University of Alberta Students' Union

COUNCIL ADMINISTRATION COMMITTEE

Tuesday November 01, 2016
5:00 pm
SUB 6-06

ATTENDANCE

NAME	PROXY	PRESENT
Reed Larsen (Chair)		Y
Robyn Paches		Y
Delane Howie		Y
Fahim Rahman		Y
Frederique Ndatirwa		Y
Emil Yim		Y
Levi Flaman		Y
Brandon Christensen		Y
Nathan Sunday		Y

MINUTES (CAC 2016-10)

2016-10/1 **INTRODUCTION**

2016-10/1a **Call to Order**

Meeting called to order at 5:00 pm.

2016-10/1b **Approval of Agenda**

RAHMAN/PACHES moves to approve the agenda for November 01, 2016 as tabled.

Vote 6/0/0
CARRIED

2016-10/1c **Approval of Minutes**

FLAMAN/LARSEN moves to approve the minutes for September 06, 2016, and October 18, 2016 as tabled.

Vote 2/0/4
CARRIED

2016-10/1d **Chair's Business**

Attendance

Attendance was taken by LARSEN.

Breaches of Standing Orders as Identified

LARSEN:
There's a document called CAC (Council Administration Committee) mandates and responsibilities inside the working folder which includes breaches of Standing Orders which I or other members have identified. This is a big program which has not been completed since 2014. Under CAC Standing Orders, the review of Standing Committees hasn't been done. Under Council Standing orders, presentations have been lacking the 100 word abstract which must be included. Also, the BoG (Board of Governance) Representative is mandated to report after each BoG meeting. However, he did ask Students' Council whether it wants him to

make those reports. As I remember, the response was to see the reports after each BoG meeting. Committees are expected to submit a written report to Council each meeting. We will review these tonight. The Speaker and Discover Governance informed me that a summary of motions would be sufficient. Reasoning can be given if required by Council. Under Council's Standing Orders, we have the Fall retreat. There has been a lot of interest in doing another one. The Council Mentorship Program hasn't really been utilized. In addition, we haven't been really discussing or pushing for it ourselves.
So, those are the breaches in Standing Orders. I'll give an oral report on those tonight. However, some of those are redundant and not necessary. Also, under CAC's Standing Orders, there's no mandate to do the outreach activities that Council has put forth to us. That disconnects us from what we are supposed to be doing according to our budget line. This should be reconciled in the near future. Right now, it's all ad-hoc.
In the future, we have to talk about the universalization of motion structures and committee structures, and also the list of breaches should be updated continuously.

CAC Budget Line

LARSEN:
I received this a few minutes ago from Discover Governance. We are allocated $2000 and we spent $1650. We were asked by Discover Governance not to include the extra money we may get from the jackets. We are currently working with $350.

FLAMAN:
What happened to the volunteer appreciation budget?

LARSEN:
I was told that it was all amalgamated last year.

RAHMAN:
It was due to several CAC chairs who could not find a purpose.

PACHES:
It was amalgamated to the Discover Governance budget due to not being used. That money increased the GovCamp budget and allowed for Council to have more support.

LARSEN:

In the future, I recommend having the pricing for jackets out of CAC's budget. CAC's budget should either be increased to reflect the mandate to do outreach or decreased to reflect that we don't have a mandate to do outreach. I'm going to recommend the first option. We can have a conversation online on how were are going to allocate the funds we have over the next few months.

2016-10/2 **OLD BUSINESS**

2016-10/3 **NEW BUSINESS**

2016-10/3a **Council Standing Orders**

LARSEN:
There are both editorials and some major changes here. Under presentations, we had to submit a 100 word abstract. The content and length of the presentation didn't matter. I have changed that slightly so that you submit an abstract per request of any member of Students' Council. If you see a presentation in the Order Papers that you don't understand, you can call for an abstract. Then, if the actual presentation has content outside that abstract, you can call it as out of order.

FLAMAN:
I'm not 100% in favour, but it's fine.

LARSEN:
The next thing is regarding motions related to the subject matter of a presentation at the same meeting. It has almost always been out of order unless we suspend Standing Orders which has been common practice. I have added a clause saying that such a motion requires ⅔ majority to pass. That effectively negates the barrier of the Standing Orders. In my opinion, suspending Standing Orders is a serious motion, and it should be treated as such. We have been suspending the Standing Orders for motions that are either going to pass unanimously or which are time sensitive. Suspending Standing Orders requires ⅔ majority, and you have to vote again on that motion which requires a 50% majority. This amendment would make sure we don't have to suspend Standing Orders while we still get the same amount of support for the motion to pass.

PACHES:

I interpreted it in a different way before. I interpreted that you voted on the presentation with a ⅔, and then on the motion with a simple majority. I'm fine with this.

HOWIE:
This way seems fair.

LARSEN:
Most of the time, people would have made up their minds after the presentation. If it's very contentious, it will probably not go forward anyway.

