

---

**Tuesday, May 9, 2017  
Council Chambers, University Hall**

We would like to acknowledge that our University and our Students' Union are located on Treaty 6 Territory. We are grateful to be on Dene, Cree, 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 continuing colonial violence and respect Indigenous knowledges and traditions.

**ORDER PAPER (SC 2017-01)**

**2017-01/1      SPEAKERS BUSINESS**

**2017-01/1a**      Announcements - The next meeting of the Students' Council will take place on Tuesday, May 16, 2017 at 6:00pm in the Council Chambers.

**2017-01/1b**      Installation Ceremony

**2017-01/1c**      Inaugural Addresses of Executive Officers and the Undergraduate Board of Governors Representative.

**2017-01/1d**      Approval of Standing Orders.

Please see SC 17-01.01

**2017-01/2      PRESENTATIONS**

**2017-01/2a**      "Robert's Rules of Order" Presented by the Speaker

The purpose of this presentation is to provide information to Students' Council on Robert's Rules of Order and allow councillors to refresh their knowledge of them. It will also allow councillors to gain more confidence in their knowledge and understanding of Robert's Rules and encourage participation in meetings.

**2017-01/3      EXECUTIVE COMMITTEE REPORT**

**2017-01/4      BOARD AND COMMITTEE REPORT**

- 2017-01/5**      **OPEN FORUM**
- 2017-01/6**      **QUESTION PERIOD**
- 2017-01/7**      **BOARD AND COMMITTEE BUSINESS**
- 2017-01/8**      **GENERAL ORDERS**
- 2017-01/8a**      BANISTER moves to appoint Mark Oldershaw, Victoria DeJong and John Even to the University of Alberta Senate upon recommendation from the 2016/17 Nominating Committee.
- 2017-01/8b**      PACHES moves to appoint one member of Students' Council to The Landing Board of Directors
- 2017-01/8c**      PACHES moves to appoint one member of Students' Council to Student Legal Services Board of Directors
- 2017-01/8d**      PACHES moves to appoint one member of Students' Council to the Gateway Student Journalism Society Board of Directors
- 2017-01/8e**      PACHES moves to appoint one member of Students' Council to Alberta Public Interest Research Group Board of Directors
- 2017-01/8f**      PACHES moves to appoint one member of Students' Council to the First Alberta Campus Radio Association Board of Directors
- 2017-01/8g**      PACHES moves to appoint two members of Students' Council to the Students' Union Building (SUB) Advisory Group
- 2017-01/8h**      PACHES moves to appoint four members of Students' Council to the PAW Strategic Operating Committee
- 2017-01/9**      **INFORMATION ITEMS**
- 2017-01/9a**      CAC Transitional Document
- Please see SC 17-01.02
- 2017-01/9b**      Report from Vice President Operations and Finance
- Please see SC 17-01.03
- 2017-01/9c**      Report from the Vice President Academic
- Please see SC 17-01.04

**2017-01/9d** Report from the Vice President Student Life

Please see SC 17-01.05

**2017-01/9e** Report from the Vice President External

Please see SC 17-01.06

**2017-01/9f** Report from the President

Please see SC 17-01.07

**2017-01/9g** Students' Council Attendance.

Please see SC 17-01.08

# Standing Orders of Students' Council

## 1 Rules of Order

1. Roberts' Rules of Order: Roberts' Rules of Order will be observed at all meetings of Students' Council except where they are inconsistent with the Bylaws or Standing Orders of Students' Council.
2. Speaker to Decide where Rules are Silent: Where the Bylaws, Standing Orders and Roberts' Rules of Order fail to provide direction with respect to procedure, the Speaker will decide.

## 2 Structure of Sessions

1. Order of Business: The Order of Business for Students' Council will be:
  - a. Speaker's Business,
  - b. Presentations,
  - c. Executive Committee Report,
  - d. Board and Committee Reports,
    - i. Audit Committee
    - ii. Bylaw Committee
    - iii. Council Administration Committee
    - iv. Finance Committee
    - v. Nominating Committee
    - vi. Policy Committee
    - vii. Undergraduate Board of Governors Representative
    - viii. Other Board and Committee Reports
  - e. Open Forum,
  - f. Question Period,
  - g. Board and Committee Business, and
  - h. General Orders.
2. Start-Up Meeting Order of Business: The Order of Business for the start-up meeting of the incoming Students' Council will be:
  - a. Election of a Speaker,
  - b. Approval of Annual Meeting Schedule, and
  - c. Nomination to Standing Committees.

3. First Meeting after Start-Up Meeting Additional Orders of Business: The Order of Business for the first meeting of the year after the start up meeting will have the following orders of the day added to Speaker's Business:
  - a. Installation Ceremony
  - b. Inaugural Addresses of Executive Officers and the Undergraduate Board of Governors Representative, and
  - c. Approval of Standing Orders.
4. Last Meeting Additional Orders of Business: The Order of Business for the last meeting of the year will have the following orders of the day added to Speaker's Business:
  - a. President's Farewell Address.
5. Oath of Office and Acknowledgement of Traditional Territories: At the first meeting of each trimester:
  - a. The Oath of Office shall be taken by all members of Students' Council,
    - i. Unless it is the first meeting of the fall trimester to the first meeting following the fall by-election should a by-election be called,
  - b. Acknowledgment of Traditional Territory shall be read by the speaker;
    - i. Unless it is the first meeting of the fall trimester to the first meeting immediately following the fall by-election should a by-election be called, and
  - c. The Oath of Office and Acknowledgement of Traditional Territory shall be postponed from the first meeting of the fall trimester to the first meeting immediately following the fall by-election should a by-election be called.

