

**BYLAW  
COMMITTEE**

**Wednesday, August 15, 2018**

**5:00 PM**

**SUB 0-55**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

We are grateful to be on Cree, Dene, 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 and work towards the decolonization of Indigenous knowledges and traditions.

**AGENDA (BC-2018-06)**

**2018-06/1     INTRODUCTION**

**2018-06/1a    Call to Order**

**2018-06/1b    Approval of Agenda**

**2018-06/1c    Approval of Minutes**

**2018-06/1d    Chair's Business**

**2018-06/2     QUESTION/DISCUSSION PERIOD**

**2018-06/2a    Bylaw 100 (19), which states that:**

The two (2) individuals nominated as ex-officio representatives of the Students' Union to the University of Alberta General Faculties Council shall be

1. The Students' Union Vice President (Academic), and
2. The Students' Union Vice President (Student Life).

However, under the Post-Secondary Learning Act, section 24 (c)(i), GFC must have, "2 students nominated by the council of the students association". Due to the Bylaw, Students' Council is unable to vote (or even ratify) the two positions.

**2018-06/3     COMMITTEE BUSINESS**

**2018-06/3a    KIM MOVES** to approve amended First principles of Bill #2: Bylaw 100 Attendance Regulations.

**2018-06/3b    SUNDAY MOVES** to approve First principles of Bill #4: Bylaw 100 Students' Council Committee Chairs' Training.

**2018-06/3c    SUNDAY MOVES** to approve Second principles of Bill #3.

See BC-2018-06.01.

**2018-06/4**     **INFORMATION ITEMS**

**2018-06/4a**    BC-2018-04-M, *July 18, 2018*

*Minutes have not yet been complete. Will be attached and the agenda re-sent once they have been received.*

**2018-06/4b**    BC-2018-05-M, *August 1, 2018*

*Minutes have not yet been complete. Will be attached and the agenda re-sent once they have been received.*

**2018-06/4c**    Second principles of Bill #3

See BC-2018-06.01.

**2018-06/5**     **ADJOURNMENT**

**2018-06/5a**    **Next Meeting:** Wednesday, August 29, 2018 @ 5:00PM in SUB 0-55.

# Bylaw 100

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*A Bylaw Respecting Students' Council*

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## 1 Definitions

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1. In this bylaw

- a. "Councillor" means any member of Students' Council except
  - i. The President of the Students' Union,
  - ii. A Vice President of the Students' Union,
  - iii. The Undergraduate Board of Governors Representative,
  - iv. The Speaker of Students' Council, or
  - v. The General Manager of the Students' Union;
- b. "Faculty" means
  - i. Any entity designated by University of Alberta General Faculties Council policy as a faculty, except the Faculty of Graduate Studies and Research, the Faculty of Library and Information Studies, and the Faculty of Extension,
  - ii. All undergraduate students registered at the University of Alberta in Open Studies;
- c. "Faculty population" means the average number of undergraduate students enrolled in a given faculty in a Fall term and the Winter term immediately following it;
- d. "Introductory meeting" means the annual meeting of those persons elected to serve on Students' Council for the coming year;
- e. "Legislation" means
  - i. Students' Union bylaws,
  - ii. Students' Union political policies,
  - iii. Students' Council standing orders, and
  - iv. general orders of Students' Council;
- f. "Speaker" means the Speaker of Students' Council or, in their absence, any individual designated as having the responsibilities of the Speaker of Students' Council;
- g. "Standing Committees" shall
  - i. Serve a legislative, delegated function of Students' Council;
  - ii. Shall contribute to the mandate of the Students' Union;
  - iii. Have their mandate, membership, and governance listed in this bylaw; and
  - iv. Be created, amended, or eliminated through amending this bylaw.
- h. ~~"Legislative committees" shall:~~

- ~~i.—Only be committees whose mandate and function include a delegated, legislative function of Students' Council; and~~
- ~~ii.—Include the following committees:
 
  - ~~a.—Audit Committee;~~
  - ~~b.—Bylaw Committee;~~
  - ~~c.—Council Administration Committee;~~
  - ~~d.—Finance Committee;~~
  - ~~e.—Nominating Committee; or~~
  - ~~f.—Policy Committee; and~~~~
- ~~iii.—Have closed membership; and~~
- ~~iv.—Be recurring; and~~
- ~~v.—Have their mandate, membership, and governance listed in this bylaw; and~~
- ~~vi.—Be created, amended, or eliminated through amending this bylaw.~~
- ~~i.—“Delegated, legislative function” means the primary mandate or function includes:
 
  - ~~i.—Auditing of the organization and its subsidiaries; or~~
  - ~~ii.—Drafting bylaws, political policies, budget, or plebiscite/referendum questions; or~~
  - ~~iii.—Administrative tasks of Students' Council including scheduling, nominating, and amending of standing orders; or~~
  - ~~iv.—Assessing and managing finances, dedicated fee units, loans of the organization, and other financial matters.~~~~
- ~~j.—“Oversight Committees” shall:
 
  - ~~i.—Be committees whose mandate is general with applicability to a breadth of the Students' Union; or~~
  - ~~ii.—Be committees that provide recommendation on internal and external Students' Union policies and provide guidance, advice, oversight, or other information to the organization on a general topic; and~~
  - ~~iii.—Have open membership; and~~
  - ~~iv.—Be recurring; and~~
  - ~~v.—Have their mandate, function, governance and regulation within the Bylaw 100 Schedule B; and~~~~

