

B.5.2 Duties of Councillors

- a. Councillors are expected to attend all meetings of Council, unless reasonable, extenuating circumstances are prohibitive. Reasonable, extenuating circumstances are to be determined by the Speaker, subject to appeal by Council. This would not apply to students who must attend an on-location practicum. When possible, notice of intended absence should be provided to the Speaker, or designate, in advance of the Council meeting in question.
- b. In order to best serve the needs of their respective departments, councilors are expected to attend Council meetings, versed in the issues on the agenda to the best of their abilities. This may entail pre-reading the agenda, attending designated committee meetings, and reading any relevant components of the Council package. The approximate commitment of hours per month range from 5-6, which are broken down as follows: 2.5 hours are allocated for Council attendance, 1.5 hours for committee work, and 1-2 hours for reading and preparation.
- c. Councillors should be elected to Council by their respective departments no later than September 30th.
Councilors are expected to provide a minimum of one Departmental Report per year, and to actively participate on their assigned committees.
- d. Councillors who miss a total of 3 or more Council meetings from August through to May, without reasonable, extenuating circumstances shall be required to relinquish their seat on Council. When a councillor fails to attend 2 successive meetings from August through to May, the Speaker shall send a warning message via the email address on file with the SGPS office, indicating that the councillor may lose their seat should they miss the following meeting. Councillors will be given an opportunity to provide notice of reasonable, extenuating circumstances explaining their prior absence. In the absence of these circumstances, and the councillor misses the following meeting, the councillor shall be required to vacate their seat. This seat may then be filled by the department in accordance with standard practice, and may not be filled again by the outgoing councilor, regardless of election practices.
- e. In instances where departments may be small, and interest in serving on SGPS Council is low, the Speaker, at his or her sole discretion, may elect to waive the attendance requirement in order to ensure some degree of representation is achieved for the department in question.

B.16 Meetings of Council

B.16.1 General Rules for Council Meetings

1. The SGPS shall follow Robert's Rules of Order except when Council enters into deliberative session. While in deliberative session Council will operate under the rules set out in P.5.2.6.

P.5.2.6 Deliberative Sessions of Council

- A. Sessions are to be organized in the following fashion.
 1. During a deliberative session Councilors will be seated in small groups of approximately 6-8, plus a Facilitator.
 2. Facilitators will be assigned from members of the SGPS Executive, Commissioners, and staff, in that order of preference until there are sufficient facilitators for the number of small groups.
 3. The Speaker will continue her/his normal functions under Robert's Rules of Order, but also function as the head Facilitator, facilitating the collective discussion at the end of any deliberative discussion.
 4. The Speaker may exercise discretion and/or act on the advice of Council to either randomize the seating arrangements of Councilors or to seat them in specific groups tied to themes relevant to the motions utilizing the deliberative session.
- B. Deliberative sessions may be initiated according the following rules.
 1. The mover of any motion may choose to designate a motion as a deliberative motion — one that will follow the procedure outlined here.
 2. If a motion is proposed as a deliberative motion, the mover must provide a short briefing note for Councilors orienting them to the issue, and outlining what should come of the discussion.
 3. Council may choose to amend the form of any motion — changing it from a deliberative motion back to a standard motion or vice versa — by the standard procedures for amendment of motions laid out in Robert's Rules of Order. In an instance where a motion is changed to a deliberative session on the floor, a briefing note is not necessary.
 4. No more than two deliberative sessions may be utilized in a single Regular Meeting of Council except by a simple majority vote. If more than two sessions are submitted, the first two will be granted permission to utilize deliberative session, again, subject to a simple majority vote in Council.
- C. Deliberative sessions will proceed according the following rules.
 1. Individual deliberative discussions occur at each small group.
 2. The conversations will be moderated by each table's Facilitator who will provide context, answer questions, and ensure opportunities for the substantive and fair participation of all in their group.
 3. The Facilitator will designate one member of each group as a note taker, and another as a group presenter, who will present the group's deliberations to the full Council at the conclusion of the group discussions.

4. Facilitators will attempt to move their group towards a clear set of reflections on the matter at hand, achieving consensus when possible, but noting dissent when it is present. The Speaker will set the time limit for this session at the outset.
5. All the small groups will report in turn back to Council via their designated presenter. The presenter must be sure to accurately express the degree of consensus and disagreement and all the key observations that the group expressed. When some are missed or absent the Facilitator may make additional comments to ensure a rounded representation of all group members' views.

