

## **Policy Committee Standing Orders**

### **As approved May 7, 2012**

#### **Mandate**

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.

#### **Meetings**

1. Membership of this committee is nine. 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 trimesterly 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*.

#### **Records**

7. The Chair of the Policy Committee will record attendance at each meeting of the Committee.
8. 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.
9. Members of the Policy Committee may amend their comments in the minutes when the minutes are being approved by the Committee.
10. 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.

### **Membership**

11. 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.

12. Should the Chair of the Policy Committee leave the voting membership of the Committee, the position of chair shall be considered vacant and a new chair shall be elected from within the voting membership of the Committee at the next meeting.

13. 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.

### **Chair**

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

15. 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.

16. 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 S (13), for the duration of the meeting.

17. 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.

### **Responsibilities of Members**

18. Prior to the end of each trimester, the Policy Committee shall review its attendance records for all voting members of the Committee.

19. The Policy Committee may recommend to Students' Council, by a simple majority vote, the removal of any voting member who is not carrying out his/her duties in contributing to the fulfillment of the mandate of the Committee.

20. 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 he/she does not fulfill the reporting requirements as outlined in S (31) of the standing orders of the Committee.

### **Proxies**

21. To appoint a proxy to the Policy Committee, the member thereof must provide a written notice to that effect to the Chair of the Committee:

- a. stating the name of the eligible member of Students' Council or long-term proxy who will serve as proxy,
- b. indicating the duration of the appointment, and
- c. delivering the notice prior to the Committee meeting.

### **Legislative Process for Political Policies**

22. 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 who is also a member of the Executive Committee to draft a political policy based on the principles passed in first reading by Students' Council;
  - b. the assigned member of the Executive Committee 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.

### **Rules of Order**

23. The Chair of the Policy 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**

24. The Order of Business for the Policy Committee shall be:
- a. Approval of the Agenda
  - b. Approval of the Minutes
  - c. Chair's Announcements
  - d. Presentations
  - e. Executive Committee Reports
  - f. Question Period
  - g. Old Business
  - h. New Business
  - i. Discussion
  - j. Confirmation of Next Meeting Date

### **Orders of the Day**

25. Any voting member of the Policy Committee may submit Orders of the Day to be considered by the Committee.

26. Orders of the Day must be submitted to the Chair of the Policy Committee and the Administrative Assistant to Students' Council by noon on the business day prior to the Committee meeting.

27. The agenda package for the Policy 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.

28. The Order of Business notwithstanding, the Chair of the Policy Committee may designate any Order of the Day a Special Order.

### **Presentations**

29. Each member of the Executive Committee who is named a member of the Policy Committee

shall provide:

- a. a basic introduction of his/her 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.

30. Each member of the Executive Committee to which a political policy of the Policy Committee pertains must submit to the Committee:

- a. an implementation plan for each pertinent pre-existing political policy by June 30,
- b. an implementation plan for any new political policy within one month of its date of approval, and
- c. a comprehensive update on the progress of these implementation plans once during each of the fall and winter terms.

### **Executive Committee Reports**

31. 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 his/her advocacy activities and those of the entire Executive Committee, and may provide an oral supplement to accompany this report.

### **Standing Orders**

32. 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.

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