

# Policy Committee **Handbook**



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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 You should always read them in addition to this manual in case information in the manual has become out-of-date.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 Policy Committee?

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The Policy Committee is the steward of the Students' Union's political policies. They are responsible for reviewing political policies regularly, overseeing the writing of new political policies or updating of current ones, and evaluating SU advocacy efforts.

Policy Committee'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 on SU political policy.

Policy Committee must develop an understanding of the SU's political policies, and may choose to make recommendations for changes to current policies or for the creation of new policies. When recommending changes to existing policies, it's important to have a good idea of the conditions laid out in that policy, as each one has its own expiration timeline and may have specific rules relating to how, when, and why that policy may be amended.

## Draft political policies.

Occasionally, Students' Council or the Executive Committee may send an intention or request for the drafting of political policy to the Policy Committee. When this happens, one member of the Policy Committee will be chosen to draft the policy in question, and will be responsible for drafting the first principles and details of the policy for approval in Students' Council. Details of the legislative process for policies can be found in the Policy Committee Standing Orders.

## Evaluate SU advocacy efforts.

Policy Committee will receive reports from the Executive Committee regarding the SU's recent advocacy activities, and it is the Policy Committee's job to evaluate how effective those activities have been, in a method to be determined by the committee.

## Make Editorial changes to political policies.

It is the responsibility of Policy Committee to review the SU's political policies each year and make any necessary editorial changes. This includes editing for grammar, spelling, and punctuation, but cannot include any changes that may change the meaning of the policy.

## Report activities to Students' Council.

This report should follow each meeting, and should consist of a summary of proceedings, a list of motions, and an appendix of documents voted on. This report is usually handled by the Chair, and may be compiled with the help of Discover Governance if necessary.

# Policy Committee Annual Timeline

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## Spring/Summer

May	
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- Create a strategic plan for Policy Committee
- Do an overview of all political policies and ensure members understand them

## Winter

January	April
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- |                                                                                                                                           |                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Check committee progress to ensure all business will be finished by the end of the year</li></ul> | <ul style="list-style-type: none"><li>• Prepare transition for next Policy Committee</li></ul> |
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# Drafting Political Policy

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## Overview

Political policies are documents that Council uses to direct the day-to-day advocacy work done by the Executive Committee. Because Policy Committee is responsible for these political policies, it's important to know the legislative process for making changes to a policy. In general, the policy process is conducted as follows:



The Second Reading may go back and forth between Council and Policy Committee several times until Policy Committee gets the wording right, or it might be edited extensively in Council.

## First Principles

### *What is a first principles document?*

The first principles of a policy is generally a list of facts about the issue at hand, and why you want a policy to be enacted. It will be worked into the final policy document as a sort of introduction to the policy. When voting on first principles, Council is not voting to enact the policy, but rather is voting on whether they agree or disagree with the facts presented, and that the policy should exist at all.

### *Drafting*

First principles can be drafted and brought to Council by any member or committee of Council. More often than not, they start with an Executive or Committee chair, and are brought directly to Council without going to Policy Committee or ARRC first.

### *Submitting to Council*

First principles may be submitted to Council by the member of Council who wrote it, or by the Policy Committee Chair. E-mail them to [council.submissions@su.ualberta.ca](mailto:council.submissions@su.ualberta.ca) with the motion and complete text of the first principles.

Motions should be worded something like this:

*"NAME MOVES to approve the first reading of the TRC Calls to Action Political Policy:"*

*Example:*

## 1 Facts

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1. The University of Alberta has declared the importance of student involvement in building a great university.
2. The Students' Union defines that student engagement includes, but is not limited to, students participating in the community in multiple senses, including but not limited to:
  - a. Students getting involved in campus life through student groups and activities; and
  - b. Students having opportunities for input in shaping their community.
3. A comprehensive and holistic student experience is one where students can balance academics, extracurricular opportunities, and mental wellbeing.
4. Involvement opportunities can lead to improvements in the mental, physical, and social health on campus and the larger community.
5. Community and campus involvement actively develops the leadership qualities of students on campus.
6. The University of Alberta Student Participation Process Handbook (UASPPH)<sup>1</sup> is a tool that was created conjointly by University administration, the Students' Union (SU) and the Graduate Students' Association (GSA) in 2015. This document sets out guiding principles, a continuum of student participation, and process with regards to engaging students on campus about changes and issues.

## Second Principles

### *What is a second principles document?*

The second principles is the policy as it will be enacted. When voting on second principles, Council is voting to enact a policy.

### *Drafting*

Note: second principles of the TRC Policy must be drafted, approved, and brought to Council by ARRC.

Usually the Chair will assign an individual committee member to write the first draft of a policy, which will then be debated and edited by the whole committee.

This is the policy that will be enacted, and may receive minimal editing at the Council level, so make sure that there are no mistakes and that the intent of the policy is clear in how it's written.

### *Submitting to Council*

Second principles may be submitted to Council by the member of Policy Committee who wrote it, or by the Chair. E-mail them to [council.submissions@su.ualberta.ca](mailto:council.submissions@su.ualberta.ca) with the motion and the complete text of the second principles as an attached information item.