### 3 Additional Meetings

1. Additional meetings of Students' Council may be called by the:
  - a. Speaker,
  - b. Council Administration Committee,
  - c. Executive Committee, and
  - d. Students' Council.
2. Members of Students' Council must be notified of additional meetings of Council no later than 96 hours prior to the meeting time.
3. Cancelled Meetings: Meetings of Students' Council may be cancelled no later than 96 hours in advance of the meeting intended to be cancelled by the:
  - a. Speaker,
  - b. Council Administration Committee, and

- c. Students' Council.
- 4. Meetings of Students' Council shall be cancelled when the following two conditions are met:
  - a. No submissions beyond information items and written questions have been received prior to the submission deadline, and
  - b. No submissions beyond information items and written questions for the Late Additions have been received before noon on the day prior to the meeting in question.

## 4 Orders of the Day

1. Right of Submission by Students' Council Members: Any voting member or Board/Committee of Students' Council may submit Orders of the Day to be considered by Students' Council.
2. Right of Submission by Students' Union Members: Any Students' Union Member may submit an information item for inclusion in the agenda package provided that it is related to the proceedings.
3. Order of Orders of the Day: Orders of the Day shall appear on the Order Paper in the order they were submitted.
4. Deadline for Submission: Orders of the Day must be submitted to the Speaker and the Administrative Assistant to Students' Council by 8:00 a.m. on the 2nd business day prior to a Students' Council meeting.
5. Late Additions: Late Additions to the Order Paper may, at the discretion of Students' Council, be added at the meeting if the items of business cannot be postponed to a future meeting of Students' Council for resolution without risking detrimental consequences to or negative procedural difficulties for the Students' Union.
6. Publishing: The agenda package will be published in the following manner:
  - a. Paper copies will be created and made available in the Students' Union Executive/Administrative Offices, and
  - b. An electronic version will be placed on the Students' Union web page.
7. Deadline for Publishing: The agenda package will be published no later than 5:00 p.m. on the 2nd business day prior to a Students' Council meeting.
8. Deadline Exemption: For meetings called under the authority of Standing Order 3.1, there will be no submission or publishing deadline.

## 5 Special Orders

1. Motions making specific Orders of the Day Special Orders are privileged motions.
2. Speaker made Special Orders: The Order of Business notwithstanding, the Speaker may designate any Order of the Day a Special Order.
3. Council made Special Orders: The Order of Business notwithstanding, Students' Council may designate any Order of the Day a Special Order if it cannot be postponed to a future meeting of Students' Council for resolution without risking serious and detrimental consequences to the Students' Union.

## 6 Speaker's Business

1. At the start of Speaker's Business, the Speaker will make the following oral announcement: Before we begin, may I remind you all of the Oath you have taken. We would like to 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 continuing colonial violence and respect Indigenous knowledges and traditions.
2. During Speaker's Business, the Speaker will address all day-to-day regulatory concerns of Students' Council, including but not limited to:
  - a. Resignations
  - b. Any process by which a member is permanently removed from Students' Council,
  - c. Reports of the Chief Returning Officer,
  - d. Announcements, and
  - e. Motions making Orders of the Day Special Orders.

## 7 Presentations

1. Presentation abstracts: Presentations must be accompanied in the Order Paper by a 100-word abstract at request of any member of Students' Council. Abstracts, if requested, are to be submitted alongside late additions as information items. Presentations that substantially deviate from the abstract are out of order.
2. Length of Presentations: Presentations will not exceed thirty (30) minutes in duration, including questions and discussion.
3. Presentations with Enacting Motions on Same Topic: Motions related to the subject matter of a presentation at the same meeting require a 2/3rds majority vote to pass.

4. Initiation of Presentations: In order for Students' Council to receive a presentation, a motion to accept the presentation must first be considered by Students' Council.
5. Tools for Presentations: A computer and projector shall be available whenever a presentation appears on the Order Paper.

## 8 Nominations

1. Motions to Nominate Considered Special Orders: A motion to nominate will be a Special Order upon completion of Presentations.
2. Motions to Nominate Considered Approved: A motion to nominate will be considered approved, and the floor open to nominations, unless a member requests a vote on the motion.

## 9 Reports

1. Style of Executive Officer Reports: Executive Officer reports will be presented in written form and listed in the main agenda package under Information Items, and may include an oral report to Students' Council not to exceed two (2) minutes.
2. Executive Officer Reports on Conferences: Executive Officers will submit reports to Students' Council no later than two meetings of Students' Council after any conferences attended.
3. Style and Frequency of the Undergraduate Board of Governors Representative's Report: The Undergraduate Board of Governors Representative's will report at a minimum following each Board and Board committee meetings. This Report will be presented in written form and listed in the agenda package under Information Items, and may include an oral report to Students' Council not to exceed two (2) minutes.
4. Executive Committee Reports: The President (or designate) will compile a report on the actions of the Executive Committee listing, at minimum, formal motions approved by the Committee.
5. Style of Board and Committee Reports: Board and Committee reports are to be presented in written form after each Board or Committee meeting and are to include at a minimum all motions passed by the Board or Committee. Are to be listed in the agenda package, under Information Items, and may include an oral report to Students' Council not to exceed (2) minutes.

## 10 Open Forum

1. Purpose: All registered guests of Council, such as students and media, have the right to ask questions to members of Council in Open Forum.



2. Length of Open Forum: Open Forum will be fifteen (15) minutes duration.

## 11 Question Period

1. Length of Question Period: Question period will be fifteen (15) minutes in duration.
2. Extension of Question Period: Question period will be extended once for fifteen (15) minutes upon the request of five voting members of Students' Council. Further extensions require a two-thirds (2/3) majority vote.
3. Written Questions: Written questions may be submitted for inclusion with the Orders of the Day.
4. Priority of Written Questions: Written questions may be responded to in writing or orally, and will have priority over questions posed orally.

