



Role and Responsibilities of the Chair of Students' Council

Rationale

Clear responsibilities for the Chair of Students' Council ensure that the preparation for and the proceedings of Students' Council meetings are relevant and effective.

Definitions

The **Chair** refers to the formally appointed Chair of Students' Council.

Expectations

Roles and Responsibilities

- 1** The Chair adheres to SAMU bylaws and policies.
- 2** The Chair presides over meetings of Students' Council using *Robert's Rules of Order, Newly Revised* and any other special rules of order.
- 3** The Chair is available for consultation on bylaws and policy development.
- 4** The Chair will serve as chair of the Governance Investigations and Reinstatement Committee.
 - 4.1** The Chair reviews Elected Representative Conduct Complaints and determines whether the complaints move forward in the complaint process or if they are dismissed on the grounds laid out in the appropriate procedure.
 - 4.2** In the event the chair is unable to fulfill the role, they will select an individual to chair a meeting of the Governance Investigations and Reinstatement Committee.
- 6** The Chair ensures that all motions and agenda items are within the scope of Students' Council and excludes any items from the agenda that do not meet this requirement.
 - 6.1** The Chair provides a written report highlighting any items submitted to but excluded from the agenda.
- 7** The Chair ensures that discussions remain focused and within the scope of Students' Council.
- 8** When applicable the Chair delivers a verbal report that includes disclosed and alleged conflicts of interest.



9 The Chair has ongoing communication with elected representatives and SAMU employees on matters relating to governance or Students' Council business.

10 The Chair will seek to enhance knowledge relevant to these responsibilities through professional development.

11 The Chair is evaluated by the Students' Council Operations Committee in August and March each year.

Appointment and Removal

12 Following a search process, the Chair is appointed by Students' Council for a one-year term that begins on May 1 and ends on April 30 of the following year.

12.1 The appointment of the Chair is done no later than April 30 following the search process.

12.2 The appointment of the Chair is renewable upon annual review and recommendation.

13 If the Chair position becomes vacant, a new Chair or interim Chair may be appointed for the remainder of the current term.

14 If the Chair is found not to be upholding these expectations or otherwise acting against the interests of SAMU, Students' Council may censure or remove the Chair.

Remuneration

15 The Chair is remunerated \$125 for each Students' Council meeting attended.

16 The Chair is remunerated \$20 per complaint review or committee meeting up to \$300 for Committee work assigned per the committee Terms of Reference.

17 Changes to remuneration of the Chair require the recommendation of the Students' Council Operations Committee.

Fact Sheet

Approvals:

First Approval – March 19, 2014

Last Approval – December 21, 2022

Date of Last Review: December 21, 2022

Related Documents and Forms:

Source and Updates:

March 19, 2014: *Role and Responsibilities of the Chair of Students' Council* approved by Students' Council motion 2014-03-19-6.4. Source material drawn from *Students' Council Policy 23 – Chair of Students' Council*.

March 18, 2015: *Role and Responsibilities of the Chair of Students' Council* approved by Students' Council motion 2015-03-18-6.2 upon recommendation of the Appointment Advisory Committee.

March 21, 2018: *Role and Responsibilities of the Chair of Students Council* approved by Students' Council motion 2018-03-21-7.4 on the recommendation of the Governance Remuneration Advisory Committee. Changes include an update to use gender neutral pronouns as well as an increase in remuneration from \$75/meeting to \$125/meeting.

February 20, 2019: *Role and Responsibilities of the Chair of Students' Council* approved by Students' Council motion 2019-02-20-7.1 on the recommendation of the Bylaws and Policy Committee. The mandatory requirement to post the Chair position after a third term was changed to allow for the reappointment of the Chair upon annual review and recommendation.

December 21, 2022: *Role and Responsibilities of the Chair of Students' Council* approved by Students' Council motion 2022-12-21-7.1 on the recommendation of the Bylaws and Policy Committee. Added responsibility that the Chair reviews Elected Representative Conduct Complaints and decides how to move forward, identifies a process in the event the Chair is unable to perform their duties as Chair of the Governance Investigations Committee or the Students' Council Reinstatement Committee, and adds remuneration for the Chair in the event either committee is required to meet.