a Closed Session, if they have concerns about their privacy and/or confidentiality of the concerns being expressed. While normally no person can direct Assembly to enter into a Closed Session without approval, the Speaker reserves this right to protect the privacy of the appointee, and as they see fit.

- e. The Speaker of Assembly to have the full authority to refuse that a question be asked, if the question is personal, includes Inappropriate Language, or that may result in Unprofessional Conduct. The Speaker may also refuse a question if, at their discretion, they deem it as irrelevant.

Section 5: Motion to Ratify

1. A mover of a motion asks Assembly to *ratify* a decision or outcome made by a person or committee of Assembly. The purpose of ratification is to:
 - a. Achieve greater transparency, by allowing Assembly to formally express support on a motion;
 - b. Achieve greater student representation, by allowing Assembly to vote on the motion;
 - c. Allow for concerns of a procedural matter to be raised, and to be addressed by Assembly;
 - d. Where there is overlapping jurisdiction between Assembly, and any other decision making authority on-campus, to allow Assembly to either accept in full or reject in full, the decision being considered.
2. In light of the purpose of a motion to ratify, the scope of Assembly's purview is limited as follows:
 - a. The Assembly may accept the motion in full or oppose the motion in full;
 - b. The AMS Assembly does not have the power(s) to amend a motion to ratify unless the mover of the motion deems such amendments as friendly. If the mover decides the amendment is unfriendly, debate on the motion will end, and the consideration of the motion will be delayed to the next session;
 - c. Any other restriction as outlined by the policy requiring ratification.
3. Motions to ratify under Part D, Section 5(b) should be brought forward only after consultation with the Secretary of Internal Affairs, and where there are compelling reasons on why Assembly purview over the motion is limited. Ratification should not be used to limit or undermine the authority of Assembly with respect to any matter; and the Judicial Council retains the authority

Section 6: Motion to Ratify Clubs

1. Per the *Clubs Policy*, the Assembly must ratify the addition of all new clubs on-campus. Club ratifications are subject to Part D, Section 5 of this policy.
 - a. Notwithstanding Part D, Section 5 of the policy, the Assembly may amend a motion to ratify clubs for the purposes of removing a club from the list of newly ratified clubs.

- b. For further clarity, while all clubs will be reported on one appendix, and Assembly is permitted to amend the appendix, ratification is used as Assembly is not permitted to amend the purpose or mandate of a club.
2. Motions for club ratification should read as follows: “That the AMS Assembly ratify the new clubs as shown in Appendix (letter).”
3. At the ratification assembly, the Commissioner of Clubs should provide Assembly with a verbal report on the clubs ratified, and the total number of new clubs. The purpose of ratification by Assembly is to ensure and protect the procedural integrity of the club ratification process. The Assembly may raise questions and/or refuse to ratify a club if there is clear and sufficient evidence brought forward that the club was not properly vetted during the Ratification Period by the Club Advisory Committee.

Section 7: Motions on Fee Referenda

1. Per the Constitution, Assembly must be notified of all student activity fee questions to be placed on the referendum ballot, the intent and purpose of the fees, and of all groups who faired the validation requirements.
2. The Assembly must approve the addition of all fee questions as outlined by the *Elections and Referenda Policy*.
3. The motion to approve the addition of all fee questions should read as follows: “That the AMS Assembly, at the recommendation of the Student Activity Fee Review Committee, add the following question to the (term) (year) referendum ballot: (insert question)”

Section 8: Motions for Election Candidates

1. Per the *Elections and Referenda Policy*, the Assembly must ratify the addition of all students running for elections within the purview of the Assembly. Ratifications of election candidates is subject to Part D, Section 5 of this policy.
2. Motions to ratify election candidates should read as follows: “That the AMS Assembly ratify (full name of candidate) as a candidate for (insert position title) in the (term) (year) election.”
3. At the ratification assembly, all candidates contesting for an elected position will be invited to:

- a. Introduce themselves, up to two (2) minutes, and address the Assembly on why they are interested in their position.
 - b. Confirm that they meet all eligibility requirements for the position they are contesting for as outlined by the *Elections and Referenda Policy*, the *Rector Election Policy*, the Constitution and/or any other policy governing the role of the position they are contesting for.
 - c. Answer and address any question(s) that pertain to their interest in the position, eligibility requirements, and/or other concerns that the Assembly may have with their candidacy.
4. The procedure for candidate ratification will be as follows:
 - a. Each candidate will be the mover of the motion to ratify them as a candidate, and the Chief Governance Officer will be the seconder of all such motions.
 - b. All motions to ratify candidates for the same position will be combined (omnibus) to ensure the efficiency of the Assembly. Candidates will be asked to introduce themselves by alphabetical order and answer the eligibility questions by the same order.
 - c. Up to a maximum of three (3) questions that are relevant to the candidacy and eligibility can be asked. At least two (2) out of the three (3) questions must be posed by and reserved for Voting Members of the Assembly.
 - d. No questions about the candidate's campaign, platform, and/or goals may be asked by Assembly. The focus on the question should be non-personal experiences pertaining to eligibility and/or candidacy.
 - e. The Speaker of Assembly to have the full authority to refuse that a question be asked, if the question is personal, includes Inappropriate Language, or that may result in Unprofessional Conduct. The Speaker may also refuse a question if, at their discretion, they deem is as irrelevant.
 5. Assembly should only refuse to put a Nominee on the ballot where there is clear and compelling evidence that they are ineligible.

