

# STUDENTS' COUNCIL

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Wednesday, April 30, 2003 – 7:00pm  
Council Chambers 2-1 University Hall

## A G E N D A (SC 2003-01)

- 2003-01/1            CALL TO ORDER
- 2003-01/2            NATIONAL ANTHEM "O Canada:"
- 2003-01/3            University of Alberta CHEER SONG "Ring Out a  
Cheer"
- 2003-01/4            ROLL CALL
- 2003-01/5            APPROVAL OF THE AGENDA
- 2003-01/7            SPEAKER'S WELCOME AND ADDRESS
- 2003-01/8            INAUGURAL ADDRESS
- 2003-01/9            APPROVAL OF STANDING ORDERS  
  
Please see document SC 03-01.01
- 2003-01/10           APPROVAL OF ANNUAL MEETING SCHEDULE  
  
Please see document SC 03-01.02
- 2003-01/11           ELECTION OF COUNCILORS TO SU BOARDS AND  
COMMITTEES  
  
Please see document SC 03-01.03
- 2003-01/12           NEW BUSINESS

2003-01/12a SMITH MOVED THAT Students' Council repeal Bylaw 2300.  
(FIRST Reading)

Please see document SC 03-01.04

2003-01/12b SMITH MOVED THAT Students' Council repeal Bylaw 6450.  
(FIRST Reading)

Please see document SC 03-01.05

2003-01/12c BRECHTEL/BOTTEN MOVED THAT Students' Council approve a budgeted expense not to exceed \$8390.00 for the President, VP Student Life, VP Academic, VP External, and VP Operations and Finance to attend the CCSA Conference May 21-25, 2003, in Halifax.

2003-01/13 CONSIDERATION OF THE RECOMMENDATION OF THE NOMINATING COOMMITTEE'S REPORT

Please see document SC 03-01.06

2003-01/14 INFORMATION ITEMS

2003-01/15 ANNOUNCEMENTS

2003-01/15a  
UPCOMING  
COUNCIL MEETINGS

- May 13, 2003 - 6:00 pm
- May 27, 2003 - 6:00 pm

2003-01/15b  
UPCOMING  
FACULTY  
ASSOCIATION  
REPORTS

- Agriculture/Forestry/Home Economics
- Arts

2003-01/16 ADJOURNMENT

# Standing Orders of the University of Alberta Students' Council

## 1. Order of Business

The Order of Business for the Students' Council shall be as follows:

1. Call to Order
2. National Anthem "O Canada"
3. University of Alberta Cheer Song "Ring out a Cheer..."
4. Speaker's Business
- ~~5. Roll Call~~
5. Approval of the Agenda
6. Presentations and Discussions
7. Approval of the Minutes
8. Question Period
9. Approval of Executive Committee Report (~~Minutes~~)
10. Approval of Students' Union Boards and Committees Reports
11. Old Business
12. Legislation
  - Constitutional
    - Third reading
    - Second Reading
    - First Reading
  - By-laws
    - Second Reading
    - First Reading
  - Political Policies
13. New Business
14. Reports
  - a. President
  - b. Vice-President Academic
  - c. Vice-President External
  - d. Vice-President Operations & Finance
  - e. Vice-President Student Life
  - f. Undergraduate Board of Governors Representative
  - g. Faculty Report
  - h. Faculty Report
  - ~~i. Students' Union Boards and Committees~~
15. Information Items
16. Announcements
17. Roll Call
- ~~18. Adjournment~~

Note: Standing Order 1 notwithstanding, Council may make any order of the day a Special Order.

## 2. Call to Order

The Speaker shall call each meeting of Students' Council to order at 6:00 PM.

## 3. Lack of Quorum

A meeting will be cancelled if quorum is not achieved by 6:15 PM.

## 4. Singing of the National Anthem

The Speaker shall call upon a volunteer to lead Students' Council in the singing of the National Anthem "O Canada". The anthem may be sung in French or English.

## 5. Singing of the University of Alberta Cheer Song

The Speaker shall select a member of Students' Council to lead in the singing of the University of Alberta Cheer Song.

