

**Article V**  
**Attendance and Removal of Council members**

- 5.1** Section 3.10 of the Mount Saint Vincent Students' Union Constitution indicates that a Councilor may not miss three (3) consecutive Council meetings or five (5) meetings in total without approval from the Students' Representative Council.
- 5.2** Therefore, consistent with section 3.10 of the Mount Saint Vincent Students' Union Constitution, the Students' Representative Council enacts the following regulations;
- (a) The Recording Secretary shall maintain a record of attendance for all Council members and shall submit this record to the Executive Vice President every two (2) weeks.
  - (b) The Executive Vice President shall maintain a listing of absences based on the record of attendance submitted by the Recording Secretary.
  - (c) When a MSVU SU SRC member has missed two (2) consecutive Council meetings or had missed a total of four (4) meetings in total, the Executive Vice President shall meet with the member involved and remind them of their number of absences. In addition the Executive Vice President shall remind the member that any further absences shall result in a motion to the Mount Saint Vincent Students' Union Students' Representative Council declaring the seat vacant, consistent with the procedures in sections 3.11 and 3.12 of the MSVU SU Constitution.
  - (d) Following this meeting, as stated in section 6.2c, the Executive Vice President shall send to the member involved a letter, summarizing the conversation held and outlining the procedures in section 3.11 and 3.12 of the MSVU SU Constitution. The Executive Vice President shall retain a copy for their confidential files.
  - (e) All discussion and correspondence held between the Executive Vice President and the Council member involved will be confidential.
- 5.3** If, after the Executive Vice President meets with an offending Council member, said Council member misses an additional meeting, the Executive Vice President shall bring forward a motion to remove the member and to declare the member's seat vacant.
- 5.4** Any motion to remove a Council member must be sent, in writing, to the member involved. The member involved must RECEIVE this motion one week prior to the vote on removal from office, in accordance with section 3.12 of the MSVU SU Constitution.
- 5.5** The motion to remove must be submitted to the Speaker, in writing at least one week before the vote to remove the member from office is held, in accordance with section 3.12 of the MSVU SU Constitution.
- 5.6** This policy shall take effect immediately upon approval by the Students' Representative Council and shall remain in force until such time as this By-Law is amended or revoked by the Students' Representative Council.