Thursday, May 4, 2017
4:00pm
SUB 6-06

AGENDA (CAC 2017-00)

2017-00/1	**INTRODUCTION**
2017-00/1a	**Call to Order**
2017-00/1b	**Approval of Agenda**
2017-00/1c	**Approval of Minutes**
2017-00/1d	**Chair's Business**
2017-00/2	**OLD BUSINESS**
2017-00/3	**NEW BUSINESS**
2017-00/3a	Selection of a Chair
2017-00/3b	Adoption of Standing Orders
	Please see CAC 17-00.01
2017-00/3c	Confirmation of Spring/Summer Meeting Schedule
2017-00/4	**DISCUSSION**
2017-00/4a	Transitional Documents
	Please see CAC 17-00.02
	Please see CAC 17-00.03
2017-00/5	**CONFIRMATION OF NEXT MEETING DATE**
2017-00/5a	**Next Meeting**: TBD
2017-00/6	**ADJOURNMENT**

Council Administration Committee Standing Orders

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 review recommendations of the Discipline, Interpretation and Enforcement Board within two meetings of release of the ruling.

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:

   a. every permanent member has received at least seventy-two hours' notice of the meeting; or

   b. 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 and 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.

6. The Chair shall facilitate a meeting of the Chairs of the Standing Committees of Students Council at minimum once a trimester.
7. The Chair shall facilitate a turnover procedure, at the last meeting of the Chairs, no later than April 30th.

5 Member Responsibilities and 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 their duties in contributing to the fulfillment of the mandate of the Committee.
2. Members are required to attend all meetings of the CAC.
   a. Failure to attend or send an appropriate proxy to 50% of meetings in a trimester will result in immediate removal from CAC.
3. Shall be considered present should a proxy be appointed and attends as per Bylaw 100.

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 their 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
    b. Call to Order
    c. Approval of Agenda
    d. Approval of Minutes
    e. Chair's Business
    f. Old Business
    g. New Business
    h. Discussion
    i. Confirmation of Next Meeting Date
    j. 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
                    upon request.
   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 Administration Committee Fund

1. The Council Administration Committee shall be responsible for funds designated in the Discover Governance budget as Council Administration Committee Fund.
2. Funds shall be used at the discretion of the Council Administration Committee.

17 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.

CAC Transition Manual

Information for the Chair of the Council Administration Committee
Last updated: November 2014

Where this transition manual deviates from Standing Orders or Bylaw, the Standing Orders or Bylaw will be taken as correct. You should always read them in addition to this manual in case information in the manual has become out-of-date.

What is CAC?

The Council Administration Committee handles certain administrative needs of Council. Most of the basic needs, like putting together Order Papers, getting Votes and Proceedings online, or ordering food for meetings, are handled by a hired administrative assistant or the Speaker. However, some of the more in-depth administrative needs should really be handled by elected representatives, and that's where CAC comes in.

CAC's duties are outlined in its Standing Orders and in Bylaw, and they're summarized here so they'll be more readily accessible to you:

1. **Amend, adopt, or rescind Students' Council Standing Orders.**

   Changes to Standing Orders mostly means changes to the way Council conducts business and meetings. This is something you should only ever have to do if there's a problem. If you are adopting or amending Standing Orders and the committee is having trouble with wording, formatting, or content, you can get advice from Bylaw Committee, Policy Committee, Governance Committee, or Discover Governance. If you want a rough draft that CAC can make edits to, you can ask Discover Governance to prepare one for you if you want.

2. **Make recommendations to Students' Council on the structure of Council and its Standing Committees.**

   Changes to structure mostly means changes to the decision-making process. It includes adding, removing, or combining committees, changing the number of seats in Council, or other such structural items. If you're ever short on work to do as a committee, you can consider doing a review of the Council and Committee structure. Even if you find that everything is running fine as it is and don't make any changes, it doesn't hurt to have it reconsidered and reported on once in a while.