D. Decision Making:

1. After each group has provided initial reflections, the Speaker will facilitate a broader conversation, under the standard Robert's Rules of Order.
2. Finally, using methods contextually suited to the type of discussion at hand, the Speaker will direct Council to resolution or summation of the matter at hand, asking for a formal vote if necessary.
3. Any motion discussed in this fashion must still end with a formal vote as per Robert's Rules of Order.
4. All notes taken by the note takers will be submitted at the end of the meeting to be added as an appendix to the Council minutes.

B.18 The Judicial Board

Detailed descriptions of protocols pertaining to the Judicial Board can be found in [P.11.1](#). **B.18.1 Purpose**

The Judicial Board acts to resolve complaints about the non-academic behaviour of SGPS members, and also acts as an appeal board for candidates during SGPS elections. The focus of the Judicial Board is placed on conflict resolution and restorative justice. In exceptional circumstances, such as those involving criminal activities, discipline of the student(s) who are the cause of the complaint may be appropriate.

B.18.2 Jurisdiction

- a. For the purposes of the Judicial Committee of the SGPS, on-campus shall mean any event that occurs on the property of Queen's University, or at any event sanctioned by the University or a group directly associated with the University. Off-campus shall mean any other event. For the SGPS' Judicial Committee to consider an off-campus event within their jurisdiction, a substantial connection with the University must be demonstrated.
- b. Some areas where the Judicial Board has jurisdiction include: (1) violations of published non-academic rules and regulations of the University, such as the SGPS Bylaws and especially the University Code of Conduct;

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- . (2) complaints against Graduate and Professional Students in Queen's Residences as referred by the Residence Council;
- . (3) interference with Queen's Student Constables in the performance of their duties;

- . (4) public disturbances at SGPS sponsored events; and
- . (5) cases of harassment, intimidation, assault, vandalism, theft, willful or negligent damage to property or similar behaviour where the victim(s) is/are members of the Queen's community; and
- . (6) instances in which an SGPS election candidate wishes to appeal a fine or disqualification that has been imposed upon them.

c. The SGPS Judicial Board is to remain independent of all other bodies of the SGPS. Accordingly, disciplinary decisions of the SGPS Judicial Board shall not be reversed by any body or Officer of the SGPS.

d. SGPS members are not outside of the law that all Canadian citizens must abide by. Therefore, any unlawful offense committed off-campus by an SGPS member should be referred to the appropriate law enforcement agencies, first, if the complainant wishes to pursue the matter further. The SGPS Judicial Committee will not adjudicate cases that have already been dealt with by said agencies, except in exceptional circumstances. Exceptional circumstances are those in which an individual's actions interfere with the ability of others to participate in the University community, academic or otherwise.

e. When another agency has imposed a sanction, the SGPS will consider that sanction when determining whether or not to adjudicate the complaint. External sanctions will, in general, be considered as time-served' with regard to SGPS-imposed sanctions. Promotion of SGPS Judicial Committee Bylaw and Policy

f. The Complaints Officer will make this Bylaw, as well as Policy

P.11, and their own contact information known to the AMS, Senate Committee on Non-Academic Discipline (SONAD) and Campus Security.

Current:

P.9.8.a -The campaign period shall run from the close of nominations until midnight before the first voting day, which shall total no less than two weeks. In cases where the nomination period was extended the campaign period shall be one week. No campaigning shall occur for any election or referendum except within the campaign period.

P.9.8.b - Where a nomination period is extended, the campaign period for only that position shall not commence until the closing of the extended nomination period.

Proposed:

P.9.8.a - The campaign period shall end at midnight before the first voting day, and shall total no less than two weeks.

P.9.8.b - No campaigning shall occur for any election or referendum except within the campaign period.

Summary: remove stipulation it must begin at close of nominations. No mention of one week campaign period anymore. Remove b entirely.

Current:

P.9.1.g - An all candidates debate shall be held during the campaign period, and whenever possible should coincide with the Winter Term General Meeting. The debate shall take place during the second week of the campaign period to ensure that candidates running for positions with extended nomination periods can participate. The SGPS Speaker shall moderate the debate.

Proposed:

P.9.1.g - An all candidates debate shall be held during the campaign period, and whenever possible should coincide with the Winter Term General Meeting. The debate shall take place during the second week of the campaign. The SGPS Speaker shall moderate the debate.

