



UNIVERSITY OF ALBERTA  
**STUDENTS'  
UNION**

# **Introduction to Robert's Rules of Order and SU Governance**

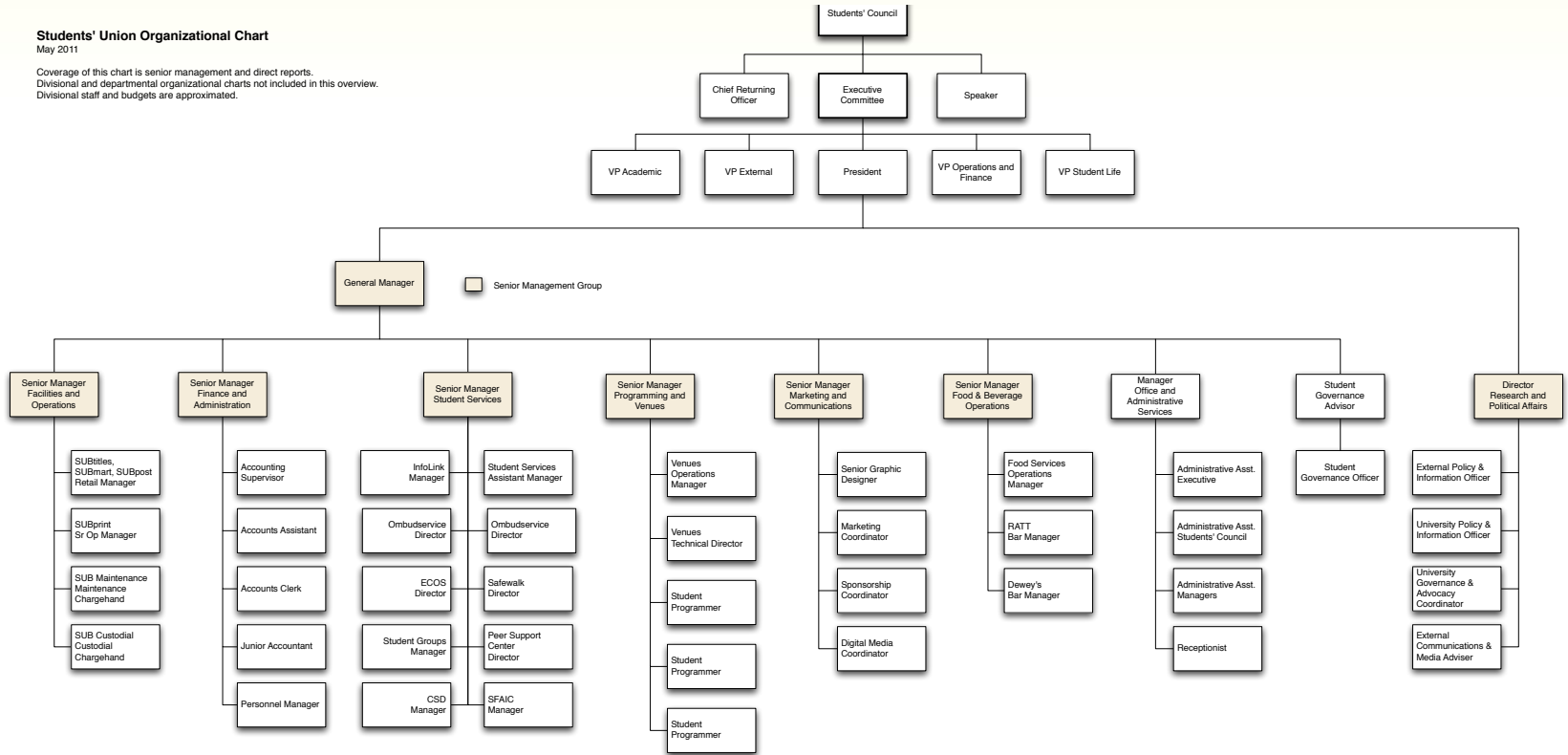
# SU Organizational Chart



## Students' Union Organizational Chart

May 2011

Coverage of this chart is senior management and direct reports. Divisional and departmental organizational charts not included in this overview. Divisional staff and budgets are approximated.



