

THE CODE OF PROCEDURES OF THE LAND AND FOOD SYSTEMS UNDERGRADUATE SOCIETY

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ARTICLE I: GENERAL INFORMATION AND INTRODUCTION

Section 1.1 Preface

This Code is intended by the current Executive and voting Councillors to be a manual for the operation of the LFS|US in providing a reliable reference to organize the Council and Committee systems.

Section 1.2 Definitions

In the Land and Food Systems Undergraduate Society Code of Procedures:

- I. **AMS** shall mean the Alma Mater Society of the University of British Columbia – Vancouver.
- II. **AMS Code** shall mean the Code of Procedure of the Alma Mater Society of the University of British Columbia – Vancouver.
- III. **Campaign volunteer** shall mean any person publicly campaigning for a candidate during the elections period.
- IV. **Code** shall mean the Code of Procedures of the Land and Food Systems Undergraduate Society.
- V. **Consent** shall mean when more than two-thirds of the votes cast approves the motion, excluding blanks and abstention.
- VI. **Constitution** shall refer to the Constitution of the Land and Food Systems Undergraduate Society.
- VII. **Councillors** shall mean all members of the General Council who are the Executive Councillors, voting Councillors, and non-voting Councillors.
- VIII. **Endorsement** shall mean a form of public and unpublicized support towards a candidate during the elections period.
- IX. **Ex officio** shall mean a member of a body who is part of it by virtue of holding another office.
- X. **Executive Council** shall be comprised of the elected Executive Councillors and appointed Executive Councillor
- XI. **Executive Councillors**, also referred to as Executives, shall mean the non-voting Senior Advisor and the voting members of the Council to assist in the direction and execution of the Council's agenda.
- XII. **Faculty**, also referred to as LFS, shall refer to the Faculty of Land and Food Systems of the University of British Columbia – Vancouver.
- XIII. **General Council**, also referred to as Council, shall mean the governing body of the Land and Food Systems Undergraduate Society, comprised of Executive Councillors, voting Councillors, and non-voting Councillors, designated as delegates by the active members of the Society.
- XIV. **In Camera** shall mean proceedings that the public or press is not allowed to observe.
- XV. **LFS|US**, also referred to as the Society, shall mean the Land and Food Systems Undergraduate Society of the University of British Columbia – Vancouver.
- XVI. **Mandate**, also referred to as a Community Agreement, shall mean the initial contract signed by non-voting councillors and their Portfolio Chair.
- XVII. **Members of Society**, also referred to as Members, shall mean all undergraduate students who are active members of the Alma Mater Society and who are registered in the Faculty of Land and Food Systems as an undergraduate student.

- XVIII. **Non-voting Councillors**, also referred to as Council Coordinators, shall mean the non-voting members of Council who are appointed by Executive Councillors to assist in the execution of the Council's agenda.
- XIX. **President's Pleasure** shall mean the indeterminate or undetermined length of service of certain appointed positions.
- XX. **Pecuniary** shall mean financial or personal conflict of interest.
- XXI. **Quorum**, shall mean the minimum number of members required to be present at a meeting to be valid.
- XXII. **University**, shall refer to the University of British Columbia – Vancouver.
- XXIII. **Voting Councillors**, also referred to as Representatives, shall mean the voting members of Council who are elected representatives to assist in the execution of the Council's agenda.

Section 1.2 Authority and Interpretation of the Code

The Code is to be interpreted by the voting Councillors by 2/3 Resolution, however an alternate interpretation can be made by the Executive Council by 2/3 Resolution. No items in the Code shall contravene the Code of Procedure and Bylaws of the AMS.

Section 1.3 Amendments and Suspensions to the Code

The Code may be amended by a 2/3 Resolution of the Executive Council. The code may also be suspended temporarily by a 2/3 Resolution from the voting Councillors. Amendments to the Code shall take effect the day after they are approved or on another date and time as determined by voting Councillors.

ARTICLE II: EXECUTIVE COUNCIL DUTIES AND POWERS

Section 2.1 Role of the Executive Council

- I. The responsibility of the Executive Council must consist of the following:
 - A. represent the general membership of the LFS|US and act on their behalf to fulfill the mission of the LFS|US;
 - B. lead and facilitate the portfolios of the LFS|US;
 - C. understand and uphold the Constitution and Bylaws, and Code of Procedures and Policies of the LFS|US;
 - D. record and publish Executive Council and General Council meeting minutes to be accessible to the LFS|US.

Section 2.2 Duties of the Executive Councillors

Section 2.2.1 Duties of All Executive Councillors

- I. All Executive Councillors must:
 - A. be active participants of the Executive Council;
 - B. attend Dean, Executive Council, General Council and relevant portfolio meetings;
 - C. dedicate at least 1 hour per week to Executive Office hours during UBC's Winter session to offer support to any Member of Society;
 - D. manage and oversee the Councillors of their respective portfolio;
 - E. chair their respective Committee meetings;

- F. serve as voting Councillors, with the exception of the Senior Advisor who is non-voting Councillor;
- G. declare expenses not exceeding the amounts specified in the LFS|US budget by more than twenty (20) percent;
- H. declare earnings not below the amounts specified in the LFS|US by more than sixty (60) percent.

Section 2.2.2 Specific Duties of Executive Councillors

- I. The President shall:
 - 1. chair General Council and Executive Council meeting;
 - 2. serve as the representative on behalf of the LFS student body in meetings and events across campus;
 - 3. resolve a tie, in the case of a tie-vote cast by voting Councillors;
 - 4. improve inter-faculty relations by connecting and working with other University faculty representatives, through AMS President's Council;
 - 5. oversee and support all portfolios and their respective committees;
 - 6. appoint and support the Senior Advisor;
 - 7. facilitate Monthly Council Evaluations with the Senior Advisor;
 - 8. be responsible for the organization of the General and Annual General Meeting;
 - 9. maintain a collaborative relationship with Faculty and staff of the Faculty of Land and Food Systems as needed

- II. The Vice-President Internal shall:
 - A. appoint and manage the members of the Internal Portfolio, including:
 - 1. Associate Vice-President Internal
 - 2. Graduation Coordinators
 - B. assist with the election and management of the representative members(s) of the Internal Portfolio, including:
 - 1. First Year Representatives;
 - C. assist the First Year Representatives ensuring they hire the following:
 - 1. First Year Committee;
 - D. perform event debriefs with Councillors;
 - E. provide advice and support to Councillors on logistics, communication, and team-related issues, and ensure council events and programs are in-line with UBC sustainability goals;
 - F. gain and provide feedback for the Executive Council to ensure that the Council is operating effectively and efficiently.
 - G. facilitate professional development and/or social programs to nurture team dynamics within the General Council

- III. The Vice-President External shall:
 - A. appoint and manage the members of the External Portfolio, including:
 - 1. Associate Vice-President External;
 - 2. Case Competition Coordinators;
 - 3. Partnership and Student Benefits Coordinators;
 - B. manage and maintain external relationships connected to LFS|US, including other AMS Constituencies, UBC faculty staff, UBC alumni and other club coordinators on campus;

- C. promote the LFS|US to UBC students and external organizations;
 - D. obtain sponsorships for LFS|US events to support the execution of initiatives and events
- IV. The Vice-President Engagement shall:
- A. appoint and manage the members of the Engagement Portfolio, including:
 - 1. Associate Vice-President Engagement
 - 2. Equity, Diversity & Inclusion Coordinators;
 - 3. Sustainability Coordinators;
 - 4. Wednesday Night Dinner Manager;
 - 5. Wednesday Night Dinner Assistant Manager;
 - 6. Wednesday Night Dinner Shift Leaders;
 - I. foster a stronger connection with the LFS student body, and ensure that they feel a sense of belonging with the LFS|US
 - II. liaise with the Student Engagement Officer and support them in providing all LFS undergraduate students with community engagement opportunities
 - III. oversee the development and operation of the LFS|US Equity, Diversity & Inclusion and Sustainability Subcommittees;
 - IV. act as the liaison with Agora Eats Café.
- V. The Vice-President Finance shall:
- A. appoint and manage the members of the Engagement Portfolio, including:
 - 1. Associate Vice-President Finance;
 - 2. Finance Coordinator;
 - B. maintain accountability of finances for the Society;
 - C. liaise between Council and AMS to obtain signature for legally-binding contracts
 - D. manage financial transactions and corresponding records within LFS|US;
 - E. manage the LFS|US store inventory and Showpass;
 - F. delegate Wednesday Night Dinner financial procedures to a member of the Wednesday Night Dinner committee;
 - G. present a preliminary budget to the Executive Council for approval;
 - H. present a preliminary budget approved by the Executive Council to AMS for approval;
 - I. assess the Funding Programs and adjust to meet the needs of the Members of Society;
 - J. liaise with the Governance Coordinator and provide Funding information;
 - K. oversee the official LFS|US budget and determine disciplinary actions, to be approved by the Executive Council, in cases of a portfolio not adhering to their respective budget.
- VI. The Vice-President Administration shall:
- A. appoint and manage the members of the Administration Portfolio, including:
 - 1. Lounge and Apparel Coordinator;
 - 2. Governance Coordinator;
 - B. assist the Governance Coordinator in preparing for Elections record accurate and detailed meeting minutes, which must be shared with Council and the public through the LFS|US website in a timely matter;

