STUDENTS' COUNCIL

Tuesday June 12, 2007
Council Chambers 2-1 University Hall

ORDER PAPER (SC 2007-04)

2007-04/1   <u>SPEAKER'S BUSINESS</u>

2007-04/1a   Announcements – The next meeting of Students' Council will take place on Tuesday June 26, 2007.

2007-04/2   <u>PRESENTATIONS</u>

2007/04/2a   Advocacy Department- Presented by Don Iveson and sponsored by Michael Janz

  Please see document SC 07-04.01

2007-04/3   <u>EXECUTIVE COMMITTEE REPORT</u>

2007-04/3a   <u>Executive Committee-</u> June 12,2007

  Please see document SC 07-04.02

2007-04/4   <u>QUESTION PERIOD</u>

2007-04/5   <u>BOARD AND COMMITTEE REPORTS</u>

2007-04/5a   <u>Council Administration Committee-</u> Report

  Please see document SC 07-04.03

2007-04/5a(i)   **ERUVBETINE/JANZ MOVED THAT,** upon the recommendation of CAC, Council advise the Chairs of the Council Committees adopt the attached Agenda Templates as the official format used to record the business of Committees of Council.

  Please see document SC 07-04.04

2007-04/5a(ii)   **ERUVBETINE/GELLER MOVED THAT**, upon the recommendation of CAC, Council advise the Chairs of the Council Committees adopt the attached Minutes Templates as the official format used to record the business of Committees of Council.

  Please see document SC 07-04.05

2007-04/5b   Bylaw Committee- June 7,2007 Report

Please see document SC 07-04.06

2007-04/6   **GENERAL ORDERS**

2007-04/6a   **JANZ/SAMUEL MOVE THAT** the Students' Union create a DFU to:

1. Support Student Groups in representing the University of Alberta in conferences and competitions, regionally, nationally, and internationally, and assisting Student Groups Services in developing shared capital equipment or infrastructure.

2. At an initial cost not to exceed $3.00 per student, per Fall and Winter term, and

3. That students could opt out and receive a full refund.

2007-04/6b   **COURNOYER MOVES THAT** Students' Council adopt a political policy based on the following principles:

Students have found BearTracks, the official registration system of the University of Alberta, to be insufficient since its implementation. Therefore, the Students' Union will lobby the University to alter BearTracks so that it will include features such as a graphic interface and waitlist alerts. Otherwise, the Students' Union will continue to advocate for support of BearScat until such time as BearTracks has a level of functionality comparable to that of BearScat. Support of BearScat will not burden students or the Students' Union.

2007-04/7   **INFORMATION ITEMS**

2007-04/7a   Council Standing Orders

Please see document SC 07-04.07

2007-04/7b   Formation of an Edmonton Students' Alliance

Please see document SC 07-04.08

2007-04/7c   Brittney Bugler, AVPA-Report

Please see document SC 07-04.09

2007-04/7d   Pamela Aranas, AVPEX-Report

Please see document SC 07-04.10

2007-04/7e   Bobby Samuel, VP Academic-Report

Please see document SC 07-04.11

2007-04/7f   Eamonn Gamble, VP Operations and Finance -Report

Please see document SC 07-04.12

2007-04/7g   Chris Le, VP Student Life-Report

Please see document SC 07-04.13

2007-04/7h   Votes and Proceedings – May 29,2007

Please see document SC 07-04.14

UNIVERSITY OF ALBERTA
STUDENTS'
UNION

MISSION STATEMENT

The primary aim of the Department is to enable executive-driven advocacy for students' interests by providing insightful research, careful analysis, clear policy advice, as well as learned strategic counsel. Given that issues may span more than a single executive term, effective continuity is a precondition of progress; therefore the department will also keep records, offer perspective on progress and setbacks, and situate a year's goals and work within an on-going context.

INTRODUCTION

This strategic plan reflects a long-term view for the department, and as such is intended to provide a general reference point for the following: department history, internal structure, and relationships within the Students' Union as a whole. The document also makes certain observations and recommendation designed for follow up. It should be noted that this document supercedes the summer 2005 document [see "20050601_AD_Dept. Strategic Plan.doc"] which aimed to consider both internal and external factors; in contrast, however, it was strongly held throughout the discussions in Winter Term 2007 that this document should focus on internal, department-specific matters. One of the principal recommendations noted below is for a separate Annual Report summary document to be prepared partly responding to this document, but chiefly concerned with assessing external environmental shifts and the Students' Union's responses thereto as well as opportunities arising therefrom.

HISTORY

The first position created within the Advocacy area was the Executive Policy & Information Officer (EPIO) or Researcher position. This Researcher provided assistance to all members of the Executive. The Executive Communications Officer (ECO) was initially hired as a part-time student coordinator to assist the President. In 2002-03, it became a full-time permanent position, reporting directly to the President.

In 2004, in the wake of Bill 43, the Advocacy capacity of the Students' Union underwent a full review. Students' Council passed a motion to increase the funding and staff level of the department to support the executive in their advocacy initiatives. A consultation process involving the policy committees at the time (the External Affairs Board and the Academic Affairs Board) yielded a number of specific recommendations for department development. A document was prepared for consideration by Students' Council summarizing the various proposed iterations [see: "20040101_SC_Initial Advocacy structure.doc"]; it characterized the impediments to effective SU advocacy thusly:

The difficulties centered on a difficulty with human resources in the external portfolio, and a lack of information (mostly because of a lack of human resources) in the academic portfolio."

"We also recognize that over many years the capabilities of executives rarely cover the spectrum of tasks necessary to mount a full cohort of strategies to

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affect governmental or administrative action. While it is possible that any student entering these positions will be capable in the full variety of foci, it is unlikely and certainly not to be relied upon for an effective organization. Thus while policy should always be fully dependant on elected officials, skill sets that were judged to be of sufficient importance should be provided for within the organization.

The guiding recommendations included consideration for expense and flexibility. "Whatever structure is suggested at the end, it should certainly have built-in flexibility for further growth, so as to avoid another full visioning in the near future."

