

STUDENTS' COUNCIL

Tuesday October 14, 2008
Council Chambers 2-1 University Hall

ORDER PAPER (SC 2008-13)

- 2008-13/1 **SPEAKER'S BUSINESS**
- 2008-13/1a Announcements – The next meeting of Students' Council will take place on Tuesday, October 28, 2008
- 2008-13/2 **PRESENTATIONS**
- 2008-13/2a Awards Committee presentation – presented by Craig Turner, Associate Vice President Academic. Sponsored by John Braga, Vice President Academic.
- Please see document SC 08-13.01
- 2008-13/2b Council Outreach and Council Job Description Presentation – presented by Michael Janz, Board of Governors Rep. Sponsored by Brittany Kustra, Arts Councillor.
- 2008-13/2c Bear Scat presentation – presented by John Braga, Vice President Academic and Janelle Morin, President.
- 2008-13/3 **EXECUTIVE COMMITTEE REPORT**
- 2008-13/4 **QUESTION PERIOD**
- 2008-13/5 **BOARD AND COMMITTEE REPORTS**
- 2008-13/6 **GENERAL ORDERS**
- 2008-13/6a **JANZ MOVED THAT** Students' Council approve Bill #4 in first reading
- Principles:
- Students' Council shall implement attendance requirements effective May 1st 2009.
 - If a Councillor misses a meeting without appointing a proxy or notifying the speaker within 24 hours either before or after the meeting with a suitable excuse (such as incapacitated because of illness, suffering from severe domestic affliction, writing a midterm or final examination, or has other compelling reasons (including religious conviction)) the absence shall be declared unexcused.

- If the councillor accumulates two unexcused absences in a trimester, the councillor will be removed from council immediately following the second unexcused absence.

2008-13/6b FENTIMAN/COUNCILLOR MOVED THAT Students' Council appoint (1) member to Audit Committee

2008-13/7 INFORMATION ITEMS

2008-13/7a Votes and Proceedings

Please see document SC 08-13.02

University of Alberta Students' Union
Report to Students' Council

10-14-08

Awards Committee

Hello Council:

The Awards Committee met for the first time this year on Thursday, October 2 at 6:30 PM. This meeting was relatively action-packed, as there were a number of start-up items to take care of. Additionally, there were a number of other items that needed to be urgently dealt with, as it was critical to deal with them before we begin advertising awards later this month.

Firstly, this year's Standing Orders were adopted after an amendment was introduced. The document (with amendments) is attached to this report. Additionally, the committee set a tentative meeting schedule (October 30, 2008 at 6:00 PM, November 27, 2008 at 6:00 PM and January 22, 2009 at 6:00 PM) and set the awards selection weekend for February 6-8, 2009. This year's proposed marketing materials were also presented to the committee, to which the materials received a good reception.

The committee then took a significant amount of time to go over each of our current award preambles, criteria and values. This review will be continuing to take place via email until the committee comes up with a final draft that they deem acceptable – this is currently our highest priority project. There were also several new vendor awards for this year that needed to have their criteria and values set (including awards from Edo Japan and Taco Time). Additionally, a new award was proposed for this year from the Student Involvement Endowment Fund – the Bill Smith Student Mentorship Award.

The committee also discussed the Awards Night theme, quote, keynote speaker and presenters list. There were some great initial suggestions made. Due to time constraints, however, much of the discussion surrounding these topics was held over until our next meeting.

Whew... that was a long one! If you have any questions, please do not hesitate to contact me.

Craig

Awards Committee Standing Orders

Mandate

1. The Awards Committee (hereinafter known as “the Committee”) exists for the purpose of the disbursement of awards recognizing excellence in student and professor involvement in the campus community using funds from external sources and from the Student Involvement Endowment Fund.

Membership

2. The Committee will be composed of:
 - a. The Vice President (Academic) or designate, as Chair;
 - b. A Secretary, to be appointed by the Chair; and
 - c. Seven (7) undergraduate students.
3. The Chair will be a non-voting member with speaking privileges except in the case of an intractable tie, in which case the Chair will rule to break it.
4. The Secretary will be a non-voting member with speaking privileges.
5. The application and selection process for Committee members will be the responsibility of the Awards Nominating Committee, which will consist of:
 - a. The incoming Vice President (Academic), as Chair;
 - b. The outgoing Vice President (Academic); and
 - c. The outgoing Associate Vice President (Academic).
6. The replenishment process for Committee members will be the responsibility of the Vice President (Academic) or designate.
7. Appointment of any voting members must be submitted to Students’ Council for ratification.

