Council Administration Committee

Handbook

UNIVERSITY OF ALBERTA
STUDENTS' UNION

DISCOVER
GOVERNANCE

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Where this transition manual deviates from Standing Orders or Bylaw, the Standing Orders or Bylaw will be taken as correct. You should always read them in addition to this manual in case information in the manual has become out-of-date.

What is Council Administration Committee?

The Council Administration Committee handles certain administrative needs of Council. Most of the basic needs, like putting together Order Papers, getting Votes and Proceedings online, or ordering food for meetings, are handled by a hired administrative assistant or the Speaker. However, some of the more in-depth administrative needs should really be handled by elected representatives, and that's where CAC comes in.

CAC's duties are outlined in its Standing Orders and in Bylaw, and they're summarized here so they'll be more readily accessible to you:

Make recommendations to Students' Council on the structure of Council and its Standing Committees.

Changes to structure mostly means changes to the decision-making process. It includes adding, removing, or combining committees, changing the number of seats in Council, or other such structural items. If you're ever short on work to do as a committee, you can consider doing a review of the Council and Committee structure. Even if you find that everything is running fine as it is and don't make any changes, it doesn't hurt to have it reconsidered and reported on once in a while.

Oversee the Speaker and Chief Returning Officer.

The Elections office is mostly self-sufficient, and you don't have to do a lot in the way of management of its staff. They do report to CAC, however, and as Chair it's your responsibility to keep an eye on the CRO and ensure everything is running smoothly. Consider requiring the CRO to attend CAC meetings or send in a report on what they've been working on, so you can stay on top of it more easily.

The Speaker is also mostly self-sufficient, but if there's ever a problem with the conduct of the Speaker, it's CAC's job to deal with it. If CAC needs help in dealing with such problems, they can get advice and support from Discover Governance or the General Manager.

Oversee the progress of Students' Council legislative agenda.

Make sure Council is running smoothly and things aren't falling through the cracks. It wouldn't hurt to keep a list or spreadsheet of everything Council and its committees are working on, and tracking where those things are in the governance process. You can also facilitate regular Council strategic planning sessions, or ask DG to help you do so.

Recommend a candidate for Chief Returning Officer.

Discover Governance handles the administration of the hiring process, including getting ads out, collecting applications, organizing the hiring committee, booking interview times and places, providing materials to the hiring committee, and contacting candidates. However, it doesn't hurt for CAC to be aware of hiring timelines and to make sure DG is on top of it. The CAC Chair sits as a non-voting member on the hiring committee, attending interviews and recommending the final candidate chosen by the committee to Students' Council. CAC also appoints the Deputy Returning Officer(s) via a hiring committee. The DRO decision does not need to go through Council.

Responsible for funds designated for Council Outreach.

Council has a small budget it can use for Council jacket orders, coffees with constituents, tabling at Week of Welcome events, and any other initiatives it does to reach out to members. All expenses must be approved at the Committee and forwarded to Discover Governance before they can be made.

Council Administration Committee Annual Timeline

Spring/Summer

May	June
• Create a strategic plan for CAC	• Collect a list of the goals made by Council committees so you can track them throughout the year.

July	August
• The CRO should have set a by-election date and created draft nomination packages by the end of the month. • Order Council jackets.	• Check the progress of Council committee goals. • Make sure Council is ready to participate in Week of Welcome and other orientation events.

Fall

September	October
• Make sure the CRO has released the by-election nomination packages.	

November	December
• The CRO should have officially called the March General Election dates by the end of the month.	• Check the progress of Council committee goals.

Winter

January	February
	• General election nomination packages should be available by now.

March	April
• Check the progress of Council committee goals.	• Recommend a candidate for CRO before the last meeting in April. • Prepare transition documents for the next CAC Chair.

Staff of Council

Speaker

Hiring

The Speaker is hired at the start-up meeting of Students' Council, in April. Discover Governance will put out a call for applications in mid-March. Contact them if this doesn't happen on time.

At the start-up meeting, DG will distribute numbered packages of applications that were submitted, and will pick them up again to have them shredded when the Speaker has been chosen. Council will move in-camera, and applicants will be called into the room one by one to give a short speech and answer questions from Council. At the end of all the speeches, Council will vote by secret ballot on who they want to be the Speaker. Votes should be cast and counted using preferential voting.

This process will be resided over by the outgoing Speaker, or, if they are running again or unavailable, the longest-serving member of Council present. Once voted in, the new Speaker will start immediately, and chair the remainder of the meeting. They will remain in the position until the next start-up meeting, until they resign, or until removed from the position by Council.

