



*University of Alberta Students' Union*

**POLICY  
COMMITTEE**

**Wednesday, May 11, 2016**

**6.00PM**

**SUB 6-06**

**AGENDA (PC 2016-01)**

**2016-01/1      INTRODUCTION**

**2016-01/1a      Call to Order**

**2016-01/1b      Approval of Agenda**

**2016-01/1c      Approval of Minutes**

**2016-01/1d      Chair's Business**

Individual Goal Setting

**2016-01/2      QUESTION/DISCUSSION PERIOD**

**2016-01/2a      Sexual Assault Policy first principles**

**2016-01/3      COMMITTEE BUSINESS**

**2016-01/4      INFORMATION ITEMS**

**2016-01/4a** Standing Orders

**2016-01/4b** Committee Transition Manual

**2016-01/5** **ADJOURNMENT**

**2016-01/5a** **Next Meeting:**

## **POLICY COMMITTEE**

(Last Approved – April 25, 2016)

### **1) MANDATE**

- 1) In accordance with Bylaw 100 of the University of Alberta Students' Union, the Policy Committee:
  - a. Shall make recommendations to Students' Council on Students' Union political policy respecting both business of entities not based and based at the University of Alberta;
  - b. Shall receive reports from the Students' Union Executive Committee on its advocacy activities and evaluate their effectiveness; and
  - c. Can make editorial changes to all political policy under its purview.

### **2) MEETINGS**

- 1) Quorum of the Policy Committee shall be five voting members.
- 2) The Policy 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. set a meeting schedule for its first trimester.
- 3) The Policy Committee shall establish a meeting schedule on a trimester basis, in advance, with the trimesters being:
  - a. May to August,
  - b. September to December, and
  - c. January to April.
- 4) Additional meetings of the Policy Committee may be called by either the Chair or five voting members of the Committee, provided that:
  - a. every member of the Committee has received at least seventy-two hours' notice of the meeting, or
  - b. every member of the Committee consents to the meeting taking place.
- 5) Meetings of the Policy 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 voting members to the cancellation.
- 6) Meetings of the Policy Committee are open to the public, unless the Committee moves *in camera*.

### **3) MEMBERSHIP**

- 1) Membership of this committee is nine.
- 2) Should a vacancy on the Policy Committee occur, then the Committee shall recommend the nomination of additional member(s) to Students' Council at its next meeting
- 3) Should the Chair of the Policy Committee leave the voting membership of the Committee, the position of chair shall be considered vacant and a new chair shall be elected from within the voting membership of the Committee at the next meeting.
- 4) Any voting members of the Executive Committee who are not selected to be voting members of the Policy Committee shall be considered non-voting members of the Committee.

#### **4) CHAIR'S RESPONSIBILITIES & DUTIES**

- 1) The Chair of the Policy Committee shall not be a member of the Executive Committee.
- 2) The Chair of the Policy 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 fulfillment 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 Policy Committee be absent from a meeting of the Committee, the Committee shall then elect an interim chair from within its voting membership, excluding the Executives, as per SO (3(4)), for the duration of the meeting.
- 4) The Chair of the Policy Committee may be removed from the post of chair by a simple majority vote of the Committee, whereupon a new chair shall be elected from within the voting membership of the Committee.
- 5) The Chair shall work with the Speaker and Administrative Assistant to ensure the logistical needs of Policy Committee are met.

#### **5) MEMBER RESPONSIBILITIES & DUTIES**

- 1) Prior to the end of each trimester, the Policy Committee shall review its attendance records for all voting members of the Committee.
- 2) The Policy Committee may recommend to Students' Council, by a simple majority vote, the removal of any voting member who is not carrying out his/her duties in contributing to the fulfillment of the mandate of the Committee.
- 3) Any member of the Executive Committee who is named as a member of the Policy Committee may be reported to Students' Council, by a simple majority vote, if he/she does not fulfill the reporting requirements as outlined in SO (14(1)) of the standing orders of the Committee.
- 4) Members are required to attend all meetings of the Policy Committee.
- 5) 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 Policy 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.

