University of Alberta Students' Union

STUDENTS'
COUNCIL
LATE ADDITIONS

Tuesday August 23, 2005
Council Chambers 2-1 University Hall

2005-09/7	<u>REPORTS</u>
2005-09/7c	Samantha Power, Vice President (External)
	Please see document LA 05-09.01
2005-09/9	<u>BOARD AND COMMITTEE REPORTS</u>
2005-09/9c	<u>Council Administration Committee</u> – August 12, 2005
	Please see document LA 05-09.02
2005-09/9d	<u>Bylaw Committee</u> – August 16, 2005
	Please see document LA 05-09.03

It should be a short report, but it's not. I was on vacation from August 12th–17th.

Advocacy Director: Working with Don has been great. He's been catching up on the information pertinent to the department and the issues, and has been a great help in organizing different events. We're all pretty excited to work with him for the rest of the year.

Campus Campaigns: Our campaigns strategy has taken a different turn logistically. Instead of one week of straight events, we'll be spreading it over two months. Wednesday will be our event day. The format will most likely be a SUBstage event, classroom based speak out sessions and an evening speaker/movie event in Dewey's.

Federal results: PSE came out ahead. The federal government will create a summit headed by Charest and McGuinty to talk about a dedicated transfer for PSE. While up to 4 billion may be headed the provinces' PSE way. Premiers are pushing to restore funding to 1994/95 levels.

Residence: I met with Laura Freeland from the RHA and the President of the Lister Hall Students' Association. We discussed residence support of the UPass, the residential property tax and campus campaigns.

CAUS public campaign is moving along, we have transit ads, radio ads, website, brochures and movie ads all in the works. We'll be releasing the CAUS campaign for the affordability review, hopefully with a province wide press conference.

Upcoming Events:
If you're interested in volunteering for any of these events, let me know. Public Interest Alberta is **looking for volunteers!!!!!** They need "streeters" to talk about their PSE experience. Let me know if you're interested.

The Edmonton Journal is looking for PSE stories, if you've got some interesting student issues that should be brought to the attention of the public, email me!

Campus Campaigns: Sept. 28th we're going hardcore with our first event on sustainability. We'll have speakers from The People's Pedal, Clare Stock, The Sierra Club, Greenpeace, etc etc. If you'd like to help advertise, classroom speak, put up posters, email me!

August 22, 2005

Greetings Council (for the final time),

I apologize for once again making the Late Additions – some habits die hard. And I was Internetless until about 2 days ago. As you can see from the Votes and Proceedings, our last meeting was quite a productive one – Order papers were approved, minutes were *finally* passed, and we dealt with lots of goals, the first of these being the CRO's goals for the year.

As you can see from the document, the CRO's goals are fairly straight-forward, and this year's CRO has chosen to place a large focus on elections publicity, increasing candidate budgets and resources where necessary, and updating by-laws. If, however, you should have any questions about this list, please feel free to e-mail Rachel at cro@su.ualberta.ca.

The next item of business at the August 12th meeting was the Outreach Goals list. Most notably, Council will be hosting a table at Clubs Fair in September to heighten SU Awareness amongst the first-years. Additionally, in order to raise by-election awareness, the CRO is requesting that Councilors help with classroom speaking. To help the Council classroom speakers maintain a professional, official air, the CRO is looking into ordering SWAG for our speakers – so please, let her know if you are interested.

Last but not least – Standing Orders have finally been updated! Cheer Song = no more (making this ex-Chair very happy), Board and Committee reports are now before Question Period (and may not exceed 2 minutes), and Committee goals must now be in by the Council meeting following the Committee's third meeting.

So there you have it – CAC in a nutshell. Well, actually, CAC in a nutshell would be quite cramped, given the size of our committee compared to the size of a nutshell, but I assume you get my drift. But not an actual drift, like the continental drift. Ah yes, I seem to have trouble concluding this report, seeing that it is be my last. *sniff* Well like I said in my first CAC report – parting is such sweet sorrow. Thanks for a fun run – and to the Speaker, Councilors Aperocho, Berghoff and Schneider and the Committee Hobo for making this the best committee ever.
Later gators,

Shawna Pandya,
Certifiably Insane

<div align="center">

The Students' Union, The University of Alberta
Council Administration Committee
12 August 2005 @ 17:00 – SUB 4-20

</div>

Order Paper (CAC 2005-10)

1. Call to Order @ 5:19PM

PRESENT: Shawna PANDYA, Sheena APEROCHO, Catrin BERGHOFF, Justin KEHOE, Rachel WOYNOROWSKI (CRO), Cam LEWIS

2. Approval of the Orders of the Day

LEWIS/APEROCHO moved to approve the orders of the day.