Oversight

CAC doesn't directly oversee the Speaker. However, as Deputy Speaker the CAC Chair can play an important role in mediation and informal disciplinary talks should it become necessary.

The primary oversight mechanism for Council with the Speaker is challenging Speaker rulings during a Council meeting. Any member of Council can challenge a ruling or decision of the Speaker by putting forward a motion to do so. The Speaker gets the floor first to defend their decision. After that, debate carries on as with any other motion, until it is put to a simple majority vote. This is most often used to appeal a ruling on a point.

The other oversight mechanism Council has is dismissal of the Speaker, which can be found in Bylaw 100 Section 8. This is brought to Council as a motion under General Orders on the Order Paper, and requires a simple majority vote to pass. Council may wish to move in-camera for such a discussion.

Deputy Returning Officer

Hiring

The DRO is hired by a committee of two DIE Board Tribunes, the CRO (who only votes to break a tie between the Tribunes), and the CAC Chair as a non-voting member. The DRO does not require further ratification. This entire process is initiated by the CRO and administered by DG.

Oversight

The CRO oversees the DRO, but CAC has the ability to dismiss a DRO with a simple majority vote.

Chief Returning Officer

Hiring

The CRO is hired by a committee of two DIE Board Tribunes, the outgoing CRO (who only votes to break a tie between the Tribunes), and the CAC Chair as a non-voting member. Once chosen, the CRO must be ratified by Council before the end of Council's term. This entire process, from the advertisement of the position to the ratification at Council, is administered by DG. Contact them if any step of the process does not seem to be happening on time.

Oversight

CAC doesn't directly oversee the CRO. However, the CAC Chair can play an important role in reporting reminders, mediation, and informal disciplinary talks should it become necessary.

The primary method of oversight for Council is their ability to dismiss the CRO, which can be found in Bylaw 2100, Section 9. Dismissal is done through a motion to the General Orders of the Order Papers, and requires a 2/3 majority at two Council meetings to pass.

Reporting

The CRO is expected to give a number of reports to Council throughout the year. The CAC Chair can be a valuable resource to Council and the CRO in reminding the CRO to complete reports and following up with them if it hasn't been done on time.

Advertisement and Elections Strategy

The CRO must provide and present a report to Council that includes a plan to advertise in publications and communicate with Faculty and Departmental Associations, communicate with U of A staff, the proposed timeline for elections, the budget of the advertisement strategy, and the number of available Council and GFC seats.

This report must be released twice in a year, once before August 15, and again at least thirty days before the General election.

Election Reports

The CRO should be submitting a report after each election that summarizes how the election went and who got elected. This report is not mandatory under bylaw, but is important nonetheless.

Year-End Report

The CRO must submit a final report to Council outlining activities of elections staff over the year, recommendations for the next year, statements from all elections staff, recommended changes to elections bylaws, and the elections budget. If such a report is not submitted before April 30, the final payment to the CRO will be withheld.

Council Oversight

Standing Orders

CAC is mandated to oversee the Standing Orders of Students' Council, as it is much easier to debate the details of changes with a smaller committee than it is with the entire Council. At minimum, CAC should review the Standing Orders at the beginning of each year to ensure that Council will be working as it should in the coming year, and should check the online version at the end of each year to ensure that all changes made throughout the year have been accurately reflected there.

Should CAC make any changes to Standing Orders, they must be sent to Council for review and ratification before they can be implemented. If changes are made to Council Standing Orders, please inform Discover Governance so they can make the necessary changes to the online documents.

Committee Oversight

CAC is mandated with overseeing the legislative agenda of Council, and since much of this agenda is carried out at the committee level, it's a good idea to keep an eye on what committees are doing.

CAC can also make recommendations on the structure of Council and its committees, so CAC should be reviewing the Standing Orders and work of the committees regularly to ensure the work of Council is still running smoothly, and to determine if changes are necessary.

At minimum, CAC must review the progress of Standing Committees in June, August, December, and March. This is to ensure that the Committees are meeting, following their mandate, and completing the work that needs to be done. For a good idea of the kind of work that each committee should be completing, see the timelines in each committee's manual.

Council Outreach

Council has a budget for appreciation and outreach, and CAC is responsible for managing it.

Jacket Orders

The primary appreciation expenditure CAC makes is to order jackets for any Councillor who wants one. The jacket typically says "Students' Council" and the year on one sleeve, and the Councillor's name and faculty on the other, with the SU flame somewhere on the garment.

In the past, Councillors were responsible for paying a small amount into the cost of the jacket, usually $20 each. However, for the past couple of years CAC has made the jackets free for all Councillors.

