



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

Tuesday, October 17, 2017

5:00PM

SUB 6-06

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 2017-14)

- 2017-14/1 INTRODUCTION**
- 2017-14/1a **Call to Order****
- 2017-14/1b **Approval of Agenda****
- 2017-14/1c **Approval of Minutes****
- 2017-14/1d **Chair's Business****
- 2017-14/2 OLD BUSINESS**
- 2017-14/3 NEW BUSINESS**
- 2017-14/3a **CHRISTENSEN/SUNDAY MOVE** to cancel the October 31, 2017 meeting of Students' Council and CAC.**
- 2017-14/3b **SUNDAY MOVES** to amend the Council Administration Committee Standing Orders as present.

See CAC 2017-14.02.**
- 2017-14/4 DISCUSSION**
- 2017-14/4a CAC 2017/18 Budget.**
- 2017-14/5 CONFIRMATION OF NEXT MEETING DATE**
- 2017-14/5a **Next Meeting:** Tuesday, October 31, 2017 at 5:00PM.**
- 2017-14/6 ADJOURNMENT**



University of Alberta Students' Union
COUNCIL ADMINISTRATION
COMMITTEE

Tuesday, October 3, 2017

5:00PM

SUB 6-06

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

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ATTENDANCE

NAME	PROXY	PRESENT	SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT)
Nathan Sunday (Chair)		Y	
Delane Howie		Y	
Navneet Gidda		Y	
Nicole Jones		Y	
Genna Dipinto		Y	
Brandon Christensen		Y	
James Thibaudeau		Y	
Ilya Ushakov		Y	
Robyn Paches		Y	
Nick Sorenson		Y	
Shane Scott		Y	
Levi Flaman		Y	
Kara Farris		Y	
Connor Palindat		Y	

AGENDA (CAC 2017-13)

2017-13/1 INTRODUCTION

2017-13/1a **Call to Order**

SUNDAY: called the meeting to order at 5:00 PM.

2017-13/1b **Approval of Agenda**

JONES, THIBAudeau moved to approve the agenda.

9/0/0

2017-13/1c **Approval of Minutes**

Due to an internal confusion, the minutes will need to be sent out later this week for approval.

2017-13/1d **Chair's Business**

2017-13/2 OLD BUSINESS

SUNDAY: Announced that the councillor jackets have been delivered.

2017-13/3 NEW BUSINESS

SUNDAY: Announced that a new methodology will be used for selecting speakers during CAC Meetings: parties wishing to speak will be noted and then called upon in turn.

HOWIE, USHAKOV: moved to reimburse the \$20 jacket free to all councillors.
12/2/0

HOWIE: Noted councillors should be reimbursed when they arrive to pick-up their jackets at Discover Governance.

2017-13/4 DISCUSSION

2017-13/4a CAC 2017/18 Budget

SUNDAY: Communicated that the budget update will be provided by Gidda at her earliest convenience.

2017-13/4b Students' Council Facebook Page

SUNDAY: Announced that the page has been launched and is administered as a joint initiative between Discover Governance and himself.

SCOTT: Inquired into whether a councillor has been assigned to manage the page as per the prior discussions.

SUNDAY: Responded by noting the position was offered via email to all; responses were received. Offered the position again to members of CAC orally.

JONES: Declared to manage the new page and confer with Discover Governance on the sorts of posts.

SUNDAY: Noted that Discover Governance will give Jones the permissions for posting.

DIPINTO: Inquired into the objections of the page.

SUNDAY: Responded by noting the page will (1) facilitate outreach outreach giving the example of Facebook events and (2) will provide a space for connecting councillors with the students.

2017-13/4c Students' Council Office Hours (UPDATE).

JONES: Established that the report on hours was created after considering how to better utilize office space. VP Paches had recommended that ideas for revitalising the space be gathered in a review.

SORENSEN: Inquired into the reasoning behind the involvement of faculty associations.

JONES: Responded that the involvement would build stronger relationships between councillors and their associations.

SORENSEN: Cautioned that the Students' Council offices are removed.

PACHES: Summarised the report in that it

- (1) Does not recommend the council room as a choice for office hours.
- (2) Recommends partnership with faculty associations where possible.
- (3) Recommends accessible hours are established by councillors.

JONES: Noted that faculty associations should be first choice for meeting locations.

PACHES: Recommended that office hours be published and selected around

times relevant to the student constituents. Suggested, as a further step, CAC bring the report to Council as a guideline for determining office hours.

See CAC-2017.13.02.

2017-13/4d Class Talks - *SU Student Services*

THIBAUDEAU: Opened that councillors should deliver class talks to their faculty on SU related services. Expressed that educators saw successful students enter university only to struggle. Noted that awareness for Centre for Writing and mental health services can be improved. Suggested that a standard presentation be developed for usage by councillors.

