

# STUDENTS' COUNCIL

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Tuesday April 6, 2004 – 6:00 pm  
Council Chambers 2-1 University Hall

## A G E N D A (SC 2003-25)

- 2003-25/1                    CALL TO ORDER
- 2003-25/2                    University of Alberta CHEER SONG "*Ring Out a Cheer*"
- 2003-25/3                    SPEAKER'S BUSINESS
- 2003-25/4                    APPROVAL OF THE AGENDA
- 2003-25/5                    PRESENTATION AND DISCUSSION
- 2003-25/6                    QUESTION PERIOD
- 2003-25/7                    APPROVAL OF EXECUTIVE COMMITTEE REPORT (MINUTES)  
Please see document SC 03-25.01
- 2003-25/8                    APPROVAL OF STUDENTS' UNION BOARDS AND COMMITTEES  
REPORTS
- 2003-25/8a                    Student Life Board Report  
Please see document SC 03-25.02
- 2003-25/9                    OLD BUSINESS
- 2003-25/9a                    **SMITH/BAZIN MOVED THAT** Students' Council upon the  
recommendation of the Committee for Council Reform and Progress  
and the Internal Review Board amend the Standing Orders of Students  
Council.  
Please see document SC 03-25.03
- 2003-25/10                    LEGISLATION
- 2003-25/10a                    **SMITH/BAZIN MOVED THAT** Students Council upon the  
recommendation of IRB repeal Article VI "Powers Regarding Bylaws" of  
the Students' Union Constitution (second reading).  
Please bring supporting documentation from the March 23, 2004  
meeting of Students' Council.

- 2003-25/10b** **SMITH/BAZIN MOVED THAT** Students Council upon the recommendation of IRB repeal Article VI "Powers Regarding Bylaws" of the Students' Union Constitution (second reading).
- Please bring supporting documentation from the March 23, 2004 meeting of Students' Council.
- 2003-25/10c** **BOTTEN/BRECHTEL MOVED THAT** Students' Council (first reading):
- (1) Repeal Legislation respecting the Financial Affairs Board and the Internal Review Board;
  - (2) Pass new legislation creating a Budget Committee and a Legislation Drafting Committee;
  - (3) The Budget Committee will:
    - (a) Be responsible for preparation of a preliminary budget for the upcoming fiscal year and a final budget for the current fiscal year;
    - (b) Be composed of the Vice-President Operations & Finance as Chair, six voting faculty members from Students' Council;
    - (c) Have a recording secretary appointed by the chair;
    - (d) Elect an interim chair in the absence of the chair;
    - (e) Have a quorum of four (4) voting members.
  - (4) The Legislative Drafting Committee will:
    - (a) Perform an ongoing review of SU legislation and be empowered to make, without reference to Students' Council, editorial, non-substantive revisions;
    - (b) Be responsible for Drafting changes to Students' Union legislation in accordance with the directions set out in the standing orders of Students' Council;
    - (c) Be composed of seven (7) voting members of Students' Council;
    - (d) Elect an interim chair in the absence of the chair;
    - (e) The Speaker will serve as the secretary of the committee unless an alternate secretary is appointed by the Chair;
    - (f) Have a quorum of four (4) voting members.
- 2003-25/10d** **BRECHTEL/BAZIN MOVED THAT** IRB recommend to Students' Council that they rescind Bylaw 500 (notice of motion/first reading).
- Please bring supporting documentation from the March 23, 2004 meeting of Students' Council.
- 2003-25/10e** **KOTOVYCH MOVES THAT** the Undergraduate Board of Governors Representative be afforded the same opportunity as Councilors to serve as a voting member on committees of Students' Council (notice of motion/first reading).
- 2003-25/10f** **PANDYA MOVES THAT** Students Council amend By-Law 100 Part V Section 11 as follows (notice of motion/first reading):
1. The existing sanctions respecting councilors in violation of attendance provisions are rescinded.
  2. When a councilor is in violation of attendance provisions, Council will in a campus wide publication, advertise both:
    - a) the violation; and
    - b) the procedure by which a constituent may remove the Councilor.

3. The offending Councilor will be removed from Students' Council following the submission of a petition to Council demanding the resignation of said Councilor.

4. The petition to remove a councilor must carry a minimum of 50 of the Councilor's constituents' signatures.

2003-25/10g

**SAMUEL/LO MOVED THAT**, upon the joint recommendation of the External Affairs Board and the Academic Affairs Board, adopt the proposed political policy on Tuition Levels and Regulation (first reading).

Please bring supporting documentation from the March 23, 2004 meeting of Students' Council.

2003-25/10h

**ABBOUD MOVES THAT** Students' Council approve the following amendments to the Political Policy on Garneau (first reading).

WHEREAS the Garneau region, and East Campus Village community at present provide a unique environment for low-density student housing;

WHEREAS this unique environment could conceivably be threatened by University expansion into the Garneau region, or University development in East Campus Village

WHEREAS the "Heritage Assessment Study" has identified North Garneau as "an important and historically significant neighbourhood"; including 9 homes on the City's Historical Register of Homes.

WHEREAS an additional 43 homes in the area have been evaluated as "above average" or "excellent" for their Historical Associations or Historical Patterns.