#### **6. Speaker's Business**

The Speaker shall at this time address all new appointments, suspensions, expulsions, guests of council and any other day-to-day regulatory concerns.

#### **7. Guests of Council**

~~By motion of Council during Speaker's Business, any person may be designated a guest of Council for that meeting.~~  
During Speaker's Business any member of Council may name any person a guest of council for that meeting.

#### **~~9. Board/Committee Attendance~~**

~~Any voting member of a board or committee who misses three consecutive meetings or five aggregate meetings is liable to suspension. Such suspension will take effect upon a motion to that effect being passed at the Board level. Such motions should be reported by the appropriate Vice President.~~

#### **8. Approval of the Orders of the Day**

Orders of the day shall be submitted to the Executive Assistant or Speaker by 12:00 PM on the ~~Wednesday~~ Thursday preceding the Council meeting.

#### **9. Right of submission**

Any voting member of Students' Council may submit Agenda items to be considered by Students' Council.

#### **10. Late Additions**

Late additions to the orders of the day may be added at the meeting in accordance with *Robert's Rules of Order* and only if the said items of business cannot be postponed to a further meeting of Students' Council for resolution without risking serious and detrimental consequences to the Students' Union.

#### **11. Publishing of the Orders of the Day**

The agenda package shall be published by no later than 4:30 PM on the Friday preceding a Students' Council meeting.

#### **12. Documents Distributed in Council Chambers**

Only official Students' Council documents may be distributed to members of Council within the Chamber. The dissemination in Council Chambers of material of any external organization is prohibited.

#### **13. Question Period**

Question Period shall be 15 minutes in duration.

#### **14. Extension of Question Period**

Question Period may be extended by up to fifteen minutes with the consent of five members of the Students' Council for the first extension. Further extensions require a two-thirds majority vote.

#### **15. Executive Committee Reports**

The President will compile (or cause to be compiled) a brief report on the actions of the Executive Committee listing the issues discussed and the formal motions approved by the committee.

## 16. Adoption of Executive Committee Reports

Acceptance of the Executive Committee Report by Students' Council shall, in accordance with Article VII of the Students' Union Constitution, be considered the same as Students' Council adopting the report.

## ~~22. Executive Co-ordinator/Director Reports~~

~~The Director of Communications, Academic Affairs Co-ordinator, Community Relations Co-ordinator, Student Activities Co-ordinator, and Athletic Campus Events Co-ordinator will report to council on a quarterly basis.~~

## 17. Process for Legislation Requiring Multiple Readings

- a. First Reading
  - i. No motion may be amended during first reading.
- b. Committee Referral
  - i. Each motion will be referred to committee upon successful passage of First Reading.
  - ii. The Speaker will determine the committee to which the motion will be referred immediately after passage of the motion in First Reading and announce the choice in Council.
  - iii. The Speaker may decline to refer a motion to committee if another committee originally recommended the motion to Council.
- c. Committee Stage
  - i. At the committee stage, the motion will be considered clause by clause.
  - ii. The committee may alter the motion in any way it sees fit.
- d. Second reading
  - i. Council will begin consideration of the motion on Second Reading as amended during the Committee Stage.

## 18. Political Policy

Debate on each political policy shall not exceed twenty minutes at any one session.

## 19. Moving the Previous Question (Closure)

A member of Students' Council may not move the previous question (call the question) at the same time as he/she speaks to the motion.

## 20. Electronic Voting

When considering any main motion, ~~or amendment or amendment to amendments~~ to the main motion falling under legislation, old business, or new business, Council shall vote electronically.

## 21. Roll Call Votes

A roll call vote will be taken if requested by five voting members of Students' Council.

## 22. Style of Executive Officer Reports

Executive Officer reports shall be presented in written form, with an oral supplement not to exceed two minutes in duration.

## 23. Undergraduate Board of Governors Representative Report

The Undergraduate Board of Governors Representative Report shall be in the same style and duration as the Executive Officer Reports.