## 12 Legislative Process for Bylaws

1. First Reading of Bylaws - When a bylaw is being read a first time:
  - a. The motion is placed on the Order Paper;
  - b. The motion is presented in the following format:
  - c. The principle and/or objectives are listed, and
  - d. Specific wording of legislation is not permitted;
  - e. Debate is limited to general principles and objectives; and
  - f. If approved, the motion is referred to the Bylaw Committee.
2. Committee Stage (for Bylaws) - When a bylaw is in the Committee stage:
  - a. The Committee identifies the relevant legislation that requires amendment and/or drafts new legislation on the basis of the principles passed in first reading;
  - b. The Committee will not recommend to Students' Council draft legislation that is outside the scope of the principles approved in first reading; and
  - c. As part of its report, the Committee may recommend that Students' Council reconsider the motion that "The bill be read a first time" if there are principles relevant to the bill that were not considered on first reading that:
    - i. If omitted, would defeat or impair the purpose of the bill, and/or
    - ii. Will detrimentally impact the Students' Union.
3. Second Reading of Bylaws - When a bylaw is being read a second time:
  - a. The motion will be presented in the following format:

- i. The entire bylaw(s) will be presented (may be waived by the Speaker),
    - ii. Deletions to the existing bylaw(s) will be shown by using a strike-through font,
    - iii. Additions to the existing bylaw(s) will be shown by using an underline font, and
    - iv. A recommendation (if made) by the Committee to reconsider the motion that “The bill be read a first time” with the principles considered to make the reconsideration necessary;
  - b. Debate is confined to the technical merits of whether the Committee properly interpreted the principles passed in first reading, except when debating a recommendation to reconsider the motion that “The bill be read a first time,” where debate will be limited to the suggested principles put forward by the Committee to support a return to first reading and the propriety of adopting such a motion.
- 4. Coming Into Force: Unless otherwise specified, the motion will take effect upon adjournment of the meeting at which it was approved.

## 13 Legislative Process for Budget

1. Vice President (Operations & Finance) Recommends Principles: The Vice President (Operations & Finance) shall submit or cause to be submitted a proposed set of Budget Principles to the Budget and Finance Committee no later than January 15.
2. Finance Committee Amends and Recommends Principles: The Finance Committee shall recommend a set of Budget Principles to Students’ Council no later than February 15.
3. First Reading of Budget in Council: Students’ Council shall approve a set of Budget Principles no later than March 15.
4. Executive Committee to Recommend Final Budget: The Executive Committee shall submit a final Operating and Capital Budget, reflecting the set of Budget Principles approved by Students’ Council, to the Finance Committee no later than March 31.
5. Finance Committee to Amend and Recommend Final Budget: The Finance Committee shall recommend a final Operating and Capital Budget to Students’ Council.
6. Second Reading of Budget in Council - When the Budget is being read a second time:
  - a. Students’ Council shall approve a final Operating and Capital Budget;
  - b. The Budget will be presented in a three-part document consisting of:
    - i. The Budget Principles passed on first reading,

- ii. The estimates (numerical breakdown of the budget), and
  - iii. Additional written instruction providing further instruction on how money within budget categories is to be spent; and
- c. Debate is confined to the technical merits of whether the Committee properly interpreted the principles passed in first reading.

## 14 Legislative Process for Political Policies

1. First Reading of Political Policy: The procedural requirements for passage of political policy on first reading are the same as those for the passage of bylaw on first reading except that the political policy will then be referred to the Policy Committee.
2. Committee Stage (Political Policy) - When a political policy is in the Committee stage:
  - a. The Committee selects and assigns a principal author to draft a new policy on the basis of the principles passed in first reading, with the assistance of the Department of Research and Political Affairs; and
  - b. The Committee will not recommend to Students' Council draft legislation that is outside the scope of the principles approved in first reading.
3. Second Reading of Political Policy - When a political policy is being read a second time:
  - a. The motion will be presented in the following format:
    - i. The entire political policy will be shown,
    - ii. Deletions to existing political policy will be shown by using a strike-through font, and
    - iii. Additions to existing policy will be shown by using an underline font; and
  - b. Debate is confined to the technical merits of whether the Committee properly interpreted the principles passed in first reading.
4. Expiration of Political Policy: Political Policies adopted within a particular session of Students' Council shall expire within three (3) years after the end of that session.
5. Upon expiration, a Political Policy shall be reviewed by the Policy Committee and can be forwarded to Students' Council as a recommendation to renew.

## 15 Modified Rule of Debate

1. Length of Speeches: Members having obtained the floor to speak to a motion can speak no longer than four minutes.
2. Speaker may Limit Debate: The Speaker may limit debate at any time on any Order of the Day.

3. Moving the Previous Question: A member of Students' Council may not move the previous question at the same time as he/she speaks to the motion.
4. Speaker may Disallow Moving the Previous Question: The Speaker may disallow moving the previous question if, in the opinion of the Speaker, the motion has not been sufficiently debated.
5. Subsidiary Motions Limited: Subsidiary motions are not permitted to be applied to the main motion until the motion has been spoken to at least two times, one in favour and one opposed.
6. Points of Order: Where a member rises on a Point of Order citing the violation of a federal, provincial or municipal law, the member must provide a copy of that law to the Speaker at the time the Point of Order is raised.

## 16 Guests of Students' Council

1. Any person may become a Guest of Students' Council by writing his/her name on the Guest List provided by the Speaker at each meeting of Students' Council.
2. Guest of Students' Council Debate Privileges: The Speaker will only recognize guests if no member entitled to obtain the floor wishes to do so, except where a guest has information particularly pertinent to the debate, or where a Councillor having obtained the floor extends his/her speaking privileges to a guest.

