## SUBJECT
President’s Council Terms of Reference Changes

## MEETING DATE
June 24\(^{th}\), 2020

## MOTION
BE IT RESOLVED THAT the AMS Council accepts the proposed changes to the Terms of Reference for the President's Council as presented.

## PREPARED BY
Cole Evans, President  
Justin Zheng, Associate, Policy and Governance

## DOCUMENTS
1. Revised President’s Council Terms of Reference

### DESCRIPTION & RATIONALE
These changes to the President’s Council Terms of Reference designates the Vice President Administration as the executive on the Council (other than the President) as they oversee the Society’s clubs and constituencies.

Furthermore, these changes streamline the operation of the Council to align it with the committees of AMS Council, ensuring consistency across the Society.

### BENEFITS
- Reputational, Financial, Sustainable, Social

Eliminates unnecessary sections of the AMS Code of Procedures and allows the President’s Council to run consistently in the same manner as committees of AMS Council.

### RISKS
- None

### COSTS
- None
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<th>TIMELINE</th>
<th>Implementation Timeline</th>
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<td>Immediately upon adoption.</td>
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<tr>
<th>CONSULTATION</th>
<th>Internal &amp; External Groups</th>
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<td>President’s Council</td>
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CODE CHANGES 2020:
PRESIDENT’S COUNCIL TERMS OF REFERENCE CHANGES

TO: Council
FROM: President’s Council
June 2020

Amendment to update the code to eliminate redundancies and designate the AMS Vice President Administration as the other representative from the Executive Committee to the President’s Council.

Additions are indicated by **bold italics**. Deletions are indicated with strikethroughs.

SECTION XVI: PRESIDENTS COUNCIL

Article 1. Composition

1. There shall be a Presidents Council composed of:

   (a) the Society’s President;
   (b) the Presidents of the Society’s Constituencies;
   (c) the Presidents of the student associations at the Affiliated Institutions;
   (d) the President of the Graduate Student Society;
   (e) one (1) other Executive as designated by the Executive Committee, who shall be non-voting; and
   (f) the Society’s Communications Manager, who shall be non-voting.

2. The Council shall be chaired by the Society’s President.

Article 2. Meetings and Minutes

1. The President shall call meetings of the Presidents Council at least once a term during the School Year and at the discretion of the Society’s President from May to August.

2. Quorum for meetings shall be a majority of the members.

3. At the written request of a majority of the Presidents of the Constituencies and the Presidents of the student associations at the Affiliated Institutions, the President shall call a meeting of the Presidents Council, to take place within one week of the request.
4. Notice, including agendas, for all meetings of the Presidents Council shall be issued by the President no less than forty-eight (48) hours before a meeting. Should this fail to occur, the failure shall be noted in the minutes. Notice and agendas shall be issued to members of the Presidents Council and also posted on the Society’s website.

5. Meetings of the Presidents Council shall be open to the public, unless the Council decides otherwise by Resolution.

6. The minutes of all meetings of the Presidents Council, once approved by the Council, shall be submitted to AMS Council by the President. Once approved by AMS Council, they shall be posted on the Society’s website.

7. The Presidents Council may, at its discretion, allow members who cannot take part in a meeting in person to phone in or to connect to the meeting electronically, so long as a speaker phone or some other similar device is used to allow all members present in person or connecting from afar to hear each other and participate in debate. If this standard is met, members connecting from afar may both participate in debate and vote on motions.

8. If an issue has already been discussed at a Presidents Council meeting, the President may conduct a vote on the issue by email and the Council may send any resulting recommendation to AMS Council or act on any resulting decision as if the recommendation or decision had been approved at a regular meeting of the Council, provided that the following conditions have been met:

   (a) There must already have been substantive discussion of the issue at a meeting of the Presidents Council.

   (b) The President must send the request for an email vote to all members of the Presidents Council and allow at least forty-eight (48) hours for the members to submit their email votes, with the understanding that in emergency cases a shorter time period may be allowed.

   (a) For a vote to pass, a majority of those voting must vote in favour, and the number of members voting must be at least equal to quorum for the Presidents Council.

   (b) If any one (1) member of the Presidents Council asks for additional discussion, the email vote shall not take place, and instead the issue shall be discussed at a subsequent meeting of the Presidents Council.

8. The results of any email vote shall be recorded in the minutes of the next meeting of the Presidents Council.

2. The rules and procedures for the President’s Council shall follow that of Standing Committees of Council, as outlined in Section V Article 2.
3. *The President, as Chair of the Council, shall follow the procedures for Committee Chairs, as outlined in Section V Article 3.*

**Article 3. Powers and Duties**

1. The Presidents Council shall:

   (a) facilitate cooperation between the Constituencies and between the Constituencies and the central AMS (for the purposes of this Article the term Constituencies shall include the student associations at the Affiliated Institutions);

   (b) be the forum in which the Constituencies may update each other and the central AMS on activities, events, and issues within the Constituencies, including but not limited to departmental clubs, negotiations and advocacy within the University, and potential Constituency referendum campaigns;

   (c) be the forum through which the Executive Committee may communicate with the Constituencies;

   (d) advise on yearly Constituency executive orientation;

   **(e)** oversee and suggest edits to the Constituency Executive Handbook *Orientation Guide*;

   (f) collect and review reporting metrics from the Constituencies in accordance with paragraph 2 below;

   (g) have the power to pass a Resolution advising any body within the Society, and that body shall be required to respond to the advice given;

   (h) have the power to pass a Resolution to put questions to any body within the Society, and that body shall be required to respond to the questions asked;

   (i) have the power to make recommendations to AMS Council on any issue related to AMS-Constituency relations, including but not limited to Society and Constituency events, Society and Constituency communications, media protocols, websites and social media, publications, orientations, budgets and financing, Constituency accounts, contracts, and Constituency operations.

2. **Constituency Metrics**

   (a) Twice a year, in October and March, the Constituencies shall present reports to the Presidents Council.
(b) The report in October shall include:

(i) a high-level budget summary;
(ii) a report on events the Constituency will be involved in throughout the academic year;
(iii) a list of contracts involving the Constituency.

(c) The report in March shall include:

(i) a high-level budget update;
(ii) a report on events in which the Constituency participated;
(iii) a list of contracts involving the Constituency.

(d) The reports shall be made using a template provided by the Presidents Council.