3. **Oversee the Speaker and Chief Returning Officer.**

   The Elections office is mostly self-sufficient, and you don't have to do a lot in the way of management of its staff. They do report to CAC, however, and as Chair it's your responsibility to keep an eye on the CRO and ensure everything is running smoothly. Consider requiring the CRO to attend CAC meetings or send in a report on what they've been working on, so you can stay on top of it more easily.

   The Speaker is also mostly self-sufficient, but if there's ever a problem with the conduct of the Speaker, it's CAC's job to deal with it. If CAC needs help in dealing with such problems, they can get advice and support from Discover Governance or the General Manager.

4. **Oversee the progress of Students' Council legislative agenda.**

    Make sure Council is running smoothly and things aren't falling through the cracks. It wouldn't hurt to keep a list or spreadsheet of everything Council and its committees are working on, and tracking where those things are in the governance process. You can also facilitate regular Council strategic planning sessions, or ask DG to help you do so.

5. **Recommend a candidate for Chief Returning Officer.**

    Discover Governance handles the administration of the hiring process, including getting ads out, collecting applications, organizing the hiring committee, booking interview times and places, providing materials to the hiring committee, and contacting candidates. However, it doesn't hurt for CAC to be aware of hiring timelines and to make sure DG is on top of it. The CAC Chair sits as a non-voting member on the hiring committee, attending interviews and recommending the final candidate chosen by the committee to Students' Council. CAC also appoints the Deputy Returning Officer(s) via a hiring committee. The DRO decision does not need to go through Council.

6. **Recommend a composition of the Awards Committee.**

    Recommending the composition has more to do with recommending how many and what kinds of people are on the committee (ie. 2 Councillors, 2 students at large, 1 staff, or something like that) rather than recommending individual people for positions. Generally, individuals for the committee are chosen by application in October.

7. **In conjunction with the VP External, recommend nominations to the Senate as required.**

    Talk to the VP External and the Nominating Committee about what they think your role can or should be in this. For the most part, Senate nominations can happen without CAC's input, so whether or not you get involved is up to CAC.

8. **Responsible for funds designated for Council Outreach.**

    30% of the funds are for Council-led initiative, that's anything Council wants to take on as a whole, and 70% are for member-led initiatives, that's anything a single Councillor or small group of Councillors wants to do.

    The funds for Council-led initiatives can be disbursed at CAC's discretion.

    The funds for member-led initiatives are to be divided evenly among all members of Students' Council (excluding the Speaker and Executive Committee) following the Fall by-election, and won't be available to members until after this calculation is complete. Each Council member must seek approval before disbursing their funds, and has to indicate no later than the end of Fall term whether or not they will use the funds. If they won't use the funds, or they don't give any indication, CAC can disburse those funds at their discretion.

9. **Conduct surveys of Councillors' knowledge, experiences, and perceptions of Council at the beginning and end of their terms.**

   You can ask Discover Governance to write the survey, and then edit the questions DG has come up with as necessary. Then, the survey goes out either over the Council mailing list or through DG. It's a good idea to keep survey questions neutral and more or less the same in each survey so that you can collect some consistent, useful data over time.

There are also some duties CAC tends to take on even though they aren't mentioned in Standing Orders, such as ordering clothing for Councillors. You should contact the outgoing CAC Chair to find out what kinds of things they did that weren't outlined in Standing Orders.

Duties of Chair

Generally, your duties as the Chair involve making sure that the duties of CAC are fulfilled. This can mean handling them yourself, delegating them to other Councillors or SU staff, or facilitating the entire committee in carrying them out, depending on the situation. However you get things done, everything should be discussed and approved at CAC first.