FERRIS: Suggested developing a document to detail where and when classes are held, as well as the instructor's contact information, for arranging talks.

THIBAUDEAU: Agreed that a resource for working with instructors to book presentations would be valuable.

PACHES: Cautioned that having each councillor work independently could create confusion in that a professor could be approached by multiple councillors. Suggested the establishment of a central group to arrange talks. Declared to investigate the existence of SU info slides.

SCOTT: Referenced his departmental experience in that departments can provide class information. Suggested councillors inquire into class schedules on a faculty or departmental basis.

USHAKOV: Noted that CAC should consider the framework of the talk carefully; whether it be formal or informal, long or short. Offered to support Thibaudeau in the talks initiative.

SCOTT: Offered to support to Thibaudeau in classroom talks. Noted the good precedent of SU involvement in the fall and an opportunity to circulate the information cards.

SUNDAY: Suggested APIRG has a list of classes, rooms, professors which CAC could request to access. Suggested professionals from services deliver talks rather than councilors.

PACHES: Clarified that the SU has an information agreement with the Registrar's Office through which class list information can be received. Suggested that instead of general Students' Council class talks, councillors use them to reach out on specific issues.

SCOTT: Advised a signup sheet be circulated at a Students' Council meeting to get a core team together.

PACHES: Invited member to join the new engagement campaign in order to gather voice and consult with students.

THIBAudeau : Declared he will be leading the classroom talks initiative.

2017-13/4e Councillor Jacket Reimbursement to Councillors

SUNDAY: Opened by briefing CAC that:

- (1) Initially, CAC was informed there was \$1600 budgeted for jackets.
- (2) Later, it was found \$2000 existed for the jacket budget.
- (3) Under the impression of a smaller budget, \$20 was charged for jackets.

Noted that CAC has to decide whether to open jacket sales to newly elected councillors or both new and existing.

HOWE: Noted that it is opportune to reimburse councillors the \$20 as they come to pick up their jackets. Suggested CAC only fund jackets for the three newly elected members for speed and cost.

SCOTT: Observed that as jackets were advertised with a cost, it would be exclusionary to return the money and deliver free jackets without providing jackets councillors who could not originally afford the \$20 fee.

SUNDAY: Noted that returning the money and providing jackets to all will reduce the engagement budget to \$565 as the cost of giving free jackets runs over the allotment in the first budget.

SORENSEN: Suggested CAC buy the new jackets with the collected fees and then redistribute the remaining amount proportionally.

CHRISTENSEN: Established that the full amount *must* be refunded as councillors were never intended to pay a fee.

HOWIE, USHAKOV: moved to add Jacket Reimbursement to Councillors to new business.

13/0/0

2017-13/4f Meeting Schedule (i.e. Scheduling Meetings at *Campus St. Jean* and *Augustana Campus*)

HOWIE: Opened by noting that the Students' Council meeting was intended to take place at Campus St. Jean and was advertised as such on the website and newsletter. Noted Augustana could be problematic to host the meeting for February 6th because of weather.

FERRIS: Inquired into the transportation arrangements.

SUNDAY: Responded that a bus takes the members to the meetings. Advised that the special meeting locations and dates be established in a standing order.

HOWIE: Suggested Augustana host the meeting on November 7th and St. Jean host the meeting on February 6th.

SCOTT: Suggested the meeting slated for the 31st be canceled in favor of November 7th to limit the number of meetings from three to two.

HOWIE: Noted the vote for cancelling the meeting slated for October 31st will be moved to the next meeting on October 17th.

2017-13/5 **CONFIRMATION OF NEXT MEETING DATE**

2017-13/5a **Next Meeting:** Tuesday, October 17, 2017 at 5:00PM.

2017-13/6 **ADJOURNMENT**

Adjourned at 5:41 PM.

SUMMARY OF MOTIONS

MOTION	VOTES
JONES, THIBAUDEAU moved to approve the agenda.	9/0/0 - CARRIED
HOWIE, USHAKOV: moved to add Jacket Reimbursement to Councillors to new business.	13/0/0 - CARRIED
HOWIE, USHAKOV: moved to reimburse the \$20 jacket free to all councillors.	12/2/0 - CARRIED

Council Administration Committee Standing Orders

Contents

- [1 Mandate](#)
- [2 Meetings](#)
- [3 Membership](#)
- [4 Chair's Responsibilities and Duties](#)
- [5 Member Responsibilities and Duties](#)
- [6 Proxies/Guests](#)
- [7 Administration](#)
- [8 Records](#)
- [9 Rules of Order](#)
- [10 Orders of the Day](#)
- [11 Standing Orders](#)
- [12 The Chief Returning Officer of the Students' Union](#)
- [13 The Speaker of Students' Council](#)
- [14 Students' Council Retreats](#)
- [15 Students' Council Standing Committees](#)
- [16 Council Administration Committee Fund](#)
- [17 Confidentiality](#)

