



fauw

Faculty Association of
the University of Waterloo

Meetings of the Membership Policy

This is a Class M Policy.

Meeting Format

All meetings of the membership shall be conducted either in a hybrid format (i.e., both in-person and online options) or entirely online. The Board of Directors shall determine the format for each meeting.

Agendas and Notice

Notice of meeting, including the time, location, format, and the agenda of all meetings shall be circulated not less than 7 calendar days in advance of the meeting. The normal meeting length shall be 2 hours. Meetings must be held on regular business days of the University and must have start and end times that fall inside regular business hours.

The agenda for each General Meeting of the members shall be determined by the Board of Directors. Directors will endeavour to set the agenda to minimize lengthy verbal reports and prioritize discussion of motions and time for other business.

At the December General Meeting:

- the audited financial statements shall be presented
- members will vote on the appointment of the auditor for the following fiscal year
- the results of the presidential election shall be announced

At the April General Meeting:

- the draft budget for the fiscal year shall be presented for a vote by the Membership
- the results of the Board election shall be announced

In the case of a Special Meeting called via petition (see Constitution Article 8), at a Special Meeting, the agenda shall be set by the Board, but:

- in the case of a special meeting called by petition, the agenda must prioritize the petitioned items of business;
- in the case of a special meeting called by the Board of Directors, the agenda must prioritize the items of business determined by the Board.



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Motions, Order, and Voting

Meetings of the members shall follow the most recent edition of Robert's Rules of Order.

Votes during meetings will be taken via electronic ballot.

The Chair

The Chair (as defined in Article 10 of the Constitution) may, at their discretion, select a Parliamentarian to assist with ensuring meetings follow proper procedures.

Parliamentarians are expected to be individuals with demonstrated expertise in this area.

Should the Chair not be able to fulfill the function, such as in cases of Conflict of Interest, the Board may appoint an alternate Chair for the meeting.

Other Meetings

This policy is meant to cover official Meetings of the Members. FAUW may host other informal meetings, town-halls, FAUWside Chats or other similar meetings that are not official Meetings of the Members. In these other informal meetings, no FAUW business can be conducted, no motions can be presented or debated on, and no votes can be taken. These informal meetings are be organized at the discretion of the Board and they will be conducted at the discretion of the presenters.

Approved by the FAUW Board of Directors September 3, 2026

Policy Version Control

Approval Date	Summary of Changes	Approving Body
September 3, 2026	New Policy	FAUW Board of Directors