Facilities and Operations
<b>Staff</b> 28 FT, 27-35 PT Unionized
<b>Budget</b> 3.58M rev, 2.88M exp

Finance and Administration
<b>Staff</b> 5 FT, 1-2 PT Unionized
<b>Budget</b> 2.3M rev, 1.1M exp - includes student fees. Reserve and dedicated fees: 1.5M, not including health plan (est 3M)

Student Services
<b>Staff</b> 11 FT, 45-57 PT and Term 750-910 volunteers Non-union
<b>Budget</b> 0.6M rev, 1.4M exp

Programming and Venues
<b>Staff</b> 3 FT, 30-50 PT and 3 Term 50 volunteers Mixed union/non-union
<b>Budget</b> 700K rev, 770K exp Cash flow through events of clients and SU is much higher than budget.

Marketing and Communication
<b>Staff</b> 5-8 FT, 1-2 PT Non-union
<b>Budget</b> 155K rev, 310K exp Handbook and Sponsorship are in this department.

Food and Beverage
<b>Staff</b> 100+ FT and PT Unionized
<b>Budget</b> 2.79M rev, 2.44M exp

Office and Administrative Services
<b>Staff</b> 5 FT, 1-3 PT, Unionized
<b>Budget</b> (includes internal governance costs and associations costs, shares admin costs) 135K rev, 575K exp

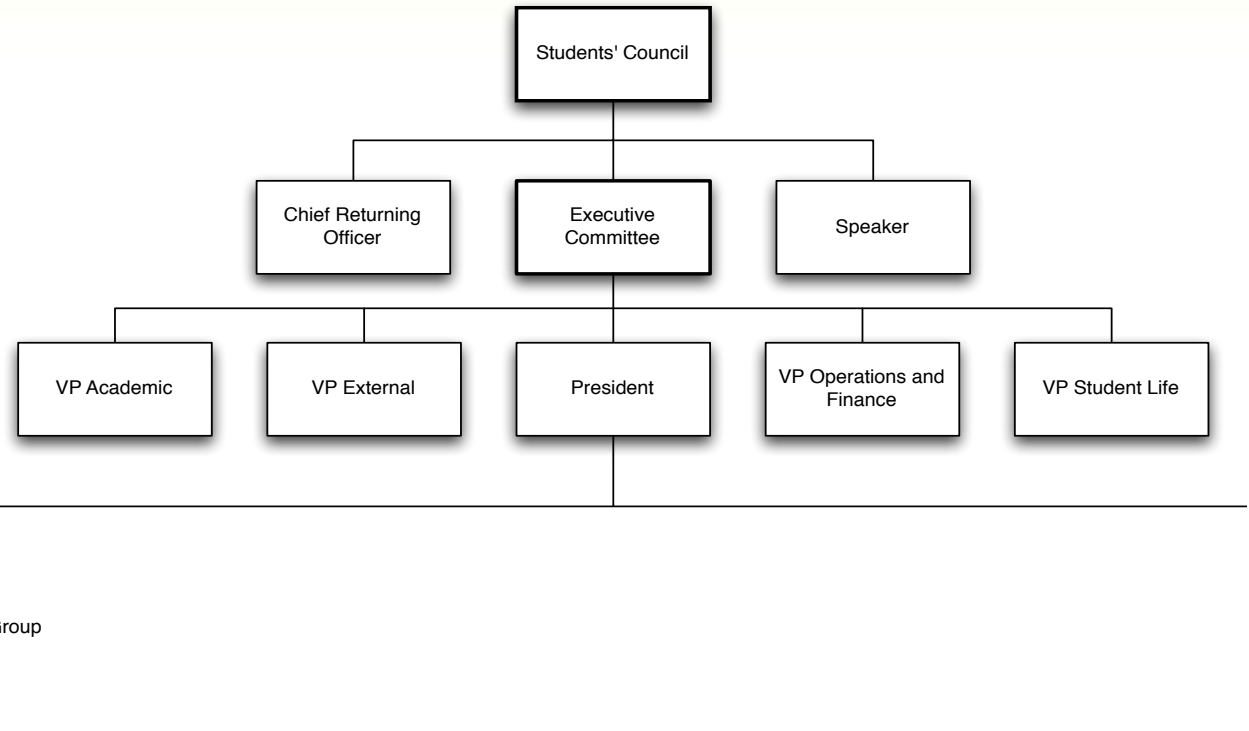
Student Governance Support
<b>Staff</b> 1 FT, 1 Term Non-union
<b>Budget</b> 70K exp Non-political in nature, hence currently under operational side of the organization.