- C. ensure the LFS|US Codes, Constitution and Bylaws are up to date
 - D. create and manage documents to increase Council-wide organization, communication, and efficiency;
 - E. coordinate and book LFS|US-related meetings with:
 - 1. Executive Councillors;
 - 2. General Councillors;
 - 3. LFS Faculty members;
 - 4. Members of Society;
 - F. schedule weekly LFS|US Executive office hours;
 - G. regulate MacMillan Building locker rentals;
 - H. coordinate with the LFS Learning Centre for creating and accessing LFS|US Council email accounts;
 - I. facilitate MCML building key requests for LFS|US Councillors with the LFS Key Desk.
- VII. The Vice-President Student Life shall:
- A. appoint and manage the members of the Student Life Portfolio, including:
 - 1. Associate Vice-President Student Life (Annual Events)
 - 2. Associate Vice-President Student Life (Socials)
 - 3. LFS Week Coordinators;
 - 4. LFS Gala Coordinators;
 - 5. Social Coordinators;
 - 6. LFS Firsts Co-Chairs;
 - B. plan and organize social LFS|US events;
 - C. collaborate with other faculties and clubs for inter-faculty events;
- VIII. The Vice-President Communications shall
- A. appoint and manage the Communications portfolio, including:
 - 1. Social Media Coordinators;
 - 2. Webmaster;
 - 3. Graphic Designers;
 - 4. Photographers;
 - B. manage the running list of photographer/videographer volunteers in supporting LFS|US events;
 - C. create and facilitate marketing campaigns that promote LFS|US and LFS;
 - D. reach out to marketing platforms and organizations on campus to support the LFS branding and presence at UBC;
 - E. update the LFS|US communication boards in the MacMillan Building basement
 - F. promptly respond to messages on the LFS|US Facebook page from our student body and/or relay messages to the appropriate council member;
 - G. conduct and analyze statistical analysis on LFS|US social media platforms, including:
 - 1. Facebook;
 - 2. Instagram;

3. Website.

IX. The Vice-President Academic shall

- A. appoint and manage the Academic Portfolio Councillors, including:
 1. Associate Vice-President Academic
 2. Health and Wellness Coordinators
- B. assist with the election and management of the representative members of the Academic Portfolio, including:
 1. APBI Representative;
 2. FNH Representative;
 3. GRS Representative;
 4. FRE Representative.
- C. participate in the following external committee meetings to support academic-related issues:
 1. AMS Vice-President Academic Caucus;
 2. Core Team;
 3. Academic Administration;
 4. Dean Action Plan Meetings;
- D. create and facilitate academic and career related events for undergraduate students, including, but not limited to LFS Career Month and LFS Career Fair;
- E. promote health and wellbeing, particularly mental health through advocacy and presenting concerns to higher governing bodies
- F. act as the student voice and advocate for student needs throughout their undergraduate degrees to the Faculty by listening to student feedback
- G. act as the liaison between LFS Faculty members and Members of Society;
- H. serve as the Learning Center Advisory Committee Representative;
- I. use and conduct student feedback surveys to improve student experience including, but not limited to:
 1. AMS Academic Experience Survey
 2. LFS|US Student Feedback Surveys.

X. The AMS Representative shall:

- A. be a reliable liaison between LFS|US and the AMS by consistently attending the AMS Council, LFS|US Executive and General Council meetings;
- B. prepare debriefs that can be published and shared to the LFS student body;
- C. relay information and directives between AMS Council and the LFS|US
- D. ensure LFS|US members have a voice within the AMS and strive to provide transparency to keep LFS students informed to campus-wide issues and initiatives;
- E. ensure communication with the student body is prompt and efficient and that the best interest of LFS students are met by the AMS council.

XI. The Senior Advisor to the President shall

- A. serve as a non-voting member and active participant of the Executive Council and General Council;
- B. facilitate professional development and/or social programs to nurture team dynamics within the Executive Council;

- C. provide external viewpoints on ideas, utilizing past applicable experience/knowledge on events and initiatives;
- D. work closely with the President in ensuring the direction and goals of the Executive Council are being met;
- E. facilitate Monthly Council Evaluations with the President.

Section 2.3 Ordinances

- I. From time to time, any Councillor may propose ordinances to further establish principles for the Society.
- II. The President, on the advice and majority resolution of the Executive Council, must assent to
 - A. External Ordinances to express opinions or sentiments about external matters;
 - B. Internal Ordinances to establish binding principles for
 - 1. the Society, or
 - 2. parts of the Society.
- III. The Society's elections shall be considered external matters.
- IV. Ordinances given assent must be announced at the next possible General Council meeting.
- V. Ordinances must be stored in an easily-accessible format for viewing by Members of Society.
- VI. Ordinances must be subjected to the interpretation described in section 1.2.
- VII. Ordinances may be suspended described in section 1.3.

ARTICLE III: COUNCIL

Section 3.1 Overview of Council

The LFS|US Council is an appointed student government group that serves as a representative to the undergraduate student population in the Faculty of Land and Food Systems. The LFS|US Council seeks to achieve the mandate of LFS|US by advocating for the interests of the Society, organizing faculty-wide events, and otherwise seeking to enhance the student experience of the Members. The LFS|US also provides an opportunity to elected and appointed members to develop valuable skills. The Council is composed of portfolios and committees described in article III, section (3.6.3).

Section 3.2 Official Council Meetings

Section 3.2.1 Executive Council Meetings

- I. The Executive Council Meetings must:
 - A. be attended by the Executive Council and be chaired by the President;
 - B. be scheduled for at least once per week during the winter session, and optionally during the summer session;
 - 1. online meetings can be held at the discretion of the President;
 - C. have record of all attendees in the published minutes and for attendees outside of General Council, indicate their affiliation and pronouns
 - D. offer a land acknowledgement at the beginning of meetings and in official minutes
 - E. review and resolve any proposed budget amendments, external contracts, new positions, amendments to code, and directives to any member or portfolio of the Society.
 - F. have Quorum of half of all voting members
 - 1. Quorum must be necessary to adopt any resolution.

- G. provide oversight on the operation of all portfolios of the LFS|US.
 - H. pursue the goals aligning with the mission statement
 - I. have Subcommittee Updates, allowing Councillors to provide a report for their respective Subcommittee
 - J. Twenty-four hours notice of motions must be given for the passing of budgetary motions, policy motions, agreements, and amendments to the Code.
- II. Any Executive Councillor, with the unanimous consent of the Executive Council, may move for an *in camera* proceeding after all other business has been disposed of.
 - III. No votes or resolutions shall occur *in camera* proceedings except whether to stay *in camera* or votes or resolutions described in section (3.5-1).
 - IV. Any Executive Council proceedings *in camera* shall proceed with only members described in section (3.6.3), paragraph (I).
 - V. All members of an *in camera* session must swear to uphold paragraphs (II) to (IX) of the *in camera* session in an oath described in Schedule A administered by the President before the *in camera* session.
 - VI. *In camera* proceedings must not be disclosed to any person except to inform current Executives of previous *in camera* proceedings before their tenure.
 - VII. All Executive Councillors must not use electronic devices during the *in camera* proceedings.
 - VIII. Despite paragraph (VII), the Vice-President Administration or a designate unanimously consented to by the Executive Council must record minutes for future reference.
 - IX. The minutes described in paragraph (VIII) must
 - A. be accessible to Executive Councillors,
 - B. be kept separate from other Council minutes, and
 - C. not be published to a publically viewable medium.

Section 3.2.2 Dean Meetings

- I. The Dean Meetings shall:
 - A. Follow the same regulations as Executive Council Meetings, with the following additions:
 - 1. extending invitation to the Dean of the faculty of LFS, LFS Associate Dean – Academic, and Director of Student Services, and Student Engagement Officer;
 - 2. provide the opportunity for direct contact and support from the Faculty and align Faculty and student goals;
 - 3. be held when necessary to discuss strategic objectives;
 - 4. include discussion on executive member updates that are relevant to the Dean, Director of Student Services, and Associate-Dean Academic and omit executive updates that can be perceived as irrelevant to these three.