- ~~vi. Be created, approved, or formalized by one (1) simple majority vote of Students' Council; and~~
- ~~vii. Be eliminated by two simple majority votes of Students' Council occurring not less than seven (7) days apart;~~
- k. "Ad hoc committees" shall:
  - i. Be committees whose mandate is narrow surrounding a particular topic, initiative, project or investigation; ~~or~~
  - ~~ii. Be committees who are expected to be short term; and~~
  - iii. May be referred to as "task forces"; ~~and~~
  - iv. Have open membership; ~~and~~
  - v. Expire at a designated time not exceeding one (1) year; ~~and~~
  - vi. Have their mandate, function, governance, and regulation within the Bylaw 100 Schedule B; and
  - vii. Be created, approved, formalized, eliminated, or renewed by a simple majority vote of Students' Council or the Executive committee.
- l. "Operational committees" shall:
  - i. Be committees whose mandate is to serve a specific operational function of the Students' Union; ~~and~~
  - ii. Have open membership; ~~and~~
  - iii. Shall be recurring; ~~and~~
  - iv. Have their mandate, function, governance, and regulation within the Bylaw 100 Schedule B; and
  - v. Be created, approved, formalized, or eliminated by a simple majority vote of Students' Council or the Executive committee.
- j. "Student-at-large" means any Students' Union member of a Students' Council committee who is not also a representative of Students' Council.
- ~~k. "Closed membership" means the voting membership of that committee shall include only elected members of Students' Council or their designates.~~
- ~~l. "Open membership" means the voting membership of that committee may include elected members of Students' Council, unelected Students' Union members, or both.~~

- m. "D.I.E Board" means the Discipline, Interpretation and Enforcement Board of the Students' Union as set out in Judiciary of the Students' Union Bylaw;
- n. "Students' Council" means the Council of the Students' Union, University of Alberta, as constituted by statute of the province of Alberta;
- o. "Students' Union" means the Students' Union, University of Alberta, as incorporated by statute of the province of Alberta; and
- p. "Undergraduate Board of Governors Representative" means the individual, other than the Students' Union President, nominated by the Students' Union to the University of Alberta Board of Governors.
- q. "Students' Union Member" means any undergraduate student who is registered in a faculty and has paid their Students' Union fees.

## 2 Composition of Students' Council

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1. Students' Council is composed of
  - a. President of the Students' Union;
  - b. Vice Presidents of the Students' Union;
  - c. Undergraduate Board of Governors Representative;
  - d. Councillors of the Students' Union;
  - e. Speaker; and
  - f. General Manager of the Students' Union.
2. The Speaker and the General Manager of the Students' Union are not entitled to move, second, or vote on motions of Students' Council, nor to serve as voting members of committees.
3. Each Councillor shall represent only one faculty.
4. Each faculty shall be allocated a number of Councillors based on faculty population according to the allotment brackets below:
  - a. 1-1499 shall receive one (1) seat; and
  - b. 1500-2499 shall receive two (2) seats; and
  - c. 2500-3499 shall receive three (3) seats; and
  - d. 3500-4499 shall receive four (4) seats; and
  - e. 4500-5499 shall receive five (5) seats; and
  - f. 5500-6499 shall receive six (6) seats; and
  - g. 6500-7499 shall receive seven (7) seats; and
  - h. 7500-8499 shall receive eight (8) seats; and
  - i. 8500-9499 shall receive nine (9) seats; and

- j. With the pattern continuing as needed.
5. A faculty shall be allocated Councillors for upcoming Students' Council elections dependent upon that faculty continuing to include undergraduate students in their student body at the time of the election, and in the next academic year.
6. The Chief Returning Officer of the Students' Union shall determine the allocation of Councillors annually before February 15 and shall immediately table, with Students' Council, a report detailing the allocation of Councillors and the statistics used to reach that allocation. The current allotment brackets in (4) shall be included as reference. This finalized report shall become part of the Bylaw 100 Schedule A.
7. Students' Council shall review the report in (6) and the allotment brackets in (4) annually.

### 3 Eligibility

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1. All members of Students' Council except for the Speaker and the General Manager of the Students' Union are required to be members of the Students' Union.
2. Every Councillor is required to be enrolled in the faculty they represent.
3. No person shall simultaneously hold more than one position on Students' Council.

### 4 Resignation

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1. Students' Council does not have the authority to remove any Councillor, except those Councillors in contravention to the Attendance Regulations set out in Section 21 and 22.
2. Any member of Students' Council wishing to resign must do so in writing to the Speaker.
3. The Speaker shall table in Council any letters of resignation they receive.
4. Resignations take effect on the date specified in the letter of resignation or, if no such date is specified, at the time that the letter is tabled in Students' Council.
5. Any person who ceases to be a member of Students' Council shall be removed from any Students' Union office that is held as result of their position on Students' Council or of which their position on Students' Council is the result.
6. The Students' Union shall immediately recommend that any Councillor who ceases to be a member of Students' Council be removed from any office in an external organization that results from their position on Students' Council, or from any position from which they are removed as a consequence of (1) or (5).

### 5 Impeachment of President, a Vice President, or Undergraduate Board of Governors Representative

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1. Students' Council has the authority to remove the President, a Vice President, or the Undergraduate Board of Governors Representative through a motion to impeach.
2. A motion to impeach the President, a Vice President, or the Undergraduate Board of Governors Representative must be made in good faith and only for one or more of the following reasons:
  - a. A significant breach or multiple breaches of Students' Union Bylaw, or Political Policy. It is required that that such contraventions be supported by D.I.E. Board Rulings.
  - b. Charges levied against the respondent for violation of the University of Alberta Code of Student Behavior, provincial law, or federal law.
  - c. Performing without the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
3. A motion to impeach must be submitted to the Speaker through a petition submitted by the appellant. The motion shall require signatures of at least one third of the voting members of Students' Council.
4. A motion to impeach shall require two (2) readings, where each reading requires a two thirds (2/3) majority of Students' Council to pass.
5. The second reading may not occur at the same Students' Council meeting as the first reading.
6. The respondent shall be informed of the allegations being levied against themselves, in writing by the Speaker, at least nine (9) business days before a motion to impeach can appear in first reading.
7. The first reading will include a presentation where the respondents shall be given the opportunity to defend themselves, and the appellant shall be given the opportunity to present their case for impeachment.
8. All debate on a motion to impeach shall only occur in camera.
9. Once a motion to impeach has passed in first reading:
  - a. the President, or a Vice President is placed on a paid suspension. They will be relieved of the responsibilities of their office as set out in Bylaw 1100, and cannot act in any official capacity on behalf of the Students' Union.
  - b. notwithstanding Section 9(a), the President, or a Vice President shall remain members of Students' Council until the motion to impeach is passed in second reading.