Research and Political Affairs
<b>Staff</b> 3 FT, 2 Term Non-union
<b>Budget</b> 205K exp

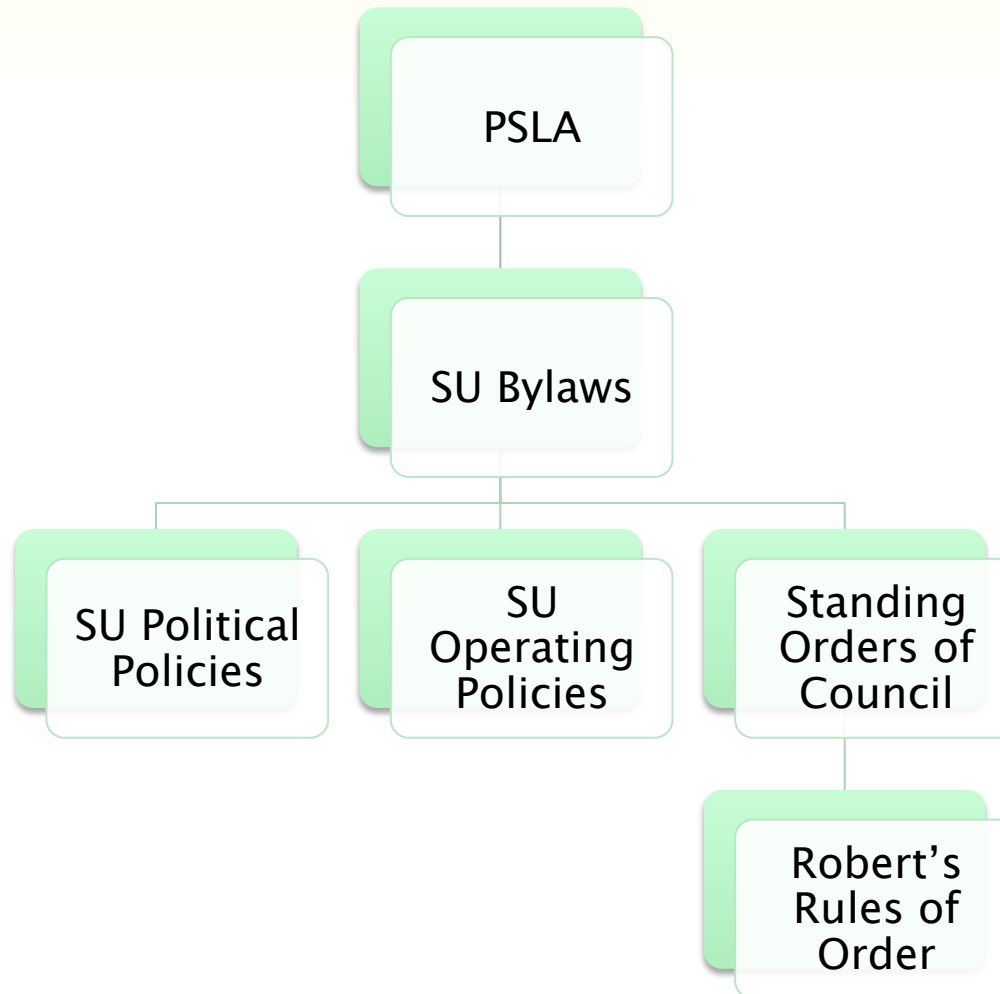