## 17 Voting

1. Voting: Voting shall take place in a manner in which votes for/against/abstain are recorded.
2. Roll Call/Division: A roll call/division vote will be taken if requested by any member of the Students' Union.. Roll Call/Division requests can be requested at any time, up until the closing of the vote, and may be submitted in an oral, written or anonymous form.
3. Precedence: A roll call vote shall take precedence over any other method of voting except for voting by secret ballot. A vote by secret ballot will only take precedence over a roll call vote if dealing with matters of personnel or other potentially sensitive motions at the discretion of the Speaker.
4. Speaker May Refuse A Roll Call/Division: The Speaker May refuse a dilatory request for a Roll Call except on items of business disposing of main motions.

## 18 Recess/Assembly

1. Recess: Students' Council will recess for fifteen (15) minutes immediately after the first item of business is disposed of, at least ninety (90) minutes after the Call to Order.

2. Recess and Reassembly: Students' Council will recess for fifteen (15) minutes at 10:00 p.m. and reconvene at a location designated by the Speaker.

## 19 Attendance Requirements

1. Attendance: The Speaker will take attendance orally twice each meeting, once during Speaker's Business and once immediately prior to adjournment or at 10:00 p.m., whichever is earlier.
2. Any member of the Executive Committee (with the exception of the General Manager) that is absent from a meeting of Students' Council shall submit a written explanation to Students' Council outlining the reason for their absence.
3. Should a Councillor be absent for 3 meetings in a semester, CAC will notify that Councillor's Faculty Association. Missed meetings not subject to this section are those attended by proxies or attended through alternate means as approved by the Speaker.
4. Councillors may attend Council meetings via audio/video conference services upon providing the Speaker with appropriate notification. Councillors attending via audio/video conference services may continue doing so during in-camera sessions.

## 20 Discipline

1. Speaker may Discipline: The Speaker may discipline a member of Students' Council for breaches of Standing Orders.
2. Call for Decorum: Any member of Students' Council may call for decorum, which when called for will remain in effect for the duration of the motion under consideration and result in the Speaker removing first the speaking privileges for the duration of the motion, and secondly the right to attend the meeting from anyone in the chamber caught speaking without having properly obtained the floor.
3. Censure: Students' Council may rebuke the action or conduct of an individual through a motion to censure. A censure is an on-the-record rebuke that entails no additional actions or consequences.

## 21 Proxies and Councillor Designates

1. Appointment of Proxy or Councillor-Designate - To appoint a proxy or councillor-designate, a Councillor must provide a notice to that effect:
  - a. Stating the name and e-mail address of the proxy member,
  - b. Indicating the meeting in question, for proxies, and the duration of the appointment, for councillor-Designates, and
  - c. That, if provided as a paper copy, is signed by the appointing Councillor.

2. Notice to be Provided to Relevant Party - Any notice to appoint a proxy or councillor-designate must be provided to:
  - a. The Speaker, if the appointment is to Students' Council, or
  - b. The Chair of a Committee, if the appointment is to that Committee.

## 22 Records of Students' Council

1. Audio Record of Students' Council: When feasible, an audio record of Students' Council proceedings will be recorded.
2. Approval of Audio Record: The audio record is considered approved as recorded.
3. Video Record of Students' Council: Anyone wishing to record or stream video at a meeting of Students' Council must either provide written notice to the Speaker by noon on the business day prior to the meeting date or have the sponsorship of a voting member of Students Council, prior to the commencement of the meeting.
4. The Speaker shall, in advance of the Students' Council meeting in question, notify all members of Students' Council and all scheduled presenters of any notices to record or stream video at the meeting.
5. Minutes of Students' Council: When an audio record is not possible, minutes of Students' Council proceedings will be recorded.
6. Approval of Minutes: The minutes are considered approved as transcribed.
7. Members may Clarify Comments in Minutes: Whenever minutes are transcribed, a member's comments may be amended in accordance with the member's wishes prior to a time limit set by the Speaker.
8. Record of Votes and Proceedings - A record styled "Votes and Proceedings" will be compiled from the audio record or minutes of Students' Council and will consist of:
  - a. All motions moved except joke motions,
  - b. Any event having legal consequences extending beyond the adjournment of that meeting,
  - c. A record of all regulations and decisions approved by Students' council Boards and Committees that are required by Bylaw to report such regulations and decisions to Students' council and,
  - d. A record of attendance.

## 23 Miscellaneous

1. Confidentiality of Awards Business - Applications submitted for awards administered by the Grant Allocation Committee, and deliberations surrounding the selection of recipients

of awards administered by the Grant Allocation Committee shall be designated as strictly confidential and shall only be available to:

- a. Members of the Awards Adjudication Committee and
  - b. Members of the Executive Committee
2. Speaker to Vacate Chair - A motion that the Speaker vacate the chair:
    - a. is always in order,
    - b. takes precedence over any other motion, and
    - c. is not debatable.
  3. Public Meetings: Meetings of Students' Council are open to the public, unless Students' Council moves in camera.
  4. Only Official Documents Allowed: Only official Students' Council documents may be distributed to members within the chamber.
  5. Council Retreats: A summer retreat for Students' Council members will be held before July 31st of each year.
  6. A fall retreat for Students' Council members will be held before October 31 of each year.
  7. The Council Administration Committee shall be responsible for the planning and organization of all retreats, and may cancel a retreat due to low attendance.
  8. Accessibility to Council: If a guest of Council or member of Council requests a translator or reasonable accessible aid, they are required to give the Council Administration Committee at least one week's notice. The Council Administration Committee will attempt to make the necessary accommodations with limited expense to the Students' Union.
  9. Joke Motions: At the last meeting of the year, the mover of the motion or the Speaker may declare any motion to be a "joke motion," such a motion having no effect if carried.

