



University of Alberta Students' Union

POLICY COMMITTEE

Thursday, September 11, 2018

5:00 PM

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 (PC-2018-09)

2018-09/1 INTRODUCTION

2018-09/1a Call to Order

2018-09/1b Approval of Agenda

2018-09/1c Approval of Minutes

2018-09/1d Chair's Business

2018-09/2 QUESTION/DISCUSSION PERIOD

2018-09/2a Indigenous Policy Facts

2018-09/2b Policy Committee Standing Orders Amendments

See PC-2018-09.02.

2018-09/3 COMMITTEE BUSINESS

2018-09/4 INFORMATION ITEMS

2018-09/4a PC-2018-08 Minutes

See PC-2018-09.01.

2018-09/4b Policy Committee Standing Order Amendments

See PC-2018-09.02.

2018-09/5 ADJOURNMENT

2018-09/5a Next Meeting: Tuesday, September 25, 2018 @ 5:00PM in SUB 6-06.



University of Alberta Students' Union

POLICY COMMITTEE

Thursday, August 30, 2018

6:00 PM

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)
Robert Bilak		Y	
Kara Farris		N	
Mpoe Mogale		N	
James Thibaudeau		Y	
Breanna Palmer		Y	
Stephen Raitz (chair)		Y	
Akanksha Bhatnagar(ex-officio)		Y	
Adam Brown (ex-officio)		Y	
André Bourgeois (ex-officio)		Y	
Reed Larsen		Y	

MINUTES (PC-2018-08)

2018-08/1 INTRODUCTION

2018-08/1a Call to Order
RAITZ: Called the meeting to order at 6:00pm.

2018-08/1b Approval of Agenda
BOURGEOIS/THIBAudeau MOVED to approve the agenda.
6/0/0 - CARRIED

2018-08/1c Approval of Minutes
BROWN/BOURGEOIS MOVED to approve the minutes of *PC-2018-07-M* and *PC-2018-05-M*.
6/0/0 - CARRIED

2018-08/1d Chair's Business

RAITZ: Identified that the *SC-2018-08* Students' Council assembly is scheduled concurrently with the regular Committee meeting time. Proposed that the Committee meet from 5:00pm to 6:00pm on September 11th. Noted that the regular meeting schedule will continue thereafter.

LARSEN: Confirmed that he can attend the Council Administration Committee meeting if Bourgeois attends the Policy meeting.

THIBAUDEAU: Determined to seek a proxy to send in his stead for the Council Administration Committee meeting.

RAITZ: Responded to Mogale's question on the framework for policy development in relation to the EDI Policy. Identified that there is not a prescription for policy layouts. Noted that definitions can be included as a separate section or within Facts.

2018-08/2 QUESTION/DISCUSSION PERIOD

2018-08/2a Follow-up on amendment of the Standing Orders

RAITZ: Established that the last Standing Order, which included a review of gender neutral language, was incomplete. Proposed (1) adding §16 Appendix 1, Procedure for Electing a Chair, to give the effect of bylaw in the Policy, (2) adding a clarificatory provision in §2.2(a) to note the procedure for the election of a chair is outlined in Appendix 1, (3) removing Membership §3 as it is discussed in Appendix 1.

BOURGEOIS: Inquired into whether, after Section §16 Appendix 1, there is any information beyond the three dots.

RAITZ: Noted that the comment is listed on the Google Document.

BOURGEOIS/BROWN MOVED to approve the amendments in the Standing Orders as outlined above.
7/0/0 - CARRIED

RAITZ: Determined to liaise with Mogale to ensure that the amendments for gender neutral language have already occurred.

2018-08/2b Discussion on Facts of EDI Policy

See PC-2018-08.03.

BOURGEOIS: Noted that the Policy included minor changes to the definitions which originated from the EDI Policy at the University of McGill.

PALMER: Inquired into how Stride campaign, an internal programme, may be integrated into the Policy.

RAITZ: Suggested that members of the Stride campaign receive copies of the Policy for consultation in future.

BHATNAGAR: Considered that this consultation is not essential as the Policy is political.

RAITZ: Supported including the Definitions as a subsection to the Facts.

BROWN: Noted that the Policy could read “The following words are considered definitions to support this Policy”

LARSEN: Noted that the Policy could read “The following words will be supported by the following definitions to support this Policy”

BOURGEOIS: Supported Raitz’s suggestion as bringing the Policy into harmony with the conventional framework.

PALMER: Expressed concern over the use of the term “intersectionality”. Proposed that the Policy include the term “microaggression” in Fact 9.

BOURGEOIS: Supported using the term “intersectionality”. Suggested defining microaggression to cover the items in Fact 9.