Section 9: Motions for Non-Fee Referenda

1. Motions for non-fee referendums should read as follows: "That the AMS Assembly add the following question (insert question) as a (binding/non-binding) question on the (term) (year) referendum ballot."
2. The placement on the referendum ballot of questions that are not Student Activity Fee based shall be subject to Assembly approval. Normally, Assembly shall approve any question that has garnered sufficient signatures in support. However, Assembly shall retain the authority to reject any question where it finds compelling reason to

believe that the passage of the question would constitute a violation of the mission or operating statement of the Society; a violation of law; a contravention of University policy; a violation of contractual, financial, or other obligations undertaken by the Society; or would otherwise pose a significant threat to the best interests of the Society or be injurious to the welfare of the Queen's undergraduate student body. Any such rejection shall require a two-thirds (2/3) vote in support from all voting members of the Assembly.

3. The wording of all questions to be placed on any Society referendum shall be subject to the approval of the Assembly. Assembly shall have the authority to remove or amend misleading statements or extraneous promotional content; correct errors of fact; and edit technical errors of spelling and grammar.

Section 10: Other Motions

The purpose of this section is to provide a high-level overview of common types of motions at Assembly, and what their purpose/effect on the Society.

1. Motion to Direct or Recommend/Call on
 - a. A motion to direct or recommend an action is a formal way in which Assembly can request that a certain decision or action be made.
 - b. A motion to direct, is a binding motion, and should only be used where the Assembly has explicit purview and/or jurisdiction to take a specific action.
 - c. A motion to recommend or a motion to call on a person to take some specific action, is a non-binding motion that is used to express the stance and opinions of Assembly on what should be done in a specific situation, while recognizing that Assembly does not have the purview for binding motions.
 - d. All motions to direct or recommend/call on should be done after consultations with the Judicial Council.
2. Motion to Receive
 - a. Whenever the mover of a motion wishes to receive formal confirmation by Assembly that an item of information was adequately received by Assembly, a motion to receive can be used to express this transaction of information. A motion to receive does not indicate support or opposition to the information being received, but simply means that to Assembly's satisfaction, all the information presented and/or requested has been received.
3. Motion to Approve in Principle

- a. A motion to approve in principle is a motion in which Assembly agrees or approves in spirit of the decision or policy being brought forward, but not to the letter. A motion to approve in principle should be used whenever an item is within the purview of Assembly to approve, but may require minor work for its completion ex. changing design, or editing grammar, etc. ... A motion to approve in principle will generally defer the final approval to the Secretary of Internal Affairs, President, or President's Council subject to some condition being met. Conditions should normally express the reason why this motion does not have the full approval (for example, subject to the Secretary of Internal Affairs releasing a copy of all changes made to President's Council).
 - b. The motion will read as follows: "That the AMS Assembly approve (insert item of approval) in principle and defer the final approval to (insert person/body) subject to (insert conditions that should be met)."
 - c. Disputes relating to motions approved in principle should primarily be addressed by Assembly. However, the Judicial Council will retain purview to ensure compliance with the conditions of the motion.
4. Motion to Support/Endorse
 - a. A motion to support is a formal way to approve of decisions and/or actions taken on matters outside the purview of Assembly, which may benefit from a formal support of Assembly and/or are required to be supported by Assembly (ex. the restructure of Commissions). A motion to support or endorse, as appropriate, should be used any time that Assembly does not have the authority to approve a decision, and yet wishes to take a positive stance on the matter.
5. Motion to Honor/Recognition
 - a. A motion to honor a decision of a committee/group or recognize a person or a group is a motion that can express appreciation and support for the person, group or decision being made.
6. Motion to Express Concern/Publicly Oppose/ Strongly Oppose, etc...
 - a. Such motions may be used for Assembly to take an opposition stance on any matter affecting undergraduate student life including matters within the AMS, or other organizations. Such motions may address matters both within or outside the purview of Assembly as they allow Assembly to take a formal stance on matters affecting undergraduate students.