In addition to making sure CAC fulfills its mandate, the CAC Chair also has some more specific duties outlined under the Standing Orders:

1. Arrange for booking a meeting room: This just involves informing the Discover Governance Manager of all upcoming meeting times, and the rest will be taken care of. Since CAC usually just meets the hour before Council, the rooms and recording secretaries are usually all booked ahead during the summer.
2. Prepare and distribute the Committee agenda.
3. Moderate debate at Committee meetings: There are some pointers on facilitating meetings at the end of this document.
4. Respond to Committee member questions.
5. Assign duties to Committee members that pertain to the fulfillment of CAC's mandate.
6. Maintain the Standing Orders.
7. Submit reports to Council: Your recording secretaries will send a summary of votes and proceedings, so always forward that to whoever is taking care of Council Order Papers. You can also submit more detailed reports, or give oral reports in Council, if necessary.
8. Sit as a non-voting member on the hiring committees for CRO and DRO.
9. Sit as a voting member on the Governance Committee: This is a fairly unofficial committee where various governance units of the Students' Union can come together regularly to share information and advice on governance-related issues. It's unofficial because it consists mostly of SU staff, has no actual decision-making power, and its minutes are not posted online. It's mostly there for advice and easy information sharing, to ensure that all governance units are communicating regularly and aren't duplicating efforts or trying to come up with new solutions to problems someone else has already solved.

Being a Chair can be stressful and time-consuming, so don't be afraid to ask for support from SU administrative staff, Discover Governance, fellow Councillors, or SU Executives.

So, you've just become CAC Chair…

If you're starting at the beginning of the year, the Speaker should have coordinated the first meeting of CAC at which you were elected Chair. Now you have a set Standing Orders for the year and a meeting schedule, so it's time to get to work on CAC stuff. Your first meeting as Chair should include:

1. A review of the current Standing Orders and mandate – this is to make sure everyone has read and understood them.
2. Some kind of strategic planning and goal-setting session to keep the Committee on track during the year. Your plan/goals should reflect your mandate, the broader goals of Council, and the SU's strategic plan.

If you've taken this position in the middle of the year, you should read the Standing Orders to better understand the committee and check up on the following:

1. Does CAC have a strategic plan for the year and, if so, what is its progress? If it doesn't, consider creating one at your first meeting as Chair. It will help you get into the leadership role, and give you an idea of how you should be directing the committee.
2. When was CAC's last progress check on the activities of Council and its Committees? Does one need to be done?
3. Who is your recording secretary, and have all minutes been received, approved, and updated on the committee page of the SU website? Discover Governance should be able to help you with this.
4. Has CAC missed any important deadlines, and have all time-sensitive duties of CAC been fulfilled up to the current date? Check the timeline below for important dates and deadlines.
5. What projects has CAC been working on, and what's its progress so far? Ask other committee members, or check past meeting minutes.

CAC Timeline

May:
- Create a strategic plan for CAC's activities and goals for the year.
- Prepare a survey to measure Councillor knowledge, experiences, and perceptions of Council – DG can help you with this; it should include most of the questions that were asked in the previous survey so that results can be measured over time.
- Attend GovCamp at the end of the month.

June:
- At your first June meeting, review Standing Committees to ensure they've met, have set a meeting schedule for the summer, have a set of Standing Orders, and have set goals and started on their legislated agenda. If they haven't, let them know that they have to ASAP. Be sure to keep a list or spreadsheet of their goals so you can check up on their progress later.
- Distribute the Council survey within two weeks after GovCamp.

July:
- The CRO should have set a by-election date and created draft nomination packages by the end of the month.
- Analyze survey results (or ask an SU staff/department to) and present them to Council. Presentation should include results from previous years.

August:
- At your last meeting in August, check in on the progress of Standing Committee goals.
- Make sure Council is ready to participate in Week of Welcome, if applicable.

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

September:
- Week of Welcome
- By-elections
- DRO hiring begins

October:
- CAC must divide 70% of the Council Outreach Fund between all Council members (except the Speaker and Executives) after the by-election.
- GovCamp Lite – a condensed version of GovCamp held on campus for newly elected Councillors and GFC Representatives. There is usually a social event for all representatives afterwards.

November:
- The CRO should have officially called the March General Election dates by the end of the month.
- You should contact all Councillors by the end of the month and remind them to notify CAC as to whether or not they will be using their Outreach Fund allocation.

