

### **Name of the Policy**

1. This policy shall be referred to as "The Brock University Students' Administrative Council Speaker Policy".

### **Appointment and Ratification**

2. In the absence of a ratified Speaker by BUSAC, the Speaker shall be hired by the BUSU Hiring Committee
3. On the recommendation of the BUSU Hiring Committee, the Speaker of BUSAC shall be ratified by a two-thirds (2/3) majority vote of the incoming council.

### **Responsibilities**

4. The responsibilities of the speaker are:
  - (a) The calling to order of meetings;
  - (b) To chair BUSAC meetings in accordance with the Robert's Rules of Order, and standing rules of council;
  - (c) Present all motions and resolutions requiring a vote by BUSAC and record the votes cast on those motions and resolutions;
  - (d) Recognize Councilors of other persons desiring to address the meeting while maintaining a Speaker's list using the general criteria outlined in Robert's Rules of Order;
  - (e) Declare meetings of BUSAC adjourned;
  - (f) To oversee the advanced publication of notices of meetings of BUSAC by any means that may be deemed necessary by the Executive and or BUSAC;
  - (g) To oversee the preparation of agendas for meetings of BUSAC and their advanced publication to council and other interested parties;
  - (h) To Chair any special order or general meetings of BUSAC; including the AGM
  - (i) To sit as an ex-officio non-voting member of the Governance Committee.
  - (j) Ensure where necessary in consultation with the Governance Committee and President of BUSU, that the activities of BUSAC, its officers and members, affiliated agencies and recognized organizations comply with the provisions of the Corporations Act, the Letters Patent, the Brock University Students' Union, Inc. Policy and the Policies of the Corporation.
  - (k) To hold an information session for all new BUSAC members covering issues such as Robert's Rules of Order, the BUSU Policy, Policies, Policies and Procedures, and the function of the Board of Directors;
  - (l) To be consistently a-political in their capacity as Speaker.
  - (m) The Speaker may interpret the policy or policies and shall interpret the said documents upon request from a member of the Brock University Students' Union. When an interpretation of the said documents has been made, the Speaker shall make his or her interpretation known to BUSAC at its next meeting.
  - (n) Facilitate the development of a positive social environment both within and away from formal meeting structures
  - (o) Communicate the decisions of BUSAC to external bodies or individuals when necessary, unless someone else is designated to do so through a motion
  - (p) Work in conjunction with the Governance staff to ensure that committee meetings are called at the appropriate frequency and operate productively
  - (q) Liaise with groups to ensure they know their right to representation on BUSAC
  - (r) During the fall and winter semesters, send out the agenda and supplementary materials for BUSAC meetings no later two full business days preceding a meeting
5. The Speaker and Deputy Speaker shall serve at the pleasure of BUSAC



### **Term of Office**

6. The Speaker shall perform his or her duties after their appointment by BUSAC starting the first day of May until midnight the following 30<sup>th</sup> day of April.

### **Absence of the Speaker**

7. In the absence of the Speaker, the Deputy Speaker shall act as Speaker.
8. In the absence of both the Speaker and the Deputy Speaker, the President of the BUSU shall appoint an individual as temporary Speaker subject to two-thirds (2/3) majority approval of BUSAC.
9. In the absence of the Deputy Speaker, the President of BUSU shall appoint an individual as temporary Deputy Speaker subject to the two-thirds (2/3) majority approval of BUSAC.

### **Deputy Speaker**

10. The Deputy Speaker's term shall last no more than one year, beginning on May 1<sup>st</sup> or their hire date and ending the following April 30<sup>th</sup>. A Deputy Speaker may apply to serve consecutive terms.
11. The Deputy Speaker shall be responsible for:
  - a) Tracking all policy amendments.
  - b) When such amendments are made, the Deputy Speaker shall update the policies and make updated copies available to members of BUSAC as soon as reasonably possible.
  - c) The Deputy Speaker shall act as Speaker when the Speaker is unable to fulfill their roles and responsibilities for whatever reason.
  - d) Assist the Recording Secretary with taking notes at all meetings of BUSAC, distribute the draft minutes from the preceding BUSAC or Membership meeting to BUSAC members or the Corporation members, as the case may be, for approval.
  - e) Composing and maintaining an up-to-date list of councillors and their committee positions. This information shall be made available to BUSAC upon request.
  - f) Facilitating the development of a positive social environment both within and away from formal meeting structures
  - g) Maintaining an up-to-date attendance record for all councillors and members of council, including any responsibilities for which failure to complete would constitute an absence
  - h) Working to assist BUSAC councillors in their outreach and/or liaising with their constituents, all members of the Corporation, and the community at large