WHEREAS alternative exist for the University, making expansion into the Garneau region, and extensive redevelopment in East Campus Village, unnecessary; and

WHEREAS the Students' Union, University of Alberta recognizes the necessity for expansion to meet the needs of students in the form of increased affordable housing and accessibility to University facilities;

BE IT RESOLVED THAT the Students' Union, University of Alberta, oppose any University of Alberta expansion into the Garneau Region, or development in the East Campus Village Community, where that expansion would threaten the current unique environment,

BE IT FURTHER RESOLVED THAT the Students' Union, University of Alberta, strongly urge the University of Alberta to explore alternative options to meet student needs in housing and facilities.

BE IT FURTHER RESOLVED THAT the Students' Union, University of Alberta, strongly urge the University of Alberta to draft, and implement a preservation plan for the homes identified as having "above average" or better Historical Associations or Historical Patterns, and

BE IT FURTHER RESOLVED THAT the Students' Union, University of Alberta, oppose any plans of University expansion that conflict with the findings of the "Heritage Assessment Study."

2003-25/11

NEW BUSINESS

2003-25/12

REPORTS

2003-25/13

INFORMATION ITEMS

2003-25/14

ANNOUNCEMENTS

2003-25/15

ROLL CALL

2003-25/15a

Next Council Meeting

UPCOMING

COUNCIL

MEETINGS

April 27, 2004

May 3, 2004 – Changeover Meeting

2003-25/16

ADJOURNMENT

Executive Committee Report to Students' Council April 6, 2004

**1. The following motion was passed at the March 23, 2004, Executive Committee Meeting:**

- a. BOTTEN/SAMUEL MOVED THAT the Executive Committee approve the extension of WCB coverage to the president, Vice President (Academic), Vice President (External), Vice President (Operations and Finance) and Vice president (Student Life) of the Students' Union.

VOTE ON MOTION

5/0/0 CARRIED

**2. There were no motions passed at the March 25, 2004, Executive Committee Meeting.**

**3. The following motion was passed at the April 1, 2004, Executive Committee Meeting:**

- a. BOTTEN/LO MOVED THAT the Executive Committee approve the expenditure of an amount not to exceed \$829.00 from the Project Reserve for the Council Changeover Retreat.

VOTE ON MOTION

4/0/0 CARRIED

In response to the motion passed by Students' Council on October 21, 2003, please find attached a report and recommendations relating to Advocacy.

At the October 21, 2003 meeting of Students' Council, a motion was passed that read:

**WALLACE/PANDYA MOVED THAT**

Whereas the potential of the Bill 43 campaign has yet to be developed to the point of having any significant impact on the passage of legislation of critical importance to the Students' Union, And whereas this is not a failure on the part of the Executive but of a system upon which the Executive must rely to formulate and implement its political advocacy efforts, And whereas it is unacceptable for the Students' Union, whose primary function is to provide political representation for the undergraduate students' body to the University, provincial and federal governments and general public, to allocate less than one-eighth of the Students' Union membership fee towards political advocacy: Be it resolved that no less than one-third of the monies collected from the Students' Union membership fees be directed exclusively towards political advocacy in the 2004/5 budget.

This motion set into action a process that has led to this set of recommendations. All stakeholder groups within the Students' Union as well as certain individuals from without were consulted and the feedback received was compiled and vetted by the Academic Affairs Board (AAB), the External Affairs Board (EAB) and the Executive Committee of the Students' Union, and is returning to Students' Council on April 6<sup>th</sup> for final approval.

**Environmental Scan**

For the past twenty years, the provincial government has continued to download the costs of Post-Secondary Education onto the backs of undergraduate students. This decline in support from the province is best illustrated by the changing proportion of education costs covered by the government and students; from a 10:1 ratio in 1980 to 2.3:1 ratio in 2003.

This increased burden to undergraduates has brought about a correlated general decrease in the amount of time that students are able to relinquish for non-academic pursuits. As such, there is a decline in the consistent volunteer base of students, particularly in areas traditionally lacking in significant volunteer appreciation (i.e. what one might call "altruistic" areas).

However, while the available human resources to approach the task of effecting government action have decreased, there has been a concurrent increased need to take that same action. This has been reflected somewhat in the actions of all Post-Secondary groups, from the Association of Universities and Colleges of Canada (AUCC), through administrative and staff groups, to students and the Students' Union in particular. This has flowed into reality through an increased focus on

advocacy issues, as well as a strengthening of staff and student structures dedicated to accomplishing these tasks.

More recently, in 2003, the U of A Students' Union removed itself from its former national affiliation with the Canadian Alliance of Student Associations (CASA), and refocused its financial resources on a reinvestment in our provincial lobby group, the Council of Alberta University Students (CAUS). The result of the reinvestment was the development of a full-time staff member responsible for supervision of the affairs of CAUS and coordination of lobby efforts with its member associations – the Students' Unions of the Universities of Alberta, Calgary and Lethbridge as well as Athabasca University.

