**VUSAC Meeting Procedures: How to Interpret an Agenda**

Welcome to VUSAC! This guide will give a brief overview of how a VUSAC meeting runs.

*Agendas:* As per the VUSAC Constitution, preliminary agendas will be posted to the VUSAC facebook page 72 hours before the meeting time. A final agenda, with any new changes or updates, will be available 2 hours before the meeting time. A call for agenda items will go out a week before the meeting time - which will be sent to all VUSAC members and assessor members. If you wish to add an agenda item to a meeting package, please email [*chair@vusac.ca*](mailto:chair@vusac.ca)*.*

*Below is a VUSAC Meeting Agenda - with an explanation of what each section means.*

**VUSAC Meeting Agenda Template**

**Call to order:** The time the meeting begins. As per the VUSAC Constitution, meetings must be held on weeknights. VUSAC meetings have a maximum time limit of three hours - unless extended by a motion by council that passes with a 3/4 majority.

A meeting may only be called to order when **quorum** is reached. Therefore, 2/3 of VUSAC’s voting members must be in attendance before the meeting may begin.

**Land Acknowledgement:** At the beginning of each VUSAC meeting, a member (of VUSAC or the greater VCU) will give a land acknowledgement. This is done to recognize the presence of Indigenous people on this land now and for years before the arrival of settlers. Any member may volunteer to say a land acknowledgement, and can use the text given below as a template. Volunteers are invited to reflect on this acknowledgement and personalize it in some way, whether by discussing why land acknowledgements are said, how one can further their personal processes of reconciliation, and/or how they personally relate to this land.

Standard University of Toronto Land Acknowledgement: We wish to acknowledge this land on which the University of Toronto Faculty of Law operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit River. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.

**Official Regrets:** Members of VUSAC may give the chair their regrets in *written* form. Voting members may choose to proxy their votes to another voting member if they wish. A maximum of three proxies is accepted per meeting.

All VUSAC members are expected to attend every VUSAC meeting. If there are emergency circumstances and you cannot make the meeting, please let the Chair know. After 3 absences (excused or unexcused), you will receive a warning from the Chair. After 3 unexcused absences (i.e. no regrets entered), the VPI will request an explanation for the absences and there will be serious discussion about your status on VUSAC going forward. Please alert the Chair if there are any personal or accessibility issues preventing you from attending meetings so that they may assist you in determining the best possible course of action moving forward.

**Approval of minutes:** Minutes are conducted at each meeting, and sent out to meeting participants before the next meeting to clarify any edits. Members are encouraged to read through the minutes, and identify any errors/misrepresentations to the Office Manager. A voting member will motion to approve the minutes from the previous meeting.

**Additions to the agenda:** Additions to the agenda *may* be added, but will have a 3-minute maximum. All additions will go to the *end* of the agenda, save for action items which will be placed at the end of the action items section.

**Approval of the agenda:** A voting member will motion to approve the agenda as it stands.

*Robert’s Rules place updates/reports before any “business” that will be discussed at the meeting. VUSAC has adapted this practice to first put any action items/discussion items at the beginning of the meeting, followed by all updates.*

**Action Items:** Topics of discussion raised by a member of council that will be put to a vote. Only elected members vote on motions. A motion must be seconded by another voting member before being put up for debate.

General motions may pass with a simple 50% +1 majority.

Motions to amend VUSAC’s governing documents require a stronger majority to pass. Motions to amend the Council Policies or Elections Referenda Code require a 2/3 majority. Motions to amend the VUSAC Constitution require a 3/4 majority.

Voting Members may vote in favour or against a motion, or they may abstain from voting.

*Please note:* Abstaining from a motion may only be used if there is a direct conflict of interest regarding the motion at hand. Abstentions may **not** be used if the member is confused about what is being voted on. Please clarify any questions regarding the content of a motion *prior* to the vote.

Please refer to “A VUSAC Guide to Robert’s Rules” for more procedures on different kinds of motions that may arise.

**Discussion Items:** Topics of discussion raised by a member of council that *do not* require a vote. All VCU members are welcome to submit discussion items to be raised at council meetings.

**Ex-Officio Reports:** Ex-officio members are those that sit on the VUSAC Council by nature of their position within the greater University. This includes the Campus Life Coordinator, Dean of Students, President of Victoria University, and representatives on the UTSU, VCC, VUS and BoR.

**Assessor Member Reports:** Assessor members are those that sit on the VUSAC Council by nature of their position as a student leader within Victoria University. This includes Levyheads and Orientation Co-Chairs.

**Staff Reports:** Staff are hired members of VUSAC that are non-voting members. This includes the CRO, Communications Coordinator, Finance Officer, Office Manager, and Chair.

**Commission Reports:** Commissioners and their Co-Chairs may then give updates regarding the work of their specific commissions.

**Executive Reports:** The members of the Executive are last to give their reports. These members include the President, Vice-President Internal, Vice-President External, and Vice-President Student Organizations.

*If you have any questions, please email* [*chair@vusac.ca*](mailto:chair@vusac.ca) *for any more information!*