

## **THE MSS EXECUTIVE MEETING POLICY**

### **SECTION 1—PURPOSE**

- 1.1. MSS Executive Meetings, henceforth referred to as Executive Meetings are venues for discussion and decision making. Meetings exist in order to communicate ideas that satisfy the needs of a full-time undergraduate science student. This can range from academic advocacy, to social or athletic/artistic interests and beyond. As a result, it is essential that as many voices of the MSS Executive as possible are present in order for a more complete representation of the McMaster full-time undergraduate science population.
  - 1.1.2 Based on the decisions made during MSS Executive Meetings, event planning to encompass these rulings will begin immediately. Status updates are to be provided at subsequent meetings to keep all Executive members, whether they actively participate in the event or not, to offer critical opinions and recommendations.
- 1.2 Meetings additionally serve as a way for the MSS Executive to inquire and reflect upon their actions, and the consequences of these actions in the McMaster Science Community. This allows them to grow and improve to further benefit the McMaster Science Population.

### **SECTION 2—TIME OF MEETING**

- 2.1. Executive Meetings will be scheduled by the Vice-President Internal at a time where all Core and Peripheral Executive Members are expected to attend.

### **SECTION 3—AGENDA**

- 3.1. The Vice-President Internal is responsible for preparing an agenda for each meeting. All motions for the meeting agenda and supporting documentation must be submitted to the Vice-President Internal no later than five (5) pm (17:00), two (2) business days prior to the meeting; copies of the agenda and motion sheet shall be available to all MSS executive members by noon (12:00 pm), one (1) business days prior to the meeting.
- 3.2. Each Executive Member is responsible for adding items relevant to their position to the agenda and ensuring supporting documentation for agenda items are made available to the Vice-President Internal.

- 3.3 The agenda will be formulated with priorities set for discussion first, determined at the discretion of the Vice-President Internal, followed by updates from Executive members.

## **SECTION 4—ATTENDANCE**

- 4.1. Attendance for all Executive Meetings will be taken by the Bylaws and Operations Officer.
- 4.1.1. In the event that the MSS Bylaws and Operations Officer is not present the onus will fall on the Vice-President Internal.
- 4.2. All Core and Peripheral Executive members are required to be present at all MSS Executive Meetings to represent the General Membership and provide their position-specific perspective to the meeting topics.
- 4.2.1. In the event that a Core Executive Member or Peripheral Executive member is unable to attend a meeting they should submit their absence declaration to the MSS Vice-President Internal no later than 24 hours in advance with appropriate reasoning to be listed as ‘absent with regrets’. An individual’s absences with or without regrets still accumulate towards the disciplinary action of absence from meetings.
- 4.2.2. If an MSS Executive Member arrives greater than thirty (30) minutes following the start time of the meeting they will be deemed ‘Absent.’
- 4.2.3. If there are less than 24 hours of notice, the individual will be marked as ‘Absent.’
- 4.2.4. Upon accumulating two (2) absences, a disciplinary meeting will be called between the President, and Vice-President Internal with an individual to discuss the circumstances of their absences.
- 4.2.5. Absences from emergency meetings will not accumulate towards disciplinary actions outlined in 4.2.4.
- 4.2.6. If an individual is ‘Absent’ for two (2) meetings the seat is subject to being vacated from the MSS Executive at the discretion of the Bylaws and Operations Officer, President, and Vice-President-Internal.

## SECTION 5—MEETING STRUCTURE

- 5.1. The MSS Vice-President Internal shall chair Executive Meetings with the Bylaws and Operations officer acting as deputy-chair.
  - 5.1.1. In the absence of the chair, the Bylaws and Operations Officer will inherit the Chair and an executive member will take on the role of minutes and attendance.
  - 5.1.2. In the absence of chair and deputy-chair, the MSS executives will elect a temporary chair by majority votes.
  - 5.1.3. Should the chair lead an agenda topic, the deputy chair will take on the role of acting chair until the end of the topic's discussion.
- 5.2. The role of the chair during Executive Meetings is to:
  - 5.2.1. Ensure meetings progress in a timely manner.
  - 5.2.2. Maintain an atmosphere of respect and order.
  - 5.2.3. Maintain a speakers list for discussion items.
  - 5.2.4. Direct discussion and proceedings according to agenda.
- 5.3. All present members are responsible for:
  - 5.3.1. Raising their hand to put themselves on the speakers list should they wish to contribute to the discussion.
  - 5.3.2. Addressing criticisms constructively to the group instead of directly to the individual.
    - 5.3.2.1. Any individual with membership to the MSS may speak to a single topic for 3 minutes.
  - 5.3.3. Maintaining a positive and supportive environment.

- 5.4. Should any major disagreement remain unresolved during a meeting it will be the decision of the Core Executive to direct the disagreement to a vote or to a consultation meeting between relevant parties and the MSS President
  - 5.4.1. Should the President be involved in the disagreement the Vice-President Internal will be involved in the consultation.
- 5.5. If a member feels that there is tension or conflict between them and another member or group following a meeting they should approach the MSS President with their concern.

## **SECTION 6—SPEAKING PRIVILEGES**

- 6.1 At any given moment during the meeting, an MSS member or Executive Member holds the right to speak to any motion twice, for up to three (3) minutes per speech. The individual moving has unlimited speaking rights.
- 6.2 If after three (3) minutes, an individual speaking wishes to continue speaking, the Chair shall permit them to continue unless an Executive member objects; objections are non-debatable and must be sustained by a two-thirds affirmative vote by the executive team.
- 6.3 An Executive member or observer may be permitted to speak for a third or subsequent time during debate on an agenda topic or motion only if:
  - 6.3.1 The member wishes to propose a procedural motion, or substitute motion; or
  - 6.3.2 No executive member objects, objections are non-debatable and must be sustained by a two-thirds affirmative vote by the executive team.

## **SECTION 7—QUORUM AND VOTING**

- 7.1. A vote of the Core Executive can occur during an Executive Meeting in order to approve a motion.
- 7.2. A vote shall be initiated by a motion by any Core Executive Member at a quorate Executive Meeting.
  - 7.2.1. 50% of Core Executive Members will constitute quorum for an Executive Meeting.

7.2.2. The motion must be seconded in order to proceed to a vote.

7.2.2.1. A motion will pass by a favourable majority vote.

7.2.2.2. In the case of a split vote, the motion will continue until a winning opinion is reached.

## **SECTION 8—MEETING MINUTES**

8.1. Meeting Minutes are an objective and detailed record of an Executive Meeting.

8.1.1. In addition to recording meeting discussion and vote outcomes, Minutes will also include the date, location, and starting and ending times of the meeting, as well as note any official observers.

8.2. The Bylaws and Operations Officer is responsible for recording Meeting Minutes in a format approved by the Vice-President Internal.

8.2.1. In the event that the Bylaws and Operations Officer is unable to attend a meeting the Vice-President Internal will assume the responsibility of recording Meeting Minutes.

8.3. All Executive Members that are unable to attend a full Executive Meeting are responsible for reading the Meeting Minutes to stay up-to-date on the progress of the Executive, and direct and questions they might have to the appropriate individuals.

8.4. Meeting Minutes will be made available for public viewing on the MSS website in a timely manner following every meeting.