SUBJECT EXECUTIVE OFFICE HOURS CODE SUSPENSION

MEETING DATE JUNE 3rd, 2020

MOTION BE IT RESOLVED THAT AMS Council suspend Section VI: Executive, Article 1, Sections (5) and (6)(a), which relate to the keeping of office hours, until August 31st, 2020, or until the President notifies Council the suspension is no longer needed, whichever is sooner.

PREPARED BY Cole Evans – President

DOCUMENTS 1. Highlighted Code Suspensions

DESCRIPTION & RATIONALE Due to COVID-19, the AMS Main Offices have been closed to public foot traffic in order to adhere to provincial social distancing guidelines. With this, Executives are unable to hold public office hours where they are available for students to walk into offices and meet with them on an impromptu basis.

To comply with AMS Code, the President is recommending to AMS Council the suspension of these items until Executives are able to resume holding office hours.

Since office hours are incredibly important so that students have direct access to Executives – the Executive team is planning on stating that office hours will be by appointment only while Code is suspended, and this will be advertised on the AMS Website and office doors. Students will be able to join in via teleconference, or come in for an appointment where both parties are comfortable.

BENEFITS
Reputational, Financial, Sustainable, Social

• Compliance with AMS Code.
• Compliance with health guidelines.

RISKS
• None, since there is no viable alternative option.
### Financial, Operational, Reputational Costs
<table>
<thead>
<tr>
<th><strong>COSTS</strong></th>
<th>N/A</th>
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<tbody>
<tr>
<td>Financial, Resources, Lifecycle</td>
<td>N/A</td>
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### Implementation Timeline
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<thead>
<tr>
<th><strong>TIMELINE</strong></th>
<th>Immediate upon approval.</th>
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<tbody>
<tr>
<td>Implementation Timeline</td>
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### Internal & External Consultation
<table>
<thead>
<tr>
<th><strong>CONSULTATION</strong></th>
<th>N/A</th>
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<tr>
<td>Internal &amp; External Groups</td>
<td>N/A</td>
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SECTION VI: EXECUTIVE

Article 1. General

1. Council may direct the Human Resources Committee in consultation with the Finance Committee to review the remuneration and benefits of the members of the Executive in accordance with Section V, Article 9(3)(i). If the Human Resources Committee recommends an alteration in remuneration or benefits, such an alteration shall be considered an amendment to the Society’s budget, and shall be sent to the Vice-President Finance, the Finance Committee, and then Council for approval by a Two-thirds (2/3) Resolution in accordance with the procedures for amending the budget in Bylaw 11(1)(e).

2. Any change in the remuneration or benefits of the members of the Executive shall take effect when the newly elected Executive takes office.

3. In the event that a yearly amount has been set as the salary for Executive members, and if Executive members serve for less than, or more than, a full year, their salary shall be pro-rated.

4. Each Executive member shall work, on average, no less than forty (40) hours per week.

5. Each Executive member shall keep no less than five (5) office hours per week, including at least one (1) hour a week in a public location.

6. Each Executive member shall post, on or about their office door:

   (a) their specific office hours; and

   (b) a means by which Society staff and Active Members can contact them outside of the posted office hours.

7. The Financial Controller shall instruct each Executive member on the operations of the Administration Office.

Article 2. Transitional Honoraria

1. Each Executive member shall be responsible for the orientation of their replacement, such orientation to include but not be limited to:

   (a) completion of a comprehensive transitional report no later than the date that the incoming Executive member takes office;

   (b) in-person training of the incoming Executive member;

   (c) consultation on Executive matters at the request of the incoming Executive member for a period of not less than one (1) month after the incoming Executive