Part E: Assembly Committees

Section 1: General Principles

1. To ensure the proper functioning of, and productiveness of meetings of the Assembly, the AMS Assembly should approve the establishment and presence of various committees. The AMS Assembly may choose to delegate its powers and authorities to various committees as outlined by various policies or the terms of reference of the committee. Committees under the purview of Assembly may be:
 - a. **Standing Committees**, which are committees established to consider continuing questions. Once established, these committees will continue to exist until otherwise decided by the Assembly. Standing committees of Assembly must be described by this policy.
 - b. **Selection Committees**, which are committees established for the disbursements of grants or the selection of awardees. Such committees are governed and described by the *Awards Policy* or *Grants and Bursary Policy*. It is recognized that to protect confidentiality of applications and nominations, Assembly delegates its full authority to the Selection Committees, who may make binding decisions on applications and nominations. The terms of reference of the Selection Committees should be outlined by the *Awards Policy* and *Grants and Bursary Policy*.
 - c. **Ad-hoc Committees**, which are established for the purpose of examining questions when no appropriate standing committee exists.
2. Assembly committees normally function in accordance with the Assembly Rules of Order.
3. All members of the committees must be appointed by the Nominating Committee of Assembly, unless specified by the terms of reference or policy. All appointments made by the Nominating Committee are subject to ratification by Assembly.
4. The terms of reference of committees are normally set by policies under the purview of Assembly, or by approval of the Assembly through a motion.
5. The opinions expressed by the committees are not necessarily those of the Society unless ratified, in full or in part, by Assembly.
6. Quorum for all committees of Assembly, regardless of type, is 2/3 of the total membership of the committee as defined by the relevant policies or the terms of

reference of the committee. The committee may be considered to have met quorum even in the event of vacancies in different roles, so long as 2/3 of the total membership of the committee are available for meetings. In the event of vacancies, appointments may be made following the *Appointment Policy*.

7. Committee meetings are generally not open to the public. Each committee may vote to enter into a closed session making all records and discussion strictly private and confidential. The terms of reference of committees may also require or clarify that all committee meetings be presumed to be in closed session. If the meeting is in closed session, the committee may make decisions to what extent confidential matters can be discussed outside the committee.
8. All committees may hold open hearings and/or receive written submissions from any member of the Society, the SGPS, or the Kingston Community.

Record Management

9. The Secretary of Internal Affairs, with the support of the Information Officer, is responsible for a *Record Management Procedure*, which outlines how committee files and records are to be shared with members of the committee, as well as students-at-large. The Secretary of Internal Affairs is responsible for ensuring that the Chief Governance Officer adheres to this procedure. The procedure should generally outline how confidential records will be protected and stored.
10. To maintain transparency, the Secretary of Internal Affairs should publish the final report of each committee, as well as any relevant documents (ex. Terms of reference for an ad-hoc committee, policy drafts, etc...) at the conclusion of the committee's meeting.

Roles and Responsibilities

11. The **Chair** of a committee is the person responsible for the mandate and effectiveness of the committee and retains the authority to speak on behalf of the committee as the need be. AMS policies may specify who the committee chair is. In the event that they don't, the chair is elected by the voting membership of the committee. The Chair of all committees is a non-voting member of the committee. The chair of the committee shall represent the majority opinion of the committee and be considered a non-voting member of the committee. The chair may be required to provide Assembly with a verbal report, and must provide the Chief Governance Officer with a written report subject to Part A, Section 4.

12. The **Vice-Chair** of a committee acts for the Chair, in the absence or unavailability of the Chair, and is responsible for, in tandem with the Chair, to set the goals and directions of the committee. The Vice-Chair holds the position of the Scribe/Secretary for the committee unless the composition of the committee formally appoints someone else for this position. The Vice-Chair is normally defined by the terms of reference of a committee or elected by the voting members.
13. The **Ex-Officio** of a committee is a person appointed to the committee virtue of their office. Ex-officio members are always non-voting members, and it should be made clear the position/office that they hold which has led to the appointment. The contributions of ex-officio members should be limited within their positional scope, and ex-officio members should do their best to not influence the decision and/or discussions of a committee.
14. An **Advisor** to a committee is a person appointed due to their expertise in a subject matter within the purview of a committee. Advisors are available to support the Chair and Vice-Chair with setting the direction and goals for the committee. Advisors are additionally responsible to, at the direction of the Chair, Vice-Chair or committee, to present research and/or other material for the interest of the committee. Compared to ex-officio members, Advisors play a more active role in supporting and guiding the discussions at the committee. Committees with advisors may not meet without the presence of the advisor.
15. The **Scribe/Secretary** is also the Vice-Chair of the committee, unless the terms of reference appoint someone else for the role. Normally, the Chief Governance Officer, or Secretary of Internal Affairs are de-facto the Scribe/Secretary for all committees. The Scribe/Secretary is responsible for the distribution of the agenda of the meeting, the compilation of meeting minutes, and the facilitation of e-votes/motions. The Scribe/Secretary is also responsible for forwarding all committee records to the Secretary of Internal Affairs for proper storage in internal records, and display on the AMS website.
16. A **Member** of a committee has voting rights, and full responsibility to contribute to and engage with the committee. The roles and responsibilities of members is outlined by the terms of reference of a committee, and without limiting the scope of the role, should be to contribute to the fulfillment of the mandate of the committee.