Motions should be worded something like this:

*"NAME MOVES to approve the second reading of the TRC Policy."*

The administrative assistant will attach the entire second principles as an information item and put a reference to it underneath your motion in the Order Papers.

**Example:**

**RAITZ MOVES**, on behalf of the Policy Committee, to approve the First Reading of the Campus St. Jean Policy.

See SC-2018.22.08.



# 1 Facts

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1. The University of Alberta has declared the importance of student involvement in building a great university.
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  - a. Students getting involved in campus life through student groups and activities; and
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# 2 Resolutions

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1. The Students' Union shall encourage the University to actively foster campus community and student involvement by investing in initiatives and opportunities that promote engagement.
2. The Students' Union shall advocate that the University identify and reward the contributions of students who actively strive to improve their campus and the larger community.
3. The Students' Union shall set an exceptional standard within the University community through engaging students on projects, policies, or processes that impact students on campus in an effective and influential manner.
4. The Students' Union shall encourage the University to engage students on projects, policies, or processes that impact students on campus in a way that acknowledges how student feedback impacts decision making.
5. The Students' Union shall use the UASPPH where procedurally and situationally appropriate in its own engagement processes.
6. The Students' Union may advocate for the review and renewal of the UASPPH when this is both necessary and logistically possible.

# Tips For The Chair

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## Duties of the Chair

Generally, your duties as the Chair involve making sure that the duties of Policy Committee 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 Policy Committee first.

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

1. Preside over debate at meetings of the Policy Committee.
2. Submit report to Students' Council.
3. Assign tasks to committee members engaged in drafting political policies.
4. Work with Speaker and SU staff to ensure the logistical needs of Policy Committee are met.

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 Policy Committee 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.

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 Policy Committee 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. 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.
3. Has Policy Committee missed any important deadlines, and have all time-sensitive duties of Policy Committee been fulfilled up to the current date? Check the timeline for important dates and deadlines.
4. What projects has Policy Committee been working on, and what's the 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

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## 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 Indefinitely	-	✓	✓	-	-	✓	-
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 if a Motion	✓	-	✓	-	-	✓	-

## In Camera FAQ

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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

### Policy Committee Standing Orders

[https://www.su.ualberta.ca/legislation/wiki/Policy\\_Committee:Standing\\_Orders](https://www.su.ualberta.ca/legislation/wiki/Policy_Committee:Standing_Orders)

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## APPENDIX B

### 2018/19 Transition Report

# Policy Committee Standing Orders

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- 1\_Mandate
- 2\_Meetings
- 3\_Membership
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- 5\_Member Responsibilities and Duties
- 6\_Proxies/Guests
- 7\_Legislative Process for Political Policies
- 8\_Administration
- 9\_Records
- 10\_Rules of Order
- 11\_Orders of the Day
- 12\_Presentations
- 13\_Executive Committee Reports
- 14\_Standing Orders
- 15\_Confidentiality
- 16\_Appendix 1: Procedure for Electing a Chair

## 1 Mandate

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1. In accordance with Bylaw 100 of the University of Alberta Students' Union, the Policy Committee:
  - a. Shall make recommendations to Students' Council on Students' Union political policy respecting both business of entities not based and based at the University of Alberta;
  - b. Shall receive reports from the Students' Union Executive Committee on its advocacy activities and evaluate their effectiveness; and
  - c. Can make editorial changes to all political policy under its purview.

## 2 Meetings

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1. Quorum of the Policy Committee shall be five voting members.
2. The Policy 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. set a meeting schedule for its first trimester.
3. The Policy Committee shall establish a meeting schedule on a trimester basis, in advance, with the trimesters being:
  - a. May to August,
  - b. September to December, and
  - c. January to April.
4. Additional meetings of the Policy Committee may be called by either the Chair or five voting members of the Committee, provided that:
  - a. every member of the Committee has received at least seventy-two hours' notice of the meeting, or
  - b. every member of the Committee consents to the meeting taking place.
5. Meetings of the Policy 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 voting members to the cancellation.
6. Meetings of the Policy Committee are open to the public, unless the Committee moves in camera.

### 3 Membership

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1. Membership of this committee is nine.
2. Should a vacancy on the Policy Committee occur, then the Committee shall recommend the nomination of additional member(s) to Students' Council at its next meeting
3. Any voting members of the Executive Committee who are not selected to be voting members of the Policy Committee shall be considered non-voting members of the Committee.

### 4 Chair's Responsibilities and Duties

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1. The Chair of the Policy Committee shall not be a member of the Executive Committee.

2. The Chair of the Policy 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 fulfillment 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 Policy Committee be absent from a meeting of the Committee, the Committee shall then elect an interim chair from within its voting membership, excluding the Executives, as per SO (3(4)), for the duration of the meeting.
4. The Chair of the Policy Committee may be removed from the post of chair by a simple majority vote of the Committee, whereupon a new chair shall be elected from within the voting membership of the Committee.
5. The Chair shall work with the Speaker and Administrative Assistant to ensure the logistical needs of Policy Committee are met.

