



LSS Clerk Regulations

Adopted on November 6th 2023

Amended on N/A

PART I: DEFINITIONS

1. This regulation adopts all definitions laid out in the the Constitution of the Law Students' Society at the University of British Columbia (the "**LSS Constitution**").
2. "**Councils and Committees**" means LSS bodies and includes but is not limited to the LSS Executive, Academic Council, Social Council, Equity and Diversity Committee, Finance Committee, Wellness Committee, Graduation Committee, Election Appeals Committee, or any other councils or committees under the LSS, including ad-hoc committees.
3. "**LSS Official**" means any member of the LSS Executive, Social Council, Academic Council or associated Committee.
4. "**Clerk**" or "**Clerks**" means LSS Clerks appointed by the President according to Section 16.

PART II: PURPOSE

5. This regulation establishes the role of LSS Clerks, whose purpose is to assist with administrative, archival, and historical needs of the LSS and its elected student representatives.

PART III: MATTERS AND PROCEDURES

Role and Responsibilities

6. Subject to Section 8. a., Clerks shall report to the President.
7. Clerks shall be responsible for the following:
 - a. Attend meetings held by Councils and Committees to take minutes and provide other administrative support related to the meetings;
 - b. Assist the Chairs of Councils and Committees in scheduling and arranging spaces for meetings, including virtual and hybrid meetings;
 - c. Assist LSS Officials in booking event venues within Allard Hall or within the AMS Nest or other venues owned by the AMS;
 - d. Assist the Chairs in filling any vacancies on LSS, including the Clerk positions, by advertising the position and soliciting applications or nominations;
 - e. Archive approved public and *in camera* meeting minutes in the appropriate manner;

- f. Ensure effective transitions of roles through managing transition memos and transition meetings;
 - g. Organize mandatory summer and fall training sessions for newly elected LSS Officials;
 - h. Manage and maintain the LSS Community Room, Office, Clubs Room and Storage Room;
 - i. Familiarize themselves with the LSS Constitution and other governing documents, as well as the basic premises of Robert's Rules of Order.
 - j. Ensure the LSS Constitution and other governing documents are up to date and in compliance with those of the AMS.
8. In addition to responsibilities mentioned in Section 7, Clerks may also assist LSS Officials in the following manner:
- a. Assist the Ombudsperson by taking notes at the Ombudsperson's meetings with parties in dispute, with consent of the party. If a Clerk is engaged in this form of assistance, the same duty of confidentiality that applies to the Ombudsperson shall apply to the Clerk, and the Clerk shall report exclusively to the Ombudsperson and not the President regarding the scope of the assistance in question;
 - b. Track and summarize actionable items arising from the minutes of the meetings held by Councils and Committees;
 - c. Draft and edit meeting agendas, with the approval of the Chair;
 - d. Draft and edit proposed revisions to LSS governing documents;
 - e. Assist LSS Officials in drafting motions to be brought before Councils and Committees;
 - f. Conduct historical research using LSS archives;
 - g. Conduct research on procedural rules governing meetings;
 - h. Undertake any other project or activity that preserves and ensures the accessibility of LSS's institutional knowledge; and
 - i. Assist the Chief Returning Officers in administering elections, subject to conflicts of interest.

Meeting Procedures and Neutrality

- 9. At least 1 (one) Clerk must be present at a meeting held by any of the Councils and Committees to provide assistance mentioned in Section 7.
- 10. Clerks are not members of the Councils and Committees they attend in order to provide assistance.
- 11. While attending any meetings of Councils and Committees, Clerks shall not hold voting rights, and may only speak on substantive matters with the leave of the Chair.
- 12. Clerks shall strive to remain neutral on substantive matters of issue in Councils and Committee meetings. However, subject to Sections 6 and 11, Clerks shall provide full, accurate, and balanced

information that may assist in Councils and Committees to arrive at informed decisions.

13. Clerks are subject to the same duties of confidentiality that may apply to LSS Officials at any meeting.

Eligibility

14. Subject to Section 15, any Member of the LSS, according to article 3 of the LSS Constitution, is eligible to apply to the President to become a Clerk during the application period if they satisfy all of the following conditions:
 - a. They currently do not hold elected or appointed LSS positions, with the exception of a Clerk position; and
 - b. They expect to be enrolled and attending school at the Peter A. Allard School of Law throughout the entire duration of their appointed term.
15. A First Year Representative may not simultaneously hold the position of Clerk.

Appointment and Term

16. The President shall appoint 2 (two) LSS Clerks, who shall serve from the beginning of October until the end of October of the following year.
17. Current LSS Clerks shall transition their role to the newly appointed LSS Clerks during the month of October.

Running in Annual General Elections

18. Current Clerks are not barred from running for an elected LSS position in the Annual General Election, as described in Article 11.1 of the LSS Constitution, of which the terms are set for the academic year following the year of their appointment as Clerks.
19. In the event that a Clerk is elected as an LSS Official in the manner described in Section 18, the Clerk must appoint and assist in the transition of a “Clerk Pro Tem,” who will continue to fulfill the responsibilities of the original Clerk until the end of the original Clerk’s term. Upon the appointment of the Clerk Pro Tem, the newly elected LSS Official in the manner described in Section 18 will cease to be a Clerk.

Applying for Appointed Positions

20. Current Clerks are not barred from applying to appointed positions on the LSS, of which the terms are set for the academic year following the year of their term as Clerks.

21. In the event that a Clerk is appointed for a position in a manner described in section 20, the Clerk must continue to fulfill their duties as Clerk for the remainder of the term as Clerk, subject to conflicts of interest arising from their new additional role.

PART IV: AMENDMENTS

22. The Executive may amend or repeal this Regulation with a majority vote of the Executive.