



University of Alberta Students' Union  
**COUNCIL ADMINISTRATION  
COMMITTEE**

Tuesday, October 6, 2015  
5.00pm  
ECHA 1-131

**AGENDA (CAC 2015-09)**

- 2015-09/1            **INTRODUCTION**
- 2015-09/1a           **Call to Order**
- 2015-09/1b           **Approval of Agenda**
- 2015-09/1c           **Approval of Minutes**
- 2015-09/1d           **Chair's Business**
- 2015-09/2            **OLD BUSINESS**
- 2015-09/3            **NEW BUSINESS**
- 2015-09/3a           Council Jackets.
- 2015-09/3b           ADEMAJ MOVES to approve \$75 for Engineering Town Hall.
- 2015-09/3c           ADEMAJ MOVES to approve \$50 for Science Town Hall.
- 2015-09/3d           ADEMAJ MOVES to adopt new Standing Orders as attached.
- Please see CAC 15-09.01
- 2015-09/4            **DISCUSSION**
- 2015-09/4a           Councillor Engagement.
- 2015-09/4b           October Council Social Gathering.
- 2015-09/5            **CONFIRMATION OF NEXT MEETING DATE**
- 2015-09/5a           **Next Meeting:** Tuesday, October 20, 2015 @ 5.00pm in SUB 6-06.
- 2015-09/6            **ADJOURNMENT**

---

**COUNCIL ADMINISTRATION COMMITTEE**

(Last Approved -     DATE    )

**1) MANDATE**

- 1) In accordance with Bylaw 100 of the University of Alberta Students' Union, the Council Administration Committee
  - a. has authority to amend, adopt, or rescind the Standing Orders of Students' Council after an initial set of Standing Orders have been adopted by Students' Council;
  - b. shall make recommendations to Students' Council on the structure of Students' Council and its Standing Committees;
  - c. shall oversee the Speaker and the Chief Returning Officer of the Students' Union;
  - d. shall oversee the progress of Students' Council legislative agenda;
  - e. shall recommend to Students' Council a candidate for the position of Chief Returning Office on or before April 15 of each year.
  - f. shall recommend to Students' Council a composition of the Awards Committee on or before April 15 of each year.

**2) MEETINGS**

- 1) Quorum of the Council Administration Committee shall be three permanent voting members.
- 2) The Council Administration Committee shall hold a meeting, coordinated through the Speaker of Students' Council, before the first meeting of its Students' Council in order to:
  - a. elect a chair from within its voting membership
  - b. set initial standing orders, and
  - c. adopt a meeting schedule.
- 3) Additional meetings of the Council Administration Committee may be called by either the Chair or three permanent voting members of the Committee, provided that:
  - d. every permanent member has received at least seventy-two hours' notice of the meeting, or
  - e. every permanent member consents to the meeting taking place.
- 4) Meeting of the Council Administration Committee may be cancelled by:
  - a. a simple majority vote of the Committee to amend the meeting schedule, or
  - b. the unanimous consent of all permanent members to the cancellation
- 5) Meetings of the Council Administration Committee shall be open to the public, unless the Committee moves *in camera*.

**3) MEMBERSHIP**

- 1) Should a vacancy on the Council Administration Committee occur, then the Committee shall recommend the nomination of additional member(s) to Students' Council at its next meeting.
- 2) Should the Chair of the Council Administration Committee leave the voting membership of the Committee, the position of Chair shall be considered vacant and a new chair shall be elected at the next meeting.
- 3) The Speaker of Students' Council shall be a non-voting member of the Council Administration Committee.

- 4) All voting members of Students' Council, except for short-term proxies, shall be voting members of the Council Administration Committee.