## 5 Member Responsibilities and Duties

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1. Prior to the end of each trimester, the Policy Committee shall review its attendance records for all voting members of the Committee.
2. The Policy Committee may recommend to Students' Council, by a simple majority vote, the removal of any voting member who is not carrying out their duties in contributing to the fulfillment of the mandate of the Committee.
3. Any member of the Executive Committee who is named as a member of the Policy Committee may be reported to Students' Council, by a simple majority vote, if they do not fulfill the reporting requirements as outlined in SO (14(1)) of the standing orders of the Committee.
4. Members are required to attend all meetings of the Policy Committee.
5. Shall be considered present should a proxy be appointed and attends as per Bylaw 100, Section 15-5.

## 6 Proxies/Guests

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1. To appoint a proxy to the Policy 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 Legislative Process for Political Policies

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1. When Students' Council refers a political policy to the Policy Committee:
  - a. The Chair shall, by the time of the next Committee meeting, assign a member of the Committee to draft a political policy based on the principles passed in first reading by Students' Council;
  - b. The assigned member shall submit the draft political policy to the Committee in a timely fashion; and
  - c. The Committee will not recommend to Students' Council any political policy that is outside the scope of the principles approved in first reading by Students' Council.

## 8 Administration

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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 upon request.

## 9 Records

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1. The Chair of the Policy Committee will record attendance at each meeting of the Committee.
2. The Chair of the Policy Committee shall assign the task of recording the minutes at each meeting to one of the members of the Committee or to the recording secretary.
3. Members of the Policy Committee may amend their comments in the minutes when the minutes are being approved by the Committee.
4. The Chair of the Policy Committee shall, after each meeting of the Committee, submit to Students' Council a report including:
  - a. any decisions made by the Committee acting under 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. a summary of all motions passed by the Committee at the meeting in question.

## 10 Rules of Order

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

## 11 Orders of the Day

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1. Order of Business for the Policy Committee:
  - a. Introduction
    - i. Call to Order
    - ii. Approval of Agenda
    - iii. Approval of Minutes
    - iv. Chair's Business
  - b. Question/Discussion Period
  - c. Committee Business
  - d. Information Items
  - e. Adjournment
  - f. Confirmation of Next Meeting
2. Right of Submission by Committee Members

- a. Any voting member of the Policy Committee may submit Orders of the Day to be considered by the Committee.
- 3. Deadline for Submission
  - a. Orders of the Day must be submitted to the Chair of the Policy Committee and the Administrative Assistant to Students' Council 2 business days prior to the Committee meeting.
- 4. Publishing
  - a. The agenda package for the Policy Committee will be published in the following manner:
    - i. an electronic copy will be e-mailed to the Committee members 2 business days 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 of the Policy Committee may designate any Order of the Day a Special Order.

## 12 Presentations

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- 1. Each member of the Executive Committee who is named a member of the Policy Committee shall provide:
  - a. a basic introduction of their goals for the year by June 1, and
  - b. a comprehensive presentation of all goals relevant to the mandate of the Committee by June 30.

## 13 Executive Committee Reports

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- 1. Each member of the Executive Committee who is named a member of the Policy Committee shall provide a written report at each meeting of the Committee on their advocacy activities and those of the entire Executive Committee, and may provide an oral supplement to accompany this report.

## 14 Standing Orders

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- 1. The Standing Orders of the Policy Committee may be amended by a simple majority vote of the Committee, with such changes being reported to Students' Council.

- a. The Standing Orders of the Policy Committee do not expire, but shall be reintroduced at the Committee's first meeting.

## 15 Confidentiality

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

## 16 Appendix 1: Procedure for Electing a Chair

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1. Start up meeting of Policy Committee
  - a. The Chair of Students' Council will serve as interim chair for the duration of the start up meeting of Policy Committee, and preside over the election of a Chair of Policy Committee as per this Appendix
2. Nominations
  - a. Any voting member of Policy Committee may nominate themselves for the role of Chair
3. Speeches
  - a. Each candidate may give a brief speech not to exceed two minutes.
4. Questions
  - a. The presiding officer will allow questions to be put to the candidates from the members of Policy Committee.
5. Secret Ballot
  - a. The vote will be by secret ballot
6. Recess
  - a. Policy Committee will recess while the presiding officer counts the vote.
7. Announcement
  - a. The presiding officer will announce the results of the election to Policy Committee.
8. Vacancy of the Chair
  - a. Should the position of chair become vacant, election of a new chair will take place at the next meeting of Policy Committee as a special order of business to be dispensed with immediately.



- b. Election of a new Chair shall be held in accordance with this appendix with the exception that a voting member of Policy Committee who is not running for election or re-election to the position of chair will preside over elections procedure until the election of a new chair.
- c. This member will be the outgoing Chair unless the outgoing Chair is running for re-election or is no longer a voting member of Policy Committee, in which case the presiding member will be determined by vote cast by all members of Policy Committee not running for election or re-election to the position of chair.
- d. In the case that all voting members of Policy Committee are running for election or re-election to the position of Chair, the speaker of Students' Council will serve as presiding officer.

# Policy Committee Transition Report

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There is no transition report for the 2018-19 year of Policy Committee.