

## **Standing Rules of the CKXU Radio Society**

## I. Prefatory

### A. Reference

- 01(1) Standing Rules shall be described by taking the number of the Chapter, converting it from a Roman numeral to its cognate Arabic numeral, and prepending it, with a hyphen, to the letter used to describe the Standing Rule, the whole being prefaced with 'Standing Rule SR' (*e.g.*, this paragraph would be described as 'Standing Rule SR 1-A.01(1)').
- (2) Emergency Standing Rules shall prepend 'ESR' to the number of the Emergency Standing Rule, which shall be the year in which the Emergency Standing Rule came into effect, followed by a three-digit number (*e.g.*, 'Emergency Standing Rule ESR 2005-001').

Added 2006-09-10 (Resolution 2005/6-004).

### B. Interpretation and extension

Added 2006-09-10 (Resolution 2005/6-004).

- 01(1) Article II of the By-laws of the Society shall, *mutatis mutandis*, apply to the Standing Rules both of the Board and of the Society, as well as to all and any Emergency Standing Rules.

### C. Conformance

Added 2006-09-10 (Resolution 2005/6-004).

- 01(1) All and any Emergency Standing Rules shall strictly conform to the terms and conditions of Article X of the By-laws of the Society.

### D. Definitions

Added 2006-09-10 (Resolution 2005/6-004).

- 01(1) The definitions set forth in Article III of the By-laws of the Society shall apply to these Standing Rules, as well as to all and any Emergency Standing Rules.
- (2) The definitions set forth in the Policy Manuals both of the Society and of the Station shall apply to these Standing Rules, as well as to all and any Emergency Standing Rules.

## II. Standing Rules of the Board

### A. Title

Added 2006-09-10 (Resolution 2005/6-004).

- 01(1) This Chapter of the Standing Rules of the CKXU Radio Society may be described as the ‘Standing Rules of the Board’.

### B. Rules of Order

- 01(1) Unless otherwise determined by the Directors as per §8.01(2) of the By-laws of the Society, Meetings of the Board shall be regulated and governed by the forms and procedures of the current edition of *Bourinot's Rules of Order*.

### III. Standing Rules of the Society

#### A. Title

Added 2006-09-10 (Resolution 2005/6-004).

- 01(1) This Chapter of the Standing Rules of the CKXU Radio Society may be described as the ‘Standing Rules of the Society’.

#### B. Rules of Order

- 01(1) Unless otherwise determined by the Membership of the Society as per §8.01(1) of the By-laws of the Society, General Meetings shall be regulated and governed by the forms and procedures of the current edition of *Bourinot's Rules of Order*.

#### C. Meetings at which quorum is not met

- 01(1) If quorum is not met at a General Meeting duly called, those Members of the Society in good standing present shall, after electing a presiding officer and secretary as necessary, resolve to adjourn the Meeting to the same time and place once week hence, or to another place at the same time if the place for which the Meeting was originally scheduled proves not to be available.
- (2) The secretary shall be responsible for ensuring that, if the Meeting is to occur on the Lethbridge campus of the University of Lethbridge, the room is booked through the Registrar's Office and for publicising the Meeting to the Membership.

#### D. General Meetings

- 01(1) Standing rules regarding General Meetings also apply to Annual General Meetings, except as otherwise provided.

##### **Call to order**

- 02(1) The President shall call the Meeting to order not more than one-half ( $\frac{1}{2}$ ) hour from the time at which the Meeting was scheduled to convene.
- (2) In the absence of the President or her or his inability to act, the Meeting shall be called to order by the Vice President.
- (3) In the case of the absence or inability to act of the both the President and the Vice President, the Executive Director shall be empowered to call the meeting to order, but shall not preside thereat.
- (4) The time at which the Meeting was called to order shall be noted in the minutes .

##### **Introduction of the Board**

- 03(1) The Executive Director shall introduce the Directors, indicating the Office or other capacity or capacities in which each Director serves.

**Election of presiding officer and/or secretary**

- 04(1) In the case of the absence or inability to act of both the President and the Vice President, the Executive Director shall call on the Membership to nominate one or more Members to preside at the Meeting, and, if more than one Member is nominated, shall ensure the election, by show of hands, of a presiding officer for the Meeting.
- (2) In the case of the absence of the Secretary or her or his inability to act, the presiding officer shall call on the Membership to nominate one or more Members to the office of secretary for the duration of the Meeting, and, if more than one Member is nominated, shall ensure the election, by show of hands, of a secretary for the Meeting, as per §15.02(2) of the By-laws of the Society.

**Adoption of the agenda**

- 05(1) The Membership shall have the opportunity to amend the agenda of the Meeting prior to its adoption, but shall not resolve to strike any business therefrom.

**Election of Chief Returning Officer**

- 06(1) In the case of an election or If the Membership determine that a vote on a resolution, not excluding a Special Resolution, shall be taken by ballot, the presiding officer shall call on the Membership to nominate one or more Members to the office of Chief Returning Officer, and, if more than one Member is nominated, shall ensure the election, by show of hands, of a Chief Returning Officer for the Meeting.
- (2) The Chief Returning Officer shall be responsible for the tallying of all and any votes taken by ballot and for reporting the results to the Membership.
- (3) If the Chief Returning Officer is a Member of the Society in good standing, he or she shall be permitted to vote.

**Other business**

- 07(1) The presiding officer may, at her or his discretion, permit additional business to be added to the agenda following the adoption by the Membership.

