

# STUDENTS' COUNCIL

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Tuesday January 22, 2002 - 6:00 pm  
Council Chambers 2-1 University Hall

## A G E N D A (SC 2001-19)

2001-19/1

CALL TO ORDER

2001-19/2

NATIONAL ANTHEM "O Canada!"

2001-19/3

University of Alberta CHEER SONG "Ring Out a Cheer"

2001-19/4

ROLL CALL

2001-19/5

APPROVAL OF THE AGENDA

2001-19/6

PRESENTATION AND DISCUSSION

2001-19/7

APPROVAL OF THE MINUTES

The minutes for the SC 01-18 meeting are not available at this time.

2001-19/8

REPORTS

- a. Christopher Samuel, President – Written or oral report may be provided at the meeting.
- b. Amy Salyzyn, Vice-President Academic – Written or oral report may be provided at the meeting.
- c. Kory Zwack, Vice-President External – Written or oral report may be provided at the meeting.

d. Jamie Speer, Vice-President Operations & Finance – Written or oral report may be provided at the meeting.

e. Jennifer Wanke, Vice-President Student Life – Written or oral report may be provided at the meeting.

f. Chris Burrows, Undergraduate Board of Governors Representative - Written or oral report may be provided at the meeting.

g. Pharmacy Report

h. Rehabilitation Medicine

i. Executive Committee, Minutes.

Please see Document SC 01-19.01.

j. Students' Union Boards & Committees Reports  
The Minutes of the various SU Boards and Committees are available on the SU WebPage: [www.su.ualberta.ca](http://www.su.ualberta.ca).

**2001-19/9**

**QUESTION PERIOD**

**2001-19/10**

**LEGISLATION**

**2001-19/10a**

SAMUEL/SALYZYN MOVED THAT Students' Council, upon the recommendation of the Executive Committee, approve the proposed changes to Bylaw 100 respecting the Students' Council (SECOND Reading).

Please see document SC 01-19.02.

**2001-19/10b**

SPEER/ZWACK MOVED THAT Students' Council, upon the recommendation of the Executive Committee, approve the proposed changes to Bylaw 5400 respecting the Nominating Committee of the Students' Union (SECOND Reading).

Please see document SC 01-19.03.

**2001-19/10c**

SHARUN/SAMUEL (Councilor) MOVED THAT Students' Council, upon the recommendation of the Internal Review Board, approve the proposed changes to Bylaw 6600 respecting the Dedicated Fees Oversight Boards of the Students' Union (FIRST Reading).

Please see document SC 01-19.04.

(NOTE: Financial Affairs Board recommended that Students' Council discuss Bylaw 6600).

**2001-19/11**

**OLD BUSINESS**

**2001-19/12**

**NEW BUSINESS**

**2001-19/13**

**INFORMATION ITEMS**

**2001-19/14**

**ANNOUNCEMENTS**

**2001-19/14a**

**Next Council Meeting**

**UPCOMING  
COUNCIL  
MEETINGS**

- February 5, 2002 - 6:00 pm
- February 19, 2002 - 6:00 pm

**Future Council Meeting**

- March 5, 2002 - 6:00 pm
- March 19, 2002 - 6:00 pm
- April 2, 2002 - 6:00 pm

**2001-19/14b**

**Next Council Meeting**

**UPCOMING  
FACULTY  
REPORTS**

- Faculte Saint-Jean
- Science

**2001-19/15**

**ADJOURNMENT**

# MINUTES

EXEC 01-46

## Executive Committee

January 9, 2002

<b>ATTENDANCE</b>	Christopher Samuel	President
	Amy Salyzyn	Vice-President Academic
	Kory Zwack	Vice-President External
	Jamie Speer	Vice-President Operations & Finance
	Jennifer Wanke	Vice-President Student Life
	Bill Smith	General Manager
	Catherine van de Braak	E/A, Recording Secretary

- 1. Call to Order** The meeting was called to order by Chris at 8:11 am
- 2. Approval of Agenda** The agenda was amended to add the following Items of Business:  
Discussion Items  
d) Chaplains (Chris)  
e) Issues Binder (Chris)
- 3. Approval of Minutes** Tabled to the next meeting
- 4. Reports** Tabled to the next meeting
- 5. Old Business** Tabled to the next meeting
- 6. Items of Business**
  - Action Items**
  - a) Gateway Conference Request** Dave Alexander gave a presentation regarding a request for additional funding for Gateway editors to attend the CUP conference in Ottawa Jan. 24-28. Dave outlined the proposed budget explaining the reasons for the shortfall in the budgeted amount and that he would be more than happy for a smaller number of people ( 4-5) to attend.  
  
Discussion ensued. Points raised included:
    - The executive agree that it is a good investment
    - Concerns were raised regarding editors paying for themselves to attend
    - Important to budget correct amounts during the budget process, only unforeseen circumstances should be brought forth as additional request.Dave was thanked for his time.

The executive discussed the request and sending various numbers of people.

SPEER/ZWACK MOVED THAT the Executive Committee approve an additional expenditure not to exceed \$1250.00 to send five people to the Canadian University Press National Conference in Ottawa January 24-28, 2002. This additional money is to cover the non-member conference fees and per diems.

VOTE ON MOTION 3/0/1 (1OPPOSED) CARRIED

Due to Anti freeze, Jen had to leave the meeting

**b) Operating Policy** Jamie tabled a new operating policy relating to External Organizations

SPEER/ZWACK MOVED THAT the Executive Committee approve the proposed policy relating to Membership in External Organizations

VOTE ON MOTION 3/0/0 CARRIED

**Discussion Items**

**a) Student Council Survey Results**

The survey results were tabled and discussion ensued regarding who should review the results. It was decided to take two options to council, IRB and a special task force, and let council decide.

**b) CASA**

Kory spoke with Erin at CASA regarding concerns that he has about the lateness of the Awareness Week Campaign material. This concern will be brought forward at the next board meeting. Concerns were also raised regarding the lack of media coverage given to CASA. Kory reported that a PR committee, Chris is a member of, has been created to deal with these concerns.

**c) Alumni Association** Tabled to the next meeting

**d) Chaplains** A meeting with the Chaplains take place next week. The key people to attend are Chris, Bill and Jamie. If the rest of the executive committee cannot attend the entire meeting it would be good if they can join the meeting for as much as possible.

**e) Issues Binder** Kim Steele has approached Chris regarding the creation of an 'issue binder'. The purpose would be to keep the executive top 10 goals, background information and any meetings/progress on the goals in this binder. New executives would be able to use this as a key resource. The executives support the creation of this binder.

**7. Announcements**

**8. Adjournment** Meeting adjourned at 10:12 am

# MINUTES

EXEC 01-45

## Executive Committee

January 7, 2002

<b>ATTENDANCE</b>	Christopher Samuel	President
	Amy Salyzyn	Vice-President Academic
	Kory Zwack	Vice-President External
	Jamie Speer	Vice-President Operations & Finance
	Jennifer Wanke	Vice-President Student Life
	Bill Smith	General Manager
	Catherine van de Braak	E/A, Recording Secretary

- 1. Call to Order** The meeting was called to order by Chris at 10:37 am
- 2. Approval of Agenda** The agenda was amended to add the following Items of Business:  
Discussion Items  
    Publication of Discipline Code (Amy)  
    ) Operating Policy (Jamie)
- 3. Approval of Minutes** The minutes of the January 4, 2001 Executive Committee meeting were adopted by consensus.
- 4. Reports**  
GENERAL MANAGER  
Working on:
  - SUB Expansion/University budget. Met with Russell Steffes and the architects to discuss details.
  - Partnership areas with U of A/Students' Union
  - Emailed former executive regarding an executive board in SUB  
VP OPERATIONS AND FINANCE
  - Analyzing silent shopper program
  - Developing outreach for SUB expansion
  - Working on SUB expansion meetings
  - Upcoming meetings with RAC, CREFC, FAB and FACRA

VP EXTERNAL

- CASA  
Awareness week is next week. Have not yet received information except the banner. Will be contacting today to find out what is going on. Policies should be done by end of January
- UPass-meeting this week , this is top priority
- CAUS-Oliver is setting up meetings with various government officials

VP ACADEMIC

- Awards are kicking into high gear. Design concepts have been completed and banner/posters should go up this week.
- Strategic planning for the next 4 months
- Have been contacted by the Registrars Office regarding the need for Faculty Associations to file a notice of intent by January 15 if they are intending to increase their fees

VP STUDENT LIFE

- Engineering week wrap up party next week
- Anti Freeze is this week!
- Meeting with WUSC, CUP

PRESIDENT

- Strategic planing for portfolio and organization
- Completing the executive Review

Working on:

- Organization review
- Tuition
- Communication/Outreach structure

QUESTIONS

Questions were raised regarding reports.

