



University Students' Council of the University of Western Ontario USC VOTING MEMBER ATTENDANCE POLICY

EFFECTIVE: October 4, 2011

SUPERSEDES: December 1, 2009

AUTHORITY: Council

RATIFIED BY: Council
September 28, 2011

Executive Council
October 4, 2011

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1.00 PREAMBLE

The most important responsibility Voting Members of the University Students' Council of the University of Western Ontario ("USC") have is the represent their respective constituencies at Council and Standing Committee meetings. This Policy is intended to ensure that Voting Members on Council are fulfilling that responsibility, and to provide a means to remove those Voting Members that are not attending and remaining at these meetings on a regular basis.

2.00 DEFINITIONS

2.01 **"Meeting"** for the purpose of this Policy includes any General Meeting, or Annual General Meeting, Committee of the Whole, or Standing Committee meeting as more fully defined in By-Law #1;

2.02 **"Point"** means a demerit point;

2.03 **"Regrets"** means a Voting Member's reasons for not attending a Meeting or remaining at a Meeting for full duration provided to the Speaker of Council or the Secretary of Council and, in the case of a Standing Committee Meeting, the Chair of the Standing Committee to which she belongs;

2.04 **"Voting Member"** as defined in By-Law #1.

3.00 APPLICATION

3.01 This Policy applies to all Voting Members of the USC.

4.00 ADMINISTRATION

4.01 The Speaker of Council shall administer and enforce this Policy.

4.02 The Speaker of Council shall maintain an updated list of Points accumulated by each Voting Member, and shall provide such list to a Voting Member upon request.

5.00 MEETINGS



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- 5.01 Voting Members must attend all Meetings and remain for the full duration of those Meetings to represent their constituents' interests.
- 5.02 Any voting Member who is unable to attend a Meeting must submit her Regrets to the Speaker of Council or the Secretary of Council and, in the case of a Standing Committee Meeting, the Chair of the Standing Committee to which she belongs at least twenty-four (24) hours prior to the scheduled Meeting time.
- (1) The Secretary of Council shall submit any Regrets received to the Speaker of Council.
- 5.03 Any Voting Member who is unable to remain at a Meeting for its full duration must submit her Regrets to the Speaker of Council or the Secretary of Council and, in the case of a Standing Committee Meeting, the Chair of the Standing Committee to which she belongs at least twenty-four (24) hours prior to the scheduled Meeting time.
- (1) The Secretary of Council shall submit any Regrets received to the Speaker of Council.
- 5.04 Where quorum is called during a duly constituted meeting, and quorum is not met, the Speaker of Council shall allocate Points to any Voting Members accordingly. This shall be the only mechanism by which a Voting Member will receive Points for failure to remain at a Meeting for its full duration.
- (1) A Voting Member, who is absent when initial roll call takes place, shall not receive any additional Points.
- 5.05 The Speaker of Council shall, at her sole discretion, decide the legitimacy of reasons provided for Regrets.
- (1) Regrets will be approved for legitimate personal, academic or medical reasons.
- 5.06 Voting Members who do not attend a Meeting will be assigned Points in accordance with the following:
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|--|------------|
| (1) Missed Meeting, with no Regrets or with declined Regrets | 1.5 Points |
| (2) Missed Meeting, with approved Regrets | 0.5 Points |
- 5.07 Voting Members who do not remain at a Meeting for its full duration will be assigned Points in accordance with the following:
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|---|-------------|
| (1) Leaving Meeting early, with no Regrets or with declined Regrets | 0.75 Points |
| (2) Leaving Meeting early, with Regrets | 0.25 Points |



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5.08 Any reconsideration of Points shall be conducted at the sole discretion of the Speaker of Council.

6.00 SANCTIONS

6.01 **First Warning:** A Voting Member who accumulates three (3) Points will receive a written warning from the Speaker of Council.

6.02 **Second Warning:** A Voting Member who accumulates five (5) Points will receive a second written warning from the Speaker of Council.

(1) The Speaker of Council must inform the president of the Voting Member's constituent council.

6.03 **Removal:** A Voting Member who accumulates six (6) Points may be removed from Council.

(1) The Speaker of Council shall post a motion for the Voting Member's removal from Council in accordance with the By-Law #1.

(2) Any procedure for removal in By-Law #1 must be adhered to.

(3) The decision of Council to remove a Voting Member is final.