

# **STUDENTS' COUNCIL**

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**Tuesday, February 27, 2018  
6:00PM  
Council Chambers, University Hall**

**LATE ADDITIONS (SC 2017-19)**

- 2017-19/1**     **SPEAKERS BUSINESS**
- 2017-19/2**     **PRESENTATIONS**
- 2017-19/3**     **EXECUTIVE COMMITTEE REPORT**
- 2017-19/4**     **BOARD AND COMMITTEE REPORT**
- 2017-19/5**     **OPEN FORUM**
- 2017-19/6**     **QUESTION PERIOD**
- 2017-19/7**     **BOARD AND COMMITTEE BUSINESS**
- 2017-19/7a**     **SUNDAY/HOWIE MOVE**, on the recommendation of the Aboriginal Relations and Reconciliation Ad Hoc Committee, to amend Bylaw 100, Schedule B to include the Aboriginal Relations and Reconciliation Committee.
- See SC-2017-19.02
- 2017-19/8**     **GENERAL ORDERS**
- 2017-19/9**     **INFORMATION ITEMS**
- 2017-19/9a**     Votes and Proceedings, SC-2017-17-OP-20170123 - Tuesday, February 6, 2018
- See SC-2017-19.01
- 2017-19/9b**     Standing Orders - Final Draft
- See SC-2017-19.02





University of Alberta Students' Union

## STUDENTS' COUNCIL

**Tuesday, February 6, 2018  
Council Chambers, University Hall**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

### **MEETING CALLED TO ORDER AT 6:11PM**

### **VOTES AND PROCEEDINGS (SC 2017-18)**

#### **2017-18/1 SPEAKERS BUSINESS**

Announcements - The next meeting of the Students' Council will take place on Tuesday, February 27 at 6:00pm in Council Chambers.

#### **2017-18/2 PRESENTATIONS**

##### **2017-18/2a *Presentation Title:* Campus Food Bank**

**Abstract:** Founded in 1991 out of a response to rising international student tuition, the Campus Food Bank exists to provide U of A students, staff, and their families with access to supplementary food hampers when the need arises. The food hampers distributed are built using donations from the community and modelled after Canada's Food Guide. This presentation will give Students' Council an overview of the Campus Food Banks history, it's programming and clientele makeup.

***Presenter(s):***

- Cory Hodgson - Executive Director of the CFB

**USHAKOV/FLAMAN SPONSORED** the Campus Food Bank presentation at the February 6, 2018 meeting of Students' Council.

HODGSON: Noted the CFB, to their knowkedge, are the first such organisation in North America. Commended the CFB volunteers for supporting their Monday or Friday operating hours. Established that they served 27,000 persons in the last year. Noted they primarily distribute non-perishable items to non-dependant recipients. Expressed that those 25 to 35 are the primary recipients.

**2017-18/b *Presentation Title:*** Lister Centre Meal Plan Proposal

**Abstract:** Lister Hall Student Association along with the Students' Union will be providing an update on meal plan advocacy and student consultation done in the process.

***Presenter(s):***

- Ilya Ushakov, Vice-President Student Life
- Matt Simpson, President of the Lister Hall Student Association

**USHAKOV/THIBAUDEAU SPONSORED** the Lister Centre Meal Plan Proposal at the February 6, 2018 meeting of Students' Council.

USHAKOV: Noted the Meal Plan received ratings below the national average in a recent poll. Emphasised that a new plan will be determined at BFPC and Board of Governors in March. Noted the proposed plan is all-inclusive. Established that the Students' Union assumed the role of representing students when the Lister Hall Student Association was dissolved. Identified the student's wants as extended hours, a CAB location, a five-day option, a decrease in cost, diverse food options, and increased capacity. Noted out of 632 respondents, 93% do not support the current proposed plan.

**2017-18/3 EXECUTIVE COMMITTEE REPORT**

Ilya USHAKOV, Vice President (Student Life) - Report.  
Reed LARSEN, Vice President (External) - Report.  
Shane SCOTT, Vice President (Academic) - Report.  
Marina BANISTER, President - Report.