**4) CHAIR'S RESPONSIBILITIES & DUTIES**

- 1) The Chair of the Council Administration Committee shall be a permanent voting member.
- 2) The Chair of the Council Administration Committee shall:
  - a. arrange for the booking of a meeting room, when necessary, for meetings of the Committee;
  - b. arrange for the preparation and distribution of the Committee agenda;
  - c. moderate debate at meetings of the Committee;
  - d. respond to the questions of members of the Committee in a timely fashion;
  - e. assign duties to members of the Committee, such duties pertaining to the fulfilment of the mandate of the Committee;
  - f. maintain the Standing Orders of the Committee; and
  - g. submit reports to Students' Council, as required.
- 3) Should the Chair of the Council Administration Committee be absent from a meeting of the Committee, the Committee shall then elect an interim chair from within its permanent voting membership for the duration of the meeting.
- 4) The Chair of the Council Administration Committee may be removed from the post of chair by a simple majority vote of the Committee.
- 5) The Chair shall work with the Speaker and Administrative Assistant to ensure the logistical needs of CAC are met.

**5) MEMBER RESPONSIBILITIES & DUTIES**

- 1) The Council Administration Committee may recommend to Students' Council, by a simple majority vote, the removal of any permanent member who is not carrying out his/her duties in contributing to the fulfilment of the mandate of the Committee.
- 2) Members are required to attend all meetings of the CAC.
- 3) Shall be considered present should a proxy be appointed and attends as per Bylaw 100, Section 15-5.

**6) PROXIES / GUESTS**

- 1) To appoint a proxy to the Council Administration Committee, the member thereof must provide a notice to that effect to the Chair of the Committee:
  - a. stating the name and e-mail address of the eligible member of Students' Council who will serve as proxy,
  - b. indicating the duration of the appointment, and
  - c. that is signed by the appointing member of the Committee or e-mailed to the Chair of the Committee no later than two hours prior to the Committee meeting.

**7) ADMINISTRATION**

- 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 Agenda's 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.
- f. Ensure paper copies of the Agenda are printed for the Chair to bring to each meeting.

**8) RECORDS**

- 1) The Chair of the Council Administration Committee shall ensure attendance is taken at each meeting of the Committee.
- 2) In the event that a Minute Taker is not present at a meeting of the Council Administration Committee, the Chair shall assign the task of recording the minutes of the meeting to one of the members of the committee.
- 3) Members of the Council Administration Committee may amend their comments in the minutes when the minutes are being approved by the Committee.
- 4) The Chair of the Council Administration Committee shall, after each meeting of the Committee, submit to Students' Council a report including:
  - a. any decisions made by the Committee acting under the authority delegated to it by Students' Council;
  - b. any recommendations made by the Committee to Students' Council;
  - c. any standing orders adopted by the Committee; and
  - d. the last approved Minutes of the Committee.

**9) RULES OF ORDER**

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

**10) ORDERS OF THE DAY**

- 1) Right of Submission by Committee Members
  - a. Any voting member of the Council Administration Committee may submit Orders of the Day to be considered by the Committee.
- 2) Order of Business for the Council Administration Committee shall be:
  - a. Introduction
    1. Call to Order
    2. Approval of Agenda
    3. Approval of Minutes
    4. Chair's Business
  - b. Old Business
  - c. New Business
  - d. Discussion
  - e. Confirmation of Next Meeting Date
  - f. Adjournment
- 3) Deadline for Submission
  - a. Orders of the Day must be submitted to the Chair of the Council Administration Committee and the Administrative Assistant to the Students' Council by noon on the business day prior to the Committee meeting.
- 4) Publishing
  - a. The agenda package for the Council Administration Committee will be published in the following manner:
    - i. an electronic copy will be e-mailed to the Committee members by the day before the meeting, and
    - ii. paper copies will be provided at the Committee meeting.

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

**11) STANDING ORDERS**

- 1) The Standing Orders of the Council Administration Committee may be amended by a simple majority vote of the Committee, with such changes being reported to Students' Council.
- 2) The Standing Orders of the Council Administration Committee do not expire, but shall be reintroduced at the Committee's first meeting.

**12) THE CHIEF RETURNING OFFICER OF THE STUDENTS' UNION**

- 1) The Council Administration Committee shall be responsible for the interviewing and recommendation of a Chief Returning Officer for the next year.
- 2) The Council Administration Committee shall be responsible for overseeing the activities of the Chief Returning Officer throughout the year.