## ~~17. Faculty Reports~~

~~Each Faculty and organization represented on Students' Council shall have opportunity to report during the course of the year.~~

**18. ~~Number of Faculty Reports~~**

~~Two faculty reports may be presented at each meeting of Students' Council.~~

**19. Order of Faculty reports**

Faculty reports shall occur in alphabetical order.

**24. Announcements**

All members of Students' Council are entitled to make a brief announcement during the appropriate time in the Order of Business.

**25. Attendance Roll Call**

The Secretary, at the request of the Speaker, shall conduct a roll call prior to adjournment or 9:00 PM which ever is earlier upon the conclusion of the opening ceremonies in order to track the attendance of members. Any departure of a member of council before 9:00 PM or adjournment will constitute an absence, unless the Chair grants an exemption.

**26. Recess and Reassembly**

Council will automatically take a fifteen (15) minute recess at 10:00 PM, and will then reassemble at a location designated by the Speaker.

**27. Rules of Order**

Robert's Rules of Order will be observed at all meetings of Council except in so far as they may conflict with the standing orders of Student's Council.

**28. Public Meetings**

Students' Council meetings will be open to any member of the Students' Union, however Council retains the right to move in-camera in accordance with Roberts' Rules of Order.

**29. Meeting Schedule**

Council will set its meeting schedule at its first meeting each year.

**30. Additional and Moved Meetings**

The President or Executive may call Council together for additional meetings or change the date and time of existing meetings as it deems necessary.

**31. Annual Remembrance**

There will be one minute of silence at the first meeting in May every year to recognize the passing of Bob Homme (the Friendly Giant), Ernie Coombs (Mr. Dressup) and Mister Rogers.

## **Students' Council Dates 2003-2004**

**May 13, 2003 – 5:45-9pm**  
**May 27, 2003 – 5:45-9pm**  
**June 10, 2003 – 5:45-9pm**  
**June 24, 2003 – 5:45-9pm**  
**July 8, 2003 – 5:45-9pm**  
**July 22, 2003 – 5:45-9pm**  
**August 5, 2003 – 5:45-9pm**  
**August 19, 2003 – 5:45-9pm**  
**September 9, 2003 – 5:45-9pm**  
**September 23, 2003 – 5:45-9pm**  
**October 7, 2003 – 5:45-9pm**  
**October 21, 2003 – 5:45-9pm**  
**November 4, 2003 – 5:45-9pm**  
**November 18, 2003 – 5:45-9pm**  
**December 2, 2003 – 5:45-9pm**  
**January 6, 2004 – 5:45-9pm**  
**January 20, 2004 – 5:45-9pm**  
**February 3, 2004 – 5:45-9pm**  
**February 24, 2004 – 5:45-9pm**  
**March 9, 2004 – 5:45-9pm**  
**March 23, 2004 – 5:45-9pm**  
**April 6, 2004 – 5:45-9pm**  
**April 20, 2004 – 5:45-9pm**  
**April 27, 2004 – 5:45-9pm**

## **Nominating Committee Report to Council – April 30, 2003**

### **1. Academic Affairs Coordinator**

BRECHTEL/LO MOVED THAT Students' Council, upon the recommendation of the nominating committee, ratify the selection Chris Henderson as Academic Affairs Coordinator.

### **2. Academic Affairs Board**

BRECHTEL/LO MOVED THAT Students' Council, upon the recommendation of the nominating committee, ratify the selection of Chris Jones, Mustafa Hirji, Sara Katz, Dane Bullerwell, Stephen Kirkham and Lisa McLaughlin as student at large members of the Academic Affairs Board.

### **3. ONECard Advisory Committee**

BRECHTEL/LO MOVED THAT Students' Council, upon the recommendation of the nominating committee, ratify the selection of Stephen Kirkham as student at large member of the ONECard Advisory Committee.

### **4. Financial Affairs Board**

BRECHTEL/BOTTEN MOVED THAT Students' Council, upon the recommendation of the nominating committee, ratify the selection of Ailish O'Connor, Alexis Pepin, Catherine Shih, and Geoff Dixon as student at large members of the Financial Affairs Board.

