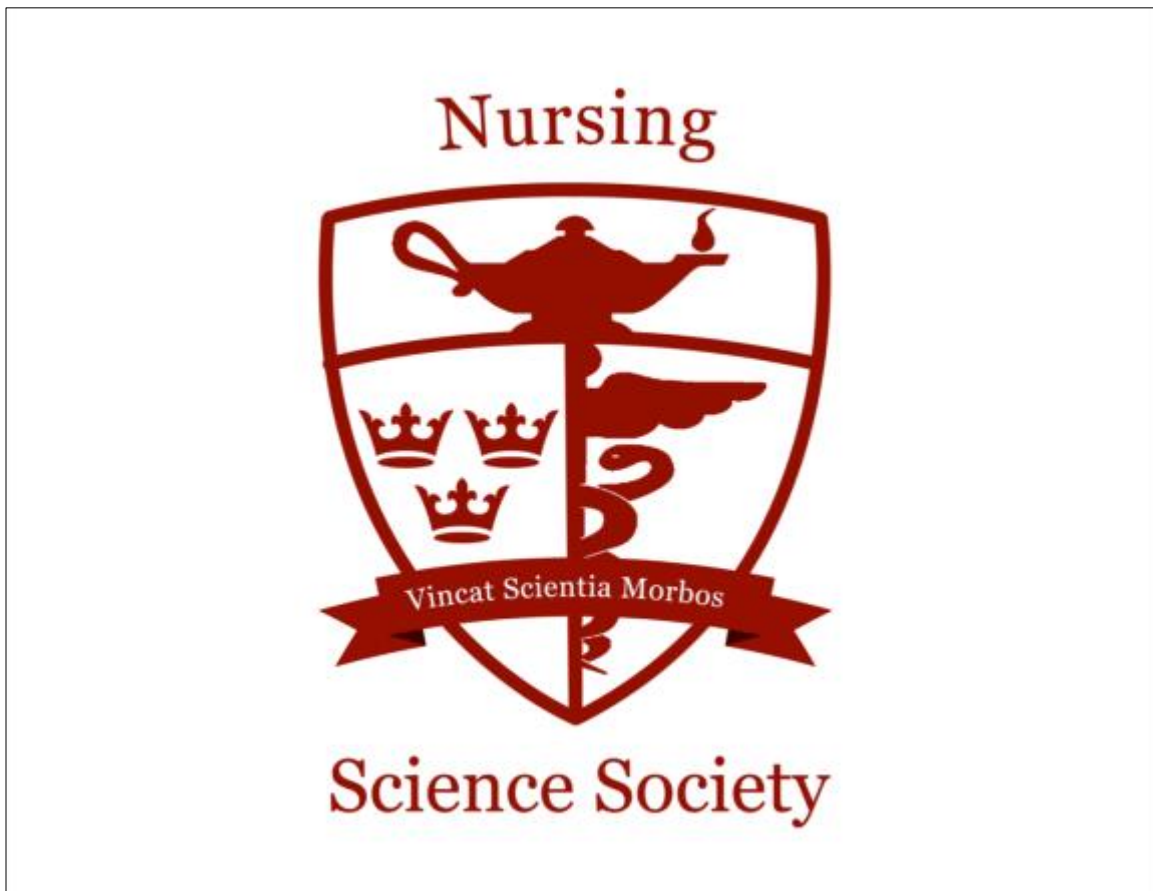


Assembly Procedure



Queen's Nursing Science Society
amendments
[November 2, 2017]

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Part 1: Agendas and Reports

SECTION 1.01 Agendas

1.01.1

All society members shall be made aware of the agenda at least 48 hours prior to any Assembly meeting.

1.01.2

The agenda for each Assembly meeting shall be as follows:

- i. Approval of the Agenda;
- ii. Adoption of the Minutes;
- iii. Guest Speakers;
- iv. Reports from Assembly;
- v. Statements by Members;
- vi. Question Period;
- vii. Business Arising from the Minutes;
- viii. New Business;
- ix. Discussion Period;
- x. Speakers Closing;
- xi. Adjourn.

SECTION 1.02 Reports

1.02.1

All members of the Assembly are required to submit a written report if they wish to add an item to the agenda or provide an update for their respective portfolio.