- c. The Undergraduate Board of Governors Representative shall remain a member of Students' Council until the motion to impeach is passed in second reading.
- 10. Once a motion to impeach the President or a Vice President has passed in second reading, the office of the respondent shall be declared vacant.
- 11. Once a motion to impeach the President or the Undergraduate Board of Governors Representative has passed in second reading, the Speaker shall:
  - a. Immediately contact both the University of Alberta Board of Governors and the Ministry of Advanced Education and Technology to notify them that the impeached individual is no longer recognized by the Students' Union; and
  - b. Request the Ministry of Advanced Education and Technology that the impeached individual be relieved from their responsibility as a member of the University of Alberta Board of Governors.

## 6 Replenishment

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- 1. In the event of a vacancy in the office of President, Vice President, or Undergraduate Board of Governors Representative, the vacancy shall be filled in the following manner
  - a. If the vacancy occurs during the period on or after May 1 and on or prior to September 1, Council will appoint an individual to the position on an interim basis until the results of the by-election are announced in accordance with Bylaw 2400.
  - b. If the vacancy occurs in the period after September 1st, but on or before April 30th, Council will appoint an individual to the position for the remainder of the position's elected term.
- 2. During the Council meeting on or immediately following the vacancy, Council shall move to create the Executive Nominee Selection Committee of four (4) members
  - a. These members shall be taken from Students' Council; and
  - b. This committee shall only meet at the close of nominations, in the event that more than ten (10) applications are received, with the mandate of narrowing the pool of candidates to ten (10).
- 3. Following the Council meeting where the vacancy occurs
  - a. The business day immediately following the meeting in which or following when the vacancy occurred, the C.R.O. will make applications for the vacant position available to the Students' Union membership.

- i. The C.R.O shall produce nomination packages which shall contain, at minimum
    - a. Complete and current copies of Bylaw 2200 and Bylaw 1500; and
    - b. Nomination papers soliciting the name, contact information, and student identification number of the proposed nominee, the position the nominee wishes to contest for Executive and Board of Governors elections, nominations papers soliciting the names, faculties, years, signatures, and student identification numbers of at least fifty (50) and at most one hundred (100) members as nominators.
  - ii. Valid nomination packages shall contain
    - a. A signed acceptance of the nomination by the proposed nominee;
    - b. A signed letter from the proposed nominee's faculty confirming that the nominee is in good academic standing under University regulations; and
    - c. Papers soliciting the names, faculties, years, signatures, and student identification numbers of at least fifty (50) members identifying themselves as nominators.
- b. Nominations shall be closed seven (7) days prior to the next Council meeting.
- 4. Selection of the candidate shall be made on the basis of interviews held during the next Council meeting following the close of nominations as well as any relevant information from the nomination package.
  - 5. The appointment will be made with respect to a vote by Council using a preferential ballot.
  - 6. In the event of a vacancy in the office of Councillor, the Chief Returning Officer of the Students' Union shall offer the position to the candidate who would have been elected, had another Councillor been allocated to the resigning Councillor's faculty, during the last election before which nominations were open for that faculty.
  - 7. Notwithstanding (2), no person shall be offered a Councillor position who

- a. Has already vacated a Councillor position since the last election before which nominations were open for the faculty in question; or
  - b. Has already declined appointment to a Councillor position since the last election before which nominations were open for the faculty in question; or
  - c. Is a member of Students' Council.
8. The process for replenishment of Councillor positions shall continue until
  - a. No vacancies remain for the faculty in question,
  - b. The list of candidates from the last election before which nominations were open for the faculty in question is exhausted, or
  - c. The position would be offered to None of the Above.
9. In the event that vacancies exist after the procedures outlined in (6) and after the by-election outlined in Bylaw 2400(15), the Vacancy Petition system shall be used as outlined in Section 20 of this Bylaw.
10. Students' Council does not have the authority to appoint any Councillor.
11. In the event of a vacancy in the office of the Speaker of Students' Council, Students' Council shall select a new Speaker of Students' Council.

## 7 Start-Up

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1. All members of Students' Council except the Speaker of Students' Council and the General Manager of the Students' Union shall be elected on an annual basis.
2. The Chief Returning Officer of the Students' Union shall submit to the Speaker, as soon as practically possible, a report containing the results of any election of members to Students' Council.
3. The Speaker shall convene and Chair the introductory or start up meeting between April 1 and 30, except any portion of the meeting in which the outgoing Speaker is running for re-election.
4. At the introductory or start up meeting, the Students' Council-elect shall
  - a. Select the ensuing year's Speaker of Students' Council; and
  - b. Select the compositions of the ensuing year's committees; and
  - c. Set the meeting schedule for the following year's Students' Council with the first meeting to occur between May 1 and May 15.
5. At the first meeting of any year's Students' Council, all members of that Students' Council except the General Manager of the Students' Union shall be installed in a ceremony to be presided over by:
  - a. The previous year's Students' Union President, if available; or

- b. The previous year's Speaker of Students' Council, if the previous year's President is unavailable; or
  - c. The incoming Speaker of Students' Council, if neither the previous year's President nor the previous year's Speaker of Students' Council is available.
6. Power shall be officially transferred from one year's Students' Council to another year's on May 1.

