



**GRADUATE  
STUDENT SOCIETY**  
UBC VANCOUVER

# GSS Council Policy

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Last revision: June 2024

# 1 General

- 1.1 The Objective of the Council Policy is to house all policies and procedures related to GSS Council, previously found in the Graduate Student Society (GSS) Policy Manual. This manual will be available online at all times and can be accessed by anyone.
- 1.2 All Policies and Procedures in this manual are an extension of the GSS Policies as defined by Bylaw 13. All changes must be made in accordance with the GSS Policies. Recommended changes shall be brought to the Code and Policy Committee to ensure correct wording and that no conflicts in policy will be created. Policy changes will be brought to GSS Council in the usual manner of Policy changes as per GSS Policies.

# 2 Abbreviations and Definitions

Centre	Graduate Student Centre of The University of British Columbia - Vancouver
FO	Financial Officer
GM	General Manager
Society	Graduate Student Society of The University of British Columbia – Vancouver
VP Students	Vice-President, Students
VP UAA	Vice-President, University and Academic Affairs
VP External	Vice-President, External Relations

# 3 Council

## 3.1 Procedures of Council

- 3.1.1 Council shall meet on the third Thursday of each month, except for the month of December, when Council shall meet on the second Thursday.
- 3.1.2 Council may vote by special resolution to change the meeting date to an alternative Thursday within the same calendar month as the originally scheduled council meeting.
- 3.1.3 The Standard Council Agenda form contained in Appendix I shall be used for all regular Council meetings.

- 3.1.4 At the Council meeting, the Chair shall recognize and seat new Councillors at the beginning of the meeting.
- 3.1.5 Only after having been formally seated will new Councillors be included in the calculation of quorum.
- 3.1.6 For any appointments or contracts requiring approval by Council, all candidates or directly involved parties may be asked to leave for the duration of the vote at the discretion of the Chair.
- 3.1.7 Members of the Society who are currently employed by the Society shall not be entitled to serve on Council, or serve on any committee in a voting capacity.
- 3.1.8 Conducting discussions *in camera*:
  - (a) At the request of any three members, Council may be moved *in camera* for further discussion. Upon moving *in camera*, the members shall state their reason for entering *in camera*.
  - (b) While *in camera*, Council shall then decide whether to stay *in camera* by special resolution.
  - (c) No other vote shall be held *in camera*.
  - (d) Only members of Council may be present when *in camera*. However, Council may also invite specified individuals who are not members of Council to attend the *in camera* portion of a meeting.
  - (f) Individuals attending the *in camera* portion of a Council meeting shall not disclose any information discussed *in camera* to anyone, including other Councillors, without the authorization of Council.
- 3.1.9 Additional rules and regulations for Council meetings listed in Special Rules of Order Policy shall be adhered to.

## **3.2 Attendance at Council**

- 3.2.1 Only ordinary members, honorary members, Councillors, Executive Officers, staff members of the Society, student representatives of the Board of Governors, and guests of Council may attend Council meetings.
- 3.2.2 Ordinary members, honorary members, Councillors, Executive Officers and guests of Council shall have voice at Council meetings
- 3.2.3 Members of the Society who are employees of the Society retain all other rights as members of the Society, including:
  - (a) the right to attend Council or committee meetings,

- (b) the right of voice, and
- (c) the right to engage in any activities of ordinary membership, except Council-related voting activities.

3.2.4 Councillors and Executive Officers may invite anyone to attend a Council meeting as a guest of Council to deal with a specific issue. These guests:

- (a) may speak on the specific issue for which they have been invited,
- (b) shall attend the meeting only when that specific item is under consideration, and
- (c) must leave when that item has been dealt with.

### **3.3 Conflicts of Interest**

3.3.1 A conflict of interest occurs when a Councillor, relative, or close friend of that Councillor may benefit in a financial manner or in any other significant material manner from a Council decision, or if a decision of Council may result in the creation of a duty or interest that materially conflicts with the Councillor's duty or interest as a GSS Councillor.