**13) THE SPEAKER OF STUDENTS' COUNCIL**

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

**14) STUDENTS' COUNCIL RETREATS**

- 1) The Council Administration Committee shall delegate the task of planning and implementing the Council retreats to Discover Governance. All final schedules shall be approved by the Council Administration Committee.

**15) STUDENTS' COUNCIL STANDING COMMITTEES**

- 1) The Council Administration Committee shall review the progress of all Standing Committees:
  - a. at its first meeting in June to ensure that Committees:
    - i. have met,
    - ii. have set a meeting schedule for the first trimester,
    - iii. have adopted a set of Standing Orders, and
    - iv. have set goals and started on their legislated Agenda;
  - b. at its last meeting in August to examine progress during the first trimester;
  - c. at its last meeting in December to examine progress during the second trimester
  - d. at its first meeting in March to examine progress during the last trimester.

**16) COUNCIL OUTREACH FUND**

- 1) The Council Administration Committee shall be responsible for funds designated in the Students' Council budget as Council Outreach.
- 2) Funds marked for member-led initiatives shall be divided evenly among all members of Students' Council following the Fall Term by-election. Funds marked for member-led initiatives shall not be available until after this calculation is complete.
- 3) Neither the Speaker nor members of the Executive Committee shall be included in the calculations done in *Standing Order 18(2)*.
- 4) Funds marked for Council-led initiatives:
  - a. shall be used for projects that involve Students' Council as a whole; and
  - b. shall be disbursed at the discretion of the Council Administration Committee.

- 5) Funds marked for member-led initiatives:
  - a. shall be used for projects that involve an individual member of Students' Council, or a group of individuals of Students' Council; and
  - b. shall be disbursed at the discretion of each individual member, subject to approval from the Council Administration Committee before the funds are used.
- 6) Each member of Students' Council shall indicate, no later than the final Council Administration Committee meeting of the Fall Term, if they intend on using the funds allocated to them. If a member does not indicate this intent by the final Council Administration Committee meeting of the Fall Term, those funds shall be disbursed at the discretion of the Council Administration Committee.

### **17) COUNCILLOR SURVEYS**

- 1) The Council Administration Committee shall conduct surveys of Councillors' knowledge, experiences, and perceptions of Council at the beginning and end of their terms.
- 2) The intro survey shall occur within two weeks after the election has concluded.
- 3) The second survey shall occur within two weeks after the Fall Council retreat for Councillors elected in the fall by-election, and for Councillors electing in the Spring of the previous year.
- 4) An exit survey shall be conducted in April before Councillors' terms end.
- 5) The Council Administration Committee shall prepare two reports on survey results and present them to Council at the following times:
  - a. The first report shall be presented after the summer survey results are analyzed. The presentation shall include survey results from previous years.
  - b. The second report shall be presented before the end of Councillors' terms. The report shall compare results from all surveys conducted during the year.

### **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 Council Administration Committee.



University of Alberta Students' Union  
**COUNCIL ADMINISTRATION  
COMMITTEE**

**Tuesday September 22, 2015**

**6:00 pm**

**SUB 6-06**

**ATTENDANCE**

NAME	PROXY	PRESENT
Jared Burton		N
Victoria Dejong		Y
Donald Ademaj		Y
Kevin Wang		Y
Levi Flaman		Y
Vivian Kwan		N
Cody Bondarchuk		N
Thomas Patrick		Y

**MINUTES (CAC 2015-08)**

**2015-08/1      INTRODUCTION**

**2015-08/1a      Call to Order**

WANG/FLAMAN move to appoint DEJONG as the interim chair.

5/0/0  
CARRIED

Meeting called to order at 18:07.

**2015-08/1b**

**Approval of Agenda**

ADEMAJ/FLAMAN move to approve the agenda.

5/0/0  
CARRIED

**2015-08/1c**

**Approval of Minutes**

WANG/ADEMAJ move to approve the minutes.

