

STUDENTS' COUNCIL

Wednesday April 2, 2014 5:00pm
ETLC E1 008

ORDER PAPER (SC 2014-00)

- 2014-00/1 **ELECTION OF A SPEAKER**
- 2014-00/1a Applicant Information to be distributed at meeting
- 2014-00/1b Announcements – The next meeting of Students' Council will take place on Tuesday, May 6th, 2014
- 2014-00/2 **ANNUAL MEETING SCHEDULE**
- Please see document SC 14-00.01
- 2014-00/3 **NOMINATIONS TO COUNCIL COMMITTEES**
- Audit Committee (7)
 Budget and Finance Committee (6)
 Bylaw Committee (7)
 Council Administration Committee (5)
 Policy Committee (6)
 Grant Allocation Committee (5)
 Elections Review Committee (5) and (1) Executive
- Please see document SC 14-00.02

Proposed 2014/2015 Students' Council Meeting Schedule:

Tuesday, May 6, 2014
Tuesday, May 20, 2014
Tuesday, June 3, 2014
Tuesday, June 17, 2014
Tuesday, July 8, 2014
Tuesday, July 22, 2014
Tuesday, August 5, 2014
Tuesday, August 19, 2014
Tuesday, September 9, 2014
Tuesday, September 23, 2014
Tuesday, October 7, 2014
Tuesday, October 21, 2014
Tuesday, November 4, 2014
Tuesday, November 18, 2014
Tuesday, December 2, 2014
Tuesday, January 6, 2015
Tuesday, January 20, 2015
Tuesday, February 3, 2015
Tuesday, February 10, 2015
Tuesday, February 24, 2015 (note that this is during the SU Executive Election period)
Tuesday, March 10, 2015
Tuesday, March 24, 2015
Tuesday, April 7, 2015

Dates of note (and that were avoided where possible):

Tuesday, July 1, 2014 – Canada Day
Tuesday, September 2, 2014 – Orientation
Tuesday, November 11, 2014 – Remembrance Day
Tuesday, February 17, 2015 – Reading Week (and SU Executive Election Prep Period)
February 23 to March 5, 2015 – SU Executive Election Period
Tuesday, March 17, 2015 – St. Patrick's Day

STUDENTS' COUNCIL BOARDS AND COMMITTEES

This section provides a brief overview of Council's Board and Committee structure. Please consult with Bylaw 100 for more information.

(1) The Audit Committee

- (a) shall review any Dedicated Fee Unit or Faculty Association for compliance with any funding agreements and contracts held with the Students' Union;
- (b) shall investigate breaches of contract with the Students' Union;
- (c) shall monitor the use of all Faculty Association Membership Fees and Faculty Membership;
- (d) shall monitor the use of funds allocated by the Students' Union to the Association des Universitaires de la Faculté Saint-Jean;
- (e) shall monitor the Grant Allocation Committee's allocation of the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund and the Refugee Student Fund;
- (f) shall review the proposed uses and make a decision on the disbursement of the CJSR FM88 Fund, the Student Legal Services of Edmonton Fund, the Alberta Public Interest Research Group Fund and the Gateway Student Journalism Fund;
- (g) has the authority to approve disbursement of the CJSR FM88 Fund, the Alberta Public Interest Research Group Fund and the Gateway Student Journalism Fund;
- (h) shall annually select the Students' Union auditor
- (i) shall oversee the Students' Union external audit and include it with the Committee's report on the audit to Council;
- (j) shall review the Students' Union's audited financial statements in advance of their presentation to Students' Council;
- (k) shall review all alterations made to the Students' Union's budget for the purposes of verifying compliance with Students' Union legislation;
- (l) shall review for appropriateness and compliance with the Students' Union's budget the transactions of the Students' Union organizational units;
- (m) shall review all expenditures made on Students' Union credit cards;
- (n) shall investigate any inappropriate transactions or significant variances against the Students' Union's budget;

has the authority to require to appear before it, in a reasonable period of time, any Students' Union employee and/or member of the Executive;

(3) The Budget and Finance Committee

- (a) shall recommend budgets to Students' Council as may be required by Students' Union legislation;
- (b) shall make recommendations to Students' Council on alterations to the Students' Union operating budget;
- (c) shall make recommendations to Students' Council on expenditures of funds from the Projects Allocation; and
- (d) shall make recommendations to Students' Council on legislation dealing with Students' Union finances as it considers appropriate or as required by Students' Council.