Section 2: Ad-Hoc Committees

1. **Ad-hoc Committees** are established for the purpose of examining questions when no appropriate standing committee exists. Ad-hoc committees exist only for the

duration of the academic year in which their terms were approved by Assembly and are considered disbanded following the reception of the final report by Assembly or April 30th, whichever comes first.

2. To establish an ad-hoc committee,
 - a. A motion must be submitted to the AMS Assembly which reads “That the AMS Assembly establish the (name) committee as an ad-hoc committee, with the terms and references outlined in Appendix (number).”
 - b. The establishment of each ad-hoc committee must be accompanied with a document outlining terms of references, which must, at minimum include:
 - i. The mandate of the committee
 - ii. A list of deliverables by the committee
 - iii. The composition of the committee, as well as quorum determinations.
 - iv. Roles and responsibilities, including ex-officio or advisory members
 - v. Meeting details, including the frequency of meetings, and format of meetings (remote, in-person or hybrid)
 - vi. The nature of meetings (open, closed); and whether a confidentiality agreement is required to participate in the meetings.
 - c. Unless stated otherwise in the terms of reference, ad-hoc committee meetings are presumed to follow the same rules of order as Assembly, and its members subject to the same attendance and accountability expectations as other committees. The terms of reference of accompanying may exempt certain members ex. Ex-officio from the attendance requirements.
 - d. The terms of reference approved by Assembly for ad-hoc committees supersede the *Assembly Policy*. However, where the terms of reference are silent, the presumption is that the committee follows the *Assembly Policy*.
3. **Transparency:** The Chair of an ad-hoc committee is responsible for a verbal report delivered to the Assembly on a monthly basis and a written report at the conclusion of the committee prior to its dissolution.
4. Upon the conclusion of the committee, the committee should be responsible for the submission of a written and verbal report to Assembly following the templates provided by the Office of the Secretariat, and subject to:
 - a. A motion which reads “That the AMS Assembly receive the final report of the (name) ad-hoc committee.” A reception of a report does not mean that the opinions expressed are the views of the Society. If Assembly finds the report unsatisfactory, it may strike a new membership for the committee and/or direct the committee to return with a new report.

- b. To adopt the report as the views of the Society, the Assembly may ratify the report in full or in-part with a motion that reads: "That AMS Assembly ratify the report of the (name) ad-hoc committee, in full, as presented as the position of the Society on (subject matter)."
- 5. If Assembly disagrees with the final report in part, it may enter into a committee as a whole, as outlined by Part C. Once it rises, Assembly may approve the report in part via a motion that reads:
 - a. "That Assembly concur with the recommendations made in the committee of the whole, namely: [list all details of motions approved in the committee of the whole]"

Section 3: Selection Committees

- 1. The composition and terms of reference for Selection Committees are outlined by the *Awards Policy*.
- 2. The *Appointment Policy* works in tandem with the *Awards Policy*, for the management of all Selection Committees.

Section 4: Nominating Committee

- 1. The Assembly Nominating Committee is a Standing Committee under the Assembly, with the delegated authority of Assembly with respects to appointments to Standing, Selection and Ad-Hoc Committees of Assembly. The Nominating Committee has a mandate to appoint both members of Assembly and students-at-large to all committees where appointments are required. The committee will strive to ensure that committee representation is equitable and represents the diversity of the Alma Mater Society.
- 2. The *Appointment Policy* will provide further guidance on appointments to various committees of Assembly, as well as guidelines on conflicts-of-interest.

Composition and Roles

- 3. The composition of the committee is as follows:
 - a. Chief Governance Officer (chair, non-voting)
 - b. Speaker of Assembly (non-voting)
 - i. If the Speaker has not been elected, the Secretary of Internal Affairs may substitute to this committee.
 - c. AMS President (non-voting)
 - d. Commissioner of Equity (Society Affairs), (advisor)
 - e. Three (3) voting members of Assembly, each from a different Faculty Society.