**5. Old Business**

Second meeting of the week only

**6.Items of Business**

**Action Items**

**a) Bylaw 5400**

Proposed changes to Bylaw 5400 (Nom Comm) were tabled and discussed.

SPEER/ZWACK MOVED THAT the Executive Committee approve the proposed changes to Bylaw 5400 respecting the Nominating Committee of the Students' Union.

VOTE ON MOTION

4/0/0 CARRIED

- b) Gateway Conference** Gateway would like to attend the upcoming CUP conference in Ottawa. This conference is in 3 weeks. This conference has not been completely budgeted for. Concerns were raised regarding:
- Second year it has not been budgeted for correctly.
  - Only source of training for employees of this type
  - SU is not a member of CUP, so they could only go as non-members
  - Networking aspect of conference is important
  - Sending 10 people to a conference for an organization that we don't belong to
  - Decision should go to council
  - Decision should be between merit and budgeted money available
  - Discussion ensued regarding the merit to sending all 10 people
  - Written conference request needs to be brought forward with correct numbers and dollar amounts

This item will be discussed at the next executive meeting. Dave Alexander will be asked to attend and bring a complete conference request.

- c) Volunteers** Volunteers are needed for handing out hot chocolate during Anti Freeze this week. Each executive will do one day. Catherine will email Jen regarding the schedule.

#### **Discussion Items**

- a) Casino** Tabled to Wednesday January 16.
- b) Council Survey Results** Discussion ensued regarding the presentation of the council survey results. Two suggestions were put forward. It was decided that the results should be presented to Council.
- c) Publication of Discipline Reports** Amy was approached by the Secretariat regarding the publication of discipline reports in the *Gateway*. Due to the revised Code of Conduct, sanctions imposed on students must be published two times a year. As a public service, to help offset the cost it was decided that the SU would offer the University the internal rate for advertising.
- d) Operating Policy** Jamie tabled a new operating policy relating to Membership in External Organizations. The policy was reviewed and will come back to executive on Wednesday for final approval.

#### **7. Announcements**

- 8. Adjournment** Meeting adjourned at 12:15 pm



## Bylaw 5400

### A Bylaw Respecting the Nominating Committee of the Students' Union

- Short Title** 1. This Bylaw may be referred to as the "Nominating Committee Bylaw."
- Definition** 2. In this bylaw:
- a. "Student-at-large" means any member of the Students' Union who is not a member of the Executive Committee, or Students' Council or is a paid employee of the Students' Union;
  - b. "Council" means Students' Council;
  - c. "Group" means Sub-committee.
- Start-up** 3. a. Nineteen (19) student-at-large members of the Nominating Committee will be recruited by the Student Activities Coordinator.
- b. Students' Council will, before 15 January in each year, select twenty (20) voting members of Students' Council to serve as members of the Nominating Committee.
- c. The Executive Assistant or their designate will be responsible for setting the committee dates and time for each committee meeting.
- Mandate** 4. The Nominating Committee will be responsible for selecting candidates for paid term and student-at-large positions of the Students' Union, as outlined in this Bylaw, in a fair and unbiased manner.
- Composition and Duties** 5. The Nominating Committee will be divided into twenty four (24) autonomous groups, with duties as follows:

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**Group 1  
Director of  
Information  
Services**

- a. Nominating Committee Group "1" will be responsible for a selecting a candidate for the following position:
  - i. Director of the Information/Registries Services
- b. Nominating Committee Group "1" for the Director of Information/Registries Services will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. the Student Services Manager, as a non-voting member;
  - iv. one (1) student-at-large member;
  - v. one (1) voting member of Students' Council; and,
  - vi. one (1) representative from Information Services, appointed by the Student Services Manager.

**Group 2  
Director of  
Student Distress  
Centre**

- a. Nominating Committee Group "2" will be responsible for selecting a candidate for the following position:
  - i. Director of Student Distress Centre;
- a. The Nominating Committee Group "2" for the Director of Student Help will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;  
the Student Services Manager, as a non-voting member;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council; and,
  - v. one (1) representative from Student Distress Centre, appointed by the Student Services Manager;
  - vi. one (1) representative from the Support Network's Distress Lines as a non-voting member.

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**Group 3  
Director of  
Student  
OmbudService**

- a. Nominating Committee Group "3" will be responsible for selecting a candidate for the following position:
  - i. Director of Student OmbudService
- b. Nominating Committee Group "3" for the Director of Student OmbudService will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. the Student Services Manager, as a non-voting member;
  - iv. one (1) student-at-large member;
  - v. one (1) voting member of Students' Council;
  - vi. one (1) representative from the OmbudService, appointed by the Student Services Manager;
  - vii. the Dean of Students or designee, as a non-voting member.

**Group 4  
Director of  
Safewalk**

- a. Nominating Committee Group "4" will be responsible for selecting a candidate for the following position:
  - i. Director of Safewalk;
- b. Nominating Committee Group "4" for the Director of Safewalk will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. the Student Services Manager, as a non-voting member;
  - iv. one (1) student-at-large member;
  - v. one (1) voting member of Students' Council; and,
  - vi. one (1) representative from Safewalk, appointed by the Student Services Manager.

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**Group 5  
Director of  
Student Groups**

- a. Nominating Committee Group "5" will be responsible for selecting a candidate for the following position:
  - i. Director of Student Groups
- b. Nominating Committee Group "5" for the Director of Student Groups will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. the Student Services Manager, as a non-voting member;
  - iv. one (1) student-at-large member;
  - v. one (1) voting member of Students' Council; and,
  - vi. one (1) representative from the Student Groups, appointed by the Student Services Manager;
  - vii. Dean of Students or Designee

**Group 6  
Academic  
Affairs  
Coordinator**

- a. Nominating Committee Group "6" will be responsible for selecting a candidate for the following position:
  - i. Academic Affairs Coordinator.
- b. Nominating Committee Group "6" will consist of:
  - i. the outgoing Vice-President Academic of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Academic of the Executive Committee;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council.

**Group 7  
Community  
Relations  
Coordinator**

- a. Nominating Committee Group "7" will be responsible for selecting a candidate for the following position:
  - i. Community Relations Coordinator.

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- b. Nominating Committee Group "7" will consist of:
  - i. the outgoing Vice-President External of the Executive Committee, as Chair;
  - ii. the incoming Vice-President External of the Executive Committee;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council.

**Group 8  
Student  
Activities  
Coordinator**

- a. Nominating Committee Group "8" will be responsible for selecting a candidate for the following position:
  - i. Student Activities Coordinator.
- b. Nominating Committee Group "8" will consist of:
  - i. the outgoing Vice-President Student Life of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Student Life of the Executive Committee;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council.

**Group 9  
Student  
Communications  
Coordinator**

- a. Nominating Committee Group "9" will be responsible for selecting a candidate for the following position;
  - i. Student Communications Coordinator
- b. Nominating Committee Group "9" will consist of:
  - i. the outgoing President of the Executive Committee, as Chair
  - ii. the incoming President of the Executive Committee;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council.

**Group 10  
Athletic Campus  
Event  
Coordinator**

- a. Nominating Committee Group "10" will be responsible for selecting a candidate for the following position:
  - i. Athletic Campus Event Coordinator

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- a. Nominating Committee Group "10" will consist of:
  - i. the outgoing Vice-President Student Life of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Student Life of the Executive Committee;
  - iii. one (1) voting member of Students' Council;
  - iv. the University Athletics Board President;
  - v. the University of Alberta Marketing Manager of Athletics and Recreation or their designee.