Section 3.2.3 General Council Meetings

- I. The General Council Meetings must:
 - A. be attended by the Executive Council, the General Council and opened to the general public
 - B. have record of all attendees in the published minutes and if outside of Council, their affiliation and pronouns
 - C. be held once per week during Winter Session as long as UBC Vancouver classes are in-session
 - D. have Quorum of half of all voting Councillors

- E. be attended by the voting and non-voting Councillors, and opened to the general public
- F. offer a land acknowledgement at the beginning of meetings and in official minutes
- G. facilitate the goals aligning with the mission statement in the Constitution and provide updates from all portfolios
- H. have Subcommittee Updates, allowing Councillors to provide a report for their respective Subcommittee
- I. twenty-four (24) hours notice of motions must be given for the passing of budgetary motions, policy motions, agreements, and amendments to the Code.

Section 3.3 Meeting Agendas

- I. The Adoption of the Agenda must:
 - A. govern the opportunity for any member of Council put forth an amendment of the Agenda by adding a new motion or by rearranging the order of business;
 - B. allow two-thirds resolution to either move or reject the amendment.
- II. The Councillors must:
 - A. send the President discussion items and motions for the Agenda, including event promotional material, accompanied by all relevant supporting documentation, no later than 48 hours prior to the Council meeting
 - 1. in cases of event promotion, a Councillor must submit all promotional material related to the event including, but not limited to:
 - a) Posters
 - b) Facebook event page descriptions
 - c) Facebook cover photos
 - d) Tickets
- III. The President must:
 - A. include all motion submissions by Councillors sent before 48 hours prior to the meeting;
 - 1. any motions sent between 24-48 hours prior to the scheduled meeting may be included at the discretion of the President
 - B. send the Vice-President Administration the prioritized list of agenda items no later than 24 hours prior to the Council meeting.
- IV. The Vice-President Administration must:
 - A. ensure the Agenda for each regularly scheduled Council meeting is available no later than 24 hours prior to the meeting to Councillors
 - 1. Any accompanying material must be circulated along with the Agenda, including but not limited to:
 - a) Proposed budget amendments
 - b) Promotional material for proposed event
 - c) External contracts.
- V. All committee reports shall be considered as a whole unless a motion to consider the report line-by-line is adopted.

Section 3.4 Meeting Minutes

- I. The General Council and Executive Council minutes must be:
 - A. available to its regular attendees no later than 48 hours after adjournments;
 - B. reviewed for amendments and adoption at the following meeting;
 - C. published by the Webmaster no later than 48 hours after its adoption.

Section 3.5 Official Voting

- I. Official voting can take place during official Executive Council, Dean, and General Council meetings.
- II. All official votes shall proceed with a voice vote where the presiding Chair must announce the result according to his judgement.
- III. If a voting Councillor disagrees with the judgement of the presiding Chair, he may motion for a division.
- IV. When a division is called, the presiding Chair must record the vote of each voting Councillor and announce the result to the said Council.
- V. Any three voting or non-voting Councillors may motion for a secret ballot.
- VI. In a secret ballot, the presiding Chair must prepare paper ballots and provide said ballots to voting Councillors.
- VII. The presiding Chair, in the presence of all other Councillors, shall count the ballots and announce the results to the said Council.
- VIII. Majority Resolution shall refer to when more than half of the votes cast by voting Councillors approve the motion, excluding blanks and abstentions;
 - A. Majority Resolution must be used for basic voting on the approval of motions.
- IX. 2/3 Resolution shall refer to when more than two-thirds of the votes cast by voting Councillors approve the motion, excluding blanks and abstentions.
 - A. 2/3 Resolution must be used when voting on the approval of motions that involve any of the following, but not limited to: suspension or modification of the Code, approval and removal of membership or position.

Section 3.5-1 Endorsements during AMS Elections

- I. In this section, "**election**" shall mean any AMS Election involving AMS Executive positions or AMS Referendums.
- II. From time to time, the AMS Representative must advise Executives on current AMS affairs.
- III. Before any election, Executive Councillors must familiarize themselves with all candidates' platforms during the Official Campaign Period.
- IV. Executive Councillors must decide on any endorsements at least five (5) academic days before the start of the election's voting period.
- V. Any endorsements must be expressed in the form of external ordinances described in article II, section (2.3).
- VI. Executive Councillors must meet in an *in camera* session to decide which candidates will compose the LFS|US endorsement list and positions to endorse in a referendum.
- VII. Despite article II, section (2.3), any decision made during the session in paragraph (V) must be by a 2/3 Resolution.
- VIII. All Executive Councillors must uphold the principle of cabinet collective responsibility where they must
 - A. not reveal the content of the session in paragraph (VI) to allow executives to privately debate and raise concerns, and
 - B. publicly show a unified position on the endorsements, even if they privately disagree.

Section 3.6 Portfolios and Committees

Section 3.6.1 The Role and Regulations of Portfolios

- I. Portfolios and committees must serve to discuss and organise specific items outside of Council.
- II. Portfolios and committees must report to the Executive Council or General Council with updates in a timely manner.
- III. From time to time, the Executive Council may form extraordinary committees.
- IV. Portfolios must consist of at least one voting Councillor and other Councillors that are appointed to such portfolios by the Executive Council.
- V. Committees must consist of at least three voting or non-voting Councillors.
- VI. Quorum for portfolio and committee meetings must be a majority of its members.
- VII. The President, with the advice and consent of the Executive Council, may establish new committees.
- VIII. All appointed committee members serve during the President's pleasure.

Section 3.6.2 Portfolio and Committee Chairs

- I. The Executive for each portfolio assumes the role of *ex officio* Portfolio Chair unless incapacitated.
 - A. In the case of the Executive Council, the President serves as the Council Chair.
- II. The President, on the advice and consent of the committee, must appoint the said committee chair.
- III. Portfolio and Committee Chairs must:
 - A. be responsible for updating the Executive Council during Executive Council Meetings on relevant issues in a timely matter;
 - B. schedule and conduct meetings as frequently as the Chairs deem necessary.

Section 3.6.3 Portfolio and Subcommittee Compositions

- I. *The Executive Council* is comprised of:
 - A. the President
 - B. the Vice-President Internal
 - C. the Vice-President External
 - D. the Vice-President Engagement
 - E. the Vice-President Finance
 - F. the Vice-President Administration
 - G. the Vice-President Student Life
 - H. the Vice-President Communications
 - I. the Vice-President Academic
 - J. the AMS Representative
 - K. the Senior Advisor
- II. *The Presidential Portfolio* is comprised of:
 - A. the President
 - B. the Senior Advisor
 - C. the AMS Representative

- III. *The Internal Portfolio is comprised of:*
 - A. the Vice-President Internal
 - B. the Associate Vice-President Internal
 - C. the Graduation Coordinators
 - D. *the First Year Committee*
 - 1. the First Year Representatives
 - 2. the First Year Committee

- IV. *The External Portfolio is comprised of:*
 - A. the Vice-President External
 - B. the Associate Vice-President External
 - C. the Case Competition Coordinators
 - D. the Partnerships and Student Benefits Coordinators

- V. *The Engagement Portfolio is comprised of:*
 - A. *the Vice-President Engagement*
 - B. *the Equity, Diversity & Inclusion Coordinators*
 - C. *the Sustainability Coordinators*
 - D. *the Wednesday Night Dinner Committee*
 - 1. *the Wednesday Night Dinner Manager*
 - 2. *the Wednesday Night Dinner Assistant Manager*
 - 3. *the Wednesday Night Dinner Shift Leaders*

- VI. *The Finance Portfolio is comprised of:*
 - A. the Vice-President Finance
 - B. the Associate Vice-President Finance
 - C. the Finance Coordinator

- VII. *The Administration Portfolio is comprised of:*
 - A. the Vice-President Administration
 - B. the Lounge and Apparel Coordinator
 - C. the Governance Coordinator

- VIII. *The Student Life Portfolio is comprised of:*
 - A. the Vice-President Student Life
 - B. the Associate Vice-President Student Life (Annual Events)
 - C. the Associate Vice-President Student Life (Socials)
 - D. the LFS Week Coordinators
 - E. the LFS Gala Coordinators
 - F. the Social Coordinators
 - G. the LFS Firsts Co-Chairs