### **Input**

In approaching this issue, input was solicited first from the two standing committees of Students' Council that have advocacy as a central focus. The difficulties elucidated by the two boards were these: a lack of human resources, which has been manifested by the lackluster volunteer support for the External portfolio; and the lack of information available in the Academic portfolio. Needless to say the identification of these problems led to recommended remedies that focus around an increase in staffing.

Staff of the U of A Students' Union advocacy related departments were also asked their opinion on how to improve our advocacy capabilities. Each member of the existing team contributed to the development of the central values of that department. Suggestions from this sector focused on clarifying roles and centralizing or institutionalizing lines of communication, but also reiterated the concerns and suggested solutions made by AAB and EAB.

Third, advice was informally solicited from individuals who are recognized for their experience in this area, including the Director of CAUS, past Executive members, certain former employees and a number of other sources. While the feedback was varied in many respects, the common theme continued to reiterate the aforementioned points.

Finally, in addition to internal recommendations, an examination was undertaken of both what has worked within the Students' Union, and what has worked for other similar organizations across the country. Readily available information suggests that there are no other Student Associations in Canada who try to effect change at the three levels of government through use of an internal group, and hence there are no viable comparisons to draw for that group. However, two national affiliations exist with the goal of effecting change – the Canadian Federation of Students (CFS) and the Canadian Alliance of Student Associations (CASA). For CFS, there are two annual general plenary meetings, at one of which a national executive is elected. This executive also receives their policy directives from the members during those two meetings. Based in Ottawa, the Exec lobbies

the Federal Government, liaises with National Media and coordinates the Provincial infrastructure. The provincial level, which includes campuses, is pretty much a policy mirror of the National Office. CASA elects a board of directors that hires the national director. The latter is responsible for heading up a team of staff who draft policy and organize lobby efforts. At the University level, there are few other student organizations that have integrated themselves into the governmental structure as effectively as the U of A Students' Union, so once again there are no viable comparators to be found.

### **The Current Situation**

Generally speaking, at the point of examination, advocacy roles are completely centralized under the Vice President responsible for that portfolio or under the President if the roles apply across portfolios. For sake of comparison the decision was made to contrast this system with other units within the Students' Union, specifically the business and service units. The departmental and reporting structures for these all come through the General Manager, via the President to the Executive Committee. In addition to those units, the administrative support group staff report to a central administrative manager, who in turn reports to the President.

Executive members directly determine many of the advocacy initiatives, and carry them out directly in many cases. Executive involvement in activities in the service and business units of the Students' Union are generally limited to correcting error or changing structure or action with the goal of improving the organization. Executive involvement in the administrative units is generally limited to structural changes to ensure full coverage of all office needs. The importance of these differences cannot be underestimated, particularly in that it is possible for the time of Executives to be consumed by maintenance of the state of affairs within their specific portfolios, which prevents them from taking the action necessary to build novel and beneficial new facets to the organization.

### **Creating Possible Structures**

If followed in their entirety, the suggestions that have come from EAB and AAB would require the creation of eight new positions, with the potential removal of at most two. The net increase in cost for Advocacy support would be far more than the Students' Union is capable of taking on at this time.

It is clear that both of the above boards contemplated a larger permanent role for advocacy within the Students' Union, which would reflect both the motion passed in Students' Council, and the suggestions from the relevant groups. To accomplish this larger role, it is important to have a larger group of staff involved in pursuing the desired ends.

In light of the necessarily larger role for advocacy in the permanent structure of the Students' Union, a major consideration to be examined was how advocacy in the



broad sense would best fit into the organization: as it does currently; through a process similar to business and service units; or in a manner similar to the administrative support unit. The choice made in this matter will affect the structure of the advocacy department as well as the reporting lines within that structure, and the level at which Executives take direct action to effect change.

Regardless of structural changes that are decided upon, it is imperative that the new system has a measure of built-in flexibility for further growth, so as to avoid another full visioning in the near future.

In addition to visioning the ideal structure to which the Students' Union should aspire, it must be recognized that there are often unpredictable circumstances that arise in implementation that may change the environment in which we operate. As such, the recommendations take into account that the most pressing weaknesses should be addressed immediately with future amendments implemented as required when new circumstances arise and new "bottlenecks" in productivity are discovered.

It must also be recognized that over many years the capabilities of Executives rarely cover the spectrum of skills necessary to mount a full cohort of strategies to take action at both governmental and University levels. While it is possible that any student entering these positions will be capable in all foci, it is unlikely and certainly not to be relied upon by the organization. Thus while policy should continue to be fully dependant on elected officials, skill sets that are judged to be of sufficient importance should be provided for within the organization.

Just as Executives turn over on an annual basis, so too do many positions within the organization's permanent structure. As with every other component of the organization, it is important to consider which positions should be of a part-time nature or span a term of only one year, and which positions should be granted a permanent presence. To maximize our potential our organization needs to build strengths to complement the weaknesses of term positions while providing sufficient opportunity for people in those term positions to excel.