**Group 11  
Speaker of  
Students'  
Council and  
Recording  
Secretary of SC**

- a. Nominating Committee Group "11" will be responsible for selecting a candidate for the following position:
  - i. Speaker of Students' Council; and
  - ii. Recording Secretary of Students' Council.

- b. Nominating Committee Group "11" will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council; and
  - v. the outgoing Speaker of Students' Council, as an ex-officio member and non-voting member, for the selection of the Speaker of Students' Council only;
  - vi. the Executive Assistant, as an ex-officio member and non-voting member for the Selection of the Recording Secretary of Students' Council only.

**Group 12  
Chief Returning  
Officer**

- a. Nominating Committee Group "12" will be responsible for selecting a candidate for the following position:
  - i. Chief Returning Officer
- b. Nominating Committee "12" will consists of:
  - i. the outgoing President as Chair,
  - ii. the incoming President;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council;
  - v. outgoing Chief Returning Officer.

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**Group 13  
Presidential  
Boards &  
Committees**

- a. Nominating Committee Group "13" will be responsible for selecting student-at-large members for the following:
  - i. Internal Review Board
- b. Nominating Committee Group "13" will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. one (1) student-at-large member; and,
  - iv. one (1) voting member of Students' Council.

**Group 14  
Vice-President  
Academic  
Boards &  
Committees**

- a. Nominating Committee Group "14" will be responsible for selecting student-at-large members for the following:
  - i. Academic Affairs Board;
  - ii. Awards Selection Committee; and,
  - iii. University Standing Committees, as required.
- b. Nominating Committee Group "14" will consist of:
  - i. the outgoing Vice-President Academic of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Academic of the Executive Committee;
  - iii. one (1) student-at-large member; and,
  - iv. one (1) voting member of Students' Council.

**Group 15  
Vice-President  
External Boards  
& Committees**

- a. Nominating Committee Group "15" will be responsible for selecting student-at-large members for the following:
  - i. External Affairs Board;
  - ii. Eugene Brody Funding Committee; and,
  - iii. University of Alberta Senate.

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- b. Nominating Committee Group "15" will consist of:
  - i. the outgoing Vice-President External of the Executive Committee, as Chair;
  - ii. the incoming Vice-President External of the Executive Committee;
  - iii. one (1) student-at-large member; and,
  - iv. one (1) voting member of Students' Council.

**Group 16  
Vice-President  
Operations &  
Finance Boards  
& Committees**

- a. Nominating Committee Group "16" will be responsible for selecting student-at-large members for the following:
  - i. Financial Affairs Board;
  - ii. Golden Bear and Panda Legacy Fund Committee;
  - iii. Campus Recreation Enhancement Fund Committee;
  - iv. Access Fund Committee.

- b. Nominating Committee Group "16" will consist of:
  - i. the outgoing Vice-President Operations & Finance of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Operations & Finance of the Executive Committee;
  - iii. one (1) student-at-large member; and,
  - iv. one (1) voting member of Students' Council.

**Group 17  
Vice-President  
Student Life  
Boards &  
Committees**

- a. Nominating Committee Group "17" will be responsible for selecting student-at-large members for the following:
  - i. Student Life Board;
  - ii. Programming Committee;
  - iii. Student Groups Committee;
  - iv. Gateway Editor-In-Chief Selection Committee
  - v. Gateway Advisory Committee.
  - vi. Security Advisory Committee.

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- b. Nominating Committee Group "17" will consist of:
  - i. the outgoing Vice-President Student Life of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Student Life of the Executive Committee;
  - iii. one (1) student-at-large member; and,
  - iv. one (1) voting member of Students' Council.

**Group 18  
Associate  
Directors of  
Information,  
Exam and  
Housing  
Registries**

- a. Nominating Committee Group "18" will be responsible for selecting candidates for the following positions:
  - i. Associate Director of Information Registries;
  - ii. Associate Director of Exam Registries;
  - ii. Associate Director of Housing Registries.
- b. Nominating Committee Group "18" will consist of:
  - i. the Manager of Student Services, as Chair;
  - ii. the incoming Director as a voting member;
  - iii. the Vice-President Operations and Finance, as a voting member; and
  - iv. two (2) members of Information Registries (preferably outgoing Associate Directors) appointed by the Student Services Manager.

**Group 19  
Associate  
Director of  
Student Distress  
Centre**

- a. Nominating Committee Group "19" will be responsible for selecting a candidate for the following position:
  - i. Associate Director of Student Distress Centre
- b. Nominating Committee Group "19" will consist of:
  - i. the Manager of Student Services, as Chair;
  - ii. the incoming Director, as a voting member;
  - iii. the Vice-President Student Life, as a voting member;
  - iv. two (2) Student Distress volunteers as voting members, appointed by the Student Services Manager.

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**Group 20  
Associate  
Director of  
Safewalk**

- a. Nominating Committee Group "20" will be responsible for selecting a candidate for the following position:
  - i. Associate Director of Safewalk
- b. Nominating Committee Group "20" will consist of:
  - i. the Manager of Student Services, as Chair;
  - ii. the incoming Director, as a voting member;
  - iii. two (2) Safewalk volunteers as voting members, appointed by the Services Manager;
  - iv. the Vice-President Student Life, as a voting member.

**Group 21  
Associate  
Director of  
Student Groups**

- a. Nominating Committee Group "21" will be responsible for selecting a candidate for the following position:
  - i. Associate Director of Student Groups
- b. Nominating Committee Group "21" will consist of:
  - i. the Manager of Student Services, as Chair;
  - ii. the Vice-President Student Life, as a voting member;
  - iii. the incoming Director of Student Groups, as a voting member;
  - iv. the Dean of Students or designee, as a voting member;
  - v. one (1) member of a Student Group as a voting member, appointed by the Student Services Manager.

**Group 22  
Orientation  
Manager**

- a. Nominating Committee Group "22" will be responsible for selecting a candidate for the following position:
  - i. Orientation Manager
- b. Nominating Committee Group "22" will consist of:
  - i. the Vice-President Student Life, as Chair;
  - ii. the Manager of Entertainment and Programming;
  - iii. one (1) voting member of Students' Council';
  - iv. one (1) student-at-large member; and
  - v. one (1) Orientation Leader.

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**Group 23  
Orientation Staff**

- a. Nominating Committee Group "23" will be responsible for selecting candidates for the following positions;
  - i. Orientation Programs Coordinator;
  - ii. Orientation Volunteer Coordinator;
  - iii. Orientation Assistant.
  
- b. Nominating Committee Group "23" will consist of:
  - i. the Vice-President of Student Life, as Chair;
  - ii. the Manager of Entertainment and Programming;
  - iii. the Orientation Manager,
  - iv. one (1) student-at-large;
  - v. one (1) voting member of Students' Council.

**Group 24  
Handbook  
Editor**

- a. Nominating Committee Group "24" will be responsible for selecting a candidate for the following position:
  - i. Handbook Editor
  
- b. Nominating Committee Group "24" will consist of:
  - i. the Vice-President Student Life, as Chair;
  - ii. one (1) student-at-large;
  - iii. one (1) voting member of Students' Council;
  - iv. the Manager of Marketing and Information.

**Chair**

- 6. a. The chair shall be stipulated in each group and will vote only in the event of a tie vote.
- b. Should the Chair be absent, their designee will be Chair, and in the absence of a designee, a member of the Board will be elected as Chair at that meeting.

**Conflict of  
Interest**

- 7. a. Members of Nominating Committee will remove themselves from any selection Group for which they perceive a Conflict of Interest in which their impartiality may be affected.

**Conduct of  
Business**

- 8. a. Quorum shall be a majority of the voting members of each Nominating Committee.
- b. An orientation seminar will be held for all members of Nominating Committee prior to 15 March each year, which will include training in interviewing and short-listing skills.

