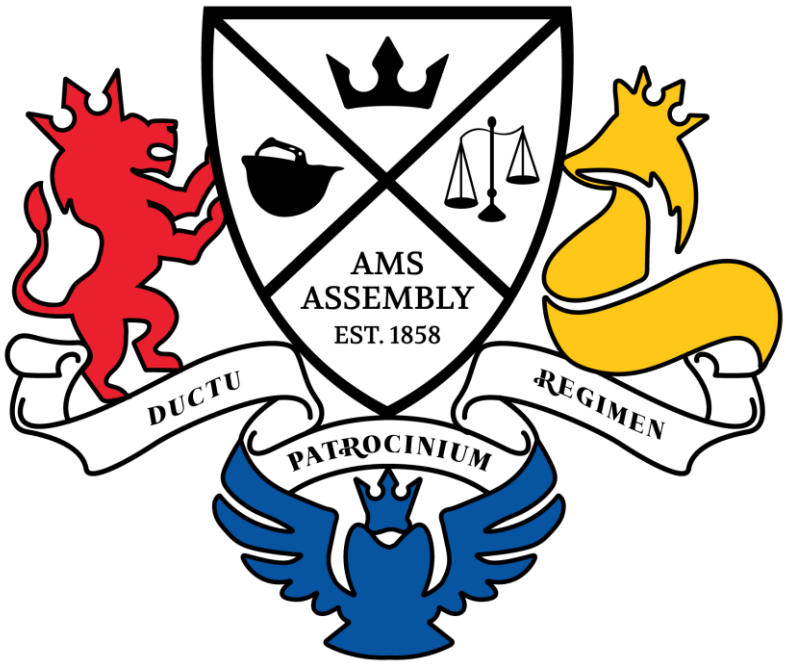
HOW TO ASSEMBLE



2026–2027

The 8 things you need to know as an AMS Assembly member

1. What Is Assembly?

Assembly is the AMS's ultimate decision-making body for non-service, policy, and advocacy matters. Its role is to represent students, develop and change Society Policy, and consider reports and recommendations within its purview.

GOALS:

- Come prepared and participate.
- Represent your constituency while considering the interests of the broader undergraduate student body.
- Ask questions, debate, vote, and use the rules of order appropriately.
- Good governance depends on active participation from Assembly members.

2. Know Your Role

ROLES & RESPONSIBILITIES:

- Voting Members can vote on Assembly business.
- Non-Voting Members can submit motions, contribute to discussion, and give reports.
- Observer Members participate as elected, non-voting observers.
- Ex-Officio Members sit on Assembly by virtue of their office.
- The Speaker chairs meetings and enforces the rules; the Chief Governance Officer supports the Speaker, manages agendas/minutes, tracks attendance, and supports committees.
- The Secretary of Internal Affairs oversees the Internal Affairs Office and Assembly logistics.

3. Before Assembly: Be Prepared

WHAT TO REVIEW:

- Read the agenda package when it is released.
- Review all motions, reports, appendices, and previous minutes relevant to the meeting.
- Think about questions and issues you want to raise before the meeting.
- Check for conflicts of interest before the meeting.
- Submit reports, agenda items, and other required forms by the communicated deadlines.
- Respond to Assembly communications from the Secretary, CGO, or Speaker within 72 hours.
- The agenda is normally released 72 hours before Assembly.

4. How a Meeting Works

The meeting generally follows a set Order of Business:

1) Speaker's Business — Land Acknowledgement and agenda approval

2) Executive Reports
3) Guest Speakers, when applicable
4) Observer Reports
5) Committee Reports
6) Statements by Members
7) Question Period
8) Business from the Minutes / approval of minutes
9) New Business Discussion Period
10) Closed Session, if applicable
11) Adjournment
12) Assembly normally adjourns within three hours. An extension requires a motion and can be made in 30-minute increments, subject to the policy limits.

5. How Motions & Debate Work

Most motions begin: ***"That the AMS Assembly …"***

A motion needs a mover and a seconder and must be submitted by the deadline.

The mover introduces the motion; the seconder speaks next; then general debate begins.

Members generally have up to 5 minutes to speak on a motion and may speak once.

The mover and seconder each have a 3-minute summation at the end of debate.

After 15 minutes of debate, the Speaker must entertain a motion to extend debate.

Debate can be extended in 15-minute increments, up to one hour total.

6. The 5 Procedural Tools You Should Know

- ***Amend*** — change the wording or substance of a motion. An amendment must be moved and seconded.
- ***Call the Question*** — end debate and move toward a vote.
- ***Delay Consideration*** — move consideration of a motion to the next Assembly.
- ***Adjourn*** — end the Assembly meeting.
- ***Reconsider*** — revisit a decision through the specific reconsideration process.
- When in doubt about procedure, ask the Speaker or raise the appropriate Point of Order.

7. Speaking, Voting & Asking Questions

- ***Point of Information*** — request or provide information relevant to the motion or correct a substantial misinterpretation.
- ***Point of Order*** — identify a procedural or Rules of Order issue.
- ***Point of Privilege*** — address an issue affecting your rights or ability to participate.
- ***Question Period:*** one question per Society member; questions are limited to 2 minutes and responses to 5 minutes.
- Votes are normally taken by show of hands.
- Any five Assembly members can request a ***roll-call vote***.
- You can request that your own vote or abstention be recorded in the minutes.
- After the Speaker calls the question, members should not leave or disrupt the vote.

8. The Things You Cannot Forget

ATTENDANCE: Members generally must attend regularly scheduled Assembly meetings. Personal absences are limited to two during the term; applicable Summer Assembly has one personal absence.

PROXIES: Voting Members may appoint an eligible proxy where permitted by their Faculty Society. Non-Voting and Ex-Officio Members cannot appoint proxies.

REPORTS: Written reports are generally a maximum of 3 pages and are due 72 hours before the agenda release.

CONFLICTS: Disclose conflicts early. Category 1 conflicts require recusal; other categories may require recusal from a specific discussion, guidance, or disclosure.

CONFIDENTIALITY: Respect closed-session and committee confidentiality.

COMMITTEES: Review materials before meetings, attend or give proper notice, respond to the Chair/Vice-Chair, and contribute constructively.

FRESHSERVICE: Attendance, reports, agenda items, absences, and proxy appointments use the relevant Governance Freshservice processes.

BE RESPECTFUL: Address members by position or surname, follow the Speaker's direction, and use the formal procedural tools rather than interrupting.

How to Assembly | 2026–2027

ASSEMBLY CHEAT SHEET

Want to speak?	Raise your hand and wait for the Speaker.
Need information or provide information?	Point of Information.
Procedure is wrong/suspect procedure was broken?	Point of Order.
Can't participate properly?	Point of Privilege.

Want to change a motion?	Move an amendment.
Want to end debate?	Call the Question.
Want to postpone?	Delay Consideration.
Want to end the meeting?	Adjourn.
Have a conflict?	Disclose it and follow the appropriate recusal process.
Can't attend?	Submit an absence request or eligible proxy through Governance Formstack.

Based on the September 2026 AMS Assembly Orientation. This is a quick-reference guide and does not replace the AMS Constitution or Assembly Policy.