

# **A G E N D A**

## ***Council Administration Committee***

**Date:** April 24, 2012

**Time:** 6:00PM

**Location:** SUB Lower Level Meeting Room

**Attendance:**

Borden, Carson, Bellinger, Smith, Mills, Ruth, Nguyen, Sumar

**Absent:**

N/A

**The Chair Called to Order: 6:02 PM**

**1. Approval of the Agenda**

**MILLS/BELLINGER MOVED** to approve the agenda

Vote on Motion 8/0/0

**The motion carries.**

**2. Chair's Announcements**

The Chair welcomed everyone to the first meeting of the year.

The committee did a round of introductions.

The Chair explained that committees are less formal than meetings of Students' Council

**3. Selection of Chair**

**KELSEY MILLS** and **ERIC BELLINGER** were nominated to serve as Chair of the Committee.

**MILLS** was elected as Chair of the Council Administration Committee

**4. Adoption of Standing Orders**

**BELLINGER/CARSON MOVED** to adopt the standing orders as attached

Vote on Motion 7/0/1

**The motion carries**

**5. Adoption of Meeting Schedule**

The Committee agreed to meet on Council Tuesdays @ 5pm.

**6. Confirmation of Next Meeting Date**

May 15<sup>th</sup> @ 5:00pm. Location TBD.

**BELLINGER/MILLS MOVED** to adjourn.

Vote on Motion: **8/0/0**  
**Motion carries**

**Adjourned at 6:20pm.**

**Action Items**

*Discuss CAC recommendations for standing orders at next meeting*  
*Confirm first trimester meeting scheduled*