RAHMAN:
Make a point that this applies to presentations enacting motions on the same topic.

LARSEN:
Good point. Next, under reports, I made changes to the undergraduate BoG report. They normally have to give a written report at every Students' Council meeting. They can also give an oral report. They also had to give a report every single time they had a BoG meeting. I've changed it so that they have to give a report following every BoG meeting at minimum.

FLAMAN:
What about after committee meetings? Aren't they more frequent compared to the board meetings?

LARSEN:
I'm not sure about what committees they sit on.

RAHMAN:
They sit on 2 committees.

LARSEN:
Do you want it to be worded such as they send a report after any activity?

CHRISTENSEN:
I'm comfortable with the BoG representative giving 1 report, within which he/she reports on the board and committees.

LARSEN:
The BoG representative hasn't talked with me specifically about

this. I just identified it as odd. We'll have to check with him and make sure it works. I got some input from the Speaker and Discover Governance about committee reports under 9.6. We should submit the motions at minimum and any relevant discussion.

CHRISTENSEN:
So is this in addition to the running document?

LARSEN:
The report will be the responsibility of the committees while the running document will be Discover Governance's responsibility. This way, we don't have to write a 100 word abstract.

PACHES:
Is submitting those motions the responsibility of the Chair or Discover Governance? It'll be quite easy for Discover Governance to put those in the agenda. As a committee chair, I'm worried that I may get the motion wording wrong.

CHRISTENSEN:
Even if you get the minutes on time, it still takes some time to get them on the running document. Sometimes, you don't get the minutes sent to you directly. I personally get them sent to myself as well.

LARSEN:
In my opinion, It would be preferable for Discover Governance to do this due to the turnover of chairs. We have to start a discussion with chairs about picking up the responsibility for turnover documents. The idea was to have a continuous dialogue within the Standing Orders so that the next chair can continue the effort. It's very important that all chairs prepare turnover documents, and get them updated with the help of Discover Governance.

CHRISTENSEN:
There's also a section in Bylaw 100 about that. I submit mine as per the requirement of Bylaw right now.

LARSEN:
We can have a discussion in the Bylaw Committee about this. If the committee is OK with this, it's important to keep in mind that this isn't in compliance with Bylaw 100.

CHRISTENSEN:

It's also important that there's no delay on the part of Discover Governance with updating everything.

PACHES:
I for one am not concerned with the delay. Everyone has the opportunity to come to these meetings if they're interested.

LARSEN:
Under Section 14, we want the executive officers to draft the new policies based on the first principles. I want this to remain. However, this isn't apparently reflective in the Policy Committee's Standing Orders. Right now, I changed it to "a principled author" so that the new stuff coming through would not be out of order because an executive committee member didn't write it. A principled author for a Bylaw would be a person who submitted it.

HOWIE:
I don't know what difference it makes.

LARSEN: The way it's written, forced an executive officer to sign off and write new policies.

HOWIE:
So this opens it up more right?

LARSEN:
Yes. I will reiterate that this is not reflective in the Policy Committee's Standing Orders. That would be part of a bigger review.
Under Section 17, I made a couple of changes. First, I outlined what voting was in particular. Second, I changed the divisions of the roll call.

HOWIE:
It should be a member of Students' Council, not Students' Union.

LARSEN:
I changed it like that.

HOWIE:
Then, any student can come in and make the request.

LARSEN:
Yes. The students have a right to know how their councillors are

voting. This was a request by the Speaker because we can't have a seating plan for the electronic voting. Having seating plans would require a lot of extra work.

CHRISTENSEN:
So what are we going to do now?

LARSEN:
We will go back to our original voting system. The problem with roll call voting is that people are not comfortable. The Speaker pointed out that we shouldn't do this just to create information. Furthermore, he asked how often people would check these lists. If there's a motion that matters to a Students' Union member, they should be able to come and know how everybody votes. For our needs as councillors, knowing how everybody voted isn't needed.

PACHES:
I agree with this now.

CHRISTENSEN:
It's a fair compromise.

HOWIE:
Right now, the clause says "written or anonymous". They can't stand up and ask. It should be oral.

LARSEN:
Yes. Please include that. I didn't mean it to be that way.

FLAMAN:
How often would this be taken advantage of?

LARSEN:
That's why I'm writing it like that. I don't believe that it'll flood us with problems.

RAHMAN:
I would like to change "up till the closing of the vote" to "up till the call to question".

CHRISTENSEN:
This was how it was done before.

LARSEN:

I would like to reiterate that this can be done under the current practice. Also, I made a change and called “division” as “roll call”.

HOWIE:
So are we naming it “division/roll call”?

LARSEN:
Yes.
Under Section 22.3, I changed it so that if a member of Students’ Council decides to sponsor a live stream, and announces they are sponsoring that live stream, they are good to go. They don’t need a motion nor 50% of people saying that it’s OK.