PALMER: Inquired into the existence of resolutions for this Policy.

BOURGEOIS: Responded that the Committee is only considering the Facts at present. Noted that the Resolutions will flow from the Facts in future.

BROWN: Advised citing the definitions’ sources.

BOURGEOIS: Proposed that the Policy include a footnote which recognises the sources from which the definitions arose.

PALMER: Inquired into why Definition 7 only refers to systemic oppression, rather than its expression among ethno-racial-cultural groups.

RAITZ: Responded that the Policy’s note on systemic oppression does not preclude the other forms from also being recognised. Noted that Definition 7 does

not suggest the Students' Union is systematically racist but rather than all institutions require reform for equity, inclusivity, and diversity.

BOURGEOIS: Proposed that the Resolutions come forward in two meeting's time after the implementation of the aforementioned considerations.

RAITZ: Noted that Mogale wished for a workshop consultation on the Facts to occur prior to the development of the Resolutions.

BOURGEOIS: Suggested that providing draft resolutions in a consultation/presentation is preferable to bringing a blank slate to students.

RAITZ: Advised Bourgeois to begin developing the Resolutions and consider hosting a consultation either on both or one of the Facts and Resolutions. Anticipated mid to late September for the completion of the Policy.

BOURGEOIS: Proposed advertising the EDI Policy consultation at the end of a Landing consultation on October 14th. Considered that the EDI consultation would occur between October 16-23 with the Policy developed for November.

RAITZ: Approved of the Policy being completed for November.

BHATNAGAR: Emphasised the importance of drafting a thorough and solid Policy in the first instance.

RAITZ: Noted that not all policies can receive such exhaustive attention due to the Committee workload. Advised Bourgeois and Mogale to begin developing the workshop, define its scope, and ready the Policy for early second semester.

2018-08/3 COMMITTEE BUSINESS

2018-08/3a Internationalization Policy - First Reading

RAITZ: Established that, after *PC-2018-07-M*, the Committee intended to amend to Policy by consolidating Facts 15-16 and including a preventive education provision, as a result of the Ombuds email chain, in the Facts.

LARSEN: Identified that the Policy incorrectly indicates that Government of Alberta does not require institutions to charge international differential fees. Noted that, last he checked, the Government requires a 2.5% differential minimum. Advised replacing the news source on Ontario tuition with a citation specific to Alberta.

RAITZ: Determined to follow-up with Bourgeois and Mogale to complete the Policy for September 11th.

See PC-2018-08.04.

2018-08/3b Capital Projects - Second Reading

BILAK: Inquired into the manner in which Students' Council received the Policy for first reading.

PALMER: Responded that the reception was positive and short.

RAITZ: Inquired into whether the Policy ought to include a definition of capital projects, as per a question posed by the Gateway.

LARSEN: Suggested that capital projects and capital funds have established meanings and do not require additional defining.

BROWN/BOURGEOIS MOVED to submit the Capital Projects Policy to Students' Council for Second Reading.

7/0/0 - CARRIED

See PC-2018-08.05.

2018-08/4 **INFORMATION ITEMS**

2018-08/4a *PC-2018-05* Minutes

See PC-2018-08.01.

2018-08/4b *PC-2018-07* Minutes

See PC-2018-08.02.

2018-08/4c Discussion on Facts of EDI Policy

See PC-2018-08.03.

2018-08/4d Internationalization Policy - First Reading

See PC-2018-08.04.

2018-08/4e Capital Projects - Second Reading

See PC-2018-08.05.

2018-08/5 **ADJOURNMENT**

RAITZ: Adjourned the meeting for 6:35.

2018-08/5a **Next Meeting:** Tuesday, September 11, 2018 @ 5:00PM in SUB 6-06.

SUMMARY OF MOTIONS

MOTION	VOTES
BOURGEOIS/THIBAUDEAU MOVED to approve the agenda.	6/0/0 - CARRIED
BROWN/BOURGEOIS MOVED to approve the minutes of <i>PC-2018-07-M</i> and <i>PC-2018-05-M</i> .	6/0/0 - CARRIED
BOURGEOIS/BROWN MOVED to approve the amendments in the Standing Orders as outlined above.	7/0/0 - CARRIED
BROWN/BOURGEOIS MOVED to submit the Capital Projects Policy to Students' Council for Second Reading.	7/0/0 - CARRIED

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 (as outlined in Appendix 1),
 - 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 and 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 and 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 their 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 they do 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 to draft a political policy based on the principles passed in first reading by Students' Council;
 - b. The assigned member 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 their 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
 - f. 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 their 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.

- a. 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.