### **5. Legacy Fund Committee**

BRECHTEL/BOTTEN MOVED THAT Students' Council, upon the recommendation of the nominating committee, ratify the selection of Matthew Sadler as a student at large member of the Legacy Fund Committee.

### **6. Access Fund Committee**

BRECHTEL/BOTTEN MOVED THAT Students' Council, upon the recommendation of the nominating committee, ratify the selection of Elizabeth Shih and Christine Ondro as student at large members of the Access Fund Committee.

### **7. Campus Recreation Enhancement Fund Committee**

BRECHTEL/BOTTEN MOVED THAT Students' Council, upon the recommendation of the nominating committee, ratify the selection of Anders Hedberg and Kieren Shute as student at large members of the Campus Recreation Enhancement Fund Committee.

### **8. Community Relations Coordinator**

BRECHTEL/SAMUEL MOVED THAT Students' Council, upon the recommendation of the nominating committee, ratify the selection of Kimberly Williams as Community Relations Coordinator.



**9. External Affairs Board**

BRECHTEL/SAMUEL MOVED THAT Students' Council, upon the recommendation of the nominating committee, ratify the selection of Sara Katz, Zaki Taher, Lisa Clyburn, Chris Jones, Ariana Barer, and Lisa McLaughlin as student at large members of the External Affairs Board.

**10. Eugene Brody Committee**

BRECHTEL/SAMUEL MOVED THAT Students' Council, upon the recommendation of the nominating committee, ratify the selection of Alexis Pepin, Zaki Taher, Catherine Shih, Elizabeth Shih, and Kristin Raworth as student at large members of the Eugene Brody Committee.

**11. Senate**

BRECHTEL/SAMUEL MOVED THAT Students' Council, upon the recommendation of the nominating committee, ratify the selection of Lisa Clyburn, Lorne Randa, and Gregory Harlow as Senate members.

**12. Student Activities Coordinator**

BRECHTEL/MAH MOVED THAT Students' Council, upon the recommendation of the nominating committee, ratify the selection of as Student Activities Coordinator.

**13. Student Life Board**

BRECHTEL/MAH MOVED THAT Students' Council, upon the recommendation of the nominating committee, ratify the selection of Dan Bradley, Ester Malzahn, Lisa McLaughlin, Lita McDonald, Lindsay Mills and Alvin Lam as student at large members of the Student Life Board.

**14. Student Groups Committee**

BRECHTEL/MAH MOVED THAT Students' Council, upon the recommendation of the nominating committee, ratify the selection of Dan Bradley, Matthew Sadler, Elizabeth Shih, Manu Saraswat, and Jeffrey Herbert as student at large members of the Student Groups Committee.

**15. Programming Committee**

BRECHTEL/MAH MOVED THAT Students' Council, upon the recommendation of the nominating committee, ratify the selection of Miranda Belanger, Meisha Kolbuc, Kelsey Rix, Matthew Sadler, Kristen Raworth, and Julie Phillips as student at large members of the Programming Committee.

**16. Internal Review Board**

No student at large members have been selected at this time for the Internal Review Board.

## Bylaw 2300

### A Bylaw Respecting the Election of University Athletic Board Representatives to Students' Union

- Short Title** 1. This Bylaw may be referred to as the "Athletic Representatives Bylaw".
- Definitions** 2. a. The U.A.B. is the University Athletic Board.
- b. The Returning Officer or Mediator will be referred to as the M.O.
- c. The U.A.B. plus the two (2) student athletes-at-large and the two (2) student Councillors-at-large shall be referred to as the "expanded University Athletic Board".

