



COUNCIL ADMINISTRATION COMMITTEE MINUTES

2014 – 2015

Date: June 17th 2014

Time: 5.05 pm

In Attendance:

NATALIA BINCZYK (*Chair*)

JAMES HWANG

BASHIR MOHAMED

Excused Absence:

Others in Attendance:

CORY HODGSON

JUSTIS ALLARD

BO ZHANG

NICHOLAS DIAZ

JAMIE HUDSON

SACHITHA KUSALADHARMA

1. CALL TO ORDER: The meeting was called to order by BINCZYK at 5.05 pm.

2. APPROVAL OF AGENDA BINCZYK moved to approve the agenda for *June 17, 2014* as tabled.
Vote 7/0/0
CARRIED

3. APPROVAL OF MINUTES BINCZYK moved to approve the minutes for *June 03, 2014* as tabled.
Vote 6/0/1 (Abstention by Hodgson)
CARRIED

Incoming CRO's resignation

4.
ANNOUNCEMENTS

BINCZYK: After so much trouble to get the appointment ratified, the Chief Returning Officer (CRO) has resigned. He had realized later on that there were too many hours. We have to decide whether to select the runner-up or to go through the selection process all over again by forming a new committee. I talked with Rebecca of Discover Governance (DG) about it, and the best option would be to see whether the runner up is still interested in the position. The issue is time sensitive. I don't see why we should spend several more weeks trying to select a new candidate all over again.

ZHANG: Is the commitment 75 hours per week or 40 hours per week? That's a big difference.

BINCZYK: It is 40 hours on the job description.

HODGSON: I don't know who told him that, but having 75 hours of work is not accurate.

ZHANG: It is not even legal to have 75 hours. If 40 hours was communicated at the interview, we shouldn't change it afterwards. Do you know who told about a 75 hour commitment?

BINCZYK: I don't know. At last Council meeting, there were some councilors who were vocal about the number of hours. Maybe the word just got out.

As we are overseeing the CRO, we can call him to clarify that 75 hours is not the commitment.

HODGSON: My presumption is that he resigned mainly because his life plans changed. But, he had made a point about this too. We should address it. I agree that it is a time consuming job during elections. I would describe it as having to be on-call. It's not a 75 hour solid commitment.

ZHANG: He told me that during the hiring process, a 40 hour commitment was mentioned. But, there had been a document saying that the CRO has varying hours. He had to ask someone what that meant. That person has told that it would likely be an extra 5 hours or so. That would be a small variance. So, he said he was confused why it turned into 75 all of a sudden. He said that although he moved to a different faculty, he would have considered keeping the job if it had stayed at 40 hours. He didn't tell me who told him about the 75 hours.

BINCZYK: It's not about blaming the person, but we should ensure that he/she doesn't say the same thing in the future.

HODGSON: Maybe we can change the job description to highlight the on-call nature of the job.

BINCZYK: I already talked to Rebecca about it. She'll be changing the job description.

What's important right now is to decide what to do next.

HODGSON: My only concern was that the runner up was a long way behind.

BINCZYK: It was almost a tie.

DIAZ: I like the idea of approaching the runner-up.

HODGSON: Under the current practice, we can definitely do this.

BINCZYK: My priority right now is to give as much time as possible to the incoming CRO.

ZHANG: When I talked to Brandon, he said the same thing. He said that it should be clearly mentioned in bylaw that Council or the Council Administration Committee (CAC) can explore other options when the first candidate doesn't work out.

HODGSON: Bylaw says that the hiring committee would recommend a candidate. That person doesn't necessarily have to be the CRO. If that candidate doesn't work out, it falls under CAC's discretion to select another person. In this occasion, we are good. Bylaw has been followed.

ZHANG: Yes. Brandon's recommendation was that this has to be explicitly said.

BINCZYK: I'll inform Rebecca to contact the runner-up.

5. OLD BUSINESS

Council's clothing order

BINCZYK: Councilor Banister wanted us to explore other options like cardigans. For us to get the discounted price, we need to order in bulk. That's why I didn't get samples of those items. It's very unlikely that a majority of councilors would want cardigans. We have 2 types of hoodies and a jacket. I think we should settle for something tonight. Vice-president Hodgson told me that we have around \$40 per councilor. For the sweater with the name, it will be around \$30. The jackets will be about \$50. So, for jackets, councilors would have to pay an additional \$10 which ties into the issue of accessibility.

HODGSON: In the past, Council has gone both ways. In some years, councilors had to chip in extra. In other years, there wasn't a need for extra money from councilors. We can always work something out if someone is not able to give the extra money needed.

The Students' Union (SU) General Manager told me that there will be an alumni event of former councilors and executives happening in early September. Current councilors can volunteer for the event. For example, they could be ushers. So, councilors who join that event may not need to pay the extra money. We can work something like that out.

BINCZYK: Shall I make the order right now, or wait till September.

