

First Year Council Policy

Preamble

The First Year Council (FYC) meets monthly to discuss UTSU business that governs the wellbeing and distinctive needs of full-time undergraduate students in their first year of study at the University of Toronto. The First Year Council is one of the University of Toronto's only institutions completely operated by first year students, and is therefore best positioned to advocate on behalf of first year students. The First Year Council shall also serve as an opportunity to develop the leadership skills of incoming students.

Mandate

The Mandate of the UTSU's First Year Council is to represent both current and future first year University of Toronto students at the St. George Campus, and to ensure that their issues and interests are addressed by acting as a voice, and as a guiding and informative body of resources. To that end, the First Year Council shall advise the UTSU's Board of Directors and its Executive Committee.

Membership

There shall be one term of membership for the First Year Council – the Fall/Winter session. The UTSU Board of Directors shall ratify the membership of the First Year Council at the October meeting of the Board of directors.

FYC Membership is open to all full time first year undergraduate students at the University of Toronto St. George Campus.

Composition

The First Year Council shall be comprised of:

- The following Executive positions:
 - President, First Year Council
 - Vice-President, First Year Council
- Ten (10) First Year Council Members

Each First Year Council shall, at its second meeting, elect a FYC Executive, consisting of a President and Vice-President, from among its members.

Executive Responsibilities

The Executive of the First Year Council take on a representative role for the First Year Council. The Executive must strive to be available to the membership at the St. George campus and represent their interests to the best of their abilities.

The FYC Executive must attend all meetings of the First Year Council, its Standing Committees, and all meetings of the UTSU Board of Directors.

The FYC Executive is required to prepare and present a joint report for approval to the First Year Council and to the UTSU Board of Directors each month. They are also required to prepare a final joint report at the end of their terms. They are responsible for ensuring that resolutions passed at the meetings of the FYC are carried out.

Honorarium

Each Executive Member shall receive an honorarium of \$500, which shall be contingent upon the Board of Directors' assessment of their attendance and fulfilment of duties.

President, First Year Council

The President is responsible for:

- Chairing the First Year Council
- Serving as the media liaison for the First Year Council
- Assisting in all organizational priorities of the FYC as approved by the First Year Council
- Implementing and overseeing all First Year Council initiatives
- Responsible for reporting on the First Year Council to the UTSU's Board of Directors.

Vice-President, First Year Council

The Vice-President is responsible for:

- Overseeing and preparing the First Year Council's budget in coordination with the FYC's Finance Committee, the UTSU's Finance Committee and the Vice-President, Operations
- Assisting the Standing Committees of the First Year Council in the preparation of agendas and minutes

Selection of Membership

Members of the First Year Council shall be selected by an application process, at the discretion of the UTSU Executive Committee. The Executive Committee of the UTSU must hold applications for First Year Council membership at the beginning of the Fall term.

Consideration shall be given by the Hiring Committee during the application process to ensure that first-year students from various colleges, first-entry professional-faculties, equity-seeking communities, residence, and commuter status are sufficiently represented on the First Year Council. The hiring committee shall be comprised of two members of the UTSU Executive Committee, one Division I Director, one Division II Director, and one Director from either Division I or II.

Jurisdiction

The First Year Council exists within the structure of the University of Toronto Students Union, and is subject to its Bylaws and Policies. In particular, members of the FYC shall abide by *UTSU Board of Directors Code of Ethics* policy and *Code of Conduct* policy.

Decisions of the First Year Council are ultimately subject to the jurisdiction of the UTSU Board of Directors. Resolutions approved in the minutes of the First Year Council and its Committees distributed to Directors may, upon request of any one member of the Board, be made an external resolution requiring the approval of the Board.

The First Year Council shall be considered a spending unit according to the UTSU's *Budget Policy*, and follow the budgeting process set out therein. Notwithstanding Stage 3 of the *Budget Policy*, the First Year Council shall propose a budget to the UTSU Finance Committee by no later than 15 November.

Meetings

The First Year Council meets monthly to discuss UTSU business pertaining to its mandate. Decisions of the First Year Council will serve to advise the services and advocacy activities of the UTSU.

Quorum for meetings of the First Year Council is no less than ten (10) members.

There are basic rules of procedure regarding the conduct and business discussed at First Year Council meetings. The following meeting requirements and protocol must be followed in regard to the submission of agenda items, meeting documents and other materials. However, the Speaker of the First Year Council maintains the authority to alter or relax procedure to enable the council to perform its mandate.

Meeting Package

Members of the UTSU's First Year Council must receive the meeting package no less than four (4) days prior to the Council meeting. Packages must be delivered through electronic mail.

Every meeting package must include the following items, but are not limited to:

- An agenda of the meeting
- Executive report
- The minutes of all Standing Committee meetings that have been called since the last Council Meeting
- Minutes from the previous Council meeting
- A list of all Council members

Resolutions

For any resolution to be placed on the agenda and discussed at a meeting of the First Year Council, the resolution must be sent to the Speaker of the Board of Directors, President, FYC, and Vice-President, FYC, at least five (5) business days prior to the Council meeting at which the resolution is to be considered.

Emergency resolutions that do not meet the deadline and are of importance may be presented to the First Year Council and adopted to the agenda by a unanimous vote.