- IX. *The Communications Portfolio is comprised of:*
 - A. the Vice-President Communications
 - B. the Graphic Designers
 - C. the Social Media Coordinators
 - D. the Webmaster

- E. the Photographer
- X. *The Academic Portfolio* is comprised of:
 - A. the Vice-President Academic
 - B. the Associate Vice-President Academic
 - C. the Applied Biology Representative
 - D. the Food, Nutrition and Health Representative
 - E. the Global Resource System Representative
 - F. the Food and Resource Economics Representative
 - G. the Health and Wellness Coordinators
- XI. *The Sustainability Subcommittee* is comprised of:
 - A. the Sustainability Coordinators
 - B. the Vice-President Engagement
 - C. any interested voting Councillors
 - D. any interested Members of Society who will have non-voting powers
- XII. *The Equity, Diversity & Inclusion Subcommittee* is comprised of:
 - A. the Equity, Diversity & Inclusion Coordinators
 - B. the Vice-President Engagement
 - C. any interested voting Councillors
 - D. any interested Members of Society who will have non-voting powers

ARTICLE IV: COUNCIL POSITIONS

Section 4.1 Specific Duties and Requirements of Councillors

- I. The Associate Vice-President Internal must:
 - A. provide guidance to the First Year Committee
 - B. support the Vice-President Internal in hosting professional development
 - C. provide the General Council with Professional Development opportunities at least twice per term for Councillors to maximize their role and experience within the LFS|US;
 - D. organize and execute monthly Council-wide social events to foster positive group dynamics and a sense of community within the LFS|US;
 - E. work closely with the Vice-President Internal in nurturing the growth and development of the General Council;

- F. serve as a non-voting Councillor and attend weekly general council meetings, Internal meetings, and other necessary meetings.
- II. The First Year Representatives must:
- A. lead the First Year Committee in planning social events;
 - B. be of first-year standing in the Faculty of LFS;
 - C. represent the voices of the first years in LFS;
 - D. appoint Councillors for the First Year Committee with the Vice-President Internal and the Senior Advisor;
 - E. lead the planning and hosting of 1 major social event and 1 Wednesday Night Dinners;
 - F. maintain efficient and thorough communication with each other as well as the advisors at all times and actively oversee the participation of committee Councillors;
 - G. serve as a voting Councillor, attend weekly general council and First Year Committee meetings.
- III. The First Year Councillors must:
- A. support and collaborate with the First Year Representatives in planning social events;
 - B. assist in the representation of the voices of the first years in LFS;
 - C. assist in the planning and hosting of 1 major social event and 1 Wednesday Night Dinners;
 - D. serve as a non-voting Councillor, attend weekly general council and First Year Committee meetings.
- IV. The Associate Vice-President External must:
- A. assist the Vice-President External in overseeing the tasks of portfolio members;
 - B. attend weekly External Portfolio meetings, and the bi-weekly Case Competition and Partnerships meetings;
 - C. effectively communicate with portfolio members in ensuring they are receiving support on their tasks;
 - D. assist the Vice-President External in planning portfolio socials;
 - E. reach out to LFS-affiliated groups and clubs for feedback, and respond to needs;
 - F. act as liaison between the LFS|US and LFS-affiliated groups and clubs by providing consistent communication with each clubs through meetings or email;
 - G. ensure all questions and concerns from external groups are taken care of;
 - H. support in the management of the LFS|US Discord channel for clubs to communicate and share resources;
 - I. serve as a non-voting Councillor and attend weekly general council meetings.
- V. The Case Competition Coordinators must:
- A. facilitate two interdisciplinary case competitions, including the Feeding 9 Billion Challenge with the Vice-President External;
 - B. arrange the event space booking, catering, and recruitment of mentors, judges and speakers;
 - C. liaise with the Vice-President External to secure sponsorships and create sponsorship package for both case competitions;
 - D. liaise with the Vice-President Communications to create promotion plan for both case competitions ;
 - E. manage the financial budget for all event logistics: gifts, prizes, food, etc.;

- F. apply for additional funding for the events through AMS and UBC;
 - G. engage student body while promoting awareness about the nature of the case competition challenge;
 - H. serve as a non-voting Councillor, attend weekly general council meetings, External Portfolio meetings, and separate meetings with co-coordinators as needed.
- VI. The Partnerships and Student Benefit Coordinators must:
- A. liaise and develop long-term partnerships by contacting external organizations;
 - B. identify collaboration opportunities with third-party organizations;
 - C. assist in connecting with industry professionals for LFS|US events;
 - D. maintain communication with key stakeholders, ensuring continuity for developed relationships;
 - E. serve as a non-voting Councillor, attend weekly general council meetings, and External Portfolio meetings.
 - F. create, develop, and launch the new LFS Student Benefits program for all LFS undergraduate students;
 - G. search for, reach out to, and communicate with possible companies open to providing LFS undergraduate students with year-long benefits;
 - H. communicate with the Communications Portfolio in ensuring that the sponsors are marketed on the LFS|US social media platforms as needed;
 - I. liaise with the Lounge and Apparel Coordinator in developing and producing LFS student identifiers;
 - J. write a transition report at the end of the year for smooth continuity;
 - K. serve as a non-voting Councillor, attend weekly general council meetings, and External Portfolio meetings.
- VII. The Equity, Diversity & Inclusion Coordinators must:
- A. lead the direction and operations of the Equity, Diversity & Inclusion Subcommittee;
 - B. chair the EDI Subcommittee meetings;
 - C. provide the EDI Subcommittee members with timely resources, and ensure that they are heard and supported;
 - D. lead and provide support in the production and accomplishment of Subcommittee goals and/or deliverables;
 - E. foster a positive group dynamic within the EDI Subcommittee;
 - F. liaise with the LFS EDI Working Group and share updates of the Subcommittee;
 - G. liaise with other EDI-related groups for potential resources and collaborations;
 - H. highlight and share EDI-related matters and issues with the General Council and LFS as a whole;
 - I. serve as a non-voting Councillor and attend weekly general council meetings.
- VIII. The Sustainability Coordinator must:
- A. lead the direction and operations of the Sustainability Subcommittee;
 - B. chair the Sustainability Subcommittee meetings;
 - C. provide the Sustainability Subcommittee members with timely resources, and ensure that they are heard and supported;

- D. review and amend the LFS|US Sustainability Recommendation Report, and ensure that their goals are feasible and met;
 - E. lead and provide support in the production and accomplishment of Subcommittee goals and/or deliverables;
 - F. foster a positive group dynamic within the Sustainability Subcommittee;
 - G. liaise with other sustainability-related groups for potential resources and collaborations
 - H. serve as a non-voting Councillor and attend weekly general council meetings.
- IX. The Wednesday Night Dinner Manager must:
- A. plan weekly menus with Wednesday Night Dinner Shift Leaders, obtain menu approval from the Vice-President Engagement, and relay finalized menu to the Shift Leaders for dinner preparation;
 - B. obtain BC Foodsafe Level 1 certification prior to the preparation of the first Wednesday Night Dinner of their term;
 - C. contact grocery suppliers and write contract for grocery supply of the whole year (Beginning of September to end of March);
 - D. coordinate Wednesday Night Dinner Shift Leaders by setting up main duties of each associate at the beginning of each term and helping them with any concerns they have;
 - E. maintain close relations with Wednesday Night Dinner Volunteer & Finance Coordinator to organize volunteers for weekly dinners;
 - F. distribute work to Shift Leaders and set up deadlines;
 - G. book space for each Wednesday Night Dinner;
 - H. ensure the Agora space is clean and maintain a positive relationship with Agora Cafe;
 - I. serve as a non-voting Councillor, attend weekly general council, and bi-weekly Wednesday Night Dinner Team meetings.
- X. The Wednesday Night Dinner Volunteer & Finance Coordinator must:
- A. recruit volunteers and coordinate the schedule for all Wednesday Night Dinner-related volunteer opportunities;
 - B. create sign-up sheets for roles needed to be filled for an event, distribute them to council, and encourage Councillors to sign up;
 - C. create a sign-up sheet early in the year for volunteers to be added to the mailing list, post online;
 - D. send reminder emails to the volunteers, informing them of what to expect of their roles for the event;
 - E. keep track and log volunteer hours through Google Forms or Spreadsheet;
 - F. serve as a non-voting Councillor, attend weekly general council meetings, Wednesday Night Dinners, and other necessary meetings.
- XI. The Wednesday Night Dinner Shift Leaders must:
- A. support the Wednesday Night Dinner Lead Coordinator in executing the weekly Wednesday Night Dinners;
 - B. have Wednesday mornings and/or afternoons available to contribute to Wednesday Night Dinners
 - C. coordinate with the Wednesday Night Dinner Manager, the Wednesday Night Dinner Assistant Manager and the volunteers;