## 24 Appendix 1: Procedure for Electing a New Speaker

1. Council to be provided with cover letter and resume: Each member of Students' Council will be provided with a cover letter and resume of each candidate for Speaker.
2. Senior member to preside when outgoing speaker running for re-election: The longest-serving member of Students' Council not running for Speaker will preside over the election when the outgoing Speaker is running for re-election.
3. In Case of Tie, Elder Member to Preside: In the case of a tie between longest-serving members, the eldest of the tied members will preside.
4. Speeches: The presiding member will ask each candidate to give a brief speech not to exceed two minutes.
5. Questions: The presiding member will allow questions to be put to the candidates from the members of Students' Council.

6. Secret Ballot: The vote will be by secret ballot and will be in the style of the Executive Elections.
7. Recess: Students' Council will recess while the presiding officer counts the vote.
8. Announcement: The presiding officer will announce the results of the election to Students' Council.

## 25 Appendix 2: Oath of Office

I am not here for me. I am here for the people that lent me their power in exchange for a promise. I will keep that promise to make decisions with their interest in mind. □ I will vote after knowing the facts, not before. □ I will use Robert's Rules for their purpose, not my own. □ I will oppose ideas, not people. □ I will think before I speak, not speak just to think. I will take the job seriously or not take the job at all. □ I will represent my fellow students' interests, not my own. □ I am not here for me.

## 26 Appendix 3: Council Scholarship

1. Overview: Two Council Scholarships, to be administered by Students' Council, shall be offered each trimester. The value of each scholarship shall be \$500.00.
2. Criteria - The criteria for each scholarship is:
  - a. representative of his/her constituents' opinions and concerns in Students' Council matters;
  - b. serves as an ambassador of Students' Council in the campus community and attempts to further empower students;
  - c. excellent attendance; and
  - d. activity on committees.
3. Nomination: Members of Students' Council must be nominated by a fellow voting member of Students' Council, with the nomination containing at least two additional supporting signatures from other voting members of Students' Council.
4. Nominators must submit a brief justification, no more than one page in length, as to why the member of Students' Council deserves to be nominated.
5. Nominations must be presented to the Speaker by the end of the second last Students' Council meeting of each trimester.
6. Eligibility: All current voting members of Students' Council shall be eligible to submit nominations. There shall be no limit to the number of nominations a member may submit throughout the year.
7. All current voting members of Students' Council shall be eligible to receive a scholarship, except for members of the Executive Committee.: There shall be no limit to the number of



times a member of Students' Council may be nominated and/or receive a scholarship throughout the year.

8. Selection: The Speaker shall provide to each member of Students' Council the names of each nominee and a copy of all nomination forms.
9. Selection of scholarship winners for the preceding trimester shall take place at the final meeting of Students' Council each trimester. There shall be no debate. At the meeting a secret ballot vote shall be held, open to all voting members of Students' Council. The vote shall take place by preferential ballot and shall follow the balloting procedures used in the selection of a committee chair.

## 27 Appendix 4: Council Mentorship Program

1. Participation: Any voting member of Students' Council, including the Undergraduate Board of Governors Representative but excluding any member of the Executive Committee, may sign up to participate in this program, such a volunteer henceforth referred to as mentor.
2. Any Students' Union member may participate in this program, such a student henceforth referred to as mentee.
3. Requests to participate in a given meeting of Students' Council must be received by the Thursday prior to the meeting.
4. Administration: The Council Administration Committee shall be responsible for the implementation of this program.
5. This program shall be advertised in the Fall and Winter term.
6. Processing Requests: First attempts shall be to pair mentees with mentors from the same faculty, but if this is not possible, then mentees shall be paired randomly with available mentors for the requested meeting of Students' Council.
7. A mentor may have only one mentee for any given Students' Council meeting.
8. Mentor Responsibilities - After being paired with a mentee, the mentor shall be responsible for:
  - a. Establishing contact with the mentee prior to the scheduled Students' Council meeting,
  - b. Enlisting another eligible mentor as a replacement if unable to carry out the responsibilities to the mentee,
  - c. Attending the scheduled meeting of Students' Council with the mentee,
  - d. Familiarizing the mentee with the role and proceedings of Students' Council, and
  - e. Debrief the mentee at a future time to discuss their experience.

## 28 Appendix 5: Petition for Impeachment Document

1. Overview: As stated in Bylaw 100, s. 6, Students' Council has the authority to remove the President, a Vice President, or the Undergraduate Board of Governors Representative through a motion to impeach.
2. A petition is required for impeachment proceedings to occur, and requires signatures of at least one third of the voting members of Students' Council. This appendix shall dictate the petition documentation requirements.
3. Preamble - The petition shall contain the following filled out as applicable to the circumstances:
  - a. This motion to petition indicates that we, the elected representatives of the student body serving on Students' Council, do not feel the current [insert position name] of the [insert year] Students' Union Executive is fit to remain occupying the position due to one or more of the following reasons:
    - i. The individual has committed a significant breach or multiple breaches of Students' Union Bylaw, or Political Policy.
    - ii. There are charges levied against the individual for violation of the University of Alberta Code of Student Behaviour, provincial law, or federal law.
    - iii. The individual is performing without the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
4. Additional Documentation: The submitted petition shall include a document agreed to by all signatories indicating why they as representatives feel that the Executive or Board of Governors Representative in question is in violation of one or more of the principles of Bylaw 100, s.6.
5. Addition to the Agenda
  - a. The once submitted and deemed to be valid according to Bylaw 100 s. 6, the following motion will be added to the agenda of the next meeting of Students' Council and filled out accordingly:
    - i. [MOVER/SECONDER] move that the current [insert position name] of the [insert year] Students' Union Executive be impeached from the position of [insert position name] and post as an officer in first reading.

6. Parallel Legislation: This appendix is only deemed applicable when kept in congruence with the intent of impeachment proceedings as dictated by Students' Union Bylaw, as Bylaw 100, s. 6 dictates its current form.