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- c. Nominating Committee will make every effort, prior to commencement of the interview process, to consult with the current Director, Coordinator, and/or the appropriate outgoing Vice-President concerning the position requirements. This will ensure the position requirements are met.
- d. The Nominating Committee will advertise fully in two (2) consecutive issues of *The Gateway* not less than one (1) week before the application deadline all positions available for students participation in the Students' Union. Use of other media is strongly encouraged.
- e. The Nominating Committee will shortlist and select candidates only from the applications received.
- f. Nominating Committee Groups "1" to "12" will meet at least one (1) week prior to Nominating Committee Groups "13" to "21". Unsuccessful applicants for positions considered in Groups "1" to "12" will be entitled to apply for positions contested in Groups "13" to "21".
- g. The Executive Assistant or their designate will make every effort to notify applicants of the scheduled interview times, including the availability of the interviewing schedule with the Receptionist in the Executive Offices at least one (1) week prior to the commencement of interviews.
- h. The recommendations of the Nominating Committee will be based on the following criteria:
  - i. qualifications of applicants;
  - ii. interest and enthusiasm;
  - iii. degree of involvement of applicants in student government to ensure widespread involvement of all interested students.
- i. The candidates selected by the nominating committee will be forwarded to Students' Council for ratification.

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PROPOSED

**Bylaw 5400**

**A Bylaw Respecting the Nominating Committee of the Students' Union**

- Short Title** 1. This Bylaw may be referred to as the "Nominating Committee Bylaw."
- Definition** 2. In this bylaw:
- a. "Student-at-large" means any member of the Students' Union who is not a member of the Executive Committee, or Students' Council or is a paid employee of the Students' Union;
  - b. "Council" means Students' Council;
  - c. "Group" means Sub-committee.
- Start-up** 3. a. Sixteen (16) ~~Nineteen (19)~~ student-at-large members of the Nominating Committee will be recruited by the Student Activities Coordinator.
- b. Students' Council will, before 15 January in each year, select seventeen (17) ~~twenty (20)~~ voting members of Students' Council to serve as members of the Nominating Committee.
- c. The Executive Assistant or their designate will be responsible for setting the committee dates and time for each committee meeting.
- Mandate** 4. The Nominating Committee will be responsible for selecting candidates for paid term and student-at-large positions of the Students' Union, as outlined in this Bylaw, in a fair and unbiased manner.
- Composition and Duties** 5. The Nominating Committee will be divided into twenty one (21) ~~four (24)~~ autonomous groups, with duties as follows:

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**Group 1  
Director of  
Information  
Services**

- a. Nominating Committee Group "1" will be responsible for a selecting a candidate for the following position:
  - i. Director of the Information/Registries Services
- b. Nominating Committee Group "1" for the Director of Information/Registries Services will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. the Student Services Manager, as a non-voting member;
  - iv. one (1) student-at-large member;
  - v. one (1) voting member of Students' Council; and,
  - vi. one (1) representative from Information Services, appointed by the Student Services Manager.

**Group 2  
Director of  
Student Distress  
Centre**

- a. Nominating Committee Group "2" will be responsible for selecting a candidate for the following position:
  - i. Director of Student Distress Centre;
- a. The Nominating Committee Group "2" for the Director of Student Help will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. the Student Services Manager, as a non-voting member;
  - iv iii. one (1) student-at-large member;
  - v iv. one (1) voting member of Students' Council; and,
  - vi v. one (1) representative from Student Distress Centre, appointed by the Student Services Manager;
  - vii vi. one (1) representative from the Support Network's Distress Lines as a non-voting member.

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**Group 3  
Director of  
Student  
OmbudService**

- a. Nominating Committee Group "3" will be responsible for selecting a candidate for the following position:
  - i. Director of Student OmbudService
- b. Nominating Committee Group "3" for the Director of Student OmbudService will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. the Student Services Manager, as a non-voting member;
  - iv. one (1) student-at-large member;
  - v. one (1) voting member of Students' Council;
  - vi. one (1) representative from the OmbudService, appointed by the Student Services Manager;
  - vii. the Dean of Students or designee, as a non-voting member.

**Group 4  
Director of  
Safewalk**

- a. Nominating Committee Group "4" will be responsible for selecting a candidate for the following position:
  - i. Director of Safewalk;
- b. Nominating Committee Group "4" for the Director of Safewalk will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. the Student Services Manager, as a non-voting member;
  - iv. one (1) student-at-large member;
  - v. one (1) voting member of Students' Council; and,
  - vi. one (1) representative from Safewalk, appointed by the Student Services Manager.

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**Group 5  
Director of  
Student Groups**

- a. Nominating Committee Group "5" will be responsible for selecting a candidate for the following position:
  - i. Director of Student Groups
  
- b. Nominating Committee Group "5" for the Director of Student Groups will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. the Student Services Manager, as a non-voting member;
  - iv. one (1) student-at-large member;
  - v. one (1) voting member of Students' Council; and,
  - vi. one (1) representative from the Student Groups, appointed by the Student Services Manager;
  - vii. Dean of Students or Designee

**Group 6  
Academic  
Affairs  
Coordinator**

- a. Nominating Committee Group "6" will be responsible for selecting a candidate for the following position:
  - i. Academic Affairs Coordinator.
  
- b. Nominating Committee Group "6" will consist of:
  - i. the outgoing Vice-President Academic of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Academic of the Executive Committee;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council.

**Group 7  
Community  
Relations  
Coordinator**

- a. Nominating Committee Group "7" will be responsible for selecting a candidate for the following position:
  - i. Community Relations Coordinator.

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- b. Nominating Committee Group "7" will consist of:
  - i. the outgoing Vice-President External of the Executive Committee, as Chair;
  - ii. the incoming Vice-President External of the Executive Committee;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council.

**Group 8  
Student  
Activities  
Coordinator**

- a. Nominating Committee Group "8" will be responsible for selecting a candidate for the following position:
  - i. Student Activities Coordinator.
- b. Nominating Committee Group "8" will consist of:
  - i. the outgoing Vice-President Student Life of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Student Life of the Executive Committee;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council.

**Group 9  
Student  
Communications  
Coordinator  
Financial Affairs  
Coordinator**

- a. Nominating Committee Group "9" will be responsible for selecting a candidate for the following position;
  - i. ~~Student Communications Coordinator~~ Financial Affairs Coordinator
- b. Nominating Committee Group "9" will consist of:
  - i. the outgoing ~~President of the Executive Committee, as Chair~~ Vice President Operations and Finance
  - ii. the incoming ~~President of the Executive Committee~~ Vice President Operations and Finance;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council.

**Group 10  
Athletic Campus  
Event  
Coordinator**

- a. Nominating Committee Group "10" will be responsible for selecting a candidate for the following position:
  - i. Athletic Campus Event Coordinator

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- a. Nominating Committee Group "10" will consist of:
  - i. the outgoing Vice-President Student Life of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Student Life of the Executive Committee;
  - iii. one (1) voting member of Students' Council;
  - iv. the University Athletics Board President;
  - ii. the University of Alberta Marketing Manager of Athletics and Recreation or their designee.

**Group 11  
Speaker of  
Students'  
Council and  
Recording  
Secretary of SC**

- a. Nominating Committee Group "11" will be responsible for selecting a candidate for the following position:
  - i. Speaker of Students' Council; and
  - ii. Recording Secretary of Students' Council.

- b. Nominating Committee Group "11" will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council; and
  - v. the outgoing Speaker of Students' Council, as an ex-officio member and non-voting member, for the selection of the Speaker of Students' Council only;
  - vi. the Executive Assistant, as an ex-officio member and non-voting member for the Selection of the Recording Secretary of Students' Council only.

**Group 12  
Chief Returning  
Officer**

- a. Nominating Committee Group "12" will be responsible for selecting a candidate for the following position:
  - i. Chief Returning Officer
- b. Nominating Committee "12" will consists of:
  - i. the outgoing President as Chair,
  - ii. the incoming President;
  - iii. one (1) student-at-large member;
  - iv. one (1) voting member of Students' Council;
  - v. outgoing Chief Returning Officer.