1.02.2

Members must submit reports to the Vice President University Affairs (VPUA) in advance of all Assembly meetings, regardless of whether they are able to attend in person. The VPUA shall set the deadline for report submissions, not less than four days in advance of the Assembly meeting.

1.02.3

Members' reports shall be structured to include the following sections:

- i. Updates to report;
- ii. Motions to present;
- iii. Discussion items to raise.

Part 2: Assembly Procedures

SECTION 2.01 Guest Speakers

2.01.1

A guest speaker may deliver a presentation to the Assembly provided that the speaker is formally invited by an Assembly member as part of that member's report. The Assembly member's report must explain the topic of the presentation and how it impacts the Assembly.

SECTION 2.02 Motions

2.02.1

Motions may be put forth by any Ordinary member of the Society at any regular Assembly, Special General Meetings or Annual General Meetings.

2.02.2

A substantial motion is a motion that attempts to change the Society and its activities or provide endorsement or ratification by the Society in some manner. Substantial motions include, but are not limited to:

- i. Changes in Society policy;
- ii. Ratification of a position statement regarding an issue pertinent to students;
- iii. Or changes to Society composition.

2.02.3

All voting Assembly members, as set out in 2.04.1 of the Constitution, may vote on substantial motions, except at Annual General Meetings and Special General Meetings where all Society members hold a vote.

2.02.4

A procedural motion is not substantial and refers to Assembly procedures. Procedural motions include, but are not limited to:

- i. Continuation of debate;
- ii. Amendments of the Agenda;
- iii. Approval of Minutes or the Agenda;
- iv. Request for a secret ballot;
- v. And deferral of a motion.

2.02.5

All Assembly members may vote on or propose procedural motions, except at Annual General Meetings and Special General Meetings where all Society members hold a vote.

2.02.6

When a motion is under debate, no motions shall be received unless:

- i. To amend;
- ii. To refer to a committee;

- iii. To postpone;
- iv. Or to adjourn.

SECTION 2.03 Substantial Motions

2.03.1

A substantial motion may not be added to the agenda unless it is submitted prior to the deadline as outlined by the VPUA.

2.03.2

Motions must be seconded before being discussed or put to an open vote.

2.03.3

If an emergency arises less than two (2) days before Assembly, an emergency motion may be added to the agenda if it is approved by the VPUA. An emergency motion must require urgent action before the following meeting of the Assembly.

2.03.4

A substantial motion must be submitted in complete written format with all supporting statements and reference materials. No changes may be made to the motion between the report submission deadline and the Assembly.

2.03.5

When a substantial motion is presented, the presenter of the motion will have ten (10) minutes to speak. If the presentation goes beyond 10 minutes it is at the Speaker's discretion whether the presentation is still meaningful to Assembly or if it should end. The presentation of the motion will be followed by questions and debate. Upon conclusion of debate, a vote on the motion will then be taken.

2.03.6

An amendment to any substantial motion may be raised by any member of the Society who is present at Assembly. An amendment should take the form of a motion to leave out certain words and/or add other words to the main motion. It must not stray from the main motion but aim to refine its meaning and intent. It is the speaker's discretion to decide if an amendment is out of order.

2.03.7

Any raiser of a motion can withdraw it without question.

2.03.8

If it is deemed necessary, a motion may be deferred to a future meeting. If any Assembly member feels it should be deferred, they may raise a procedural motion to defer.

2.03.9

Substantial motions will require two readings before the proposed change may take place.

- i. The first reading will give Assembly members an opportunity to give feedback in regards to the proposed changes;

- ii. The second reading will allow further discussion as well as voting on the proposed change(s);
- iii. The proposed change requires a two-thirds vote by the voting members of Assembly to be accepted.

SECTION 2.04 Questions and Debate

2.04.1

After a motion is presented, there will be five (5) minutes allotted for questions to the presenter. This will be followed by ten (10) minutes of debate. The Speaker shall keep a speaker's list and shall add names when notified by raising a hand or name card. It is at the Speaker's discretion whether direct responses will be allowed by an Assembly member, or if the Assembly member will be added to the bottom of the speaker's list.

2.04.2

If the question period or debate period ends and meaningful discussion is still active and there is a need to continue, a procedural motion to continue for five (5) additional minutes may be presented.

