Tuesday, October 30, 2018
5:00PM
Council Chambers, University Hall

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 (CAC 2018-10)

2018-10/1   **INTRODUCTION**

2018-10/1a   **Call to Order**

2018-10/1b   **Approval of Agenda**

2018-10/1c   **Approval of Minutes**

2018-10/1d   **Chair's Business**

2018-10/2   **OLD BUSINESS**

2018-10/3   **NEW BUSINESS**

2018-10/4   **DISCUSSION**

2018-10/4a   Elections Feedback
- Chief Returning Officer Ilyas Gora will join us to debrief CAC on the by-election and discuss preparations for the Spring General Election.

2018-10/4b   Committee Reviews
- Per CAC Standing Orders Section 15.1, CAC will review the progress of all Standing Committees.

2018-10/4c   GovWeek 2019
- Continuation of last week's discussion: VP Bhatnagar requested that the Committee consider if and how Council may participate in the upcoming GovWeek in January.

2018-10/4d   Council Meeting Length
- Discuss ideas to speed up/shorten council meetings
- Working Document
- Nomination Process from previous meeting

See CAC-2018-10.02.

2018-1/4e   Council Standing Orders
- Back on March 27th, CAC <u>approved some changes</u> to <u>Council Standing Orders</u>. Those changes were never updated on the website, therefore the Standing Orders we approved at the beginning of the year were the old ones from before that change. I plan to reintroduce those changes before the end of Fall, along with any other changes CAC comes up with (i.e. Faster meetings, etc).

See CAC-2018-10.03.

2018-10/5   <u>**CONFIRMATION OF NEXT MEETING DATE**</u>

2018-10/5a   **Next Meeting**: Tuesday, November 13, 2018 @ 5:00PM in Council Chambers.

2018-10/6   <u>**ADJOURNMENT**</u>

University of Alberta Students' Union
COUNCIL ADMINISTRATION COMMITTEE

Tuesday, October 16, 2018
5:00PM
Council Chambers, University Hall

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.

ATTENDANCE

NAME	PROXY	PRESENT	SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT)
Levi Flaman (chair)		Y	
Kara Farris		Y	
Michelle Kim		Y	Y
Steven Lin		Y	
Janet Yao		N	
Reed Larsen		Y	
Nathan Sunday		Y	
Emma Ripka		Y	

MINUTES (CAC 2018-09)

2018-09/1 <u>**INTRODUCTION**</u>

2018-09/1a **Call to Order**
FLAMAN: Called the meeting to order at 5:03pm.

2018-09/1b **Approval of Agenda**
FLAMAN/RIPKA MOVED to add items *2018-09/4d* and *2018-09/4e* concerning Executive Compensation Committee and Finance Committee Standing Orders §14 and §16, respectively.
7/0/0 - CARRIED

LARSEN/RIPKA MOVED to add item *2018-09/4f* concerning the Nomination Process and approve the agenda as amended.
7/0/0 - CARRIED

2018-09/1c **Approval of Minutes**
LARSEN/FLAMAN MOVED to approve the minutes of *CAC-2018-08-M*
3/0/3 - CARRIED

2018-09/1d **Chair's Business**

FLAMAN: Determined to investigate whether the last amendment to Council Standing Orders discontinued the printing of paper Council order papers.

Invited the Committee to reflect upon the spring and summer work of the Committee and determine future goals.

RIPKA: Suggested that Council, in keeping with sustainable practices, use reusable dinnerware at its meetings

FLAMAN: Clarified that Sustain SU requires its sustainable dinnerware to be cleaned and transported by Council. Noted that, in past, councillors did not wish to support cleaning the dishes after the conclusion of a long evening meeting. Noted that Council may be able to pay for cleaning.

SUNDAY: Inquired into the timeline for the return of borrowed Sustain SU dinnerware.

BHATNAGAR: Responded that the dishes must be returned clean within the next day. Identified that Sustain SU provides a kitchen in which to clean the dinnerware.

SUNDAY: Volunteered to clean the reusable dinnerware on an ongoing basis.

FLAMAN: Considered that other councillors may join Sunday in future.

LIN: Suggested that the Committee begin planning its Week of Welcome engagement earlier.

FLAMAN: Identified May or early June to begin planning engagement in future. Noted that the Chief Returning Officer is to attend a Committee meeting to provide a debrief on the recent by-elections and report on the upcoming elections.

2018-09/2 **OLD BUSINESS**

2018-09/3 **NEW BUSINESS**

2018-09/3a   **LARSEN/BHATNAGAR MOVES** to amend Students' Council Standing Orders 18.2 to read "Students' Council shall automatically adjourn at 9:00 p.m. with final attendance taken."

LARSEN: Proposed reducing the duration of Council meetings to three hours from four. Recognised that Council's productivity diminishes as the meeting increases in duration. Supported more frequent, shorter, and more productive meetings than longer, less productive meetings.

SUNDAY: Noted that reducing the duration of the meeting will accommodate those who parent and increase the ease with which they can attend Council.

FARRIS: Expressed concern over the variance in the duration of Council meetings. Supported the motion.

FLAMAN: Noted that Council limited the duration of its meetings only in the last year. Suggested increasing the pace of the meetings as opposed to reducing their duration. Proposing holding Council nominations prior to the meeting, including a consented-item portion of the agenda, and promoting the use of written questions. Expressed concern insofar as a limited meeting durations will cause the Speaker to rush proceedings.

FARRIS: Inquired into whether Council may still extend its meeting runtime.

FLAMAN: Responded that Council remains able to suspend Standing Orders to extend its meeting runtime.

SUNDAY: Considered that Council meetings could start an hour earlier as opposed to becoming an hour shorter.

FLAMAN: Advised that this change should only enter into force in the next year as councillors planned their schedules around meetings at 6:00.

BHATNAGAR: Considered that labs and classes overlap with the Council meetings. Emphasised that the duration and timing of meetings must respect councillors' schedules .

LARSEN: Expressed that the Committee can both increase the effectiveness of meetings and reduce their duration.

6/1/0 - CARRIED

2018-09/4   <u>DISCUSSION</u>

2018-09/4a   Council Resolution Procedure

LARSEN: Anticipated mid-November for the development of a peer-to-peer

resolution process facilitated by staff or a third party.

SUNDAY: Noted that ARRC Standing Orders include a procedure for dispute resolution. Emphasised the principles of safety and openness in dispute resolution.

LARSEN: Determined to work collaboratively with Sunday and the Departments of Research and Human Resources in developing the dispute resolution procedure.

2018-09/4b Cancel Council meeting before Campus St.Jean/ Augustana council meetings.

THIBAUDEAU: Noted that the last two Augustana meetings had comparatively short agendas. Suggested that short agendas result in decreased attendance as councillors do not find it worthwhile to commute for short meetings. Proposed cancelling the Council meetings prior to those which occur at Augustana and Faculté Saint-Jean in order to provide for fuller agenda. Considered including items specifically relevant to local students, hosting social events, and determining presenters. Requested the Committee offer further suggestions.

LARSEN: Expressed concern over the cost of meeting at other Campuses in relation to the value Council and faculty associations derive from the experience. Recommended consulting the Association des Universitaires de la Faculté Saint-Jean and Augustana Students' Association. Suggested that including a social event portion of the meeting would increase turnout.

BHATNAGAR: Suggested holding Council meetings conjointly with the aforementioned faculty associations. Proposed that Council add agenda items relevant to the other campuses for the purposes of their meetings out of Chambers.

FLAMAN: Proposed reviving State of the Association Presentations, association-led tours, and ordering catering from the Augustana cafeteria. Recognised the need to increase turnout.

KIM: Suggested that increasing the amount of business on order papers out of Chamber will result in few persons attending and, therefore, few councillors deciding on issues. Suggested hosting meetings away from North Campus earlier in the term.

FLAMAN: Noted that, this year, the Augustana meeting moved from Winter to Fall. Suggested consulting the faculty associations in order to determine the time that best accommodates their schedules.

SUNDAY: Identified the travel time for meetings outside of North Campus as prohibitive. Proposed hosting a Town Hall or meet and greet to increase turnout at these meetings.

BHATNAGAR: Emphasised that councillors should communicate their availability when the schedule is set at the beginning of the term. Determined to develop marketing materials. Proposed reviewing the effectiveness of these solutions after the upcoming Saint-Jean meeting.

FLAMAN: Summarised the view of the Committee in that it will not seek to cancel the meetings occurring before those at Augustana or Campus Saint-Jean.

2018-09/4c   GovWeek 2019

BHATNAGAR: Requested that the Committee consider if and how Council may participate in the upcoming GovWeek. Determined to include the item on the next agenda. Noted that members may email her suggestions in the meanwhile.

2018-09/4d   Executive Compensation Committee

RIPKA: Established that the Council of Chairs agreed to strike a committee for the review and regulation of executive compensation. Considered that this committee could exist within Audit Committee, Finance Committee, or as a new entity. Clarified that, in past, the general manager reviewed compensation. Expressed concern at the affordability of serving as an executive. Noted that the Committee would investigate and compare executive compensation and benefits on an annual basis in the context of Alberta and Canada.

FLAMAN: Communicated that the Council of Chairs preferred attaching the responsibility for compensation review to Council Administration Committee for full participation. Noted that the current executives could be disqualified from reviewing compensation.

RIPKA: Expressed concern that it is future, and not present, executives who should be disqualified from reviewing compensation. Suggested preventing councillors who plan to run for executive positions from reviewing compensation. Proposed that one executive serve on the Committee to provide insight.

FLAMAN: Suggested that the General Manager serve on the Committee.

BHATNAGAR: Suggested that the President, who does not generally run for re-election, serve on the Committee.

FLAMAN: Identified that, while it is a rare occurrence in Canada, the President may run for re-election.

SUNDAY: Proposed that councillors reviewing compensation sign an agreement which disqualifies them from running for executive positions at a later date.

FLAMAN: Proposed effecting a restriction through the election bylaw.

LARSEN: Expressed concern at creating a restriction. Supported finding a creative solution. Identified that there are three Canadian universities who structure their executive compensation review committees with third parties such as student at large appointments and receive testimony from executives, councillors, and senior staff.

FLAMAN: Requested a written outline comparing options for further consideration.

2018-09/4e §14 and §16 of Finance Committee Standing Orders

RIPKA: Established that Finance Standing Orders only allow for its members to receive an appointment to the Student Group Granting and SU Awards Adjudication Committees. Noted that, in past, the Committee found difficulty in filling these positions. Noted that participation in these Committees does not require special knowledge. Suggested housing the appointment provisions in the CAC Standing Orders.

BHATNAGAR: Recognised that nominations will take longer if all councillors are eligible for appointment.

KIM: Expressed concern that councillors will underestimate the level of focused, short-term commitment required for service on these Committees.

RIPKA: Noted that she would ensure the commitment required for these Committees is explicitly communicated to those applying.

FLAMAN: Confirmed that members of the Committees cannot apply for the awards they adjudicate.

RIPKA: Determined to investigate amending the Finance Standing Orders, pending the transference of §14 and §16 to CAC, such that they no longer prevent any member of Finance from serving on these Committees.

2018-09/4f Nomination Process

2018-09/5 __CONFIRMATION OF NEXT MEETING DATE__

2018-09/5a **Next Meeting**: Tuesday, October 30, 2018 @ 5:00PM in Council Chambers.

2018-09/6 __ADJOURNMENT__
FLAMAN: Adjourned the meeting at 5:57pm.

SUMMARY OF MOTIONS

MOTION	VOTES

FLAMAN/RIPKA MOVED to add items *2018-09/4d* and *2018-09/4e* concerning Executive Compensation Committee and Finance Committee Standing Orders §14 and §16, respectively.	7/0/0 - CARRIED
LARSEN/RIPKA MOVED to add item *2018-09/4f* concerning the Nomination Process and approve the agenda as amended.	7/0/0 - CARRIED
LARSEN/FLAMAN MOVED to approve the minutes of *CAC-2018-08-M*	3/0/3 - CARRIED

Council Meeting Suggestions

What can we do to speed up/shorten Council meetings?

Consent Agenda (Levi)

What is a Consent Agenda? "The terms consent agenda and consent calendar are interchangeable terms. A consent agenda is a board meeting practice that groups routine business and reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately. Using a consent agenda can save boards anywhere from a few minutes to a half hour. A consent agenda moves routine items along quickly so that the board has time for discussing more important issues."

At the UAlberta Board of Governors and at the Alma Mater Society at UBC, a Consent Agenda is used. As the paragraph above describes, anything within that section of the agenda is disposed of in one motion (like an Omnibus bill). Any member of the board/committee/Council can pull any item out of the consent agenda to discuss/vote on for any reason prior to the motion being moved. Once moved/seconded, its non-debatable and non-amendable and if passed, everything within is approved. Anything that was pulled from the consent agenda is then discussed/voted upon.

I propose we identify information items and motions that can routinely be placed into this Consent agenda and adopt this for the remainder of the year on a trial basis. Some examples could be:

- **Executive Committee Reports:** Section 9 of Council Standing Orders states that "Executive Officer reports will be presented in written form and listed in the main agenda package under Information Items, and may include an oral report to Students' Council not to exceed two (2) minutes." A large majority of the time, the oral reports are a repeat of condensed version of what's in the written report anyway. If something really important comes up over the weekend, they should be able to type up a quick addendum to include in the late additions by Tuesday afternoon. If all five executives use up their full two minutes which they often do, this would save us up to ten (10) minutes.
- **Board and Committee Reports:** Each board and committee (ARRC, Audit, Bylaw, CAC, Exec, Finance, Nominating, Policy, BoG Rep, DFU Boards, etc) often reports on the activities on their previous meeting(s). Sometimes those oral reports are brief ("We didn't meet so nothing to report"). Other times the Chair of that committee will use that time to discuss an upcoming motion that came from that committee. That motion would get an introduction prior to debate on that motion so that seems redundant to me. Way back when, Committees submitted written reports to Council detailing their activities at the previous meeting but some time in the last few years that was scrapped (for reasons I don't remember now). If we went back to having Committees and Boards submit written reports, that would save at minimum the time required for the Speaker to call upon the Committee Chair to speak and the Chair to say they had nothing to report (hardly any time at all) and a potential of up to 30 minutes on the rare occasion that every committee and board used up their full 2 minutes. Let's split the difference and say that would save an estimated fifteen (15) minutes total.
- **Board and Committee Business:** One of the benefits of delegating authority to separate committees as opposed to have Council to everything itself is to decentralize and defer the workload to smaller and theoretically more efficient bodies. In theory, this means that the Committee has debated and discussed everything that comes before them at length and ideally whatever motion is passed by a majority of committee members that gets recommended to Council for approval has had most/all of the kinks worked out and with the exception of maybe a few questions/concerns, the motion should be for all intents and purposes ready for approval. I propose we add in some kind of stipulation somewhere that any Board and Committee

Business motion that comes from a committee recommendation where the motion was unanimously approved at the committee level gets added to the Consent agenda automatically with the reason being that if the motion was satisfactory to everyone at the committee with no dissent, it should also theoretically be satisfactory to everyone at Council as well. If for whatever reason it isn't, anyone who has any qualms over it can still pull items from the Consent agenda to discuss/debate. Possible exceptions to this would be motions of long-lasting importance regardless of unanimous approval at committee such as the approval of the annual budget principles.

- **General Orders:** General Orders do not go through committee first and therefore should not be included in the Consent Agenda. However motions to appoint or ratify appointment to boards/committees can be combined and approved as an Omnibus bill. There doesn't seem to be a reason why we would need three separate motions to approve three separate people if they are all going to the same board or committee. Or even if there were people to different boards or committees, we could lump them all together and just ratify everyone all at once. If someone was seriously opposed to one or two of those nominations, they can divide the motion to take that person out and vote on them separately while still approving the rest of them.

Those are the ideas I have for the time being and I'd like to hear any feedback anyone might have.

Nominations (Levi)

In my opinion, our current way of nominating people is a mess. It seems to me (*in my opinion*) that some people don't take the process very seriously and will nominate anyone/everyone, sometimes for the lulz. In the past, I've watched as someone nominate each of the executives knowing full well they had no time/interest and had every intention of declining.

I think there is room for improvement and streamlining here. One suggestion President Larsen and I tossed around was to allow motions for nominations only on the main agenda (no nominations on late additions) and to require motions for nominations include the list of people currently on that board/committee (if known / if any), the meeting days/times (if known or TBD if not), the weekly/monthly/semesterly time commitment or estimated time commitment and a brief description of the board or committee is and what it does (similar to the DFU Board and Committee Descriptions found [here](#) on page 5). With all of this information, Councillors can nominate themselves or another councillor by email to the Speaker or DG (work out the actual logistics later) prior to the submission deadline for late additions. Council will then have a list of both interested parties (in the case of a self-nomination) or candidates with someone to vouch for them (nominated by others). During the meeting, the Speaker can introduce the motion and ask the candidates whether they accept or decline the nomination and then we'll do our 60-minute speeches as usual for the people who accepted. This would cut the time it takes to call on someone and have them nominate either themselves or someone else as those steps would have already been done for the late additions.

There's gotta be a way we can shorten and streamline the voting process too. It's simple enough if we have less than 3 people vying for one seat. Use the voting system, person with the most votes wins. But what if there are more than 4 people for 1 seat so we can't use the voting system and have to revert to a heads-down/hands-up secret ballot. Not perfect but it works. But what happens if there is more than one seat? 8 candidates for 3 seats? Each voter should get 3 votes for 3 seats but because the process of tabulating votes in a preferential ballot system is pretty convoluted and time consuming, we usually simplify it by allowing people to only vote once and the top 3 vote recipients win. That doesn't seem right to me because we're depriving everyone of 2 votes they should theoretically have for the sake of simplicity and time-saving.

There should be a way to craft a [Google Form/Google Sheet](#) preferential voting system that everyone can sign in to using their CCID and password (which can only be accessed by Council members, proxies and Council-Designates to prevent non-members from voting) and vote based on their preferences for the number of seats available similar to the way our Exec and Council/GFC elections work. Or a weighted score type system where all first place votes get n points, second place get n-1 points and third place gets n-2 points

where n is the number of candidates. Everyone gets to vote for the number of seats there are and the number of people with the highest point total equal to the number of seats open get in. I'll try and whip up a mockup because I often show better than I tell.

Those are my thoughts on nominations and I welcome all feedback.

1 Rules of Order

1. Roberts' Rules of Order will be observed at all meetings of Students' Council except where they are inconsistent with the Bylaws or Standing Orders of Students' Council.
2. Where the Bylaws, Standing Orders and Roberts' Rules of Order fail to provide direction with respect to procedure, the Speaker will decide.

2 Structure of Sessions

1. The Order of Business for Students' Council will be:
   a. Speaker's Business,
   b. Presentations,
   c. Executive Committee Report,
   d. Board and Committee Reports,
      i. Audit Committee
      ii. Bylaw Committee
      iii. Council Administration Committee
      iv. Executive Committee
      v. Finance Committee
      vi. Nominating Committee
      vii. Policy Committee
      viii. Undergraduate Board of Governors Representative
      ix. Other Board and Committee Reports
   e. Open Forum,
   f. Question Period,
   g. Board and Committee Business, and
   h. General Orders.
2. The Order of Business for the introductory meeting of the incoming Students' Council will be:
   a. Election of a Speaker,
   b. Approval of Annual Meeting Schedule, and
   c. Nominations to:
      i. Legislative Committees,
      ii. Oversight Committees,
      iii. Ad Hoc Committees, and
      iv. Operational Committees.
3. The Order of Business for the first meeting of the year after the introductory meeting will have the following orders of the day added to Speaker's Business:
   a. Installation Ceremony,
   b. Inaugural Addresses of Executive Officers and the Undergraduate Board of Governors Representative, and

c. Approval of Standing Orders.

4. The Order of Business for the last meeting of the year will have the following orders of the day added to Speaker's Business:

a. President's Farewell Address.

5. At the first regular meeting of each trimester, the Oath of Office shall be taken by all members of Students' Council, unless a by-election has been called, in which case it shall be deferred until the first meeting following the announcement of election results.

6. Acknowledgement of Traditional Territory shall be read by the Speaker at the start of every meeting (see Appendix 6).

3 Meetings

1. Regular meetings shall be defined as those approved during the introductory meeting.

2. Special meetings of Students' Council may be called by the:

a. Speaker,

b. Council Administration Committee,

c. Executive Committee, and

d. Students' Council.

3. Members of Students' Council must be notified of special meetings of Students' Council no later than 96 hours prior to the meeting time.

4. Regular Meetings of Students' Council may be cancelled by the Speaker, Council Administration Committee, or Students' Council so long as the decision is made more than 96 hours before the start of the intended meeting.

5. Meetings of Students' Council shall be cancelled when no submissions beyond information Items and written questions have been received prior to the submission deadline for the main order paper.

6. Meetings of Students' Council shall be cancelled if all the items of business have been withdrawn.

4 Orders of the Day

1. Any voting member or Board/Committee of Students' Council may submit Orders of the Day to be considered by Students' Council.

2. Any Students' Union Member may submit an information item for inclusion in the agenda package provided that it is related to the proceedings.

3. Orders of the Day shall appear on the Order Paper in the order they were submitted.

4. Orders of the Day must be submitted to the Speaker and the Administrative Assistant to Students' Council by 8:00 a.m. on the 2nd business day prior to a Students' Council meeting.

5. Late additions to the Order Paper must be submitted by 1:00 p.m. on the day of a Students' Council meeting.

6. Late Additions to the Order Paper maybe added at the meeting if the items of business cannot be postponed to a future meeting of Students' Council for resolution without risking detrimental consequences to or negative procedural difficulties for the Students' Union.
7. The agenda package will be published in the following manner:
   a. An electronic copy will be e-mailed to all members of Students' Council, proxies and Councillor-designates,
   b.
   c. An electronic version will be placed on the Students' Union web page.
   d. Paper copies will be created and made available in the Students' Union Executive/Administrative Offices,
8. The agenda package will be published no later than 5:00 p.m. on the 2nd business day prior to a Students' Council meeting.
9. For meetings called under the authority of Standing Order 3(2), there will be no submission or publishing deadline.

5 Special Orders

1. Motions making specific Orders of the Day Special Orders are privileged motions.
2. The Order of Business notwithstanding, the Speaker may designate any Order of the Day a Special Order.
3. The Order of Business notwithstanding, Students' Council may designate any Order of the Day a Special Order if it cannot be postponed to a future meeting of Students' Council for resolution without risking serious and detrimental consequences to the Students' Union.

6 Speaker's Business

1. At the start of Speaker's Business, the Speaker will give a reminder of the Oath of Office and the Acknowledgement of Traditional Territory statement in 2(6).
2. During Speaker's Business, the Speaker will address all day-to-day regulatory concerns of Students' Council, including but not limited to:
   a. Resignations,
   b. Any process by which a member is permanently removed from Students' Council,
   c. Reports of the Chief Returning Officer,
   d. Announcements,
   e. Motions making Orders of the Day Special Orders, and
   f. Attendance.

7 Presentations

1. Presentations must be accompanied in the Order Paper by a maximum one hundred (100)-word abstract and any presentation slides that are to be presented. Presentations that substantially deviate from the abstract or that are missing slides are out of order.
2. In order for Students' Council to receive a presentation, a motion to accept the presentation must first be considered by Students' Council.
3. Presentations will not exceed thirty (30) minutes in duration, including questions and discussion.
4. After thirty (30) minutes, a presentation may be extended once for fifteen (15) minutes with a two-thirds (2/3) majority. No further extensions are allowed.
5. Motions related to the subject matter of a presentation at the same meeting require a two-thirds (2/3) majority to pass.

8 Nominations

1. A motion to nominate will be a Special Order upon completion of Presentations.
a. Motions to nominate require a list of current members and meeting schedule, if available.

9 Reports

1. Executive Officer reports will be presented in written form and listed in the main agenda package under Information Items, and may include an oral report to Students' Council not to exceed two (2) minutes.
2. Executive Officers will submit reports to Students' Council no later than two meetings of Students' Council after any conferences attended.
3. The Undergraduate Board of Governors Representative will report at a minimum following each Board and Board committee meetings. This Report will be presented in written form and listed in the agenda package under Information Items, and may include an oral report to Students' Council not to exceed two (2) minutes.
4. The President (or designate) will provide a verbal report on the actions of the Executive Committee.
5. Board and Committee reports are to be presented orally and are not to exceed two (2) minutes. The chair must submit a written report by the last meeting of each trimester as per Bylaw 100. Additional written reports may be submitted at any time. A listing of formal motions approved by each committee will be compiled and added to the Order Papers for each meeting.

10 Open Forum

1. All registered guests of Council have the right to ask questions to members of Council in Open Forum.
2. Open Forum will be fifteen (15) minutes in duration.
3. Open Forum will be extended once for fifteen (15) minutes upon the request of five voting members of Students' Council. Further extensions require a two-thirds (2/3) majority vote.
4. Written questions may be submitted for inclusion with the Orders of the Day.

5. Written questions may be responded to in writing or orally, and will have priority over questions posed orally.
6. No member may ask more than three (3) oral questions during open forum. There is no limit on written questions.
7. The time to ask a question shall be limited to thirty (30) seconds.
8. The time to answer a question shall be limited to two (2) minutes.
9. Questions for Open Forum must be submitted to the Speaker.
10. The Speaker shall rule any question out of order that they deem inappropriate.

11 Question Period

1. Question period will be fifteen (15) minutes in duration.
2. Question period will be extended once for fifteen (15) minutes upon the request of five voting members of Students' Council. Further extensions require a two-thirds (2/3) majority vote.
3. Written questions may be submitted for inclusion with the Orders of the Day.
4. Written questions may be responded to in writing or orally, and will have priority over questions posed orally.
5. No member may ask more than three (3) oral questions during question period. There is no limit on written questions.
6. The time to ask a question shall be limited to thirty (30) seconds.
7. The time to answer a question shall be limited to two (2) minutes.
8. The Speaker shall rule any question out of order that they deem inappropriate.

12 Legislative Process for Bylaws

1. First Reading of Bylaws:
   a. The motion is placed on the Order Paper;
   b. The motion is presented in the following format:
      i. The principle and/or objectives are listed, and
      ii. Specific wording of legislation is not permitted;
   c. Debate is limited to general principles and objectives; and
   d. If approved, the motion is referred to the Bylaw Committee.
2. Committee Stage for Bylaws:
   a. The Bylaw Committee identifies the relevant legislation that requires amendment and/or drafts new legislation on the basis of the principles passed in first reading.
   b. The Bylaw Committee will not recommend to Students' Council draft legislation that is outside the scope of the principles approved in first reading.
   c. As part of its report, the Bylaw Committee may recommend that Students' Council reconsider the motion, that "The bill be read a first time," if there are principles relevant to the bill that were not considered on first reading that:
      i. If omitted, would defeat or impair the purpose of the bill, and/or

ii.   Will detrimentally impact the Students' Union.

3. Second Reading of Bylaws
    a. The motion will be presented in the following format:
        i.   The entire bylaw(s) will be presented (may be waived by the Speaker),
        ii.   Deletions to the existing bylaw(s) will be shown by using a strikethrough font,
        iii. Additions to the existing bylaw(s) will be shown by using an underline font and red colouration, and
        iv.   A recommendation, if made by the Committee, to reconsider the motion that "The bill be read a first time" with the principles considered to make the reconsideration necessary;
    b. Debate is confined to the technical merits of whether the Bylaw Committee properly interpreted the principles passed in first reading, except when debating a recommendation to reconsider the motion that "the bill be read a first time," where debate will be limited to the suggested principles put forward by the Bylaw Committee to support a return to first reading and the propriety of adopting such a motion.

4. Coming Into Force: Unless otherwise specified, the motion will take effect upon adjournment of the meeting at which it was approved.

13 Legislative Process for Budget

1. The Vice President (Operations & Finance) shall submit or cause to be submitted a proposed set of Budget Principles to the Finance Committee no later than January 15.
2. The Finance Committee shall recommend a set of Budget Principles to Students' Council no later than February 15.
3. Students' Council shall approve a set of Budget Principles no later than March 15.
4. The Executive Committee shall submit a final Operating and Capital Budget, reflecting the set of Budget Principles approved by Students' Council, to the Finance Committee no later than March 31.
5. The Finance Committee shall recommend a final Operating and Capital Budget to Students' Council.
6. Second Reading of Budget in Council
    a. Students' Council shall approve a final Operating and Capital Budget;
    b. The Budget will be presented in a three-part document consisting of:
        i.   The Budget Principles passed on first reading,
        ii.   An estimated numerical breakdown of the budget, and
        iii. Additional written instruction providing further direction on how money within budget categories is to be spent.
    c. Debate is confined to the technical merits of whether the Finance Committee properly interpreted the principles passed in first reading.

14 Legislative Process for Political Policies

1. First Reading of Political Policy: The procedural requirements for passage of Political Policy on first reading are the same as those for the passage of Bylaw on first reading, except that the Political Policy will then be referred to the Policy Committee.
2. Committee Stage for Political Policy
   a. The Policy Committee selects and assigns a principal author to draft a new policy on the basis of the principles passed in first reading, with the assistance of the Department of Research and Political Affairs; and
   b. The Committee will not recommend to Students' Council draft legislation that is outside the scope of the principles approved in first reading.
3. Second Reading of Political Policy
   a. The motion will be presented in the following format:
      i. The entire Political Policy will be shown,
      ii. Deletions to existing Political Policy will be shown by using a strike-through font, and
      iii. Additions to existing policy will be shown by using an underline font and red colouration.
   b. Debate is confined to the technical merits of whether the Policy Committee properly interpreted the principles passed in first reading.
4. Expiration of Political Policy: Political Policies adopted within a particular session of Students' Council shall expire within three (3) years after the end of that session.
5. Upon expiration, a Political Policy shall be reviewed by the Policy Committee and can be forwarded to Students' Council as a recommendation to renew.

15 Modified Rule of Debate

1. Members having obtained the floor to speak to a motion can speak no longer than four (4) minutes.
2. The Speaker may limit debate at any time on any Order of the Day.
3. A member of Students' Council may not move the previous question at the same time as they speak to the motion.
4. The Speaker may disallow moving the previous question if, in the opinion of the Speaker, the motion has not been sufficiently debated.
5. Subsidiary motions are not permitted to be applied to the main motion until the motion has been spoken to at least two times, one in favour and one opposed.
6. Where a member rises on a Point of Order, citing the violation of a federal, provincial or municipal law, the member must provide a copy of that law to the Speaker at the time the Point of Order is raised.

16 Guests of Students' Council

1. Any person may become a Guest of Students' Council by writing their name on the Guest List provided by the Speaker at each meeting of Students' Council.
2. The Speaker will only recognize guests if no member entitled to obtain the floor wishes to do so, except where a guest has information particularly pertinent to the debate, or where a Councillor having obtained the floor extends their speaking privileges to a guest.

17 Voting

1. Voting shall take place in a manner in which votes for/against/abstain are recorded.
   a. For all motions, the result of the vote being carried/defeated and the number of votes for/against/abstentions shall be recorded for the minutes
2. A Roll Call/Division vote will be taken if requested by any member of Students' Council. Roll Call/Division requests can be requested at any time, up until the closing of the vote, and may be submitted in an oral, or written form.
3. A roll call/division vote shall take precedence over any other method of voting, except for voting by secret ballot. A vote by secret ballot will only take precedence over a roll call/division vote if dealing with matters of personnel or other potentially sensitive motions, at the discretion of the Speaker.
4. The Speaker may refuse a dilatory request for a roll call/division vote, except on items of business disposing of main motions.

18 Recess/Assembly

1. Students' Council will recess for fifteen (15) minutes immediately after the first item of business is disposed of, at least ninety (90) minutes after the Call to Order. Attendance will be taken prior to the recess.
2. Students' Council shall automatically adjourn at 9:00 p.m. with final attendance taken.
3. All items of business impacted by 18(2), shall be automatically carried over to the next scheduled meeting.

19 Attendance Requirements

1. The Speaker will take attendance orally three times each meeting: once during Speaker's Business, once prior to the recess, and once immediately prior to adjournment or at 9:00 p.m., whichever is earlier.
2. Attendance will be recorded on the Students' Council Attendance Spreadsheet in the following manner:
   a. The number denoting the amount of roll calls present (0, 1, 2, 3),
   b. A suffix of (P) denoting present by proxy or councillor-designate and (T) denoting present by teleconference either via the Students' Council livestream, Skype, telephone, etc.

3. Members of Students' Council may attend Council meetings via audio/video conference services upon providing the Speaker with appropriate notification. Members attending via audio/video conference services may continue doing so during in-camera sessions.
4. Formal attendance regulations and penalties for Students' Council and its Standing Committees are outlined in Bylaw 100.

20 Discipline

1. The Speaker may discipline a member of Students' Council for breaches of Standing Orders.
2. Any member of Students' Council may call for decorum, which when called for will remain in effect for the duration of the motion under consideration and result in the Speaker removing first the speaking privileges for the duration of the motion, and secondly the right to attend the meeting from anyone in the chamber caught speaking without having properly obtained the floor.
3. Students' Council may rebuke the action or conduct of an individual through a motion to censure. A censure is an on-the-record rebuke that entails no additional actions or consequences.

21 Proxies and Councillor-Designates

1. To appoint a Proxy or Councillor-Designate, a Councillor must provide a notice to that effect:
   a. Stating the name and e-mail address of the proxy member,
   b. Indicating the meeting in question, for proxies, and the duration of the appointment, for Councillor-Designates, and
   c. That, if provided as a paper copy, is signed by the appointing Councillor.
2. Any notice to appoint a proxy or councillor-designate must be in writing at least twenty-four (24) hours in advance to the Speaker. Extenuating circumstances may be accommodated at the discretion of the Speaker.

22 Records of Students' Council

1. When feasible, an audio record of Students' Council proceedings will be recorded.
2. The audio record is considered approved as recorded.
3. Anyone wishing to record or stream video, with the exception of the official Students' Council Livestream, at a meeting of Students' Council must either provide written notice to the Speaker by noon on the business day prior to the meeting date or have the sponsorship of a voting member of Students Council prior to the commencement of the meeting.
4. The Speaker shall, in advance of the Students' Council meeting in question, notify all members of Students' Council and all scheduled presenters of any notices to record or stream video at the meeting.
5. When an audio record is not possible, minutes of Students' Council proceedings will be recorded.
6. The minutes are considered approved as transcribed.

7. Members may Clarify Comments in Minutes: Whenever minutes are transcribed, a member's comments may be amended in accordance with the member's wishes.
8. Record of Votes and Proceedings - A record styled "Votes and Proceedings" will be compiled from the audio record or minutes of Students' Council and will consist of:
    a. All motions moved except joke motions,
    b. Any event having legal consequences extending beyond the adjournment of that meeting,
    c. A record of all regulations and decisions approved by Students' council Boards and Committees that are required by Bylaw to report such regulations and decisions to Students' council, and
    d. A record of attendance.

23 Live Streaming

1. Where possible, meetings of Students' Council shall be live streamed through a platform chosen by CAC.
2. The only official Students' Council Live Stream shall be organized and set up by the Speaker of Students' Council.
3. Audience questions shall be permitted, pursuant to Section 10, but shall be e-mailed to and asked through the Speaker.

24 Miscellaneous

1. A motion that the Speaker vacate the chair:
    a. is always in order,
    b. takes precedence over any other motion, and
    c. is not debatable.
2. Meetings of Students' Council are open to the public, unless Students' Council moves in camera.
3. Only official Students' Council documents may be distributed to members within the chamber.
4. A summer retreat for Students' Council members will be held before July 31st of each year.
5. A fall retreat for Students' Council members will be held before October 31 of each year.
6. The Council Administration Committee, with the assistance of Discover Governance, shall be responsible for the planning and organization of all retreats, and may cancel a retreat due to low attendance.
7. If a guest of Council or member of Council requests a translator or reasonable accessible aid, they are required to give the Council Administration Committee at least one week's notice. The Council Administration Committee will attempt to make the necessary accommodations with limited expense to the Students' Union.
8. At the last meeting of the year, the mover of the motion or the Speaker may declare any motion to be a "joke motion," such a motion having no effect if carried.

25 Appendix 1: Procedure for Electing a New Speaker

1. Council to be provided with cover letter and resume: Each member of Students' Council will be provided with a cover letter and resume of each candidate for Speaker.
2. Senior member to preside when outgoing speaker running for re-election: The longest-serving member of Students' Council not running for Speaker will preside over the election when the outgoing Speaker is running for re-election.
3. In Case of Tie, Elder Member to Preside: In the case of a tie between longest-serving members, the eldest of the tied members will preside.
4. Speeches: The presiding member will ask each candidate to give a brief speech not to exceed two minutes.
5. Questions: The presiding member will allow questions to be put to the candidates from the members of Students' Council.
6. Secret Ballot: The vote will be by secret ballot and will be in the style of the Executive Elections.
7. Recess: Students' Council will recess while the presiding officer counts the vote.
8. Announcement: The presiding officer will announce the results of the election to Students' Council.

26 Appendix 2: Oath of Office

I am not here for me. I am here for the people that lent me their power in exchange for a promise. I will keep that promise to make decisions with their interest in mind. I will vote after knowing the facts, not before. I will use Robert's Rules for their purpose, not my own. I will oppose ideas, not people. I will think before I speak, not speak just to think. I will take the job seriously or not take the job at all. I will represent my fellow students' interests, not my own. I am not here for me.

27 Appendix 3: Council Scholarship

1. Overview: Two Council Scholarships, to be administered by Students' Council, shall be offered each trimester. The value of each scholarship shall be $500.00.
2. Criteria - The criteria for each scholarship is:
   a. representative of his/her constituents' opinions and concerns in Students' Council matters;
   b. serves as an ambassador of Students' Council in the campus community and attempts to further empower students;
   c. excellent attendance; and
   d. activity on committees.
3. Nomination: Members of Students' Council must be nominated by a fellow voting member of Students' Council, with the nomination containing three to five additional supporting signatures from other voting members of Students' Council. Self-nominations are not allowed.

4. Nominators must submit a brief justification, no more than one page in length, as to why the member of Students' Council deserves to be nominated.

5. Nominations must be presented to the Speaker by the end of the second last Students' Council meeting of each trimester.

6. Eligibility: All current voting members of Students' Council shall be eligible to submit nominations. There shall be no limit to the number of nominations a member may submit throughout the year.

7. All current voting members of Students' Council shall be eligible to receive a scholarship, except for members of the Executive Committee.: There shall be no limit to the number of times a member of Students' Council may be nominated and/or receive a scholarship throughout the year.

8. Selection: The Speaker shall provide to each member of Students' Council the names of each nominee and a copy of all nomination forms.

9. Selection of scholarship winners for the preceding trimester shall take place at the final meeting of Students' Council each trimester. There shall be no debate. At the meeting a secret ballot vote shall be held, open to all voting members of Students' Council. The vote shall take place by preferential ballot and shall follow the balloting procedures used in the selection of a committee chair.

28 Appendix 4: Council Mentorship Program

1. Participation: Any voting member of Students' Council, including the Undergraduate Board of Governors Representative but excluding any member of the Executive Committee, may sign up to participate in this program, such a volunteer henceforth referred to as mentor.

