

# Annual Member's Meeting Policy

G-XX

LONG TITLE	Annual Member's Meeting Policy	DATE OF ENACTMENT	January 2026
		LAST AMENDED	January 2026
REFERENCE No.	G-XX	NEXT REVIEW	January 2030
CATEGORY	Governance	COMPETENT CHAMBER	Council

## PREAMBLE

This policy shall govern the Annual Members Meetings of this Association.

## POLICY

- 1 In this Policy, the following definitions shall apply:
  - "annual meeting"** or **"annual members meeting"** or **"annual general meeting"** or **"AMM"** means the meeting scheduled by the Board with all outgoing and incoming Councillors eligible to participate. It is held annually to satisfy the requirements of the Ontario Not-for-Profit Corporations Act, 2010;
  - "ballot"** means a single election for an office or referendum question;
  - "Chief Returning Officer" or "CRO"** means the person appointed to manage and administer all aspects of CUSA elections, in alignment with the *Electoral Code*;
  - "committee"** means a subunit of Council to which certain powers of the chamber may be delegated;
  - "president"** [as defined in ByLaw];
- 2 The phrasing of titles of motions within this policy is not exact, as they may differ with the specific legislative year.
- 3 The Board will decide the date of, and call, the AMM. The AMM will take place in Ottawa, Ontario. The Board may further decide to hold the AMM by telephonic or electronic means.
  - a. The telephone or electronic means must:
    - i. permit all participants to communicate adequately with each other during the meeting;
    - ii. permit verification of the identity of individuals casting votes; and
    - iii. prevent others from knowing how the individual cast the vote.
- 4 The Agenda for the AMM shall be made by the Governance and Council Operations Committee (GCOC).
  - a. The creation of the agendas should follow the rules and templates laid out in this policy as well as its schedule.
  - b. GCOC shall consult with, but not be limited by, the Executive, Board, and

Executive Director.

- c. GCOC may not add or remove from the agenda motions outside of those laid out in this policy or bylaws without a two-thirds majority of GCOC.
- 5** Any Member, upon request, shall be provided, not less than twenty-one (21) days or other number of days prescribed in regulations before the annual meeting, with a copy of the approved financial statements, auditor's report or review engagement report and other financial information required by the Bylaws or articles.
- 6** The AMM shall be divided into 3 sections, called AMM I, AMM II, and AMM III.
  - a. Any of these sections may have multiple parts if the business of them are not concluded; all business of a section must be concluded before moving onto the next section.
  - b. Outgoing councillors shall have voting rights throughout AMM I and II, concluding formally with the motion to dissolve old council.
    - i. No ambiguity of this rule may be used to extend the terms of outgoing council past the set point in AMM III for their dissolution, in accordance with the Bylaws.
  - c. Incoming councillors shall have voting rights throughout AMM I, II, and III, beginning formally in AMM I, with ratification of their elections occurring at the beginning of AMM I.
- 7** Leading up to the AMM, if there are vacancies in the Board of Directors, then the Board Nominating Committee should seek to have selections ready for AMM I.
- 8** AMM I shall be the closing business of the outgoing council, and the business of AMM I shall include, in the following order:
  - a. Motion to Approve the Agenda for AMM I;
  - b. Approve the minutes of the last meeting;
  - c. Motion to Ratify the Results of the CUSA General Councillor Elections
    - i. Their voting rights begin after the passing of this motion.
  - d. Motion to Appoint or Reappoint CUSA's Auditor for the Fiscal Year
    - i. Appoint or reappoint the auditor or appoint a new public accountant to do an audit or review engagement;
  - e. Motion to Appoint Councillors to the VP Finance/Treasurer Nominating & Selection Committee; and
    - i. In accordance with the *Vice President Finance / Secretary Treasurer Nominating Committee Terms of Reference*
  - f. Motion to Appoint Councillors to the Speaker of Council Hiring Committee.
  - g. Motion to Elect and/or appoint Directors;
- 9** AMM II shall be the election of the Vice Presidential Candidates, in accordance with

the *Electoral Code*. The CRO shall be present, and the business of AMM II shall include, in the following order:

- a. Motion to Approve the Agenda for AMM II;
- b. Approve the minutes of the last meeting
- c. Vice Presidential Candidate Q&A;
  - i. In alignment with the *Electoral Code*.
- d. Motion to Elect the Vice President Internal/Secretary, the Vice President Student Issues, and the Vice President Student Life of the Association;
- e. Motion to Destroy the Ballots of the VP Election;

**10** AMM III shall be the ratification of the nomination of Vice President Finance, and the opening business of new council, with numbering resetting to C-01, and shall include, in the following order:

- a. Motion to Approve the Agenda for AMM III;
- b. Approve the minutes of the last meeting
- c. Motion to Elect a VP Finance/Treasurer;
  - i. In accordance with the *Vice President Finance / Secretary-Treasurer Selection Procedure*.
- d. Motion to Dissolve the Outgoing Council;
- e. Election of the Speaker of Council (C-01);
  - i. After which, the Speaker may begin presiding over the meeting, accompanied by the outgoing Speaker.
- f. Election of the Deputy Speaker of Council (C-02);
- g. Motion to Appoint Councillors to Appeals Committee;
- h. Motion to Appoint Councillors to Clubs Oversight Committee;
- i. Motion to Appoint Councillors to Board Nominating Committee;
- j. Motion to Appoint Standing Committee Placements for New Legislative Year;
  - i. Wherein all standing committees will be filled with Councillors seeking to sit on those committees, and elections undergone for any commission, ad-hoc committees, etc.
    1. Finance, Fees, and Funds Committee
    2. External Affairs Committee
    3. University Affairs Committee
    4. Student Life Committee
    5. Policy Review Committee
- k. Motion to Adopt the Legislative Schedule for the [Incoming Term];
  - i. Set a day or days in any month or months for regular meetings of the members.

- I. Motion to Establish Training Days for New Legislative Year;
- m. Motion to Open Applications for Students-at-large;
  - i. Wherein Council opens applications for any standing committees, commissions, etc. which have Students-at-large on them.

## SCHEDULE OF AMENDMENTS

DATE AMENDED	MOVED	SECONDED	SUMMARY
January 2026			Established this Policy to standardize the Annual Member's Meeting, filling gaps left by the current Bylaws and add in additional requirements of the AMMs from past precedent.

## Schedule I - AMM Motion Templates

G-XX-I

LONG TITLE	Annual Member's Meeting Policy - Motion Templates	DATE OF ENACTMENT	January 2026
		LAST AMENDED	January 2026
REFERENCE No.	G-XX-I	NEXT REVIEW	January 2030
CATEGORY	Governance	COMPETENT CHAMBER	Council

### PREAMBLE

This schedule shall outline templates of the motions referenced within the Policy.

### POLICY

- 1 The motions referenced within the *AMM Policy* shall be based on the templates of this schedule.
- 2 Amendments may be made for sake of clarity or simplicity of wording.
  - a. Amendments must maintain the original spirit of the motion and not go outside of it.
  - b. Changes which enhance clarity overall should be amended to this schedule by a simple resolution of Council.
  - c. Amendments to the policy or bylaws which change any of these motions must be reflected in this schedule as well at the earliest convenience of Council.
- 3 Where there is a [BLANK] on a motion, it shall be amended in one of the following ways:
  - a. For elections or appointments without a nomination committee or other hiring/selection process, during the Council meeting with the nominations of Councillors.
  - b. For elections or appointments with a nomination committee or other hiring/selection process, before the meeting by GCOC with the respective committee's recommendations.
  - c. For appointment of the Auditor, before the meeting by GCOC in consultation with the relevant staff, and/or executives.
  - d. For timings, years, or any specific dates or times, before the meeting by GCOC in consultation with the relevant staff, and/or executives.
  - e. Multiple things may be listed where needed, for example one "[BLANK]" would be replaced with all dates and times for a legislative agenda or training days, and one "[BLANK]" would be replaced with all Committee members or

Board Directors.

4 Any instance of [Outgoing Term] or [Incoming Term] shall be replaced with the specific legislative/academic year of the outgoing or incoming council respectively.