#### PART I - Election

- Date of Election** 3. a. Subject to Section 8 and notwithstanding Section 16 of this bylaw, there shall be an election for U.A.B. executive positions (including representatives to Students' Council) annually at some time between 1 February and 31 March.
- Returning Officer** b. The Returning Officer or Mediator of this election process shall be the current President of the University Athletic Board. In the event that the President is running in the elections, the M.O. will be selected from within the standing University Athletic Board.
- Offices to be Contested** 4. a. Offices contested in the University Athletic Board election will be President-Elect, Vice-President Men's Athletics, Vice-President Women's Athletics, and Secretary Treasurer. The current President-Elect will become President and the following year. The President and President-Elect will be voting members of Students' Council, with the Vice-president Men's Athletics and Vice-President Women's Athletics continuing non-voting status on Students' Council
- Eligibility to Vote** b. i. Each voting member of the University Athletic Board with the addition of two (2) student councillors-at-large and two (2) student athletes-at-large will be eligible to vote. The M.O. will only be allowed to vote if two (2) or more candidates receive an equality of votes.
- ii. The student councillors-at-large will be decided by Students' Council before 1 February in the year of the election.
- iii. The students athletes-at-large will be chosen by the University Athletic Board before 1 February.

**PART II - Nominations**

- Advertising** 5. a. The opening of nominations, positions to be contested, location of where nomination forms may be obtained, and the rules, will be adequately publicized at least during the period of not less than seventy two (72) hours or greater than on hundred and twenty (120) hours before nominations open. Publicity will also include the date on Nomination Day.
- Nomination Day** b. Nomination Day will be three (3) regular working days before the first campaign forum.
- Eligibility of Candidates** 6. Subject to University academic requirements, a person who is nominated for a position must be a full Students' Union member (graduate or undergraduate) from any faculty across campus.
- Nomination Forms** 7. a. Nomination forms shall be made available the day nominations open. A copy of this bylaw and other election rules shall be made available with the nomination forms.
- b. Nominations of candidates for position(s) specified in Section 4 of this bylaw shall:
- i. be in writing, and:
  - ii. contain the:
    1. printed name,
    2. signature,
    3. faculty,
    4. year,
    5. student identification number of at least twenty five (25) nominators, ten (10) of which must be members of interuniversity teams and which must list their team name.
- c. A nominator may not nominate more than one (1) candidate for each position.
- d. Candidates intending to run on a slate shall be responsible for informing the M.O. as to their intention one (1) working day prior to the first forum.
- e. No candidate may contest more than one (1) position.
- Nominations** 8. a. Nominations for those positions specified in Section 4 of this bylaw shall be submitted to the M.O. by 1700 hours on Nomination Day at a place designated by the M.O.

- b. i. If no nominations are received for a position(s), they will be re-opened until 1700 hours on the second Wednesday following the Nomination Day, and adequate notice will be advertised and posted.
- ii. If no nomination is received by this time and date, the position(s) may be filled by volunteers, provided such volunteers demonstrate the commitments and fulfill the functions of a regularly elected representative.

**Posting of  
Candidates**

- 9. The M.O. shall post the names of all candidates for each position within twenty four (24) hours of the closing of nominations.

**PART III - Campaigning**

**Campaigning**

- 10. Campaigning shall consist of only the following:
  - a. Two (2) all candidates forums to be attended by:
    - i. all candidates for all positions, and;
    - ii. voting members of the expanded U.A.B.
  - b. These forums will take place seventy two (72) hours and twenty four (24) hours before election day. They will:
    - i. be chaired by the M.O.;
    - ii. provide each candidate with an opportunity to speak;
    - iii. provide the opportunity for the expanded U.A.B. to ask questions of the candidates.
  - c. the candidates may also lobby members of the expanded University Athletic Board by telephone or by meetings.
- 11. During the campaign, the candidates shall conduct themselves in a reasonable and responsible manner by:
  - a. being personally responsible and liable for any damages (personal or otherwise) resulting from their campaign;
  - b. receiving permission from members of the expanded University Athletic Board before lobbying them;
  - c. ensuring that practices that are unfair to other campaigns are not followed;
  - d. being responsible for complying with the provisions of this Bylaw and other regulations, orders, bylaws, or laws which pertain.

