
Type:	Operational	Created:	April 1996
Adopted by:	Board of Directors	Last Amended:	October 2010
Executive Responsibility:	Provincial Executive Representative	Procedure:	None

PREAMBLE:

For the purposes of this policy, meetings of the Federation shall include provincial and national general meetings, plus the annual provincial skills development weekend. The term delegate shall refer to a member registered to participate in a meeting of the Federation as a delegate or participant.

STATEMENT:

1. Minimum Delegation to General Meetings

Each delegation to a provincial and national general meeting of the Federation shall automatically include, as a minimum delegation, the Provincial Executive Representative and the Executive Director.

2. Selection of Additional General Meeting Delegates by the Board of Directors

The Board may select additional delegates to attend meetings of the Federation. In selecting additional delegates, the Board shall consider the following criteria:

- membership on the BC Executive Committee or National Executive, and experience coordinating or assisting with Federation campaigns, services and referenda;
- active involvement in local implementation of Federation campaigns and services;
- experience as a delegate at a previous national or provincial general meeting;
- ability to attend the entire meeting;
- membership in a recognized constituency group as defined in the Federation's policies, bylaws and structures; and,
- record of attendance and participation at past meetings of the Federation.

Notwithstanding the above, the Board shall attempt to send a gender-balanced delegation.

3. Selection of Additional General Meeting Delegates by the Executive Committee

The Executive Committee may select additional delegates to attend meetings of the Federation in the event that the Board fails to meet in the period between the notice of meeting and the deadline for registration. In so doing, the Executive Committee shall consult the considerations listed in Article 2 in making selections.

The Executive Committee's authority to select delegates shall be limited to two (2) additional delegates to national general meetings and four (4) additional delegates to BC general meetings.

4. Selection of Delegates to Caucus General Meetings

The Board shall select delegates to attend general meetings of Federation Caucuses.

5. Selection of Participants to Skills Development Weekend

The Executive Committee shall select participants to attend the provincial Skills Development Weekend. In the selection process, the Board shall attempt to send a balanced group of participants including both new members in need of skills and knowledge, and those experienced members of the Board and staff whom can provide advice and mentoring to newly elected members.

6. Conduct and Responsibility of Delegates and Participants

All delegates are responsible for attending each and every part of the general meeting barring illness or other reasonable impediment. Upon completion of the meeting, delegates shall provide an accounting of their activities at the meeting to the Board, not less than one month following the meeting in question. Such reports shall be as outlined in Procedure 10.06-01. Delegates found to have been unnecessarily absent from portions of the General Meeting may be required to repay a portion of the cost of their attendance and will not be granted delegate status to future meetings.

If a duly appointed delegate cancels their registration prior to the meeting they have been assigned to attend they must notify the Executive Director and Provincial Executive Representative immediately. If, as a result of the cancellation, the Students' Union receives a charge for the absence of the delegate, that charge will be billed back to the cancelling individual to a maximum of \$100 per occurrence.

If a delegate cancels her registration to a meeting of the Federation, or if a delegate is found to have missed more than 50% of a meeting to which she has been a delegate, the Board will not confer delegate status on that individual for a period of six months following the meeting in question.

Delegates found to have acted inappropriately at meetings (i.e. participated in vandalism, harassment, or displayed disruptive behaviour) will not be granted delegates status to future meetings and will be held personally responsible for any damage.

7. Assigning a Proxy to Exercise the Local 61 Vote

If no member is available or delegated to attend a Federation meeting at which voting is scheduled to occur, the Board will assign Local 61's vote to another Federation member local by proxy. The Executive Committee shall have the authority to assign the Local 61's vote in absence of a meeting of the Board.

END OF DOCUMENT