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**Group 13  
Presidential  
Boards &  
Committees**

- a. Nominating Committee Group "13" will be responsible for selecting student-at-large members for the following:
  - i. Internal Review Board
- b. Nominating Committee Group "13" will consist of:
  - i. the outgoing President of the Executive Committee, as Chair;
  - ii. the incoming President of the Executive Committee;
  - iii. one (1) student-at-large member; and,
  - iv. one (1) voting member of Students' Council.

**Group 14  
Vice-President  
Academic  
Boards &  
Committees**

- a. Nominating Committee Group "14" will be responsible for selecting student-at-large members for the following:
  - i. Academic Affairs Board;
  - ii. Awards Selection Committee; and,
  - iii. University Standing Committees, as required.
- b. Nominating Committee Group "14" will consist of:
  - i. the outgoing Vice-President Academic of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Academic of the Executive Committee;
  - iii. one (1) student-at-large member; and,
  - iv. one (1) voting member of Students' Council.

**Group 15  
Vice-President  
External Boards  
& Committees**

- a. Nominating Committee Group "15" will be responsible for selecting student-at-large members for the following:
  - i. External Affairs Board;
  - ii. Eugene Brody Funding Committee; and,
  - iii. University of Alberta Senate.

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- b. Nominating Committee Group "15" will consist of:
  - i. the outgoing Vice-President External of the Executive Committee, as Chair;
  - ii. the incoming Vice-President External of the Executive Committee;
  - iii. one (1) student-at-large member; and,
  - iv. one (1) voting member of Students' Council.

**Group 16  
Vice-President  
Operations &  
Finance Boards  
& Committees**

- a. Nominating Committee Group "16" will be responsible for selecting student-at-large members for the following:
  - i. Financial Affairs Board;
  - ii. Golden Bear and Panda Legacy Fund Committee;
  - iii. Campus Recreation Enhancement Fund Committee;
  - iv. Access Fund Committee.

- b. Nominating Committee Group "16" will consist of:
  - i. the outgoing Vice-President Operations & Finance of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Operations & Finance of the Executive Committee;
  - iii. one (1) student-at-large member; and,
  - iv. one (1) voting member of Students' Council.

**Group 17  
Vice-President  
Student Life  
Boards &  
Committees**

- a. Nominating Committee Group "17" will be responsible for selecting student-at-large members for the following:
  - i. Student Life Board;
  - ii. Programming Committee;
  - iii. Student Groups Committee;
  - iv. ~~Gateway Editor In Chief Selection Committee~~
  - iv. Gateway Advisory Committee.
  - vi. ~~Security Advisory Committee.~~

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- b. Nominating Committee Group "17" will consist of:
  - i. the outgoing Vice-President Student Life of the Executive Committee, as Chair;
  - ii. the incoming Vice-President Student Life of the Executive Committee;
  - iii. one (1) student-at-large member; and,
  - iv. one (1) voting member of Students' Council.

**Group 18  
Associate  
Directors of  
Information,  
Exam and  
Housing  
Registries**

- a. Nominating Committee Group "18" will be responsible for selecting candidates for the following positions:
  - i. Associate Director of Information Registries;
  - ii. Associate Director of Exam Registries;
  - ii. Associate Director of Housing Registries.
- b. Nominating Committee Group "18" will consist of:
  - i. the Manager of Student Services, as Chair;
  - ii. the incoming Director as a voting member;
  - iii. the Vice-President Operations and Finance, as a voting member; and
  - iv. two (2) members of Information Registries (preferably outgoing Associate Directors) appointed by the Student Services Manager.

**Group 19  
Associate  
Director of  
Student Distress  
Centre**

- a. Nominating Committee Group "19" will be responsible for selecting a candidate for the following position:
  - i. Associate Director of Student Distress Centre
- b. Nominating Committee Group "19" will consist of:
  - i. the Manager of Student Services, as Chair;
  - ii. the incoming Director, as a voting member;
  - iii. the Vice-President Student Life, as a voting member;
  - iv. two (2) Student Distress volunteers as voting members, appointed by the Student Services Manager.

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**Group 20  
Associate  
Director of  
Safewalk**

- a. Nominating Committee Group "20" will be responsible for selecting a candidate for the following position:
  - i. Associate Director of Safewalk
- b. Nominating Committee Group "20" will consist of:
  - i. the Manager of Student Services, as Chair;
  - ii. the incoming Director, as a voting member;
  - iii. two (2) Safewalk volunteers as voting members, appointed by the Services Manager;
  - iv. the Vice-President Student Life, as a voting member.

**Group 21  
Associate  
Director of  
Student Groups**

- a. Nominating Committee Group "21" will be responsible for selecting a candidate for the following position:
  - i. Associate Director of Student Groups
- b. Nominating Committee Group "21" will consist of:
  - i. the Manager of Student Services, as Chair;
  - ii. the Vice-President Student Life, as a voting member;
  - iii. the incoming Director of Student Groups, as a voting member;
  - iv. the Dean of Students or designee, as a voting member;
  - v. one (1) member of a Student Group as a voting member, appointed by the Student Services Manager.

**Group 22  
Orientation  
Manager**

- ~~a. Nominating Committee Group "22" will be responsible for selecting a candidate for the following position:
  - i. Orientation Manager~~
- ~~b. Nominating Committee Group "22" will consist of:
  - i. the Vice-President Student Life, as Chair;
  - ii. the Manager of Entertainment and Programming;
  - iii. one (1) voting member of Students' Council;
  - iv. one (1) student at large member; and
  - v. one (1) Orientation Leader.~~

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**Group 23  
Orientation Staff**

- a. ~~Nominating Committee Group "23" will be responsible for selecting candidates for the following positions;~~
  - i. ~~Orientation Programs Coordinator;~~
  - ii. ~~Orientation Volunteer Coordinator;~~
  - iii. ~~Orientation Assistant.~~
  
- b. ~~Nominating Committee Group "23" will consist of:~~
  - i. ~~the Vice-President of Student Life, as Chair;~~
  - ii. ~~the Manager of Entertainment and Programming;~~
  - iii. ~~the Orientation Manager;~~
  - iv. ~~one (1) student at large;~~
  - v. ~~one (1) voting member of Students' Council.~~

**Group 24  
Handbook  
Editor**

- a. ~~Nominating Committee Group "24" will be responsible for selecting a candidate for the following position:~~
  - i. ~~Handbook Editor~~
  
- b. ~~Nominating Committee Group "24" will consist of:~~
  - i. ~~the Vice-President Student Life, as Chair;~~
  - ii. ~~one (1) student at large;~~
  - iii. ~~one (1) voting member of Students' Council;~~
  - iv. ~~the Manager of Marketing and Information.~~

**Chair**

- 6. a. The chair shall be stipulated in each group and will vote only in the event of a tie vote.
- b. Should the Chair be absent, their designee will be Chair, and in the absence of a designee, a member of the Board will be elected as Chair at that meeting.

**Conflict of  
Interest**

- 7. a. Members of Nominating Committee will remove themselves from any selection Group for which they perceive a Conflict of Interest in which their impartiality may be affected.

**Conduct of  
Business**

- 8. a. Quorum shall be a majority of the voting members of each Nominating Committee.
- b. An orientation seminar will be held for all members of Nominating Committee prior to 15 March each year, which will include training in interviewing and short-listing skills.

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- c. Nominating Committee will make every effort, prior to commencement of the interview process, to consult with the current Director, Coordinator, and/or the appropriate outgoing Vice-President concerning the position requirements. This will ensure the position requirements are met.
- d. The Nominating Committee will advertise fully in two (2) consecutive issues of *The Gateway* not less than one (1) week before the application deadline all positions available for students participation in the Students' Union. Use of other media is strongly encouraged.
- e. The Nominating Committee will shortlist and select candidates only from the applications received.
- f. Nominating Committee Groups "1" to "12" will meet at least one (1) week prior to Nominating Committee Groups "13" to "21". Unsuccessful applicants for positions considered in Groups "1" to "12" will be entitled to apply for positions contested in Groups "13" to "21".
- g. The Executive Assistant or their designate will make every effort to notify applicants of the scheduled interview times, including the availability of the interviewing schedule with the Receptionist in the Executive Offices at least one (1) week prior to the commencement of interviews.
- h. The recommendations of the Nominating Committee will be based on the following criteria:
  - i. qualifications of applicants;
  - ii. interest and enthusiasm;
  - iii. degree of involvement of applicants in student government to ensure widespread involvement of all interested students.
- i. The candidates selected by the nominating committee will be forwarded to Students' Council for ratification.