## 8 Speaker of Students' Council

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1. The Speaker is responsible for
  - a. Chairing all meetings of Students' Council;
  - b. The budget and logistical needs of Students' Council;
  - c. Requesting a report from the University of Alberta Office of the Registrar and Student Awards each term to confirm that all individuals occupying positions requiring them to be undergraduate students meet all requirements set out in bylaw; and
  - d. Representing Students' Council before the Discipline, Interpretation, and Enforcement Board; and
  - e. Other duties as may be required by Students' Council.
2. The Speaker shall have access to sufficient administrative support to carry out the logistical needs of Students' Council.
3. The President of the Students' Union reports to the Speaker for of purpose of all Students' Council business.
4. The Speaker reports to Students' Council.
5. The Speaker may be dismissed by a simple majority vote of Students' Council.
6. The Chair of the Council Administration Committee shall be the Deputy Speaker of Students' Council and shall carry out the duties of the Speaker in the absence of the Speaker of Students' Council.

## 9 Proxies and Councillor-Designates

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1. Any Councillor may appoint up to one Students' Union member, in their faculty, at a time to attend to their duties of Students' Council on their behalf. The Councillor may appoint either:
  - a. A Proxy, which may be appointed for one (1) meeting of Students' Council at a time; or

- b. A Councillor-Designate, which may be appointed for up to one (1) trimester at a time and shall be able to attend and participate fully on all Committees and Boards that the Councillor sits.
2. A Proxy will, for the meeting of their appointment, have all the rights and responsibilities of the Councillor who appointed them, but shall not be permitted to sit on committees or boards.
3. A Councillor-Designate will, for the duration of their appointment, have all the rights and responsibilities of the Councillor who appointed them.
4. A Councillor-Designate shall be allowed to appoint a Proxy, but shall not be allowed to appoint an additional Councillor-Designate.
5. A Councillor who has designated a proxy retains access to all resources that they would otherwise be entitled.
6. A Councillor shall submit written notice and introduction of their Councillor-Designate to be included in the Order Paper or Late Additions.

## 10 Conduct of Meetings

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1. Quorum of Students' Council is a majority of its current voting membership.
2. Where legislation does not contradict it, Robert's Rules of Order shall be observed at all meetings of Students' Council.

## 11 Legislation

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1. Students' Union Bylaws
  - a. Are directives perpetually requiring and/or prohibiting action on the part of the Students' Union;
  - b. Are adopted, amended, or rescinded by two (2) simple majority votes or readings of Students' Council occurring not less than seven (7) days apart; and
    - i. Where the second reading changes to bylaw must be written by Bylaw Committee before being approved by Students' Council.
  - c. Do not expire.
2. A Students' Union political policy
  - a. Is a directive to the Executive Committee dictating on what issues Students' Union advocacy efforts should be directed;
  - b. Shall be explicitly tied to a committee;

- c. Requires the Executive Committee to submit an implementation plan to the committee to which it is tied;
  - d. Prohibits any person from representing any opinion divergent from Students' Union political policy as being the opinion of the Students' Union;
  - e. Is not binding on the Students' Union except as noted;
  - f. Is adopted, amended, or rescinded on two (2) simple majority votes or readings of Students' Council held not less than seven (7) days apart; and
    - i. Where the second reading changes to political policies must be written by Policy Committee before being approved by Students' Council.
  - g. Shall expire every three (3) years, but may be renewed by a simple majority vote of Students' Council.
3. Students Union Budgets
- a. Are adopted by two (2) simple majority votes or readings of Students' Council occurring not less than seven (7) days apart; and
    - i. Where first and second reading must be written by Finance Committee before being approved by Students' Council.
  - b. Budgets shall be created annually. Should a budget not be created per annum, the preceding year's budget will be applied.
4. Standing orders of Students' Council
- a. Are ongoing instructions to members of Students' Council and Students' Union staff respecting the manner of execution of Students' Council logistics;
  - b. Are adopted, amended, or rescinded on a simple majority vote of Students' Council or the Council Administration Committee; and
  - c. Do not expire, but shall be reintroduced by the Chair of the Council Administration Committee at the first meeting of each year's Students' Council.
5. General orders of Students' Council
- a. Are any non-procedural motions of Students' Council that do not adopt, amend, or rescind other legislation; and
  - b. Expire concurrently with the authority of the Students' Council that adopted them unless otherwise specified in the motion.

## 12 ~~Legislative Committee Membership~~ Standing Committee Membership

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1. First Principles regarding changes to this bylaw, in regards to Standing committee membership, can only be brought forward by the Standing committee in question or the Council Administration Committee.
2. The Bylaw Committee consists of seven (7) members of Students' Council.
3. The Finance Committee consists of
  - a. Seven (7) members of Students' Council;
  - b. The Vice President (Operations and Finance); and
  - c. The Vice President (Student Life).
4. The Policy Committee consists of
  - a. Six (6) members of Students' Council;
  - b. The Vice President (Academic);
  - c. The Vice President (External); and
  - d. The Vice President (Student Life).
5. The Audit Committee consists of seven (7) members of Students' Council who are not also members of the Executive Committee.
6. The Council Administration Committee consists of
  - a. Five (5) permanent members of Students' Council, and
  - b. All members of Students' Council except the Speaker and the General Manager.
7. The Nominating Committee consists of
  - a. Five (5) members of Students' Council;
  - b. The Vice President (Academic); and
  - c. The Vice President (External).
8. The Aboriginal Relations and Reconciliation Committee consists of
  - a. Three (3) members of Students' Council;
  - b. Two (2) members of the Executive Committee;
  - c. Two (2) members of the Aboriginal Student Council, as appointed by the Aboriginal Student Council and ratified by Students' Council;
  - d. Three (3) Aboriginal Students-at-Large, as ratified by Students' Council; and
  - e. One (1) elder, chosen by the Committee, as an ex-officio member.