Application

4. It is the responsibility of the Secretary of Internal Affairs to determine a method by which members of Assembly apply to committees of Assembly. Appointments for Standing Committees of Assembly must be made in September. Appointments for Selection Committees should be made by January at the latest or prior to the first meeting of the Selection Committee.
5. All applications must be open for at least eight (8) business days.
6. The Nominating Committee will hold meetings at the discretion of the chair, to review applications for committee positions and select appointees.
7. The Assembly must ratify the appointments made by the committee at the next scheduled meeting.

Terms of Reference

8. The Nominating Committee will strive to appoint every member of Assembly to at least one (1) of their preferred committees.
9. If a member of the Nominating Committee has applied to a committee, the member will recuse themselves when the Committee is making appointments to that committee.
10. In the event that two or more voting members of the committee must recuse themselves, the appointments to the committees will be made by the non-voting members of the committee.
11. The Assembly reserves the right to make appointments to committees, in the event that the Nominating Committee cannot achieve consensus, or on a case-by-case basis.
12. Once all appointments are concluded, and decisions ratified, the name(s) of appointees must be made available on the AMS Website via a News Post.
13. It is the responsibility of the outgoing Nominating Committee to appoint members to the incoming Nominating Committee.
14. All applications must be destroyed by April 30th of each year.

Section 5: Assembly Finance Committee

1. The Assembly Finance Committee is a Standing Committee under the Assembly, with the delegated authority of Assembly with respects to the Assembly Budget as outlined by the Constitution and is responsible for ensuring that the Assembly Budget is properly adhered to. The mandate and powers of this committee shall be such that:
 - a. It reviews the spending of Commissions and Offices under the purview of the Assembly, and ensures adherence to the budget;
 - b. It may review the planned spending of a Commission or Office and whether it is over or under spending;
 - c. It must be notified of any reallocation approved by the Vice-President of University Affairs with respect to Commission budgets;
 - d. It may review and support reallocations of thirty (30%) percent or more of the budget prior to such requests being presented to Assembly;
 - e. It may address and must be provided with the opportunity to address such concerns brought to the attention of the committee by the Chair of the Finance and Risk Committee;
 - f. It may refer issues and/or concerns on spending to Assembly and/or the Board, at its discretion.
2. The Chair of the Finance and Risk Committee of Board is the Board representative to this committee and is responsible for ensuring there is proper and adequate communication between the Assembly Finance Committee, the Board Finance and Risk Committee, and the Board in general. If there are concerns identified on the spending of Assembly Budgets, the Chair of the Finance and Risk Committee must raise the concerns first with the Assembly Finance Committee (and to fulfill this duty, may request that the Chair call a special meeting of the committee). To respect the jurisdiction of the Assembly, the Board, via the Finance and Risk Committee must first defer and allow concerns to be addressed by the Assembly Finance Committee. Alternatively, the Chair of the Finance and Risk Committee must notify the Assembly Finance Committee on any and all actions/decisions made pertaining to the Assembly Budget.
3. The Commissioners and Secretary, reserve the right to be consulted directly prior to any decision being made by the committee. Representation by the President or Vice-President (University Affairs) is not considered sufficient, nor does it meet the right to be consulted.
4. Decisions of the Assembly Finance Committee must be reported at the next Assembly meeting and may be overturned by a simple majority of Assembly. The Assembly Finance Committee may make decisions as follows:

- a. Non-binding recommendations to the Finance and Risk Finance Committee pertaining to future *total allocations* for the budgets, and/or spending to personnel;
 - b. Approvals for any reallocation in a budget line of an office or commission within its purview if it is more than thirty (30%) percent of the budget line.
5. The Assembly Finance Committee does not have purview to determine the total financial allocation to each budget of a commission or an office within its purview. That decision lies solely with the Board of Directors as outlined by the Constitution. The Assembly Finance Committee has jurisdiction to adjust and approve any spending that deviates from the initial budget that was approved and make recommendation to the Board as deemed appropriate.
6. If material deviations from the Assembly Budget budgets under the purview of Assembly come about and the Assembly Finance Committee or Assembly does not take the necessary action to bring performance in line with the Budget, the Board may intervene and take whatever action it deems necessary to ensure that the Assembly Budget is adhered to. Such action taken by the Board shall be binding on the Assembly and the Society.

