

**BYLAW
COMMITTEE**

**Monday, May 8, 2017
7:15 PM
SUB 6-06**

We would like to acknowledge that our University and our Students' Union are located on Treaty 6 Territory. We are grateful to be on Dene, Cree, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge continuing colonial violence and respect Indigenous knowledges and traditions.

AGENDA (BC-2017-00)

- 2017-00/1 INTRODUCTION**
- 2017-00/1a Call to Order**
- 2017-00/1b Approval of Agenda**
- 2017-00/1c Approval of Minutes**
- 2017-00/1d Chair's Business**
- 2017-00/2 QUESTION/DISCUSSION PERIOD**
- 2017-00/3 COMMITTEE BUSINESS**
- 2017-00/3a Selection of a Chair**
- 2017-00/3b Adoption of Standing Orders**

Please see BC 17-00.01
- 2017-00/3c Confirmation of Spring/Summer Meeting Schedule**
- 2017-00/4 INFORMATION ITEMS**
- 2017-00/4a Bylaw Committee Manual**

Please see BC 17-00.02
- 2017-00/5 ADJOURNMENT**
- 2017-00/5a Next Meeting: TBD**

Bylaw Committee Standing Orders

1 Mandate

1. In accordance with Bylaw 100, Bylaw Committee:
 - a. shall draft bylaws as required by Students' Council;
 - b. shall draft referendum and plebiscite questions as required by Students' Council;
 - c. shall make recommendations to Students' Council on Students' Union bylaws where such recommendations are not the purview of any other standing committee; and
 - d. has the power to make, to Students' Union bylaws, alterations that do not alter the meaning of the bylaws in question.

2 Meetings

1. Quorum of the Bylaw Committee shall be 4 voting members.
2. Once at the beginning of the year to:
 - a. Elect a Chair;
 - b. Approve Standing Orders
3. To make decisions regarding:
 - a. The removal and/or replacement of a Chair;
 - b. Changes to Standing Orders
4. Whenever called for by any member with seventy-two hours notice or agreement by all members of the committee as a whole
5. For the first meeting of the Committee in May, September and January, set out a meeting schedule for the following months.
6. Start-Up Meeting Logistics
 - a. The Administrative Assistant will arrange a start-up meeting of Bylaw Committee after the start-up meeting of Students' Council and prior to the installation ceremony at the first meeting of Students' Council.
7. Start-Up Meeting Order of Business
 - a. The Order of Business for the start-up meeting of the incoming Bylaw Committee will be:
 - i. Election of a Chair (see appendix 1)
 - ii. Approval of Annual Meeting Schedule, and
 - iii. Approval of Standing Orders.

8. Last Meeting Additional Orders of Business
 - a. The Order of Business for the last meeting of the year will have the following orders of the day added to the Chair's Business:
 - i. Review and Revision of Standing Orders.
9. Additional Meetings
 - a. Within the limitations of Bylaw 100 s. 15(2), additional meetings of Bylaw Committee may be called by the:
 - i. Chair, or
 - ii. Bylaw Committee
10. Cancelled Meetings
 - a. Meetings of the Bylaw Committee may be cancelled by the Chair or Bylaw Committee.

3 Membership

1. Should a vacancy on the Bylaw 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 Bylaw 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.

4 Attendance

1. The Chair will take attendance orally twice each meeting, once during the Chair's Business and once immediately prior to adjournment.

5 Chair's Responsibilities and Duties

1. Presiding over debate at meetings of the Bylaw Committee,
2. Submitting the "Report to Students' Council" to the Administrative assistant, after each Bylaw Committee Meeting and prior to the deadline for Submissions to the next Students' Council meeting as set out in the Students' Council Standing Order 4(4).
3. Assigning tasks to draftspersons in accordance with these Standing Orders,
4. Working with the Speaker and Administrative Assistant to ensure the logistical needs of Bylaw Committee are met,
5. Recommending to Students' Council the removal of any member who in the opinion of the Chair is not fulfilling their responsibilities to the Bylaw Committee, and
6. Designating an alternative chair for any meeting of the Bylaw Committee he/she is unable to attend.

