



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

**Tuesday, March 12, 2019  
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	
Michelle Kim		Y	
Steven Lin		N	
Janet Yao		N	
Reed Larsen		N	
Joel Agarwal		Y	
Deirdra Cutarm		Y	

**MINUTES (CAC 2018-15)**

**2018-15/1 INTRODUCTION**

**2018-15/1a Call to Order**

Flaman called the meeting to order at 5:05pm.

**2018-15/1b Approval of Agenda**

**AGARWAL/CUTARM MOVED** to approve the agenda.

4/0/0 - CARRIED

**2018-15/1c Approval of Minutes**

**CUTARM/YAO MOVED** to approve the minutes of *CAC-2018-12-M*

4/0/0 - CARRIED

**2018-15/1d Chair's Business**

FLAMAN: Apologised for failing to call a meeting of the council of the chairs. Determined to add the council of chairs as a subcommittee of CAC to improve scheduling and formality. Expressed concern that the Nominating Committee has not yet selected a chair.

**2018-15/2 OLD BUSINESS**

**2018-15/3 NEW BUSINESS**

**2018-15/4 DISCUSSION**

**2018-15/4a Standing Orders Review**

Click [here](#) to access the Standing Order(s) Review.

FLAMAN: Noted that the Standing Order reform suggestion box remained open as long as possible. Identified that, despite reminders to submit, only himself, Larsen, and Sunday proposed changes. Determined to complete the review of the reform document for April 9. Noted that CAC will not unilaterally approve the reforms. Considered that the Committee will have to meet again to complete the Standing Orders review.

CUTARM: Proposed setting up the smudging materials at the entrance of the Council Chambers which allows members to smudge, should they wish, while entering the meeting.

FLAMAN: Supported Cutarm.

YAO: Proposed that the smudging materials be placed on the Speaker's desk where members receive their placards.

FLAMAN: Noted that the consent agenda is used at the Board of Governors. Clarified the consent agenda will include only reports and board and committee business. Outlined that councillors make one motion to approve all of the items on the consent agenda. Emphasised that members can pull items off the consent agenda to discuss them prior to its approval.

KIM: Inquired into whether the consent agenda will make committee chairs submit written reports prior to Council meetings.

FLAMAN: Responded in the negative.

KIM: Inquired into whether the consent agenda will remove oral reports from committees.

FLAMAN: Responded in the affirmative.

KIM: Expressed concern that councillors want and find value in verbal committee reports to get a sense of the Students' Council operations. Proposed that only the executive oral reports be removed.

FLAMAN: Suggested that councillors could request committees to deliver oral reports by pulling their items from the consent agenda. Noted that this change would prevent redundant updates that reference existent motions or updates without substance.

AGARWAL: Proposed that the Executive also deliver its reports verbally. Suggested that their verbal reports allow Council to better hold the Executive to account and to understand Council operations.

YAO: Supported Agarwal.

KIM: Expressed concern that having too many presentations in a given meeting results in the meetings running behind schedule. Supported Agarwal.

CUTARM: Inquired into whether there is a maximum on the number of presentations permitted in a given meeting.

FLAMAN: Responded that the proposed reforms limit the maximum number of presentations to two. Expressed concern that the current system allows for a nearly half an hour of reports if all persons use their full speaking time.

YAO: Inquired into the speaking times for presenters and verbal updates.

FLAMAN: Responded that the presentations are thirty minutes and verbal reports are two or three minutes.

KIM: Suggested, however, that not all persons use their maximum speaking time. Proposed keeping verbal reports within Council meetings.

FLAMAN: Determined to consider this issue of the consent agenda in greater detail at the next meeting after receiving feedback from Council. Noted that there is a proposed automatic closed session to provide Council with the ability to talk about sensitive topics without the difficulty of making an in camera motion. Noted that the closed session will only be for items that are submitted especially to exist within it and only allow for discussion and information items. Clarified that the Committee would enter back into open session to vote on an item. Noted that the closed sessions are automatically in committee of the whole.

KIM: Inquired into where the presentations limits are addressed in the proposed reforms.

FLAMAN: Responded that the relevant provision exists in Section 8. Noted that, if

this point is absent, Kim should add it. Noted that there are a number of minor administrative changes in the proposed reforms. Proposed recognising a dedicated space for the Gateway's Council Awards within the last meeting of each Council year. Proposed allowing all members of the Executive to deliver final speeches at the end of their terms as each Executive delivers introductory remarks at the beginning of their terms. Proposed moving the responsibility for the Treaty 6 acknowledgement into the ARRC Standing Orders.

CUTARM: Expressed concern traditional territorial acknowledgments differ at various Students' Union events. Considered that there could be one unified acknowledgment.

KIM: Proposed that there be a maximum of two presentations per meeting of Council and that Council would accept the first two requests for presentations it receives.

FLAMAN: Noted that attendance required activities shall be defined as those approved in the introductory meeting of Council. Clarified that these permit for definite, scheduled special events, such as the Blanket Exercise, that extend outside the regular Council schedule.

KIM: Emphasised that there should be incentives as well as penalties for attending Council meetings.

FLAMAN: Noted that members must receive immediate advanced notice of 96 hours for specially scheduled meetings. Noted that meetings can be cancelled by the Speaker, CAC, or a majority of Council.

KIM: Suggested that Standing Orders recognise and address online votes. Noted that there is a long precedent of their use.

AGARWAL: Suggested that the Standing Orders provide for anonymous online votes.

FLAMAN: Proposed that information items be ordered such that those information items relevant to the meeting and the reports are first within the meeting papers. Proposed that councillors only receive paper copies of the agenda should request them in full. Proposed, otherwise, that condensed agendas without attachments be available at the meeting.

KIM: Proposed splitting item a(2) to into two sentences for clarity.

FLAMAN: Noted that the proposed Standing Order changes prevent presentations from receiving multiple extensions.

KIM: Expressed concern that this restriction could prevent Council from meaningfully engaging with presentations of particular relevance. Proposed

removing that provision and only setting out that extensions are bound to ten minutes.

FLAMAN: Noted that Council cannot vote on items relevant to a presentation delivered within the same meeting. Considered that Council needs time to digest the information in the presentation to vote on its associated motion. Suggested that Council normally defers motions relevant to presentations because they are sufficiently important to warrant further consideration of consultations with constituents.

KIM: Suggested that Council would have a presentation fresh in their mind and should vote on its associated motion within the same meeting. Proposed allowing motions relevant to presentations to be passed with a 2/3 vote. Suggested that this has occurred before for Faculty Association Membership Fees for Law and Engineering.

**2018-15/5      CONFIRMATION OF NEXT MEETING DATE**

**2018-15/5a      **Next Meeting:** Tuesday, March 12, 2019 @ 5:00PM in Council Chambers.**

**2018-15/6      ADJOURNMENT**

FLAMAN: Adjourned the meeting at 5:58pm.

**SUMMARY OF MOTIONS**

<b>MOTION</b>	<b>VOTES</b>
<b>AGARWAL/CUTARM MOVED</b> to approve the agenda.	4/0/0 - CARRIED
<b>CUTARM/YAO MOVED</b> to approve the minutes of <i>CAC-2018-12-M</i>	4/0/0 - CARRIED