Composition and Roles

7. The composition of this committee is as follows:
 - a. Speaker of Assembly
 - b. Vice-President of Operations
 - c. Three (3) voting members of Assembly, each from a different Faculty Society President (ex-officio)
 - d. Vice-President (University Affairs), (ex-officio)
 - e. Assistant Controller (ex-officio)
 - f. Chair of the Finance and Risk Committee of Board (advisor)
 - g. Chief Governance Officer (scribe)
8. The Commissioners or the Secretary must make themselves available during the scheduled committee time(s) to Speak to or address the committee at the request of the chair, the Executive, or the committee.
9. The Chair of the committee is elected by voting members of the committee at its first meeting, and is responsible for, in tandem with the Speaker, on the public representation of the committee. The Vice-Chair is additionally responsible for the delivery of the verbal, written and/or any other reports as requested or required by Assembly on behalf of the chair. A verbal report from the Vice-Chair of the Assembly

Finance Committee is required at the Assembly directly after each meeting of the committee.

10. No person or individual on Assembly may seek or be appointed to the Assembly Finance Committee if they have a Category I or III personal conflict of interest with any individual responsible for a budget under Assembly's purview.

Terms of Reference

11. The agenda of the committee meetings shall be as follows:
 - a. Land Acknowledgement
 - b. Approval of the Agenda and Minutes (if applicable)
 - c. Report of the Chair of the Finance and Risk Committee
 - d. Question Period, the purpose of which is to ask questions to the Vice-President (University Affairs) or President on the performance of budgets within their purview and/or to invite guests to speak to the performance of their budgets at the committee meetings.
 - e. Discussion Period, the purpose of which is to discuss the financial allocations to the Assembly budget(s), the performance of the budget(s), and other items that the committee members feel should be discussed.
 - f. Motions and Approvals, the purpose of which is to make decisions and/or recommendations on the Assembly budget(s).
 - g. Adjournment
12. Quorum for the meetings of the Assembly Finance Committee will be all at least two (2) members of Assembly, and two-third (2/3) of all members of the Committee.
13. The Assembly Finance committee will meet once during September, November, January, and March. The Secretary of Internal Affairs will determine the appropriate meeting times with the Vice-President of Operations when the accounting timelines have been established. As much as possible meetings of the Assembly Finance should be planned prior to the Finance and Risk Committee of the Board for that month.
14. The meeting minutes of the committee are the responsibility of the Chief Governance Officer who must compile the minutes and send them for approval to the committee members via an e-vote within seventy-two (72) hours of the meeting. The approved meeting minutes, and appropriate email(s) must be sent to the Secretary of Internal Affairs and the General Manager by the Chief Governance Officer for storage in internal records.

15. All committee meetings should be treated as closed session meetings, the details of which are confidential. The Speaker and Vice-Chair of the committee shall have the sole authority to speak to and on behalf of the discussions of the meetings publicly and must ensure transparent communication with Assembly and the public.

Section 6: Committee on External Alignment

1. The mandate of the Committee on External Alignment is such that the committee assesses the membership of the Alma Mater Society in external organizations as required by the Constitution. To that end, the mandate of the committee is to:
 - a. Review membership in external organizations as required by the Constitution;
 - b. Make recommendations to Assembly on the continuation of membership in such organizations;
 - c. Review financial reports, and spending of student fees associated with external organizations;
 - d. Release a report for the benefit of Assembly which summarizes findings, strengths, benefits and costs of membership in such organizations.
2. The members of Assembly appointed to this committee also serve as the voting members to the *Civic Responsibility Selection Committee* whose composition is further defined in the *Awards Policy*.

Composition and Roles

3. The composition of this committee is as follows:
 - a. Chief Governance Officer (Chair)
 - b. Commissioner of External Affairs, (ex-officio)
 - c. Vice President (University Affairs), (ex-officio)
 - d. Government Affairs Manager (advisor)
 - e. Three (3) voting members of Assembly, each from a different Faculty Society
4. The role of the Chief Governance Officer, as the chair, is to act as a neutral and impartial facilitator of productive discussion. As the Chief Governance Officer has no vested interest in the outcome of the report, they are responsible for ensuring the committee remains objective and efficiency. The Chief Governance Officer will speak on behalf of the committee at Assembly.
5. The role of the Commissioner of External Affairs is limited to providing insight and sharing their knowledge of external organizations. As they are normally the AMS's delegate to external organizations, the Commissioner of External Affairs should

refrain from influencing decisions of the committee or writing the final report substantially.

6. The Government Affairs Manager is responsible for all affairs of the committee, including the final presentation to Assembly, along with the voting members of Assembly. The final report of the committee is primarily the responsibility of the Government Affairs Manager.

Section 7: Club Advisory Committee

1. The Club Advisory Committee has a mandate derived from the Constitution, as follows:
 - a. To approve all grants associated with a student activity fee under the Clubs Commission;
 - b. To approve and review all applications relating to Club Ratification;
 - c. To award the *Club Awards* on an annual basis, subject to the *Club's Policy*.
2. The composition of the Club Advisory Committee is as follows:
 - a. Commissioner of Clubs, (Chair)
 - b. Commissioner of Equity (Society Affairs)
 - c. Secretary of Internal Affairs (advisor)
 - d. Club's Education and Outreach Coordinator (scribe)
 - e. Vice-President (University Affairs)
 - f. Three (3) Voting Members of Assembly
3. The specific roles and responsibilities of the Club Advisory Committee are defined by the *Clubs Policy*, and *Awards Policy*.