6 Member Responsibilities and Duties

1. All members of the Bylaw Committee are responsible for:
 - a. Carrying out the drafting tasks assigned to them by the Bylaw Committee or Chair,
 - b. Ensuring the mandate of the Bylaw Committee is being fulfilled,
 - c. Recommending to Bylaw Committee the removal of any chair who in the opinion of the members of the Bylaw committee is not fulfilling their responsibilities as Chair to the Bylaw Committee,
 - d. Recommending to Students' Council the removal of any member who in the opinion of the Bylaw Committee is not fulfilling their responsibilities to the Bylaw Committee,
 - e. Assigning tasks to draftspersons in accordance with these Standing Orders

7 Non-Voting Members

1. The following individuals are, in accordance with Bylaw 100 s. 12(7), non-voting members of Bylaw Committee:
 - a. All members of Students' Council,
 - b. The Administrative Assistant,
 - c. Individuals appointed by the Bylaw Committee or Chair as draftspersons
2. Privileges of Non-Voting Members
 - a. May submit Orders of the Day to be considered by Bylaw Committee, and
 - b. Enjoy the same speaking privileges as any other member of the committee.

8 Proxies/Guests

1. Any person may become a Guest of Bylaw Committee upon being recognised as such by the Chair.
2. The Chair may grant speaking privileges to Guests of Bylaw Committee as deemed appropriate by the Chair.
3. To appoint a proxy to the Bylaw 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.

9 Administrative Assistant Duties

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 Agendas 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 in accordance with Standing Order 12(6).
 - f. Ensure paper copies of the Agenda are printed for the Chair to bring to each meeting upon request.

10 Records

1. If a Minute Taker is not present at the meeting, the Chair will assign the task of recording minutes to a member of the Committee.
2. Bylaw Committee "Report to Students' Council"
 - a. Bylaw Committee proceedings (traditionally minutes) will be recorded in a document styled "Report to Students' Council".
3. Report to be Circulated Prior to Submission
 - a. The "Report to Students' Council" will be circulated to members of the committee via email for feedback regarding accuracy prior to submission to the Speaker.
4. Approval of "Report to Students' Council"
 - a. The "Report to Students' Council" is considered approved as submitted by the Chair to the Speaker for Students' Council and ultimately as received by Students' Council.
5. Members may identify errors
 - a. Whenever in the opinion of Bylaw Committee an error is made in the "Report to Students' Council" submitted by the Chair to the Speaker for Students' Council, such error will be noted in the next "Report to Students' Council".

6. Content of "Report to Students' Council"
 - a. The Report to Students' Council will consist of:
 - i. A document styled "Summary of Proceedings" which will be a brief written summary of the Bylaw Committee's activities at the relevant meeting,
 - ii. A document containing a list of all motions voted on by the committee that the committee intends to be a force and effect in accordance with Bylaw 100 s. 16(3), and
 - iii. An appendix of all documents voted upon by the Bylaw Committee for the purpose of providing an audit trail and accurate record of actions taken.
7. Publication of "Report to Students' Council"
 - a. The "Report to Students' Council" shall be published electronically on the Students' Union Website, and in the next Students' Council Order Paper.

11 Rules of Order

1. Robert's Rules of Order
 - a. Robert's Rules of Order will be observed at all meetings of Bylaw Committee except where they are inconsistent with the Bylaw or Standing Orders of Bylaw Committee.
2. Chair to decide where Rules are Silent
 - a. Where the Bylaws, Standing Orders and Robert's Rules of Order fail to provide direction with respect to procedure, the Chair will decide.
3. Relaxed Robert's Rules of Order
 - a. Notwithstanding Standing Order 11(1), the Chair may relax the rules prescribed in Robert's Rules of Order.
4. Strict Compliance Requested
 - a. Notwithstanding Standing Order 11(3), any member of the Bylaw Committee may require the Chair to strictly employ any part or all of Robert's Rules of Order by rising on a point of order to that effect.