**2017-18/4 BOARD AND COMMITTEE REPORT**

Bylaw Committee - Report.  
Council Administration Committee - Report.  
Finance Committee - Report.  
Policy Committee - Report.  
Nominating Committee - Report.  
Board of Governors - Report.  
CJSR 88.5 FM Radio - Report  
Landing Board of Directors - Report.  
Aboriginal Relations and Reconciliation Ad Hoc Committee - Report.  
Gateway Student Journalism Society - Report.

**2017-18/5 OPEN FORUM**

**2017-18/6 QUESTION PERIOD**

**2017-18/7 BOARD AND COMMITTEE BUSINESS**

**2017-18/7a USHAKOV/HOWIE MOVED**, upon the recommendation of Policy Committee, to approve the renewal of the Health and Wellness Policy based on the following [attached] first principles.

USHAKOV: Noted an additional fact was added as Item 8 within the First Principles.

**22/0/0 - CARRIED**

See SC 2017-18.10

**2017-18/7b CHOI/SCOTT MOVED**, upon the recommendation of Policy Committee, to approve the renewal of the Academic Materials Policy based on the following [attached] first principles.

SCOTT: Noted the policy has undergone a number of amendments: Point 2 now represents a new total on the cost of textbook materials, Point 5 now reflects that academic materials can be acquired for free, Point 8 now clarifies language, Point 18 now adds information concerning Open Education Resources.

LARSEN: Expressed that Provincial government is currently reviewing copyright materials. Noted that publishers are lobbying to strengthen the copyright regulations surrounding academic study. Emphasised that the executive will advocate for the students in order to attain affordable academic materials.

**23/0/0 - CARRIED**

See SC 2017-18.11

**2017-18/7c OASIS FAMF Referendum Question**

**CHRISTENSEN/HOWIE MOVED** to approve the Organization for Arts Students' and Interdisciplinary Studies (OASIS) FAMF referendum question, on the recommendation of Bylaw Committee, as listed below.

The Organization for Arts Students and Interdisciplinary Studies (OASIS) is the undergraduate student faculty association for the Faculty of Arts. This proposed Faculty Association Membership Fee (FAMF) will be \$2.50 per semester. This will primarily allow for increased granting capabilities for arts students.

The conditions of the fee shall include:

1. It shall be distributed according to the framework approved by the University of Alberta Students' Union Students' Council and is subject to the oversight of the Audit Committee.
2. The same fee will be applied to full-time and part-time students.
3. The fee shall not be charged in the Spring/Summer semester.
4. Students may opt-out of this fee by contacting OASIS before the add/drop deadline of each semester.

5. The fee will have a two (2) year lifetime with an expiry of September 1, 2020.

**Do you support the introduction of a \$2.50 per student, per semester Faculty Association Membership Fee for the Organization for Arts Students and Interdisciplinary Studies effective September 1, 2018?**

**21/2/0 - CARRIED**

**2017-18/7d ESA FAMF Referendum Question**

**CHRISTENSEN/HOWIE MOVED** to approve the Education Students' Association FAMF Referendum Question, on the recommendation of Bylaw Committee, as listed below.

The Education Students' Association (ESA) is the student Faculty Association for the Faculty of Education, as well as Student Local No.1 of the Alberta Teachers' Association (ATA). As an undergraduate education student, you are not currently charged a Faculty Association Membership Fee (FAMF). Optional membership to the ESA currently costs \$10.00. \$9.00 of this fee goes to the ESA and \$1.00 goes to the ATA as student membership dues.

The proposed FAMF will reduce the membership fee to \$8.00. \$7.00 of this fee will go to the ESA and \$1.00 will go to the ATA as student membership dues. The fee will provide the ESA with more funding for student services and events.

The conditions of the fee shall include:

1. It shall be distributed according to the framework approved by the University of Alberta Students' Union Students' Council and is subject to the oversight of the Audit Committee.
2. This fee will be applied to all undergraduate Education students, except those enrolled in off-campus collaborative programs.
3. The same fee will be applied to full-time and part-time students.
4. The fee shall only be charged in the Fall semester.
5. Students joining the Faculty of Education after the fee is collected in the Fall term may request a membership by contacting the ESA.
6. Students may opt-out of this fee by contacting the ESA before October 31st of the year it is charged.
7. The fee will have a three (3) year lifetime with an expiry of September 1 2021.

Do you support a Faculty Association Membership Fee for the Education Students' Association of \$8.00 per student, per year effective September 1, 2021?