Section 8: Sustainability Advisory Committee

1. The Sustainability Advisory Committee has a mandate as follows:
 - a. To disburse all grants associated with the Sustainability Action Fund (optional student activity fee) as outlined in the *Grants and Bursary Policy*;
 - b. To select and award the Environmental Champion Award;
 - c. To, on a triennial basis, review the *Sustainability Policy*.
2. The composition of the Sustainability Advisory Committee is as follows:
 - a. Commissioner of Environmental Sustainability, (chair)
 - b. Chief Governance Officer (scribe)
 - c. Vice-President (University Affairs)
 - d. Three (3) Voting Members of Assembly

3. The specific roles and responsibilities of the Sustainability Advisory Committee as a Selection Committee are defined by the *Awards Policy*, and *Grants and Bursary Policy*.

Section 9: Equity Advisory Committee

1. The Equity Advisory Committee has a mandate derived from the Constitution, as follows:
 - a. To serve as a Selection Committee for the granting of the *Equity Awards*, *7 Grandfather Teachings Award*, *Robert Sutherland Prize* as outlined by the *Awards Policy*;
 - b. To review, on a biennial basis, the *Equity Policy of the AMS*;
 - c. To review and approve the report on the use of the *Recognition Policy*, as outlined by the *Equity Policy*.
2. The composition of the Equity Advisory Committee is as follows:
 - a. When acting as a Selection Committee under the *Awards Policy*, this committee is ultimately governed by that policy, and includes:
 - i. Commissioner of Equity (Student Affairs), Chair
 - ii. Chief Governance Officer (scribe)
 - iii. Three (3) Voting Members of Assembly;
 - iv. Other members as defined by the *Awards Policy*
 - b. For all other purposes, the composition of committee is as follows:
 - i. Commissioner of Equity (Society Affairs), (chair)
 - ii. Vice-President (University Affairs)
 - iii. Secretary of Internal Affairs (advisor)
 - iv. Three (3) Voting Members of Assembly
3. The three (3) Voting Members of Assembly are appointed to the Equity Advisory Committee and must attend all meetings of the committee, including when the committee acts as a Selection Committee. In alignment with the AMS's commitment to equity and representation, these appointments are reserved for Voting Members of Assembly who self-identify as equity-deserving and marginalized, including but not limited to individuals who are Black, Indigenous, racialized, 2SLGBTQI+, disabled, or otherwise underrepresented at Queen's.
4. Should the (3) Voting Members of Assembly who meet these criteria not be available, the Equity Caucus must be consulted to either appoint members from within the Caucus or recommend eligible students-at-large who reflect these identities. These individuals, upon ratification by Assembly, will assume full voting

rights on the Committee for the purposes of fulfilling its mandate, in place of Voting Members of Assembly.

Section 10: Student Activity Fee Review Committee

1. There shall be a joint committee with the AMS Board of Directors, called the Student Activity Fee Review Committee, with equal representation from Assembly and Board, with a mandate to make decisions pertaining to the establishment, increase or continuation of Student Activity Fees.
2. The composition of the Student Activity Fee Review Committee is as follows:
 - a. Secretary of Internal Affairs, (chair)
 - b. Chief Returning Officer, (scribe)
 - c. General Manager (ex-officio)
 - d. Commissioner of Clubs, (advisor)
 - e. Commissioner of Equity (Society Affairs), (advisor)
 - f. President
 - g. Chairperson of the Board
 - h. Vice Chairperson of the Board, or another Board member
 - i. Three (3) Voting Members of Assembly, each from a different Faculty Society
3. The terms of reference of the committee are outlined by the *Student Activity Fee Policy* of the Board. Where the Board policy is silent, the Secretary should strive to adhere to this policy as much as possible. The Secretary retains the discretion to deviate from this policy to ensure alignment of the committee with Board practices.
4. The engagement of Assembly members with the Committee is subject to Part A, Section 5 of this policy.