12 Orders of the Day

1. Right of Submission by Committee Members
 - a. Any voting member of Bylaw Committee may submit Orders of the Day to be considered by Bylaw Committee.
2. Order of Business

- a. Chair's Business
- b. Question/Discussion Period
- c. Committee Business
 - i. Drafting Referendum & Plebiscite Questions Bylaw 100 s. 17(2)(b)
 - ii. Drafting Bylaws for Second Reading Bylaw 100 s. 17(2)(a)
 - iii. Draft Bills for First Reading Bylaw 100 s. 17(2)(c)
 - iv. Editorial Amendment of Bylaws Bylaw 100 s. 17(2)(d)
 - v. Other matters referred to Bylaw Committee

by Students' Council Bylaw 100 s. 17(2)(8)

- i. Miscellaneous Recommendations to

Students' Council Bylaw 100 s. 17(2)(7)

- a. Information Items

2. 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.

3. Deadline for Submission

- a. Orders of the Day must be submitted to both the Chair and Students' Council Administrative Assistant by noon two business days prior to a Bylaw Committee meeting.

4. Late Additions

- a. Notwithstanding Standing Orders 12(4), Orders may be added to the Order Paper, at the discretion of Bylaw Committee at the meeting, if the items of business cannot be postponed to a future meeting of Bylaw Committee for resolution without risking detrimental consequences to or negative procedural difficulties for the Students' Union.

5. Deadline for Publishing

- a. The agenda package will be published in the following manner:
 - i. Paper copies will be created and made available in the Students' Union Executive/Administrative Offices upon request, and
 - ii. An electronic version will be placed on the Students' Union web page.

- iii. The Agenda package will be published no later than 4.30p.m. on the business day prior to a bylaw Committee meeting.

6. Deadline Exceptions

- a. For meetings called under the authority of Standing Order 2(9), there will be no submission or publishing deadline.

7. Special Orders

- a. A motion to make a specific Order of the Day a Special Order is a privileged motion.

8. Chair Made Special Orders

- a. The Order of Business notwithstanding, the Chair may designate any Order of the Day a Special Order.

9. Council Made Special Orders

- a. The Order of Business notwithstanding, Bylaw Committee may designate any Order of the Day a Special Order.

10. Chair's Business

- a. During Chair's Business, the Chair will address all day-to day regulatory concerns of Bylaw Committee, including but not limited to:
 - i. Attendance
 - ii. Approval of the "Report to Students' Council" required in accordance with Bylaw 100 s. (16)(1)(d),
 - iii. Resignations/recommendations to Council to nominate new members
 - iv. Any process by which a member is recommended for removal from Bylaw Committee
 - v. Reports
 - vi. Announcements, and
 - vii. Motions making Orders of the Day Special Orders

13 Standing Orders

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

14 Process for Drafting Referendum and Plebiscite Questions

1. Chair to Assign Draftsperson
 - a. For each bill that passes first reading in Students' Council, the Chair will assign a draftsperson to draft the question to appear on the ballot.
2. Draftsperson to Submit for Next Bylaw Committee Meeting
 - a. The draftsperson is to have a draft question prepared for the Bylaw Committee Order Paper for the first meeting of the Bylaw Committee immediately following First Reading passage of the bill in Students' Council.
3. Invitation of Primary Proponents
 - a. The chair will invite to the meeting at which the question is to be drafted the primary proponents of the question.

15 Process of Drafting Bills for First Reading

1. Determination of Bylaws with Committee Mandate Upon Which to Recommend Substantive
 - a. The committee will determine prior to July which bylaws fall within its mandate under Bylaw 100 s. 17(5)(c) (i.e. those bylaws that the Bylaw Committee is mandated to make substantive recommendations on to Students' Council).
2. Committee to Assign Draftsperson
 - a. Where deemed appropriate, for each bylaw identified under Standing Order 15(1), the committee will assign a draftsperson to bring forward a bill for the Bylaw Committee's consideration and potentially subsequent recommendation to Students' Council.
3. Consultation & Feedback
 - a. In preparing a draft bill, the draftsperson will consult with and solicit feedback from relevant or affected parties.
4. Draft Format to Parallel Students' Council's First Reading Requirements
 - a. When ready, the draftsperson will submit the bill for the Bylaw Committee Order Paper in the same format specified in the Students' Council Standing Orders for Bylaws on First Reading.
5. Recommendation of Bill to Council
 - a. If approved, the bill is recommended to Students' Council for First Reading.