SCOTT: Inquired into the absence of a date in the year within in Clause 7.

HOWIE: Moved to amend Clause 7 to include the first day of September within the year of 2021.

Amendment taken as friendly.

**23/1/0 - CARRIED**

**2017-18/8 GENERAL ORDERS**

**2017-18/8a Bill #8 - Students' Council Attendance Regulation Amendment - *First Reading***

**FLAMAN/JONES MOVED** to approve the first reading of Bill #8 Attendance Regulation Amendment, based on the following first principles:

First Principles:

1. The current form of the Students' Council attendance regulations have helped improve attendance and engagement to date.
2. The regulations were initially created conservatively to help members adjust to the transition.
3. The regulations shall be tightened to continue to improve attendance and engagement.
4. The regulations shall be amended to apply to "regularly scheduled" meetings only, where regularly scheduled is defined meetings approved in the introductory meeting of Students' Council.
5. Bylaw 100 shall be amended to adjust the definition of attendance from "Attendance is defined as attending for at least one (1) roll call of attendance" to
  - a. "Perfect Attendance" being defined as attending for 100% of roll calls in a trimester either in person, by proxy or by teleconferencing,
  - b. "Satisfactory Attendance" being defined as attending between 50% and 99% of roll calls in a trimester either in person, by proxy or by teleconferencing,
  - c. "Unsatisfactory Attendance" being defined as attending less than 50% of roll calls in a trimester either in person, by proxy or by teleconferencing.
6. The criteria for councillor removal from Students' Council shall remain the constant, being that councillors with "Unsatisfactory Attendance" at the end of the Spring/Summer and Fall trimesters be declared in contravention of Bylaw 100 and automatically removed as a member of Students' Council.
7. These changes shall be implemented May 1, 2018.

FLAMAN: Noted the Bill #8 aims to amend the roll call system as was amended by Council Administration Committee.

BANISTER: Expressed concern over the additional time required to take another roll call. Suggested the definition of "Perfect Attendance" is unnecessary. Suggested the removal of 5(a).

FLAMAN: Clarified that this proposal does not seek to add the third roll call. Council Administration Committee has already amended the Standing Orders.

CHRISTENSEN: Expressed that councillors who are unable to attend the beginning of the meeting and its roll call, and then stay for the rest, are unfairly penalised. Noted the initial rationale for amending the attendance policy was to improve the accuracy of councillor representation.

**BANISTER/HOWIE** moved to strike 5(a) and to amend 5(b) to read that 50% to 100% constitutes satisfactory attendance.

FLAMAN: Suggested that the measure to have perfect attendance defined is valuable for it provides an ideal to which councillors can aspire.

21/2/0 - CARRIED

**24/0/0 - CARRIED**

**2017-18/9 INFORMATION ITEMS**

2017-18/9a Report from Vice President (Student Life)

See SC 2017-18.01

2017-18/9b Report from the President

See SC 2017-18.02

2017-18/9d Report from Vice President (Operations and Finance)

See SC 2017-18.03

2017-18/9e Report from Vice President (External)

See SC 2017-18.04



2017-18/9f Executive Committee Motion Tracking

See SC 2017-18.05

2017-18/9g Student Council Motion Tracking Sheet

See SC 2017-18.06

2017-18/9g Students' Council Attendance

See SC 2017-18.07

2017-18/9h *Votes and Proceedings*, SC-2017-17-OP-20170123 - Tuesday, January 23, 2018