- D. plan weekly menus with Wednesday Night Dinner Manager, and receive the finalized menu when the approval is confirmed by the Wednesday Night Dinner manager;
 - E. create the ingredient list for the confirmed menus, and create shopping list for necessary items;
 - F. contact and coordinate with food suppliers;
 - G. write detailed instructions and procedures for the Wednesday Night Dinner team and volunteers to follow;
 - H. obtain BC Foodsafe Level 1 certification prior to the preparation of the first Wednesday Night Dinner of their term;
 - I. instruct and work with the volunteers;
 - J. serve as a non-voting Councillor attend weekly general council meetings, and bi-weekly Wednesday Night Dinner meetings.
- XII. The Associate Vice-President Communications must:
- A. assist the Vice-President Communications in overseeing the communications portfolio;
 - B. support the Vice-President Communications in social media management;
 - C. facilitate inter-portfolio communications and requests;
 - D. liaise with the LFS-associated groups for social media promotion;
 - E. serve as a non-voting Councillor, attend weekly general council meetings, and Communications portfolio meetings.
- XIII. The Social Media Coordinators must:
- A. manage marketing materials, including posters, flyers, social media;
 - B. create marketing timelines for all Councillors' events;
 - C. update and make posts on the LFS|US Facebook page, Instagram, and Snapchat;
 - D. manage the LFS|US Facebook account and brainstorm posts in order to engage the LFS student body;
 - E. manage and oversee the LFS|US Discord channel;
 - F. work closely with the Webmaster, Graphics Designer, Photographer, and other council positions to ensure that all marketing objectives are implemented;
 - G. ensure that council is following proper marketing guidelines set by marketing team;
 - H. serve as a non-voting Councillor, attend weekly general council meetings, and Communications Portfolio meetings.
- XIV. The Graphic Designer must:
- A. create visually appealing designs, including posters, flyers, etc that capture students' attention using Photoshop, Canva, and InDesign;
 - B. present information about council events in a clear, concise, engaging way;
 - C. interpret design requests within two weeks from Councillors throughout the year and find a balance between their creative expression and the needs of the audience
 - D. translate marketing strategies into graphic design;
 - E. work as part of a team with the Webmaster, Photographer, Social Media Coordinators;
 - F. serve as a non-voting Councillor, attend weekly general council meetings. and

Communications Portfolio meetings.

XV. The Webmaster must:

- A. update LFS|US website regularly via the Wix platform with upcoming events, weekly Wednesday Night Dinner menus, council meeting minutes, etc.;
- B. address any inquiries made through the online contact form and coordinate with other executives as needed;
- C. work as part of a team with the Graphic Designer, Social Media Coordinator, Photographer, and other roles on council;
- D. serve as a non-voting Councillor, attend weekly general council meetings, and Communications Portfolio meetings.

- XVI. The Photographer must:
- A. manage and meet photography requests from the General Council
 - B. take and process quality images of LFS|US events to be used and shared by the LFS|US, including for and is not limited to marketing purposes;
 - C. manage the production of a video for the LFS|US website;
 - D. work as part of a team with the Webmaster, Social Media Coordinator, and the Graphic Designer;
 - E. liaise with external groups for photography and/or videography related matters when needed;
 - F. serve as a non-voting Councillor, attend weekly general council meetings, and Communications Portfolio meetings.
- XVII. The Associate Vice-President Student Life (Annual Events) must:
- A. assist the Vice-President Student Life in delegating and overseeing the tasks of portfolio members;
 - B. host bi-weekly meetings for their portfolio with the supervision of the Vice-President Student Life;
 - C. effectively communicate with portfolio members, ensure delegation of tasks is fair, and provide support whenever needed;
 - D. plan LFS Welcome Week, LFS Week, LFS Gala, and the Graduation Dinner with the help of the Vice-President Student Life and the corresponding non-voting Councillors;
 - E. liaise with LFS-affiliated groups, clubs, and other executives to obtain resources and sponsorships for giveaways during LFS Welcome Week, LFS Week, LFS Gala, and the Graduation Dinner through meetings or email;
 - F. assist the Vice-President Student Life in any way possible;
 - G. serve as a non-voting Councillor, attend weekly general council meetings, and other necessary meetings.
- XVIII. The Associate Vice-President Student Life (Socials) must:
- A. assist the Vice-President Student Life in delegating and overseeing the tasks of portfolio members;
 - B. host bi-weekly meetings for their portfolio with the supervision of the Vice-President Student Life;
 - C. effectively communicate with portfolio members, ensure delegation of tasks is fair, and provide support whenever needed;
 - D. plant monthly events with the help of the Social Coordinators and Athletic Coordinator;
 - E. liaise with UBC Recreation and be aware of intramurals and athletic events to assist the Athletic Coordinator;
 - F. liaise with LFS-affiliated groups, clubs, and other executives to obtain resources, sponsorships, and to run monthly events through meetings or email;
 - G. assist the Vice-President Student Life in any way possible;
 - H. serve as a non-voting Councillor, attend weekly general council meetings, and other necessary meetings.
- XIX. The Social Coordinators must:

- A. bring the faculty together through social settings;
 - B. provide opportunity for students to communicate and have fun with students and staff both within and outside the faculty;
 - C. coordinate and plan Imagine Day welcome lunch, Halloween BZZR Garden, as well as one or more Term 2 events;
 - D. work closely with Vice-President and Associate Vice-President Student Life to execute these events successfully;
 - E. serve as a non-voting Councillor, attend weekly general council meetings, Student Life Portfolio meetings, and other necessary meetings.
- XX. The Athletic Coordinators must:
- A. recruit and organize LFS student teams to participate in various REC events and leagues;
 - B. promote and plan athletic activities for LFS students and the Faculty;
 - C. support and work closely with the Social Coordinators;
 - D. serve as a non-voting Councillor, attend weekly general council meetings, Student Life Portfolio meetings, and other necessary meetings.
- XXI. The LFS Week Coordinators must:
- A. plan, develop, promote, and organize the LFS Welcome Week and LFS Week;
 - B. assist with the promoting and running of other events in the Student Life portfolio such as the LFS Gala and Graduation Dinner;
 - C. work closely with the Vice-President and Associate Vice-President Student Life in executing these events successfully;
 - D. serve as a non-voting Councillor, attend weekly general council meetings, Student Life Portfolio meetings, and other necessary meetings.
- XXII. The LFS Gala Coordinators must:
- A. plan, promote, and organize the annual LFS Gala with the Vice-President Student Life, Associate Vice-President Student Life, and LFS Student Services;
 - B. represent LFS|US during meetings with LFS Student Services;
 - C. arrange the event space booking and catering;
 - D. manage the financial budget for all event logistics: gifts, prizes, food, etc.;
 - E. apply for additional funding for the events through AMS and UBC;
 - F. liaise with the Vice-President Communications to create promotion plan for the LFS Gala;
 - G. assist with the promoting and running of other events in the Student Life portfolio such as the LFS Week and Graduation Dinner;
 - H. serve as a non-voting Councillor, attend weekly general council meetings, Student Life Portfolio meetings, and other necessary meetings.
- XXIII. The Graduation Coordinators must:
- A. communicate with the contracted photo studio company to advertise for graduation photo bookings;
 - B. organise and run the LFS Graduation Dinner;

- C. oversee graduation-related affairs independently, with the Student Engagement Officer informed only as needed;
- D. assist in the planning of the Graduation Reception with Student Services if needed
- E. be the main contact for graduating students about any graduation details (photos, ticket sales for graduation dinner, convocation, etc.);
- F. assist with the promoting and running of other events in the Student Life portfolio such as the LFS Gala and LFS Week;
- G. serve as a non-voting Councillor, attend weekly general council meetings, Student Life Portfolio meetings, and other necessary meetings.

XXIV. The Lounge and Apparel Coordinators must:

- A. keep a tracking log of equipment that is used within the lounge;
- B. organize polls to gain student feedback of new equipment and improvements are needed for the lounge;
- C. create a signup sheet for students to book equipment;
- D. maintain organization within the room and ensure all equipment is returned at the end of the shift;
- E. serve as a non-voting Councillor, attend weekly general council meetings and Administration Portfolio meetings.