## 29 Appendix 6: Acknowledgement of Traditional Territories

1. We would like to 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 continuing colonial violence and respect Indigenous knowledges and traditions.
2. The Acknowledgement of Traditional Territory will be included in writing at the beginning of every agenda package, including the agendas of the standing committees of Students Council.



# COUNCIL ADMINISTRATION COMMITTEE

Date: 10 January 2016  
To: Students Council  
From: Chair Council Administration Committee Reed Larsen  
Subject: Chair's Report - Transition Report

Dear Students' Council:

The following shall serve as the Transition document for the Council Administration Committee (CAC) as outlined in Bylaw 100(16).

In accordance with Bylaw 100, Section 16 the following written report has been submitted, on-time, to the University of Alberta Students' Union, Students' Council. This report has been completed to permit decisions of Council Administration Committee (CAC) to be approved as outlined in Bylaw 100, Section 16(3).

## 1) Structure and Function

### Bylaw 100

#### 3. 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

Asides from this mandate found in Bylaw 100, the CAC is responsible for reviewing hires of the Elections Office, reviewing the functionality and progress of all other standing committees, and allocating its budget to support councillors in their roles. The current structure and function has worked well for the committee. A mix of informal and formal motions allowed the committee to be adaptive to council's needs.

## 2) Responsibilities of Chair

#### 4. The Chair of the Council Administration 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;

## COUNCIL ADMINISTRATION COMMITTEE

- 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. maintain the Standing Orders of the Committee; and
- g. submit reports to Students' Council, as required.

Asides from the listed above, the Chair is responsible for the CAC budget process, overseeing the hiring of officers to the Elections office, overseeing progress of the elections office, organizing trimesterly meetings of the chairs, submitting recommendations to students council, giving oral updates to students council, working with Discover Governance to update standing orders, and occasionally fielding questions in regards to SU committee functionality. The Chair often also helps to write updates to standing orders and facilitate any necessary changes to bylaw or standing committee standing orders as well.

### Contacts

| Contact                                      | Email  | Reason to Contact   |
|--|--|---|
| Discover Governance Manager - Rebecca Taylor | <a href="mailto:governance@su.ualberta.ca">governance@su.ualberta.ca</a>                   | <ul style="list-style-type: none"> <li>- Governance questions</li> <li>- Changes to wiki system</li> <li>- Changes to standing orders</li> </ul>  |
| Discover Governance Administrative Assistant | <a href="mailto:council.submissions@su.ualberta.ca">council.submissions@su.ualberta.ca</a> | <ul style="list-style-type: none"> <li>- Submitting items to council</li> <li>- Submitting minutes</li> <li>- Submitting motions</li> <li>- Submitting and updating committee schedule</li> <li>- Submitting written reports</li> </ul> |
| Speaker                                      | <a href="mailto:speaker@su.ualberta.ca">speaker@su.ualberta.ca</a>                         | <ul style="list-style-type: none"> <li>- Anything regarding procedure at students council.</li> <li>- Questions regarding procedure for committee, motions, etc.,</li> </ul>  |
| Chief Returning Officer                      | <a href="mailto:cro@su.ualberta.ca">cro@su.ualberta.ca</a>                                 | <ul style="list-style-type: none"> <li>- Questions regarding</li> </ul>   |

|  |  |   |
|--|--|---|
|  |  | <p>elections process.</p> <ul style="list-style-type: none"> <li>- Hiring process for staff.</li> <li>- Elections office updates for students council.</li> </ul> |
|--|--|---|

### 3) Review of CAC

For full motions list see Students Council Tuesday, April 11, 2017.

#### Incomplete Activities:

- 1) Translation of bylaws into french
- 2) Livestream responsibilities transfer to Speaker, purchasing livestream equipment.

### 4) Recommendations for CAC from the Chair

- 1) There is a need for a overhaul of standing orders, of both council and the committees, so that they may all adhere to a single editorial style.
- 2) Continue to host CAC immediately before council meetings as it allows for people to casually drop into the meeting.
- 3) Review and update livestream and open forum procedure.
- 4) Concentrate on being a space for more informal discussions for the whole of council. CAC can help people forward their ideas in the proper way and even help to fund consultation.
- 5) Prepare a budget in the first 3 meetings and allocate funds. Suggested mix would be 60 percent of funds for communal activity planned by CAC and 40 percent for individual consultations that reach more than 5 persons.

Thank you for your care and attention. Please feel free to make any inquiries you deem appropriate. A response will be provided within twenty-four (24) hours.

Cheers,  
Reed Larsen

University of Alberta Students' Union

(Submitted electronically)



SC 17-01.03

UNIVERSITY OF ALBERTA  
**STUDENTS' UNION**

OFFICE OF THE  
VICE PRESIDENT (OPERATIONS & FINANCE)

---

May 4th, 2017

**To:** Students' Council

**Re:** Report to Students' Council

---

Hello Council!

Welcome to your first official meeting of the 2017/18 session of Students' Council! This report will be extremely brief, as the executive have only just returned from retreat and are only just getting settled in. Hopefully you're all happy with your committee selections and are getting close to finalizing a meeting schedule. I am excited to be sitting on Bylaw and Finance for another year.

*Board and Committee Appointments*

You'll see A LOT of board and committee appointments on today's agenda. Please take the time to research some of these interesting boards; they are a great chance to learn about some excellent organizations across the university. Feel free to ask me any questions!

May the fourth be with you,

A handwritten signature in black ink, appearing to read 'Robyn Paches', written over a light gray grid background.