3.3.2 Conflicts of interest shall be handled in accordance with the British Columbia (BC) Societies Act. In brief, any Councillor who believes they have a potential conflict of interest shall:

- (a) immediately declare the nature of the conflict. Council shall decide whether the nature of the situation is truly a conflict of interest;
- (b) leave the room during the discussion of the matter in question, unless invited by other Councillors to remain for the purpose of providing information;
- (c) leave the room during the vote;
- (d) abstain from voting; and
- (e) refrain from any attempt to influence the vote.

3.3.3 The measures detailed in Policy 3.3.2 shall be recorded in the minutes of the Council meeting.

3.3.4 The provisions outlined in this section shall not override any other specific provisions describing specific situations of conflict of interest, or handling of specific potential conflicts of interest.

3.3.5 If a Councillor is concerned that another member of Council is in a potential conflict of interest situation that they have not declared, then that Councillor can bring this to the attention of Council. Council shall decide whether the nature of the situation is truly a conflict of interest.



## ATTENDANCE

**Present:**

**Regrets:**

**Absent:**

**Quorum:** # Councillors

## CALL TO ORDER AND ADOPTION OF THE AGENDA

### CALL TO ORDER

The meeting will be called to order at \_\_\_\_ am/pm.

### AGENDA ADOPTION

**BIRT** the agenda be adopted as presented.

**Mover:**

**Seconder:**

**Result:**

## TERRITORIAL ACKNOWLEDGEMENT

**President:**

## INTRODUCTIONS

Introductions.

## 1 EXPEDIENT MATTERS

*At the discretion of the President, the following are deemed urgent matters for Council and are presented at the beginning of Council (not exceeding 10mins):*

### 1.1 NAME OF GUEST PRESENTATION

**Group Responsible:** Name of guest(s)

**Description:** Add a description.

**Time:** XX minutes

**Supporting Documents:** Exampledocument.jpg

## 2 APPROVAL OF CONSENT AGENDA

### 2.1 APPROVAL OF CONSENT AGENDA

**BIRT** the following Agenda items be approved as presented as part of a Consent Agenda:



- 2.2 GSS Council Minutes
- 2.3 Committee Minutes
- 2.4 Seating of New Councillors

**Mover:**

**Second:**

**Result:**

## 2.2 GSS COUNCIL MINUTES

**BIRT** the following GSS Council minutes be approved:

- Eg. February 25, 20XX
- Eg. March 20, 20XX

## 2.3 COMMITTEE MINUTES

**BIRT** the following GSS Committee minutes be approved:

<b>All-Chairs Committee</b>	[Date(s)]	<b>Governance &amp; Accountability Committee:</b>	
<b>Academic &amp; External Committee:</b>		<b>House-Finance Committee:</b>	
<b>Code &amp; Policy Committee:</b>		<b>Human Resources Committee:</b>	
<b>Engagement &amp; Elections Committee:</b>		<b>AMS Caucus:</b>	
<b>Executive Committee:</b>		<b>Graduate Council:</b>	
<b>Executive Oversight Committee</b>		<b>Health and Dental Plan Caucus:</b>	

## 2.4 NEW COUNCILLORS

**BIRT** the following Seating of new Councillors be approved:

<b>Name</b>	<b>Department</b>

## 3 SEATINGS

### 3.1 EXTERNAL REPRESENTATIVES SEATINGS

*All GSS Councillors shall endeavor to sit on at least one committee as per Policy 6.2.2.*

[Committee descriptions and meeting times can be found here.](#)

**BIRT** the seating of the following external representatives be approved:



Committee/Caucus	Nominee	Position	Vacancies
AMS Caucus		Representative	
		Member	
Graduate Council		Representative	
Faculty of Arts Council		Representative	
Health and Dental Plan Caucus		Representative	

**Mover:**

**Seconder:**

**Result:**

### 3.2 COMMITTEE SEATINGS

All GSS Councillors shall endeavor to sit on at least one committee as per Policy 6.2.2.

