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Type:	Operations	Created:	July 2024
Adopted By:	Board of Directors	Last Amended:	
Executive Responsibility:	Executive Director	Procedure:	

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### Section 1. Purpose and Description

The purpose of this policy is to establish guidelines for the conduct, attendance, and selection of delegates representing the Students' Union at external meetings, conferences, and Federation events. This ensures that delegates uphold the Union's integrity and participate effectively and responsibly.

### Section 2. Conduct and Attendance

- 2.1 Delegates/attendees must always conduct themselves professionally during sessions or workshops.
- 2.2 Delegates should endeavor to attend all scheduled activities, sessions, and workshops for which they are scheduled, remembering that they are attending these events on behalf of members of the Union. If a board member is unable to attend a scheduled activity, session, or workshop they should let a staff person know.
- 2.3 Delegates/attendees found to have acted inappropriately at meetings (e.g., participation in vandalism, harassment, or disruptive behavior) may be barred from future delegate status and may be held personally responsible for any damages incurred at the discretion of the Board of Directors.

### Section 3. Selection of Delegates to BC Federation of Students' General Meetings (BCFS AGM)

- 3.1 The Union will endeavor to send at least two delegates to each BCFS AGM, with preference being given to the Federation Executive Committee Representative and 1 staff person as support.
- 3.2 Additional delegates to BCFS general meetings shall be chosen by the Board of Directors with preference being given to directors who meet the following criteria:
  - i. Holding positions or portfolios whose responsibilities include Federation campaigns or services.
  - ii. Have been actively involved in the implementation of Federation campaigns and services.

iii. Have attended at least 50% of the board meetings held within the last 2 months or 60 days.

3.3 The Board may consider sending additional staff persons to support Board members.

3.4 No more than 8 delegates may be sent to any BCFS AGM.

#### **Section 4. Selection of Participants to Skills Development Symposium**

4.1 The board shall select participants to attend the BCFS Skills Development Weekend. The selection process aims to send a balanced group, including both new members needing skills and knowledge, and experienced Board of Directors and staff members who can provide advice and mentoring to newly elected members. Delegates will be chosen by the board of directors with preference being given to members who meet the following criteria:

iv. If a Director, they have expressed the intent to run again in the next Board of Directors election. If a member is interested in participating they must have expressed interest in running in the next Board of Directors election.

v. Has not previously attended a Skill Symposium.

vi. Directors who have actively participated in board meetings and have attended at least 60% of the board meetings held in the previous 3 months or 90 days.

vii. Directors demonstrating active involvement in planning and/or implementation of campaigns and events held on campus.