# SU Organizational Chart: Closeup



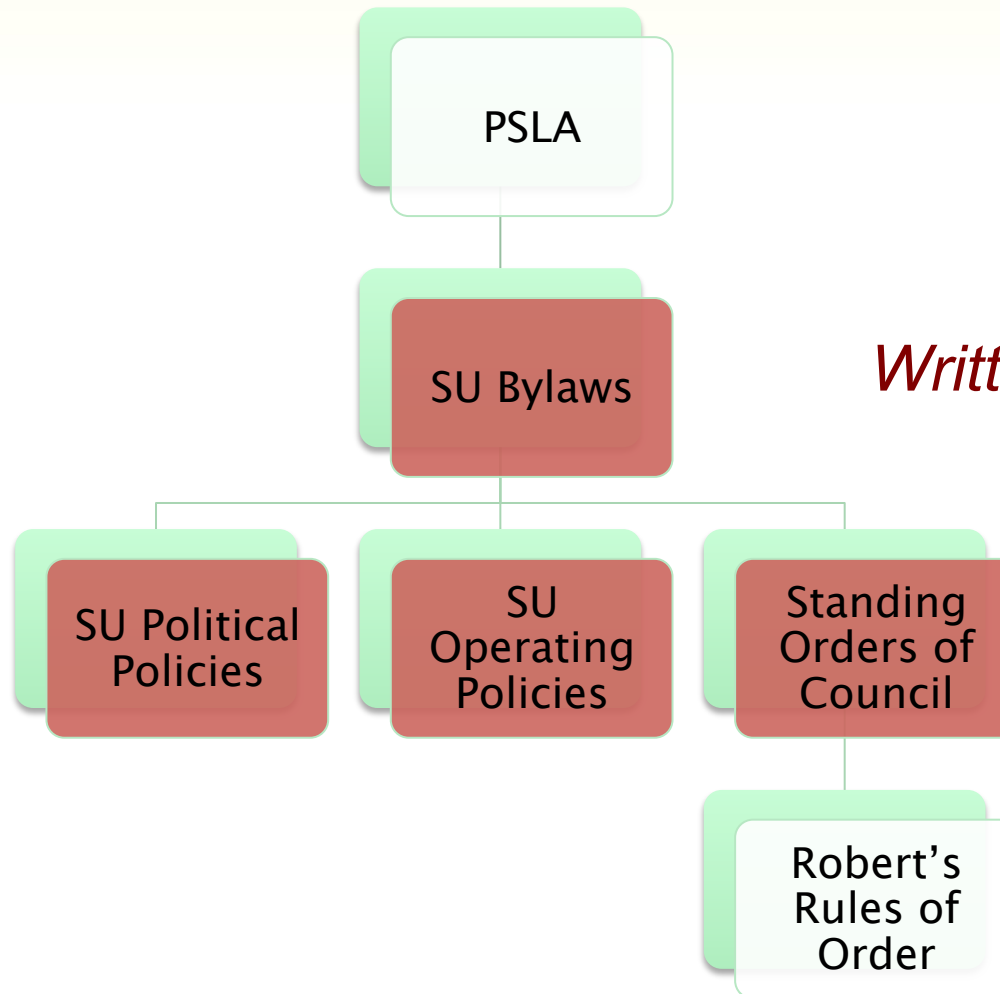
is this overview.



