Appendix 3: Bylaw Committee Supplemental Standing Orders

1. Process for Drafting Referendum and Plebiscite Questions

1. Chair to Assign Draftsperson
    a. For each bill that passes first reading in Students' Council, the Chair will assign a draftsperson to draft the question to appear on the ballot.
2. Draftsperson to Submit for Next Bylaw Committee Meeting
    a. The draftsperson is to have a draft question prepared for the Bylaw Committee Order Paper for the first meeting of the Bylaw Committee immediately following First Reading passage of the bill in Students' Council.
3. Invitation of Primary Proponents
    a. The chair will invite to the meeting at which the question is to be drafted the primary proponents of the question.

2. Process of Drafting Bills for First Reading

1. Determination of Bylaws with Committee Mandate Upon Which to Recommend Substantive
    a. The committee will determine prior to July which bylaws fall within its mandate under Bylaw 100 s. 17(5)(c) (i.e. those bylaws that the Bylaw Committee is mandated to make substantive recommendations on to Students' Council).
2. Committee to Assign Draftsperson
    a. Where deemed appropriate, for each bylaw identified under Standing Order 15(1), the committee will assign a draftsperson to bring forward a bill for the Bylaw Committee's consideration and potentially subsequent recommendation to Students' Council.
3. Consultation & Feedback
    a. In preparing a draft bill, the draftsperson will consult with and solicit feedback from relevant or affected parties.
4. Draft Format to Parallel Students' Council's First Reading Requirements
    a. When ready, the draftsperson will submit the bill for the Bylaw Committee Order Paper in the same format specified in the Students' Council Standing Orders for Bylaws on First Reading.
5. Recommendation of Bill to Council
    a. If approved, the bill is recommended to Students' Council for First Reading.

3. Process of Drafting Bills for Second Reading

1. Chair to Assign Draftsperson
    a. For each bill that passes first reading in Students' Council, the Chair will assign a draftsperson to draft amendments to the bylaws.
2. Draftsperson to Submit for Next Bylaw Committee Meeting
    a. The draftsperson is to have the draft legislation prepared for the Bylaw Committee Order Paper for the first meeting of the bylaw committee immediately following First Reading passage of the bill in Students' Council.
3. Consideration of Recommendation "That Council Reconsider First Reading"
    a. Prior to consideration of the draft legislation, the committee will consider under Students' Council Standing Order 15(3)(a)(iv) whether or not to recommend to Students' Council that it reconsider whether the bill should be read a first time.
4. Formulation of Principles to Accompany Recommendation "That Council Reconsider First Reading"
    a. Where it is decided to recommend to Students' Council that Council reconsider whether the bill should be read a first time, the committee will provide suggested principles for Council to consider.
5. Review of Draft Legislation for Compliance with First Reading Principles & Editorial Amendments

    a. Where it is decided simply to recommend draft legislation in accordance with the principles passed on first reading, the committee will:
        i. Ensure that each principle is reflected in the draft legislation,
        ii. Ensure that the draft legislation does not exceed the principles approved in first reading, and
        iii. Review the entire bylaw for any editorial changes that is appropriate to make.

4. Process for Drafting Editorial Amendments to Bylaw

1. Process for Drafting Editorial Amendments to Bylaw
    a. The Bylaw Committee will conduct an annual review of each bylaw for editorial updates that do not alter the substantive meaning of the bylaws.
2. Committee to Assign Draftsperson
    a. Prior to July, the Bylaw Committee will assign a draftsperson(s) to review each bylaw and assign a date by which the review is to be completed.
3. Consultation & Feedback
    a. In reviewing a bylaw, the draftsperson will consult with and solicit feedback from sources that would be familiar with or affected by the bylaw under review.
4. Draft Format to Parallel Students' Council's Second Reading Requirements
    a. When ready, the draftsperson will submit the proposed legislation for the Bylaw Committee Order paper in the same format specified in the Council Standing Orders for Bylaws on Second Reading.

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