Right to Speak

The following individuals are granted automatic speaking rights at meetings of the First Year Council:

- A. All members of the First Year Council
- B. All members of the UTSU's Executive Committee
- C. Any person who is in their first year of undergraduate study at the University of Toronto
- D. Any other person granted speaking privileges by a majority vote of the FYC

Default Speaking Time

The default speaking time for all Council meetings shall automatically be set at the beginning of each meeting to three (3) minutes per individual speech. Any Council member may move to change the default speaking time at the meeting thereafter. However, the mover of a motion shall have up to five (5) minutes speaking time to motivate.

Online meetings

The First Year Council may meet online, provided that the online format 1) allows for spoken debate and 2) can be made accessible to the membership. All substantive votes cast during online meetings shall be recorded in the minutes, unless the Council votes to conduct a given vote by secret ballot.

Consent agenda

The agenda of each Council meeting shall include an item called "Consent Agenda." The consent agenda shall include the executive report and minutes of committee meetings produced since the previous Council meeting. Other items requiring the approval of the Council may be included at the discretion of the President and Vice-President.

The consent agenda shall be the first substantive item on the agenda. Any item on the consent agenda that is not externalized shall be deemed approved by the Council.

Speaker of the First Year Council

The First Year Council will have a Speaker who will help to facilitate and conduct the meetings and business of the Board of Directors. In the absence of the Speaker, the President, First Year Council, will assume the duties and responsibilities, or their designate.

The Speaker of the First Year Council shall:

- Be the primary facilitator at meetings of the UTSU's First Year Council in accordance with the UTSU's By-Laws, policies, and Robert's Rules of Order
- Be the final authority regarding the interpretation of procedure and questions of constitutionality during meetings of the UTSU's First Year Council

Committees

The First Year Council shall be empowered to strike committees. Committees of the First Year Council are responsible for performing their mandate and carrying out responsibilities delegated by the Board of Directors. Quorum for Standing Committees of the First Year Council is no less than three members.

Terms of Membership

There shall be one terms of membership for First Year Council Committees – the Fall/Winter session. The First Year Council must hold elections for Committee membership at its second meeting.

The First Year Council will conduct its own elections according to procedures set out in Robert's Rules of Order.

Selection of Chair

Each Committee shall, at its first meeting, select a chair from among its members. The President and the Vice-President of the First Year Council cannot serve as Chairs of the FYC's Standing Committees.

Calling of Meetings

The Chair may call a meeting of their respective Committee. Proper notice must still be given under the UTSU's Bylaw XI(7)(b).

First Year Council Committees

Council Committees are responsible for performing their mandate and carrying out responsibilities delegated by the First Year Council. The Standing Committees of the First Year Council are:

- Finance Committee
- Events and Outreach Committee
- Advocacy Committee

Open, Closed, and *In Camera* Sessions

All committees shall meet in open session unless otherwise determined by a vote by the committee. Open Session shall refer to a meeting that is open to the Membership, as defined by Bylaw II, and minutes shall be recorded. Closed Sessions shall refer to a meeting that is closed to the Membership, as defined by Bylaw II, and minutes shall be recorded. In-Camera Sessions shall be closed to the Membership, as defined by Bylaw II and restricted to Committee Members and no minutes shall be recorded.

Terms of Reference

Each committee shall be responsible for developing and maintaining terms of reference.

Finance Committee

Mandate

The First Year Council Finance Committee is responsible for preparing and recommending the operating budget for approval to the First Year Council and the UTSU's Finance Committee, on the advice and recommendation of the Vice-President, FYC. The FYC Finance Committee will have oversight over planning and budget activities, including, but not limited to, the short-term and long-term financial planning of the First Year Council.

Membership

The Membership of the FYC Finance Committee is as follows:

- Vice-President, First Year Council
- Four (4) First Year Council Members
- Vice-President, Operations (non-voting)

The Vice-President, Operations of the UTSU is responsible for identifying and advising on financial requirements including budget, planning, resources and booking so to ensure financial literacy among the membership of the Committee.

Timeline

The FYC Finance Committee must be struck at a meeting of the First Year Council no later than 22 October.

Meetings

The FYC Finance Committee shall meet in open session unless determined otherwise by the committee.

Events and Outreach Committee

Mandate

The First Year Council Events and Outreach Committee is responsible for overseeing the outreach programs for the First Year Council including presentations, tabling at events and large-scale events like formals. The Committee is tasked with creating relationships with members and developing a fluent two-way dialogue. The Committee is tasked with providing support and information to members.

Membership

The Membership of the Events and Outreach Committee is as follows:

- Vice-President, First Year Council
- Four (4) First Year Council Members
- Vice-President, Student Life (non-voting)

The Vice-President, Student Life of the UTSU is responsible for identifying event and outreach requirements including timeline, budget, staffing, venue location resources and booking and liaising with colleagues and staff to promote upcoming events.

Meetings

The FYC Events and Outreach Committee shall meet in open session.

Advocacy Committee

Mandate

The First Year Council Advocacy Committee shall identify and prioritize issues of concern to students and develop and coordinate strategies to address those concerns. As well, the Committee shall act together with other community and campus groups in this work.

Membership

The Membership of the FYC Advocacy Committee is as follows:

- Vice-President, First Year Council
- Four (4) Council Members
- Two (2) members of the UTSU's Executive Committee (non-voting)

The Executive Committee of the UTSU are responsible for identifying campaign and advocacy requirements including timeline, budget, staffing, venue location resources and booking and liaising with colleagues and staff to promote upcoming FYC Advocacy initiatives.

Meetings

The FYC Advocacy Committee shall meet in open session.