See SC 2017-18.08

2017-18/9i *Academic Materials* Policy - First Reading

See SC 2017-18.09

2017-18/9j *Health and Wellness* Policy - First Reading

SC 2017-18.10

**MEETING ADJOURNED AT 8:58PM.**

# Aboriginal Relations and Reconciliation Committee: Standing Orders

*(Draft)*

## 1 Mandate

1. In accordance with Bylaw 100 of the University of Alberta Students' Union, the Aboriginal Relations and Reconciliation Committee:
  - a. Shall work collaboratively with the Students' Council on the implementation of the Truth and Reconciliation Commission's Calls to Action, within the Students' Union context;
  - b. Shall ensure adequate discussion, as defined by this committee is completed by the Students' Union in identifying Aboriginal student priorities;
  - c. Shall write a yearly report to Students' Council detailing Aboriginal student priorities;
  - d. Shall develop strategies for the respectful implementation of Aboriginal knowledges and teachings;
  - e. Shall foster collaboration between the Students' Union and Aboriginal students;
  - f. Shall create space for discussions between the Students' Union and Aboriginal students; Shall request reports from the Students' Union Executive Committee on its advocacy for and with Aboriginal students;
  - g. Shall publish and widely disseminate a report on the representation of and collaboration with Aboriginal students, as well as all relevant advocacy work, done by the Students' Union;
  - h. Shall recommend to students council representatives to sit on committees both internal and external whose core focus is Aboriginal students.
  - i. Shall work with Discover Governance to provide cultural sensitivity training to Students' Council
  - j. Shall propose alterations to Students' Council regarding the Acknowledgement of Traditional Territory;
  - k. May recommend changes to Students' Union political policies.

## 2 Meetings

1. Quorum of the Aboriginal Relations and Reconciliation Committee shall be six (6) permanent voting members.
2. The Aboriginal Relations and Reconciliation Committee shall hold a meeting, coordinated through the Speaker of Students' Council, before the first meeting of its Students' Council in order to:
  - a. elect a chair from within its permanent voting membership,
  - b. set initial standing orders; and
  - c. adopt a meeting schedule for its first trimester.
3. The Aboriginal Relations and Reconciliation Committee shall establish a meeting schedule on a trimester basis, in advance, with the trimesters being:
  - a. May to August,
  - b. September to December, and
  - c. January to April.
4. Additional meetings of the Aboriginal Relations and Reconciliation Committee may be called by either the Chair or six (6) permanent voting members of the Committee, with the exception of Standing Orders 5(1)(a), and provided that:
  - a. every permanent member has received at least seventy-two (72) hours' notice of the meeting, or
  - b. every permanent member consents to the meeting taking place.
5. Meetings of the Aboriginal Relations and Reconciliation Committee may be cancelled by:
  - a. a simple majority vote of the Committee to amend the meeting schedule,
  - b. the unanimous consent of all permanent members to the cancellation, or
  - c. if there are no items present on the Committee's agenda.
6. Meetings of the Aboriginal Relations and Reconciliation Committee are open to the public, unless the Committee moves in camera.

### 3 Membership

1. Permanent membership of this Committee is eleven (11):
  - a. Three (3) members of Students' Council;
  - b. Two (2) members of the Executive Committee;
  - c. Two (2) members of the Aboriginal Student Council, as appointed by the Aboriginal Student Council and ratified at Students' Council;.
  - d. Three (3) Aboriginal Students-at-Large; ratified by Students' Council; and
  - e. One (1) elder, as chosen by the Committee, as a non-voting member.
2. All Students' Council voting Members shall be voting members of the Aboriginal Relations and Reconciliation Committee.

- a. those Councillors must provide the Chair of the Aboriginal Relations and Reconciliation Committee a minimum of forty-eight (48) hours notice of their intention to attend as part of the voting membership.
3. Up to the sum of voting membership of Students' Council plus one self-identifying Aboriginal undergraduate students currently enrolled at the University of Alberta, shall be voting members of the Aboriginal Relations and Reconciliation Committee, provided that:
  - a. those students must provide the Chair of the Aboriginal Relations and Reconciliation Committee a minimum of forty-eight (48) hours notice of their intention to attend as part of the voting membership; and
  - b. those students provide proof that they have self-identified as Aboriginal at the University of Alberta; and
  - c. those students would not include self-identifying Aboriginal members of Student's Council.
4. In the event that more than the sum of the membership of Students' Council plus one self identifying Aboriginal undergraduate students give notice of their intention to attend, then the selection shall be decided on a first come, first serve basis.
5. For the purposes of this Committee, 'self-identifying Aboriginal students' are those who have either registered as such with the University of Alberta or are those who identify as Indian, Inuit, or Métis under Section 35 of the *Constitution Act, 1982*.