# Legislative Structure

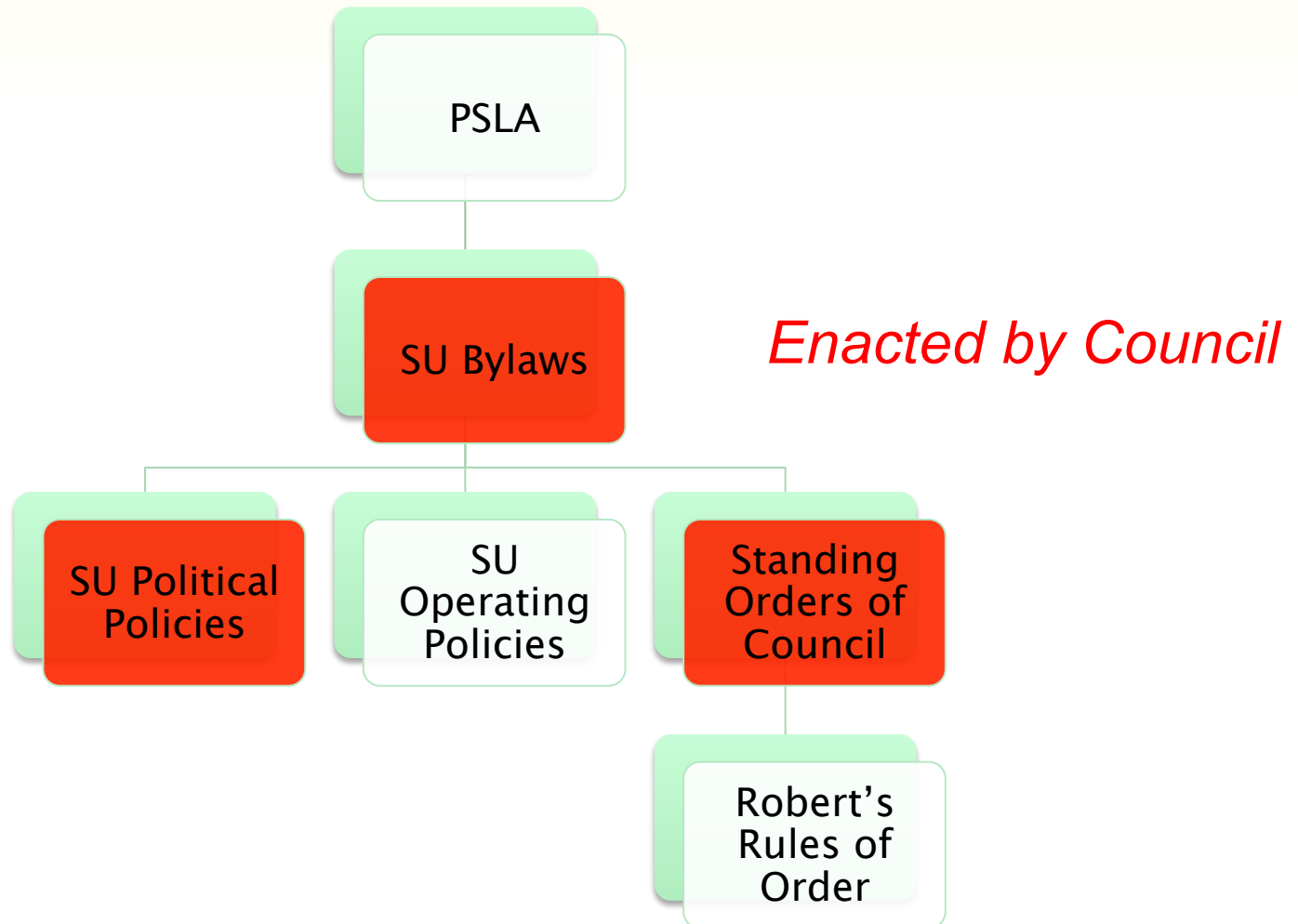


# Legislative Structure

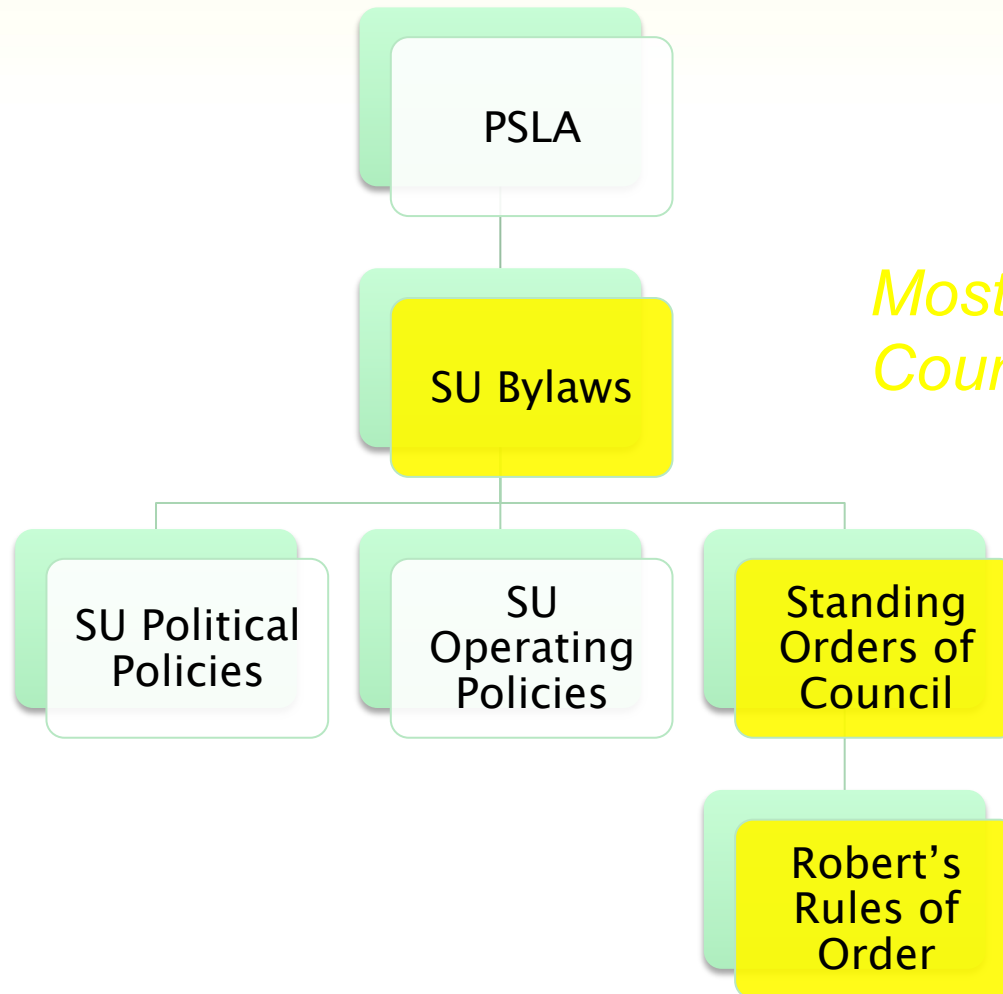


*Written by the SU*

# Legislative Structure

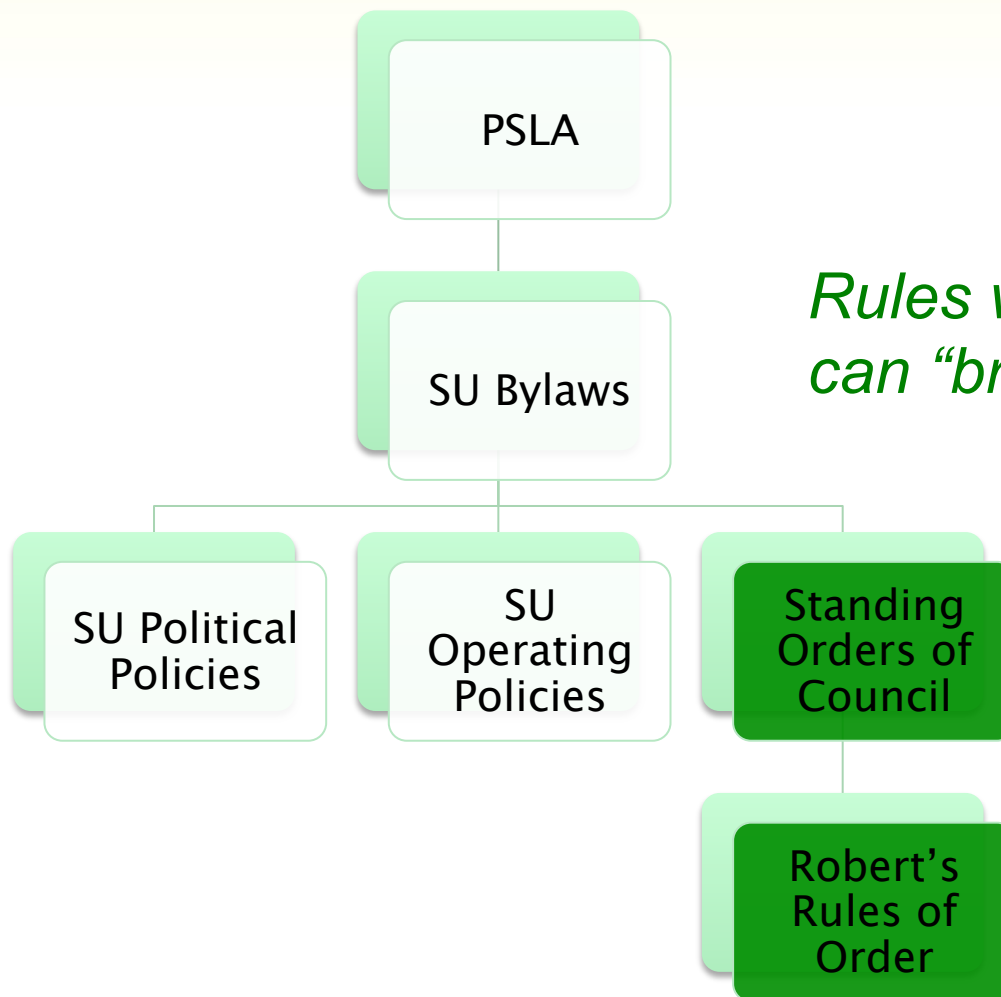


# Legislative Structure



*Most applicable to  
Council business*

# Legislative Structure



*Rules which Council  
can “break” (suspend)*



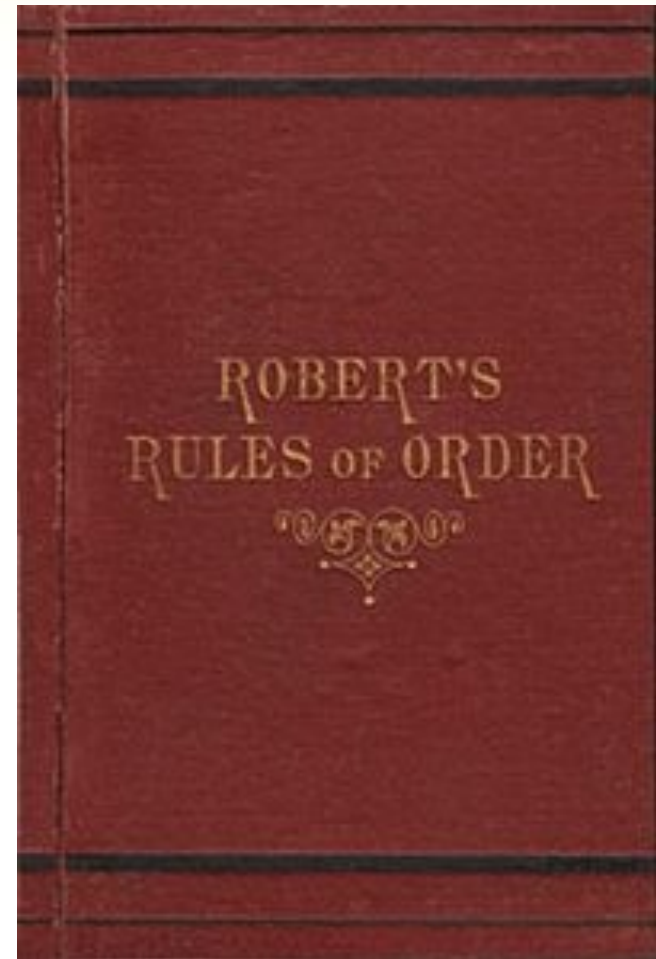


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# **Robert's Rules of Order**

# Background

- First edition by Henry Martyn Robert in 1876
- Guide for meetings of deliberative assemblies
- Puts basic rules in place to standardize meetings
- Standing Orders Vs. Roberts Rules



- All business for Council must be brought up in the form of a motion:
  - Member must obtain the floor before moving a motion
  - Motions must be moved and seconded
  - Once stated by Speaker, the motion cannot be withdrawn without unanimous consent
  - Late Additions
  - Moving a motion from the floor

- Debate
  - Limited to two speaking turns per member, 6 minutes each
  - First speaking turn gets preference over second
  - Speaker try to alternate between debate for and against motion
  - Directed through the Speaker
  - Avoid:
    - Addressing members by name
    - Attacking motives of members
    - Comments that are not germane

- Voting
  - Typically done by show of hands
    - Exception for nominations or call for division
  - Member can change their vote until results are announced
- Good idea to abstain on matters of direct personal interest
  - May request to have abstention noted
  - Review Bylaw 100(19)
- Straw polls are not in order

- Speaker's Business
  - Attendance
  - Announcements, etc.
- Presentations
  - Written in Standing Orders
  - Restricted to 30 minutes including questions
- Executive and Committee reports
  - Limited to 2 minutes per report.