CARRIED

3. Approval of last meeting's minutes:
    a. Minutes from July 29th, 2005 (Please see documentation from the August 5th meeting)

APEROCHO/BERGHOFF moved to approve the July 29th minutes.
CARRIED

    b. Minutes from August 5th, 2005 (Please see documentation from the August 9th Council meeting)

PANDYA/BERGHOFF moved to approve the August 5th minutes.

CARRIED

4. CRO Goals List (Please see attached)

5. Outreach Goals (Please see attached)

6. ~~Council Retreat Structure~~

7. Update to Standing Orders (Please see attached)

PANDYA/BERGHOFF moved to update the Standing Orders

CARRIED

8. Adjournment @ 6:58PM
LEWIS/PANDYA moved to adjourn.
DEFEATED (3-2)
PANDYA/APEROCHO moved to adjourn
CARRIED (3-2)
ADJOURNED @ 6:58PM.

Election Projects and Goals

The main goal of any CRO is to ensure, above all else,
that the election process is fair for all involved, and that the validity
of the results cannot be questioned.

As the Chief Returning Officer for 2005/06 my focus for the year, in addition to the above goal, will be to work towards increasing involvement in, and awareness of the Students' Union through the elections process. The initiatives below outline the possible projects that will be pursued to achieve my goals;

1   Election Office VOTE Campaign

1.1   *Posters*
In bylaw it does not state that the CRO must produce election posters, yet posters are what the Election Office relies on to advertise elections. Similar to what has occurred in previous years there will be several different posters.

1.2   *Gateway Ads*
Covered in bylaw. Thoroughly.

1.3   *Tables*
For the Executive/BoG elections in March the Elections Office plans on having rotating tables in SUB/CAB/HUB/Tory/ETLC/Fac/Augustana with information about elections. Each table will (hopefully) have pamphlets that include information on "What is the SU/Students' Council/GFC/Exec/Referenda", and handbills with Election dates and poll station locations, as well as a banner for the front of each table with a "VOTE" logo and possibly election dates.

1.4   *Classroom speaking*
For the September By-Election encourage councillors to speak to classes as part of their council outreach initiatives. Classroom speaking will occur before the nomination deadline focusing on increasing awareness of the Students' Union among first year students. The Elections Office will provide a list of first year classes to target, along with handbills containing information on "What is Council/GFC", how to get involved in the Students' Union elections, and when and where to vote.

1.5   *Pulling out the Vote*
After students' on campus endure seven days of campaigning from executive candidates the posters disappear from the walls and students are expected to vote. During these two days of voting candidates are not allowed to campaign, however, the Elections Office faces no such restrictions. For Executive Elections several enthusiastic and outgoing individuals will be hired with the purpose of "pulling out the vote" during

voting days. These individuals will hopefully hand out handbills with "when and where to vote" information, as well as speak to classes reminding people to vote.

1.6   Elections Video

I really don't want to pay people to do classroom speaking. So create a video! No more than 30 seconds long it will include info about the organization along with a "VOTE Today" message. Poll clerks or poll captains will play this short video clip in smart classrooms.

1.7   Online voting

The Students' Union currently operates an online voting system which is accessible by students' who are registered in programs off-campus. This does not include students completing practicum portions of their degree off campus, or are away for school activities (sports teams, competitive clubs, etc.)

2   Media

2.1   External Media

Two important distinctions need to be clarified;
>1) No external media only applies to candidates. However I don't believe that the Elections Office has previously attempted to gain any form of (positive) coverage from external media.
>2) Bylaws don't say "no external media"; they actually state "no external media without approval of the CRO".

2.2   Meyer Forum

Make Myer more accessible – live stream to SUB Stage, Augustana. Possibly place on the Elections Website video clips of candidates speeches.

3   Candidates

3.1   Nomination Deposits

Candidates running for executive positions are required to submit a $50 deposit with their nomination papers, refundable as long as they garner 5% of the votes on the first ballot. Requiring a similar deposit for councilors would hopefully increase the quality of the campaigns occurring.

3.2   Council Candidate Budgets

Council Candidates need more money. There is not a lot that can be done with only $30.00. How can Council elections be expected to attract as much attention as executive elections when they are given barely enough money to create color posters? Council Candidates need more money.

3.3   Slate Budgets

In the past it was impossible to be elected if you were not running as part of a slate. However, slate budgets have been drastically reduced to the point where running as a slate is near impossible. Slates need more money.

