

## Definitions

Order Papers and Late Additions function as an Agenda for Students' Council meetings. Votes and Proceedings functions as the written record of the meeting.

**Order Papers (OP)** - Agenda for the upcoming meeting. OP Package includes all attachments and documents.

**Late Additions (LA)** - Items that were submitted late for the agenda. Up to the Speaker's discretion for what gets put on the agenda and what will be deferred to the next meeting.

**Votes and Proceedings (VP)** - A record/minutes style that consists of:

- All motions moved except joke motions;

- All written questions and answers provided during Open Forum and Question Period;

- Any comments provided during Open Forum;

- Any event having legal consequences extending beyond the adjournment of that meeting;

- A record of all regulations and decisions approved by Students' council Boards and Committees that are required by Bylaw to report such regulations and decisions to Students' council; and

- A record of attendance.

## What Makes Up Order Papers?

Meetings follow a certain order - the few exceptions being Meeting #0, Meeting #1, and the last meeting of the year. These exceptions can be found in Council Standing Orders. The general order is:

**Smudging Ceremony** - Sometimes is replaced with a treaty recognition, especially for online meetings

**Speaker's Business** - This is a place for the speaker to provide information to Council, reminders of their oath, meeting schedule, etc. Typically only done orally at the meeting.

**Presentations** - Council permits up to four presentations per meeting. These can range from the executive goals, committee business, university consultation, and pretty much anything else that Council deems necessary.

**Board and Committee Reports** - Executives and BoG rep are required to provide reports every meeting, committees are required to provide reports every trimester. Often these will be supplemented with oral reports during the meeting.

**Open Forum** - This is a chance for students to ask questions of Council and its members. There won't usually be anything ahead of the meeting here as students are free to show up and ask their questions directly.

**Question Period** - This is an opportunity for Council members to ask each other questions or make statements. Sometimes these will be written out ahead of time and submitted but typically these will be brought up during the meeting.

**Board and Committee Business** - Any committee may submit a motion here. Typically this is where changes to Bylaw and Policy will be brought, as well as discussion items from committees.

**General Orders** - Any voting member of Council may submit a motion here. They may be discussion items or simply causes a member brings forward individually rather than from a committee.

**Closed Session** - This portion of the meeting is confidential and is not open to the public or students not on Council. Here things that are sensitive such as legal issues can be discussed or shared with Council without making the information public. This is also used when Council appoints it's speaker for deliberation.

**Information Items** are not included in the agenda formally unless they are presentation slides or written reports. They are still included in the Order Papers file but don't have a specific place for discussion within the meeting.