FLAMAN:
So can they just stroll in and say that they’re sponsoring the live stream without providing notice by noon on the previous business day?

LARSEN:
That’s how I viewed it. As long as it’s in the minutes that the Councillor is sponsoring it, they are good to go. This more or less puts the fact that somebody did live stream it into the minutes.

HOWIE:
SO, can you call for a division, and start live streaming in the middle of the meeting?

LARSEN:
You still have to sponsor it. You can sponsor yourself. With the availability of technology, it’s very easy for people to live stream without notifying. I would caution against doing that as people will be very angry. With this change, there is the precedent that you do this first. If we have a problem, we can get rid of this.

FLAMAN:
It should be done before the meeting.

HOWIE:
I agree. It should be before the meeting or not at all.

LARSEN:
The other alternative is for a majority of Council motioning to do a live stream. That seems odd though.

CHRISTENSEN:
A fair compromise would be for the person to say that he/she may live stream at any point during the meeting.

LARSEN:
That seems OK. We could also have a number of sponsors.

FLAMAN:
With the prevalence of recording services, can we create the expectation that every meeting may be recorded.

LARSEN:
I believe that to be true. However, from the aspect of privacy, it may be nice to have the prior warning.
If people are comfortable with this wording, we can move to adopt the Standing Orders as amended.

CHRISTENSEN:
I think it seems good.

LARSEN/NDATIRWA moves to approve Student Council Standing Orders as presented in Google Drive Document - Council Standing Orders (Working Document).

Vote 6/0/2 (Abstention by FLAMAN and SUNDAY)
CARRIED

CAC Standing Orders

LARSEN:
We have added a clause saying that failure to attend or send a proxy to 50% of the meetings in a trimester results in the immediate removal from CAC.

2016-10/3b

FLAMAN:
Since we're all members of CAC, are we able to send proxies?

CHRISTENSEN:
You totally can. That's how it has been.

RAHMAN:
I think CAC is different. I as a member of Students' Council don't have a vote in the Bylaw Committee, but I do have a vote in CAC.

LARSEN:
That way, you technically have 2 votes if you proxy for someone. The way I see it is that if you state that you proxy for someone, you have to embody that person for the duration of the meeting. As such, you lose your ability to vote as an external member of CAC.

CHRISTENSEN:
We always have to go to Bylaw 100 which outlines how the process should be.

FLAMAN:
I'm not sure. It should be reviewed further. For example, if we don't have 3 permanent members, it would be better to push the meeting back.

LARSEN:
I would like to bring the point about Council surveys before we wrap up. We have been conducting Council surveys with Discover Governance since 2014. The last completed survey was also done in 2014. I don't have the data.

FLAMAN:
We do.

LARSEN:
I was wrong then. I'll remove that edit. Are we comfortable with adopting CAC's Standing Orders? It was basically that one amendment regarding the meetings. We'll do the rest at a later day.

LARSEN/FLAMAN moves to approve Council Administration Committee Standing Orders as presented in Google Drive Document - CAC Standing Orders (Working Document).

Vote 7/0/1 (Abstention by RAHMAN)
CARRIED

DISCUSSION

Council Agendas

RAHMAN:
Our next meeting is on November 22. It will be a very busy meeting. We will have around 4 Faculty Associations, the Provost Office, and

the International Students' Association doing a presentations. I'm wondering if we can have a meeting on November 15 so that we don't have 6 presentations on the same day.

2016-10/4

2016-10/4a ***CHRISTENSEN/RAHMAN moves that the Council Administration Committee sponsors a Students' Council meeting on November 15 at 6:00 pm at Council Chambers, University Hall.***

Vote 8/0/0
CARRIED

2016-10/4b

Delegation of Review Items

LARSEN:
We'll discuss this online.

2016-10/5 **ADJOURNMENT**

2016-10/5a **Next Meeting:** November 22, 2016 at 5:00 pm.

2016-10/5b Meeting adjourned at 5:50 pm.

SUMMARY OF MOTIONS

MOTION	VOTES
RAHMAN/PACHES moves to approve the agenda for November 01, 2016 as tabled.	6/0/0 - CARRIED
FLAMAN/LARSEN moves to approve the minutes for September 06, 2016, and October 18, 2016 as tabled.	2/0/4 - CARRIED
LARSEN/NDATIRWA moves to approve Student Council Standing Orders as presented in Google Drive Document - Council Standing Orders (Working Document).	6/0/2 - CARRIED *(Abstention by FLAMAN and SUNDAY)*
LARSEN/FLAMAN moves to approve Council Administration Committee Standing Orders as presented in	7/0/1 - CARRIED *(Abstention by RAHMAN)*

Google Drive Document - CAC Standing Orders (Working Document).	
CHRISTENSEN/RAHMAN moves that the Council Administration Committee sponsors a Students' Council meeting on November 15 at 6:00 pm at Council Chambers, University Hall.	8/0/0 - CARRIED