5 The templates for the Motions are as follows:

a. Motion to Ratify the Results of the CUSA General Councillor Elections

i. Motion Title:

**Motion to Ratify the Results of the [BLANK] CUSA General Election**

ii. Motion Text:

**Whereas**, the results of the 2025 CUSA General Councillor Election have been verified;

**Be it resolved**, that Council ratifies the results of the [Old Term] CUSA General Election, with Councillors taking their seats beginning [BLANK] at AMM Part II.

b. Motion to Approve the Agenda for AMM I, AMM II, and AMM III;

i. Motion Title:

**Motion to Approve the Agenda for the Annual Members' Meeting**

ii. Motion Text:

**Whereas**, the Governance and Council Operations Committee has, in accordance with the *Annual Member's Meeting Policy*, created the Agenda for this meeting;

**Be it resolved**, that Council approves the agenda for the Annual Members' Meeting [BLANK] as presented.

iii. This shall be done at each section of the AMM for that AMM section.

c. Motion to Adopt the Audited Financial Statements for Fiscal Year;

i. Motion Title:

**Motion to Adopt the Audited Financial Statements for Fiscal Year [BLANK]**

ii. Motion Text:

**Whereas**, CUSA is required to conduct an annual audit and provide the audited financial statement to CUSA Council pursuant to the Ontario Not-for-Profit Corporations Act;

**Be it resolved**, that Council receives, adopts, and approves of the fiscal year [BLANK] audited financial statements.

d. Motion to Appoint or Reappoint CUSA's Auditor for the Fiscal Year

i. Motion Title:

**Motion to appoint [BLANK] as CUSA's Auditor for the Fiscal Year**

- [Incoming Term]**
- ii. Motion Text:  
**Whereas**, it is the responsibility of Council to appoint CUSA's auditor annually;  
**Be it resolved**, that Council appoints [BLANK] as CUSA's auditor for the [Incoming Term] fiscal year.
  - e. Motion to Adopt the Legislative Schedule for the [Incoming Term]
    - i. Motion Title:  
**Motion to Adopt the Legislative Schedule for the [Incoming Term]**
    - ii. Motion Text:  
**Be it resolved**, that Council approves the calendar for Council meetings of the [Incoming Term] as follows, unless so amended by Council by a motion to adjourn until a certain time or unless special Council meetings are called pursuant to the Bylaws:
      - [BLANK]
      - [BLANK], (AMM Part I) at 6pm
      - [BLANK], (AMM Part II) at 12pm
      - [BLANK], (AMM Part III) at 6pm
  - f. Motion to Appoint Councillors to the VP Finance/Treasurer Nominating & Selection Committee;
    - i. Motion Title:  
**Motion to Appoint Councillors to the VP Finance/Treasurer Nominating & Selection Committee;**
    - ii. Motion Text:  
**Whereas**, pursuant to the Vice President Finance/Treasurer Nominating & Selection Committee Terms of Reference, the committee shall comprise of, among others, "two Councillors not seeking election in the same year";  
**Be it resolved**, that Council appoints outgoing Councillors [BLANK] and [BLANK] to the Vice President Finance/Treasurer Nominating & Selection Committee.
  - g. Motion to Elect and/or appoint Directors
    - i. Motion Title:  
**Motion to Appoint Directors to the Board**
    - ii. Motion Text:  
**Whereas**, the Board Nominating Committee has received numerous applications and assessed their qualifications, skills and experience

and have provided a list of recommended individuals to CUSA Council for ratification;

**Be it resolved**, that CUSA Council appoint the following individuals as General Directors, effective [BLANK]:

- [BLANK]

h. Vice Presidential Candidate Q&A

i. Motion to Elect the Vice President Internal/Secretary, the Vice President Student Issues, and the Vice President Student Life of the Association

i. Motion Title:

**Motion to Elect the Vice President Internal/Secretary, the Vice President Student Issues, and the Vice President Student Life of the Association**

ii. Motion Text:

**Whereas**, per the *Electoral Code*, balloting for the Vice Presidential positions shall take place during the Annual Members' Meeting;

**And Whereas**, the nominations, candidacies, and balloting have been completed pursuant to the *Electoral Code*;

**Be it resolved**, that Council elect the following individuals as Vice Presidents of the Association, by way of filling blanks through secret ballot:

- for Vice President Internal/Secretary, [BLANK];
- for Vice President Student Issues, [BLANK]; and
- for Vice President Student Life, [BLANK].

j. Motion to Destroy the Ballots of the VP Election

i. Motion Title:

**Motion to Destroy the Ballots of the VP Election**

ii. Motion Text:

**Be it resolved**, that the ballots from the VP Election be destroyed.

k. Motion to Appoint Councillors to the Speaker of Council Hiring Committee.

i. Motion Title:

**Motion to Appoint Councillors to the Speaker of Council Hiring Committee**

ii. Motion Text:

**Whereas**, there are two vacancies on the Speaker of Council Hiring Committee;

**And whereas**, these vacancies must be filled at the Annual Members' Meeting;

**And whereas**, the hiring committee must solicit applications from Councillors and make a recommendation on a Speaker and Deputy Speaker to Council for the upcoming governance year;

**Be it resolved**, that Council appoints outgoing Councillors [blank] and [blank] to the Speaker of Council Hiring Committee.

- I. Motion to Appoint a VP Finance/Treasurer
  - i. Motion Title:  
**Motion to Appoint a VP Finance/Treasurer**
  - ii. Motion Text:  
**Whereas**, the VP Finance Hiring Committee has met and selected a candidate to recommend to Council;  
**Be it resolved**, that Council appoint [BLANK] as the Vice President Finance/Treasurer for 2025/2026.
- m. Motion to Dissolve the Outgoing Council
  - i. Motion Title:  
**Motion to Dissolve the [Outgoing Term] CUSA Council**
  - ii. Motion Text:  
**Whereas**, the [Outgoing Term] CUSA Council governance cycle has been concluded;
  - iii. **Be it resolved**, that [Outgoing Term] CUSA Council is dissolved.
- n. Election of the Speaker of Council (C-01)
  - i. Motion Title:  
**Election of the Speaker of Council**
  - ii. Motion Text:  
**Be it resolved**, that, based on the recommendation of the Speaker of Council Hiring Committee, [BLANK] be elected as the Speaker of Council.
- o. Election of the Deputy Speaker of Council (C-02)
  - i. Motion Title:  
**Election of the Deputy Speaker of Council**
  - ii. Motion Text:  
**Be it resolved**, that, based on the recommendation of the Speaker of Council Hiring Committee, [BLANK] be elected as the Deputy Speaker of Council.
- p. Motion to Appoint Committee Placements for New Legislative Year
  - i. Motion Title:  
**Motion to Appoint Standing Committee Placements for [Incoming**

**Year]**

ii. Motion Text:

**Whereas**, as per s.9 of the CUSA Council Committees Policy (G-04), Councillors are required to serve on a minimum of one committee;

**Whereas**, each standing committee needs a minimum of (4) councillors as per their mandate letter;

**Be it resolved that**, the following councillors be appointed into their respective committees.

Finance, Fees and Funds Committee has the following councillors;

- [BLANK];

Student Life Committee has the following councillors;

- [BLANK];

University Affairs Committee has the following councillors;

- [BLANK];

External Affairs Committee has the following councillors;

- [BLANK];

Policy Review Committee has the following councillors;

- [BLANK];

q. Motion to Establish Training Days for New Legislative Year

i. **Motion Title:**

Motion for Training Days for CUSA Council [Incoming Term]

ii. Motion Text:

**Whereas**, effective governance requires that councillors are well-informed and adequately prepared to fulfill their responsibilities;

**Whereas**, the beginning of the Council term benefits from timely training to ensure clarity on policies, procedures, and strategic goals;

**Whereas**, the month of [BLANK] precedes the first full council meeting and provides a practical window for preparation;

**Be it resolved**, that CUSA implements two mandatory training days for all elected council members during the month of [BLANK], prior to the [BLANK] council meeting of the 2025–2026 term;

**Be it further**, resolved that the Vice President Internal coordinate these training sessions to include:

- CUSA's structure and by-laws
- Council procedures and Robert's Rules of Order
- Equity and inclusion training

- Overview of portfolios and committee responsibilities
- Strategic planning and budgeting basics

**Be it further resolved**, that the specific dates and format (in-person or hybrid) of the training be announced no later than [BLANK].