The original recommendations were to add six more staff positions to the existing two, all united under a single departmental umbrella. Due to budgetary restrictions it was decided to move forward with the most emergent needs. Ultimately, the review process added a full-time Advocacy Director to manage a department containing the Executive Communications Officer, the Executive Policy and Information Officer, and a Campus Campaigns Coordinator. A University Policy and Information Officer (UPIO) was created as a part-time position outside the department reporting directly to the VP Academic.

In the winter term of 2006 the executive undertook a review of the department focusing on the academic/student life priorities. At the time there was consideration for the need for the VPSL to expand the portfolio's lobbying efforts considering the vast amount of on-campus non-academic advocacy that was not being addressed, including but not limited to mandatory fee issues, university services, deteriorating residence quality, relationships with the residence associations and environmental advocacy. The recommendations centered on the creation of a full-time permanent University Affairs Officer (UAO) to provide strategic support for university lobbying; the recommendations also provided for the relocation of the UPIO out from under the VP Academic and into the department to work with the UAO and to make the University Advocacy resources more directly available to the VP Student Life. These changes were cemented by the 2006-2007 budget process where the principles were passed on the basis of the executive recommendation [see "20060401_VPA_University Advocacy Budget proposal.doc" & "20060301_AD_Enhancing University Advocacy.doc"].

This history informs the mandate of the department as a whole. The two main issues outlined in the 2004 document specify the need for greater staff support, and specifically for enhanced 'knowledge capacity' enabling information gathering, analysis and retention. There was a desire for enhanced continuity given the inherent limitations imposed by one-year executive terms.

DEPARTMENT STRUCTURE

The Advocacy Department represents the Students' Union's political 'back room' supporting the elected executive, and as such has very low exposure within the organization, and even less externally. This low profile belies the flurry of activity taking place offstage.

Reporting directly to the President of the Students' Union, the department's main purpose is to support the elected executives in realizing their government lobbying, university lobbying, external communications and internal political policy development objectives. The department also assists with the campus political outreach function as a communications function and a campaign exercise (a.k.a. Campus Campaigns). Odd jobs, such as backstopping the U-Pass, may also fall in the purview of the department at the pleasure of the President.

- **Advocacy Director** (FT perm -- reports to SU President): performs political and financial analysis; provides strategic counsel to execs; manages department resources and

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supervises staff; liaises with other SU departments; maintains external contacts with peers at other stakeholder groups.

- **University Affairs Officer** (FT Perm -- reports to Advocacy Director): serves/counsels executive, especially President, VPA and VPSL portfolios in university lobbying; provides policy research and historical context to support initiatives and contributes to policy development; liaises with other offices across campus to move SU initiatives forward as needed; provides counsel on navigating university governance processes and strategy for policy advancement.

- **Executive Communications Officer** (FT Perm -- reports to Advocacy Director): serves/counsels executive, especially President and VPX portfolios in planning and executing political communications initiatives; monitors, compiles and archives all relevant external media; may also contribute to political strategy and policy analysis; writes campaign materials and other copy as needed, maintains department website.

- **University Policy and Information Officer** (PT Term -- reports to Advocacy Director): Performs research as directed to support institutionally-aimed advocacy efforts; monitors some university and external information sources and summarizes findings; provides research support for UAO; may assist VPs and AVPs with portfolio initiatives (e.g. Professor of the Week); manages records for university advocacy efforts.

- **External Policy and Information Officer** (PT Term -- reports to Advocacy Director): Performs research as directed to support externally-aimed advocacy efforts; monitors a great number of external information sources and summarizes findings; may assist VPs and AVPs with portfolio initiatives (e.g. Campus Campaigns); manages records for external advocacy efforts.

- **Campus Campaigns Coordinator** (PT July-Feb -- reports to Advocacy Director): Works with VPs and AVPs to coordinate logistics, volunteers and programming for political outreach – aka Campus Campaigns; also, the CCC is charged with volunteer recruitment and may give advice on campus outreach strategies.

Generally speaking, the department manages a lot of inputs, and distills these many inputs with qualitative and quantitative analysis and then reports to the executive. The outputs from most of this work take the form of strategy documents and briefs used by executives. The main external inputs include media monitoring (local, national, some international) and sector trend monitoring (provincial, inter-provincial, national, international), while the main campus inputs include university governance documents and external documents related to pedagogy and institutional management.

It should also be noted that the department also provides these functions in-house, unlike most other students' associations that tend to either: 1) ignore the need for research and analytical support, 2) defer it to their university's government relations area and/or 3) contract it out to provincial and/or national student lobby organizations.

CRITICAL SUCCESS FACTORS

- A clear understanding of the respective roles, responsibilites and boundaries of all connected individuals, including executives, associate vice-presidents, department staff and SU staff external to the department.

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- Effective collaboration among department members both within specializations as well as across specializations.

- Positive relationships with other post-secondary education stakeholders and political entities.

- The SU as a whole must groom an extensive volunteer base of students who are willing to offer their time and perspectives for advocacy-related initiatives.

- The Advocacy Department must be able to adapt itself from year to year so that it can achieve the objectives of each executive.

- Clear delegation and authorization as well as clear reporting structures.

- Effectiveness and progress should be periodically assessed and, where possible, measured over time as a key element of follow up.

RECOMMENDATIONS

- That the executive and Advocacy Director should prioritize areas of focus and develop implementation strategies for the coming year as part of their advocacy strategy.

- That the executive tackle the question of campus engagement wholistically, considering the Department as a resource in augmenting campus engagement as opposed to a assuming the responsibility is delegated to the Department.

- That the Executive and Advocacy Department determine specific long-and short-term goals to focus Advocacy efforts.
  - That the following be adopted as specific **short-term** goals for the Advocacy Department:
    1) A system of meaningful measures of the Advocacy Department's productivity and success should be devised and adopted.
    2) Implement a clear & consistent project management regimen
    3) Devise and implement a key contacts tracking list and annual handoff strategy.
    4) Develop collaborative on-line processes to effectively digest and contextually deliver information to executives as well as cross-inform other department members through daily news feeds and weekly digests.
    5) Implement consistent archiving and data management protocols to speed recall, reduce duplication and make important documents 'transition proof.'
    6) Incept an annual report and position it as the authoritative internal measure of environmental dynamics as well as exec initiative progress over time.
  - That the following be adopted as **long-term** goals for the Advocacy Department:
    7) Post-secondary education issues, specifically student concerns, receive more prominent attention in the news media and opinion pages.
    8) The SU work to develop a relationship with specific media personalities.
    9) Enhance built-in department capacity for performing financial analysis.
    10) The SU continues to merit a place of prominence among advocacy organizations in the community (ongoing).