Robyn Paches



SC 17-01.04

UNIVERSITY OF ALBERTA

STUDENTS' UNION

OFFICE OF THE  
VICE PRESIDENT (ACADEMIC)

---

May 4th, 2017

**To:** Students' Council

**Re:** Report to Students' Council

---

Hello all,

I am thrilled to be giving this report as it is my first official report as a 2017/2018 Executive.

The whole executive team just got back from our Executive Retreat and I know I speak on behalf of all of us when I say we are ready to hit the ground running. I have spent many hours working with the former VPA since the election in March to ensure I have a smooth transition into the portfolio. Retreat was a great opportunity to both do some teambuilding and to pass on important institutional knowledge from the outgoing Execs to those incoming.

I look forward to the rest of this year (including some more detailed reports once I get my feet on the ground).

Best regards,

A handwritten signature in black ink, appearing to read 'Shane Scott'.

Shane Scott

Vice President Academic

---

**Shane Scott**, *Vice President Academic*

2-900 SUB • 780 492 4241 • [vp.academic@su.ualberta.ca](mailto:vp.academic@su.ualberta.ca)





May 4th, 2017

**To:** Students' Council

**Re:** Report to Students' Council

---

Dear Council,

Writing my first council report is quite exciting honestly. I hope your winter semester wrapped up nicely. It has been an incredibly busy past couple of weeks with retreat, transition, learning and getting prepared for this position. I hope you're as excited for the following year as I am. This report is going to be fairly brief as I only got in the office today. I've been learning so much and I'm thrilled for an incredible year with you guys.

As I'm settling into my position, getting to know all the staff and history of the Students' Union has been a vital part, and I am looking forward to getting to know each of you as well. If you want to chat either about your goals as a councilor or just in general feel free to shoot me an email at [ilya.ushakov@su.ualberta.ca](mailto:ilya.ushakov@su.ualberta.ca). I don't have specific office hours yet but I will have those set for the next council meeting.

Cheers,

Ilya Ushakov  
VP Student Life

May 5, 2017

To: Students' Council

From: Reed Larsen - Vice President External

Re: Report to Students' Council #1

---

Hi Council,

Welcome to my first executive report! The other executives and I only just wrapped up retreat yesterday, and overall I would say it was a great success. I am feeling fully prepared and ready to go, and although the last few months have been a whirlwind for me, I am incredibly excited to get started.

#### 1. Council of Alberta University Students (CAUS)

CAUS is our provincial advocacy group which includes the Student Associations from Macewan, UofC, UofL, Mount Royal, and UofA (that's us!). They represent the interests of over 100,000 students across the province and are the go-to advocates for students in an Alberta university. Before transition, I was lucky enough to be able to attend CAUS Advoweeek in March and meet my counterparts from the CAUS schools. I learned an incredible amount about the organization, and can confidently say that Advoweeek was an amazing success and that CAUS does amazing work.

President Banister and I will be heading to CAUS changeover from May 12 - 16, where we will develop our direction for the coming year, as well as select a Chair and Vice-Chair. I will be spending a significant portion of my next week preparing for that conference, so if anyone has any questions about CAUS and its role, please give me a shout!

Asides that, I will be in my office for regular work hours all next week, so contact me anytime to chat, meet, plan, or get prepped for the coming year.

Cheers,



Reed Larsen



SC 17-01.07

UNIVERSITY OF ALBERTA

STUDENTS' UNION

OFFICE OF THE  
PRESIDENT

---

May, 9, 2017

**To:** Students' Council

**Re:** Report to Students' Council

---

Hello council!

I am pleased to be providing my first written report to council. I remember my first meeting of students council, way back in 2013. It is hard to believe how time flies. This year I hope that we will all grow together, strive for excellent representation, and always work to serve students. This report will be very brief, as the new executive team has only started on May 1.

### 1. Retreat

The 2016/2017 and 2017/2018 executives just got back from our annual transition retreat. It was a great experience where our teams connected and learned an immense amount about the SU and each others portfolios.

### 2. Summer Office Hours

I had decided to hold my office hours from 12:00-1:00PM on Wednesday for the Spring and Summer months. During this time you are welcome to drop into my office in SUB 2-900 to chat. If this time does not work for you, you are welcome to schedule an appointment by emailing [president@su.ualberta.ca](mailto:president@su.ualberta.ca).

### 3. Staff/Council Mixer

The Students' Union is pleased to hire many student staff over the summer. We also want to make sure councillors and other members of the SU have had a chance to meet and get familiar. We are pleased to host a council/staff mixer on May 5 so members of our organization can connect.

Thank you very much for reading my report, and I am happy to answer any questions you may have!

Marina Banister

UASU President

---

**Marina Banister**, *President*

2-900 SUB • 780 492 4236 • [president@su.ualberta.ca](mailto:president@su.ualberta.ca)

| <b>Councillor Attendance Records</b>            |                          |                           |
|---|--------------------------|---------------------------|
| <b>2017-2018</b>                                |                          |                           |
| <b>Council Seats (40 total)</b>                 | <b>Name</b>              |                           |
| <b>Ex-officio Members (6 voting seats)</b>      |                          | <b>17-00<br/>April 25</b> |
| President                                       | Marina Banister          |                           |
| VP Academic                                     | Shane Scott              | Y                         |
| VP External                                     | Reed Larsen              | Y                         |
| VP Operations & Finance                         | Robyn Paches             | Y                         |
| VP Student Life                                 | Ilya Ushakov             | Y                         |
| Undergraduate Board of Governors Rep            | Mike Sandare             | Y                         |
|   |                          | Y                         |
| <b>Faculty Representation (32 voting seats)</b> |                          |                           |
| ALES  | Haley Lefferson          |                           |
| ALES  | Jo Ann Chew              | Y                         |
| Arts  | Navneet Gidda            | Y                         |
| Arts  | Srosh Hassan             | Y                         |
| Arts  | Alannah Piasecki         | Y                         |
| Arts  | Mitch Wilson             | Y                         |
| Arts  | Meijun Chen              | Y (0.5)                   |
| Arts  | Monica Lillo             | Y                         |
| Augustana (Faculty)                             | <b>VACANT</b>            | Y                         |
| Business  | Will Swain               |                           |
| Business  | Connor Palindat          | Y                         |
| Education                                       | Emily Howell             | Y (0.5)                   |
| Education                                       | Kara Farris              | Y                         |
| Education                                       | James Thibaudeau         | Y                         |
| Engineering                                     | Katelynn Nguyen          | Y                         |
| Engineering                                     | Mahmoud Kenawi           | Y (0.5)                   |
| Engineering                                     | Nick Sorensen            | N                         |
| Engineering                                     | Daanish Hamid            | Y                         |
| Law   | Alexander (Sandy) Brophy | Y                         |
| Medicine & Dentistry                            | Brandon Christensen      | Y                         |