3.4   Joke Candidate Budgets
Nothing captures the attention of students more than a well run joke campaign. Joke Candidates are allocated a budget similar to that of slates, therefore…Joke Candidates need more money.

3.5   NOTA
Review FARCE recommendations and reasoning behind the inclusion of NOTA on the ballot, as well as the way that NOTA should be treated (given a budget and eliminated like a candidate, or given no budget, but never eliminated).

3.6   Free Universal Materials (?)
Provide free materials for Council Candidates – banner paper, flame proofing, tape. Candidates will then be able to spend more money on campaign materials such as posters, pamphlets and handbills.

3.7   Daily Candidate Meetings
Daily candidate meetings are required for Executive Candidates – why not for referenda sides?

3.8   THE Candidates Meeting
The Candidates meeting for Executive/BoG candidates is ridiculously long. A large portion of the time is taken up with picking tables and banner spots. What will occur this year is that all table and banner positions will be randomly drawn at the Candidates Meeting. Candidates will then be allowed to trade for   alternate table or banner positions up to a set deadline.

4   Bylaw Related Fun

4.1   A candidate shall be disqualified if …
Renumber the bylaws so the references actually make sense. Having a valid complaint overruled by DIE board because references are incorrect would be a shame.

4.2   Haven't I read this before?
Two-Thirds of bylaws 2100, 2200, and 2400 are identical. Combine over 75 pages of bylaws and save some trees this year.

4.3   Officially Nothing
"Official Student Newspaper" – either eliminate this reference, or actually designate an official student newspaper.

4.4 Paid and/or Elected and/or an Undergraduate Student?

Clarify the role of elected officials/paid staff members of the SU for elections and referenda.

5 Other

5.1 APIRG!

Work with APIRG! to guarantee that APIRG ballots have been prepared and printed before voting begins, ensure that there is always an APIRG CRO/DRO who can be contacted to deal with related elections issues.

5.2 Faculty Associations

Talk to faculty associations early in the year about running FA elections in conjunction with councilor elections.

5.3 Faculty Associations II

Provide information to faculty and departmental associations about processes/rules/regulations that can be used to run an election. This document will be loosely based around the Students' Unions' election bylaws.

5.4 Faculty's

Talk to individual faculties about the possibility of sending out faculty specific mass emails for Council Elections.

5.5 CRO Recommendations

Follow up on recommendations and suggestions made by the previous CRO.

Council Outreach Ideas

- Wallace Wednesdays (Wallace)
- "Getting the Led out" (Kehoe)

CAC Ideas

- Newsletter
- Target first-years
- Clubs Fair table
- CAC can prep semi-regular Outreach ideas for Council
- By-election Classroom speaking
- Institutionalization of Int'l student outreach
- International student election retreat

1. **Robert's Rules of Order**

Robert's Rules of Order will be observed at all meetings of Council except where they are inconsistent with the bylaws or standing orders of Council.

2. **Speaker to decide where rules are silent**

Where the bylaws, standing orders, and *Robert's Rules of Order* fail to provide direction with respect to procedure, the Speaker will decide.

Structure of Sessions

3. **Order of Business**

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

       a. Call to Order
       ~~b. University of Alberta Cheer Song "Ring Out a Cheer"~~
       c. Speaker's Business
       d. Approval of the Orders of the Day
       e. Presentations
       f. Nominations
       g. Reports
       h. <u>Board and Committee Reports</u>
       i. Question Period
       ~~j. Board and Committee Reports~~
       k. General Orders

4. **First Meeting Additional Orders of Business**

At the first meeting of the year the following orders of the day will be added to Speakers' Business.
       a. Installation of new members
       b. Election of a Speaker[i]
       c. Inaugural addresses of Executive Officers and the Undergraduate Board of Governors Representative.
       d. Approval of Standing Orders
       e. Annual Meeting Schedule

5. **Last Meeting Additional Orders of Business**

At the last meeting of the year the following orders of the day will be added to Speaker's Business:
       a. Presentation and tabling of the election report as compiled by the Chief Returning Officer
       b. President's Farewell Address

6. **Additional and Moved Meetings**

The Speaker, Executive Committee or Students' Council may call, or cancel meetings of Council.

Opening Ceremonies

~~7. **Singing of the University of Alberta Cheer Song**~~

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

Speaker's Business

8. Speaker's Business

The Speaker will at this time address all day to day regulatory concerns of Council including but not limited to:
    a. Election of an interim Speaker (as required)
    b. Resignations
    c. Any process by which a member is permanently removed from Council
    d. Announcements

9. Guests of Council

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

10. 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 where a councilor having obtained the floor extends to a Guest of Council her/his speaking privileges.

