

AIESEC Canada Legislation Subcommittee Guide

Updated: 29/07/2013

Welcome to the Legislation Subcommittee! This Subcommittee is responsible running legislation and acting as experts on legislation within the National Plenary.

Guide Outline

- I. About the Legislation Sub-Committee
- II. Important deadlines
- III. Communication
- IV. NLMs
- V. Legislation 101
 - a. Robert's Rules of Order
 - b. Hand Motions

About the Legislation Sub-Committee

Mandate

The mandate of the LSC is to manage the legislation process leading up to and at all National Legislative Meetings, including but not limited to the following activities:

- Receiving all motions prior to National Legislative Meetings;
- Reviewing all motions and working with the author(s) to ensure high-quality writing in line with governance norms;
- Coordinating all legislative sessions and all legislative fairs at National Legislative Meetings;
- Educating LCPs on legislation procedures and acting as experts in the area during the Legislation process;
- Supporting the MCVP responsible for legislation in setting up and running the Legislation process.

Membership

This sub-committee will consist of:

- MCVP responsible for legislation;
- At least three (3) LCPs, at least one from each region;
- One of the LCPs will be selected to act as chair;
- The role of the chair will be to act as the main driver of the legislation process.

Current Members

The members of the LSC for 2013 are:

- Nicole Cliteur (MCVP Organizational Development)
- Callie Lytle (LCP Saskatoon) – Chair
- Nancy Luu (LCP Calgary)
- Louise Mui (LCP Western)
- Catherine Sun (LCP Concordia)

Communication

The LSC email address is lsc[year]@aiesec.ca (i.e. for the year 2013, the email is lsc2013@aiesec.ca). When the LSC emails the national plenary, this account should be CC'd and when LCPs submit motions, they should be emailed to this account.

National Legislative Meetings

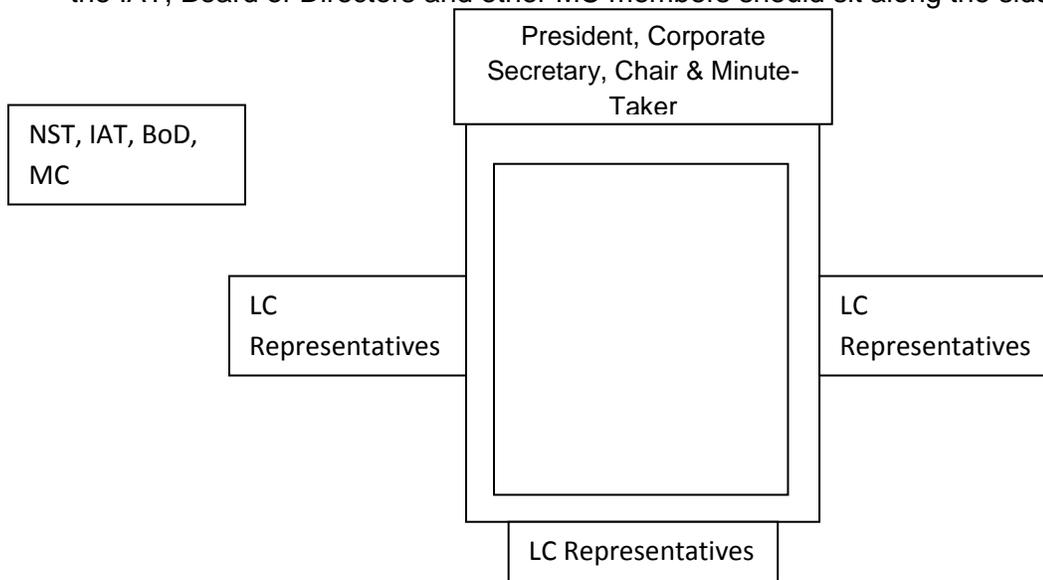
NLMs occur at all National Conferences (National Congress, National Leadership Development Conference and both National Presidents Meetings).

Important deadlines

1 month before NLM	Release the Call for Motions
3 weeks before NLM	Deadline for all motions requiring a 2/3 majority decision
2 weeks before NLM	Release legislation booklet to national plenary
5 days before NLM	Consolidate and release all proposals into a legislation booklet
2 days before NLM	Release final legislation booklet
2 weeks after any NLM	Upload draft minutes to myaiesec.net

Logistics

The room for legislation should be set up with desks forming a closed rectangle. The President, chair, Corporate Secretary and minute-taker should sit at the front of the room, with all other seats at the table being occupied by the LC representatives. Observers such as NST members, the IAT, Board of Directors and other MC members should sit along the sides of the room.