16 Process of Drafting Bills for Second Reading

1. Chair to Assign Draftsperson
 - a. For each bill that passes first reading in Students' Council, the Chair will assign a draftsperson to draft amendments to the bylaws.
2. Draftsperson to Submit for Next Bylaw Committee Meeting
 - a. The draftsperson is to have the draft legislation prepared for the Bylaw Committee Order Paper for the first meeting of the bylaw committee immediately following First Reading passage of the bill in Students' Council.
3. Consideration of Recommendation "That Council Reconsider First Reading"
 - a. Prior to consideration of the draft legislation, the committee will consider under Students' Council Standing Order 15(3)(a)(iv) whether or not to recommend to Students' Council that it reconsider whether the bill should be read a first time.
4. Formulation of Principles to Accompany Recommendation "That Council Reconsider First Reading"
 - a. Where it is decided to recommend to Students' Council that Council reconsider whether the bill should be read a first time, the committee will provide suggested principles for Council to consider.
5. Review of Draft Legislation for Compliance with First Reading Principles & Editorial Amendments
 - a. Where it is decided simply to recommend draft legislation in accordance with the principles passed on first reading, the committee will:
 - i. Ensure that each principle is reflected in the draft legislation,
 - ii. Ensure that the draft legislation does not exceed the principles approved in first reading, and
 - iii. Review the entire bylaw for any editorial changes that is appropriate to make.

17 Process for Drafting Editorial Amendments to Bylaw

1. Process for Drafting Editorial Amendments to Bylaw
 - a. The Bylaw Committee will conduct an annual review of each bylaw for editorial updates that do not alter the substantive meaning of the bylaws.
2. Committee to Assign Draftsperson
 - a. Prior to July, the Bylaw Committee will assign a draftsperson(s) to review each bylaw and assign a date by which the review is to be completed.

3. Consultation & Feedback
 - a. In reviewing a bylaw, the drafts person will consult with and solicit feedback from sources that would be familiar with or affected by the bylaw under review.
4. Draft Format to Parallel Students' Council's Second Reading Requirements
 - a. When ready, the drafts person will submit the proposed legislation for the Bylaw Committee Order paper in the same format specified in the Council Standing Orders for Bylaws on Second Reading.

18 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 Bylaw Committee.

19 Miscellaneous

1. Public Meetings
 - a. Meetings of Bylaw Committee are open to the public, unless Bylaw Committee moves in camera.

20 Appendix 1: Procedure for Electing a Chair

1. Start up meeting of Bylaw Committee
 - a. The Chair of Students' Council will serve as interim chair for the duration of the start up meeting of Bylaw Committee, and preside over the election of a Chair of Bylaw Committee as per this Appendix
2. Nominations
 - a. Any voting member of Bylaw 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 Bylaw Committee.
5. Secret Ballot
 - a. The vote will be by secret ballot
6. Recess
 - a. Bylaw Committee will recess while the presiding officer counts the vote.
7. Announcement

- a. The presiding officer will announce the results of the election to Bylaw 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 Bylaw 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 Bylaw 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 Bylaw Committee, in which case the presiding member will be determined by vote cast by all members of Bylaw Committee not running for election or re-election to the position of chair.
- d. In the case that all voting members of Bylaw Committee are running for election or re-election to the position of Chair, the speaker of Students' Council will serve as presiding officer.

Bylaw Committee Transition Manual

Information for the Members of the Bylaw Committee

Last updated: April 2015

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 Bylaw Committee?

The Bylaw Committee is the steward of the Students' Union's bylaws. They are responsible for reviewing bylaws regularly, overseeing the writing of new bylaws or updating of current ones, and writing referenda and plebiscite questions as necessary.