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Executive Committee Report to Students' Council June 12, 2007

1. **The following motion was motions passed at the May 28, 2007 Executive Committee meeting:**

    a. GAMBLE/DOLLANSKY MOVED THAT the Executive Committee approve expenditure not to exceed $2,000.00 from the 06/07 Technology Reserve to purchase and install a computer on the main floor of SUB.
    VOTE ON MOTION   5/0/0 CARRIED

    b. SMAULE/LE MOVED THAT the Executive Committee approve a budgeted expense not to exceed $600.00 for the President, VP Academic and AVP Academic to attend the STLHE (The Society for Teaching and Learning in Higher Education) Conference June 13-15, 2007.
    VOTE ON MOTION   5/0/0 CARRIED

2. **The following motion was motions passed at the May 30, 2007 Executive Committee meeting:**

    a. JANZ MOVED THAT L'Express sponsor International Week Coffee Break catering for 400 people.
    VOTE ON MOTION   5/0/0 CARRIED

3. **There were no motions passed at the June 5, 2007 Executive Committee meeting.**

Council Administration Committee

Hello Council:

CAC has met twice since my last report. At the first meeting, we had a presentation from Catherine van der Braak and Astra Aqui on the administrative support available for Council and its Committees. Important points from the discussion were:

- o Please copy Catherine on requests to Astra
- o Committee Chairs…
    - Please submit requests for preparing agendas and reports *at least* 24 hours in advance
    - Get your mailbox keys
- o Setting a regular meeting schedule also makes the lives of admin staff easier.
- o In Council, please speak slowly, loudly, and one at a time to make votes and proceedings easier
- o Astra's hours are 8:30 to 4:30. Catherine's are variable, but on average are between 7:40 and 4:15.
- o Contact info:
    - For Astra – aasc@su.ualberta.ca
    - For Catherine – ea@su.ualberta.ca
    - 492-4236. Or feel free to drop by 2-900 SUB

Based on this presentation, CAC has issued recommendations to all Standing committees to adopt standard agenda, minutes and report templates (contact Astra if you would like a copy). Also, CAC shall change the reporting procedures to only require minutes from committees.

At this same meeting, CAC dealt with a request from Gateway to release attendance of individual Councillors for publication. CAC decided to deal with this problem later.

At our second meeting, CAC adopted a meeting schedule. Also, we made alterations to Council Standing Orders regarding presentations – now presentations require a mover and seconder. We also finalized the Council Retreat schedule. There are other miscellaneous house-keeping matters CAC has or currently is dealing with. Please review our minutes.

If you have any questions, feel free to ask them.

Prem

A G E N D A

Committee Name

Date
Time
Location

1. Approval of the Agenda

2. Approval of *insert date* Minutes

3. Announcements

4. Old Business

5. New Business

6. Discussion Period

7. Confirmation of Next Meeting Date

8. Adjournment

M I N U T E S

Committee Name

Date of Meeting

Attendance		Members attending
1.	**Call to Order**	The meeting was called to order by *XXXX* at *insert time*
2.	**Approval of Agenda**	*XXXX/XXXX* MOVED THAT the agenda is approved as tabled. VOTE ON MOTION
3.	**Approval of Minutes**	*XXXX/XXXX* MOVED THAT the *insert date* minutes be approved as tabled. VOTE ON MOTION
4.	**Old Business**	
5.	**New Business**	
6.	**Discussion Period**	
7.	**Next meeting date**	
8.	**Adjournment**	Meeting adjourned at *insert time*

Report to Students' Council from the Chair of Bylaw Committee:

Summary of Proceedings

With the help of Gregory Harlow, we were able to craft exquisite standing orders to reflect the current work status of Bylaw committee. Key things to note from Council's standpoint:

-council directives will be written by a single draftperson. Why is this significant? Because the draftperson can be any person, whether it is someone on Council or not, this should ease the workload on Bylaw significantly, as well Chairs reserve the right to appoint any person.

-summer project will be to review all of the bylaws and to oversee minor editorial changes, as well we have until July to select whichever bylaw we want to extensively re-work so you have that to look forward to.

-will meet every on-Council Thursday at 7:00

Have a good one Council!

List of all Motions:

EASTHAM/MCKINNEY TO APPROVE THE STANDING ORDERS (available from Astra).

Documents Appendix:

Standing Orders of the Bylaw Committee

PART 1: RULES OF ORDER

Roberts' Rules of Order
1(1) *Robert's Rules of Order* will be observed at all meetings of Students' Council except where they are inconsistent with the Bylaws or Standing Orders of Students' Council.

Speaker to Decide where Rules are Silent
1(2) Where the Bylaws, Standing Orders and *Roberts' Rules of Order* fail to provide direction with respect to procedure, the Speaker will decide.

PART 2: STRUCTURE OF SESSIONS

Order of Business
2(1) The Order of Business for Students' Council will be:
    (a) Speaker's Business,
    (b) Presentations,
    (c) Executive Committee Report,
    (d) Question Period,
    (e) Board and Committee Reports, and
    (f) General Orders.

Start-Up Meeting Order of Business
2(2) The Order of Business for the start-up meeting of the incoming Students' Council will be:
    (a) Election of a Speaker,
    (b) Approval of Annual Meeting Schedule, and
    (c) Nomination to Standing Committees.

First Meeting after Start-Up Meeting Additional Orders of Business
2(3) The Order of Business for the first meeting of the year after the start up meeting will have the following orders of the day added to Speaker's Business:
    (a) Installation Ceremony,
    (b) Inaugural Addresses of Executive Officers and the Undergraduate Board of Governors Representative, and
    (a) Approval of Standing Orders.