1 Mandate

1. In accordance with Bylaw 100, Section 17(3) of the University of Alberta Students' Union, the Council Administration Committee
 - a. has authority to amend, adopt, or rescind the Standing Orders of Students' Council after an initial set of Standing Orders have been adopted by Students' Council;
 - b. shall make recommendations to Students' Council on the structure of Students' Council and its Standing Committees;
 - c. shall oversee the Speaker and the Chief Returning Officer of the Students' Union;
 - d. shall oversee the progress of Students' Council legislative agenda; **and**

- e. shall recommend to Students' Council a candidate for the position of Chief Returning Officer on or before April 15 of each year.

2 Meetings

1. Quorum of the Council Administration Committee shall be three permanent voting members.
2. The Council Administration Committee shall hold a meeting, coordinated through the Speaker of Students' Council, before the first meeting of its Students' Council in order to:
 - a. elect a chair from within its voting membership;
 - b. set initial standing orders; and
 - c. adopt a meeting schedule.
3. Additional meetings of the Council Administration Committee may be called by either the Chair or three permanent voting members of the Committee, provided that:
 - a. every permanent member has received at least seventy-two hours' notice of the meeting; or
 - b. every permanent member consents to the meeting taking place.
4. Meeting of the Council Administration Committee may be cancelled by:
 - a. a simple majority vote of the Committee to amend the meeting schedule, or
 - b. the unanimous consent of all permanent members to the cancellation
5. Meetings of the Council Administration Committee shall be open to the public, unless the Committee moves in camera.

3 Membership

1. Should a vacancy on the Council Administration Committee occur, then the Committee shall recommend the nomination of additional member(s) to Students' Council at its next meeting.
2. Should the Chair of the Council Administration Committee leave the voting membership of the Committee, the position of Chair shall be considered vacant and a new chair shall be elected at the next meeting.
3. The Speaker of Students' Council shall be a non-voting member of the Council Administration Committee.
4. All voting members of Students' Council shall be voting members of the Council Administration Committee.

4 Chair's Responsibilities and Duties

1. The Chair of the Council Administration Committee shall be a permanent voting member.
2. The Chair of the Council Administration Committee shall:
 - a. arrange for the booking of a meeting room, when necessary, for meetings of the Committee;
 - b. arrange for the preparation and distribution of the Committee agenda;
 - c. moderate debate at meetings of the Committee;
 - d. respond to the questions of members of the Committee in a timely fashion;
 - e. assign duties to members of the Committee, such duties pertaining to the fulfilment of the mandate of the Committee;
 - f. maintain the Standing Orders of the Committee; and
 - g. submit reports to Students' Council, as required.
3. Should the Chair of the Council Administration Committee be absent from a meeting of the Committee, the Committee shall then elect an interim chair from within its permanent voting membership for the duration of the meeting.
4. The Chair of the Council Administration Committee may be removed from the post of chair by a simple majority vote of the Committee.
5. The Chair shall work with the Speaker and Administrative Assistant to ensure the logistical needs of Council Administration Committee are met.
6. The Chair shall facilitate a meeting of the Chairs of the Standing Committees of Students Council at minimum once a trimester.
7. The Chair shall facilitate a turnover procedure, at the last meeting of the Chairs, no later than April 30th.

5 Member Responsibilities and Duties

1. The Council Administration Committee may recommend to Students' Council, by a simple majority vote, the removal of any permanent member who is not carrying out their duties in contributing to the fulfillment of the mandate of the Committee.
2. Members are required to attend all meetings of the Council Administration Committee.
 - a. Failure to attend or send an appropriate proxy to 50% of meetings in a trimester will result in immediate removal from the Council Administration Committee.
3. Shall be considered present should a proxy be appointed and attends as per Bylaw 100, Section 15(5).

6 Proxies/Guests

1. To appoint a proxy to the Council Administration Committee, the member thereof must provide a notice to that effect to the Chair of the Committee:
 - a. stating the name and e-mail address of the eligible member of Students' Council who will serve as proxy,
 - b. indicating the duration of the appointment, and
 - c. that is signed by the appointing member of the Committee or e-mailed to the Chair of the Committee no later than two hours prior to the Committee meeting.
2. As per Bylaw 100, Section 22, members of the Council Administration Committee may submit a written statement detailing their response on all listed agenda items.
 - a. Written responses must be submitted to the Chair of the Committee no later than two hours prior to the Committee meeting.
 - b. Members thereof will have their written responses reflected in the meeting minutes.

7 Administration

1. The Administrative Assistant of the Students' Council will:
 - a. book meeting rooms for meetings of the Committee
 - b. book Minute Takers for each meeting of the Committee;
 - c. structure Agenda's for each meeting based on the Orders of the Day; submitted by members of the Committee and any referrals from Students' Council;
 - d. Notify the Committee of Meetings through the Agenda; and
 - e. Distribute the Agenda and Minutes to members of the Committee.