## 7) LEGISLATIVE PROCESS FOR POLITICAL POLICIES

- 1) When Students' Council refers a political policy to the Policy Committee:
  - a. the Chair shall, by the time of the next Committee meeting, assign a member of the Committee who is also a member of the Executive Committee to draft a political policy based on the principles passed in first reading by Students' Council;
  - b. the assigned member of the Executive Committee shall submit the draft political policy to the Committee in a timely fashion; and
  - c. the Committee will not recommend to Students' Council any political policy that is outside the scope of the principles approved in first reading by Students' Council.

## 8) 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.
  - e. Distribute the Agenda and Minutes to members of the Committee.
  - f. Ensure paper copies of the Agenda are printed for the Chair to bring to each meeting upon request.

## 9) RECORDS

- 1) The Chair of the Policy Committee will record attendance at each meeting of the Committee.
- 2) The Chair of the Policy Committee shall assign the task of recording the minutes at each meeting to one of the members of the Committee or to the recording secretary.
- 3) Members of the Policy Committee may amend their comments in the minutes when the minutes are being approved by the Committee.
- 4) The Chair of the Policy Committee shall, after each meeting of the Committee, submit to Students' Council a report including:
  - a. any decisions made by the Committee acting under 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. a summary of all motions passed by the Committee at the meeting in question.

## 10) RULES OF ORDER

- 1) The Chair of the Policy Committee will use his/her discretion in administering an informal style of Robert's Rules of Order to conduct the business of the meeting.

## 11) ORDERS OF THE DAY

- 1) Order of Business for the Policy Committee:
  - a. Introduction
    - i. Call to Order
    - ii. Approval of Agenda
    - iii. Approval of Minutes
    - iv. Chair's Business

- b. Question/Discussion Period
- c. Committee Business
- d. Information Items
- e. Adjournment
  - i. Confirmation of Next Meeting
- 2) Right of Submission by Committee Members
  - a. Any voting member of the Policy Committee may submit Orders of the Day to be considered by the Committee.
- 3) Deadline for Submission
  - a. Orders of the Day must be submitted to the Chair of the Policy Committee and the Administrative Assistant to Students' Council 2 business days prior to the Committee meeting.
- 4) Publishing
  - a. The agenda package for the Policy Committee will be published in the following manner:
    - i. an electronic copy will be e-mailed to the Committee members 2 business days 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 of the Policy Committee may designate any Order of the Day a Special Order.

## **12) PRESENTATIONS**

- 1) Each member of the Executive Committee who is named a member of the Policy Committee shall provide:
  - a. a basic introduction of their goals for the year by June 1, and
  - b. a comprehensive presentation of all goals relevant to the mandate of the Committee by June 30.

## **13) EXECUTIVE COMMITTEE REPORTS**

- 1) Each member of the Executive Committee who is named a member of the Policy Committee shall provide a written report at each meeting of the Committee on his/her advocacy activities and those of the entire Executive Committee, and may provide an oral supplement to accompany this report.

## **14) STANDING ORDERS**

- 1) The Standing Orders of the Policy 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 Policy Committee do not expire, but shall be reintroduced at the Committee's first meeting.

## **15) 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 Policy Committee.

# Policy Committee Transition Manual

*Information for the Members of the Policy Committee*

*Last updated: April 2015*

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Where this transition manual deviates from Standing Orders or Bylaw, the Standing Orders or Bylaw will be taken as correct. You should always read them in addition to this manual in case information in the manual has become out-of-date.

## What is Policy Committee?

The Policy Committee makes recommendations on political policy, writes drafts of proposed political policies, receives reports from the SU Executive Committee regarding their advocacy activities, evaluates the effectiveness of SU advocacy, and makes editorial changes to political policies provided such changes do not change the meaning of the policy.

Policy Committee's duties are outlined in its Standing Orders and in Bylaw, and they're summarized here so they'll be more readily accessible to you:

### **1. Make recommendations on SU political policy.**

Policy Committee must develop an understanding of the SU's political policies, and may choose to make recommendations for changes to current policies or for the creation of new policies. When recommending changes to existing policies, it's important to have a good idea of the conditions laid out in that policy, as each one has its own expiration timeline and may have specific rules relating to how, when, and why that policy may be amended.