XXV. The Governance Coordinator must:

- A. Propose and update the Elections Ordinance when necessary;
- B. promote the application and nomination process of elections as well as the election itself for:
 - 1. First Year Representatives
 - 2. Program Representatives
 - 3. Executive Councillors
- C. hold an all candidates meeting with potential candidates to debrief rules and legislations if deemed necessary;
- D. provide a neutral perspective to upcoming challenges and concerns involving elections and candidates;
- E. hold formal meetings to discuss any breaking of rules during the elections with involved candidates;
- F. send reminder emails of information packages and dates to candidates;
- G. handle the AMS Elections account for LFS|US;
- H. from time to time and with the consent of the Vice-President Administration, advise the Vice-President Administration in amending the *LFS|US Code of Procedures*;
- I. serve as a non-voting Councillor, attend weekly general council meetings and Administration Portfolio meetings.
- J. review and amend the LFS|US Code of Procedures, Constitution, and Bylaws with the Vice-President Administration, and ensure that their goals are feasible and met;
- K. review LFS|US funding program applications with the Vice-President Finance;

- L. update the Elections Handbook with the Vice-President Administration when necessary;
 - M. serve as a non-voting Councilor and attend weekly general council meetings.
- XXVI. The Associate Vice-President Finance must:
- A. assist the Vice-President Finance in drafting and planning criteria for grants and subsidies;
 - B. assist the Vice-President in creating bi-annual financial reports;
 - C. plan portfolio budgets based on prior financial reports;
 - D. process grant and subsidy requests;
 - E. assist the Financial Coordinator with budget planning for portfolios;
 - F. serve as a non-voting Councilor, attend weekly general council meetings, and Finance portfolio meetings.
- XXVII. The Finance Coordinator must:
- A. support portfolios in budget planning;
 - B. assist the Vice-President Finance in creating bi-annual financial reports;
 - C. attend meetings of other portfolios as requested;
 - D. manage budget proposal requests;
 - E. advise portfolios of low-cost solutions;
 - F. serve as a non-voting Councilor, attend weekly general council meetings, and Finance portfolio meetings.
- XXVIII. The Associate Vice-President Academic must:
- A. assist the Vice-President Academic in overseeing the work of the Health and Wellness Coordinator (5), FNH Rep (1), APBI Rep (1), GRS Rep (1), and FRE Rep (1)
 - B. attend and facilitate biweekly Health and Wellness and Program Representative meetings
 - C. assist the Vice-President Academic in planning meeting and portfolio socials
 - D. assist the Vice-President Academic to promote health and wellbeing, particularly mental health through advocacy and presenting concerns to higher governing bodies
 - E. Assist the Vice-President Academic to create and facilitate academic and career related events for undergraduate students
 - F. Attend and contribute to weekly LFS|US council meetings
- XXIX. The Applied Biology Representative must:
- A. represent all APBI students in the LFS|US and at academic and council meetings;
 - B. provide feedback regarding proposed APBI course changes;
 - C. participate in creating career and academic focused events relevant to APBI students;
 - D. help plan and run Career Week events;
 - E. support other Councillors with their specific events and projects;
 - F. work with other program representatives to effectively engage and bring together the student body;
 - G. serve as a voting Councillor, attend weekly general council meetings, and Academic Portfolio meetings.
- XXX. The Global Resource Systems Representative must:
- A. represent all GRS students in the LFS|US and at academic and council meetings;
 - B. provide feedback regarding proposed GRS course changes;

- C. participate in creating career and academic focused events relevant to GRS students;
- D. help plan and run Career Week events;
- E. inform GRS students of LFS|US activities during Wednesday Night Meetings in GRS and receive feedback whenever deemed appropriate by the committee;
- F. bring feedback from GRS students in regards to courses and other academic components of the program to Academic committee meetings;
- G. support other Councillors with their specific events and projects;
- H. work with other program representatives to effectively engage and bring together the student body;
- I. serve as a voting Councillor, attend weekly general council meetings, and Academic Portfolio meetings.

XXXI. The Food, Nutrition & Health Representative must:

- A. represent FNH students in the LFS|US and at academic and council meetings;
- B. provide feedback regarding proposed FNH course changes;
- C. participate in creating career and academic focused events relevant to FNH students;

- D. help plan and run Career Week events;
- E. be in contact with FNH professors and staff and work to promote feedback through surveys, in-class clickers and other various communication forms;
- F. support other Councillors with their specific events and projects;
- G. work with other program representatives to effectively engage and bring together the student body;
- H. serve as a voting Councillor, attend weekly general council meetings, and Academic Portfolio meetings.

XXXII. The Food & Resource Economics Representative

- A. represent FRE students in the LFS|US and at academic and council meetings;
- B. provide feedback regarding proposed FRE course changes;
- C. participate in creating career and academic focused events relevant to FRE students;
- D. help plan and run Career Week events;
- E. be in contact with FRE professors and staff and work to promote feedback through surveys, in-class clickers and other various communication forms;
- F. support other Councillors with their specific events and projects;
- G. work with other program representatives to effectively engage and bring together the student body;
- H. serve as a voting Councillor, attend weekly general council meetings, and Academic Portfolio meetings.

XXXIII. The Health And Wellness Coordinators must:

- A. attend general council and Academic committee weekly meetings and be up to date on current student and academic matters as presented by the Vice-President Academic and the AMS Representative;
- B. plan events in collaboration with AMS Health and Wellness Services (Speakeasy, SASC, etc.) and independently on recommendation by the LFS|US council;
- C. work with Academic Committee on Mental Health Advocacy;
- D. bringing issues to AMS, the Faculty of LFS, and other higher governing bodies;
- E. be involved in promoting Health and Wellness through presentations, handing out information, surveys.

Section 4.2 General Council Expectations

Section 4.2.1 Meetings, Time Commitment, and Communication

I. All Councillors are expected to:

- A. serve for the term of appointment, which is June 15th to April 30th for all LFS|US Councillors;
- B. read, sign and follow their Mandate to the best of their ability throughout their tenure;
- C. commit an average of 3–6 hours per week, with seasonal peaks depending on the role. Due to this involvement, Councillors are expected to make this role a priority, after their academics and personal wellness;
- D. attend weekly LFS|US Council meetings prepared by way of being familiar with the agenda. Demonstrate appropriate meeting behaviour for other Councillors;
- E. attend regular portfolio meetings with their respective Vice-President in order to communicate current projects and plan for upcoming events;

- F. check email and other role-related communication platforms a minimum of once every 48 hours and respond to council-related messages within 48 hours, except on weekends and holidays.

Section 4.2.2 Training

- I. All Councillors are expected to:
 - A. attend and engage in training and development sessions received within the role, including but not limited to:
 - 1. LFS Workplace Safety Orientation & Training Needs General Guide
 - 2. LFS|US Council Retreat
 - 3. Ongoing formal and informal professional development workshops set by Council

Section 4.2.3 Advocacy

- I. All Councillors are expected to:
 - A. aid constituents in voicing any feedback to the Faculty or University of British Columbia;
 - B. continue to evaluate services and resources offered to constituents and explore opportunities to expand services and resources available;
 - B. be aware of your own level of ability to assist someone and be aware when you need to refer.

Section 4.2.4 Programs and Events

- I. All Councillors are expected to:
 - A. Attend and otherwise support LFS|US programs and events both within and outside their individual portfolio;
 - B. meet all deadlines and criteria for approval of paperwork processes, such as Special Event Licenses, space bookings, etc.;
 - C. update the Vice-President Administration with events and details as soon as either dates, location and time have been set.

Section 4.2.5 Services and Resources

- I. All Councillors are expected to:
 - A. develop and nurture professional relationships with campus partners and other groups in order to effectively serve constituents;
 - B. provide constituents and other stakeholders with access to a regularly updated website, social media platforms, and bulletin boards that ensure transparency and access to information regarding the LFS|US;
 - C. deliver a transition report to the Vice-President Administration describing success and failings in their position throughout their tenure by May 1st.

Section 4.3 Elections, Appointment and Volunteering of Council Positions

Section 4.3.1 Elections Ordinance

- I. By the start of each election's nomination period, the Governance Coordinator must create and update an internal ordinance as described in article II, section (2.3) called the Elections Ordinance.
- II. The Elections Ordinance must serve as the only ordinance governing the respective Elections period.
- III. The Governance Coordinator may modify the Elections Ordinance provided it
 - A. adheres to section IX A, article (9) of the *AMS Code, 2020*,
 - B. adheres to article IV, section (4.3), and
 - C. is not objected to by a unanimous Resolution of Executive Councillors via an open vote with the Elections Coordinator present as a non-voting member.
- IV. After the start of the campaigning period, the Elections Ordinance must not be modified pursuant to section IX A, article (9), paragraph (1), subparagraph (h) of the *AMS Code, 2020*.
- V. All matters not covered by the provisions of the Elections Ordinance are at the discretion of the Governance Coordinator, with the advice and consent of the LFS|US Vice-President Administration.
- VI. Final interpretation of the provisions of the Elections Ordinance shall be made by the Governance Coordinator in accordance with the appeals process described in section (4.3.7).
- VII. The Elections Ordinance must expire at the end of the election appeals process described in section (4.3.7).

