

Levy Council – October 2020

Trent University has a fee structure known as “Levy Fees”. These fees are created through student referendum in conjunction with the Trent Central Student Association (TCSA) board elections. They can only be altered or eliminated through the same referendum process.

There are currently 46 groups collecting 48 unique fees. The groups receiving these fees include university services, incorporated not-for-profit or charitable organizations and ad-hoc (nonincorporated) student initiatives. Groups and fees are outlined on the TCSA’s website (www.trentcentral.ca).

In the spring of 2018 the TCSA posed the following referendum question that passed

“Do you support the creation of a Special Committee on Levies to create a comprehensive levy policy to be presented for inclusion in a TCSA Student Referendum in Spring 2019?”

Purpose:

The Purpose of the Levy Council is to maintain the procedures and practices of the Trent Peterborough Levy Undergraduate Council.

Membership & Voting:

- Each group that receives a levy fee is entitled to one (1) vote;
- In keeping with the collegiate history of Trent University, each of the five (5) College Cabinets shall receive one (1) vote, though they share one (1) fee;
- The TCSA, while collecting seven (7) unique fees, shall hold only one (1) vote;
- A group may, in writing and with 24 hours’ notice to the Chair, give their vote to another group if they cannot attend a meeting. The letter/e-mail should clearly outline the date/duration of the proxy vote. In this case, one (1) person may hold more than one (1) vote;
- Groups shall notify the committee in writing which person(s) will regularly act as their representative and give notice to the Chair if their usual representative will be replaced by someone else.

Chair:

- A Committee Chair shall be appointed by the committee and can be changed;
- In the case of a rotating Chair, the Chair for the next meeting shall be selected at the previous meeting; • If a rotating Chair is usually a voting member, they will endeavor to find a replacement from their organization to hold that vote. Otherwise, they will only vote in the case of a tie;
- The Chair shall be responsible for facilitating thorough discussion while keeping the meeting to the appointed agenda and timeline;
- The Chair shall also be responsible for sending adequate notice of each meeting (including location and agenda), booking space for the meeting, ensuring that notes are taken and distributed at each meeting.

Quorum:

- Quorum for meetings shall constitute at least fifteen (15) votes;
- Decisions at meetings shall be by simple majority (50% +1) of votes present;
- Any draft policy or terms of reference must be approved by a super majority (2/3) of votes present;
- Votes include members in attendance and proxies;
- Meetings without quorum may continue discussion only. Any decisions must be held as non-binding recommendations only, until the next properly constituted meeting can ratify them. Minutes will be taken and circulated regardless of quorum.

Meetings:

- The date, location and agenda of each meeting shall be set at the previous meeting;
- Meeting shall be discussion based and strive for consensus with decisions ratified by a vote;
- Notes from each meeting (including the date of the next meeting) shall be sent within one week;
- The Chair shall be responsible for sending a reminder of each meeting with the agenda and related documents one week in advance;

- Members shall confirm attendance or send regrets within two (2) business days of that notice;
 - Meetings should occur 4 times within an Calendar year.
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- Whenever possible, meetings should be held in a central location that is wheelchair accessible;
 - With enough notice and contingent on available technology, members can attend via teleconference;
 - Meetings shall be open to all interested students and community members who can participate in discussion without a vote.