11. Audio Record of Students' Council

Where feasible, an audio record of Students' Council proceedings will be recorded.

12. Approval of Audio Record

The audio recording is considered approved as recorded.

13. Minutes of Students' Council

Where an audio record is not possible, minutes of Council proceedings will be recorded.

14. Approval of Minutes

The minutes are considered approved as transcribed.

15. Members may Clarify Comments in Minutes

Whenever minutes are transcribed, a member's comments may be amended in accordance with the member's wishes prior to a time limit set by the Speaker.

16. Record of Votes and Proceedings

A record styled 'Votes and Proceedings' will be compiled from the audio record or minutes of Council consisting of:
    a. All motions moved, and
    b. Any event having legal consequences extending beyond the adjournment of that meeting.
    c. A record of all regulations and decisions approved by Students' Council boards and committees that are required by bylaw to report such regulations and decisions to Students' Council.

17. Approval of Votes and Proceedings

The record of votes and proceedings is considered approved as transcribed.

Orders of the Day

18. Deadline for Submission

Orders of the Day must be submitted to the Speaker by noon on the 3rd business day prior to a Council meeting.

19. Late Additions

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

20. Right of submission

Any voting member or board/committee of Council may submit Orders of the Day to be considered by Council.

21. Speaker to Arrange

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

22. Special Orders

The Order of Business notwithstanding, the Speaker or Council may designate any Order of the Day a Special Order.

23. Deadline for Publishing

The agenda package will be published no later than 4:30 p.m. on the 2nd business day prior to a Council meeting.

24. Deadline Exemption

For meetings called under the authority of Standing Order #6, there will be no publishing deadline.

25. Publishing Format

The agenda package will be published in the following manner:
  a. Paper copies will be created and made available in the Students' Union Executive/Administrative Offices, and
  b. An electronic version will be placed on the Students' Union web page.

<div align="center">Presentations</div>

26. Length of Presentations

Presentations will not exceed 30 minutes in duration including questions and discussion unless otherwise authorized on the order paper.

Reports

27. Style of Executive Officer Reports

Executive Officer reports will be presented in written form and may be accompanied by a two-minute oral report.

28. Style of the Undergraduate Board of Governors Representative's Report

The Undergraduate Board of Governors Representative will report to Council in written form at a minimum following each Board meeting, which may be accompanied by a two-minute oral report. Failure to provide a written report will not preclude an oral report.

<div align="center">

Question Period

</div>

29. Question Period

Question period will be 15 minutes in duration.

30. Extension of Question Period

Question period will be extended once for 15 minutes upon the request of five voting members of Council. Further extensions require a two-thirds majority vote.

31. Written Questions

Written questions may be submitted for inclusion with the Orders of the Day.

32. Priority of Written Questions

Written questions may be responded to in writing or orally, and will have priority over questions posed orally.

Board and Committee Report

33. Executive Committee Reports

The President will compile a report on the actions of the Executive Committee listing, at minimum, formal motions approved by the committee.

34. Style of Board and Committee Reports

Board and committee reports will be presented in written form and may be accompanied by a two-minute oral report.

35. Oral reports offered before votes

Where a committee has made recommendations in the form of motions, the oral report will precede the recommendations.

36. **Annual Submission of Board and Committee Goals**

At the Council Meeting following their third meeting of the year, boards and committees of Council are to submit their year-long goals to Council.

Legislative Process

37. **Legislative Process for Bylaws**

    a. Time Between Consideration
        i. Meetings to consider first reading and second reading must be a minimum of one (1) week apart.
    b. First Reading
        i. The motion is placed on the order paper;
        ii. The motion is presented in the following format:
            1. The principles and/or objectives are listed; and
            2. Specific wording of legislation is not permitted; and
        iii. Debate is limited to general principles and objectives; and
        iv. If approved the motion is referred to the Bylaw Committee.
    c. 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.
        iii. As part of its report, the Bylaw Committee may recommend that Students' Council move to reconsider the motion that "The bill be read a first time" if there are principles relevant to the bill that were not considered on First Reading that:
            1. if omitted would defeat or impair the purpose of the bill,
            2. will detrimentally impact on the operations of the Students' Union
    d. Second Reading
        i. The motion will be presented in the following format:
            1. The entire by-law will be presented (may be waived by the Speaker); and
            2. Deletions to existing bylaw will be shown by using a strike through font; and
            3. Additions to the existing will be shown by using an underline font.
            4. A recommendation (if made) by the bylaw committee to reconsider the motion that "The bill be read a first time" with the principles that the Bylaw Committee considers make the reconsideration necessary.
        ii. Debate is confined to technical merits and whether the committee properly interpreted the principles passed in First Reading, except when debating a recommendation to reconsider the motion that "The bill be read a first time" where debate will be limited to the suggested principles put forward by the Bylaw Committee to support a return to First Reading and the propriety of adopting such a recommendation.
    e. In Force
        i. Unless otherwise specified, the motion will take effect upon adjournment of the meeting at which it was approved.

