



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

Tuesday, December 5, 2017

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.

AGENDA (CAC 2017-17)

2017-17/1 INTRODUCTION

2017-17/1a Call to Order

2017-17/1b Approval of Agenda

2017-17/1c Approval of Minutes

2017-17/1d Chair's Business

2017-17/1e Indigenous Student Town-Hall

2017-17/2 OLD BUSINESS

2017-17/3 NEW BUSINESS

2017-17/3a Possible Student at Large Positions on the Council Administration Committee

2017-17/4 DISCUSSION

2017-17/4a Students Council Ideas

2017-17/4b Students' Council Facebook Page Policy

See CAC 2017-17.02

2017-17/5 CONFIRMATION OF NEXT MEETING DATE

2017-17/5a Next Meeting: Tuesday, January 9, 2017 at 5:00PM.

2017-17/6 ADJOURNMENT



University of Alberta Students' Union
COUNCIL ADMINISTRATION
COMMITTEE

Tuesday, November 21, 2017

5:00PM

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ATTENDANCE

NAME	PROXY	PRESENT	SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT)
Nathan Sunday (Chair)		Y	
Delane Howie		Y	
Nicole Jones		Y	
Connor Palindat		Y	
Genna DiPinto		Y	
Kara Farris		Y	
Brandon Christensen		Y	
Robyn Paches		Y	
Ilya Ushakov		Y	

MINUTES (CAC 2017-16)

2017-16/1 INTRODUCTION

2017-16/1a Call to Order

SUNDAY: Called meeting to order for 5:01.

2017-16/1b Approval of Agenda

JONES, HOWIE: Moved to amend the agenda to include Item 4b, updates on Students' Council business cards.

8/0/0

HOWIE, PALINDAT: Moved to approve the agenda as amended.

8/0/0

2017-16/1c Approval of Minutes

JONES, PALINDAT: Moved to approve the minutes from November 9th.

5/0/3

Howie abstains.

DiPinto abstains.

2017-16/1d Chair's Business

2017-16/1e By-Election Jacket Order

SUNDAY: Communicated six newly-ordered Students' Council jackets will arrive on or before November 29th. Noted the order costed \$497.50.

2017-16/1f Outline of Issue System

SUNDAY: Communicated Councillor Flaman developed an trial outline of issue framework for usage in Council Administration Committee. Noted the framework provides further information in relation to a proposed motion.

HOWIE: Inquired into whether a completed outline of issue framework would be part of the official agenda.

SUNDAY: Responded that the framework documents would not be part of the official agenda. Compared the outline of issue framework to an attached information item. Noted councillors would send the outline of issue framework to Discover Governance.

CHRISTENSEN: Inquired into whether a summary of the outline would be included in the agenda.

SUNDAY: Responded that there would be a brief summary like that of an information item.

See Document on Shared Google Drive.

2017-16/2 OLD BUSINESS

2017-16/3 NEW BUSINESS

2017-16/4 DISCUSSION

2017-16/4a Annual Students' Council Seat Distribution Discussion
See CAC 2017-16.02

CHRISTENSEN: Opened by noting the 2016 change to the system for per-capita representation by faculty on Students' Council mandates an annual discussion. Noted the system for representation is located in Bylaw 100 §2.4. Noted the per-capita system is based upon the former system which used an algorithm to determine seat allocation. Encouraged members to reflect on the system and share their thoughts

2017-16/4b Students' Council Business Cards Update

JONES: Inquired into the progress made on securing Students' Council business cards.

PALINDAT: Responded that he and Paches designed the business cards and received six orders using a Google Form to collect responses from councillors. Noted the cards have been ordered and expects printing to be completed shortly.

DIPINTO: Suggested business cards will become popularised as councillors see their colleagues using them.

PALINDAT: Indicated another card order could be placed for the Winter Semester to meet the interest of Students' Council.

2017-16/5 CONFIRMATION OF NEXT MEETING DATE

2017-16/5a **Next Meeting:** Tuesday, December 5, 2017 at 5:00PM.