Summary: remove mention of extended nomination period interfering with campaign

Current:

P.9.4.b - The nomination period shall be a minimum of ten (10) days in length, concluding no less than two weeks prior to the first day of voting.

Proposed:

P.9.4.b - The nomination period shall be a minimum of ten (10) days in length, concluding no less than three weeks prior to the first day of voting.

Summary: nomination period must end 3 weeks prior to voting, instead of 2, to allow buffer time

Current:

P.9.4.g - If less than two valid nominations for any positions are received by the Chief Returning Officer by the close of nominations, the nomination period shall be extended and nominations shall be accepted until no later than the seventh (7th) day before the first voting day for only those positions.

Proposed:

P.9.4.g - If less than two valid nominations for any positions are received by the Chief Returning Officer by the close of nominations, the nomination period shall be extended and nominations shall be accepted until no later than the sixteenth (16th) day before the first voting day for only those positions.

Summary: Change seventh day to sixteenth day, to ensure that all positions have the same and full campaign period.

~ February 2014 ~						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
READING WEEK						
23	24 Nomination Period Begins	25	26	27	28	Notes:

More Calendars from WinCalendar:

[March](#)

[April](#)

[2015](#)

- x The nomination period shall be a minimum of ten (10) days in length, concluding no less than two weeks prior to the first day of voting.

◀ February		~ March 2014 ~					April ▶
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1	
2	3	4	5 Nomination Period Ends	6	7	8	
9	10 Extended Nomination Period Ends	11 Campaign Period Begins	12	13	14	15	
16	17	18 General Meeting and Debate	19	20	21	22	
23	24	25 Campaign Period Ends - Midnight	26 Voting Days	27 Voting Days	28	29	
30	31	Notes:					

More Calendars from WinCalendar:

[April](#)

[May](#)

[2015](#)

The nomination period shall be a minimum of ten (10) days in length, concluding no less than three weeks prior to the first day of voting.

If less than two valid nominations for any positions are received by the Chief Returning Officer by the close of nominations, the nomination period shall be extended and nominations shall be accepted until no later than the sixteenth (16th) day before the first voting day for only those positions

The campaign period shall end at midnight before the first voting day, and shall total no less than two weeks.

P.15 Progress Reports

Preamble

The successful progress of a student through a graduate program requires the joint efforts of the student, supervisor, and department. In the event of conflict, students risk seeing their funding, research and potentially their careers, jeopardized. As such, it is in the best interest of all involved parties to have regular, documented communication, clearly outlined expectations, and the opportunity to identify and address in advance any foreseeable problems. Many graduate departments utilize various tools to track students progress, such as Progress Reports. Progress reports, in addition to assuring appropriate times to degree completion, can facilitate clear and effective communication between students and supervisors.

a. The SGPS supports:

- (1) Progress reports that promote ample and productive dialogue between students and supervisors and/or committees;
- (2) Progress reports that establish clear expectations for both supervisor and student;
- (3) Meetings held following the submission of a progress report to discuss its contents;
- (4) Opportunities for students to redress possible shortcomings flagged in progress reports;
- (5) Clearly outlined appeal processes for students to contest negative evaluations;
- (6) The periodic revision of progress reports to ensure content validity;
- (7) The inclusion of the following elements within progress reports:
 - i. Clearly outlined processes and timelines for supervisors and/or committees to submit feedback to students on the content of progress reports
 - ii. Space for students and supervisors and/or committees to articulate expectations about research progress and plans for the future; this portion of the evaluation should include forecasting events or elucidating circumstances that may delay or prevent a students timely progression through the programs traditional timeline
 - iii. Space for students to document relevant professional development activities (such as conferences, teaching, training workshops, research assistantships, publications, and committee work)
 - iv. Space for students to document any existing or former barriers to research or academic studies
 - v. Space for supervisors and/or committees to report on supervision activities to date
 - vi. If applicable, an opportunity for students and supervisors and/or committees to indicate whether or not they can benefit from the formation of a supervisory committee
 - vii. Space for the supervisor(s) and/or supervisory committee members, and/or graduate department to sign the progress report

b. The SGPS opposes:

- (1) Reliance on progress reports as the only method used by departments to track students progress and to foster communication
- (2) Overly narrow or restricted criteria used in the evaluation of progress;
- (3) Progress reports which are standardized across disciplines;
- (4) The mandatory implementation of progress reports for all departments;

(5) The use of progress reports in any way unfairly detrimental to students.