- (4) The Bylaw Committee**
- (a) shall draft bylaws as required by Students' Council;
 - (b) shall draft referendum and plebiscite questions as required by Students' Council;
 - (c) shall make recommendations to Students' Council on Students' Union bylaws where such recommendations are not the purview of any other standing committee; and
 - (d) has the power to make, to Students' Union bylaws, alterations that do not alter the meaning of the bylaws in question.
- (5) The Council Administration Committee**
- (a) has authority to amend, adopt, or rescind standing orders of Students' Council after an initial set of standing orders has been adopted by Students' Council;
 - (b) shall make recommendations to Students' Council on the structure of Students' Council and standing committees;
 - (c) shall oversee the Speaker and the Chief Returning Officer of the Students' Union;
 - (d) shall oversee the progress of Students' Council's legislative agenda;
 - (e) shall recommend to Students' Council a candidate for the position of Chief Returning Officer on or before April 15 of each year; shall, in conjunction with the Vice President (External), recommend to Students' Council on such nominations to the University of Alberta Senate as may be required of the Students' Union.
 - (f) shall review recommendations of the Discipline, Interpretation and Enforcement Board within two meetings of release of the ruling.
- (6) The Elections Review Committee**
- (a) shall review the *Bylaw Respecting the Elections, Plebiscites and Referenda of the Students' Union*;
 - (b) shall solicit feedback from key stakeholders on the Bylaw referenced in (a) and the elections process it prescribes;
 - (c) shall submit a report to Students' Council detailing their findings and recommendations by the last meeting in November.
- (7) The Grant Allocation Committee**
- (a) has authority to set and implement policy regarding the disbursement of the Access Fund;
 - (b) shall provide for the existence of an appeals mechanism for the Access Fund;
 - (c) shall recommend a budget for the Access Fund to Students' Council on or before April 30 of each year;
 - (d) shall approve an administrative budget for the Access Fund, for a fiscal year congruent with that of Students' Union, and provide a report to Students' Council which contains the approved budget no later than March 31 of each year;
 - (e) shall recommend to Students' Council changes to legislation affecting the Access Fund as it considers appropriate or as required by Students' Council;

- (f) shall make grants and has the authority to set an implement policy regarding the disbursal of funds from the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, the Refugee Student Fund, and the portion of the Students' Union operating budget designated for grants to Student Groups;
- (g) has authority to grant loans to student groups in amounts not exceeding \$1,500 per student group; and
- (h) may delegate the granting of funds, with the exception of the Access Fund, where the Grant Allocation Committee has established standing orders identifying the delegate and comprehensive regulations within which the delegate must exercise its discretion when granting.
- (i) may establish, amend, eliminate, and bestow awards recognizing student involvement, such awards to be funded by the Student Involvement Endowment Fund and/or external sources, provided that
 - i. not more than eight and one half percent of the balance of the Student Involvement Endowment Fund is spent in this fashion in any one year,
 - ii. no single award has a value greater than two thousand five hundred dollars,
 - iii. no award is awarded to a member of the Executive Committee,
 - iv. no monetary award is awarded to any person who is not an undergraduate student,
 - v. no person receives more than one monetary award in a single year,
 - vi. no monetary award is awarded to a salaried employee of the Students' Union, and
 - vii. the Grant Allocation Committee awards all externally-funded awards delegated to it by the Executive Committee;
- (j) shall bestow all externally-funded awards delegated to it by the Students' Union Executive Committee; and
- (k) may establish, amend, eliminate, and bestow awards recognizing outstanding undergraduate teaching at the University of Alberta.
- (l) The Grant Allocation Committee may establish such rules and procedures as may be necessary for the fulfillment of its mandate and may delegate this authority as it deems necessary.

(8) The Policy Committee

- (a) shall make recommendations to Students' Council on Students' Union political policy;
- (b) shall make recommendations to Students' Council on Students' Union political policy respecting undergraduate tuition at the University of Alberta;

- (c) shall receive reports from the Students' Union Executive Committee on advocacy activities and evaluate their effectiveness; and
 - (d) can make editorial changes to all political policy.
- (9) Standing committees have the authority to make recommendations to Students' Council on matters related to their mandates but not explicitly set out in this bylaw.
- (10) Students' Council has the authority to require recommendations from standing committees on matters related to their mandates but not explicitly set out in this bylaw.

12. Standing Committee Membership

- (1) The Bylaw Committee consists of seven (7) members of Students' Council.
- (2) The Grant Allocation Committee consists of
 - (a) five (5) members of Students' Council;
 - (b) the Vice President (Operations and Finance); and
 - (c) the Vice President (Student Life).
- (3) The Budget and Finance Committee consists of
 - (a) six (6) members of Students' Council; and
 - (b) the Vice President (Operations and Finance).
- (4) The Policy Committee consists of
 - (a) six (6) members of Students' Council;
 - (b) the Vice President (Academic);
 - (c) the Vice President (External); and
 - (d) the Vice President (Student Life).
- (5) The Audit Committee consists of seven members of Students' Council who are not also members of the Executive Committee.
- (6) The Council Administration Committee consists of
 - (a) five (5) permanent members of Students' Council, and
 - (b) all members of Students' Council except the Speaker and the General Manager.
- (7) The Elections Review Committee consists of
 - (a) five (5) members of Students' Council including up to one (1) member from the Executive Committee; and
 - (c) the Chief Returning Officer as non-voting member.
- (8) Notwithstanding any provision in this bylaw, standing committees may appoint nonvoting members to themselves by passing regulations to this effect as part of their standing orders.
- (9) Non-voting members of standing committees
 - (a) are not entitled to move, second, or vote on motions of standing committees,
 - (b) are not entitled to chair standing committees, and
 - (c) do not count towards quorum of standing committees.