December:
- Members must indicate whether or not they will use their Outreach Fund allocation before your last meeting.
- At your last meeting in December, check in on the progress and activities of Standing Committees.

February:
- Nominations for SU General Elections are due, and Campaigning begins.
- Approve GovCamp programming.

March:
- At your first meeting in March, check in on the progress of Standing Committee goals.
- Prepare Councillor exit survey (or ask Discover Governance to). This must be passed out with enough time for you to analyze the results and present it at Council by the end of the term.
- CRO hiring takes place.
- General Elections and Councillor/GFC elections are held.

April:
- Recommend a candidate for CRO before the last meeting in April.
- Present survey results before the last meeting in April.
- Ensure that all necessary documents, such as committee goals tracking documents and survey results, are prepared to be passed on to the next CAC Chair.

UNIVERSITY OF ALBERTA
STUDENTS' UNION

COUNCIL ADMINISTRATION COMMITTEE

Date: 10 January 2016
To: Students Council
From: Chair Council Administration Committee Reed Larsen
Subject: Chair's Report - Transition Report

Dear Students' Council:

The following shall serve as the Transition document for the Council Administration Committee (CAC) as outlined in Bylaw 100(16).

In accordance with Bylaw 100, Section 16 the following written report has been submitted, on-time, to the University of Alberta Students' Union, Students' Council. This report has been completed to permit decisions of Council Administration Committee (CAC) to be approved as outlined in Bylaw 100, Section 16(3).

1) Structure and Function

Bylaw 100
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 standing 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

Asides from this mandate found in Bylaw 100, the CAC is responsible for reviewing hires of the Elections Office, reviewing the functionality and progress of all other standing committees, and allocating its budget to support councillors in their roles. The current structure and function has worked well for the committee. A mix of informal and formal motions allowed the committee to be adaptive to council's needs.

2) Responsibilities of Chair

4. 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.

Asides from the listed above, the Chair is responsible for the CAC budget process, overseeing the hiring of officers to the Elections office, overseeing progress of the elections office, organizing trimesterly meetings of the chairs, submitting recommendations to students council, giving oral updates to students council, working with Discover Governance to update standing orders, and occasionally fielding questions in regards to SU committee functionality. The Chair often also helps to write updates to standing orders and facilitate any necessary changes to bylaw or standing committee standing orders as well.

Contacts

Contact	Email	Reason to Contact
Discover Governance Manager - Rebecca Taylor	governance@su.ualberta.ca	- Governance questions - Changes to wiki system - Changes to standing orders
Discover Governance Administrative Assistant	council.submissions@su.ualberta.ca	- Submitting items to council - Submitting minutes - Submitting motions - Submitting and updating committee schedule - Submitting written reports
Speaker	speaker@su.ualberta.ca	- Anything regarding procedure at students council. - Questions regarding procedure for committee, motions, etc,.
Chief Returning Officer	cro@su.ulaberta.ca	- Questions regarding

		elections process. - Hiring process for staff. - Elections office updates for students council.

3) Review of CAC

For full motions list see Students Council Tuesday, April 11, 2017.

Incomplete Activities:

1) Translation of bylaws into french
2) Livestream responsibilities transfer to Speaker, purchasing livestream equipment.

4) Recommendations for CAC from the Chair

1) There is a need for a overhaul of standing orders, of both council and the committees, so that they may all adhere to a single editorial style.
2) Continue to host CAC immediately before council meetings as it allows for people to casually drop into the meeting.
3) Review and update livestream and open forum procedure.
4) Concentrate on being a space for more informal discussions for the whole of council. CAC can help people forward their ideas in the proper way and even help to fund consultation.
5) Prepare a budget in the first 3 meetings and allocate funds. Suggested mix would be 60 percent of funds for communal activity planned by CAC and 40 percent for individual consultations that reach more than 5 persons.

Thank you for your care and attention. Please feel free to make any inquiries you deem appropriate. A response will be provided within twenty-four (24) hours.

Cheers,
Reed Larsen

University of Alberta Students' Union

(Submitted electronically)