Conduct of Business

8. The incoming Chair will announce the date of the first meeting and establish the dates of subsequent meetings.
9. Quorum of any meeting will be four (4) voting members and the Chair.
10. The Chair, the Vice President (Academic) or at least four (4) voting members may call a meeting. At least 72 hours notice will be given to all members.

11. When deemed necessary by the Chair, votes and proceedings of the Committee may be carried out online, provided that they are ratified at the following meeting of the Committee.
12. The Committee has the power to create, amend, and eliminate awards in order to properly represent the diversity of involvement on campus and the differing and unique abilities of contributors.
13. Creations, amendments and elimination of awards must be in place before the commencement of the advertisement for awards, and will be presented to Students' Council for information.
14. Committee minutes and recommendations will be made available to any interested parties, excepting those who have applied prior to selection of the winners, upon request.
15. Awards will be presented on a night recognizing the contributions of members of the community to student life.
16. The Committee will operate as a consultative body in the selection of a keynote speaker, theme and any needed presenters in preparation for the awards night. The Committee will also operate as a consultative body for any advertising of awards.

Procedure of Application

17. The Committee will receive all nominations from those eligible from all available sources. Advertising will happen in order to collect the greatest and most diverse number of applications.
18. Student applications will adhere to the following format for the selection of awards:
 - a) Personal essay not more than 300 words (not more than 500 words for the Award of Excellence)
 - b) 2 page resume
 - c) A current transcript where indicated as necessary
 - d) 2 letters of reference
19. Committee members may not apply for awards disbursed by the Committee. Committee members also may not write letters of reference for applicants for awards disbursed by the Committee.
20. With the exception of the Students' Union Award for Excellence and the Gold Key Recognition Award, a student may apply for a maximum of

three student involvement awards but need only to submit one application package.

21. The Committee will select award recipients on the basis of their eligibility according to the written descriptions of the awards and application requirements. In case of a disagreement between the Committee's internal listing of awards, the advertised descriptions of awards and the description on the application, the description on the application will take precedence.

22. Membership on Students' Council or any of its standing committees, or any positions that have been granted by virtue of membership on Students' Council, shall not be a consideration in the selection of award recipients.

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23. A student will be entitled to receive only one Students' Union Involvement Award for the year in which they applied. A student is ineligible to receive an award previously received, unless otherwise stipulated in the award description.

Selection

24. The Committee will be responsible for the selection of the Students' Union Involvement Awards, the Students' Union Award for Excellence, the Recognized Talented Teaching Award and the Students' Union Award for Leadership in Undergraduate Teaching.

25. The Committee must keep a written record of all names, criteria, and value of awards it disburses, as well as application procedures for disbursement.

26. In order for awards to be selected, quorum must be present.

27. Selection will occur over the course of one weekend in order to allow the proper consideration of all nominees. It will be expected that Committee members will have read the applicable information before attending the selection meeting.

28. Selection will occur according to a system agreed upon by the Committee. The system will be recorded for posterity and transparency. It is strongly advised that the processes used in the past be reviewed.

29. To participate in the making of any final decision, members of the Committee must have been present for the entirety of the selection process.

30. Award applicants will be considered for awards they had not applied for if they meet the criteria. Award applicants not chosen for one award will be

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placed back in the running for other awards unconsidered for if they meet the criteria.

| 31. The Committee will select persons from the list of those nominated and will submit the names of those selected to Students' Council for ratification no later than the last Friday in February of each year.

Confidentiality

| 32. Only members of the Committee will be present during selection deliberations.

| 33. Due to the personal nature of applications, the discussions surrounding deliberations for awards selection will remain strictly confidential. The results of those discussions, votes, recommendations and other official proceedings will be made available to the public.

| 34. Committee business specifically relating to awards applications and taking place after the awards application deadline will remain strictly confidential until after the Committee's decisions regarding award winners have been received by Students' Council. In any other case, Committee meeting minutes will be made available to interested parties.

| 35. Any document or record designated as strictly confidential will be made available to members of the Committee, the Vice President (Academic), the Executive Assistant of the Students' Union and any official external auditors of the Students' Union.

Amendments to Regulations

| 36. These regulations may be amended as needed by a simple majority vote of the Committee, and must be reviewed at the first meeting of every year. Any changes must be reported to Students' Council for information.

