

COUNCIL ADMINISTRATION COMMITTEE STANDING ORDERS

Mandate

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's legislative agenda;
- e) shall recommend to Students' Council a candidate for the position of Chief Returning Officer on or before April 15 of each year;
- f) shall recommend to Students' Council a composition of the Awards Committee on or before April 15 of each year;
- g) shall, in conjunction with the Vice President (External), recommend to Students' Council on such nominations to the University of Alberta Senate as may be required of the Students' Union.

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. Meetings 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*.

Records

6. The Chair of the Council Administration Committee shall ensure attendance is taken at each meeting of the Committee.
7. In the event that a recording secretary 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.
8. Members of the Council Administration Committee may amend their comments in the minutes when the minutes are being approved by the Committee.
9. 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 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.

Membership

10. 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.
11. 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.
12. The Speaker of Students' Council shall be a non-voting member of the Council Administration Committee.
13. All voting members of Students' Council, except for short-term proxies, shall be voting members of the Council Administration Committee.

Chair

14. The Chair of the Council Administration Committee shall be a permanent voting member.
15. 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.
16. 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.
17. The Chair of the Council Administration Committee may be removed from the post of chair by a simple majority vote of the Committee.

Responsibilities of Members

18. 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 his/her duties in contributing to the fulfilment of the mandate of the Committee.

Proxies

19. 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.

Rules of Order

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

Structure of Sessions

21. The Order of Business for the Council Administration Committee shall be:
- a. Approval of the Agenda
 - b. Approval of the Minutes
 - c. Announcements
 - d. Old Business
 - e. New Business
 - f. Discussion
 - g. Confirmation of Next Meeting Date
 - h. Adjournment

Orders of the Day

22. Any voting member of the Council Administration Committee may submit Orders of the Day to be considered by the Committee.
23. Orders of the Day must be submitted to the Chair of the Council Administration Committee and the Administrative Assistant to Students' Council by noon on the business day prior to the Committee meeting.
24. The agenda package for the Council Administration Committee will be published in the following manner:
 - a. an electronic copy will be e-mailed to the Committee members by the day before the meeting, and
 - b. paper copies will be provided at the Committee meeting.
25. The Order of Business notwithstanding, the Chair may designate any Order of the Day a Special Order.

The Chief Returning Officer of the Students' Union

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

The Speaker of Students' Council

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

Students' Council Retreats

29. The Council Administration Committee shall be responsible for the planning and organization of all Council retreats as required by Standing Orders of Students' Council and as otherwise deemed necessary.

Students' Council Standing Committees

30. The Council Administration Committees shall review the progress of all Standing Committees:
 - a. at its first meeting in June to ensure that Committees have:
 - i. have met,
 - ii. 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.

Standing Orders

31. 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.
32. The Standing Orders of the Council Administration Committee do not expire, but shall be reintroduced at the Committee's first meeting.

Council Outreach Fund

33. The Council Administration Committee shall be responsible for funds designated in the Students' Council budget as Council Outreach.
34. Funds designated as Council Outreach funding shall be divided as follows:
 - a. 30% of the total funds shall be marked for Council-led initiatives; and
 - b. 70% of the total funds shall be marked for member-led initiatives.
35. Funds marked for member-led initiatives shall be divided evenly among all members of Students' Council following the Fall Term by-election. Funds marked for member-led initiatives shall not be available until after this calculation is completed.
36. Neither the Speaker nor members of the Executive Committee shall be included in the calculations done in (35).
37. Funds marked for Council-led initiatives:
 - a. shall be used for projects that involve Students' Council as a whole; and
 - b. shall be disbursed at the discretion of the Council Administration Committee.
38. Funds marked for member-led initiatives:
 - a. shall be used for projects that involve an individual member of Students' Council, or a group of individuals of Students' Council; and
 - b. shall be disbursed at the discretion of each individual member, subject to approval from the Council Administration Committee before the funds are used.
39. Each member of Students' Council shall indicate, no later than the final Council Administration Committee meeting of the Fall Term, if they intend on using the funds allocated to them. If a member does not indicate this intent by the final Council Administration Committee meeting of the Fall Term, those funds shall be disbursed at the discretion of the Council Administration Committee.