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**Bylaw 100**

**A Bylaw Respecting the Students' Council**

- Short Title** 1. This Bylaw may be referred to as the "Students' Council Bylaw."
- Definitions** 2. In this Bylaw:
- a. "Speaker" means the Speaker of Students' Council, or the officer carrying out the duties of the Speaker due to his/her absence;
  - b. "Council" means the Students' Council;
  - c. "Councilor" is any voting member of Students' Council, excluding the members of the Executive Committee and undergraduate Board of Governors Representative;
  - d. "CRO" means Chief Returning Officer of the Students' Union.

**Part I - Members of Council**

- Non-Voting Members** 3. The non-voting members of Students' Council are:
- a. The General Manager;
  - b. The Speaker (officer of council);
  - c. The Recording Secretary (officer of council);
  - d. *The Gateway* Editor-In-Chief; and

- Rights of Non-Voting Members** 4. A non-voting member has all the rights of voting members except:
- a. The right to move, second or vote on a motion;
  - b. The right to assume voting position on standing Boards or Committees of Council.

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**Voting  
Members**

- 5. The fifty (50) voting members of Council are:
  - a. The voting members of the Executive Committee;
  - b. The Undergraduate Board of Governors Representative;
  - c. The Residence Hall Association Representative;
  - d. The President of the University Athletics Board.
  - e. The remaining 42 voting seats will be allocated as described bellow:

**Seat  
Distribution  
Formula**

$$\frac{\text{Total Population of Undergraduate Students}}{\text{Total number of voting seats} - (5 \text{ executive seats} + 3 \text{ ex-officio seats})}$$

$$= \text{THRESHOLD}$$

Threshold: total number of students necessary to hold a seat

$$\frac{\text{Total Faculty Population of Undergraduate Students}}{\text{Threshold}}$$

$$= \text{Total Number of Seats Awarded to the Faculty}$$

NOTE 1: Each faculty will be awarded at least one seat regardless of whether or not they reach threshold (if in case the total number of seats awarded is < 1 at least one seat will be awarded).

NOTE 2: Once whole numbers of seats are awarded remaining seats are distributed to those Faculties with the largest remainder (nearest the threshold for another seat) in descending order until no seats remain.

- 6. The structure of the voting membership of Council will be listed in Schedule A of this Bylaw, and will be updated by the Internal Review Board by January 31 of each year . Schedule A will be attached to Bylaw 100.

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- Eligibility Requirements**
7. Each voting member of Council referred to in Section 5 will be:
    - a. a member of the Students' Union within the meaning of Article VIII of the Constitution; and
    - b. registered as either:
      - i. an undergraduate student in the Faculty, School, or College they represent; or,
      - ii. the registered student group that they represent.

**PART II - Faculty Representatives**

- Exception from Faculty Constituency**
8. a. Each voting member of the Students' Council, shall be elected by members of the Students' Union registered in the respective faculty, school or institution in which they are registered with the exceptions of:
    - i. The Executive Committee;
    - ii. President of the University Athletics Board;
    - iii. Representative of the Residence Halls Association; and,
    - iv. The Board of Governors Representative.
  - b. Each election required for the representative of a faculty, or school shall be conducted annually before the 30th of March, and in accordance with Bylaw 2200.
  - c. Vacancies in Council Membership will be filled according to Article XIV – Vacancies of the Constitution.

**PART III - Report of Election Results**

- Reporting Results**
9. The CRO conducting an election pursuant to this Bylaw shall submit within fourteen (14) days to the Speaker of the Council a report in writing containing the results of the election.

**PART IV - Requirement of Members**

- Requirement of Council Members**
10. Each voting member of Council, or their proxy, will:
    - a. Actively represent the student body as a whole, and the particular group by which the member was elected;

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- b. Be required to spend four (4) hours each month, or four (4) hour equivalents, during both the Fall and Winter Sessions in outreach and communication activities. Such activities must consist of, but not be limited to, sitting on Students' Union boards and committees, classroom speaking, and visiting with students, and shall not include Council meetings.
- c. Attend to the maximum extent practicable all meetings of any board, committee, or task force of which they are a member; and,
- d. Be responsible for regular attendance at meetings of Council.
- e. Make recommendations to the Students' Council on matters of concern to the undergraduate students of the University of Alberta; and,
- f. To perform other functions as may from time to time be assigned by Students' Council;

**PART V - Removal of Members**

**Removal &  
Reinstatement  
of Council  
Members**

- 11. A member of Council who misses five (5) meetings in total or three (3) consecutive meetings will:
  - a. Be immediately suspended from Council by the Speaker in a Council meeting;
  - b. Be expelled and have their seat declared vacant by the Speaker at the next Council meeting unless reinstated through the process described in Section 11.c.
  - c. An expelled member of Council or delegate may make a five (5) minute presentation to Council at the meeting immediately following their suspension, explaining the reasons behind his/her absences from Council and to ask for his/her reinstatement. After the presentation, a motion to reinstate may be moved and seconded by voting members of Council. Such a vote to reinstate shall require a two-thirds (2/3) majority to pass.

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- d. A reinstated member of Council who misses a subsequent meeting is subject to removal from Council.
- e. A member of council who has been expelled from council may not be re-elected or appointed to council in the same academic year in which they were removed nor may they sit as a proxy.
- f. The General Manager is exempt from the attendance provisions of this by-law:  
  
The Speaker of Council is responsible for enforcing and informing of the attendance and proxy requirements of this bylaw.
- h. Section (11)(g) notwithstanding, it is the responsibility of each member of Council be familiar with the rules governing Council's meetings including attendance requirements. Ignorance of the law shall not allow for exemption from the rules.

**Resignation**

- 12. A member of Council may resign their office at any time by filing written notice with the Speaker of their resignation and the member will thereupon cease to be a member of Council on the earliest of:
  - a. The date mentioned in the notice for such resignation to take effect;
  - b. Thirty (30) days after the notice is received by the Speaker.

**Part VI - Proxy Members**

**Appointment of Proxy**

- 13. Any member of Council, except for any voting member of the Executive Committee, the Undergraduate Board of Governors Representative may appoint a proxy member for any portion of their term in office to fulfil the attendance requirement set out in Section 11 of this bylaw.

**Duties of Proxy Members**

- 14. Throughout the duration of their appointment, a proxy member appointed pursuant to this part will meet the same qualifications and have the same rights and responsibilities as the councilor who appointed the proxy member.

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**Notice to Speaker**

15. No notice of appointment of a proxy member will be valid unless the following conditions are met:
  - a. The notice must be in writing or by electronic mail;
    - i. Notice must be received no later than two hours before the start of the Council meeting.
  - b. The notice must contain the name and contact information of the proxy member;
  - c. The notice must be written and signed (unless sent by electronic mail) by the Councilor on whose behalf the proxy member will be acting;
  - d. The notice must be dated and include the meeting(s) of Council that the proxy will be attending on behalf of the Councilor.
16. The presence of the Councilor will constitute termination of a proxy member's appointment.
17. No proxy member can be appointed to fill an otherwise vacant position on Council.
18. Failure of a duly appointed proxy member to attend the meeting(s) of Council for which he/she was appointed will constitute an absence on the record of the Councilor who appointed the proxy member.

**Part VII - Meetings**

**Frequency of Meetings**

19. Council will not hold less than one (1) meeting per month, with regular meetings to be held every two (2) weeks unless otherwise deemed advisable by Council, the Executive Committee or the President of the Students' Union.

**Rules of Order**

20. *Robert's Rules of Order* will be observed at all meetings of Council, as well as any special rules/additional standing orders adopted by Council.

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- Public Meetings** 21. The meetings of Council shall be open to any member of the Students' Union, but:
- a. Any meeting or part thereof may be closed, except to all Council members, upon passage of a motion to that effect.
  - b. No one who is not a member of Council may take part in discussion at a Council meeting unless questioned by a Council member, or designated as a Guest of Council.