|  |                    |                |
|--|--------------------|----------------|
| Native Studies                                 | Nathan Sunday      | <b>Y(P)</b>    |
| Nursing  | Abigail Bridarolli | <b>Y</b>       |
| Open Studies                                   | Levi Flaman        | <b>Y (0.5)</b> |
| Pharmacy                                       | Alex Kwan          | <b>Y</b>       |
| Phys Ed & Rec                                  | <b>VACANT</b>      | <b>Y</b>       |
| Saint-Jean (Faculty)                           | Delane Howie       |                |
| Science  | Genna DiPinto      | <b>Y</b>       |
| Science  | Habba Mahal        | <b>Y</b>       |
| Science  | Hyejun Kim         | <b>Y</b>       |
| Science  | Nicole Jones       | <b>N</b>       |
| Science  | Rachel Wang        | <b>Y</b>       |
| Science  | Darren Choi        | <b>N</b>       |
|  |                    | <b>Y</b>       |
| <b>Ex-Officio Members (2 non-voting seats)</b> |                    |                |
| Speaker  |                    |                |
| General Manager                                | Marc Dumouchel     | <b>Y</b>       |
|  |                    | <b>N</b>       |
| <b>Ex-Officio Members (2 non-voting seats)</b> |                    |                |
| Speaker  | Saadiq Sumar       | <b>Y</b>       |
| General Manager                                | Marc Dumouchel     | <b>N</b>       |
|  |                    |                |
| Guests   |                    |                |

---

**Tuesday, April 25, 2017**

**NREF 2-001**

We would like to acknowledge that our University and our Students' Union are located on Treaty 6 Territory. We are grateful to be on Dene, Cree, 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 continuing colonial violence and respect Indigenous knowledges and traditions.

**ORDER PAPER (SC 2017-00)**

**MEETING CALLED TO ORDER 6:00 PM.**

**2017-00/1      SPEAKERS BUSINESS**

**2017-00/1a      Election of a Speaker**

Application Information will be distributed at the meeting.

**Saadik Sumar was chosen as Speaker for the Students' Council 2017/18 term.**

**2017-00/2      PRESENTATIONS**

**2017-00/2a      Introduction to Robert's' Rules of Order - Presented by the Students' Union.**

**2017-00/3      EXECUTIVE COMMITTEE REPORT**

**2017-00/4      BOARD AND COMMITTEE REPORT**

**2017-00/5      OPEN FORUM**

**2017-00/6      QUESTION PERIOD**

**2017-00/7      BOARD AND COMMITTEE BUSINESS**

**2017-00/8      GENERAL ORDERS**

**2017-00/8a      Approval of Students' Council 2017-18 Meeting Schedule**

Please see SC 17.00-01

**BANISTER/PACHES MOVE to amend the meeting schedule such that the first meeting will occur May 9, 2017 rather than May 2, 2017.**

***VOTE***  
***27/2/0***  
***CARRIED***

**BANISTER/PACHES MOVE to approve the meeting schedule as amended.**

***VOTE***  
***30/0/0***  
***CARRIED***

**2017-00/8b      Nomination to Council Committees**

Audit Committee(7)  
Bylaw Committee(7)  
Council Administration Committee(5)  
Finance Committee(7)  
Nominating Committee(5)  
Policy Committee(6)

Please see SC 17-00.02

**Councillor Brophy, Councillor Sorensen, Councillor Lillo, Councillor Choi, Councillor Swain, Councillor Palindat, Councillor Thibaudeau appointed to Audit Committee.**

**Councillor Brophy, Councillor Gidda, Councillor Jones, Councillor Howie, VP Paches, Councillor Piasecki, Councillor Christensen appointed to the Bylaw Committee.**

**Councillor Gidda, Councillor Jones, Councillor Howie, Councillor DiPinto, Councillor Sunday appointed to the Council Administration Committee.**

**Councillor Howell, Councillor Hassan, Councillor Lillo, Councillor Bridarolli, Councillor Mahal, Councillor Palindat, Councillor Thibaudeau appointed to Finance Committee.**

**Councillor Howell, Councillor Farris, Councillor Hassan, Councillor Wilson, Councillor Thibaudeau appointed to Nominating Committee.**

**Councillor Brophy, Councillor Piasecki, Councillor Lefferson, Councillor Sunday, Councillor Howie, Councillor Choi appointed to Policy Committee.**

**2017-00/8c      SUNDAY MOVES to appoint 5 members of Students' Council to the  
Aboriginal and Reconciliation Ad Hoc committee.**

Please see SC 17-00.03

**Councillor Sunday, Councillor Sandare, Councillor Howell, Councillor  
Lefferson, Councilor Thibaudeau appointed to Aboriginal and  
Reconciliation Ad Hoc committee.**

**2017-00/9      INFORMATION ITEMS**

**MEETING ADJOURNED AT 9:16PM.**