9. ~~Voting membership of legislative committees shall be closed membership of only elected members of Students' Council or their designates.~~
10. Notwithstanding any provision in this bylaw, ~~legislative committees~~ **standing committees** may appoint non-voting members to themselves by passing regulations to this effect as part of their standing orders.
11. Non-voting members of ~~legislative committees~~ **standing committees**
- Are not entitled to move, second, or vote on motions of ~~legislative committees~~ **standing committees**,
  - Are not entitled to chair ~~legislative committees~~ **standing committees**, and
  - Do not count towards quorum of ~~legislative committees~~ **standing committees**.
12. **Student-at-large members of standing committees shall be nominated through Nominating Committee via the following process:**
- Standing committees who wish to fill student-at-large positions shall send a request to Nominating Committee for their fulfilment.**
  - Upon request, Nominating Committee shall solicit and review applications from Students' Union members for student-at-large positions on standing committees.**
  - Once completed, Nominating Committee shall recommend to Students' Council the appointment of Students' Union members to serve as students-at-large on standing committees.**

## 13 Chairs of ~~Legislative Committees~~ **Standing Committees**

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- Each ~~legislative committee~~ **standing committee**, unless otherwise specified in the **committee's Standing Orders**, shall be chaired by a member of that ~~legislative committee~~ **standing committee** elected by the voting members of that ~~legislative committee~~ **standing committee** using the following procedure:
  - Balloting shall be conducted by preferential balloting, in which each voter shall rank their choices for each position using natural numbers with one (1) representing the first choice, and increasing numbers representing less desirable choices.
  - A candidate shall require a majority of voters to indicate them as the first choice in order to be elected.
  - Voters shall be entitled to mark as few as zero candidates for any given position or as many as all of them.

- d. A section of a voter's ballot shall be considered spoiled where
    - i. That voter has indicated the same number for more than one (1) candidate; or
    - ii. That voter has not included the number one (1) next to any candidate; or
    - iii. That voter has indicated more than one (1) number next to the same candidate; or
    - iv. That voter has used non-consecutive numbers.
  - e. In the event that no candidate receives a majority of first place votes in a given race, the candidate with the fewest first place votes shall be eliminated.
  - f. Any voter who has indicated an eliminated candidate with a number shall have the candidate marked with the next highest number following the number by which the eliminated candidate has been indicated take the place of the eliminated candidate, and so on, in such a way that all candidates indicated by that voter as less desirable than the eliminated candidate are registered as being one (1) step more desirable than originally indicated.
  - g. Where all remaining candidates have an equal number of first place votes, or where the remaining candidate with the fewest first place votes is tied with another remaining candidate, the candidate that had the fewest first place votes on the first count in which a differential existed shall be eliminated.
  - h. Where all remaining candidates have an equal number of first place votes, or where the remaining candidate with the fewest first place votes is tied with another remaining candidate, and where this tie has existed on every count, the candidate with the fewest first place votes shall be eliminated by a random or quasi-random method selected by the Speaker of Students' Council.
  - i. The process set out in this section shall continue for each position until such a time as a candidate receives a majority of first place votes for that position at which point that candidate shall be declared the victorious.
  - j. Where "None of the Above" is declared victorious, no candidates shall be declared victorious.
2. The Chair of the Council Administration Committee shall be a permanent member of the Council Administration Committee.

3. The Chair of the Aboriginal Relations and Reconciliation Committee shall be a permanent member of the Aboriginal Relations and Reconciliation Committee.

## 14 Quorum of Legislative Committees **Standing Committees**

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1. The Audit Committee, and the Bylaw Committee each have a quorum of four (4) members.
2. The Policy Committee, the Nominating Committee, and the Finance Committee each have a quorum of five (5) members.
3. The Council Administration Committee has a quorum of three (3) permanent members.
4. The Aboriginal Relations and Reconciliation Committee has a quorum of six (6) permanent members.

## 15 Functioning of Legislative Committees **Standing Committee**

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1. ~~Legislative committees~~ **standing committees** shall establish meeting schedules on a trimesterly basis, in advance, with the trimesters being
  - a. May to August; and
  - b. September to December; and
  - c. January to April.
2. No meeting of a ~~legislative committee~~ **standing committee** shall occur unless:
  - a. every quorum-counting member of the ~~legislative committee~~ **standing committee** has received at least seventy-two hours notice of the meeting; or
  - b. every quorum-counting member of the ~~legislative committee~~ **standing committee** consents to the meeting taking place.
3. ~~Legislative committees~~ **Standing committees** may adopt such standing orders as do not conflict with legislation.
4. The Speaker, and through them Chairs of ~~legislative committees~~ **standing committees**, shall have access to sufficient administrative support to ensure the proper functioning of committees, including but not limited to
  - a. The creation and publication of agendas for committee meetings;
  - b. The creation and publication of minutes for committee meetings;
  - c. The booking of meeting rooms;
  - d. The duplication of required documents; and
  - e. Access to Students' Union archives.

- ~~5. Any permanent member of a legislative committee may designate any member of students' council or their Councillor-Designate as their proxy for any portion of the councillor's term, provided that their proxy fulfills the eligibility requirements to serve on the legislative committee in question.~~
5. Any permanent member of a committee may designate any member of their appointing body, or in the case of Councillors, their Councillor-Designate, as their proxy for any portion of their term, provided their proxy fulfills the eligibility requirements to serve on the committee in question.
6. Every ~~legislative committee~~ **standing committee** named at the introductory meeting shall hold a meeting before the first meeting of its Students' Council in order to
  - a. Elect a Chair; and
  - b. Set initial standing orders; and
  - c. Set a meeting schedule for its first trimester.
7. Voting members may be permitted to teleconference/videoconference into ~~legislative committee~~ **standing committee** meetings, at the discretion of the chair, except under conditions in which the committee is in camera. For in camera portions of a ~~legislative committee~~ **standing committee** meeting, the meeting must take place in person.