Jackets are ordered through SUB Mart, with the help of Elizabeth Johnson. She will provide a catalogue of garments that can be chosen from, and CAC will usually choose the garment depending on the total cost and the style that Councillors want. Once the garment is chosen, the CAC Chair will work with Elizabeth to get trial garments for Councillors to try on, and to fill the order.

This should be completed by the end of July so that the jackets arrive in time for Councillors to wear them during Orientation and Week of Welcome.

Week of Welcome

TAWOW

Tawow is a special orientation event for new indigenous students. Council typically books a space with them to connect with incoming indigenous students. Spaces are booked through the First Peoples' House, and typically cost around $400. Be sure to factor that in to the Council outreach budget, and to have printed materials and/or swag ready to go before the last week of August.

Planning for TAWOW should be complete by the end of July so that there is time to send materials through SU marketing, order any swag Council may want to bring, sign up Councillors to attend, and prepare a cheque to pay for the spot.

Planning and payment should be facilitated by the CAC Chair. The cheque can be ordered through Discover Governance. In order to prepare a cheque, DG will need a copy of the invoice from First Peoples' House and at least one week to process the request.

Clubs Fair

Council usually has a table in Clubs Fair during Orientation. This should be booked early in the summer through Student Group Services. Council may wish to order a banner or buy a table cloth for their table, as well as prepare printed materials or order swag to hand out.

The CAC Chair can work with DG and/or the SU Marketing team to prepare or obtain these materials. They should also coordinate Councillors to supervise the table and answer any questions students might have about Council.

Week of Welcome Events

Councillors should attend as many Week of Welcome events as they can, preferably wearing their jackets, as it is a great time for Council to connect with the campus community. CAC can be a valuable facilitator in encouraging Councillor engagement with Week of Welcome.

Other Outreach

Any money left over after ordering appreciation items for Councillors and paying for Week of Welcome materials can go towards other outreach activities. Such activities in the past have included town halls and coffee vouchers so that Councillors can meet with constituents.

Tips For The Chair

Duties of the Chair

Generally, your duties as the Chair involve making sure that the duties of CAC are fulfilled. This can mean handling them yourself, delegating them to other Councillors or SU staff, or facilitating the entire committee in carrying them out, depending on the situation. However you get things done, everything should be discussed and approved at CAC first.

In addition to making sure CAC fulfills its mandate, the CAC Chair also has some more specific duties outlined under the Standing Orders:

1. Preside over debate at meetings of CAC.
2. Submit reports to Students' Council.
3. Ensure there is an agenda for each meeting.
4. Work with Speaker and SU staff to ensure the logistical needs of CAC are met.
5. Maintain the Standing Orders.
6. Sit as a non-voting member on the hiring committees for CRO and DRO.
7. Act as deputy Speaker, and Chair meetings of Council if the Speaker cannot attend.

Being a Chair can be stressful and time-consuming, so don't be afraid to ask for support from SU administrative staff, Discover Governance, fellow Councillors, or SU Executives.

So, you've just become CAC Chair...

If you're starting at the beginning of the year, your first meeting as Chair should include some kind of strategic planning and goal-setting session to keep the Committee on track during the year. Your plan/goals should reflect your mandate, the broader goals of Council, and the SU's strategic plan. Your first meeting as Chair should also include a review of the current Standing Orders and mandate. This is to make sure everyone has read and understood them.

If you've taken this position in the middle of the year, you should read the Standing Orders to better understand the committee and check up on the following:

1. Does CAC have a strategic plan for the year and, if so, what is its progress? If it doesn't, consider creating one at your first meeting as Chair.
2. When was CAC's last progress check on the activities of Council and its Committees? Does one need to be done?
3. Who is your recording secretary, and have all minutes been received, approved, and updated on the committee page of the SU website? Discover Governance should be able to help you with this.
4. Has CAC missed any important deadlines, and have all time-sensitive duties of CAC been fulfilled up to the current date? Check the timeline for important dates and deadlines.
5. What projects has CAC been working on, and what's its progress so far? Ask other committee members, or check past meeting minutes.

Other Tips

Ensure your agenda is strategic.

Know areas that need to have more discussion, and which are contentious. Usually you want to deal with the less important items first.

Put tentative times by each item.

That way every one knows how much time they have to formulate their ideas.

Always go into the meeting with an outcome or goal in mind.

Have a plan to ensure that the committee will have resolved X, formed a group to discuss Y, etc. Having a focused approach keeps every one working. You do not need to share this with the group.

After each agenda item, summarize what was said.

It keeps members involved. It also helps keep people organized and following along with the agenda.

At the end of the meeting, summarize the key points.

This means you need to jot down notes so you can do the high level summary at the end.