Section 4.3.2 Election of Executive Councillors

- I. In this section, **"full-time"** shall mean a typical week with 37.5 or more hours scheduled as work shifts.
- II. All persons standing for the Executive Council must:
 - A. Be an active member of the LFS|US Society during their tenure
 1. In particular, the persons standing for President must not be employed full-time or seek full-time employment in any off-campus organization in a cooperative education or any other gainful employment in the winter academic session as a full-time student during their tenure.
 - B. Receive academic approval:
 1. With a minimum overall academic average of 65% over the past 2 terms,
 - a) Receive confirmation by the signature of the LFS|US Student Engagement Officer
 2. With an overall academic average of 64% or below over the past 2 terms,
 - a) Meet with an LFS Academic Advisor to discuss an academic plan and their signature of approval
 - C. Receive nomination by 15 Members of Society
- III. The election of the Executive Councillors must:
 - A. take place at the end of Term 2 of the Winter Session;
 1. The transitional period will take place during the month of April.
 2. Candidates who are successfully elected will begin their term on May 1st.
 - B. be elected by a majority of all voting Members of Society
- IV. The appointment of the Senior Advisor must:
 - A. take place after the official election of the Executive Councillors;

1. The transitional period will take place during the month of April.
 2. The candidate who is successfully appointed will begin their term on May 1st.
 - B. be nominated by the newly elected President;
 - C. be approved by 2/3 Resolution of the newly elected Executives.
- V. All elections and its nomination period timeline must be advertised in a LFS|US or LFS Faculty publication and posted in a prominent location at least seven (7) days prior to the start of the nomination period pursuant to section IX A, article (9), paragraph (1), subparagraphs (o) and (p) of the *AMS Code, 2020*

Section 4.3.3 Election of Program Representatives

- I. All persons standing for Program Representative must
 - A. Be registered in their respective Program in the Faculty of LFS and have a minimum of second-year standing and while in office
 - B. Be an active member of the LFS|US
 - C. Receive academic approval:
 1. With a minimum overall academic average of 65% over the past 2 terms,
 - a) Receive confirmation by the signature of the LFS|US Student Engagement Officer
 2. With an overall academic average of 64% or below over the past 2 terms,
 - a) Meet with an LFS Academic Advisor to discuss an academic plan and their signature of approval
 - D. Receive nomination by 10 Members of Society
- II. The election of the Program Representative Councilors must:
 - A. take place at the end of Term 2 of the Winter Session;
 - B. be elected by majority vote of the voting participants of the Members of Society in the respective program
 1. Candidates who are successfully elected will begin their term once official results have been published by the Governance Coordinator.
- III. All elections and its nomination period timeline must be advertised in a LFS|US or LFS Faculty publication and posted in a prominent location at least seven (7) days prior to the start of the nomination period pursuant to section IX A, article (9), paragraph (1), subparagraphs (o) and (p) of the *AMS Code, 2020*

Section 4.3.4 Election of Class Representative Councillors

- I. All persons standing for First Year Representative Councillor must be
 - A. Registered in the Faculty of LFS and have first-year standing while in office
 - B. Active member of the LFS|US Society
 - C. Receive nomination by 7 Members of Society
- II. The election of the Class Representative Councillors must:
 - A. take place at the start of Term 1 of the Winter Session;
 - B. be elected by majority vote of the voting participants of the Members of Society
 1. Candidates who are successfully elected will begin their term once official results have been published by the Governance Coordinator.
- III. All elections and its nomination period timeline must be advertised in a LFS|US or LFS Faculty publication and posted in a prominent location at least seven (7) days prior to the start of the nomination period pursuant to section IX A, article (9), paragraph (1), subparagraphs (o) and (p) of the *AMS Code, 2020*.

Section 4.3.4.1 By-Elections

- I. All persons standing in a by-election must fulfill the criteria for the relevant positions described in sections (4.3.2) to (4.3.4).
- II. All by-elections must be called within thirty-one (31) academic days of the:
 - A. position's vacancy;
 - B. failure to fill the position;during the winter academic year.
- III. During the non-winter academic year or an interruption to the winter academic year, by-elections must be called within thirty-one (31) academic days after the start or resumption of the winter academic year.
- IV. For a by-election to be held, the President, on the advice and consent of the Executive Council, must issue an order to the Elections Coordinator that specifies
 - A. the nomination period for the election,
 - B. the campaigning period for the election, and
 - C. the voting period for the election.
- V. All by-elections and its nomination period timeline must be advertised in a LFS|US or LFS Faculty publication and posted in a prominent location at least seven (7) days prior to the start of the nomination period pursuant to section IX A, article (9), paragraph (1), subparagraphs (o) and (p) of the *AMS Code, 2020*.
- VI. Any internal ordinance governing the by-election's process must follow criteria described in section (4.3.1).
- VII. Candidates must be elected with the majority of cast votes pursuant to article IV, section (4.3.2), paragraph (III), subparagraph (B).

Section 4.3.5 Endorsement during LFS|US Elections

- I. This section shall apply to all elections called by the Society.
- II. Executive Councillors and voting Councillors must not:
 - A. publicly or privately endorse any candidate;
 - B. sign nomination forms of any candidate;
 - C. publicly help other candidates in any way, including but not limited to:
 1. preparation of graphics or other campaign materials
 2. appearing on another candidate's campaign materials, including but not limited to:
 - a) flyers
 - b) handouts
 - c) websites
 - d) social media outlets
- III. All candidates must not:
 - A. endorse other candidates, either in public or in private
 - B. publicly help other candidates in any way, including but not limited to:
 1. preparation of graphics or other campaign materials
 2. appearing on another candidate's campaign materials, including but not limited to:
 - a) flyers
 - b) handouts
 - c) websites
 - d) social media outlets

- C. do joint campaign activities, including but not limited to:
 - 1. classroom announcements
 - 2. handing out brochures and leaflets
 - 3. social media sites
- IV. Non-voting Councillors may endorse and assist candidates in accordance with the Elections Ordinance.

Section 4.3.6 Campaign Volunteering

- I. Candidates are permitted to have volunteers throughout their campaign given:
 - A. Candidates are responsible for the behaviour of their volunteers;
 - B. If a volunteer is in violation of any election rules set by the Governance Coordinator and the Elections Ordinance, the candidate must be subjected to consequences as deemed by the Governance Coordinator.
- II. Campaign volunteers may only campaign for one candidate at any given time such as only making classroom announcements on behalf of one candidate at a time.
- III. Volunteers must not be used as informants for a candidate's campaign to learn about another candidate's campaign.

Section 4.3.7 Elections Complaints and Appeals

- I. For each election, the Governance Coordinator, on the advice of the Vice-President Administration and other interested Members of Society, must create and maintain
 - A. a non-exhaustive table of offenses,
 - B. a corresponding table of punishments, ranging in severity from minor to severe pursuant to section IX A, article (9), paragraph (1), subparagraph (g) of the *AMS Code, 2019*, and
 - C. a list of rulings made.
- II. Any ruling made by the Governance Coordinator or the Vice-President Administration must
 - A. be consistent with the tables described in paragraph (I) and be applied consistently to all offending candidates pursuant to section IX A, article (9), paragraph (1), subparagraph (j) of the *AMS Code, 2019*,
 - B. not deduct votes from any candidate pursuant to section IX A, article (9), paragraph (1), subparagraph (i) of the *AMS Code, 2019*, and
 - C. follow precedent set by previous rulings.
- III. Any candidate or Member of Society may submit complaints to the Governance Coordinator regarding potential alleged offenses from the start of the campaigning period to
 - A. within 48 hours after the end of the campaigning period.
 - 1. Complainants are encouraged to submit their complaints promptly as excessive delays shall be taken into consideration by the Governance Coordinator in making its decision.
- IV. The Governance Coordinator must complete the appeals process within 48 hours of its submission.
- V. The Governance Coordinator must:
 - A. contact the offending candidate and/or accusing Member of Society through email to communicate ruling and reasoning;
 - B. maintain the anonymity of the complainant.
- VI. The offending candidate must respond to the ruling made by the Governance Coordinator through email within 24 hours of the Governance Coordinator's ruling described in paragraph (V).

