

Resident Council By-Laws

1) Introduction and Council Positions

- a) These bylaws are meant to guide the Resident Council in their weekly duties as representatives of the MSH resident population. As such they provide procedural guidelines for weekly meetings. They also provide guidance for elections, termination of Council members and other Council policies.
- b) General Council – there shall be at least one representative from each unit including the Transitional Care Unit (TCU). Any of these general representatives may also hold the position of Council Officer.
 - i) Council Reps are elected by a majority of ward votes.
 - ii) Council Reps lose their representative privileges if they are discharged from MSH or impeached.
 - iii) If a Council Rep is discharged from MSH and is subsequently readmitted, he/she must be re-elected to the Council if he/she wants to serve as a Council Rep.
 - iv) Upon election each Council Rep may appoint an alternate for his/her unit or team to represent the unit in case of the appointed Council Rep's excused absence. Whenever the alternative attends a meeting, that alternative rep has all the rights and privileges of the excused Council Rep for purposes of that meeting only.
- c) A Rep may hold his/her position for one year. At the end of the year term, the Rep may run for re-election by a majority of the ward votes.
- d) The Council shall have four officers. Each officer shall be voted in by a majority vote of Council Reps at a regularly scheduled meeting, and each person shall be eligible to hold the officer position for up to one year. At the end of the year, each officer may re-run for the position. No Council Rep may hold an officer position for more than two consecutive terms.

- e) Members are expected to sign a contract that delineates Council expectations during their first Council meeting as a representative, and by signing said contract, the Council member is making a commitment to be a role model for their peers.
- 2) There shall be four officer positions:
- a) President – is the Rep for the Council, but may delegate Rep duties
 - i) The President also conducts meetings according to informal parliamentary procedures.
 - ii) The President generally sets the agenda for the regularly scheduled meetings, calls special meetings (although these can be called by a majority agreement of the general Council) and officially starts and ends the meetings.
 - iii) The President may also delegate tasks to any other willing Council Rep.
 - b) Vice President – The Vice President is the administrative assistant to the President and is the Council’s leader in the absence of the President. The Vice President has the power to call a special/emergency meeting.
 - c) Secretary – The Secretary is in charge of keeping accurate Council records.
 - i) One prime function is to keep notes/minutes of each regularly scheduled meeting. This includes the duty to edit and distribute minutes.
 - d) Treasurer – If, in the event that the general Council receives any form of funding, there shall be a position.
 - i) The Treasurer shall be in charge with overseeing the council’s budget, and reporting to the Council on any treasury activity and the status of the Council’s account.
 - ii) At no time will the Council account go below \$2,000.

3) Council Meetings

- a) Regularly scheduled meetings
 - i) Meetings of the Council are to be held weekly at an agreed upon time. The Council will conduct weekly business at these meetings.
 - ii) Regular participation is expected by each Council member at these weekly meetings. If a Council member is unable to attend a meeting, he/she is expected to notify the person in charge of the Council meetings and appoint an alternate from the same ward/unit to attend the missed meeting.
- b) Special/Emergency meetings
 - i) These meetings may be called in addition to the regular Council meetings. The President, Vice President and/or a majority of the Council members may call a special/emergency meeting.
- 4) Council conduct and Council business
 - a) A quorum (defined as the minimum number of reps present in order to vote on an issue) is met when at least the majority of the elected reps are present. If the attending reps are too few to meet the requirements for a quorum, the meeting may still occur at the discretion of those Council members present – however, the Council cannot vote on any official business.
 - b) Most issues, unless otherwise specified, are decided by a simple majority vote of the Reps that are present.
 - c) The voting process is initiated by the President (or Vice President in the President's absence).
 - d) If there is a tie vote on an issue requiring a majority, the vote will be held over until the next regularly scheduled meeting. This will give Reps time to gather more information on the issue. If there is a tie vote at the next meeting, it may continue to be held over for a subsequent meeting. If, however, the issue requires a resolution, the attending MSH faculty member will cast any tie breaking vote.

- e) Any Rep may request for a vote taken on an issue to be “silent.” A silent vote may be initiated where each Rep will be asked to write yes or no on a slip of paper to be read out loud by the President. There shall be no names attached to the slips of paper and any Rep will have the ability to read the entire set of slips to verify the count.
 - f) Officer positions will be voted on by the Council Reps after nominations are made. Reps may nominate themselves. If no one is nominated for a position, the Council will accept volunteers from the Council to temporarily fill the positions until such time as someone is nominated, accepts, and is duly elected.
 - g) Officers are elected by a simple majority vote of Council Reps.
 - h) When voting in an officer, if there are three or more candidates, the candidate with the most votes takes the officer’s position. A majority is not needed.
 - i) Reps are elected by a majority of ward votes.
- 5) Dismissal from Council or position
- a) Officers may be removed from office by a majority vote of Council Reps. If dismissed from office, the rep may still continue to represent their ward, and a new officer must be elected.
 - b) Reps may be removed from the Council by a majority ward vote. If that rep is also an officer, that rep loses their status as both an officer and a rep.
 - c) Three unexcused absences in a row automatically qualify a Council Rep for a vote to dismiss by the Council. Upon the third unexcused absence, the Council must vote whether to dismiss the rep.
 - d) The Resident Council staff advisors may step in and remove a Resident Council Rep immediately if that Rep’s behavior poses an immediate threat to himself or others or they cause a disturbance which disrupts a Council activity.

e) Should a Council member violate the contractual agreement they signed, the expectation is that said Council member takes responsibility to resign his or her duties as a representative of their unit. If that member does not resign on their own accord, the Council staff representatives will step in and let that member know that they are not welcome on the Council anymore.