**Courtesy resolutions**

- 08(1) An opportunity shall be provided for the Membership to make courtesy resolutions to thank those, such as out-going Directors, who have rendered the Society a service or otherwise undertaken something on its behalf.

**Adjournment**

- 09(1) All Meetings of the Membership of the Society shall conclude with a resolution to adjourn.
- (2) The time at which the Meeting was adjourned shall be noted in the minutes .

## E. Special Resolutions

- 01(1) This Standing Rule shall apply both to General Meetings and to the Annual General Meeting.
- 02(1) Save for incidental emendation, a Special Resolution shall not be open to amendment.
- (2) In the case of a Special Resolution regarding the adoption of a document, the document itself shall not be subject to amendment.

## F. Reports at General Meetings, including the Annual General Meeting

- 01(1) The name of the seconder of the motion to accept a given report need not be noted in the minutes.
- (2) There shall be no amendments to the report.
- (3) Discussion regarding reports, including any questions and concerns regarding them, shall be noted in the minutes.

## G. Annual General Meetings

### **Minutes from the previous year's Annual General Meeting**

- 01(1) The name of the seconder of the motion to accept the minutes from the previous year's Annual General Meeting need not be noted in the minutes.
- (2) There shall be no amendment to the minutes.
- (3) Discussion regarding the minutes of the previous year's Annual General Meeting, including any questions and concerns regarding them, shall be noted in the minutes.

### **Election of Directors**

#### **Nominations submitted to the agenda**

- 02(1) The names of nominees submitted to the agenda shall be listed therein according to whether the candidate is a Student, a Member of the Station, a member of the University (whether of faculty or of the administration), or a member of the community.

#### **Nominations from the floor**

- (2) Nominations from the floor may be accepted at the discretion of the presiding officer if not previously or otherwise determined by the Board.

#### **Speeches and questions**

- 03(1) Speeches from individual candidates shall be no more than three (3) minutes in

length.

- (2) Members shall be permitted to ask questions of individual candidates, who shall have one (1) minute in which to respond, after which the presiding officer shall permit other candidates 30 seconds, each, in which to respond.

**Voting procedures**

- 04(1) Prior to the beginning of voting, the presiding officer shall indicate voting procedures, including
  - (a) how many Directors are to be elected;
  - (b) from which of the four groups a Director must be elected in order to ensure proper representation;
  - (c) for how many candidates any given Member can cast votes;
  - (d) whether, if the vote is by ballot, it is by prepared ballot or by the writing of names;
  - (e) the period of time Members have in which to cast their votes; *and*
  - (f) how ballots are to be collected and tallied.

**Voting**

- 05(1) Once the voting period has come to its conclusion, the ballots shall be collected by the Executive Director, who shall scrutinise the work of the Chief Returning Officer in tallying the ballots.

**Resolution to ratify the results of the election and to destroy the ballots**

- 06(1) Once the announcement of results has been made, the presiding officer shall call for a resolution to ratify the results of the election and to destroy the ballots.
- (2) If the resolution is defeated, the presiding officer shall order a recount and shall call on the Membership to nominate one or more Members to serve as an additional scrutineer, and, if more than one Member is nominated, shall ensure the election, by show of hands, of an additional scrutineer who shall, along with the Executive Director, scrutinise the work of the Chief Returning Officer in retallying the ballots.
- 07(1) If the announcement of results upon a retallying of ballots is identical to that of the original tally, the results of the election shall be considered ratified and the presiding officer shall call for a resolution to destroy the ballots.
- (2) If the announcement of results upon a re-tallying of ballot differs from that of the original tally, the presiding officer shall again call for a resolution to ratify the results of the election and to destroy the ballots.
- (3) If the resolution is defeated, the presiding officer shall order a recount, as per Standing Rule SR 3-G.06(2), but another Member shall serve as scrutineer.
- 08(1) Ballots shall be destroyed by tearing into at least three pieces and shall be

disposed of at the discretion of the Chief Returning Officer.

**Election of the President**

- 09(1) The Standing Rules applying to the election of Directors shall, *mutatis mutandis*, apply to that of the President.

**H. Other elections**

- 01(1) If the Board determine or are directed by the Membership to hold elections, including, but not limited to, the election of Directors, at a meeting other than the Annual General Meeting, paragraphs 02–08 of Standing Rule SR 3-G shall, *mutatis mutandis*, apply to those elections.



#### IV. Emergency Standing Rules

##### ESR 2006-001 Rescheduling of the 2006 Annual General Meeting

- 01(1) As per Resolution 2005/6-012, passed at a duly called and convened Meeting of the Board of Directors held on Sunday, 10 September 2006, the 2006 Annual General Meeting of the CKXU Radio Society shall be held at a date and time between 11 October 2006 and 17 October 2006.
- (2) As per Resolution 2005/6-013, passed at the same Meeting of the Board, the 2006 Annual General Meeting shall be called for 6:00 P.M. on Sunday, 15 October 2006, and shall convene at a place on the Lethbridge campus of the University of Lethbridge yet to be determined.
- (3) The place at which the 2006 Annual General Meeting shall convene shall be announced with the announcement
- (a) of this Emergency Standing Rule; *and*
  - (b) of the 2006 Annual General Meeting.
- 02(1) This Emergency Standing Rule shall be effective until the fulfilment of its conditions or until the adjournment of the 2006 Annual General Meeting, whichever comes later.