- Question Period
  - 15 minutes
  - May be extended once if at least 5 members wish
  - May be extended again by 2/3 majority vote
  - Written questions take priority (and will get better answers!)
- Board and Committee business
- General Orders

# Motions - Amend

- “modify the wording of a pending motion before the pending motion itself is acted upon”
- Can only have two layers (no amendment to an amendment of an amendment)
- Must be germane
- “friendly” if unanimous consent





# Motions – Postpone Indefinitely



- “is a motion that the assembly decline to take a position on the main question”
- Disposes of a badly chosen main motion
- Can't be amended

# Motions – Call to question

- Ends debate and brings about a vote
- Can't be debated or amended
- Needs a 2/3 vote to pass



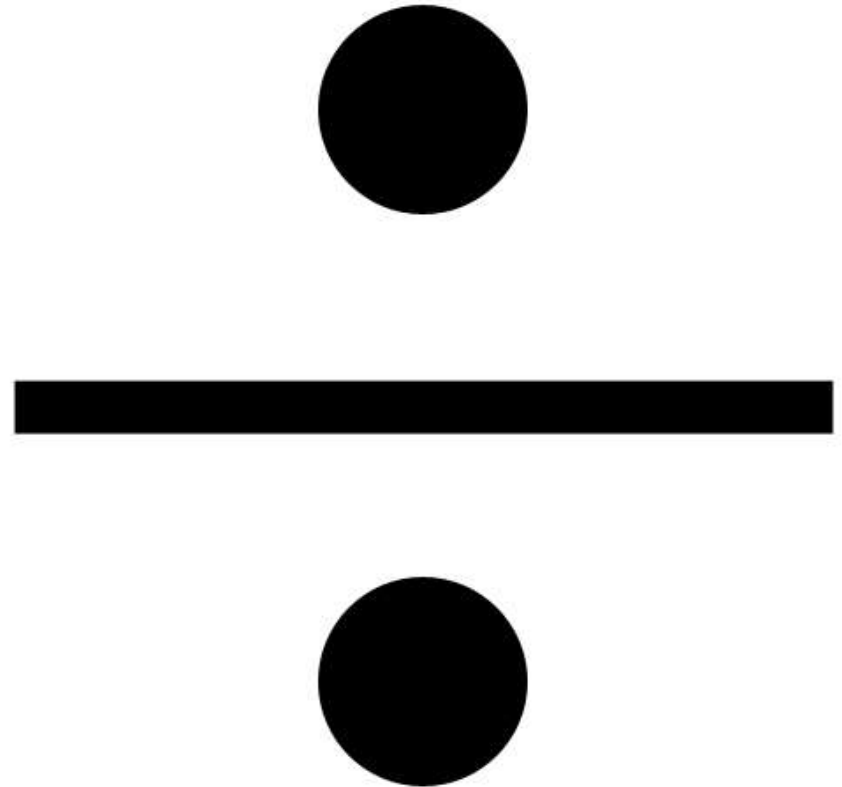
# Motions – Suspend the rules



- Suspends a portion of standing orders
- Need 2/3 majority
- Non-debatable or amendable

# Motions – Division of a Motion

- Splits the main motion into a set of smaller motions
- Opposite of omnibus
- Non-debatable, but amendable



# Motions – Division of the House



- Each member votes by saying for or against in order
- Each vote goes on official minutes
- Happens if requested by any member

# Motions – Appeal decision of Chair

- Used to reverse a ruling by the Speaker
- Debatable but non-amendable
- Requires only majority vote



# Motions - Reconsider



- Reopens debate on a motion that has already been voted upon
- Can only be brought forward by someone previously on the winning side
- Can only be brought forward at the same meeting

- Point of Order
  - Used to correct breach of rules
  - Ruled upon by Speaker
  - Can be brought forward at any time
- Point of Personal Privilege
  - Used to register a complaint of a personal nature
  - Can also be used to register a complaint of privilege of the assembly as a whole



- Point of Parliamentary Inquiry
  - Used to find any answers to questions not answered by the rest of the presentation
- Request for Information
  - Used to request information from a member of Council
  - Not to be used as a form of informal debate (e.g. “is the councilor aware...”)



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# Questions?