Last Meeting Additional Orders of Business
2(4) The Order of Business for the last meeting of the year will have the following orders of the day added to Speaker's Business:
    (a) President's Farewell Address.

Additional Meetings
3(1) Additional meetings of Students' Council may be called by the:
    (a) Speaker,
    (b) Council Administration Committee,
    (c) Executive Committee, and
    (d) Students' Council.

Cancelled Meetings
3(2) Meetings of Students' Council may be cancelled, no later than 97 hours in advance of the meeting intended to be cancelled, by the:
    (a) Speaker,
    (b) Council Administration Committee, and
    (c) Students' Council.

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ART 3: ORDERS OF THE DAY

Right of Submission by Students' Council Members
4(1) Any voting member or Board/Committee of Students' Council may submit Orders of the Day to be considered by Students' Council

Right of Submission by Students' Union Members
4(2) Any Students' Union Member may submit an information item for inclusion in the agenda package provided that it is related to the proceedings.

Order of Orders of the Day
4(3) Orders of the Day shall appear on the Order Paper in the order they were submitted.

Deadline for Submission
4(4) Orders of the Day must be submitted to the Speaker and the Administrative Assistant to Students' Council by noon on the 3rd business day prior to a Students' Council meeting.

Late Additions
4(5) Late additions to the Order Paper may, at the discretion of Students' Council, be added at the meeting if the items of business cannot be postponed to a future meeting of Students' Council for resolution without risking detrimental consequences to or negative procedural difficulties for the Students' Union.

Deadline for Publishing
5(1) 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.

Deadline for Publishing
5(2) The agenda package will be published no later than 4:30 p.m. on the 2nd business day prior to a Students' Council meeting.

Deadline Exemption
5(3) For meetings called under the authority of Standing Order #3(1), there will be no submission or publishing deadline.

Special Orders
6(1) Motions making specific Orders of the Day Special Orders are privileged motions.

Speaker made Special Orders
6(2) The Order of Business notwithstanding, the Speaker may designate any Order of the Day a Special Order.

Council made Special Orders
6(3) The Order of Business notwithstanding, Students' Council may designate any Order of the Day a Special Order if it cannot be postponed to a future meeting of Students' Council for resolution without risking serious and detrimental consequences to the Students' Union.

PART 4: SPEAKER'S BUSINESS

Speaker's Business
7(1) During Speaker's Business, the Speaker will address all day-to-day regulatory concerns of Students' Council, including but not limited to:
      (a) resignations,
      (b) any process by which a member is permanently removed from Students' Council,
      (c) reports of the Chief Returning Officer,
      (d) announcements, and

(e) motions making Orders of the Day Special Orders.

PART 5: PRESENTATIONS

Length of Presentations
8(1) Presentations will not exceed thirty (30) minutes in duration, including questions and discussion.

Presentations Exclude Enacting Motions on Same Topic
8(2) Motions related to the subject matter of a presentation at the same meeting are out of order.

Initiation of Presentations
8(3) In order for Council to hear a presentation, a motion to accept the presentation must first be considered by Council.

PART 6: NOMINATIONS

Motions to Nominate Considered Special Orders
9(1) A motion to nominate will be a Special Order upon completion of Presentations.

Motions to Nominate Considered Approved
9(2) A motion to nominate will be considered approved, and the floor open to nominations, unless a member requests a vote on the motion.

PART 7: REPORTS

Style of Executive Officer Reports
10(1) Executive Officer reports will be presented in written form and listed in the agenda package under Information Items, and may include an oral report to Students' Council not to exceed two (2) minutes.

Executive Officer Reports on Conferences
10(2) Executive Officers will submit reports to Students' Council no later than one month after any conferences attended.

Style of the Undergraduate Board of Governors Representative's Report
10(3) The Undergraduate Board of Governors Representative's reports will be presented in written form and listed in the agenda package under Information Items.

Frequency of Undergraduate Board of Governors Representative's Reports
10(4) The Undergraduate Board of Governors Representative will report to Students' Council, at minimum, following each Board meeting.

Executive Committee Reports
11(1) The President will compile a report on the actions of the Executive Committee listing, at minimum, formal motions approved by the Committee.

Style of Board and Committee Reports
12(1) Board and Committee reports will be presented in written form.

PART 8: QUESTION PERIOD

Length of Question Period
13(1) Question period will be fifteen (15) minutes in duration.

Extension of Question Period

13(2) Question period will be extended once for fifteen (15) minutes upon the request of five voting members of Students' Council. Further extensions require a two-thirds (2/3) majority vote.

Written Questions
14(1) Written questions may be submitted for inclusion with the Orders of the Day.

Priority of Written Questions
14(2) Written questions may be responded to in writing or orally, and will have priority over questions posed orally.

PART 9: LEGISLATIVE PROCESS FOR BY-LAWS

First Reading of Bylaws
15(1) When a bylaw is being read a first time:
  (a) the motion is placed on the Order Paper;
  (b) the motion is presented in the following format:
    (i) the principle and/or objectives are listed, and
    (ii) specific wording of legislation is not permitted;
  (c) debate is limited to general principles and objectives; and
  (d) if approved, the motion is referred to the Bylaw Committee.

Committee Stage (for Bylaws)
15(2) When a bylaw is in the Committee stage:
  (a) the Committee identifies the relevant legislation that requires amendment and/or drafts new legislation on the basis of the principles passed in first reading;
  (b) the Committee will not recommend to Students' Council draft legislation that is outside the scope of the principles approved in first reading; and
  (c) as part of its report, the Committee may recommend that Students' Council 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:
    (i) if omitted, would defeat or impair the purpose of the bill, and/or
    (ii) will detrimentally impact the Students' Union.