Try to have action items and delegate work.

People like ownership of items and having a tangible way to contribute to the committee. Ensure they can report back their accomplishments and that the group will respect their contributions.

If there is conflict, welcome it.

This means you will get better discussion, ideas, and energy. The Chair's job is to get the best thinking out of the group.

Some members like to dominate. You have to let them have the floor, but then you have to move them off their soapbox.

You may have to interrupt or they will take over the meeting. It's okay if you're doing it with a view to moving the committee in a positive direction. Thank them, then ask if others have an opinion.

As Chair, do not take sides. Your job is to facilitate.

Make sure all sides of an issue have equal speaking time at the meeting, and do your best to keep your role as the chair and your role as a voting committee member separate.

If there is a hot issue, have a pre-meeting or post-meeting.

Your goal is to try to get more information. It's important for you to get clarity on why something is contentious and also to support members.

Roberts' Rules Of Order

Simplified Glossary

MOTION: the 'unit of business' debated by an assembly

Main Motions: must be seconded and are debatable, amendable, and reconsiderable. They are the motions to which all other motions react.

All Other Motions: There are 86 kinds of motion that can be made under Roberts' Rules of Order. They act on the business of the assembly in different ways. See the summary chart examples.

DEBATE: a structured discussion about a motion

A member must be recognized by the chair as "having the floor". They have a limited time to speak, and must stay on topic and respect decorum. Debate proceeds until the motion is put to a vote.

AMENDMENT: a formal process used to propose changes to motions

Only certain types of motions can be amended. See the summary chart for more information.

VOTE: how an assembly decides whether to support a proposed motion

When put to a vote, motions pass or fail. A motion that passes has a majority (as defined in the organization's bylaws) in favour, and is carried or adopted. A motion that fails does not have a majority in favour, and is not acted upon.

CHAIR: the person responsible for ensuring that the rules are observed

A chair may be voting or nonvoting. It is their primary responsibility to facilitate the meeting by enforcing the rules, so they must be impartial.

DECORUM: debating in a respectable and orderly manner

Debate is confined to the merits of the motion before the assembly. Members refer to one another respectfully, do not attack motives, do not interrupt, and do not speak against their own motions.

POINTS: allows a member to ask a question or interrupt debate

Point of information: a member asks a question of another member. Cannot interrupt a speaker.

Point of order: a member believes procedure is not being followed and brings it to the chair's attention. Cannot interrupt a speaker, but must be raised as soon as possible.

Point of parliamentary inquiry: a member asks a question related to procedure. Cannot interrupt a speaker.

Point of privilege: something is preventing a member from participating. Can interrupt a speaker.

Summary Chart of Important Terms

	Undebatable	Opens main question to debate	Cannot be amended	Cannot be reconsidered	Requires a 2/3 majority vote	Must be Seconded	Can interrupt a speaker
Adjourn	✓	-	✓	✓	-	✓	-
Adjourn, Fix the Time to which to	✓	-	-	-	-	✓	-
Amend	-	-	-	-	-	✓	-
Amend an Amendment	-	-	✓	-	-	✓	-
Amend the Rules	-	-	-	-	✓	✓	-
Appeal, relating to indecorum	✓	-	✓	-	-	✓	✓
Appeal, in all other areas		-	✓	-	-	✓	✓
Call to Order	✓	-	✓	-	-	-	✓
Close Debate, motion to	✓	-	-	-	✓	✓	
Commit to Refer	-	✓	-	-	-	✓	-
Extend the Limits of Debate, motion to	✓	-	-	-	✓	✓	-
Fix the Time of which to Adjourn	✓	-	-	-	-	✓	-
Continue Speaking after indecorum	✓	-	✓	-	-	✓	-
Lay on the Table	✓	-	✓	✓	-	✓	-
Limit Debate, motion to	✓	-	-	-	✓	✓	-
Objection to Consideration of a Question	✓	-	✓	-	✓	-	✓
Orders of the Day, motion for the	✓	-	✓	-	-	-	✓
Postpone to a Certain Time	✓	-	-	-	-	✓	-
Postpone Indefinately	-	✓	✓	-	-	✓	-
Previous Question	✓	-	✓	-	✓	✓	-
Priority of Business, questions relating to	✓	-	-	-	-	✓	-
Privilege, Question of	-	-	-	-	-	✓	-
Reading Papers	✓	-	✓	-	-	✓	-
Reconsider a Debatable Questions	-	✓	✓	✓	-	✓	✓
Reconsider an Undebatable Question	✓	-	✓	✓	-	✓	-
Refer (same as commit)	-	✓	-	-	-	✓	-
Rescind	-	✓	-	-	-	✓	-
Rise (in Committee equals Adjourn)	✓	-	✓	✓	-	✓	-
Special Order, to make a	-	-	-	-	✓	✓	-
Substitute (same as Amend)	-	-	-	-	-	✓	-
Suspend the Rules	✓	-	✓	✓	✓	-	-
Take from the Table	✓	-	✓	-	✓	✓	-
Take up a Question out of its Proper Order	✓	-	✓	-	✓	-	-
Withdrawal of a Motion	✓	-	✓	-	-	✓	-