Bylaw 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:

1. Draft referendum and plebiscite questions.

Proposals may be received from the Chief Returning Officer or from Students' Council for referendum or plebiscite questions. Bylaw Committee is responsible for drafting the question that will be seen on the ballot. If the referendum is being initiated by a petition, Bylaw Committee must also draft the petition question within 14 days of receiving the intent of the question. Referendum and plebiscite questions must reflect the original intent of the proposal, and may be challenged or sent back for re-drafting if they do not. Upon receiving a referendum or plebiscite proposal or petition, Bylaw Committee must draft, approve, and forward to Council a petition question within 14 days.

2. Drafting bylaws.

When new bylaws are to be introduced, or major changes are to be made to existing bylaws, Bylaw Committee will draft a first principles bill to send to Council. First principles explains the intent of the bylaw or the changes to be made. Once Council has approved the first principles, Bylaw Committee then appoints one of its members to draft the bylaw or changes, and then sends a draft to Council for approval. The bylaw may then go back and forth between Council several times should Council require many edits before approving it. Bylaw Committee sometimes creates bylaw drafts in conjunction with SU staff, Executives, or other committees as needed. The full process can be found in Standing Orders.

3. Make recommendations to Council on bylaws.

Bylaw Committee is responsible for reading and understanding all bylaws, and may in the process of doing so discover recommendations on those bylaws that should be forwarded to Council for consideration.

4. Make editorial amendments to bylaws.

Bylaw Committee may make small editorial changes (like correcting spelling, punctuation, grammar, formatting, etc) provided those changes do not alter the meaning of the bylaw.

5. 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.

Duties of Chair

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

In addition to making sure Bylaw 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 Bylaw Committee.
2. Submit report to Students' Council.
3. Assign tasks to committee members engaged in drafting bylaws.
4. Work with Speaker and SU staff to ensure the logistical needs of Bylaw Committee are met.
5. Recommend to Students' Council the removal of any member who is not fulfilling their responsibilities to the Bylaw Committee.
6. Designating an alternate Chair should they be unable to 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 Bylaw Committee Chair...

If you're starting at the beginning of the year, SU staff should have coordinated the first meeting of Bylaw Committee at which you were elected Chair. Now you have a set Standing Orders for the year and a meeting schedule, so it's time to get to work on Bylaw stuff. 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 Bylaw 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. It will help you get into the leadership role, and give you an idea of how you should be directing the committee.
2. When was Bylaw Committee'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 Bylaw Committee missed any important deadlines, and have all time-sensitive duties of Bylaw Committee been fulfilled up to the current date? Check the timeline below for important dates and deadlines.
5. What projects has Bylaw Committee been working on, and what's the progress so far? Ask other committee members, or check past meeting minutes.

Bylaw Committee Timeline

Bylaw Committee has a much less strict timeline than most other committees, as its work is largely determined by the activities of Council, the Executive, and the initiative of members of the Committee. However, there are a few important deadlines you should keep in mind:

May:

- Create a strategic plan for Bylaw Committee's activities and goals for the year.
- Do an overview of all bylaws and ensure that all members understand them.
- Attend GovCamp at the end of the month.

August:

- End of August is the deadline for Councillors to resign their position if it is to be filled in the September by-election.

September:

- Week of Welcome
- By-elections

October:

- If Faculty Associations wish to create a Faculty Association Membership Fee (FAMF) they must send a letter of intent (usually to the VP Academic) by the end of October. If any FAMFs are about to expire, it's a good idea to communicate with the VPA and Discover Governance about that FA and whether or not they wish to reapply for their FAMF.

January:

- At your first meeting in January, you should check in on last semester's business to ensure that all business is on track to be finished by the end of the year.
- FAMF proposals are due January 15, at which point Bylaw Committee will have to draft a referendum question and send it to Council for approval.
- Most petitions or other proposals for plebiscite and referendum questions will be received during January.

February:

- Nominations for SU General Elections are due, and Campaigning begins.

March:

- At your first meeting in March, check in on the progress of your goals and business.
- General Elections and Councillor/GFC elections are held.

April:

- Ensure that all necessary documents, such as committee goals tracking documents and survey results, are prepared to be passed on to the next Bylaw Committee Chair.