13. Chairs of Standing Committees

- (1) Each standing committee shall be chaired by a member of that standing committee elected by the voting members of that standing committee using the following procedure:
 - (a) Balloting shall be conducted by preferential balloting, in which each voter shall rank his/her choices for each position using natural numbers

with one (1) representing the first choice, and increasing numbers representing less desirable choices.

- (b) A candidate shall require a majority of voters to indicate him/her as their first choice in order to be elected.
- (c) Voters shall be entitled to mark as few as zero candidates for any given position or as many as all of them.
- (d) A section of a voter's ballot shall be considered spoiled where
 - (i) that voter has indicated the same number for more than one (1) candidate;
 - (ii) that voter has not included the number one (1) next to any candidate;
 - (iii) that voter has indicated more than one (1) number next to the same candidate; or
 - (iv) that voter has used non-consecutive numbers.
- (e) In the event that no candidate receives a majority of first place votes in a given race, the candidate with the fewest first place votes shall be eliminated.
- (f) Any voter who has indicated an eliminated candidate with a number shall have the candidate marked with the next highest number following the number by which the eliminated candidate has been indicated take the place of the eliminated candidate, and so on, in such a way that all candidates indicated by that voter as less desirable than the eliminated candidate are registered as being one (1) step more desirable than originally indicated.
- (g) Where all remaining candidates have an equal number of first place votes, or where the remaining candidate with the fewest first place votes is tied with another remaining candidate, the candidate that had the fewest first place votes on the first count in which a differential existed shall be eliminated.
- (h) Where all remaining candidates have an equal number of first places votes, or where the remaining candidate with the fewest first place votes is tied with another remaining candidate, and where this tie has existed on every count, the candidate to be eliminated shall be selected from those candidates with the fewest first place votes by a random or quasi-random method selected by the Speaker of Students' Council.
- (i) The process set out in this section shall continue for each position until such a time as a candidate receives a majority of first place votes for that position at which point that candidate shall be declared the victorious.
- (j) Where "None of the Above" is declared victorious, no candidates shall be declared victorious.

The chair of the Council Administration Committee shall be a permanent member of the Council Administration Committee.

14. Quorum of Standing Committees

- (1) The Audit Committee, the Budget and Finance Committee, the Bylaw Committee, and the Grant Allocation Committee each have a quorum of four (4) members.

- (2) The Policy Committee has a quorum of five (5) members.
- (3) The Council Administration Committee has a quorum of three (3) permanent members.

The Elections Review Committee has a quorum of three (3) members.

15. Functioning of Standing Committees

- (1) Standing committees shall establish meeting schedules on a trimesterly basis, in advance, with the trimesters being
 - (a) May to August,
 - (b) September to December, and
 - (c) January to April.
- (2) No meeting of a standing committee shall occur unless
 - (a) every quorum-counting member of the standing committee has received at least seventy-two hours notice of the meeting, or
 - (b) every quorum-counting member of the standing committee consents to the meeting taking place.
- (3) Standing committees may adopt such standing orders as do not conflict with legislation.
- (4) The Speaker, and through him/her chairs of standing committees, shall have access to sufficient administrative support to ensure the proper functioning of standing committees, including but not limited to
 - (a) the creation and publication of agendas for committee meetings,
 - (b) the creation and publication of minutes for committee meetings,
 - (c) the booking of meeting rooms,
 - (d) the duplication of required documents, and
 - (e) access to Students' Union archives.
- (5) Any permanent member of a standing committee may designate any member of students' council or his/her long term proxy as his/her proxy for any portion of his/her term, provided that his/her proxy so-designated fulfills the eligibility requirements to serve on the standing committee in question.
- (6) Every standing committee named at the introductory meeting shall hold a meeting before the first meeting of its Students' Council in order to
 - (a) elect a chair,
 - (b) set initial standing orders, and
 - (c) set a meeting schedule for its first trimester.

Voting members may be permitted to teleconference/videoconference in to standing committee meetings, at the discretion of the chair, except under conditions in which the committee is in camera. For in camera portions of a standing committee meeting, the meeting must take place in person.