Finally, in determining what specific structures would best fill the areas of weakness and avoid threats to the advocacy department, certain core values were also taken into account. The values that have been incorporated into the final proposed solution include:

- in all possible cases, undergraduate students be employed in preference to others
- student associations, and the U of A Students' Union as one, have been historically crippled by a lack of continuity in the advocacy role they attempt to fulfill, particularly in comparison to other primary functions and that any solution should focus on correcting this all too frequent pitfall

- that the SU should be able to act, independent of other groups, on a scale of time and scope which will allow them to affect the municipal, the provincial and the federal governments
- that the long-term permanent staff provide continuity in all areas of advocacy
- that short-term student staff provide valuable energy, enthusiasm and ideas
- that there is a need for balance between the benefits of one-year student positions and the continuity provided by permanent staff
- student Executives should be ultimately responsible for setting the direction of political advocacy in the Students' Union
- the structure of the advocacy department will need to be evaluated on an ongoing basis, and occasionally refined, to reflect the changing nature of political advocacy in the Students' Union

Recognizing it is impossible for all of these values to be taken into account, it is incumbent on this Council to vision which solution incorporates a structure that is closest to satisfying all of the above values, or for Council to determine which values are paramount and why.

#### **Four Possible Steps Forward**

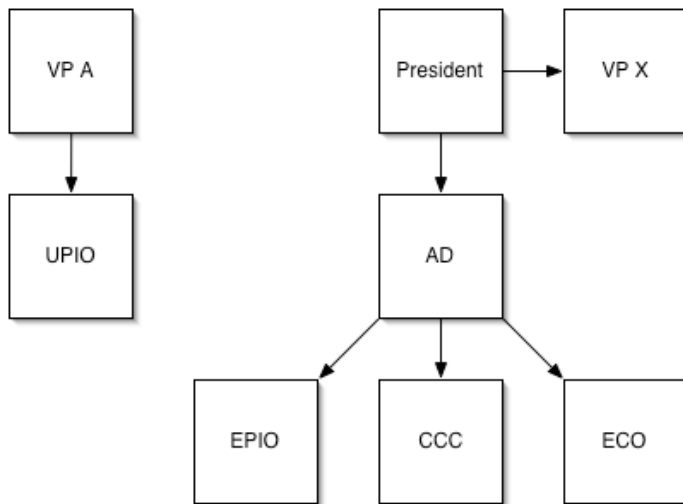
After taking all of the considerations into account, there are four systems that present themselves as potential steps to be taken in the next year. Each has its own strengths and weaknesses, and deciding amongst them comes down to deciding between priorities.

In developing all of the systems, solutions to two bottlenecks in the organization were recognized as paramount: campaign coordination for governmental advocacy, and policy development for University advocacy. In each system below, the human resource issues identified by EAB and AAB in these two areas have been addressed.

While human resource development is laudable, it is of little use without a solid communication network, both in structure and in practice, to accompany it. Particularly as staff members have identified a lack of clear and consistent direction as a central problem in the existing system, a new structure will have to correct those difficulties and accommodate the increased team size.

The new positions created here are the University Policy and Information Officer (UPIO) and the Campus Campaign Coordinator (CCC).

## option 1



This system is the first permutation of two different decisions. In this system the governmental and University advocacy functions and skill sets have been fully separated, as the University Policy and Information Officer (UPIO) reports directly to the Vice President Academic (VPA) with an accompanying shift of the Academic Affairs Coordinator

(AAC) to the Associate Vice President Academic (AVPA).

The benefit of this particular change is that a smaller department should be closer conceptually and organizationally, so as to ensure that they create synergy. In a three-person structure, it is inappropriate to have three levels of hierarchy, so the UPIO cannot report to the AVPA, nor vice versa.

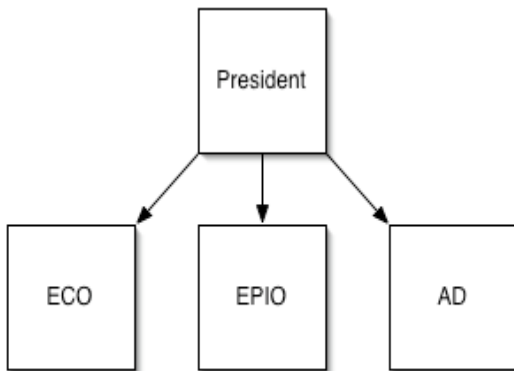
The disadvantage of this particular change is that this department *would* need future revision to develop significantly as a Vice President cannot have too many staff to supervise, nor can a department that helps multiple Vice Presidents in their advocacy capacity report to only one of those individuals. In combination with the UPIO position placed where it is, this choice centralizes governmental advocacy functions under the Advocacy Director - who is centralized under the Executive Committee - with the important exception of the Community Relations Coordinator (CRC)/Associate Vice President External (AVPX).