4/0/1  
CARRIED

**2015-08/1d**

**Chair's Business**

Elect new Chair for the Council Administration Committee

WANG nominated FLAMAN as a candidate of the new chair, while FLAMAN nominated ADEMAJ. Both FLAMAN and ADEMAJ were given 30 seconds to give a speech for the election.

FLAMAN/ADEMAJ move to suspend standing orders to allow PATRICK to vote in electing the new chair.

PATRICK spoke against this motion and stated he would like to abstain from voting in the election as he explained that the interim chair can refrain from voting until there is a tie.

2/2/0  
DEFEATED

ADEMAJ/WANG move to use secret ballot in election of the new chair.

3/0/1  
CARRIED



DEJONG collected all ballots and after counting, ADEMAJ was elected as the new chair for the Council Administration Committee.

FLAMAN brought up the issue of catering for Council in Fall term. ADEMAJ will email BONDARCHUK to ask him about this issue.

**2015-08/2**

**OLD BUSINESS**

**2015-08/3**

**NEW BUSINESS**

**2015-08/3a**

Students' Council Clothing

PATRICK/FLAMAN move to move item 4c "Students' Council Clothing" to item 3a.

5/0/0

CARRIED

PATRICK had concerns about Students' Council clothing and asked the committee to hold this order until reassessment. He had several concerns. First, the hoodie is black which is too blended to be eye-catching. Second, the apparel is too casual for formal occasion; he suggested business casual apparel, such as a fleece. Third, he would like to include incoming councilor in the order as the by-election is coming soon. He brought his concerns to ZHANG and he agreed to delay it.

WANG proposed to create a Google doc for councilors to vote for the clothing they like and select the one with most votes. This will avoid a lot of unnecessary debate in Council.

DEJONG spoke against it as she prefers to deal with the order in committee. ADEMAJ agreed with DEJONG as it takes a lot of time for people to vote. He thinks that dealing it in committee will avoid further delay.

WANG suggested giving councilors a notice about the discussion of the Council clothing. ADEMAJ and DEJONG agreed.

ADEMAJ concerned that they might go over-budget for the clothing as he have spent \$120 for two town halls already, and he is planning

another one. PATRICK stated that each councilors might need to pay \$20 for the most expensive one amongst the three proposed choice. FLAMAN suggested that councilors might not be in a position to pay. DEJONG suggested asking Exec for PA if they are over-budget as councilors are not expected to pay extra. FLAMAN agreed and he thinks it is reasonable as the clothing can be tie-in with marketing of the SU. WANG also agreed bringing this to the Exec if they are over-budget.

The committee and PATRICK agreed to put this forward as soon as possible. ADEMAJ concluded that CAC will be discuss this issue in the next meeting and DEJONG suggested inviting the incoming councilors to CAC's next meeting to let them know about the clothing.

PATRICK/DEJONG move that the Council Administration Committee does not proceed with a Council apparel's purchase until the garment choice is confirmed at the October 6<sup>th</sup> meeting.

5/0/0  
CARRIED

**2015-08/4**

**DISCUSSION**

**2015-08/4a**

Standing Order Working Copy

The committee went over the copy and discovered several typos: the heading of section 6 "Proxies/Geusts" on p.2 and heading of section 18 "Confidentiality" on p.5.

DEJONG stated that the Governance Review Task Force will be making a lot of recommendations on how Council operates, so she suggested bringing comments to RAHMAN.

FLAMAN suggested moving the intro survey to within two weeks after elections so that they can get input from councilors within any experience. ADEMAJ and DEJONG disagreed as they think GovCamp will give councilors basic knowledge. But PATRICK thinks that survey before GovCamp can help Execs to tailor GovCamp according to councilors' expectation. And he observed that the outgoing CAC will be responsible for this, doing incoming and outgoing survey at the same time.

WANG suggested doing three surveys: one in August, one in December and one in April. He argued that this survey is aimed at checking the progress of the Council and councilors need to experience Council before they can give useful comments. FLAMAN disagreed as he thinks that there should be a control of councilor without any experience.