STUDENTS' COUNCIL VOTES AND PROCEEDINGS

Tuesday, September 30, 2008
Council Chambers 2-1 University Hall

VOTES AND PROCEEDINGS (SC 2008-12)

2008-12/1

SPEAKER'S BUSINESS

Meeting called to order at 6:02 pm

2008-12/2

PRESENTATIONS

Oral report from VP Operations, Steven Dollansky

Oral report from VP Student Life, Kristen Flath

Oral report from VP External, Beverly Eastham

2008-12/4

QUESTION PERIOD

Question Period extended to 7:04 pm

2008-12/6

GENERAL ORDERS

2008-12/6a

DOLLANSKY/MASTEL MOVED THAT Students' Council appoint (1) member to the budget and Finance Committee

Speaker's list: Dollansky

Nominations: Chin

Nominations closed

Appointed: Chin

2008-12/6b

DOLLANSKY/MASTEL MOVED THAT Students' Council appoint (1) member to the Grant Allocation Committee

Speaker's list: Dollansky

Nominations: Tok, Wallace

Nominations closed

Appointed: Tok

- 2008-12/6d** **FENTIMAN/COUNCILLOR MOVED THAT** Students' Council appoint (2) members to Audit Committee
- Speaker's list: Fentiman
- Nominations: Wallace, Saik
- Nominations closed
- Appointed: Wallace, Saik
- 2008-12/6e** **EASTHAM/TOK MOVED THAT** upon the recommendation of Council Administration Committee to appoint Brittney Bugler, Paul Chiswell and Micheal Schwake to the University of Alberta Senate for the 2008-2009 Academic year
- Speaker's list: Eastham
- MOTION: CARRIED**
- 2008-12/6c** **MORIN/EASTHAM MOVE THAT** Students' Council direct the Executive Committee to enter into negotiations for the provision of a general student health plan and report back to Students' Council no later than January 13th, 2009.
- Speaker's list: Flath
- FLATH/DUNN MOVED IN-CAMERA**
- Motion: CARRIED**
- COUNCILLOR/MASTEL MOVED EX-CAMERA**
- Motion: CARRIED**
- MORIN/EASTHAM MOVE THAT** Students' Council direct the Executive Committee to enter into negotiations for the provision of a general student health plan and report back to Students' Council no later than January 13th, 2009.
- Main Motion: CARRIED**
- Mckinney MOVED THAT** Students' Council recess
- Motion: CARRIED**
- Meeting called back to order at 8:28 pm
- 2008-12/6f** **JANZ MOVED THAT** Students' Council approve Bill #4 in first reading
- Principles:
- Students' Council shall implement attendance requirements effective May 1st 2009.
 - If a Councillor misses a meeting without appointing a proxy or notifying the speaker within 24 hours either before of after the meeting with a suitable excuse (such as incapacitated because of illness, suffering from severe domestic

affliction, writing a midterm or final examination, or has other compelling reasons (including religious conviction)) the absence shall be declared unexcused.

- If the councillor accumulates two unexcused absences in a trimester, the councillor will be removed from council immediately following the second unexcused absence.

- If the total voting membership of Students' Council drops below twenty, then a by-election will be called in September, October or January of that year.

BRAGA/DOLLANSKY MOVE TO divide item 2008-12/6f so that Bill #4 is the first Three points and Bill #5 is the last point

Speaker's list: Janz, Braga, Dollansky

Motion: CARRIED

MELENCHUK/JANZ MOVED TO table item 2008-12/6f until item 2008-12/6g is dealt with

Speaker's list: Melenchuk

Motion: CARRIED

2008-12/6g DOLLANSKY/EASTHAM MOVED THAT Bill #5 reads as follows

-If the total voting membership of Students' Council drops below twenty, then a by-election will be called in September, October or January of that year.

Speaker's list: Dollansky, Eastham

Motion: CARRIED

CHAN/DOLLANSKY MOVED THAT Bill #5 reads as follows

-If the total voting membership of Students' Council drops below twenty, then a by-election will be called in September, October or January of that academic year.

Speaker's list: Chan

Motioned (Friendly): CARRIED

2008-12/6f JANZ/STEEVES MOTION TO table item 2008-12/6f to next meeting, October 14, 2008

Motion: CARRIED

BUGLER/JANZ MOVE TO adjourn

Motion: CARRIED

Meeting adjourned at 10:00 pm