2. Any Students' Union member may participate in this program, such a student henceforth referred to as mentee.

3. Requests to participate in a given meeting of Students' Council must be received by the Thursday prior to the meeting.

4. Administration: The Council Administration Committee shall be responsible for the implementation of this program.

5. This program shall be advertised in the Fall and Winter term.

6. Processing Requests: First attempts shall be to pair mentees with mentors from the same faculty, but if this is not possible, then mentees shall be paired randomly with available mentors for the requested meeting of Students' Council.

7. A mentor may have only one mentee for any given Students' Council meeting.

8. Mentor Responsibilities - After being paired with a mentee, the mentor shall be responsible for:
   a. Establishing contact with the mentee prior to the scheduled Students' Council meeting,
   b. Enlisting another eligible mentor as a replacement if unable to carry out the responsibilities to the mentee,
   c. Attending the scheduled meeting of Students' Council with the mentee,
   d. Familiarizing the mentee with the role and proceedings of Students' Council, and
   e. Debrief the mentee at a future time to discuss their experience.

29 Appendix 5: Petition for Impeachment Document

1. Overview: As stated in Bylaw 100, s. 6, 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 petition is required for impeachment proceedings to occur, and requires signatures of at least one third of the voting members of Students' Council. This appendix shall dictate the petition documentation requirements.
3. Preamble - The petition shall contain the following filled out as applicable to the circumstances:
    a. This motion to petition indicates that we, the elected representatives of the student body serving on Students' Council, do not feel the current [insert position name] of the [insert year] Students' Union Executive is fit to remain occupying the position due to one or more of the following reasons:
        i. The individual has committed a significant breach or multiple breaches of Students' Union Bylaw, or Political Policy.
        ii. There are charges levied against the individual for violation of the University of Alberta Code of Student Behaviour, provincial law, or federal law.
        iii. The individual is performing without the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
4. Additional Documentation: The submitted petition shall include a document agreed to by all signatories indicating why they as representatives feel that the Executive or Board of Governors Representative in question is in violation of one or more of the principles of Bylaw 100, s.6.
5. Addition to the Agenda
    a. The once submitted and deemed to be valid according to Bylaw 100 s. 6, the following motion will be added to the agenda of the next meeting of Students' Council and filled out accordingly:
        i. [MOVER/SECONDER] move that the current [insert position name] of the [insert year] Students' Union Executive be impeached from the position of [insert position name] and post as an officer in first reading.
6. Parallel Legislation: This appendix is only deemed applicable when kept in congruence with the intent of impeachment proceedings as dictated by Students' Union Bylaw, as Bylaw 100, s. 6 dictates its current form.

30 Appendix 6: Acknowledgement of Traditional Territory

1. We would like to 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 continuing colonial violence and respect Indigenous knowledges and traditions.

2. The Acknowledgement of Traditional Territory will be included in writing at the beginning of every agenda package, including the agendas of the Legislative and Oversight Committees of Students' Council.

31 Appendix 7: Students' Council Social Media Policy

Contents

1. Administration
2. Goals
3. Posting

1 Goals

1. To increase undergraduate student awareness of Students' Council, in addition to increasing Councillor participation.
2. To facilitate discussion between Councillors and students, including Faculty Associations, student groups, etc.
3. The Students' Council Facebook page was created to fulfill a recommendation by the Students' Council Engagement Task Force (SCET), which stated:

   It is recommended that CAC work with the Speaker and the Administrative Assistant towards the establishment of the SC Facebook page. The intention behind the page is to provide students with quick updates on SC and to facilitate discussions between the students and their representatives.

2 Administration

1. Students' Council social media accounts shall be administered by both a primary and secondary administrator(s):
   a. Discover governance shall act as the primary administrator for any Students' Council social media accounts.
   b. A Councillor, approved by the Council Administration Committee, shall act as the secondary administrator(s) of any Students' Council social media accounts.
2. Comments made to posts on any Students' Council social media account will be posted without permission from an administrator. .

a. In the event that a comment(s) is overtly inappropriate or offensive, an administrator may use their discretion and remove said comment

3. The primary administrator shall manage the change-over of the secondary administrator(s) and Councillor permissions at the beginning of each new Council year.

4. The primary administrator shall ensure all councillors have permission to write posts at the beginning of each new Council year.

3 Posting

1. Posting to any Students' Council social media account can be made by elected members of Students' Council.

    a. Posts made on any Students' Council social media account will be reviewed weekly by the administrator(s).

    b. If posts made to any Students' Council social media account contravenes the guidelines set out in this document, the administrator(s) will work with the Councillor to ensure that said post will align with the rules outlined in this policy.

2. Posts made on any Students' Council social media account must adhere to the following guidelines:

    a. Must not violate terms of service or other rules set out by the relevant social media platform;

    b. Not include the promoting of non-Students' Union related products and services;

    c. Not include misleading, fraudulent, and/or deceptive claims or content; and

    d. Not include any content which goes against the stated purpose of the University of Alberta Students' Union strategic plan, political policy, and legislation.

3. Posts to any Students' Council social media page must not contain:

    a. Personal attacks or vulgar, abusive, offensive, oppressive, threatening, or harassing images and/or language;

    b. Comments, language, or sentiments that encourage, stimulate, or perpetuate discrimination based on race, creed, age, religion, Aboriginality, gender identity, sexual orientation, marital status, national origin, socioeconomic status, and/or physical and mental disability;

    c. Material that infringes on individual intellectual property rights;

    d. Information that infringes on an individual or collectives' reasonable expectation of privacy, as set out in the Freedom of Information and Protection of Privacy Act (FOIP); and

    e. Spam, solicitations, or advertisements not pertaining to the University of Alberta.

4. Posts to any Students' Council social media account can include the following:

    a. Governance-related events and content;

    b. Information about Councillor activities; and

    c. Constituent outreach and/or consultation.