



Huron University College Students' Council
**GENERAL ASSEMBLY AND STANDING
COMMITTEE MEETING ATTENDANCE POLICY**

Effective:		Supercedes:	
Authority:		Ratified by:	
Related Documents:		Date:	

PREAMBLE:

Whereas it is important for the effectiveness and efficiency of the HUCSC for all members to be present for meetings both of the General Assembly and Standing Committees, this policy is designed to ensure that there are consistent standards for attendance. This policy also includes repercussions for situations in which voting members of the HUCSC General Assembly miss allotted Office Hours.



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1. Introduction

- 1.1. Invitations to all normally scheduled HUCSC General Assembly meetings shall be extended to the Speaker of Council, all HUCSC Executives, all voting members of the General Assembly, and non-voting members of all Executive Portfolios and the Governance Portfolio.
 - 1.1.1. Occasions may arise where special meetings of the General Assembly are called, for which only certain individuals will receive invitations in addition to all voting members of the General Assembly, all HUCSC Executives, and the Speaker of Council.
- 1.2. All General Assembly meetings shall require the mandatory attendance of all voting members of the General Assembly, all HUCSC Executives, the Speaker of Council, the Deputy Speaker, and the Secretary.
 - 1.2.1. General Assembly meetings shall not ordinarily be considered mandatory for non-voting members of Executive Portfolios or the Governance Portfolio, with the exception of any positions listed in Section 1.2.
 - 1.2.2. The attendance of such portfolio members may be considered mandatory on a case-by-case basis, in accordance with the specific request of the HUCSC Executive, the General Assembly, of the Speaker of Council.
- 1.3. Those members of the HUCSC required to attend respective standing committee meetings shall be further elaborated upon in the HUCSC Standing Committees Policy.
- 1.4. The Speaker of Council shall be responsible for enforcing the Meeting Attendance Policy.
- 1.5. The Deputy Speaker shall keep record of all demerit points received by members, and shall provide the Speaker with an update on the demerit points of all members following each meeting of Council.

2. General Assembly Meeting Regrets

- 2.1. All regrets for meetings of the General Assembly must be submitted to the Speaker or Deputy Speaker, and must be submitted to either of



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them via e-mail or in writing no less than twenty-four (24) hours prior to the meeting.

- 2.2. All regrets must be submitted with valid reasoning for the absence.
 - 2.2.1. School work, general tardiness or not being informed of a meeting prior to said meeting, shall not be used as a reason to send regrets.
 - 2.2.2. The Speaker, in consultation with the President (if required), will determine the validity of regrets for meetings of the General Assembly.
 - 2.2.2.1. If the Speaker submits regrets, the Deputy Speaker shall determine the validity of the regrets.

3. Standing Committee Meeting Regrets

- 3.1. All regrets for meetings of standing committees must be submitted to the Chair of the individual committee, and must be submitted to them via e-mail.
- 3.2. All regrets must be submitted with valid reasoning for the absence.
 - 3.2.1. School work, general tardiness or not being informed of a meeting prior to, shall not be used as a reason to send regrets.
 - 3.2.1.1. The Chair of each standing committee shall inform the Deputy Speaker of regrets and absences after each individual standing committee meeting, in order that a record may be kept for determining demerit points.

4. Attendance Demerit Points

- 4.1. Demerit Points shall be given to voting members of the General Assembly, the Vice President Finance and Administration, the Vice President Communications, or the Speaker on the following basis:
 - 4.1.1. One-third (1/3) of a demerit point shall be given to voting members of the General Assembly for missing their allotted Office Hours without providing the Speaker with a valid reason in advance.
 - 4.1.1.1. No demerit points shall be awarded if valid reasoning is provided to the Speaker in advance.



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- 4.1.2. One-half (1/2) of a demerit point shall be given for missing a meeting of the General Assembly or standing committee with valid regrets.
- 4.1.3. One (1) demerit point shall be given for missing a meeting of the General Assembly or standing committee without valid regrets.
- 4.2. Should a voting member of the General Assembly, the Vice-President of Finance and Administration or the Vice President Communications acquire one (1) demerit point, they shall receive a written warning from the Speaker of Council.
- 4.3. Should the Speaker of Council acquire one (1) demerit point, they shall receive a written warning from the President.
- 4.4. Should a non-Executive voting member of the General Assembly acquire two (2) demerit points, the position shall be declared vacant.
- 4.5. Should an HUCSC Executive acquire two (2) demerit points, the Speaker shall call a meeting of the Discipline Committee to determine the proper recourse.
 - 4.5.1. Such recourse may warrant a recommendation for impeachment by the General Assembly.
- 4.6. Should the Speaker acquire two (2) demerit points, the President will call for the removal of the Speaker by a vote in the General Assembly, with their subsequent replacement by the Deputy Speaker.
- 4.7. Non-voting members of Executive Portfolios or the Governance Portfolio will not be awarded demerit points based on attendance.
 - 4.7.1. Should the presence of a member of an Executive Portfolio or the Governance Portfolio be specifically requested at a General Assembly or standing committee meeting, this request shall be considered mandatory.
 - 4.7.2. Should the portfolio member fail to meet this mandatory request, the Speaker of Council shall recommend that the Executive chairing the relevant portfolio discipline the member in an appropriate manner.



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- 4.7.2.1. Such discipline may include, but is not limited to an informal warning, a loss of eligibility for honoraria, or outright dismissal.
- 4.7.2.2. Should the member in question be a member of the Governance Portfolio, the Speaker of Council shall be responsible for administering a disciplinary measure they feel is appropriate.

5. Appeals

- 5.1. Should a member of the General Assembly wish to appeal a decision of the Speaker as a result of this policy, they may submit a request to the Affiliate Appeals Board, in accordance with the Affiliate Appeals Board Terms of Reference.

6. Caucus of Student Academic Representatives (CSAR) Attendance

- 6.1. For all members of CSAR, attendance with regards to Huron University College Academic Council meetings shall be treated in the same manner as that of voting member attendance to the HUCSC General Assembly, as per Sections 2, 4 and 5 of this document.
- 6.2. For all members of CSAR, attendance with regards to Faculty of Arts and Social Science committee (FASS) meetings shall be treated in the same manner as that of voting member attendance to Standing Committees of the HUCSC General Assembly, as per Sections 3, 4 and 5 of this document.
- 6.3. The Vice-President Student Affairs, in accordance with the HUCSC Executive Terms of Reference and the HUCSC External Relations Committees Policy, will monitor the attendance of members of CSAR to Academic Council and FASS meetings.
 - 6.3.1. The Speaker will be notified of any discrepancies in attendance to these meetings, and will execute this policy accordingly.

7. Enacting and Amending This Policy

- 7.1. In accordance with the HUCSC Constitution, this policy shall be enacted by a simple majority vote in the HUCSC General Assembly.
- 7.2. In accordance with the HUCSC Constitution, this policy may be amended by a simple majority vote in the HUCSC General Assembly.



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