This choice is a central one focused around two decisions. The first is the decision that Executives should not have more than three staff reporting to them directly. In the case that the EPIO, the ECO and the AD would report to the executive committee (via the President), the CCC would necessarily have to report to the VPX so as not to vastly overload the President with supervisory duties. The second is the decision that the group responsible for Advocacy should have both an informal association and a formal association. This means that while weekly meetings and careful discussion may assist in the team and direction building, they cannot provide a solid structure where all positions act under one umbrella. The benefits here are in clarifying the direction of these staff members, as well as clarifying where all governmental advocacy is centered, and ensuring that neither the President nor the Vice President (External) would be overburdened with management responsibilities. In this scenario the department would also have

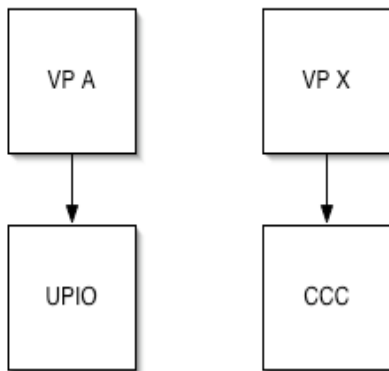
more flexibility for future increases in size, as permanent management staff are capable of supervising a greater number of support staff than Executives, particularly when their time is not consumed with direction setting.

Putting these two decisions in concert would ensure that the VPX could direct from a strategic level, and the President could be involved in governmental advocacy without being overburdened with that aspect of his/her position. This would hopefully allow both for governmental advocacy staff members to take on a larger role in the community, and for the President to spread focus more evenly between governmental and University advocacy.

**option 2**



Option two is the product of the combination of a decision (as in option 1) for the VPA to have direct control over University advocacy, and a decision to have only two levels of hierarchy in the area of governmental advocacy —Executives and support staff. In this system there would be only one set of individuals acting in a supervisory capacity—the Executives—and there would be one set acting focused on action—the staff.



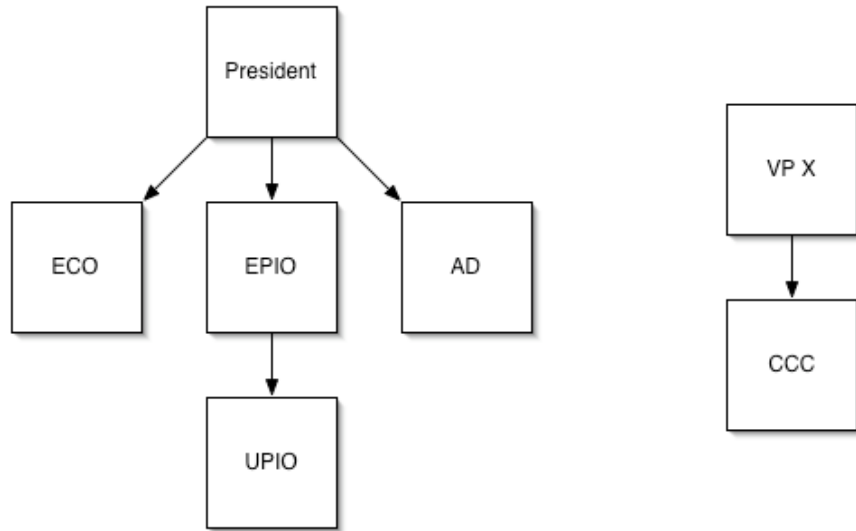
The greatest benefit of this structure is the allowance for flexibility and versatility with all of the same staff. Functionally, when a new Executive comes into office, there will be a blank slate upon which they create policy and action that they wish to see. In addition to this, the only members of the advocacy team who would be able to influence the political direction of the SU outside of what is strictly directed by Students’ Council would

be the Executives, which would ensure and provide for a greater level of democratic legitimacy.

With the inclusion of the UPIO position in this configuration, it would complete a consistent system where Executives maintain a ground level control over all activities on any advocacy front. This would also increase the political maneuverability of the SU in any given year.

### option 3

This option combines the decision to have a governmental advocacy branch with a single level of hierarchy with the decision to integrate the UPIO as part of the overall advocacy structure, eliminating the distinction between governmental and University advocacy.

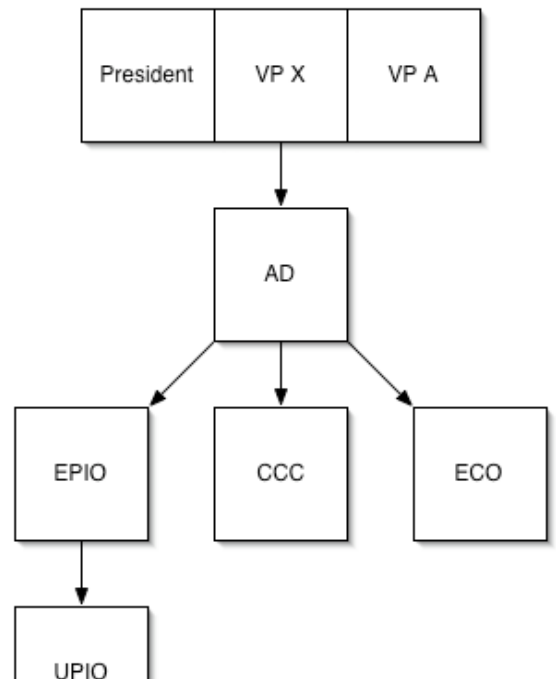


While the UPIO as integrated in this system would not report directly to the VPA, the informal bond between the two positions would likely be retained. This would have one of two effects: either it would allow that position to retain its administrative research and policy development capacity; or it would draw that individual into the governmental lobby capacity that exists in the VPX and Presidential portfolios. The ideal situation is one in which the research and policy development roles of the particular positions would complement each other, leading to a doubling of work capacity on each focus. This would be the case if and only if the cycles of work and non-work coincided.