2.04.3

If the speaker feels that the questions or debate is dragging on, he/she may close discussion. If an Assembly member objects to this, he/she may voice his/her objection, and make a procedural motion to continue questions or debate.

2.04.4

During questions, the Assembly member may ask clarifying and situational questions of the presenter. During debate, speakers may express personal opinion regarding the matter, and/or ask further questions of the person who raised the motion.

2.04.5

Once debate has been closed, no further debate is permitted on the topic and the Assembly proceeds to voting on the motion. If the voting members wish to have time to further think about their vote, they may raise a procedural motion for a break of a specified amount of time. However, during this break, they may not leave the room or further discuss the motion.

2.04.6

At each Assembly meeting, there shall be a question period of which shall not exceed twenty (20) minutes, unless two-thirds of the voting members, vote to extend the period. Questions shall be of such a character to elicit information about matters concerning Nursing of sufficient importance to claim attention to the NSS.

SECTION 2.05 Discussion Period

2.05.1

A discussion topic may not be added to the agenda unless it is submitted before the deadline set by the VPUA or as amended in the Agenda through a majority vote of the Assembly.

2.05.2

The society member sponsoring the discussion item is encouraged to include an explanation justifying why the topic needs to be discussed at Assembly.

SECTION 2.06 Voting

2.06.1

Voting rights on motions are as set out in section 5.02 of the NSS Constitution.

2.06.2

All voting will be done by open ballot in non-Special General Assemblies and non-Annual General Meeting assemblies. Votes must indicate “in favour”, “opposed”, or “abstain”. Individuals should not abstain from any vote unless a conflict of interest exists.

2.06.3

Any vote can be conducted by secret ballot should a procedural motion be passed for this to occur. Otherwise voting will be conducted by raising placards.

2.06.4

Any vote requires a two-thirds vote by the voting members of assembly to be “passed”.

2.06.5

The Speaker shall have the responsibility of stating the votes for or against a motion and declaring the motion as “passed” or “failed”.

2.06.6

The Vice President Operations (VPOPs) records the vote of each voting member, by name, for non-Special General Assemblies and non-Annual General Meeting assemblies for each motion. Assembly minutes, must be published with this information. The votes for Special General Assembly or Annual General Meeting assemblies will not be recorded.

2.06.7

Should a voting Assembly member be unable to attend an Assembly meeting, he/she may proxy their vote. When proxying a vote, the Assembly member may allow the proxy to vote on issues as he/she sees fit, or may indicate to the proxy how to vote on the motions included in the agenda. The Assembly member will notify the Speaker of their voting preferences when submitting the proxy.

Part 3: Attendance

SECTION 3.01 Absenteeism

3.01.1

All members of Assembly are expected to attend all meetings unless a legitimate reason is given to the VPOPs prior to the approaching Assembly date. A legitimate reason is defined as an absence beyond the Assembly member's control, or at the discretion of the VPOPs.

3.01.2

A written report and proxy, preferably from the member's committee if applicable, shall be sent in the case of an Assembly member's absence.

- i. If a report and proxy is sent in with a valid reason, then the Assembly member will not be penalized with an absence;
- ii. If no valid reason is given for missing a meeting, but a proxy and written report is given, the Assembly member will then be considered absent.

3.01.3

If a meeting is missed without a legitimate reason, the following steps will be taken:

- i. After each meeting missed, a written warning will be issued by the VP OPS to the Assembly member in question, stating that it has been noted that he or she did not attend the previous Assembly meeting, and stating the remaining number of Assemblies missed that will be tolerated.

SECTION 3.02 Removal from Office

No Assembly member shall miss more than three meetings per year. In the event that this occurs, the President shall:

- i. Inform the Assembly member that at the next NSS Assembly meeting, a closed session motion will be made to remove the Assembly member from office;
- ii. In this closed session, the Assembly member will be given an opportunity to explain their absences and lack of proxy/written reports;
- iii. If the NSS Assembly feels in a Two-thirds vote that the Assembly member should forfeit their position, then the President will use this as petition to begin Impeachment Proceedings. The President will automatically act as petitioner on behalf of the NSS. See section 3.04 of the NSS Constitution.