Nominations

38. **Nominations**

A motion to nominate will be considered approved, and the floor open to nominations, unless a member requests a vote on the motion.

39. **Initial Board and Committee Nominations**
    a. Members of Council will submit one cover letter for each Board/Committee on which they wish to serve no later than five business days before the first meeting of Students' Council.
        i. The Cover Letter should outline why the member would like to serve on that Board/Committee

b. Each member of Council will be provided with an opportunity to make a brief speech to Council regarding the appointments they are seeking.

c. Voting will be by secret ballot in a style similar to the election of Councilors.

Modified Rules of Debate

40. Length of Speeches

Members having obtained the floor to speak to a motion can speak no longer than six minutes.

41. Speaker may Limit Debate

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

42. Moving the Previous Question

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

43. 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 motion has not been sufficiently debated.

Voting

44. Division

A roll call vote will be taken if requested by five voting members of Council and shall take precedence over any other method of voting.

45. Speaker may Refuse a Division

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

Recess/Reassembly

46. Recess

Council will recess for 15 minutes immediately after the first order of the day disposed of at least 90 minutes after the call to order.

47. Recess and Reassembly

Council will recess for 15 minutes at 10 p.m. and reconvene at a location designated by the Speaker.

Attendance Requirements

48. Attendance

The Speaker will take attendance by providing sign up sheets for members of Council to sign. One sheet will be available for signing until the conclusion of Speaker's business. The second sheet will be available for signing after adjournment.

Discipline

49. Speaker May Discipline

The Speaker may discipline a member of Council for breaches of Standing Orders.

Miscellaneous

50. Speaker Vacate Chair

A motion that the Speaker vacate the chair:
  a.   is always in order,
  b.   take precedence over any other motion, and
  c.   is not debatable.

51. Public Meetings

Meetings of Council are open to the public, unless Council moves *in camera*.

52. Only Official Documents Allowed

Only official Council documents may be distributed to members of Council within the Chamber.

53. Note Paper

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

54. Council Orientation

An orientation for Council members will be held in May of each year.

55. Joke Motions

At the last meeting of the year the Speaker may declare any motion to be a "joke motion," such a motion having no effect if carried.

---

[i] Procedure for Electing a new Speaker

4(b)(1) Council to be provided with Cover letter and Resume

Each member of Council will be provided with a cover letter and resume from each candidate for Speaker.

4(b)(2) Senior Member to Preside

The longest serving member of Council not running for Speaker will preside over the election.

4(b)(3) In Case of Tie, Elder Member to Preside

IN the case of a tie between longest serving members then the eldest of the tied candidates will preside.

4(b)(4) Speeches

The presiding member will ask each candidate to give a brief speech not to exceed two minutes.

4(b)(5) Scenario Question

The presiding member will put a scenario question to each candidate.

4(b)(6) Questions

The presiding member will allow questions to be put to the candidates from the members of Council.

4(b)(7) Secret Ballot

The vote will be by secret ballot and will be in the style of the executive elections.

4(b)(8) In Case of a Tie, Presiding Member Votes

The presiding member will cast their vote at the start of the vote and will count it only in the event of a tie.

4(b)(9) Recess

Council will recess while the presiding officer counts the vote.

4(b)(10) Announcement

The presiding officer will announce the results of the election to Council.

M I N U T E S

Bylaw Committee

Tuesday, August 16, 2005

CALL TO ORDER:	Meeting called to order at 7:39 p.m..
ATTENDANCE:	Berghoff, Lewis, Thevenaz
ITEMS OF BUSINESS:	(a) i. Bill #3 Drafting Assignment: Thevenaz will draft second reading for Bill #3. (b) No motions were brought forward for Legislative Review. (c) No Standing Orders were recommended to the Committee. (d) No other business.
ADJOURNMENT:	Thevenaz/Berghoff moved to adjourn. (3-0-0) Meeting adjourned at 7:43 p.m..