

Name of the Policy

1. This policy shall be referred to as "The Legislation of the Students' Union Policy".

Types of Legislation

2. The following types of legislation shall govern the Brock University Students' Union. This legislation is listed in a hierarchical order and no lower ranking piece of legislation may contradict a higher; should a conflict exist, the higher-ranking legislation takes precedence.
 - (a) Federal, Provincial, and Municipal laws;
 - (b) A motion or question and associated memorandum of understanding passed by the membership of the Corporation during a referendum, General Meeting, or Special General Meeting;
 - (c) The Brock University Students' Union Bylaw;
 - (d) Standing Orders of the Board;
 - (e) Operating Policies and Procedures;
 - (f) Standing Orders of BUSAC;
 - (g) The Brock University Students' Union Policies;
 - (h) Political Policy.

The Bylaw

3. The Bylaw of the Corporation is its highest body of legislation.
4. Article XV of the Bylaw shall govern amending the Bylaw.
5. The Legislative Affairs Committee shall be responsible for ensuring that the Bylaw continually complies with the Laws of the Land and may make clerical and grammatical changes to ensure the Bylaw is clear in its meanings.
6. These changes are to be reported to BUSAC in their entirety and may be rescinded by a simple majority of BUSAC should they be deemed to change the intent of the Bylaw.

Policies

7. The policies of the Corporation shall be governed by the Bylaw.
8. Subject to the Bylaw, BUSAC shall have the power to enact, amend, or rescind any Policy that it deems necessary so long as it does not conflict with the Objects of the Corporation or the Bylaw itself.
9. The procedure for the creation of new policies is as follows:
 - (a) Any proposals for new legislation shall be forwarded to the Chair of the Legislative Affairs Committee to be presented in a report to BUSAC for a first reading. Notice of motion for this must be given one (1) BUSAC meeting in advance;
 - (b) BUSAC shall debate the essential merits of the proposed policy and after a debate of no more than thirty (30) minutes, the proposed policy shall be subject to a vote to refer to the Legislative Affairs Committee;
 - (c) If approved at first reading and referred to the Governance Committee, the committee shall conduct a review taking no longer than two (2) regularly scheduled meetings of BUSAC. Where necessary, meetings shall take place between multiple committees;
 - (d) After the referral stage, the proposed policy shall return to BUSAC for a second and third reading, where it shall be debated;
 - (e) The motion to approve new legislation at a second and third reading must be approved by a two-thirds (2/3) majority of BUSAC at consecutive regularly scheduled meetings.
10. The general procedure for the amendment of a policy is as follows:
 - (a) Any amendment to policies must be directed to the Chair of the Legislative Affairs Committee, or come from the Legislative Affairs Committee which shall coordinate a review of the amendment to determine its soundness;

- (b) The Legislative Affairs Committee will then make a recommendation to BUSAC regarding the amendment;
- (c) BUSAC may then pass the amendment at two (2) consecutive regularly scheduled meetings of BUSAC by a two-thirds (2/3) majority;
- (d) Notice of motion may be given to BUSAC for policy amendments one (1) meeting prior to their first reading in order to gather feedback and input;
- (e) "First reading" shall consist of an introduction of the proposed amendment(s) to BUSAC. Discussion shall be focused on the overall merits and essential ideas of the said proposed amendment(s) and will be subject to a two-thirds (2/3) majority vote in order to move the amendment forward to second reading;
- (f) Any suggestions or changes made during first reading will be referred to the Legislative Affairs Committee and resubmitted to BUSAC for second reading. The proposed amendment(s) need not be identical in first and second reading;
- (g) "Second reading" shall consist of an overall debate on the amendment(s), and will be subject to a two-thirds (2/3) majority vote.

Operating Policies and Procedures

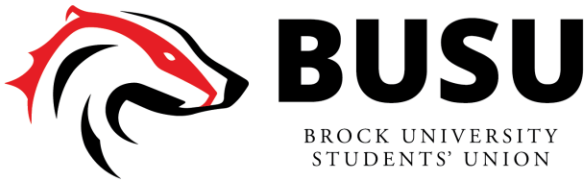
- 11. Operating Policies and Procedures are documents governing BUSU's internal operating structure. They are designed to be used as guides for how BUSU, its divisions, departments, and subsidiaries operate. Their purpose is to put into writing what should be done so that any member of BUSU's organization can better fulfill their duties in a structured manner.
- 12. The creation, amendment, and implementation of Operating Policies and Procedures shall be the responsibility of the Executive Committee, the General Manager, and Division Managers.
- 13. Approval of any new Operating Policies and Procedures or their amendments shall be the sole responsibility of the Board of Directors.

Standing Orders of the Board of Directors

- 14. Standing Orders are motions passed by the Board of Directors that remain in effect after the adjournment of the meeting in which they are made. Standing Orders are given a place among the legislation of BUSU, as they have a role in governing the business of the organization and the running of the Board of Directors.
- 15. Standing Orders of the Board of Directors automatically expire at the end of the term of the Board of Directors that made them, or when the duties and/or actions mandated by a standing order have been completed by the appropriate body in full and it remaining as a standing order would serve no purpose.
- 16. Recording and maintaining the Standing Orders of the Board of Directors shall be the responsibility of the Vice-Chair of the Board of Directors.
- 17. It shall be the joint responsibility of the Chair and Vice-Chair of the Board of Directors to ensure that Standing Orders of the Board of Directors are followed and/or carried out as mandated.

Standing Orders of BUSAC

- 18. Standing Orders are motions passed by BUSAC that remain in effect after the adjournment of the meeting in which they are made. Standing orders are given a place among the legislation of BUSU, as they have a role in governing the business of the organization and the running of BUSAC.
- 19. Standing Orders of BUSAC automatically terminate at the end of the term of BUSAC that made them, or when the duties and/or actions mandated by a standing order have been completed by the appropriate body in full and it remaining as a standing order would serve no purpose.
- 20. Recording and maintaining a record of the Standing Orders of BUSAC shall be the responsibility of the Speaker of BUSAC, with the assistance of the Deputy Speaker.



Policy 101 (*Formerly Bylaw 101*)

The Legislation of BUSU

Effective: January 2020

Replaces: April 2011

21. It shall be the joint responsibility of the Executive Committee to ensure that Standing Orders of BUSAC are followed and/or carried out as mandated.
22. BUSAC shall dedicate time to give a presentation on senate's activities and attendance during that respective semester.

Political Policy

23. Political Policies are written statements or stances held by BUSU on any issue that falls within its mandate, as described in Article II of the BUSU Bylaw.
24. Political Policies are the responsibility of the BUSU President and the BUSU Vice-President External Affairs in consultation with the External Affairs Committee.
25. BUSAC shall reserve the right to review and advise on any and all political policy.
26. All Political Policies shall expire after three (3) years, at which time they can be renewed. Political policies may be rescinded prior to the three (3) year term.