[Committee descriptions and meeting times can be found here.](#)

**BIRT** the following Committee seatings be approved:

Committee/Caucus	Nominee	Position	Vacancies
Academic & External		Councillor	2
		Ordinary Member	1
Code & Policy		Councillor	3
		Ordinary Member	2
Engagement & Elections		Councillor	1
		Ordinary Member	3
Executive Oversight		Councillor	2
		Ordinary Member	1
Governance & Accountability		Councillor	2
		Ordinary Member	2
House Finance		Councillor	0
		Ordinary Member	0
Human Resources		Councillor	0
		Ordinary Member	0

**Mover:**

**Seconder:**

**Result:**

### 3.3 CHAIR SEATINGS





All GSS Councillors shall endeavor to sit on at least one committee as per Policy 6.2.2.

[Committee descriptions and meeting times can be found here.](#)

BIRT the following Committee seatings be approved:

Committee/Caucus	Nominee

## 4 MATTERS FOR DECISION

### 4.1 [NAME OF MATTER 1]

**Group Responsible:** Example group.

**Description:** Add a description.

**Time:** XX minutes

**Supporting Documents:** Exampledocument.jpg

WHEREAS clause

WHEREAS clause

**BIRT** clause

**Mover:**

**Seconder:**

**Result:**

### 4.2 [NAME OF MATTER 2]

**Group Responsible:** Example group.

**Description:** Add a description.

**Time:** XX minutes

**Supporting Documents:** Exampledocument.jpg

WHEREAS clause

WHEREAS clause

**BIRT** clause

**Mover:**

**Seconder:**

**Result:**



## 5 MATTERS FOR DISCUSSION

### 5.1 [NAME OF MATTER 1]

**Group Responsible:** Example group.

**Description:** Add a description.

**Time:** XX minutes

**Supporting Documents:** Exampledocument.jpg

WHEREAS clause

WHEREAS clause

**BIRT** clause

**Mover:**

**Seconder:**

**Result:**

### 5.2 [NAME OF MATTER 2]

**Group Responsible:** Example group.

**Description:** Add a description.

**Time:** XX minutes

**Supporting Documents:** Exampledocument.jpg

WHEREAS clause

WHEREAS clause

**BIRT** clause

**Mover:**

**Seconder:**

**Result:**

## 6 MATTERS TO NOTE

Time reserved for questions regarding updates below.

### 6.1 EXECUTIVES

#### 6.1.1 President:

- Example update on a meeting.
- Example update on an initiative.

#### 6.1.2 Financial Officer

- (None submitted)



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## 6.1.3 VP University & Academic Affairs

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- (None submitted)

## 6.1.4 VP External Relations

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- (None submitted)

## 6.1.5 VP Students

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- (None submitted)

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## 6.2 COMMITTEES

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### 6.2.1 Academic & External Committee

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- Update

### 6.2.2 Code & Policy Committee

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- (None submitted)

### 6.2.3 Engagement & Elections Committee

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- (None submitted)

### 6.2.4 Executive Committee

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- (None submitted)

### 6.2.5 Executive Oversight Committee

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- (None submitted)

### 6.2.6 Governance & Accountability Committee

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- (None submitted)

### 6.2.7 House Finance Committee

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- (None submitted)

### 6.2.8 Human Resources

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- (None submitted)

### 6.2.9 AMS Caucus

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- (None submitted)

6.2.10 Graduate Council Caucus

- (None submitted)

6.3 SENATORS AND BOARD OF GOVERNORS

6.3.1 Senators:

- Example update

6.3.2 Board of Governors Representatives:

- (None submitted)

7 NOTICES

7.1 NOTICE OF NEXT MEETING

Date: Month XX, 20XX at X:XX pm

Location: Michael Kingsmill Forum, AMS Nest

7.2 NOTICE OF UNSEATINGS

- Eg. John Councillor to be unseated as Departmental Representative
Eg. Sam Ordinary to be unseated as Committee Chair

8 ADJOURNMENT

BIRT there being no further business the meeting be adjourned at \_\_ pm.

Mover:

Secoder:

Result: