



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

**30 June 2020
 5:00 p.m.
 Google Meet**

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)
Dihl Bid		Y	
Dave Konrad		Y	
David Draper		Y	
Kaite Kidd		Y	
Christian Fotang		Y	
Marwan Burhani		Y	
Karl Buchanan		Y	
Amlan Bose		Y	

MINUTES (CAC-2020-04)

- 2020-04/1 INTRODUCTION**

- 2020-04/1a **Call to Order****
 BID: Called the meeting to order at 5:03pm.

- 2020-04/1b **Approval of Minutes****

- 2020-04/1c **Approval of Agenda****
 BID MOVED to approve the agenda.
 CARRIED

2020-04/1d

Chair's Business

BID: Noted that Council jacket samples will shortly arrive for the Committee to test prior to purchase.

2020-04/2

QUESTION/DISCUSSION PERIOD

2020-04/3

COMMITTEE BUSINESS

2020-04/3a

Council Voting Procedures

BID: Noted that he and Bose added a discussion item to the agenda of the next Council meeting for the purpose of discussing whether and when Council votes should be private.

2020-04/3b

Council Votes and Proceedings Approval Procedure

BID: Expressed concern that Council does not approve its votes and proceedings in the same manner as committees of Council approve their minutes.

BOSE: Noted that councillors can request changes to the votes and proceedings at any point during a Council meeting.

KIDD: Agreed with Bose.

BUCHANAN: Expressed concern that Council Standing Orders §22.6 provides that votes and proceedings are approved as transcribed. Proposed amending Standing Orders to allow councillors to amend the votes and proceedings according to their wishes.

BOSE: Agreed with Buchanan. Expressed concern that the current style of recording votes and proceedings leaves out councillors' responses to questions posed to them during question period. Proposed that Council Administration record both questions and the responses associated with them.

KIDD: Determined to email Council Administration requesting the change.

DRAPER: Considered that Standing Orders considers votes and proceedings approved as transcribed so they can be released to the public prior to meetings of Council.

BUCHANAN: Expressed concern that Standing Orders §22.6 provides that meetings are minutes only when meetings are not recorded. Noted, however, that it is conventional practice to minute all meetings. Suggested that Council Administration should record and minute meetings of Council.

BOSE: Proposed that Buchanan prepare a series of amendments to Standing Orders.

BUCHANAN: Agreed with Bose.

KONRAD: Inquired as to specific nature of the amendments Buchanan proposes.

BUCHANAN: Responded that he proposes amending Standing Orders to require Council to approve its votes and proceedings and require the minuting of all meetings irrespective of whether they are recorded.

KONRAD: Suggested that it may be redundant for Council Administration to store audio and minute records of Council meetings.

KIDD: Responded that Council has minutes for all of its meetings since 1967.

DRAPER: Suggested that recordings are useful in addition to minutes as the Discipline, Interpretation, and Enforcement Board (DIE Board) occasionally reviews recordings in making their decisions.

FOTANG: Agreed with Draper. Noted that recordings offer more granular information whereas minutes are useful to record general, searchable information.

BUCHANAN: Agreed with Draper.

2020-04/3c

Council Outreach - Jackbox

BOSE: Determined to explore costs for purchasing a Jackbox games package to support councillor team-building.

KONRAD: Inquired as to whether Council may be able to meet in-person during the Fall Semester.

DRAPER: Responded that the University is prohibiting all student groups from meeting at present.

2020-04/3d

Order Papers and Late Additions

BUCHANAN: Proposed that Council Administration provide Council with a document combining the contents of the order papers and late additions prior to meetings. Expressed concern that it is difficult to keep track of all items under consideration as there are separate documents and emails.

KIDD: Expressed concern that a combined document would make it unclear which

items are late additions as opposed to regular items on the order papers.

BID: Clarified that Buchanan proposes sending Council an additional combined document and not changing the procedures surrounding late addition and order paper submissions.

BUCHANAN: Suggested that Council Administration would be able to take measures to differentiate between order paper items and late addition items in the combined document.

KIDD: Expressed concern that there may not be sufficient staff resources to enable the production and distribution of an additional combined document.

BID: Noted that Council Administration already prepares as a combined document for internal use but does not distribute it to councillors.

KIDD: Determined to consult the Council Administration manager and report back to the Committee.

2020-04/3e

Review Progress of Standing Committees

BID: Proposed that the Committee complete its review of Committee progress as per Committee Standing Orders §15 by July.

FOTANG: Noted that Bylaw Committee does not have linear goals

KONRAD: Noted that the Committee should not be seen to be directing the work of other Standing Committees.

KIDD: Noted that the Sustainability and Capital Fund Committee will not meet until July 13.

BOSE: Proposed setting an August 30 deadline for receiving Standing Committee goals for review.

BID: Agreed with Bose. Noted that Committee Standing Orders §15 provide that reviews occur every three or four months.

2020-04/3f

WOW and TAWOW Representation.

BID: Noted that TAWOW organisers requested Council submit content to be included as part of their digital orientation.

KIDD: Determined to connect Bid with WOW organisers to explore options for what

Council can provide to TAWOW.

2020-04/4

INFORMATION ITEMS

2020-04/5

ADJOURNMENT

BID: Adjourned the meeting at 5:57 pm