Second Reading of Bylaws
15(3) When a bylaw is being read a second time:
  (a) the motion will be presented in the following format:
    (i) the entire bylaw(s) will be presented (may be waived by the Speaker),
    (ii) deletions to the existing bylaw(s) will be shown by using a strike-through font,
    (iii) additions to the existing bylaw(s) will be shown by using an underline font, and
    (iv) a recommendation (if made) by the Committee to reconsider the motion that "The bill be read a first time" with the principles considered to make the reconsideration necessary; and
  (b) debate is confined to the technical merits of 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 Committee to support a return to first reading and the propriety of adopting such a motion.

Coming Into Force
15(4) Unless otherwise specified, the motion will take effect upon adjournment of the meeting at which it was approved.

PART 10: LEGISLATIVE PROCESS FOR BUDGET

Vice President (Operations & Finance) Recommends Principles
16(1) The Vice President (Operations & Finance) shall submit or cause to be submitted a proposed set of Budget Principles to the Budget and Finance Committee no later than January 15.

Budget and Finance Committee Amends and Recommends Principles
16(2) The Budget and Finance Committee shall recommend a set of Budget Principles to Students' Council no later than February 15.

First Reading of Budget in Council
16(3) Students' Council shall approve a set of Budget Principles no later than March 15.

Executive Committee to Recommend Final Budget
16(4) The Executive Committee shall submit a final Operating and Capital Budget, reflecting the set of Budget Principles approved by Students' Council, to the Budget and Finance Committee no later than March 31.

Budget and Finance Committee to Amend and Recommend Final Budget
16(5) The Budget and Finance Committee shall recommend a final Operating and Capital Budget to Students' Council.

Second Reading of Budget in Council
16(6) When the Budget is being read a second time:
    (a) Students' Council shall approve a final Operating and Capital Budget;
    (b) the Budget will be presented in a three-part document consisting of:
        (i) the Budget Principles passed on first reading,
        (ii) the estimates (numerical breakdown of the budget), and
        (iii) additional written instruction providing further instruction on how money within budget categories is to be spent; and
    (c) debate is confined to the technical merits of whether the Committee properly interpreted the principles passed in first reading.

PART 11: LEGISLATIVE PROCESS FOR POLITICAL POLICIES

First Reading of Political Policy
17(1) The procedural requirements for passage of political policy on first reading are the same as those for the passage of bylaw on first reading except that the political policy will then be referred to either the External Policy Committee or the University Policy Committee by the Speaker according to their respective mandates.

Committee Stage (Political Policy)
17(2) When a political policy is in the Committee stage:
    (a) the Committee selects and assigns an Executive Officer to draft a new policy on the basis of the principles passed in first reading, with the assistance of the Advocacy Department; and
    (b) the Committee will not recommend to Students' Council draft legislation that is outside the scope of the principles approved in first reading.

Second Reading of Political Policy
17(3) When a political policy is being read a second time:
    (a) the motion will be presented in the following format:
        (i) the entire political policy will be shown,
        (ii) deletions to existing political policy will be shown by using a strike-through font, and
        (iii) additions to existing policy will be shown by using an underline font; and
    (b) debate is confined to the technical merits of whether the Committee properly interpreted the principles passed in first reading.

PART 12: MODIFIED RULES OF DEBATE

Length of Speeches

18(1) Members having obtained the floor to speak to a motion can speak no longer than six minutes.

Speaker may Limit Debate
19(1) The Speaker may limit debate at any time on any Order of the Day.

Moving the Previous Question
20(1) A member of Students' Council may not move the previous question at the same time as he/she speaks to the motion.
Speaker may Disallow Moving the Previous Question
20(2) The Speaker may disallow moving the previous question if, in the opinion of the Speaker, the motion has not been sufficiently debated.

Subsidiary Motions Limited
21(1) Subsidiary motions are not permitted to be applied to the main motion until the motion has been spoken to at least two times, one in favour and one opposed.

Points of Order
22(1) Where a member rises on a Point of Order citing the violation of a federal, provincial or municipal law, the member must provide a copy of that law to the Speaker at the time the Point of Order is raised.

Guests of Students' Council
23(1) Any person may become a Guest of Students' Council by writing his/her name on the Guest List provided by the Speaker at each meeting of Students' Council.

Guest of Students' Council Debate Privileges
23(2) 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 Councillor having obtained the floor extends his/her speaking privileges to a guest.

PART 13: VOTING

Division
24(1) A roll call vote will be taken if request by five voting members of Students' Council and shall take precedence over any other method of voting.

Speaker may Refuse a Division
24(2) The Speaker may refuse a dilatory request for a division except on items of business disposing of main motions.

PART 14: RECESS/REASSEMBLY

Recess
25(1) Students' Council will recess for fifteen (15) minutes immediately after the first Order of the Day disposed of, at least ninety (90) minutes after the Call to Order.

Recess and Reassembly
25(2) Students' Council will recess for fifteen (15) minutes at 10:00 p.m. and reconvene at a location designated by the Speaker.

PART 15: ATTENDANCE REQUIREMENTS

Attendance
26(1) The Speaker will take attendance orally twice each meeting, once after Speaker's Business and once immediately prior to adjournment or at 10:00 p.m., whichever is earlier.

PART 16: DISCIPLINE

Speaker may Discipline
27(1) The Speaker may discipline a member of Students' Council for breaches of Standing Orders.

Call for Decorum
27(2) Any member of Students' Council may call for decorum, which when called for will remain in effect for the duration of the motion under consideration and result in the Speaker removing first the speaking privileges for the duration of the motion, and secondly the right to attend the meeting from anyone in the chamber caught speaking without having properly obtained the floor.

PART 17: PROXIES

Assignment of Students' Council Proxies
28(1) To appoint a proxy, a Councillor must provide a notice to that effect to the Speaker:
    (a) stating the name and e-mail address of the proxy member,
    (b) indicating the duration of the appointment, and
    (c) that is signed by the appointing Councilor, or
    (d) that, if sent by e-mail, is received no later than two (2) hours prior to the meeting.

Assignment of Committee Proxies
28(2) To appoint a proxy for a Committee, a Councillor must provide a notice to that effect to the Chair of the Committee:
    (a) stating the name and e-mail address of the proxy Councillor,
    (b) indicating the duration of the appointment, and
    (c) that is signed by the appointing Councillor, or
    (d) that, if sent by e-mail, is received no later than two (2) hours prior to the meeting.