## 16 Written Reports

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1. Chairs of ~~legislative committees~~ **standing committees** shall draft and submit written reports to Students' Council, outlining the activity of their committee, before the last meeting of each trimester.
2. The report tabled for the last meeting of the elected term shall include required transition documentation.
3. Each report shall include the following items, at a minimum:
  - a. Activities of that committee during the trimester; and
  - b. A general summary of decisions, recommendations and motions made under the authority of that committee; and
  - c. The presumptive schedule for the coming semester, if applicable.
4. The transition documentation for the final trimester shall include, at a minimum:
  - a. An outline of the committee structure and function; and
  - b. The general responsibilities of the Chair; and
  - c. Future tasks or objectives that should be considered by the incoming committee; and
  - d. Advice to the incoming chair.

## 17 Mandates of Legislative Committees **Standing Committees**

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### 1. The Audit Committee

- a. Shall review any Faculty Association for compliance with any funding agreements and contracts held with the Students' Union;
- b. Shall investigate breaches of contract with the Students' Union;
- c. Shall monitor the use of all Faculty Association Membership Fees and Faculty Membership;
- d. Shall monitor the use of funds allocated by the Students' Union to the Association des Universitaires de la Faculté Saint-Jean;
- e. Shall monitor the Finance Committee's allocation of the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, and the Refugee Student Fund;
- f. Shall annually select the Students' Union auditor
- g. Shall oversee the Students' Union external audit and include it with the Committee's report on the audit to Council;
- h. Shall review the Students' Union's audited financial statements in advance of their presentation to Students' Council;
- i. Shall review all alterations made to the Students' Union's budget for the purposes of verifying compliance with Students' Union legislation;
- j. Shall review for appropriateness and compliance with the Students' Union's budget the transactions of the Students' Union organizational units;
- k. Shall review all expenditures made on Students' Union credit cards;
- l. Shall investigate any inappropriate transactions or significant variances against the Students' Union's budget;
- m. Has the authority to require to appear before it, in a reasonable period of time, any Students' Union employee and/or member of the Executive;

### 2. The 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 ~~legislative committee~~ **standing committee**; and

- d. Has the power to make, to Students' Union bylaws alterations to Students' Union bylaws that do not alter the meaning of the bylaws in question.
  - e. Shall review recommendations of the Discipline, Interpretation and Enforcement (D.I.E.) Board by the end of the first August following the ruling's release.
3. The Council Administration Committee
- a. Has authority to amend, adopt, or rescind standing orders of Students' Council after an initial set of standing orders has been adopted by Students' Council;
  - b. Shall make recommendations to Students' Council on the structure of Students' Council and 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;
4. The Finance Committee
- a. Shall recommend budgets to Students' Council as required by Students' Union legislation;
  - b. Shall make recommendations to Students' Council on alterations to the Students' Union operating budget;
  - c. Shall make recommendations to Students' Council on expenditures of funds from the Projects Allocation;
  - d. Shall make recommendations to Students' Council on legislation dealing with Students' Union finances as it considers appropriate or as required by Students' Council;
  - e. Shall regulate and approve the methods used by the Registrar's Office in disbursement and appeal of the Access Fund;
  - f. Shall make grants and has the authority to set an implement policy regarding the disbursal of funds from the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, the Refugee Student Fund, and the portion of the Students' Union operating budget designated for grants to Student Groups;
  - g. Shall oversee, review, and approve as necessary the contracts and agreements between the Students' Union and Dedicated Fee Unit organizations as outlined in the Bylaw 6000 schedule;
  - h. Shall conduct an annual financial review of each Operational Dedicated Fee Units as outlined in Bylaw 6200;

- i. Has authority to grant loans to student groups in amounts not exceeding \$1,500 per student group;
- j. May delegate the granting of funds where the Finance Committee has established standing orders identifying the delegate and comprehensive regulations within which the delegate must exercise its discretion when granting;
- k. May establish, amend, eliminate, and bestow awards recognizing student involvement, such awards to be funded by the Student Involvement Endowment Fund and/or external sources, as outlined in Finance Committee Standing Orders;
- l. Shall bestow all externally-funded awards delegated to it by the Students' Union Executive Committee; and
- m. May establish, amend, eliminate, and bestow awards recognizing outstanding undergraduate teaching at the University of Alberta.
- n. The Finance Committee may establish such rules and procedures as may be necessary for the fulfillment of its mandate and may delegate this authority as it deems necessary.

5. The Nominating Committee

- a. Shall solicit and review applications from Students' Union members for student-at-large representative positions on General Faculties Council and its subcommittees, University advisory committees, University executive hiring committees, and the Senate;
- b. Shall recommend to Council the appointment of undergraduate students-at-large to serve on General Faculties Council subcommittees, University advisory committees, University executive hiring committees, and the Senate;
- c. Shall recommend to Council the appointment of undergraduate students to serve on General Faculties Council when seats remain vacant after a election;
- d. Has authority to determine the criteria and application process for student positions appointed by Students' Council.

6. The Policy Committee

- a. Shall make recommendations to Students' Council on Students' Union political policy;
- b. Shall make recommendations to Students' Council on Students' Union political policy respecting undergraduate tuition at the University of Alberta;

- c. Shall receive reports from the Students' Union Executive Committee on advocacy activities and evaluate their effectiveness; and
- d. Can make editorial changes to all political policy.

