

Ad-Hoc Sustainability Committee Standing Orders

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1 Mission Statement

"The climate math is brutally clear: While the world can't be healed within the next few years, it may be fatally wounded by negligence until 2020." This quote from Hans Joachim Schellnhuber¹ clearly summarizes how dangerous the climate's current state is. We are at a critical point in history, where climate action has never been more important. The environment's well being affects us personally and collectively, at an institutional level; we must take action now.

To bring positive change, sustainable action should not only happen at a grassroots level but at an institutional level as well. Thus, the Students' Council Sustainability Committee (SCSC) exists to respond to the climate crisis² with a student perspective.

¹ The Potsdam Climate Institute's founder and director emeritus

² The term "climate crisis" describes the rapid change in global climate which threatens students' futures, affecting their health, careers, and general livelihood by making earth less habitable for humans.

SCSC's aims to make the Students' Union more sustainable, environmentally, socially, and economically by evaluating its current practices and suggesting definitive, practical improvements. These improvements should support the Students' Union as a leader in promoting sustainable practices on campus and in the larger Edmonton community.

2 Mandate

The SCSC shall:

1. Perform annual evaluations of the Students' Union's sustainability practices in the following areas:
 - a. governance, operations, services, advocacy, and events.
2. Note opportunities for improvement, following an evaluation, and provide practical recommendations for change.
3. Ensure that the Students Union adheres to current sustainability standards and follows best practices whenever possible.

3 Meetings

1. Quorum of the SCSC shall be 6 voting members.
2. On a bi-weekly basis.
3. The Committee shall operate from September 1st to April 30th of the following year.
4. The Committee's schedule shall be determined at the first meeting of the term and updated on a semesterly basis with the semesters being:
 - a. September to December and
 - b. January to April.
5. The Chair may call additional meetings provided that members are given seventy-two (72) hours notice.
6. Decisions shall be approved with a two-thirds vote.

4 Membership (10 members)

1. Should a vacancy on the SCSC occur, the Committee shall recommend the nomination of additional member(s) to Students' Council at Council's next meeting.
2. Members are required to attend 50% of the Committee's meetings.
3. Members shall be considered present
 - a. should proxies be appointed and in attendance as per Bylaw 100 s. 15(2) or
 - b. if members phone in.
4. Should the Chair of the Committee be absent from a meeting, the Chair shall appoint someone to serve in their place for that meeting. If no one is appointed, the Committee shall elect an interim chair from within its permanent voting membership for the duration of the meeting.
 - a. Should the Chair leave the voting membership of the Committee, the position of Chair shall be considered vacant until a new Chair is elected at the next meeting.

5. This committee will include nine (9) voting members and shall be comprised of:
 - a. One member of the Students' Union's Executive Committee.
 - b. Three members of Students' Council. These members shall be elected at a Council meeting with a majority vote.
 - c. Three Students-at-Large. These students shall be appointed as per Bylaw 100 sections 12 and 14.
 - d. One member from Aboriginal Students Council (ASC) Executive Committee. This member shall be nominated yearly by the ASC.
 - e. One member that is currently considered an international student that is also a Student-at-Large.
 - f. One member of Sustain SU may also be invited to join this committee as a non-voting member.

5 Chair rules

1. The Chair shall be elected by the SCSC during the first meeting of the term. The Chair's responsibilities are:
 - a. Creating an agenda and emailing it to all members before each meeting;
 - b. Securing meeting locations;
 - c. Moderating debate when necessary;
 - d. Ensuring the Committee's achieves its mandate;
 - e. Delegating such responsibilities to members as are appropriate for the Committee's mandate;
 - f. Recommending changes to the Committee's Terms of Reference when they conflict with higher legislation;
 - g. Asking Sustain SU's coordinator to attend meetings when the coordinator's input is needed.
 - h. Consulting all relevant stakeholders whenever necessary, including but not limited to:
 - i. Indigenous Elders or Traditional Knowledge Keepers,
 - ii. Industry, and
 - iii. the General Manager.

6 Proxies/Guests

1. To appoint a proxy to an SCSC meeting, the absent member must provide a notice no later than two (2) hours prior to the meeting, to the Chair, containing:
 - a. The proxy's name, email address,
 - b. and length of representational appointment.

7 Administration

1. The Administrative Assistant of the Students' Council shall:

- a. Book meeting rooms for SCSC meetings.
- b. Book Minute Takers for Committee meetings.
- c. Structure meeting agendas based on the Orders of the Day submitted by members of the Committee and referrals from Students' Council.
- d. Notify the Committee of meetings through the agenda.
- e. Distribute the agenda and minutes to Committee members.
- f. Provided printed copies of the agenda for the Chair to bring to each meeting.

8 Reporting

Meeting minutes shall be provided to the Executive Committee of the Students' Union as an information item. They shall also be made available online for the general student population on the University of Alberta's Students' Union website.

9 Records

If a Minute Taker is not present at the meeting, the Chair shall assign the task of recording minutes to an SCSC member. Committee members may amend their comments in the minutes when the minutes are being approved by the Committee.

10 Rules of Order

The Chair may institute Robert's Rules of Order if the attendees would benefit from the imposition of the structure.

11 Orders of the Day

1. Right of Submission by SCSC Members
 - a. Any voting member of the Committee may submit Orders of the Day to be considered by the Committee.
2. Order of Business
 - 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
3. Order of Orders of the Day
 - a. Orders of the Day shall appear on the Order Paper in the order submitted or as otherwise designated by the Chair.

4. Deadline for Submission
 - a. Members shall send all items for each meeting agenda to Students' Council's Administrative Assistant twenty-four (24) hours prior to the meeting.
5. Late Additions
 - a. Late Additions may be added to the Order Paper at the discretion of the Committee, at the meeting, if the items of business cannot be postponed until a future Committee meeting.
6. Deadline for Publishing
 - a. The agenda package will be published in the following manner:
 - i. On the Students' Union website.
 - ii. No later than 4:30 p.m. on the business day prior to the Committee meeting.

12 Standing Orders

1. The Standing Orders of the SCSC 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 Committee do not expire, but shall be reintroduced and approved by a majority vote at the Committee's first meeting of the term.

13 Suggested Committee Timeline

1. September to March: evaluate SU practices .
2. April: compile and submit final findings and report to Council.

14 Confidentiality

1. All members shall ensure the security and confidentiality of financial documents which come into their possession by virtue of their membership on the SCSC.