In Camera FAQ

This FAQ is meant to help student representatives get a sense of the basics of navigating in-camera proceedings on elected bodies that use Roberts' Rules of Order.

What does it mean to 'go in camera?'

'In camera' is Latin for "in chambers," and it means to go into a confidential or secret session. Whatever is discussed cannot leave the room.

How do you make a meeting go in camera?

A motion to go in camera is undebatable, is in order as long as you don't interrupt someone who already has the floor, and requires a simple majority to pass. To go out of camera is the same motion except that you move out of camera instead of into it.

What, exactly, is covered by the confidentiality of in camera proceedings?

Every single thing that happened in the meeting after you moved in camera is confidential. This often includes the topic of the discussion itself, and always includes every thing that every person in the room said. For groups that don't automatically make motions public, it also includes the text of motions and the results of votes.

What in camera doesn't cover:

- Things that were already public.
  For example, if you discussed the results of the 1967 World Series while in camera, the fact that the Red Sox lost doesn't suddenly become confidential. What you can't discuss outside the room is the fact that you talked about the 1967 World Series while in camera, or what anyone in the room said about it.

- Your opinion.
  If you think that The Empire Strikes Back is the best of the Star Wars films and say so in camera, the fact that you believe that doesn't become a secret. However, you can't disclose that you shared this opinion while in camera. Opinions that you hold that are directly and obviously related to, or informed by, the business of your group should be kept to yourself.

- The behavior of people who aren't in the room.
- If your group is in camera discussing negotiations with a third party organization and that organization discloses things about your in camera proceedings, that doesn't automatically mean they did anything wrong. Most importantly with this point, if someone else spills your group's secrets, that does not necessarily mean that you are now free to discuss in camera proceedings publicly as well. You will need to consult your organization's rules.

Should we take minutes when we're in camera?

Yes. In camera minutes should be stored separately from your public minutes and should only be accessible to members who were privy to the in camera session.

Can a body move motions in camera?

Only if the motion will only affect people who are privy to the secret proceedings.

Exception: all motions made by the Students' Council of the University of Alberta Students' Union are public. Although a motion may be made in camera at one of these meetings, the motion itself will be published with the minutes. This is due to the fact that the organization's rules stipulate that all motions are automatically public.

Can I discuss in camera proceedings with people outside of the meeting?

Only if they're a member or they were specifically authorized to hear about the in camera proceedings. In other words, you can talk to people who were present during the in camera discussion or had the right to be present either because they're a member of the group or because the group explicitly authorized them to be there. You cannot talk to anyone else about what was discussed.

Is it bad for a democratic body to do things in secret?

No. All organizations will occasionally need to have private discussions. Certain issues, such as intra-group conflicts, member discipline, private personal information related to group business (e.g. executive health, academic, or family issues), discussions about ongoing legal proceedings, or other kinds of sensitive negotiations require more candid, confidential conversations. Robert's Rules places no limits on the content of in camera discussion except suggesting that some things must always be handled in executive session (e.g. member discipline).

However, in camera session, like any tool, is open to abuse. The decision to move your group in camera should always be made carefully. In camera should not be the default setting for your group's discussions.

Can in camera proceedings be retroactively made public?

Yes. For either minutes or motions, the easiest way to make things retroactively public is to move a new motion specifying which motion or which part of the in-camera proceedings you would like to see made public. That motion is handled the same as any other main motion. However, making proceedings that are not recorded in the minutes public may not be possible. You should consult with your own organizational rules before trying to retroactively publicize proceedings.

What happens if I disclose in camera proceedings?

You can face disciplinary action. Depending on the severity of the breach that could include anything from censure to fines to expulsion. You may even be sued or charged with a criminal offence. You also breach the trust of your organization and the other members of your group, which almost always severely damages its ability to operate effectively. You may also cause other kinds of damage, such as opening your organization to being sued or causing resignations of other members who feel like they've been professionally compromised by your actions.

Don't breach confidentiality. It's a bad idea.