The combination of these two decisions would likely have the effect of the President working more closely with the Vice President (Academic), as there would be an overlap in reporting and acting staff. This would also create a meshing and internal agreement between academic and governmental policy, as the staff developing it would necessarily be working towards the same end.

### option 4

In this scenario, all of the advocacy purposes are placed within a single portfolio and reporting structure. This comes from a combination of the decision to have the UPIO report directly to the EPIO rather than the VPA, and the decision to incorporate the entire advocacy function within a strict hierarchy that reports via a staff member to the Executive Committee.



This would create the single smallest supervision structure for Executives, and the single largest correlation of purposes between the different advocacy foci. The greatest potential benefit of this system would be to have an entire team working towards a single end at any one time. It would also ensure that the involved Executives would need to agree on vision and direction before any action is taken, as the focus and direction of advocacy are centralized in a single forum.

### **Responses to Potential Directions**

So as to effectively build a strong department, the options listed above were sent out for comment to potentially affected students, executives, and staff. Responses were received from a number of those groups, and the input was compiled and vetted.

The most suitable overall option, taking into consideration all groups was option number one. Although this was not the most desirable option for the majority of individuals, it was almost unanimously the second most preferred option.

Several lines of reasoning led to this conclusion. First, there existed amongst a number of the respondents the concern that the time necessary to supervise employees in options 2 and 3 would be more than it is now, and that would likely place a detrimental strain on executives.

Second, there was the decided opinion that for the most effective advocacy message, a unified implementation body to match the varied organizational opinions provided by Students' Council and the Executive would be most effective. One respondent put that:

“The advantages offered by a more dispersed advocacy team is largely granted through diversity of opinion and position, however, the proper place for that would be better served within Student Council and the Executive Committee.”

Third, there was a concern expressed that while the SU considers the three levels of advocacy equivalent, the inclusion of a UPIO into the Advocacy department, which currently focuses on Governmental issues, might overshadow the more routine university issues. In addition to this, there is not the same concern about either the sharing of resources between portfolios nor is there the same concern of an overwhelming workload on the VPA.

Fourth, there was an understanding that executives may or may not have expertise or interest in all areas of their portfolio equally, so forcing specific relationships in most cases would be detrimental, even destructive to the organizations in years that don't closely reflect the values of this year.

Finally, although there were a few concerns regarding dependence on informal reporting relationships, this concern did come from those respondents outside the structure of the organization. It is critical to note that without a strong organizational belief and reliance on these reporting structures, our organizational structure would be fully incapable of what it does now. Thus, this concern, while valid for many organizations, is a hurdle the SU has already traversed.

### **Recommendations**

For the implementation of this structure proposed in option 1, there are several necessary steps, which are outlined in detail below.

#### **#1**

*That the EPIA be redesigned the EPIO.* This would merely reflect a recent organizational change that has already occurred—the redesignation of the old EPIO description to AD, which means that the EPIA is no longer an assistant, but in fact the officer of policy and information, and thus would be re-titled the External Policy and Information Officer (EPIO).

#### **#2**

*That the ECO be moved into a relationship reporting to the AD, not the President.* In making this change, it is necessary that the ECO retain the responsibility for briefing and speaking in the best interest of the Executive committee in addition to any necessary duties in the new hierarchy.

#### **#3**

*That a UPIO be hired, and report directly to the VP Academic.* Although this might otherwise ideally occur immediately, it is suggested here that this hiring take place in September 2004. This position is recommended as a part-time, student position to be hired on a yearly basis. If University policy becomes more daunting in the future, this decision may be revisited, but at this point there is only enough work contemplated for a part time position.

#### **#4**

*That a CCC be hired, and report directly to the AD.* The detailed description of this position needs be developed, and as with recommendation #3, this hiring is suggested for September 2004. Likewise, this position must certainly be a student position, and thus would ideally be part-time.

#### **#5**

*Appropriate consideration to these recommendations is given in the drafting of the SU budget.* As the budget rules all things, the implementation of these suggestions is fully dependant on the availability of funds.

## **Official Recommendations of the Student Life Board for the Tobacco Reduction Grant**

1. Create and maintain partnerships with on campus and external tobacco reduction resources.
2. Provide resources for tobacco reduction to students. This includes but is not limited to prevention, encouragement of discourse regular tobacco use, cessation, support, and education.
3. Implement a long-term strategy for the Students' Union to take in regards to tobacco reduction. This should include a timeline that exceeds the time frame of the current grant; plans for future grant applications and sustainable programs.
4. Explore and research potent policies including but not limited to (a) RATT/Powerplant/Dinwoodie, (b) smoking "zones" on campus (c) campus wide smoking ban (d) artists (e) tobacco sponsorship (f) sales on campus, through the Students' Union and near campus and (g) company affiliation.
5. Build a communication philosophy that is unique to students and expresses the relationship between student concerns and tobacco related health care costs, as well as between school stress, finances and student tobacco use. The philosophy should include non-smoking students, social groups, and the social acceptability of tobacco use.
6. Create and implement surveys to research student motivations, opinions, views on tobacco advertising, and reasons for and against tobacco use.

