

Administrative Procedure

(Special By-law No. SB-2023-02)

Sponsored by: William Cooper

A by-law of the Rideau Students' Union respecting the need for codified procedure for the adoption and implementation of certain administrative instruments, defining and including provision for such.

Enacted by the Rideau Students' Union general membership at its meeting of 28 February, 2023

The Executive of the Rideau Students' Union enacts as follows:

Part I - Definitions

Section 1

In this by-law,

“Union Executive” and **“Executive”** are defined as the Executives of the Union, its Presidents and Vice-Presidents, and its Gubernatorial staff who may from time to time serve; (Exécutif syndical)

“Administrative Instrument” is defined as any by-law, motion, resolution, order, or otherwise regulatory formal document or procedure which may from time to time be used to further administration or policy; (instrument administratif)

“By-Law” is defined as an administrative instrument with respect to internal Union policy; (loi interne)

“Motion” is defined as an administrative instrument sponsored by any member of the Rideau Students' Union with respect to proposed actions; (proposition)

“Amendment” is defined as any amendment made to standing administrative instruments; (amendement)

“Standing Administrative Instrument” any administrative instrument excepting motions;
(instrument administratif permanent)

“Union” is defined as the Rideau Students' Union; (union)

Part II - Interpretation

Section 2

Except as otherwise indicated, in the event of any conflict between the provisions of this by-law and a provision of another by-law or administrative instrument, the more restrictive provisions shall prevail.

Section 3

Unless otherwise defined, the words and phrases used in this by-law have their normal and ordinary meaning.

Section 4

The headings and subheadings used in this by-law are inserted for convenience of reference only, form no part of this by-law, and shall not affect in any way the meaning or interpretation of the provisions of this by-law.

Section 5

Unless the context requires otherwise, or a number is used to modify the term, references to items in the plural include the singular, and words imparting the feminine gender shall include the masculine.

Part III - General provisions

Section 6 - Application

This By-Law, except where otherwise indicated, shall be applied so as to supplement §4, the Constitution, Rideau Students' Union.

Part IV - By-laws

Sections 7 & 8 - Passage of by-laws

Section 7

By-laws may be proposed by any member of the Union at a meeting of the general membership, provided the by-law has been sponsored by no less than one member of the Union Executive.

Section 8

Following their introduction, by-laws must receive a majority vote via the accepted voting platform from both the general membership and the Board of Directors

Section 9 - Amendment

While by-laws made under this Part may be amended under Part VI, such lawfully established by-laws may only be repealed or made obsolete through the passage of a replacement under this Part.

Part V - Motions

Sections 10 to 12 - Passage of motions

Section 10

Motions may be made during any meeting of the general membership, or may be tabled ahead of time for presentation during such a meeting. Motions lawfully presented must require the support of an initial sponsor and a seconder.

Section 11

The decision respecting the means for voting on a motion is at the discretion of the Chairperson presiding over a given general membership meeting.

Section 12

Notwithstanding §11, motions must receive a minimum 10 votes in favour of their passage, or more than half of the total votes cast on the motion, whichever is higher.

Section 13 - Amendment

Motions may only be amended by means of a subsidiary motion made during the allotted time for debate during the meeting in which it is proposed.

Part VI - Amendments

Sections 14 and 15 - Amendments to the Constitution

Section 14

Amendments to the Constitution, the Rideau Students' Union, may be made such that:

1. An amendment is tabled as a main motion during a meeting of the general membership;
2. The amendment receives no less than two thirds of the votes cast in a vote open to the general membership; and
3. At least half of the board of directors does not vote against the amendment, individually from the main motion.

Section 15

Amendments to this by-law shall be made under §14.

Section 16 - Amendments to By-Laws

Notwithstanding those by-laws deemed specially protected, by-laws passed under Part IV may be amended following

1. the amendment being tabled as a main motion during a meeting of either the general membership or the Union Executive; and
2. the amendment receiving more than half of the votes cast in a vote open to the general membership.

Section 17 - Specially Protected By-Laws

By-Laws deemed to be specially protected by a majority vote of the Union Executive may be amended under §14.