## 4 Chair's Responsibilities and Duties

1. The Chair of the Aboriginal Relations and Reconciliation Committee shall be a permanent voting member.
2. The Chair of the Aboriginal Relations and Reconciliation Committee shall not be a member of the Students' Council Executive Committee.
3. The Chair of the Aboriginal Relations and Reconciliation Committee shall be selected by the following process:
  - a. The first round of nomination shall be open to only permanent self-identifying Aboriginal members of the committee
  - b. In the event that no permanent self-identifying Aboriginal member of the committee is nominated, the second round of nomination shall be open to all permanent members of the committee.
  - c. Upon the election of the Chair, notice of the appointment must be sent to all relevant Aboriginal student groups on Campus, as outlined in 1(l), in addition to Students' Council.

- d. In the event that no appropriate chair is found, the elder will become the interim Chair with the administrative support of Discover Governance until a suitable candidate is selected among other members of the committee, not including those priorly removed.
4. The Chair of the Aboriginal Relations and Reconciliation Committee shall:
  - a. arrange for the booking of a meeting room, when necessary, for meetings of the Committee;
  - b. arrange for the preparation and distribution of the Committee agenda;
  - c. moderate debate at meetings of the Committee;
  - d. respond to the questions of members of the Committee in a timely fashion;
  - e. assign duties to members of the Committee, such duties pertaining to the fulfilment of the mandate of the Committee;
  - f. schedule an annual KAIROS Blanket Exercise for Students' Council following the Council by-election;
  - g. present, or arrange for a presentation, to non-Students' Council members of the Committee an outline of governance at the Students' Union, with specific emphasis placed on bylaws and political policies;
  - h. maintain the Standing Orders of the Committee;
  - i. ensure suitable traditional medicines are available for use during the smudging ceremony portion of meetings;
  - j. submit reports to Students' Council, as required;
  - k. Submit reports to Aboriginal groups on campus, as listed in the appendix, on a trimesterly basis of the progress and direction of the Committee.
5. Should the Chair of the Aboriginal Relations and Reconciliation Committee be absent from a meeting of the Committee, the Committee shall then elect an interim chair from within its permanent voting membership for the duration of the meeting.
6. The Chair of the Aboriginal Relations and Reconciliation Committee may be removed from the post of chair by a simple majority vote of the Committee, whereupon a new chair shall be elected from within the permanent voting membership of the Committee.
7. The Chair shall work with the Speaker and Administrative Assistant to ensure the logistical needs of the Aboriginal Relations and Reconciliation Committee are met.

## 5 Member Responsibilities and Duties

1. The Aboriginal Relations and Reconciliation Committee may recommend to Students' Council, by a simple majority vote, the removal of any permanent

standing member who is not carrying out their duties in contributing to the fulfillment of the mandate of the committee or acts in a way which contradict the purpose of the Committee.

- a. In the event that a committee member is found to be harbouring views which contradict the purpose of the committee, the Chair and Elder shall be notified
  - b. Upon notification of such behaviour, the Chair and Elder of the committee shall;
    - i. Meet with the accused committee member to discuss their behaviour
    - ii. Decide if the issue was deliberate or ongoing, and if a meeting of the Aboriginal Relations and Reconciliation committee shall be called to discuss the conduct and continued membership of the member at hand.
  - c. In the event the Chair and Elder determine the actions of the accused member are deliberate or ongoing, the Chair will call an additional meeting of the committee to debate the continued membership of the member at hand. This meeting will include:
    - i. A closed session of the committee without the accused member in attendance to discuss the conduct of the accused
      1. No motions shall be considered in this portion
    - ii. An additional closed session of the committee with the accused member to discuss the conduct of the accused and to decide if a recommendation should be made to Students' Council for the removal of the accused member.
  - d. In the event that a standing member is removed from the committee they shall be replaced by someone from the same classification.
  - e. "Acts in a way which contradict the purpose of the Committee" are defined as those:
    - i. that are inherently racist;
    - ii. promote hate speech;
    - iii. with malicious intent, actively contradict the stated purpose of the Committee.
2. Permanent members are required to attend all meetings of the Aboriginal Relations and Reconciliation Committee and must adhere to the attendance regulations outlined in Bylaw 100.
  3. Members shall be considered present should an appropriate proxy be appointed and attend, or by sending in their written thoughts on all agenda items to the Chair.

4. Any member of the Executive Committee who fails to fulfil the reporting requirements as outlined in Standing Orders 13(1) may be reported to Students' Council, by a simple majority vote.
5. Permanent members are responsible for carrying out tasks assigned to them by the Aboriginal Relations and Reconciliation Committee or Chair.