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**Bylaw 100**  
**Schedule A**

Structure of Voting Membership  
of Students' Council  
2000-2001

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**Bylaw 100**  
**Schedule B**

Per University of Alberta Office of the Registrar

Summary of Statistics

Enrollment of Full-time Students by Faculty

Academic Year 1999-2000

Sep 18/01  
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**CURRENT**

**Bylaw 100 - Schedule A/ Voting Structure of Students' Council**

<b>VOTING STRUCTURE OF STUDENTS' COUNCIL 2000/2001</b>	
<b>Faculty or Representation</b>	
Agric/Forest/HomeEc	
Agric/Forest/HomeEc	
Arts	
Arts	
Arts	
Arts	
Arts	
Business	
Business	
Business	
Education	
Education	
Education	
Education	
Education	
Engineering	
Engineering	
Engineering	
Engineering	
Engineering	
Law	
Residence Halls Association	
Medicine & Oral Health Sciences	
Medicine & Oral Health Sciences	
School of Native Studies	
Nursing	
Pharmacy	
Physical Education	
Rehab Medicine	
Faculté Saint-Jean	
Science	
Science	
Science	
Science	
Science	
President of University Athletic Board	

Oct 27/98  
Jan 06/98  
Apr 30/96  
Mar 12/96

**CURRENT**

**Bylaw 100 - Schedule A/ Voting Structure of Students' Council**

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Apr 30/96  
Mar 12/96

**Bylaw 100**

**A Bylaw Respecting the Students' Council**

- Short Title** 1. This Bylaw may be referred to as the "Students' Council Bylaw."
- Definitions** 2. In this Bylaw:
- a. "Speaker" means the Speaker of Students' Council, or the officer carrying out the duties of the Speaker due to his/her absence;
  - b. "Council" means the Students' Council;
  - c. "Councilor" is any voting member of Students' Council, excluding the members of the Executive Committee and undergraduate Board of Governors Representative;
  - d. "CRO" means Chief Returning Officer of the Students' Union.

**Part I - Members of Council**

- Non-Voting Members** 3. The non-voting members of Students' Council are:
- a. The General Manager;
  - b. The Speaker (officer of council);
  - c. The Recording Secretary (officer of council);
  - d. *The Gateway* Editor-In-Chief; and

- Rights of Non-Voting Members** 4. A non-voting member has all the rights of voting members except:
- a. The right to move, second or vote on a motion;
  - b. The right to assume voting position on standing Boards or Committees of Council.

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**Proposed**

100 (2)

**Voting  
Members**

5. The fifty (50) voting members of Council are:
  - a. The voting members of the Executive Committee;
  - b. The Undergraduate Board of Governors Representative;
  - c. The Residence Hall Association Representative;
  - d. The Executive Member ~~President~~ of the University Athletics Board.
  - e. The remaining 42 voting seats will be allocated as described bellow:

**Seat  
Distribution  
Formula**

$$\frac{\text{Total Population of Undergraduate Students}}{\text{Total number of voting seats} - (5 \text{ executive seats} + 3 \text{ ex-officio seats})} = \text{THRESHOLD}$$

Threshold: total number of students necessary to hold a seat

$$\frac{\text{Total Faculty Population of Undergraduate Students}}{\text{Threshold}} = \text{Total Number of Seats Awarded to the Faculty}$$

NOTE 1: Each faculty will be awarded at least one seat regardless of whether or not they reach threshold (if in case the total number of seats awarded is < 1 at least one seat will be awarded).

NOTE 2: Once whole numbers of seats are awarded remaining seats are distributed to those Faculties with the largest remainder (nearest the threshold for another seat) in descending order until no seats remain.

6. The structure of the voting membership of Council will be listed in Schedule A of this Bylaw, and will be updated by the Internal Review Board by January 31 of each year . Schedule A will be attached to Bylaw 100.

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**Eligibility  
Requirements**

7. Each voting member of Council referred to in Section 5 will be:
  - a. a member of the Students' Union within the meaning of Article VIII of the Constitution; and
  - b. registered as either:
    - i. an undergraduate student in the Faculty, School, or College they represent; or,
    - ii. the registered student group that they represent.

**PART II - Faculty Representatives**

**Exception from  
Faculty  
Constituency**

8. a. Each voting member of the Students' Council, shall be elected by members of the Students' Union registered in the respective faculty, school or institution in which they are registered with the exceptions of:
  - i. The Executive Committee;
  - ii. ~~Executive Member President~~ of the University Athletics Board;
  - iii. Representative of the Residence Halls Association; and,
  - iv. The Board of Governors Representative.
- b. Each election required for the representative of a faculty, or school shall be conducted annually before the 30th of March, and in accordance with Bylaw 2200.
- c. Vacancies in Council Membership will be filled according to Article XIV – Vacancies of the Constitution.

**PART III - Report of Election Results**

**Reporting  
Results**

9. The CRO conducting an election pursuant to this Bylaw shall submit within fourteen (14) days to the Speaker of the Council a report in writing containing the results of the election.

**PART IV - Requirement of Members**

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**Requirement of  
Council  
Members**

10. Each voting member of Council, or their proxy, will:
  - a. Actively represent the student body as a whole, and the particular group by which the member was elected;
  - b. Be required to spend four (4) hours each month, or four (4) hour equivalents, during both the Fall and Winter Sessions in outreach and communication activities. Such activities must consist of, but not be limited to, sitting on Students' Union boards and committees, classroom speaking, and visiting with students, and shall not include Council meetings.
  - c. Attend to the maximum extent practicable all meetings of any board, committee, or task force of which they are a member; and,
  - d. Be responsible for regular attendance at meetings of Council.
  - e. Make recommendations to the Students' Council on matters of concern to the undergraduate students of the University of Alberta; and,
  - f. To perform other functions as may from time to time be assigned by Students' Council;

**PART V - Removal of Members**

**Removal &  
Reinstatement  
of Council  
Members**

11. A member of Council who misses five (5) meetings in total or three (3) consecutive meetings will:
  - a. Be immediately suspended from Council by the Speaker in a Council meeting;
  - b. Be expelled and have their seat declared vacant by the Speaker at the next Council meeting unless reinstated through the process described in Section 11.c.

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- c. An expelled member of Council or delegate may make a five (5) minute presentation to Council at the meeting immediately following their suspension, explaining the reasons behind his/her absences from Council and to ask for his/her reinstatement. After the presentation, a motion to reinstate may be moved and seconded by voting members of Council. Such a vote to reinstate shall require a two-thirds (2/3) majority to pass.
- d. A reinstated member of Council who misses a subsequent meeting is subject to removal from Council.
- e. A member of council who has been expelled from council may not be re-elected or appointed to council in the same academic year in which they were removed nor may they sit as a proxy.
- f. The General Manager is exempt from the attendance provisions of this by-law:  
  
The Speaker of Council is responsible for enforcing and informing of the attendance and proxy requirements of this bylaw.
- h. Section (11)(g) notwithstanding, it is the responsibility of each member of Council be familiar with the rules governing Council's meetings including attendance requirements. Ignorance of the law shall not allow for exemption from the rules.

**Resignation**

- 12. A member of Council may resign their office at any time by filing written notice with the Speaker of their resignation and the member will thereupon cease to be a member of Council on the earliest of:
  - a. The date mentioned in the notice for such resignation to take effect;
  - b. Thirty (30) days after the notice is received by the Speaker.

**Part VI - Proxy Members**

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**Appointment of Proxy**

13. Any member of Council, except for any voting member of the Executive Committee, the Undergraduate Board of Governors Representative may appoint a proxy member for any portion of their term in office to fulfil the attendance requirement set out in Section 11 of this bylaw.

**Duties of Proxy Members**

14. Throughout the duration of their appointment, a proxy member appointed pursuant to this part will meet the same qualifications and have the same rights and responsibilities as the councilor who appointed the proxy member.