Part F: General Assembly

Section 1: General

1. The AMS Special General Assembly must occur in the Fall term, subject to Part 4 of the Constitution.
2. The AMS Annual General Assembly must occur yearly, subject to Part 4 of the Constitution. The Annual General Assembly must address matters pertaining to:
 - a. Report of the Executive of the Society
 - b. Report of the Judicial Affairs Office

- c. Report of the Civic Affairs Office
 - d. Report on the Sustainability Commitment
 - e. Report on the Equity Commitment
 - f. Presentation of the Honorary Life Membership
 - g. Presentation of the AMS Staff Award, AMS Letter Award
 - h. Presentation of the Council of Order Awards
3. All motions submitted to General Assembly must start with "That the AMS General Assembly ..."
 4. Members of Assembly are expected to attend the Corporate Special General Meetings and Corporate Annual General Meetings hosted by Board.
 5. Annual General Assembly are Open Session, and open to the public. There shall be no recourse to enter into a Closed Session.
 6. Once the agenda is released, it may not be amended. The purpose of the approval of the agenda is such that to allow anyone who has added an item on the agenda to remove it and/or for any appointment motions to be filled in. If a motion is added on the day of Assembly, it must be subject to section 4.4.10 of the Constitution.

Appendix A: General Timeline

This appendix is non-binding and serves for information and transition purposes. This is generally when different items/motions should be presented to the AMS Assembly.

Summer	Fall	Winter
May <ul style="list-style-type: none"> Approval of Assembly dates for the Fall and Winter. 	September <ul style="list-style-type: none"> Goal Plans and budgets Motion to suspend Grants or Bursaries AMS Executive Operational Plan 	January <ul style="list-style-type: none"> Motions relating to Winter Elections and Referenda Report of the Student Activity Fee Review Committee
June <ul style="list-style-type: none"> Approval of the Fall and Winter Referendum dates. 	October <ul style="list-style-type: none"> Assembly Finance Committee Report I Nominating Committee Report 	February <ul style="list-style-type: none"> Assembly Finance Committee Report III
July	November <ul style="list-style-type: none"> Special General Meeting of Board Motions relating to the Fall Elections and Referenda Report of the Student Activity Fee Review Committee Special General Assembly. Special General Assembly Club Ratifications 	March <ul style="list-style-type: none"> Annual General Meeting of Board Final Report of the Student Activity Fee Committee Final Report of the Assembly Finance Committee ORT Budget
August <ul style="list-style-type: none"> Election and Referenda Timelines Award Timelines Club Commission Timelines 	December <ul style="list-style-type: none"> Mid-year Report on Sustainability Mid-year Report on Equity Assembly Finance Committee Report II 	April <ul style="list-style-type: none"> Judicial Report Civic Report Annual Report of the AMS Executive Annual General Assembly Award Presentation Appointments for the Incoming Team Club Ratifications

Appendix B: Policy Amendment Form

Office of the Secretariat
 Alma Mater Society of Queen's University
 99 University Avenue, Kingston, ON K7L 3P5
governance@ams.queensu.ca



RE – POLICY AMENDMENT SUBMISSION FORM

Policy Document(s)	
Section(s)	
Link to Policy	

Mover		Seconder	
Name		Name	
Position		Position	
Email		Email	

Executive Summary (1-page maximum, font size 11 pt)
<i>Please briefly summarize the rationale for the proposed policy changes and identify the problem the changes attempt to address.</i>

Appendix C: Report Template for Committees

REPORT OF THE (COMMITTEE NAME)
 Alma Mater Society of Queen's University
 99 University Avenue, Kingston, ON K7L 3P5
governance@ams.queensu.ca



Day, Month DD, YYYY

FROM Full Name, Chairperson; Full Name, Vice-Chair.

RE (INSERT SUBJECT LINE)

Insert body text.

Signed on behalf of:

Name Position on Assembly, Position on Committee

Name Position on Assembly, Position on Committee

Name Position on Assembly, Position on Committee

Monitoring

Compliance with this policy is the responsibility of the Office of the Secretariat. The AMS Assembly may raise issues of order, and/or non-compliance during Assembly to the Speaker of Assembly and/or direct the Office of the Secretariat to comply with this policy. Alternatively, non-compliance may be raised to the attention of the Judicial Council directly, which has the authority to make rulings on the order and/or constitutionality of motions proposed to the AMS Assembly. The Office of the Secretariat has the authority to direct any member of the Society to comply with this policy and enforce the policy enclosed as necessary. Concerns may be escalated to the Judicial System.

Changes to Parts B, C and D of this policy must be approved by a two-thirds (2/3) vote at any regular meeting of Assembly where a notice of such a motion was given during the previous meeting of Assembly.

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.

Contact person	<i>Chief Governance Officer</i>
Date of next review	<i>April 2028</i>
Related policies, procedures and guidelines	<i>AMS Constitution Elections and Referenda Policy Awards Policy Grants and Bursary Policy Report on the Accessibility of the Assembly</i>
Policies superseded by this policy	<i>Procedures Policy Appointment Policy</i>