Before legislation, make sure the MC has printed off placards for each entity, which are arranged in the legislation room in alphabetical order by acronym.

LCP Sub-Committees

Placards for LCP sub-committees should be given to the chair or individual selected to speak on behalf of the sub-committee. The LCP sub-committees currently in AIESEC Canada are the Exchange Programs Sub-Committee (XPSC), the Membership Sub-Committee (MSC) and the Legislation Sub-Committee (LSC).

Legislation 101

Robert's Rules of Order

Robert's Rules of Order are the governing rules of AIESEC Canada's legislative process and meetings. Below are some important notes regarding types of motions and rules of debate.

Rules of Debate

The chair must recognize each speaker; speaker may not be interrupted, except by: call for orders of the day, question of privilege or a point of order.

- During general discussion, members may speak twice per question
- A member may only speak for a second time if no one on the speaker's list is waiting to speak for the first time
- All comments made through the chair; names are not to be used

Subsidiary Motions

Subsidiary motions assist the assembly in treating or disposing of a main motion.

- Postpone Indefinitely: Dispose of a motion without bringing it to a vote
- Amend: Change the wording of a motion before voting on the main motion
 - Friendly Amendment: Used to improve a motion in order to support it being adopted; must be debated and voted on
- Refer to Committee: Turn over to a committee for study and/or redrafting
- Postpone Definitely: Reconsider the motion later in the same meeting, or in another meeting
- Limit or Extend Limits of Debate: Set a time limit on the debate, or extend the time for debate
- Previous Question: End debate on an amendment and bring the motion to a vote
- Lay on the Table: Put the motion aside until a majority votes to bring the question back

Privileged Motions

Privileged motions do not relate to pending business, but have to do with special matters of immediate importance which interrupt the consideration of anything else.

- Call for orders of the day: Require the schedule to be enforced
- Raise a question of privilege: State an urgent request or motion affecting the right of privilege of the assembly or a member
- Recess: Call for an intermission with a specific time limit
- Adjourn: Move to close the meeting entirely

Incidental Motions

Incidental motions must be decided upon before debate is allowed to continue.

- Point of order: Call attention to a breach of the rules; requires a ruling by the chair & interrupts debate
- Appeal: Call for a vote on a ruling made by the chair; must be proposed & seconded
- Parliamentary inquiry: request the chair's opinion on a matter of parliamentary procedure
- Point of information: an inquiry as to facts affecting the business at hand; directed to the chair or to a member through the chair

Motions that bring a Question

These motions bring a question, or motion before the assembly.

- Take from the Table: Resume consideration of a main motion that lies on the table
- Rescind: Strike out an entire main motion or resolution that has been adopted
- Discharge a Committee: Release a committee from a question to which it was referred

Hand Motions of Legislation

Hand motions are used to indicate specific actions or motions within a legislative meeting. Below is an explanation of the different actions used in legislation and a lovely picture demonstrating what the action looks like

Raising your Placard



An LCP will raise their placard during roll call, while voting, or to be added to the speaker's list. If trying to speak during a debate, one must wait until called upon by the Chair.

Waive



If the chair or someone calls on an LCP to speak, one may waive their right to speak by making a wave motion with their hands. The pun is intended. No speaking is necessary.

Point of Information



If one wants to clarify, ask or give information regarding the current motion, one makes a letter 'T' with their arms and waits for the chair to call on them. If one is requesting information from a specific entity or the NP, one will say "Point of Information from...". In no situation should a member of the NP use the Point of Information privilege simply to skip in line. Point of Information is to be used strictly to give and receive facts.

Point of Order



When the Standing Orders or any rules have been breached by the Chair, Secretary, or NP, one can make an 'O' with their arms to call attention to the Chair to immediately fix the problem.

Put



If an LCP feels that debate on a Motion has gone on too long, he or she can attempt to put an end to it by pointing their hands like an arrow. The Chair should halt the debate, note that you have proposed a motion, and ask for a seconder. If the motion to be put is passed, the current motion is up to vote. If the motion to be passed fails, the debate continues.