## 6 Elder Protocol

1. The selection of an elder is to be the responsibility of the preceding year's Committee.
2. The Chair, in partnership with the rest of the Committee, the Indigenous Advisory Office, and the Students' Union Vice-President Finance, will select an Elder whose appointment mandate is for the following year.
3. In selecting an elder, the Chair, along with the rest of the Committee, will work in partnership with the following individuals/organizations:
  - a. Indigenous Advisory Office;
  - b. Aboriginal Student Services Centre;
  - c. Advisory Committee on Elders, Protocol, and Teachings; and
  - d. Students' Union Vice-President Finance.
4. The elder selection process will follow the University of Alberta's Elder Protocol document and the four tenants of the Elders Leadership and Resource Council Working Paper.
5. The purpose of the elder is to provide guidance for the committee and to ensure that it acts in the spirit of reconciliation and cooperation. In addition, the elder will aid the committee in the completion of its mandate
  - a. The attendance of the Elder is on an ad-hoc basis, as needed.
6. It is the responsibility of the Chair to educate the chosen elder on relevant Committee business
7. In the event that no appropriate chair is found under Section 4(3), the elder will become the interim Chair with the administrative support of Discover Governance until a suitable candidate is selected among other members of the committee, not including those priorly removed.
8. Should an elder be seen as harbouring views which contradict the mandate of the Committee, or are viewed to be in abuse of power, the Committee will convene in camera to discuss said issues. Such discussion are to be done in with the elder and in accordance with the organizations outlines in Section 16(3).
9. In the event that Section 16(7) occurs, the removal of an elder requires a simple majority vote.

## 7 Proxies/Guests

1. To appoint a proxy to the Aboriginal Relations and Reconciliation Committee, the member thereof must provide a notice to that effect to the Chair of the Committee.
  - a. stating the name and e-mail address of the eligible member who will serve as proxy,
  - b. indicating the duration of the appointment, and
  - c. that is signed by the appointing member of the Committee or e-mailed to the Chair of the Committee no later than two (2) hours prior to the Committee meeting.

## 8 Discussion and Reports

1. As per Standing Orders 1(d), the Aboriginal Relations and Reconciliation Committee will create an annual Aboriginal Collaboration Framework which will define the parameters of 'adequate collaboration' through meetings with various Aboriginal stakeholders.
  - a. This is to occur before the second trimester of Students' Council.
2. Once the Aboriginal Relations and Reconciliation Committee has created the Aboriginal Collaboration Framework, it will present its findings Students' Council.
3. In addition to an Aboriginal student Collaboration Framework, the Aboriginal Relations and Reconciliation Committee is responsible for the creation of three annual (3) reports:
  - a. Report on Aboriginal Priorities
    - i. The purpose of this report is to fulfil the Aboriginal Relations and Reconciliation Committee's mandate, as set out in Standing Orders 1(c).
    - ii. This report is to be completed no later than April 30th of any given year.
    - iii. The findings of this report is meant to have a proactive capacity; meaning that the details of the report are to be followed by the next session of both Students' Council and the Aboriginal Relations and Reconciliation Committee.
    - iv. This report, once reviewed by Students' Council, will both guide the Executive Committee's advocacy on Aboriginal issues and ensure adequate Aboriginal Student collaboration is completed.
  - b. Report on Executive Committee Advocacy



1. Truth and Reconciliation Commission's Calls to Action,
        2. the Truth and Reconciliation Commission Political Policy,
        3. the Aboriginal student priorities defined by this committee, and
        4. its overall advocacy and representation of Aboriginal students;
      - ii. This report is to be published once a year, with the publication date being no later than November 30th.
    - c. Report on Students' Council Aboriginal Representation
      - i. The purpose of this report is to fulfil the Aboriginal Relations and Reconciliation Committee's mandate, as set out in Standing Orders 1(j).
      - ii. This report is to be completed no later than January 30th.
  4. Reporting by the Aboriginal Relations and Reconciliation Committee is to follow Aboriginal Student Collaboration Framework created by the Committee.