APPENDICES

APPENDIX A

CAC Standing Orders

https://www.su.ualberta.ca/legislation/wiki/Bylaw:Committee:Standing:Orders

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APPENDIX B

2018/19 Transition Report

Council Administration Committee Standing Orders

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1 Mandate

1. In accordance with Bylaw 100 of the University of Alberta Students' Union, the Council Administration Committee
    a. has authority to amend, adopt, or rescind the Standing Orders of Students' Council after an initial set of Standing Orders have been adopted by Students' Council;
    b. shall make recommendations to Students' Council on the structure of Students' Council and its Standing Committees;
    c. shall oversee the Speaker and the Chief Returning Officer of the Students' Union;
    d. shall oversee the progress of Students' Council legislative agenda;

e. shall recommend to Students' Council a candidate for the position of Chief Returning Office on or before April 15 of each year.

f. shall review recommendations of the Discipline, Interpretation and Enforcement Board within two meetings of release of the ruling.

2 Meetings

1. Quorum of the Council Administration Committee shall be three permanent voting members.
2. The Council Administration Committee shall hold a meeting, coordinated through the Speaker of Students' Council, before the first meeting of its Students' Council in order to:
    a. elect a chair from within its voting membership;
    b. set initial standing orders; and
    c. adopt a meeting schedule.
3. Additional meetings of the Council Administration Committee may be called by either the Chair or three permanent voting members of the Committee, provided that:
    a. every permanent member has received at least seventy-two hours' notice of the meeting; or
    b. every permanent member consents to the meeting taking place.
4. Meeting of the Council Administration Committee may be cancelled by:
    a. a simple majority vote of the Committee to amend the meeting schedule, or
    b. the unanimous consent of all permanent members to the cancellation
5. Meetings of the Council Administration Committee shall be open to the public, unless the Committee moves in camera.

3 Membership

1. Should a vacancy on the Council Administration Committee occur, then the Committee shall recommend the nomination of additional member(s) to Students' Council at its next meeting.
2. Should the Chair of the Council Administration Committee leave the voting membership of the Committee, the position of Chair shall be considered vacant and a new chair shall be elected at the next meeting.

3. The Speaker of Students' Council shall be a non-voting member of the Council Administration Committee.
4. All voting members of Students' Council, except for short-term proxies, shall be voting members of the Council Administration Committee.

4 Chair's Responsibilities and Duties

1. The Chair of the Council Administration Committee shall be a permanent voting member.
2. The Chair of the Council Administration Committee shall:
    a. arrange for the booking of a meeting room, when necessary, for meetings of the Committee;
    b. arrange for the preparation and distribution of the Committee agenda;
    c. moderate debate at meetings of the Committee;
    d. respond to the questions of members of the Committee in a timely fashion;
    e. assign duties to members of the Committee, such duties pertaining to the fulfilment of the mandate of the Committee;
    f. maintain the Standing Orders of the Committee; and
    g. submit reports to Students' Council, as required.
3. Should the Chair of the Council Administration Committee be absent from a meeting of the Committee, the Committee shall then elect an interim chair from within its permanent voting membership for the duration of the meeting.
4. The Chair of the Council Administration Committee may be removed from the post of chair by a simple majority vote of the Committee.
5. The Chair shall work with the Speaker and Administrative Assistant to ensure the logistical needs of CAC are met.
6. The Chair shall facilitate a meeting of the Chairs of the Standing Committees of Students Council at minimum once a trimester.
7. The Chair shall facilitate a turnover procedure, at the last meeting of the Chairs, no later than April 30th.

5 Member Responsibilities and Duties

1. The Council Administration Committee may recommend to Students' Council, by a simple majority vote, the removal of any permanent member who is not carrying out their duties in contributing to the fulfillment of the mandate of the Committee.
2. Members are required to attend all meetings of the CAC.
    a. Failure to attend or send an appropriate proxy to 50% of meetings in a trimester will result in immediate removal from CAC.
3. Shall be considered present should a proxy be appointed and attends as per Bylaw 100.

6 Proxies/Guests

1. To appoint a proxy to the Council Administration Committee, the member thereof must provide a notice to that effect to the Chair of the Committee:
    a. stating the name and e-mail address of the eligible member of Students' Council who will serve as proxy,
    b. indicating the duration of the appointment, and
    c. that is signed by the appointing member of the Committee or e-mailed to the Chair of the Committee no later than two hours prior to the Committee meeting.

7 Administration

1. The Administrative Assistant of the Students' Council will:
    a. Book meeting rooms for meetings of the Committee.
    b. Book Minute Takers for each meeting of the Committee.
    c. Structure Agenda's for each meeting based on the Orders of the Day submitted by members of the Committee and any referrals from Students' Council.
    d. Notify the Committee of Meetings through the Agenda.
    e. Distribute the Agenda and Minutes to members of the Committee.
    f. Ensure paper copies of the Agenda are printed for the Chair to bring to each meeting.