PART 18: RECORDS OF STUDENTS' COUNCIL

Audio Record of Students' Council
29(1) When feasible, an audio record of Students' Council proceedings will be recorded.

Approval of Audio Record
29(2) The audio record is considered approved as recorded.

Minutes of Students' Council
30(1) When an audio record is not possible, minutes of Students' Council proceedings will be recorded.

Approval of Minutes
30(2) The minutes are considered approved as transcribed.

Members may Clarify Comments in Minutes
30(3) 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.

Record of Votes and Proceedings
31(1) A record styled "Votes and Proceedings" will be compiled from the audio record or minutes of Students' Council and will consist of:
    (a) all motions moved,
    (b) any event having legal consequences extending beyond the adjournment of that meeting, and
    (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.

Publication of Votes and Proceedings
31(2) Votes and Proceedings shall be published electronically the third business day after a Students' Council meeting and in the next agenda package.

Approval of Votes and Proceedings
31(3) The record of Votes and Proceedings is considered approved as transcribed.

PART 19: MISCELLANEOUS

Speaker to Vacate Chair
32(1) A motion that the Speaker vacate the chair:
    (a) is always in order,
    (b) takes precedence over any other motion, and
    (c) is not debatable.

Public Meetings
33(1) Meetings of Students' Council are open to the public, unless Students' Council moves *in camera*.

Only Official Documents Allowed
34(1) Only official Students' Council documents may be distributed to members within the chamber.

Council Orientation
35(1) An orientation for Students' Council members will be held in May of each year.

Joke Motions
36(1) 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.

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i APPENDIX 1: PROCEDURE FOR ELECTING A NEW SPEAKER

Council to be provided with cover letter and resume
2(2)(a)(i) Each member of Students' Council will be provided with a cover letter and resume of each candidate for Speaker.

Senior member to preside when outgoing speaker running for re-election
2(2)(a)(ii) The longest-serving member of Students' Council not running for Speaker will preside over the election when the outgoing Speaker is running for re-election.

In Case of Tie, Elder Member to Preside
2(2)(a)(iii) In the case of a tie between longest-serving members, the eldest of the tied members will preside.

Speeches
2(2)(a)(iv) The presiding member will ask each candidate to give a brief speech not to exceed two minutes.

Questions
2(2)(a)(v) The presiding member will allow questions to be put to the candidates from the members of Students' Council.

Secret Ballot
2(2)(a)(vi) The vote will be by secret ballot and will be in the style of the Executive Elections.

Recess
2(2)(a)(vii) Students' Council will recess while the presiding officer counts the vote.

Announcement
2(2)(a)(viii) The presiding officer will announce the results of the election to Students' Council.

ii APPENDIX 2: OATH OF OFFICE

The oath of office to be taken by all members of Students' Council present at the installation ceremony is:

> *I am not here for me.*
> *I am here for the people that lent me their power in exchange for a promise.*
> *I will keep that promise to make decisions with their interest in mind.*
> *I will vote after knowing the facts, not before.*
> *I will use Robert's Rules for their purpose, not my own.*
> *I will oppose ideas, not people.*
> *I will think before I speak, not speak just to think.*
> *I will take the job seriously or not take the job at all.*
> *I will represent my fellow students' interests, not my own.*
> *I am not here for me.*

APPENDIX 3: COUNCILLOR REMUNERATION

Executive Excluded
1 All voting members of Students' Council, including the Undergraduate Board of Governors Representative but excluding any member of the Executive Committee, shall be considered payees with respect to Councillor remuneration.

Base Rate
2 The annual base rate shall be equal to $500.00.

Disbursement

3 Remuneration shall be calculated and dispensed at the end of each instalment period:
  (a) May – August,
  (b) September – December, and
  (c) January – April.

Council Remuneration

4 Payees shall be eligible to receive up to the annual base rate for serving on Students' Council.
  (a) A proportional amount of the annual base rate shall be dispensed to payees at the end of each instalment period provided that they attend every meeting of Students' Council.
  (b) Payees who are not in attendance for one (1) meeting of Students' Council during an instalment period shall only be eligible for one half (1/2) of the proportional amount of the annual base rate for that instalment period.
  (c) Payees who are not in attendance for two (2) or more meetings of Students' Council during any instalment period shall not be eligible for any of the proportional amount of the annual base rate for that instalment period.
  (d) Payees shall be considered present for the purposes of Councillor remuneration at the first two (2) meetings of Students' Council they fail to attend

Committee Remuneration

5 Payees shall be eligible to receive up to the annual base rate for serving on at least one Standing Committee of Students' Council, with the exception of the Awards Committee.
  (a) Payees who are removed from any Standing Committee of Students' Council shall not be eligible for any of the proportional amount of the annual base rate for that instalment period, regardless of any other Standing Committees of Students' Council on which they serve.
  (b) Payees who resign from a Standing Committee of Students' Council shall still be eligible to receive the proportional amount of the annual base rate for that instalment period provided they are still serving on at least one Standing Committee of Students' Council.

Chair Remuneration

6 A payee shall receive remuneration in the amount equal to two thirds (2/3) of the annual base rate for serving as the Chair of at least one Standing Committee of Students' Council, with the exception of the Awards Committee.

Proxies Excluded

7 Proxies are not eligible to receive remuneration, but satisfy the attendance requirement of the payee at meetings of Students' Council and Standing Committees of Students' Council.

Maximum Payment

8 A payee shall not receive an amount greater than eight thirds (8/3) of the annual base rate in an academic year.

Attendance Definition

9 To meet attendance requirements, a member must be present for both roll calls at a meeting of Students' Council.

May 28, 2007

To: MacEwan Students' Association Executive
        NAIT Students' Association Executive
        U of A Graduate Students' Association Executive

Re: Formation of an Edmonton Students' Alliance

Dear fellow Edmonton Students,

Too often people are divided by the 20% that separates them rather than united by the 80% they agree upon. This is perennially true within the student movement. However, one issue that indisputably binds us together is the affordable housing crisis in Edmonton, particularly as it impacts students. This presents an opportunity, however, and I believe that if we unite together the sum or our voices joined together will be considerably more resonant than if separated.