Taylor/Ekdahl 5:0:0

March 24<sup>th</sup>, 2004



## PROPOSED

### **Standing Orders of the University of Alberta Students' Council**

#### **1. Order of Business**

The Order of Business for the Students' Council shall be as follows:

1. Call to Order
2. University of Alberta Cheer Song - "Ring out a Cheer..."
3. Speaker's Business
4. Approval of Agenda
5. Presentations and Discussions
6. Question Period
7. Approval of Executive Committee Report
8. Approval of Students' Union Boards and Committees Reports
9. Old Business
10. Legislation
  - Constitutional
    - Third reading
    - Second Reading
    - First Reading
  - By-laws
    - Second Reading
    - First Reading
    - Notice of Motion
  - Political Policies
11. New Business
12. Reports
  - a. President
  - b. Vice-President Academic
  - c. Vice-President External
  - d. Vice-President Operations & Finance
  - e. Vice-President Student Life
  - f. Undergraduate Board of Governors Representative
  - g. Faculty Reports
13. Information Items
14. Announcements
15. Roll Call

#### **1.1 First Meeting Additional Orders of Business**

At the first meeting of the year two additional orders of business will be added under Speakers' Business:

3.1 Installation of new members

## PROPOSED

3.2 Inaugural addresses of the:

3.2.1 President, Vice-Presidents, Undergraduate Board of Governors  
Representative

### **1.2 Last Meeting Additional Orders of Business**

At the last meeting of the year four additional orders will be added under Speakers'  
Business:

3.1 Nominating Committee Report

3.2 Presentation and tabling of the election report by the President, as compiled  
by the CRO

3.2 President's Farewell Address

### **2. Call to Order**

The Speaker shall call each meeting of Students' Council to order at the approved time.

### **3. Lack of Quorum**

A meeting will be cancelled if quorum is not achieved within 15 minutes of the Call to Order.

### **4. Singing of the University of Alberta Cheer Song**

The Speaker shall select a member of Students' Council to lead in the singing of the University of Alberta Cheer Song.

### **5. Speaker's Business**

The Speaker shall at this time address all new appointments, suspensions, expulsions, guests of council, late additions to the orders of the day and any other day-to-day regulatory concerns.

### **6. Guests of Council**

Any person may become a Guest of Council by writing their name on the Guest of Council List provided by the Speaker at each meeting of Students' Council.

### **7. Guest of Council Debate Privileges**

The Speaker will only recognize guests if no member entitled to obtain the floor wishes to do so, except where a guest has information particularly pertinent to the debate; or a

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councilor having obtained the floor extends to a Guest of Council their speaking privileges.

### **8. Orders of the Day**

Orders of the day shall be submitted to the Speaker by 12:00 PM on the third business day prior to the day of a Students' Council meeting.

### **9. Speaker to arrange the Orders of the Day**

The Speaker will set the sequence in which the Orders of the Day will be considered by Students' Council within the confines of the Orders of Business.

### **10. Special Orders**

Standing Order 1 notwithstanding, the Speaker or Council may designate any Order of the Day a Special Order.

### **11. Right of submission**

Any voting member of Students' Council may submit Orders of the Day to be considered by Students' Council.

### **12. Late Additions**

Late additions to the orders of the day may at the Speaker's discretion be added at the meeting if the said items of business cannot be postponed to a further meeting of Students' Council for resolution without risking serious and detrimental consequences to the Students' Union.

### **13. Publishing of the Orders of the Day**

The agenda package shall be published by no later than 4:30 PM on the second business day prior to the day of a Students' Council meeting.

### **14. Minutes of Students' Council**

Whenever possible, verbatim minutes of the meeting shall be recorded.

### **15. Approval of Minutes**

Minutes are considered approved as transcribed.

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### **16. Members may Clarify Comments**

Personal comments of members recorded in the minutes may be amended in accordance with the member's wishes prior to a time limit set by the Speaker.

### **17. Documents Distributed in Council Chambers**

Only official Students' Council documents may be distributed to members of Council within the Chamber. The dissemination in Council Chambers of material of any external organization is prohibited.

### **18. Note Paper**

Council will be provided with recycled or reused paper for notes passed between members.

### **19. Question Period**

Question Period shall be 15 minutes in duration.

### **20. Extension of Question Period**

Question Period may be extended by up to fifteen minutes with the consent of five members of the Students' Council for the first extension. Further extensions require a two-thirds majority vote.

### **21. Written Questions**

Written questions may be submitted for inclusion on the Order of Business.

### **22. Priority of Written Questions**

Written questions may be responded to orally, or by tabling a written response.

### **23. Executive Committee Reports**

The President will compile (or cause to be compiled) a brief report on the actions of the Executive Committee listing the issues discussed and the formal motions approved by the committee.

### **24. Adoption of Executive Committee Reports**

Acceptance of the Executive Committee Report by Students' Council shall, in accordance

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with Article VII of the Students' Union Constitution, be considered the same as Students' Council adopting the report.