#### 7. The Aboriginal Relations and Reconciliation Committee

- a. Shall make recommendations to Students' Council on the implementation on the Truth and Reconciliation Commission's Calls to Action;
- b. Shall assist, after discussion, Students' Council in identifying Aboriginal student priorities;
- c. Shall write a yearly report to Students' Council detailing Aboriginal student priorities;
- d. Shall ensure adequate discussion, as defined by this committee, is completed by the Students' Union in identifying Aboriginal student priorities;
- e. Shall develop strategies for the respectful implementation of Aboriginal knowledges and teachings;
- f. Shall foster collaboration between the Students' Union and Aboriginal students;
- g. Shall work with Students' Council committees in implementing the Truth and Reconciliation Commission's Calls to Action, and representing and hosting discussion with Aboriginal students;
- h. Shall request reports from the Students' Union Executive Committee on its advocacy for and with Aboriginal students;
- i. Shall periodically produce reports on the Executive Committee of the Students' Union in relation to the Truth and Reconciliation Commission's Calls to Action, the Truth and Reconciliation Commission Political Policy, the Aboriginal student priorities defined by this committee, and its overall advocacy and representation of Aboriginal students;
- j. Shall compile a public report on the representation of and collaboration with Aboriginal students, as well as all relevant advocacy work, done by Students' Council;
- k. Shall recommend to the Students' Council, representatives to sit on committees, councils, etc., both internal and external, whose main focus is Aboriginal students;



- l. Holds the authority to determine the criteria and application process for student-at-large and de facto representative positions on this committee;
  - m. Shall ensure that cultural sensitivity training is provided to Students' Council;
  - n. Holds the authority to make alterations to the Acknowledgement of Traditional Territories;
  - o. Holds the authority to make alterations and renew the Students' Union Political Policy on the Truth and Reconciliation Commission Political; and
  - p. Shall ensure the Students' Union collaborates with Aboriginal elders on all relevant matters; with relevant being defined by this Committee.
8. ~~Legislative committees~~ **Standing committees** have the authority to make recommendations to Students' Council on matters related to their mandates but not explicitly set out in this bylaw.
9. Students' Council has the authority to require recommendations from ~~legislative committees~~ **standing committees** on matters related to their mandates but not explicitly set out in this bylaw.

## 18 Conflict-of-Interest

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1. No person shall use a Students' Union position that they hold to further personal business interests.
2. No person may hold a Students' Union position who
  - a. is party to any contract or agreement with the Students' Union, accepting contracts or agreements directly relating to that person's employment by the Students' Union; or
  - b. has any interest in a contract or agreement with the Students' Union, accepting contracts or agreements directly relating to that person's employment by the Students' Union.
3. Does not apply to any person by reason only
  - a. Of the receipt of any properly-approved honorarium, commission, or allowance from the Students' Union;
  - b. Of being a non-executive member of any registered student group which has any contract or agreement with the Students' Union; or

- c. Of the sale of goods or services to the Students' Union in the ordinary course of business, at competitive prices, and in accordance with Students' Union procedures.
4. No member of Students' Council shall vote on a motion relating to a student group or organization of which they are a member unless that organization is a faculty association.
  - a. Membership in an organization shall be defined as
    - i. Regular meeting attendance and voting and/or speaking privileges at meetings; or
    - ii. Holding office within that organization
5. If a councillor has a conflict of interest and votes on a motion in Students' Council or any one of its committees
  - a. they will report that immediately to the Speaker of the Association
  - b. if unreported, any member of Students' Council may send a petition to DIE Board within four (4) months or before the conclusion of the session of Students' Council, whichever is longer. Petitions made are subject to Bylaw 1500.
6. In extraordinary circumstances a member of council should be allowed to retroactively change their vote to an abstention in the case of a conflict of interest. This would be done through a motion to Students' Council. Any member of Students' Council will have an option to petition DIE Board on the narrow issue of what constitutes extraordinary circumstances.
7. Neither any member of the Students' Union Executive Committee nor the Chief Returning Officer of the Students' Union shall apply for a remunerated position with the Students' Union unless the selection of that position is ratified by Students' Council.

## 19 Nominations to University Bodies

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1. The four (4) individuals nominated by the Students' Union to the University of Alberta Senate shall be
  - a. The Students' Union Vice President (External), and
  - b. Three members of the Students' Union, selected by Students' Council, after receipt from the recommendation of the Nominating Committee.
2. The two (2) individuals nominated as ex-officio representatives of the Students' Union to the University of Alberta General Faculties Council shall be
  - a. The Students' Union Vice President (Academic), and
  - b. The Students' Union Vice President (Student Life).

3. The two (2) individuals nominated by the Students' Union to the University of Alberta Board of Governors shall be
  - a. The Students' Union President, and
  - b. The Undergraduate Board of Governors Representative.
4. The Undergraduate Board of Governors Representative shall be elected at the same time and in the same fashion as the Students' Union President and Vice Presidents.
5. The Undergraduate Board of Governors Representative shall have access to sufficient administrative resources for the discharge of their duties.

## 20 Vacancy Petitions

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1. Immediately following the by-election period for Students' Council, as outlined in Bylaw 2400, the office of Discover Governance, with the assistance of the Chief Returning Officer, shall create a Vacancy Petition form for all faculties with vacancies and disseminate the form broadly, including to the Faculty Association in which the vacancy is held.
2. The Vacancy Petition form, to be filled out by the candidate, shall include:
  - a. The name, e-mail, faculty, and ID number of the candidate seeking to fill the vacancy; and
  - b. A signed acceptance of the petition by the candidate; and
  - c. A signed letter for the candidate from their faculty confirming that they are in good academic standing under University regulations; and
  - d. A list of nominators including the names, faculties, years, signatures, and student identification numbers; and
  - e. A copy of Bylaw 100(20); and
  - f. A link to the Vacancy Petition webpage.
3. In order for the petition to be declared valid, the candidate must collect a greater number of signatures from nominators than either 3(a) or 3(b), whichever is lower:
  - a. The voter turnout percentage in their vacant faculty during the last general Students' Council election in which a candidate ran; or
  - b. The mean voter turnout percentage for the last three (3) general Students' Council elections.
4. The Vacancy Petition form for Open Studies students shall include all requirements mentioned in (2) with the exception of collecting nominators' signatures.
5. The completed Vacancy Petition shall be submitted to the Office of Discover Governance upon its completion for validation of nominators, if applicable.