We propose that the University of Alberta Students' Union, the University of Alberta Graduate Students' Association, the MacEwan Students' Association and the NAIT Students' Association all unite together under the banner of the EDMONTON STUDENTS' ALLIANCE for purposes of advancing our shared concerns with municipal governments in the Capital Region.

We would envision our mandate to be focused on the affordable housing crisis impacting students at public post-secondary institutions in Edmonton, as well as transportation issues and other municipal-jurisdiction issues affecting students.

By hold joint press conferences, request group lobby meetings, and co-authoring letters to government and to our institutions we will improve the likelihood of focusing considerable media and public attention on the particular challenges of Edmonton's post-secondary student population.

Sincerely,

Michael Janz   Steven Dollansky
President   Vice-President External

cc.   U of A SU Council

AVPA report to Council
May 2007

Hello my beloved Council,

How I have missed you. My only consolation is the fact that I have this wicked sweet job working as AVPA in 2-900. I know what you're thinking "wicked sweet? Tell me more!" I shall satisfy your curiosity with a brief report on my first month as AVPA.

For my first little bit in the office, Bobby wasn't here – because he was still on Exec. Retreat – so I attended some General Faculties Council subcommittees for him. A few of the committees that I sit on as AVPA also met during the month of May including: AISSC, AIS (both Tech committees, I would tell you what the acronyms mean if I knew/remembered), the Academic Advisory Committee—Curatorial Facility Meeting (talked about making a museum graduate studies program), and the Faculty Based ICT committee (where we discussed new IT implementations). Bobby and I also hold our own meetings to ensure good communications, we call these meetings "Academic Shenanigans".

Aside from meetings, I did a great deal of reading my first couple weeks. I had to catch up on all the goings-on from years previous. I have also begun coordinating the CoFA retreat.

However, my main endeavor, this past week especially, has been preparing for the Society for Teaching and Learning in Higher Education conference. I am making the booklet for the roundtable organized by ARG and preparing the table set-up. This is a big undertaking, but I have really enjoyed working on it. While I do have to report to Bobby about it and get feedback from ARG and some STLHE volunteers, I have been given a great deal of freedom with regards to its genesis.

That was my past month in a nutshell. No, this was my past month in a nutshell: "Help! I'm in a nutshell! How did I get into this great big nutshell? What kind of shell has a nut like this?"

Lonely? Curious about your academic community? Like to listen to Modest Mouse? Then come on down and visit me in 2-900! (You can still come if you don't fit the aforementioned criteria.) OR you can e-mail me at avpa@su.ualberta.ca I look forward to hearing from you! =)

Council Report – May 2007

Pamela Aranas – Associate Vice-President (External), 2007-08
University of Alberta Students' Union

Hello Council!

Hope all is dandy with everyone and that your first month on Council has been swell. Anywhoots, here is some information on the various shenanigans that occur on my side of the good ol' Pod:

- **High School Leadership Conference (HSLC):** The HSLC is my big project for the year. I am currently in the initial planning stages for the event, including researching other leadership conferences, booking dates and venues, looking for speakers and session leaders, and beginning Faculty specific sponsorship. The conference is set to occur on November 2nd and 3rd of this year and the theme will be "Making a Dent in the Universe". Be warned: I may be bombarding you with HSLC volunteer recruitment in the future.

- **Campout for Affordable Housing:** Steve and I are working on the first event of the year. We are planning to hold a campout in Quad sometime during the third or fourth week of September and are working on logistics and brainstorming activities for the event. If you have any suggestions or ideas, please shoot them my way.

- **Filing:** I spent a good chunk of May re-organising the files of the AVPEX portfolio (which took a significantly longer time than I had anticipated). I also compiled a binder of final reports from past CRCs, CLOs, and AVPEX'. I am still searching for a few more reports, but I hope to find them eventually.

- **Other:**
  - o I am also working with Steve on organising a candidate's forum for the municipal election. We are looking at hosting the event during the first week of October.
  - o The SU will be hosting the Alzheimer's Society Coffee Break on September 21st. This year will mark our fifth year of participation in the event.

- **Team X-Factor:** Steve and I and decided to call ourselves "Team X-Factor"…because we're cool cats and all that jazz…

If you have any questions or comments on any of the aforementioned points, please feel free to contact me at avpex@su.ualberta.ca or stop by my office in 2-900 to chat.

Cheers,
Pam

Bobby Samuel
Vice-President Academic
Council Report for June 12

Hey Council, so here's a summary of what I've been up since last we met:

-**Coffee Meetings Galore** – It continues, 'nuff said.
-**Formative Feedback** – We're working to improve participation in the project as well as doing a presentation on it to STLHE, mainly headed by Chris Henderson.
-**STLHE/ARG** – we just had a meeting to discuss class sizes and the prospect of having TAs host seminars to improve student engagement. As well, ARG is hosting a round-table discussion on the Professor-Student gap at STLHE. We're finished producing the book and it looks really good, special shout-out to Michelle Chan, Courtney Spelliscy, Leah Trueblood, Tasneem Karbani, Amanda Henry, and Brittney Bugler for putting in a tremendous amount of work to create a darn good book.
-**Bear Scat** – ongoing, more on Tuesday.
-**Collective Body of Arts Students** – the meeting with the Dean went really well, currently they are working on a set of bylaws and recruiting others to help them out in the preliminary processes. They also signed the contract outlining the terms of probation.
-**Wireless** – AICT is coming in to improve wireless in SUB and CAB (first two priorities for them), it's part of a plan to create campus-wide wireless
-**VARGO Teaching Chair-** really prestigious award presented by the University for a professor who exemplifies commitment to teaching, results will be announced later.
-**24/7 SUB Report** – It was submitted to the Strategic Initiatives Group where they passed it unanimously. From here, it goes to Executive Planning Committee (EPC) where they make the final decision about funding.

Any questions? Throw 'em my way and I'll do my best to answer!