- Balloting**
12. Each member of the expanded University Athletic Board will be allowed to cast one (1) secret and non-transferable ballot.
    - a. The ballot will entitle each voter to make a single choice for each position contested.
    - b. Voting shall take place at a special meeting of the expanded University Athletic Board and shall be allotted a minimum of one (1) hour for completion.
    - c. There may be advanced polling at the discretion of the M.O.
    - d. Quorum for the special meeting aforementioned shall be eighty (80%) percent of the expanded University Athlete Board.
    - e. Each candidate may present themselves or their representative at the counting of the ballots.
  13. Any candidate may take the option of contesting a position as part of a slate and be allowed an appropriate designation of the slate which they are a member of on the ballot, however, candidates are to be elected individually and not as part of a slate.
- Counts**
14. A request for a recount must:
    - a. be in writing;
    - b. be given to the M.O. within one (1) working day of the posting of the election results, and;
    - c. contain a duly signed request.
- Results**
15. The M.O. shall post the election results within one (1) working day of the closing of the polls or one working day after appeals and recounts have been dealt with.
- Disciplinary**
16. a. Any member of the expanded University Athletic Board may initiate proceedings against a candidate for infraction of this Bylaw or other election regulations. The complaint must be forwarded in writing not more than twenty four (24) hours after the posting of the final election results.

- b. The M.O. shall:
  - i. hear the complaint in the presence of the subject of the proceedings (the candidate) and the initiator of the proceedings;
  - ii. make a decision as to what disciplinary action(s), if any, are warranted.
- c. The M.O. may enact the following disciplinary actions:
  - i. disqualify the offending party from the election;
  - ii. disqualify the offending party and/or their slate from the election;
  - iii. declare the election null and void as they see fit.
- d. If another election is required by virtue of Sections 16.a. to 16.c., the M.O. shall establish a new election.

## Bylaw 6450

### A Bylaw Respecting the Students' Union Student Financial Aid and Information Centre

- Short Title** 1. This bylaw may be referred to as the "SFAIC Bylaw".
- Definitions** 2. In this Bylaw:
- a. Student Financial Aid and Information Centre will be referred to as SFAIC.
  - b. SFAIC will mean the portion of the joint venture between the U of A and the Students' Union that is supported by the Students' Union. This will include the Director, Financial Information position.
- Mandate** 3. SFAIC will:
- a. Provide assistance to University of Alberta students who are applying for Canada Student Assistance Programs and appropriate provincial programs;
  - b. Provide assistance to University of Alberta students who are appealing the Canada Student Assistance Programs or appropriate provincial programs;
  - c. Inform students of Government Student Assistance Programs regulations and recommend possible changes to the regulations; and,
  - d. Provide information to students about money management skills.
- Selection**
- i. The selection committee for the Director of Financial Information will consist of the following:
  - ii. The Manager of Student Services as chair
  - iii. The Vice President External of the Students' Union
  - iv. The Personnel Manager
  - v. The Dean of Students or a designee with knowledge of the Student Financial Aid and Information Centre

May 7/01  
May 1/01  
Aug 6/96  
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31/03/93

**Duties of the  
Director,  
Financial  
Information**

4. The Director, Financial Information will be responsible for:
  - a. The proper functioning of SFAIC and the fulfillment of its mandate;
  - b. The proper care of Students' Union equipment and facilities as used by SFAIC;
  - c. Promotion of the SFAIC; including advertising, public relations, setting up displays;
  - d. Writing, monthly, , and final reports as required and in accordance with Bylaw 7000 (Student Services);
  - e. The preparation and administration of budgets, in accordance with Bylaw 3100 (Conduct of Business);
  - f. Other job related duties, within the bounds of the required qualifications, as co-ordinated by the Manager of Student Services.
  - g. Providing financial information to University of Alberta students, potential University of Alberta students, parents of students, and members of the University community;

**Finances**

5.
  - a. Funds for SFAIC will be raised by means of a two dollar and fifty (\$2.50) cents charge per Students' Union member.
  - b. Any surplus will be carried over into the next fiscal year.

May 7/01  
 May 1/01  
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