### **2. Draft political policies.**

Occasionally, Students' Council or the Executive Committee may send an intention or request for the drafting of political policy to the Policy Committee. When this happens, one member of the Policy Committee will be chosen to draft the policy in question, and will be responsible for drafting the first principles and details of the policy for approval in Students' Council. Details of the legislative process for policies can be found in the Policy Committee Standing Orders.

### **3. Evaluate SU advocacy efforts.**

Policy Committee will receive reports from the Executive Committee regarding the SU's recent advocacy activities, and it is the Policy Committee's job to evaluate how effective those activities have been, in a method to be determined by the committee.

### **4. Make editorial changes to political policies.**

It is the responsibility of Policy Committee to review the SU's political policies each year and make any necessary editorial changes. This includes editing for grammar, spelling, and punctuation, but cannot include any changes that may change the meaning of the policy.

## **5. Report activities to Students' Council.**

This report should follow each meeting, and should consist of a summary of proceedings, a list of motions, and an appendix of documents voted on. This report is usually handled by the Chair, and may be compiled with the help of Discover Governance if necessary.

## **Duties of Chair**

Generally, your duties as the Chair involve making sure that the duties of Policy Committee are fulfilled. This can mean handling them yourself, delegating them to other Councillors or SU staff, or facilitating the entire committee in carrying them out, depending on the situation. However you get things done, everything should be discussed and approved at Policy Committee first.

In addition to making sure Policy Committee fulfills its mandate, the Chair also has some more specific duties outlined under the Standing Orders:

1. Preside over debate at meetings of the Policy Committee.
2. Submit report to Students' Council.
3. Ensure there is an agenda for each meeting.
4. Work with Speaker and SU staff to ensure the logistical needs of Policy Committee are met.
5. Receive reports on the SU's advocacy activities.
6. Delegate tasks to committee members as required.

Being a Chair can be stressful and time-consuming, so don't be afraid to ask for support from SU administrative staff, Discover Governance, fellow Councillors, or SU Executives.



## So, you've just become Policy Committee Chair...

If you're starting at the beginning of the year, SU staff should have coordinated the first meeting of Policy Committee at which you were elected Chair. Now you have a set Standing Orders for the year and a meeting schedule, so it's time to get to work on Policy Committee stuff. Your first meeting as Chair should include some kind of strategic planning and goal-setting session to keep the Committee on track during the year. Your plan/goals should reflect your mandate, the broader goals of Council, and the SU's strategic plan.

If you've taken this position in the middle of the year, you should read the Standing Orders to better understand the committee and check up on the following:

1. Does Policy Committee have a strategic plan for the year and, if so, what is its progress? If it doesn't, consider creating one at your first meeting as Chair. It will help you get into the leadership role, and give you an idea of how you should be directing the committee.
2. When was Policy Committee's last progress check on the activities of Council and its Committees? Does one need to be done?
3. Who is your recording secretary, and have all minutes been received, approved, and updated on the committee page of the SU website? Discover Governance should be able to help you with this.
4. Has Policy Committee missed any important deadlines, and have all time-sensitive duties of Policy Committee been fulfilled up to the current date? Check the timeline below for important dates and deadlines.
5. What projects has Policy Committee been working on, and what's the progress so far? Ask other committee members, or check past meeting minutes.

## Policy Committee Timeline

Most of the Policy Committees activities are self-directed or done on an ad hoc basis, depending on what they are, so there isn't really a set timeline of important deadlines. The following timeline includes some general dates you should keep aware of.

### May:

- Create a strategic plan for Policy Committee's activities and goals for the year.
- Do an overview of all duties and ensure that all members understand them.
- Attend GovCamp at the end of the month.

### August:

- End of August is the deadline for Councillors to resign their position if it is to be filled in the September by-election.

### September:

- Week of Welcome
- By-elections

### January:

- At your first meeting in January, you should check in on last semester's business to ensure that all business is on track to be finished by the end of the year.

### February:

- Nominations for SU General Elections are due, and campaigning begins.

**March:**

- At your first meeting in March, check in on the progress of your goals and business.
- General Elections and Councillor/GFC elections are held.

**April:**

- Ensure that all necessary documents, such as committee goals tracking documents and survey results, are prepared to be passed on to the next Policy Committee Chair.