



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

**Tuesday, January 29, 2019  
5:00PM  
Telus 150, Telus Centre**

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	
Michelle Kim		Y	
Steven Lin		N	
Janet Yao		Y	
Reed Larsen		Y	
Luke Statt		N	
Joel Agarwal		N	
Deirdra Cutarm		N	
Amlan Bose		Y	
John Hussein		Y	
Ayman Adwan		Y	

**MINUTES (CAC 2018-13)**

**2018-13/1 INTRODUCTION**

**2018-13/1a Call to Order**  
FLAMAN: Called the meeting to order at 5:12.

**2018-13/1b Approval of Agenda**

**KIM/BOSE MOVED** to approve the agenda.  
7/0/0 - CARRIED

**2018-13/1c Approval of Minutes**  
**LARSEN/KIM MOVED** to approve the minutes.  
6/0/1 - CARRIED

**2018-13/1d Chair's Business**

**2018-13/2 OLD BUSINESS**

**2018-13/3 NEW BUSINESS**

**2018-13/4 DISCUSSION**

**2018-13/4a** Winter Goals

FLAMAN: Invited members of the Committee to suggest goals for the present term.

LARSEN: Identified procedural reform as a goal. Noted that there are a number of days remaining for feedback and input from Council. Determined to deliver a presentation on reforming Standing Orders at the next meeting of Council. Confirmed that he will present the finalised Standing Order proposed changes to CAC and, subsequently, to Council.

YAO: Noted that the Committee is behind in reviewing other committees.

KIM: Proposed reviewing the budget to ensure there are sufficient funds for ordering banners and other promotional materials.

LARSEN: Noted that a proposed budget principle will relate to the support and training councillors. Suggested that the Committee identify the areas in which councillors most require support.

FLAMAN: Determined that the Committee will work on the review of Council and CAC Standing Orders. Noted that the procedural reform suggestion box received two submissions since the last meeting of Council.

**2018-13/4b** Committee Reviews

FLAMAN: Established that he completed the review of Nominating Committee and has no issues to report. Determined to present a written report for the next meeting.

YAO: Noted that she has neither reviewed Bylaw nor Audit Committees due to changes in the chairs of both committees.

FLAMAN: Determined to receive status updates on committee review from the other members at the next meeting.

**2018-13/4c** Standing Orders Review

FLAMAN: Established that he proposed a number of amendments to the Standing Orders of both Council and CAC. Determined, at another meeting, to review the suggestions line-by-line to accept, amend, or reject the proposed amendments. Noted that Council generally approves the Standing Orders at the start of the year without amendment. Noted that Standing Order reform normally occurs in piecemeal fashion over the course of the term.

LARSEN: Determined to incorporate the talking circle feedback and Flaman's proposed amendments in the proposed reform of Standing Orders. Anticipated their adoption as occurring at the end of February or early March. Noted that the Standing Order Review document will serve as the central place for all changes. Considered that councillors want to see (a) more open and free discussion, (b) fewer time-intensive processes and reports, (c) easier public engagement. Proposed creating a closed session, occurring as a committee as a whole, as a standing item to appear on each order paper.

FLAMAN: Supported the closed session proposal. Noted that former executive members Banister and Paches also supported this proposal.

LARSEN: Noted that closed sessions will allow for the executive to provide updates on business strategy. Proposed that a portion of the agenda include items that, unless councillors request that they are discussed, automatically pass in the form of a consent agenda. Noted that this could apply for executive and committee reports.

HUSSEIN: Expressed concern that few councillors read the reports prior to attending the meeting and would, therefore, benefit from hearing the updates in-person.

FLAMAN: Suggested that Council order papers normally arrive in the afternoon of the Friday preceding the meeting with the expectation that members review the reports over the weekend in preparation for the Tuesday.

LARSEN: Emphasised that this change would create an expectation that members identify the issues they want to discuss prior to the meeting.

HUSSEIN: Proposed, alternatively, reducing the time allotment allowed for executive and committee updates.

YAO: Proposed merging the question period portion of the agenda with the proposed closed session of Council.

LARSEN: Considered that there could be questions allowed at the conclusion of each individual report or update in a fragmented manner.

BOSE: Proposed removing the speaking time-limits, excepting cases of committee nominations.

FLAMAN: Emphasised that written questions do not have character limits and, therefore, councillors could submit longer questions in written form.

LARSEN: Expressed concern that removing speaking time-limits could result in unequal speaking time. Considered reforming Open Form to allow people to make general points, questions, or provide feedback.

FLAMAN: Noted that the consent agenda is a procedure already utilised by the Board of Governors.

LARSEN: Proposed amending the nomination process to privilege nominees who complete preparatory work by submitting a written application as part of the late additions. Noted that those who seek amendments during the meeting must give reasons for having not submitted in advance. Noted that uncontested nominations automatically declare the winner.

HUSSEIN: Suggested that committee chairs give notice of vacancies in order to provide that all members are aware of the openings.

ADWAN: Suggested that councillors receive email notices of vacancies.

BOSE: Inquired into whether the proposed changes to nomination procedure would apply in the introductory meeting of Council.

LARSEN: Responded in the negative.

YAO: Proposed having members submit questions into a live chat so other members could see a list of all upcoming questions would have advanced notice of them.

LARSEN: Considered promoting the use of written questions. Clarified that this occurs by sending notice of the question to the Speaker or Discover Governance wherein the respondent has three days to respond.

FLAMAN: Noted that most items on the consent agenda pass without discussion. Emphasised that members can always pull an item off the consent portion of the agenda to discuss it.

**2018-13/4d** Students' Council Brochure

LARSEN: Established that the present Council brochures, available at InfoLink

stations, were printed last year. Suggested that the new brochures need to be relevant for the present year. Determined to print new brochures once the existing stock is depleted.

BOSE: Expressed concern that the current, outdated brochures do not mention are ARRC as a committee and also reference another committee that has, since printing, been abolished.

FLAMAN: Proposed, in order to streamline the process, creating a brochure template that could be easily updated each year with the relevant details.

LARSEN: Determined to liaise with the Marketing Department to ensure the new brochures are ready for printing in September.

**2018-13/5      CONFIRMATION OF NEXT MEETING DATE**

**2018-13/5a      Next Meeting:** Tuesday, February 12, 2019 @ 5:00PM in Council Chambers.

**2018-13/6      ADJOURNMENT**

FLAMAN: Adjourned the meeting at 5:52.

**SUMMARY OF MOTIONS**

<b>MOTION</b>	<b>VOTES</b>
<b>KIM/BOSE MOVED</b> to approve the agenda.	7/0/0 - CARRIED
<b>LARSEN/KIM MOVED</b> to approve the minutes.	6/0/1 - CARRIED