**Notice to Speaker**

15. No notice of appointment of a proxy member will be valid unless the following conditions are met:
- a. The notice must be in writing or by electronic mail;
    - i. Notice must be received no later than two hours before the start of the Council meeting.
  - b. The notice must contain the name and contact information of the proxy member;
  - c. The notice must be written and signed (unless sent by electronic mail) by the Councilor on whose behalf the proxy member will be acting;
  - d. The notice must be dated and include the meeting(s) of Council that the proxy will be attending on behalf of the Councilor.
16. The presence of the Councilor will constitute termination of a proxy member's appointment.
17. No proxy member can be appointed to fill an otherwise vacant position on Council.
18. Failure of a duly appointed proxy member to attend the meeting(s) of Council for which he/she was appointed will constitute an absence on the record of the Councilor who appointed the proxy member.

**Part VII - Meetings**

Sep 18/01  
Jan 23/01  
Oct 27/98  
Feb 03/98

**Proposed**

100 (7)

- Frequency of Meetings** 19. Council will not hold less than one (1) meeting per month, with regular meetings to be held every two (2) weeks unless otherwise deemed advisable by Council, the Executive Committee or the President of the Students' Union.
- Rules of Order** 20. *Robert's Rules of Order* will be observed at all meetings of Council, as well as any special rules/additional standing orders adopted by Council.
- Public Meetings** 21. The meetings of Council shall be open to any member of the Students' Union, but:
- a. Any meeting or part thereof may be closed, except to all Council members, upon passage of a motion to that effect.
  - b. No one who is not a member of Council may take part in discussion at a Council meeting unless questioned by a Council member, or designated as a Guest of Council.

Sep 18/01  
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**Bylaw 100**  
**Schedule A**

Structure of Voting Membership  
of Students' Council  
2000-2001

Sep 18/01  
Jan 23/01  
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**Bylaw 100**  
**Schedule B**

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**Proposed**

**Bylaw 100 - Schedule A/ Voting Structure of Students' Council**

<b>VOTING STRUCTURE OF STUDENTS' COUNCIL 2000/2001</b>	
<b>Faculty or Representation</b>	
Agric/Forest/HomeEc	
Agric/Forest/HomeEc	
Arts	
Arts	
Arts	
Arts	
Arts	
Business	
Business	
Business	
Education	
Education	
Education	
Education	
Education	
Engineering	
Engineering	
Engineering	
Engineering	
Engineering	
Law	
Residence Halls Association	
Medicine & Oral Health Sciences	
Medicine & Oral Health Sciences	
School of Native Studies	
Nursing	
Pharmacy	
Physical Education	
Rehab Medicine	
Faculté Saint-Jean	
Science	
Science	
Science	
Science	
Science	
Executive Member President of the Univer Athletics Board	

Oct 27/98  
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**Proposed**

**Bylaw 100 - Schedule A/ Voting Structure of Students' Council**

Oct 27/98  
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## **Bylaw 6600**

### **A Bylaw Respecting the Dedicated Fees Oversight Boards of the Students' Union**

**Short Title**            1. This Bylaw may be referred to as the "Dedicated Fees Oversight Board" Bylaw.

**Definitions**            2. For the purposes of this Bylaw:

- a. "Dedicated Fee" refers to those fees which the Students' Union has been mandated to collect for a specified purpose by students in a referendum.
- b. The "Dedicated Fee Units" of the Students' Union are the Golden Bear and Panda Legacy Fund, the Campus Recreation Enhancement Fund (CREFC), the Student Legal Service Fund (SLS), the W.U.S.C. Refugee Student Fund, the Eugene Brody Fund, the Access Fund, First Alberta Campus Radio Association (FACRA), the Student Involvement Endowment Fund (SIEF), the Student Financial Aid and Information Center (SFAIC) and the Alberta Public Interest Research Group (APIRG).
- c. "Activities" refers to all financial, administrative, or other actions of a Dedicated Fee Unit.
- d. "Dedicated Fees Board" refers to the boards, with a composition and responsibilities as outlined in this bylaw, which will oversee the Activities of those Dedicated Fee Units listed above which receive the majority of their funding from a Students' Union Dedicated Fee.

**Board  
Composition**

3. The composition of all Dedicated Fees Boards will include:
- a. A member of the Executive Committee of the Students' Union, as selected by the Executive Committee, as chair.
  - b. Three (3) Students' Union Councilors, as selected by Students' Council.
  - c. Three (3) student-at-large members as selected by the Nominating Committee of the Students' Union. If three applicants are not found for the Nominating Committee to select by the last day of June the board may appoint student-at-large members.
  - d. The board for any Dedicated Fee Unit may include other non-voting members as determined necessary or beneficial by the Chair of the Dedicated Fee Board.
  - e. The term for all board members shall be one year, commencing May 1 and ending April 30.

**Formation of  
Dedicated Fees  
Boards**

4. a. A Dedicated Fees Board shall exist for each Vice President of the Students' Union. Each Dedicated Fee Unit, which receives the majority of its funding from a Dedicated Fee of the Students' Union, shall be overseen by one of these Dedicated Fees Boards as determined by the Executive Committee of the Students' Union.
- b. All new Dedicated Fee Units, which receive the majority of their funding from a Dedicated Fee of the Students' Union, shall be placed under the oversight of one of the Dedicated Fees Boards as soon as practical during the Students' Union year immediately following the passage of a Dedicated Fee.



**Powers and Responsibilities of the Dedicated Fees Board**

5. The primary mandate of all Dedicated Fees Boards should be the general oversight of the Activities of a Dedicated Fee Unit in a manner consistent with both the purpose of that Dedicated Fee and the Universities Act. The purpose of the Dedicated Fee will be defined as the purpose outlined in the referendum question pertaining to that Dedicated Fee. As such the powers and responsibilities of the boards shall include:
- a. Developing and overseeing the administration of the process by which the funds of the Dedicated Fee Unit are allocated.
  - b. Developing a bylaw outlining the administrative practices of the Dedicated Fee Unit.
  - c. Recommending bylaw changes to the Executive Committee
  - d. Ensuring that the opt-out provision of any Dedicated Fee with such a provision is upheld.
  - e. Ensuring that students are made aware on a regular basis of the Activities and mandate of the Dedicated Fee Unit.
  - f. Ensuring the proper execution of policies approved by Students' Council.
  - g. Ensuring that the purpose of the Dedicated Fee is constantly being upheld in the Activities of the Dedicated Fee Unit.
  - h. If any of these provisions are not met to the full satisfaction of the Dedicated Fee Board, the Board shall recommend to Students' Council that all funds to the Dedicated Fee Unit be frozen until such time that the Unit can demonstrate to the Board that it is fully satisfying all provisions established in this Bylaw. Then, the Board shall recommend to Students' Council that the funds be transferred to the Unit.

**Substructures  
of the board**

6. In certain instances it may be beneficial for structures to exist beyond the Dedicated Fees Board in order to allow the Dedicated Fee Unit to properly carry out its administrative responsibilities. In such cases these substructures will:
  - a. Perform duties as determined by the Dedicated Fees Board and subject to Students' Council's approval.
  - b. Provide monthly written reports to the Dedicated Fees Board on the Activities of the substructure.
  - c. Be open and accountable to the Dedicated Fees Board and ultimately to Students' Council.
  - d. Report on, and receive approval from, the Dedicated Fees Board before making any non-budgeted expenditures.

**Reporting**

7. To ensure accountability and proper handling of each Dedicated Fee Unit, each Dedicated Fee Board will be requested to:
  - a. Have the Dedicated Fee Unit audited on an annual basis by the Students' Union's Auditor.
  - b. Provide a monthly financial statement indicating the most up to date status of the Dedicated Fee Unit, to be made publicly available.
  - c. Provide a written report to Students' Council in each semester on the recent Activities of the Dedicated Fee Unit.

**Values and  
Goals of the  
dedicated fee  
boards**

8. All Dedicated Fee Boards will adhere to the following values when formulating their policies:
  - a. Accountability to students.
  - b. Fair and equitable treatment of dedicated fee unit users.
  - c. Procedural consistency.
  - d. Impartiality and rigor in the policies developed.
  - e. Respect to the rule of law.