- VII. The appeals process must follow in accordance with the following procedure:
 - A. any of the affected parties may appeal the Governance Coordinator’s ruling;
 - B. appeals must be made within a guideline prescribed by the Elections Ordinance;
 - C. a summary must be emailed to all affected parties and all other standing candidates.
- VIII. The judgement described in paragraph (VII) must be effective immediately and all parties must comply with the judgement within the timeline specified by the Governance Coordinator.
- IX. After exhaustion of this section, any party may appeal the judgement to the AMS Elections Committee as described in section IX A, article (8) of the *AMS Code, 2020*.
- X. After each winter academic year in May, the Governance Coordinator must deliver all rulings made as a report to the incoming Vice-President Administration.

Section 4.3.8 Appointment of Council Coordinators

- I. Council Coordinators must
 - A. compose a portfolio;
 - B. be an active Member of Society with both the Society and AMS pursuant to section XIV, article (2), paragraph (2), subparagraph (d) of the *AMS Code, 2019*.
- II. Council Coordinators must be appointed by the President on the advice and consent of the Portfolio Chair the said Council Coordinator will compose.
- III. Council Coordinators’ tenures shall last throughout the winter academic year.

Section 4.4 Removal, Vacancy and Replacement of Council Positions

Section 4.4.0.1 Inquiry into Councillors’ Conduct

- I. In this section, **“committee”** shall mean Appellate Committee.
- II. At the request of the accuser, the President, on the advice and consent of the Executive Council, must call for the committee to hear a case given
 - A. the accuser has documented at least two previous attempts to communicate and settle the issue with the defendant spaced longer than 3 weeks,
 - B. the issue affects the performance of a Portfolio or committee, and
 - C. the defendant is accused of violating his Mandate.
- III. The committee must be chaired by the Senior Advisor.
- IV. The Chair of the committee must
 - A. lead the committee through its proceedings,
 - B. not vote on any committee decisions unless to break a tie, and
 - C. not have any pecuniary interest in the case.
- V. If the Senior Advisor is unable to chair due to disability to discharge the powers and duties of the position, the Chair must be filled by:
 - A. the AMS Representative;
 - B. the President;
 - C. the Vice-President Internal;
 - D. the Vice-President External;
 - E. the Vice-President Engagement;
 - F. the Vice-President Finance;
 - G. the Vice-President Administration;
 - H. the Vice-President Student Life;
 - I. the Vice-President Communications;

J. the Vice-President Academic;
whoever is highest on the list and who is not under disability to discharge the powers and duties of the position.

- VI. The committee must be composed of four (4) members of a jury of the defendant's equals.
- VII. The jury members must be appointed by the Chair of the committee by the advice and consent of both the accuser and defendant within five (5) academic days of the appointment of the Chair of the committee.
- VIII. If the accuser and defendant fail to compose the committee within the timeline in paragraph (VII), the Chair must fill all committee vacancies.
- IX. Only the Chair of the committee, the accuser, the defendant and the committee members shall be privy to all committee appointments.
- X. The Chair must appoint a Member of Society without pecuniary interest in the case to serve as a minutes recorder.
- XI. The Chair, along with the minutes recorder, must meet with the accuser and defendant to hear and record statements of facts from both the accuser and defendant.
- XII. After completion of paragraph (XI), the Chair must solely meet with the other committee members *in camera* to determine a recommendation to the Executive Council within eight (8) academic days of the meeting in paragraph (XI).
- XIII. The committee may recommend the Executive Council to:
 - A. take no action against the defendant;
 - B. deliver a Letter of Reprimand to the defendant;
 - C. suspend the defendant temporarily and to re-assign the said defendant's duties;
 - D. relieve the defendant from the position and to re-assign the said defendant's duties.
- XIV. Any committee recommendation must be approved by a Majority Resolution of committee members via a secret paper ballot, excluding blank and abstentions.
- XV. The Chair must collect and count the ballots, and announce the majority consensus to the committee.
- XVI. The Chair must deliver a report to the Executive Council stating the recommendation and the majority consensus of the committee.
- XVII. All appointments made under this section shall expire once the Chair delivers the report described in paragraph (XVI).

Section 4.4.1 Removal, Vacancy and Replacement of Executive Councillors

- I. Any Executive Councillor may be removed from the position upon:
 - A. Official resignation in accordance with AMS policies;
 - B. 2/3 Resolution of voting Councillors, for any of the following reasons:
 1. Absence from three Council Meetings without valid justification as deemed by the Executive Council;
 2. Absence from three Executive Meetings without valid justification as deemed by the Executive Council; or
 3. Unsatisfactory fulfillment of duties outlined in article II according to a petition signed by 3/4 of the voting Councillors
 - C. Approval of a referendum held pursuant to article 3, section 3.2 of the *LFS/US Constitution*.
- II. The removal of the President must result in the automatic removal of the Senior Advisor, who may be eligible for re-appointment.
- III. The vacancy of an Executive Councillor position:
 - A. may occur if no candidate is elected by the Members of Society; or

- B. may occur after the removal of an Executive Councillor.
- IV. The replacement of a vacant Executive Councillor position during the academic year must occur through a by-election described in section (4.3.4.1);
- V. During a vacancy in an office longer than forty-one (41) academic days, the Executive Council that the replacement will compose must advise the President to appoint an interim Executive Councillor that must:
 - A. be an active Member of Society;
 - B. be assigned the regular duties befalling the vacant office;
 - C. not have official voting rights;
 - D. have executive participatory rights;
 - E. serve during the President's pleasure;
 - F. resign when the respective office is filled
 - 1. by a by-election described in section (4.3.4.1), or
 - 2. appointed pursuant to section (4.4.1.1).
- VI. Replacement eligibility must follow the criteria outlined in section (4.3.2).
- VII. Any Executive Councillor who is removed may not be re-appointed to the same position.

Section 4.4.2 Removal, Vacancy and Replacement of Program or Class Representative Representatives

- I. Any Program or First Year Representative Councillor may be removed from the position upon one of the following:
 - A. an official resignation in accordance with AMS policies;
 - B. 2/3 Resolution of a referendum by the Members originally eligible to elect the Representative held in accordance with article 3, section 3.2 of the *LFS/US Constitution*; or
 - C. 2/3 Resolution of voting Councillors, for any of the following reasons:
 - 1. Absence from three consecutive Council Meetings
 - 2. Absence from two consecutive Council Meetings, without providing a proxy and without justification deemed valid by the Executive Councillors
 - 3. Unsatisfactory fulfillment of duties outlined in article II according to a petition signed by 3/4 of the voting Councillors
- II. The vacancy of a Program or Class Representative Councillor position:
 - A. may occur if no candidate is elected by the Members of Society; or
 - B. may occur after the removal of a Program Representative Councillor
- III. The vacancy must be filled by a by-election described in section (4.3.4.1).
- IV. During a vacancy in an office longer than thirty-one (31) academic days, the President, on the advice and consent of the Executive Council, must appoint a temporary replacement for that position that must
 - A. be an active Member of Society;
 - B. be assigned the regular duties befalling the vacant office;
 - C. not have official voting rights;
 - D. have councillor participatory rights;
 - E. serve during the President's pleasure;
 - F. resign when a Member of Society is elected to the respective office.

Section 4.4.3 Repealed

Section 4.4.4 Removal, Vacancy and Replacement of Council Coordinators

- I. Voting Councillors may ask for the resignation of any Councillor who has missed at least four regularly scheduled Council meetings without reasonable excuse.
- II. Any Council Coordinator may be removed from the position upon:
 - A. a two-thirds resolution of a referendum held in accordance with article 3, section 3.2 of the *LFS/US Constitution*; or
 - B. an official resignation in accordance with AMS policies.
- III. The vacancy of a Council Coordinator position may occur:
 - A. if no Member of Society fills the said position; or
 - B. after the removal of a Council Coordinator.
- IV. On the advice and consent of the Executive Council, the Vice-President Communications must communicate the position's vacancy to Members of Society within 31 academic days of the vacancy.
- V. The vacant position must be filled by the Executive Councillor whose portfolio the said position composes.

Schedule A *In Camera* Session Oath

I, _____, do solemnly and sincerely swear in all things to be treated, debated and resolved in the *in camera* session, faithfully, honestly and truly declare my mind and my opinion. I shall keep secret all matters committed and revealed to me in this capacity, or that shall be secretly treated in Council.

So help me God.

Note: *Individuals may choose to affirm their oath. In such cases, the word "swear" is replaced by the word "declare," and the expression "So help me God" is omitted.*