### **25. Legislative Process**

- a. Both notice of motion and readings must be a minimum of one week apart with the exception of notice of motion and first readings which will be combined if a motion moved to this effect is carried by a 2/3 majority vote.
- b. Notice of Motion
  - i. The motion is placed on the order paper
  - ii. The motion is read in Council for information
  - iii. The motion is presented in the following format:
    1. The principles and objectives are listed;
    2. Specific wording of legislation is not permitted.
  - iv. Debate is limited to a single introduction by the mover of the motion
  - v. The motion is automatically approved for First Reading
- c. First Reading
  - i. The motion is presented as it was in the notice of motion.
  - ii. Debate is limited to general principles and objectives.
  - iii. If approved the motion is referred to the Internal Review Board.
- d. Committee Stage
  - i. The committee identifies the relevant legislation that requires amendment and/or drafts new legislation on the basis of the principles passed in first reading.
  - ii. The committee will not recommend to council draft legislation that is outside the scope of the principles approved in first reading.
- e. Second Reading
  - i. Members debate and vote on the changes to legislation.
  - ii. Debate is confined to technical merits, and whether the committee properly interpreted the principles passed in first reading and appropriately drafted the legislation.
  - iii. The motion will be presented in the following format:
    1. the bylaw(s) that will be changed by passage of the motion as it exists (if any);
    2. The bylaw(s) as it/they will read if passed or amended.
- f. In Force
  - i. Unless otherwise specified, the motion will take effect upon adjournment of the meeting at which it was approved.

### **26. Length of Introduction**

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Members having obtained the floor to introduce a debatable motion can speak no longer than eight minutes unless they obtain the consent of the assembly.

### **27. Length of Speeches**

Members having obtained the floor while a debatable motion is immediately pending can speak no longer than four minutes unless they obtain the consent of the assembly.

### **28. Political Policy**

Debate on each political policy shall not exceed twenty minutes at any one session.

### **29. Speaker may Limit Debate**

The Speaker may limit debate at any time on any Order of the Day.

### **30. Nominations**

Nominations may be approved as part of a committee report or as an item of old or new business.

### **31. Automatic Approval of Nominations**

When a specific individual is nominated to a particular position, the nomination will be considered approved unless otherwise rejected.

### **32. Moving the Previous Question**

A member of Students' Council may not move the previous question at the same time as he/she speaks to the motion.

### **33. Speaker may disallow a Motion for the Previous Question**

The Speaker may disallow the moving of the previous question if, in the opinion of the Speaker, the issue has not been sufficiently debated.

### **34. Electronic Voting**

When considering any main motion, or amendment to the main motion falling under legislation, old business, or new business, Council shall vote electronically.

### **35. Assigned Voting Station**

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Whenever electronic voting equipment capable of recording votes is available, the Speaker will assign each member of Council a voting station.

### **36. Roll Call Votes**

A roll call vote will be taken if requested by five voting members of Students' Council.

### **37. Speaker may refuse a Division**

The Speaker may refuse a dilatory request for a division except on substantive items of business disposing of main motions.

### **38. Speaker may Discipline**

The Speaker may discipline a member for breaches of decorum as the Speaker deems reasonable including, but not limited to, revoking privileges and exclusions from a session of Students' Council.

### **39. Style of Executive Officer Reports**

Executive Officer reports shall be presented in written form.

### **40. Undergraduate Board of Governors Representative Report**

The Undergraduate Board of Governors Representative Report shall be in the same style as the Executive Officer Reports.

### **41. Announcements**

All members of Students' Council are entitled to make a brief announcement during the appropriate time in the Order of Business.

### **42. Attendance Roll Call**

The Secretary, at the request of the Speaker, shall conduct a roll call prior to adjournment or three (3) hours after the Call to Order, whichever is earlier in order to track the attendance of members. Any departure of a member of council before this roll call will constitute an absence, unless the Chair grants an exemption.

### **43. Recess and Reassembly**

Council will automatically take a fifteen (15) minute recess at 10:00 PM, and will then

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reassemble at a location designated by the Speaker.

### **44. Recess**

Council will automatically take a ten (10) minute recess immediately after the first Order of the Day or Item of Business disposed of ninety (90) minutes after the Call to Order.

### **45. Rules of Order**

*Robert's Rules of Order* will be observed at all meetings of Council except in so far as they may conflict with the standing orders of Student's Council.

### **46. Public Meetings**

Students' Council meetings will be open to any member of the Students' Union, however Council retains the right to move in-camera in accordance with Roberts' Rules of Order.

### **47. Meeting Schedule**

Council will set its meeting schedule at its first meeting each year.

### **47.5 Frequency of Meetings**

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

### **48. Additional and Moved Meetings**

The President or Executive may call Council together for additional meetings or change the date and time of existing meetings as it deems necessary.

### **49. Council Orientation**

An Orientation for Student's Council members shall be held prior to June each year.

### **50. Joke Motions**

At the Changeover meeting, the Speaker may designate a motion as a "joke" motion; if said motion is carried, it will have no effect.

### **51. Annual Remembrance**



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There will be one minute of silence at the first meeting in May every year to recognize the passing of Bob Homme (the Friendly Giant), Ernie Coombs (Mr. Dressup) and Mister Rogers.