From: Tanner Bokor, AMS President
To: All Student Governance & Services Staff
C.C.: Ross Horton, General Manager
       Daniel Levangie, Executive Director
Date: June 23rd, 2014
Subject: Council + Committee Agenda Submission Guidelines

Introduction

AMS Council has requested an internal reform of policies and guidelines surrounding the submission of items from members of the executive and staff to Council, and Council’s various standing and extraordinary committees. Per the AMS Code of Procedures (Section III, Article 2), the President is responsible for the coordination and ultimate submission of the Council agenda to Councillors and the public. In practice, this work is conducted by staff, acting on behalf of the President, and the President makes all final decisions related to the agenda prior to it being submitted. With AMS Council’s recent purchase of new Council management software that will be coming online within the next 30-days, the Office of the President is implementing a new set of guidelines for all department heads to follow to submit items to Council’s committees and to Council as a whole. These guidelines will be taking effect in anticipation of the July 23rd, 2014 AMS Council meeting, and will be subject to change.

Agenda Submission Guidelines – AMS Committees

1. All items being submitted by staff or a member of the executive to an AMS Committee (including the Executive Committee) must be submitted to the Chair of the committee no later than two (2) business days in advance of a meeting, per AMS Code of Procedures Section V, Article 1(4);

2. All submissions to an AMS Committee must follow a standardized template, that will include a context statement that includes an overview of the item being proposed, the process that was followed to reach the proposed action, the members of staff that were involved in the process, the ramifications of the proposed action, and the text of the motion being proposed to the Committee. A template will be provided to you;

3. Items that are submitted after the two (2) business day deadline that are of an emergency nature may be considered, pending the item is submitted with an explanation of the urgency. Motions may be deemed by the Chair to not be of an urgent nature, and may choose to defer the item to the next meeting.

Agenda Submission Guidelines – AMS Council

1. All items being submitted by staff or a member of the executive to AMS Council must be submitted no later than 10AM on the Friday before each Council meeting, per AMS Code of Procedures Section III, Article 2(1).
2. All submissions to AMS Council must follow a standardized template, that will include a context statement that includes an overview of the item being proposed, the process that was followed to reach the proposed action, the members of staff that were involved in the process, the ramifications of the proposed action, and the text of the motion being proposed to the Committee. A template will be provided to you;

3. All relevant attachments, including contracts, must be submitted to the President by 10AM three (3) business days before the Council meeting. If items are of a sensitive nature, they must be made available for viewing by Councillors by providing no less than three (3) copies of such documents to the President three (3) business days prior to the Council meeting;

4. Items that are submitted past the 10AM deadline will be pushed to the following Council meeting, unless the result of postponing the item would cause any one the following criteria:
   a. The Society be breaking any contracts or agreements it may hold with external bodies;
   b. The Society would negatively affect a time-sensitive issue with the university or an external body, within the span between Council meetings;
   c. The Society would be breaking any of its' governing documents (Code, Bylaw, Constitution, etc.)

Presentation Guidelines – AMS Council

1. All requests from staff or members of the executive to make a presentation to AMS Council must be made to the President no later than 12PM four (4) business days prior to the next Council meeting, so that the Agenda Committee may approve the presentation to be made;

2. All presentations must be no longer than ten (10) minutes in length, without exceptions. Council reserves the right to extend a presentation in extraordinary circumstances, but it is highly discouraged;

3. All items relevant to a presentation must be submitted to the President no later than 10AM three (3) business days in advance of the next meeting. Such items include but are not limited to; slide decks, contextual documents, reports, etc.;

4. Presentations may be added to the agenda on the discretion of the President or the Agenda Committee. If a proposed presentation is for information and be considered to be non-essential, the President or the Agenda Committee may ask for a written submission in lieu of a presentation.

Report Guidelines – AMS Council + AMS Committees

1. For members of the executive and staff that are required to provide written reports to Council or its’ Committees, such reports will be submitted to the President no later than 10AM three (3) business days prior to the submission of the agenda;

2. Such reports will follow a standardized template, as outlined in the relevant sections of the AMS Code of Procedures, or other governing documents. A template will be provided to you.
Agenda Software

Within the next 30-days, AMS Council will be launching a new board management solution that will be used in the creation of the agenda. This software has an online portal that will be enabled for all department heads to submit their agenda items through. Training for this solution will be announced by mid-July, and will be available for all department heads to become acquainted to the software. In the interim until this software is fully launched, you may continue to email your items and attachments as usual. There will be an announcement made to all department heads once the software is active.

If there are any questions, please do not hesitate to contact myself at president@ams.ubc.ca Thank you for your attention and cooperation.

Sincerely,

Tanner Bokor
President
Alma Mater Society of UBC Vancouver