8 Records

1. The Chair of the Council Administration Committee shall ensure attendance is taken at each meeting of the Committee.

2. In the event that a Minute Taker is not present at a meeting of the Council Administration Committee, the Chair shall assign the task of recording the minutes of the meeting to one of the members of the committee.
3. Members of the Council Administration Committee may amend their comments in the minutes when the minutes are being approved by the Committee.
4. The Chair of the Council Administration Committee shall, after each meeting of the Committee, submit to Students' Council a report including:
    a. any decisions made by the Committee acting under the authority delegated to it by Students' Council;
    b. any recommendations made by the Committee to Students' Council;
    c. any standing orders adopted by the Committee; and
    d. the last approved Minutes of the Committee.

9 Rules of Order

1. The Chair of the Council Administration Committee will use their discretion in administering an informal style of Robert's Rules of Order to conduct the business of the meeting.

10 Orders of the Day

1. Right of Submission by Committee Members
    a. Any voting member of the Council Administration Committee may submit Orders of the Day to be considered by the Committee.
2. Order of Business for the Council Administration Committee shall be:
    a. Introduction
    b. Call to Order
    c. Approval of Agenda
    d. Approval of Minutes
    e. Chair's Business
    f. Old Business
    g. New Business
    h. Discussion
    i. Confirmation of Next Meeting Date

j. Adjournment

3. Deadline for Submission
    a. Orders of the Day must be submitted to the Chair of the Council Administration Committee and the Administrative Assistant to the Students' Council by noon on the business day prior to the Committee meeting.
4. Publishing
    a. The agenda package for the Council Administration Committee will be published in the following manner:
        i. an electronic copy will be e-mailed to the Committee members by the day before the meeting, and
        ii. paper copies will be provided at the Committee meeting upon request.
5. Special Orders
    a. The Order of Business notwithstanding, the Chair may designate any Order of the Day a Special Order.

11 Standing Orders

1. The Standing Orders of the Council Administration Committee may be amended by a simple majority vote of the Committee, with such changes being reported to Students' Council.
2. The Standing Orders of the Council Administration Committee do not expire, but shall be reintroduced at the Committee's first meeting.

12 The Chief Returning Officer of the Students' Union

1. The Council Administration Committee shall be responsible for the interviewing and recommendation of a Chief Returning Officer for the next year.
2. The Council Administration Committee shall be responsible for overseeing the activities of the Chief Returning Officer throughout the year.

13 The Speaker of Students' Council

1. The Council Administration Committee shall ensure that the Speaker of Students' Council is seeing to the logistical and procedural concerns of Council.

14 Students' Council Retreats

1. The Council Administration Committee shall delegate the task of planning and implementing the Council retreats to Discover Governance. All final schedules shall be approved by the Council Administration Committee.

15 Students' Council Standing Committees

1. The Council Administration Committee shall review the progress of all Standing Committees:
    a. at its first meeting in June to ensure that Committees:
        i. have met,
        ii. have set a meeting schedule for the first trimester,
        iii. have adopted a set of Standing Orders, and
        iv. have set goals and started on their legislated Agenda;
    b. at its last meeting in August to examine progress during the first trimester;
    c. at its last meeting in December to examine progress during the second trimester
    d. at its first meeting in March to examine progress during the last trimester.

16 Council Administration Committee Fund

1. The Council Administration Committee shall be responsible for funds designated in the Discover Governance budget as Council Administration Committee Fund.
2. Funds shall be used at the discretion of the Council Administration Committee.

17 Confidentiality

1. All members shall ensure the security and confidentiality of sensitive information that comes into their possession by virtue of their membership on the Council Administration Committee.

Council Administration Committee Transition Report

Special thanks to the previous Chair of CAC, Levi Flaman, for his hard work on this committee and his contributions to this transition report.

To contact the previous Chair, please request their contact information from Discover Governance.

Advice

Top three things the previous committee spent time on

1. Council Standing Orders
    a. What began as a few minor tweaks in the Fall snowballed into a slew of changes in the Winter. Sweeping overhauls of standing orders like this are rare so hopefully your committee won't have to go through this again.
2. Standing Committee Reviews
    a. Out previous chair left at the end of Spring/Summer so we were already behind in the Fall. Tried to get Spring/Summer and Fall done at the same time, but two members of CAC who also happened to be committee chairs left at the end of Fall. Eventually the reviews for this year just fell apart. Get on those early to keep that from happening again.
3. General Council Things
    a. Had a lot of extra food at the end of meetings and was asked to look at reducing our catering orders. Couple people asked about coffee at meetings, investigated that. Was a big push to get Reusable Dishes at our meetings, got those for a couple meetings until that fell apart quickly.