2017-16/6 ADJOURNMENT

Meeting adjourned for 5:10pm.

SUMMARY OF MOTIONS

MOTION	VOTES
JONES, HOWIE: Moved to amend the agenda to include Item 4b, updates on Students' Council business cards.	8/0/0 - CARRIED
HOWIE, PALINDAT: Moved to approve the agenda as amended.	8/0/0 - CARRIED
JONES, PALINDAT: Moved to approve the minutes from November 9th.	5/0/3 Howie abstains. DiPinto abstains.

Students' Council Facebook Page Policy

Contents

1. Administration
2. Goals
3. Posting

1 Administration

1. The Students' Council Facebook page shall be administered by both a primary and secondary administrator(s):
 - a. Discover governance shall act as the primary administrator for the Students' Council Facebook page.
 - b. A Councillor, approved by the Council Administration Committee, shall act as the secondary administrator(s) of the Students' Council Facebook page.
2. Comments made to posts on the the Students' Council Facebook page will not require primary consent to post.
 - a. In the event that a comment is in contravention to the rules set out in this policy, an administrator shall remove said post and notify the individual that their comment has been removed.
3. The primary administrator shall manage the change-over of the secondary administrator(s) at the beginning of each new Council year.

2 Goals

1. The purpose of the Students' Council Facebook page is to increase undergraduate student awareness of Students' Council.
2. The Students' Council Facebook page was created to fulfill a recommendation by the Students' Council Engagement Task Force (SCET), which stated:

It is recommended that CAC work with the Speaker and the Administrative Assistant towards the establishment of the SC Facebook page. The intention behind the page is to provide students with quick updates on SC and to facilitate discussions between the students and their representatives.

3. Facilitate discussion between Councillors and students, including Faculty Associations, student groups, etc.
 - a.
 - b.

3 Posting

1. Posting to the Students' Council Facebook page can be made through the secondary administrator(s). The process for posting on the Students' Council Facebook page is as follows:
 - a. Should a Councillor wish to post something on the Students' Council Facebook page, said Councillor should send a draft post to the secondary administrator(s), either through e-mail, facebook, or in person.
 - b. Once received, the secondary administrator will check to ensure that said post does not breach the rules set out in this policy.
 - c. If the secondary administrator(s) approves of the post, the Councillor will have permission to post on the Students' Council Facebook Page.
 - d. If denied by the secondary administrator(s), the administrators will work with the Councillor to ensure that said Councillors post will align with the rules set at in this policy.
2. Posts made on the Students' Council Facebook page must adhere to the following guidelines:
 - a. Must not violate terms of service or other rules set out by Facebook;
 - b. Must use proper, grammatically correct capitalization and may not include all capitals (except for acronyms);
 - c. Must not include excessive character symbols, punctuation, and trademark designs;
 - d. Must not include superfluous descriptions or unnecessary qualifiers;
 - e. not violate someone's rights;
 - f. not include the promoting of non-Students' Union related products and services;
 - g. not include misleading, fraudulent, and/or deceptive claims or content; and
 - h. any content which goes against the stated purpose of the University of Alberta Students' Union strategic plan and legislation.
3. Posts to the Students' Council Facebook page can include, but not necessarily excluded to, the following:

- a. governance-related events and content;
 - b. Information about Councillor activities;
 - c. constituent outreach and/or consultation;
- 4. Posts to the Students' Council Facebook page must not contain:
 - a. personal attacks or vulgar, abusive, offensive, oppressive, threatening, or harassing images and/or language;
 - b. comments, language, or sentiments that encourage, stimulate, or perpetuate discrimination based on race, creed, age, religion, Aboriginality, gender identity, sexual orientation, marital status, national origin, socio-economic status, and/or physical and mental disability;
 - c. material that infringes on individual intellectual property rights;
 - d. information that infringes on an individual or collective's reasonable expectation of privacy, as set out in the Freedom of Information and Protection of Privacy Act (FOIP);
 - e. spam, solicitations, or advertisements not pertaining to the University of Alberta;