6. The first valid Vacancy Petition submitted for a given faculty will trigger a seven (7) day period after which no other petitions will be received per vacant seat.
7. If no other valid Vacancy Petitions are received within the seven (7) day period, the successful candidate shall be declared a Councillor for the vacant seat for the remainder of that term.
8. If two or more candidates submit valid Vacancy Petitions for the same seat during the seven (7) day period outlined in (6), the candidate with the most signatures at the end of this period shall be the winner.
  - a. Any candidate shall be allowed to retrieve their petition during the seven (7) day waiting period to collect more signatures, so long as the final petition is re-submitted by 5:00pm on the last business day prior to the deadline.
  - b. In the event of a tie in the number of signatures, the Chief Returning Officer shall determine the winner by flipping a coin or other random-chance tie-breaking method in the presence of the Deputy Returning Officer or a member of the Office of Discover Governance.
9. Individuals that are ineligible to submit Vacancy Petitions include:
  - a. Any member of Students' Council; or
  - b. The Speaker of Students' Council; or
  - c. The Chief Returning Officer or Deputy Returning Officer; or
  - d. Any student who ran during the previous general election or by-election and lost to none of the above; or
  - e. any student who has previously used this mechanism in the last 365 days.
10. The period for Vacancy Petitions to be submitted shall be from the first business day following the fall by-election to February 1 of the subsequent year.
11. The Office of Discover Governance, with the assistance of the Chief Returning Officer, shall create and maintain a Vacancy Petition webpage to list the current status of all vacant Students' Council seats:
  - a. The link to this webpage shall be included in the Vacancy Petition package; and
  - b. This webpage shall be maintained with regular updates, deadlines and other relevant information; and
  - c. At a minimum, the number of packages submitted in each faculty shall be updated daily during the seven (7) day deadline period.

## 21 Attendance Regulations

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1. "Satisfactory attendance" is defined as being present for at least 50% of roll calls per trimester.
2. "Unsatisfactory attendance" is defined as being present for less than 50% of roll calls per trimester.
3. Councillors are expected to attend, send a Proxy or Councillor-Designate, to meetings of Students' Council as minimum expectation of holding office.
4. A Councillor must maintain satisfactory attendance each trimester to remain a Councillor for the following term.
5. Formal attendance percentages shall be calculated for each Councillor at the end of every trimester by the Speaker, and be provided as an information item to Students' Council.
  - a. A leave of absence for elections shall not be accounted into the attendance percentage.
6. Where a Councillor has unsatisfactory attendance at the end of the trimester, they shall be declared in contravention to this Bylaw and be automatically removed as a member of Students' Council.
  - a. This regulation shall only apply at the end of the Spring/Summer and Fall trimesters.
7. The contravening Councillor shall be able to appeal their removal to D.I.E. Board within three (3) business days of their removal, based on extenuating circumstances at the Board's discretion, including those listed below:
  - a. Personal circumstances including medical, emotional, mental, or family emergencies; or
  - b. Academic program requirements, where evidence of mandatory evening or overnight commitments is provided confirming conflict with meeting these attendance requirements; or
  - c. Other circumstances deemed reasonable, at the discretion of D.I.E. Board.
8. Unreliable proxies or Councillor-Designates shall not be considered a reasonable excuse for appeal, unless D.I.E. Board deems there were extenuating circumstances.
9. During the appeal proceedings, the Speaker shall attend the hearing to provide the official attendance record and field any questions of the Board.
10. Should the D.I.E. Board approve the appeal of the contravening Councillor, that Councillor shall be re-appointed immediately.

11. The contravening councillor's seat shall not be replenished until the three (3) day appeal period has passed or the subsequent appeals process has been exhausted.
12. The Speaker shall present and e-mail these regulations at the first meeting of Students' Council each trimester.

## 22 ~~Legislative Committee~~ **Standing Committee** Attendance Regulations

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1. Attendance of ~~legislative committees~~ **standing committees** is defined as attending for at least one (1) roll call of attendance.
2. ~~Councillors are expected to attend, send another Councillor as proxy, or appoint a Councillor-Designate to legislative committee meetings as a minimum expectation of holding a seat on a given legislative committee.~~
3. **Members are expected to attend, send another member as proxy, or in the case of Councillors, their Councillor-Designate, to standing committee meeting as a minimum expectation of holding a seat on a given standing committee.**
4. Where a Councillor meets the following criteria for three (3) regularly scheduled meetings, they shall be automatically removed from that ~~legislative committee~~ **standing committee**:
  - a. Fails to attend; and
  - b. Fails to provide a formal document to the committee's chair, prior to the start of the meeting, including their written thoughts on all agenda items listed.
5. The committee minute template shall include a criteria in the attendance portion indicating whether the formal document listed in 3(b) was sent by any member.
6. In the event that an individual meets the aforementioned criteria the Chair, or any other member, shall contact the Speaker indicating:
  - a. The name of the Committee; and
  - b. The name of the Councillor; and
  - c. The minute documents showing the Councillors' absence and failure to provide a written statement.
7. Following verification of the information provided, the Speaker shall declare the seat vacant.
8. Any councillor removed from a committee shall be able to be re-nominated and re-appointed.
9. The Speaker shall inform all members of Students' Council of these regulations at the start of each Students' Council year and at the time of appointment of vacant seats.

## 23 No Force or Effect

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1. Any decision of Students' Council that is in conflict with federal or provincial statute or with the Common Law is of no force or effect.