Don't forget these committee duties

Council has a broad mandate. Recommend changes to Council Standing Orders, recommend changes to the structure of Students' Council and its standing committees, oversee the Speaker and the Chief Returning Officer, oversee the progress of the Students' Council legislative agenda, and recommend a new CRO before April 15th. It will take a mixture of big-picture thinkers and detail-oriented members to make you don't get so stuck in the details of one thing and neglect the others, or spend so much time at 50,000 feet strategizing over everything but don't get down in the dirt where the work is. Make a plan and delegate if you have to. Don't forget that every member of Council is a member of CAC and its not just the five permanent members. Find something someone is interested in and ask them to help out.

The most difficult things about the committee…

Because the committee oversees so many things, its easy to easily get inundated with tasks, especially if a plan isn't formed early and stuck to throughout the year, especially if there is committee turnover. Get the committee moving early in the year and keep the momentum going from beginning to end. Don't let things get too far behind so you're playing catchup the entire winter term.

Things you least expect…

Deadlines. They can often creep up on you in between work, school or whatever other commitments you might have going on. For example, the council jackets must be ordered in June or July to ensure they get here before Week of Welcome and New Student Orientation so council members can be out and about doing their council outreach. But that means you must get started on selecting the model, ordering the samples, getting everyone's sizes, making sure there are no typos for the embroidery and placing the final order with SUBmart in time. Or committee reviews; those should happen every term but those can also get lost in the shuffle. Try to make a schedule for the year and budget time early on for projects so you don't get caught at the end of the year trying to wrap up everything in a hurry.

Three pieces of advice:

1. Start with the jacket order as soon as possible, even at the first or second committee meeting of the year. Find the current Stormtech catalog online, send the link out to everyone and ask for suggestions. Make a shortlist of 3-4 items and request wholesale pricing with embroidery, shipping and tax from SUBmart to see which items we can afford with our budget; $2,000/41 seats = $48.78 of the cost subsidized per seat but not every seat is filled, not everyone may want a jacket and some people might opt not to as much or any of the subsidy meaning this amount could go up. Make a final selection and get that to the manager at SUBmart to order the samples for everyone to try on and get their sizes. Keep the samples secure because we'll have to pay to replace them if any go missing. Place the order with SUBmart, leaving 6-8 weeks for embroidery and travel.

2. Find out what method of communication works best for everyone and differentiate between casual chatting and official business. Do most of your business in person if possible but if you need to do an electronic vote, do it by email so there's a paper trail and can easily be passed along. Keep casual chats and informal discussions to the more instantaneous methods.

3. There are some people coming back to council this year who have been around a year or more and many other council members not returning that are still around campus who may be available to chat and get advice. Don't discount the advice of those who came before you; institutional memory is important and when meeting minutes aren't always available or informative, its good to get context from people who might have been there.

2018/19 Overview

Committee Successes

Got our council jackets before the end of August for the first time in at least four years so council members had them in time for Week of Welcome, one of the biggest events of the year and best chances to get out and promote council. Do what you can to keep that trend going.

We were able to get the biggest set of changes to standing orders done in time for the end of the year. Was a big undertaking and ended up taking a lot of attention away from other things. If something that large does happen to pop up again, enlist the help of more than just the 5 permanent members. More hands on a task means less work for everyone involved.

Committee Failures/Difficulties

Meeting quorum late in the year seemed to be difficult. We kept the same meeting schedule from beginning to end but as class schedules change, you may need to adjust to ensure you have the required 3 of 5 permanent members to have a meeting. You could have two members and the rest of council show up but without that third permanent member, quorum wouldn't be met.

Turnover seemed to be an issue this year not just for our committee but for others. Everyone seems to load up on obligations at the beginning of the year when there are no classes but sheds them in September once they realize they can't balance everything. Set the expectation at the beginning of the year that there is a lot to do and get commitments from everyone early on that they're there for the long haul. If people jump ship and the boat stalls, it can be difficult or impossible to get it going again. Nominating Committee lost their chair at the end of December and was without for the entire winter term.

Unfinished Business

We tried to wrap up everything before the end of the year so there shouldn't really be any unfinished business for you to deal with. Try and do the same for the incoming group next year so they can ease into the role instead of being slammed from the get-go.

Final Word of Advice

Wear sunscreen.
https://www.chicagotribune.com/news/columnists/chi-schmich-sunscreen-column-column.html