8 Records

1. The Chair of the Council Administration Committee shall ensure attendance is taken at each meeting of the Committee.
2. In the event that a Minute Taker is not present at a meeting of the Council Administration Committee, the Chair shall assign the task of recording the minutes of the meeting to one of the members of the committee.

3. Members of the Council Administration Committee may amend their comments in the minutes when the minutes are being approved by the Committee.
4. The Chair of the Council Administration Committee shall, after each meeting of the Committee, submit to Students' Council a report including:
 - a. any decisions made by the Committee acting under the authority delegated to it by Students' Council;
 - b. any recommendations made by the Committee to Students' Council;
 - c. any standing orders adopted by the Committee; and
 - d. the last approved Minutes of the Committee.

9 Rules of Order

1. The Chair of the Council Administration Committee will use their discretion in administering an informal style of Robert's Rules of Order to conduct the business of the meeting.

10 Orders of the Day

1. Right of Submission by Committee Members
 - a. Any voting member of the Council Administration Committee may submit Orders of the Day to be considered by the Committee.
 - b. Any motions submitted requiring a vote or decision to be made shall be submitted under New Business.
2. Order of Business for the Council Administration Committee shall be:
 - a. Introduction.
 - i. Call to Order.
 - ii. Approval of Agenda.
 - iii. Approval of Minutes.
 - iv. Chair's Business.
 - b. Old Business.
 - c. New Business.
 - i. Motions from the floor must require a 2/3rds majority of members in attendance.
 - d. Discussion.
 - e. Confirmation of Next Meeting Date.
 - f. Adjournment.

3. Deadline for Submission
 - a. Orders of the Day must be submitted to the Chair of the Council Administration Committee and the Administrative Assistant to the Students' Council by noon on the business day prior to the Committee meeting.
4. Publishing
 - a. The agenda package for the Council Administration Committee will be published in the following manner:
 - i. an electronic copy will be e-mailed to the Committee members by the day before the meeting, and
 - ii. paper copies will be provided at the Committee meeting upon request.
5. Special Orders
 - a. The Order of Business notwithstanding, the Chair may designate any Order of the Day a Special Order.

11 Standing Orders

1. The Standing Orders of the Council Administration Committee may be amended by a simple majority vote of the Committee, with such changes being reported to Students' Council.
2. The Standing Orders of the Council Administration Committee do not expire, but shall be reintroduced at the Committee's first meeting.

12 The Chief Returning Officer of the Students' Union

1. The Council Administration Committee shall be responsible for the interviewing and recommendation of a Chief Returning Officer for the next year.
2. The Council Administration Committee shall be responsible for overseeing the activities of the Chief Returning Officer throughout the year.
3. The Council Administration Committee shall ensure that the elections staff submit a written advertisement strategy for the fall by-election, as per Bylaw 2100, Section 10(2);

13 The Speaker of Students' Council

1. The Council Administration Committee shall ensure that the Speaker of Students' Council is seeing to the logistical and procedural concerns of Council.

14 Students' Council Retreats

1. The Council Administration Committee shall delegate the task of planning and implementing the Council retreats to Discover Governance. All final schedules shall be approved by the Council Administration Committee.

15 Students' Augustana and Campus Saint-Jean Meetings

1. The Council Administration Committee shall work with Discover Governance in planning the Students' Council meetings at Augustana Campus and Campus Saint-Jean.
2. The final schedule for the Augustana Campus and Campus Saint-Jean meetings shall be approved by the Council Administration Committee

4516 Students' Council Standing Committees

1. The Council Administration Committee shall review the progress of all Standing Committees:
 - a. at its first meeting in June to ensure that Committees:
 - i. have met,
 - ii. have set a meeting schedule for the first trimester,
 - iii. have adopted a set of Standing Orders, and
 - iv. have set goals and started on their legislated Agenda;
 - b. at its last meeting in August to examine progress during the first trimester;
 - c. at its last meeting in December to examine progress during the second trimester; and
 - d. at its first meeting in March to examine progress during the last trimester.

4617 Council Administration Committee Fund

1. The Council Administration Committee shall be responsible for funds designated in the Discover Governance budget as Council Administration Committee Fund.
2. The Council Administration Committee budget includes a set amount for Councillor apparel, which is separate from the Council Administration Committee's overall budget.
 - a. The Council Administration Committee shall ensure Councillor apparel is ordered, and received, prior to the Week of Welcome.
3. Funds shall be used at the discretion of the Council Administration Committee.

4718 Confidentiality

1. All members shall ensure the security and confidentiality of sensitive information that comes into their possession by virtue of their membership on the Council Administration Committee.