## 9 Administrative Assistant Duties

1. The Administrative Assistant of the Students' Union will:
  - a. Book meeting rooms for meeting of the Committee.
  - b. Book Minute Takers for each meeting of the Committee.
  - c. Structure agendas for each meeting based on the Orders of the Day submitted by members of the Committee and any referrals from Students' Council.
  - d. Notify the Committee of meetings through the agenda.
  - e. Distribute the agenda and minutes to each member of the Committee.
  - f. Ensure paper copies of the agenda are printed for the Chair to bring to each meeting.

## 10 Records

1. The Chair of the Aboriginal Relations and Reconciliation Committee shall ensure attendance is taken at each meeting of the Committee
2. In the event that a Minute Taker is not present at a meeting of the Aboriginal Relations and Reconciliation Committee, the Chair shall assign the task of recording the minutes of the meeting to one of the members of the committee.

3. Members of the Aboriginal Relations and Reconciliation Committee may amend their comments in the minutes to better reflect the recording when the minutes are being approved by the Committee.
4. The Chair of the Aboriginal Relations and Reconciliation Committee shall, after each meeting of the Committee, submit to Students' Council a report including:
  - a. any decisions made by the Committee acting under the authority delegated to it by Students' Council;
  - b. any recommendations made by the Committee to Students' Council;
  - c. any standing orders adopted by the Committee; and
  - d. the last approved Minutes of the Committee.

## 11 Rules of Order

1. The Chair of the Aboriginal Relations and Reconciliation Committee will use their discretion in administering an informal style of Robert's Rules of Order to conduct the business of the meeting.

## 12 Orders of the Day

1. Right of Submission by Committee Members
  - a. Any voting member of the Aboriginal Relations and Reconciliation Committee may submit Orders of the Day to be considered by the Committee.
2. Order of Business for the Aboriginal Relations and Reconciliation Committee shall be:
  - a. Introduction.
    - i. Call to Order.
    - ii. Prayer/Smudging Ceremony
    - iii. Approval of Agenda.
    - iv. Approval of Minutes.
    - v. Chair's Business.
  - b. Old Business.
  - c. New Business.
  - d. Discussion.
  - e. Confirmation of Next Meeting Date.
  - f. Adjournment.
3. Deadline for Submission
  - a. Orders of the Day must be submitted to the Chair of the Aboriginal Relations and Reconciliation Committee and the Administrative Assistant

to the Students' Council by noon on the business day prior to the Committee meeting.

#### 4. Publishing

- a. The agenda package for the Aboriginal Relations and Reconciliation Committee will be published in the following manner:
  - i. an electronic copy will be e-mailed to the Committee members by the day before the meeting, and
  - ii. paper copies will be provided at the Committee meeting upon request.

#### 5. Special Orders

- a. The Order of Business notwithstanding, the Chair may designate any Order of the Day a Special Order.

### 13 Presentations

1. The Students' Union Executive shall provide a comprehensive presentation to the Aboriginal Relations and Reconciliation Committee of all goals relevant to the mandate of the Committee by the end of the first trimester.

### 14 Executive Committee Reports

1. Each member of the Executive Committee shall provide, upon request, a written report to the Aboriginal Relations and Reconciliation Committee on their advocacy activities and those of the entire Executive Committee, as they relate to Aboriginal Students.
  - a. An oral report may be provided in lieu of a written report.

### 15 Standing Orders

1. The Standing Orders of the Aboriginal Relations and Reconciliation Committee may be amended by a simple majority vote of the Committee, with such changes being reported to Students' Council.
2. The Standing Orders of the Aboriginal Relations and Reconciliation Committee do not expire, but shall be reintroduced at the Committee's first meeting.

### 16 Confidentiality

1. All members shall ensure the security and confidentiality of sensitive information that comes into their possession by virtue of their membership on the Aboriginal Relations and Reconciliation Committee.

# Appendix

Aboriginal groups outlined in Standing Orders include, but are not limited to, the following:

- i. Council on Aboriginal Initiatives.
- ii. Aboriginal Student Services Centre.
- iii. Aboriginal Student Council.
- iv. Native Studies Students' Association.
- v. Aboriginal Focus Group.
- vi. Faculty of Native Studies.
- vii. Indigenous Law Students' Society.
- viii. University of Alberta Indigenous Affairs Office.
- ix. Alberta Public Interest Research Group.
- x. Native Studies Course Requirement.
- xi. Aboriginal Students Office at Augustana Campus
- xii. Alumni Grand Council of Elders