VP Operations & Finance Report
June 6, 2007

Hey guys,

Here's my first report in on time to make the actual agenda. This is what I've been up to lately.

- Union negotiations began for me last Wednesday and Thursday. They have been ongoing since April, and shall continue to be ongoing for a while as the next round or negotiations aren't until late June. In the words of Bob Goodenow, "There has been some great dialogue, and that's all I can say at this time."

- I have now met with (I hope) all of the service directors in the SU, trying to inform them of the process that I plan on implementing over the summer regarding early submissions of goals and accountability measures that BFC will be able to review. I have also been learning a lot from these directors about what it is these services actually do. Very interesting.

- Our slurpee machine is now installed. That's right, all four barrels. Wireless access points have been purchased, and we are moving quickly ahead on installing three main floor SUB express computer terminals.

- We recently hired a web content editor (a position that has been empty at least since I've been here). It should now be easier and more efficient to update the website and streamline our messaging and services to students.

- I'm still really loving my job despite the fact that so many people told me I would feel otherwise by this point.

Until next time,
Eamonn Gamble

Hello Council,

My apologies for my absence. I am celebrating my convocation! If you have questions, e-mail me at chris.le@su.ualberta.ca.

- ❑ **Meeting with President Indira Samarasekera:** The Exec visited President Indira and presented several issues to her. I spoke to her about the Exec's desire to support student groups on campus to promote student engagement. I hope that the University will line up with the SU in this area since promoting citizenship is part of the language in *Dare to Discover*. Additionally, I brought up the Exec's commitment to transparency regarding student money and our expectation to see the same from the University.

- ❑ **Physical Activity and Health Complex (PAHC):** The Exec met with several people involved with the PAHC project, which is a proposed building with academic space and student health & wellness facilities. They want to have student partnership in building PAHC; however, the Exec maintained that *Political Policy No. 13 (Capital Projects – Student Fees)* prevents the SU from supporting "the creation of fees that directly support capital projects."

- ❑ **VPSL Advocacy Goals and Reports:** I report to the University Policy Committee (UPC) about my advocacy activities. Check the UPC agenda for more detailed info.

- ❑ **Student Life Committees (SLCs):** I made a small name change. While I referred to SLSAC and SLPC collectively as the Student Life Boards, I thought it made more sense to call them the Student Life Committees. SLSAC discussed the SU Student Services and are considering which ones to review this year. SLPC generated many original campus-wide activities and will narrow down its programs for the year, too. We went on retreat on 8-9 June 2007 at Strathcona Wilderness Centre.

- ❑ **Responsible Hospitality Edmonton Panel:** We discussed campaigns to curb bar violence in Edmonton. In particular, we were updated on a project about late-night transportation on Whyte Avenue.

- ❑ **The Canadian Organization of Campus Activities (COCA):** On Wednesday morning I will join Christine Rogerson (Operations Manager – Venues) and Mike Schwake (AVPSL) in Niagara Falls, ON, for the COCA conference. It focuses on a variety of entertainment and programming issues that relate specifically to campuses. I will have a report for Council.

STUDENTS' COUNCIL
VOTES AND PROCEEDINGS

Tuesday May 29, 2007
Council Chambers 2-1 University Hall

VOTES AND PROCEEDINGS (SC 2007-03)

2007-03/1	**SPEAKER'S BUSINESS**
2007-03/1a	Meeting called to order at 6:08 PM
2007-03/2	**PRESENTATIONS**
	No objection to reversed order of presentations
2007-03/2b	Ambassador Fund- Presented by Chris Jones and sponsored by Michael Janz
	Lewis-Point of Order: Items 6a and 6b require nominations
	Speaker: Point not well taken. They will be dealt with after presentations
2007-03/2a	Bear Scat- Presented by Stephen Kirkham and sponsored by Scott Nicol
	Janz-Point of Order: Is it in order to give comments rather than asking questions?
	Speaker: Point not well taken
	ERUVBETINE MOVED TO extend the presentation
	Motion: CARRIED
2007-03/6	**GENERAL ORDERS**
2007-03/6a	**JANZ MOVED THAT** Students' Council appoint (1) member to FACRA (CJSR Board)
	Janz nominates Chan; accepts
	LE MOVED TO close nominations
	Motion: CARRIED
	Chan appointed to FACRA (CJSR Board)
2007-03/6b	**ERUVBETINE MOVED THAT** Students' Council appoint (1) member to Council Administration Committee

Speaker's List: Eruvbetine

Eruvbetine nominates McKinney; declines

Eruvbetine nominates Gauthier; declines

Eruvbetine nominates Chan; accepts

LEWIS MOVED TO close nominations

Motion: CARRIED

Chan appointed to Council Administration Committee

MOTION TO RECESS

Motion: CARRIED

2007-03/4 **QUESTION PERIOD**

Question Period extended

Le-Point of Order: I believe you skipped over the Executive Committee Reports

Speaker: Which normally doesn't matter, unless you ask me specifically if you can give an oral report.

2007-03/3 **EXECUTIVE COMMITTEE REPORT**

VP Student Life Le- oral report

2007-03/5 **BOARD AND COMMITTEE REPORTS**

2007-03/5b(i) **COURNOYER/DOLLANSKY MOVE THAT** Students' Council, upon the recommendation of the External Policy Committee, approve the Political Policy "Deferred Maintenance" (second reading).

Speaker's List: Cournoyer, Dollansky

DOLLANSKY/NICOL MOVED TO amend the policy by striking the dash between early and 1990 in the first WHEREAS clause; striking the apostrophe in 1990's in the first WHEREAS clause; and inserting a space between cut and back in the word cutback in the second WHEREAS clause.

McKinney objects

Speaker's List: McKinney, Lewis

Amendment: CARRIED

Main Motion: CARRIED (unanimously)

JANZ MOVED TO informal consideration of the Executive Committee Goals

Motion: CARRIED

Speaker's List: Janz, Lewis, Dollansky, Le, McKinney, Dollansky, Lewis, Eamonn, Lewis, Eamonn, Janz

GAMBLE/CHAN MOVED to adjourn

Motion: CARRIED

Meeting adjourned at 8:49 PM