PATRICK proposed that combining the outgoing and incoming surveys within three weeks after election, and doing another one at the end of August to get feedback of the summer. ADEMAJ agreed. However, WANG insisted doing three surveys as he argued that councilors' attitude changes overtime and there should be something to check on councilors. He is in favour of having one in August, one in December and one in April.

PATRICK and ADEMAJ are in favour of having two from the point of practicality and feasibility. PATRICK also suggested having one survey after by-election to combine with December survey. ADEMAJ liked this idea.

WANG suggested asking Discover Governance for opinion.

FLAMAN questioned the budget line of CAC. He asked about the difference between Council outreach and Council apparel in budget line. He suggested asking for clarification as currently the Council clothing is under Council outreach budget line. ADEMAJ will contact BONDARCHUK for clarification, contact Discover Governance for the survey and add to the agenda the trimester progress report.

## **2015-08/4b**

### Town Halls

ADEMAJ reported on the Town Halls. So far two town halls were held with Engineering and Science FAs' AGM. Arts FA will have town hall at the start of next semester. Business FA might have town hall this semester but its AGM is on hold. He concerned that there is not enough fund for holding town hall with Medical and Pharmacy students as he expected many students will attend. As for the rest, their town hall will be on hold as he did not receive respond from all of them.

FLAMAN had a chance to talk with some of the smaller FAs and noticed that some of them do not seem engaged.

ADEMAJ explained that pairing up with AGM helps organizing and attendance as it is harder to round up students for town halls. It is also better because they are discussing the same themes and share the cost. He reported that \$200 are allocated for all of the town halls, and he spent \$50 with Science and \$75 with Engineering.

WANG brought up the discussion of Council outreach. He pointed out that the town halls are for students who are interested and connected but not for students who are outside of the network. He would like to bring these students out of the network into the network, so he suggested having an initiative to have councilors to have conversations with students and wondered how CAC can facilitate this. He proposed having a banner/sign and some printed materials to distribute to students talking about the Council. He asked ZHANG about CAC's budget and he stated that there is \$300 left.

ADEMAJ agreed with the idea of outreach and suggested moving this topic to next meeting to have more input from the committee.

FLAMAN suggested giving business cards to councilors and have their contacts on the cards and he is still waiting respond from BONDARCHUK. But he concerns getting councilors for this initiative.

WANG is strongly in favour of having resources for this initiative. He suggested ADEMAJ to mention this in his report for the Council to ask interested councilors to attend next meeting.

**2015-08/5**

**CONFIRMATION OF NEXT MEETING DATE**

**2015-08/5a**

ADEMAJ/WANG move to amend the date of next meeting from October 5<sup>th</sup> to October 6<sup>th</sup>.

3/0/0  
CARRIED

**Next Meeting:** Tuesday October 6, 2015 @ 6:00pm in SUB 6-06

**2015-08/6**

**ADJOURNMENT**

**2015-08/6a**

WANG/FLAMAN move to adjourn.

3/0/0  
CARRIED

Meeting adjourned at 19:24.

**SUMMARY OF MOTIONS**

<b>MOTION</b>	<b>VOTES</b>
WANG/FLAMAN move to appoint DEJONG as the interim chair.	5/0/0 - CARRIED
ADEMAJ/FLAMAN move to approve the agenda.	5/0/0 - CARRIED
WANG/ADEMAJ move to approve the minutes.	4/0/1 - CARRIED
FLAMAN/ADEMAJ move to suspend standing orders to allow PATRCIK to vote in electing the new chair.	2/2/0 - DEFEATED
ADEMAJ/WANG move to use secret ballot in election of the new chair.	3/0/1 - CARRIED
PATRICK/FLAMAN move to move item 4c "Students' Council Clothing" to item 3a.	5/0/0 - CARRIED
PATRICK/DEJONG move that the Council Administration Committee does not proceed with a Council apparel's purchase until the garment choice is confirmed at the October 6th meeting.	5/0/0 - CARRIED
ADEMAJ/WANG move to amend the date of next meeting from October 5th to October 6th.	3/0/0 - CARRIED
WANG/FLAMAN move to adjourn.	3/0/0 - CARRIED