HODGSON: You should make the order now. What I said was another potential option to pay the extra \$10.

The committee members looked through the samples and chose their preferred item. A majority chose the jacket.

BINCZYK: So, we'll be ordering jackets. I'll be informing Council that we are ordering jackets. I'll also inform about the price. Councilors can try out the jackets and give their sizes.

Would they have to give us money before we make the order?

HODGSON: No.

BINCZYK: There are 4 vacant positions. Should we order the extra 4? The risk is that we don't fill those positions.

HODGSON: If we order them later, they will be way more expensive.

BINCZYK: We can order all the jackets now. If we don't fill the positions, we can do a big contest and give those out to the winners.

HODGSON: We can also check whether SUBmart would buy them back.

Are we also going to do the full embroidery?

BINCZYK: Yes. It's all included. I'm not sure if the position is included.

6. NEW BUSINESS

CRO's final report

BINCZYK: Did everyone get to read the report? Is there any opposition?

HODGSON: I don't agree with the proposed changes, but there's nothing against the report.

BINCZYK: There aren't any specifications as to what we need to look in the report. So, I find it hard to object.

**HODGSON moved to approve the Chief Returning Officer's final report.
The motion was seconded by HWANG.
Vote 5/0/1 (Abstention by Mohamed)
CARRIED**

Council annual survey

BINCZYK: I know that those of you who are not permanent members of CAC wouldn't have seen this. The survey was done with DG. Is there any objection to the survey?

ZHANG: Council surveys came out of SCET (Students' Council Engagement Task Force) right?

BINCZYK: Yes. But we actually made the survey.

**BINCZYK moved to approve Council's annual survey.
The motion was seconded by HWANG.
Vote 2/0/1 (Abstention by Mohamed)
CARRIED**

Amending Students' Council's Standing Orders

1. Clarifying attendance during in-camera sessions via skype

BINCZYK: We referred to this during our last meeting. Last CAC apparently talked about it. However, nothing was in the Standing Orders. We need to clarify that councilors in attendance are allowed to stay during in-camera discussions via skype. This has been approved last year, but is not in Standing Orders.

DIAZ: You should use less branded terminology to describe it.

BINCZYK: Would you mind if we go to another item till we get the wording sorted out?

2. Limiting speaking terms to 4 minutes

BINCZYK: Vice-president Khinda brought an item to council stating that she would like to limit speaking terms to 4 minutes. The reason was that if you can't get to the point in 4 minutes, you are going round in circles. It did come up that we want the meetings to be as efficient as possible.

MOHAMED: I think it should stay at 6 minutes. There are some complicated things that need a longer time to explain.

BINCZYK: A counterpoint is that if more time is needed, Standing Orders can be suspended to increase the speaking minutes. Another counterpoint is that when meetings go beyond 10 pm, it's really tiring and frustrating for councilors.

DIAZ: My thought is that Standing Orders should cover the majority of circumstances. When people want to speak 6 minutes or more, it's fully within their power to request the speaker to suspend Standing Orders.

ZHANG: I agree that we should reduce the time. But, cutting it to 4 minutes is too much. We should have it at 5 minutes. It's good to slowly lower it, and see what we are comfortable with.

HWANG: I think cutting the time is a good idea. On the debate between 4 minutes and 5 minutes, I don't think cutting 1 minute would make much of a

difference in terms of shortening meeting times drastically.

MOHAMED: We can have it at 4 minutes, but people can put up placards to extend your time. If others think that the speech isn't worth it, they won't allow more than 4 minutes. On the other hand, if other people think it's important, they can put up placards.

DIAZ: It's a good idea.

BINCZYK: We'll have it at 4 minutes then. If making a motion to suspend Standing Orders during the debate is in the way of councilors, we'll change it to a placard based method.

MOHAMED: Yes.

HODGSON: Let's try it and see how it runs.

BINCZYK moved to amend part 12 Section 18 (1) of Students' Council Standing Orders to read "Members having obtained the floor to speak to a motion can speak no longer than four minutes".

The motion was seconded by HWANG.

Vote 8/0/0

CARRIED

Amending CAC's Standing Orders

BINCZYK: It would be good to add a section on Students' Council surveys to CAC's Standing Orders.

DIAZ: What were the questions in the survey?

BINCZYK: We discussed the questions during the last meeting. I only sent them out to the permanent members.

DIAZ: Is this to Council or to constituents?

BINCZYK: It's to Council.

It's getting late now. So, during the next meeting, we will first talk about the Standing Order amendment regarding attendance via skype for in-camera sessions. We'll also amend CAC's Standing Orders. Would somebody be willing to do that?

HODGSON: I'll do it.

7. CLOSED SESSION *NIL*

8. NEXT MEETING *June 24, 2014 at 5 pm.*

9. ADJOURNMENT **HWANG moved to adjourn the meeting.**
The motion was seconded by MOHAMED.
CARRIED

The meeting was adjourned by BINCZYK at 5.48 pm.