

Giving Presentations at Students' Council

These guidelines lay out expectations for bringing presentations to Students' Council and explain relevant requirements in Students' Council Standing Orders. While Students' Council can suspend parts of Standing Orders, that does not mean it should or will, so it is best practice to consider Standing Orders mandatory.

Timelines and Submission

- Presentations must be sponsored by a voting member of Students' Council.
- Presentation materials must be submitted via the [Students' Council Agenda Submission Form](#) by either the presenter or the sponsoring Students' Council member.
 - You must submit an abstract/summary of 50-100 words.
 - While you do not need to use slides, you must submit any slides and any other presentation materials.
- Council receives Order Papers (its primary document package) on the Friday before each meeting. The deadline to be included in Order Papers is 8:00 AM on Friday.
- Submissions received after this deadline may be considered for inclusion in the agenda via the Late Additions. The deadline for Late Additions is 1:00 PM on the Tuesday of the Students' Council meeting.
- To ensure Students' Council has the appropriate time to go through its agenda, presentations may need to be rescheduled to a later meeting.
 - This may be based on whether agenda items are time-sensitive, required under Bylaw or provincial regulation, or not submitted in time for Friday's Order Papers, or whether other presentations were received first.
 - A maximum of four presentations may take place during a Students' Council meeting.
- Standing Orders include a seven-day delay mechanism to ensure Students' Council has time to appropriately consider presentations before making decisions. In practice, if your presentation requires Students' Council to make a motion/decision, this usually means you must plan for your presentation to take place at the *previous* Students' Council meeting. The meeting schedule is available [here](#).

Delivering Presentations

- Each presentation, *including discussion/Q&A*, lasts a maximum of 15 minutes by default; 10-minute extensions are possible with a two-thirds majority vote, if necessary.
 - Presenters/sponsors of major presentations would benefit from discussing their needs and Council's time constraints with the Speaker, in advance. If you wish to submit supplementary materials, the deadlines above still apply.
- Clearly and consistently state what kind of feedback you need.
 - Do you need Council members to ask questions?

- Do you need them to provide answers to specific questions?
 - Do you need them to provide ideas toward tackling a specific problem?
- Councilors, presenters, and the Speaker of Students' Council share a responsibility to maintain decorum and professionalism, and to be respectful of Council's time.
- Since the deadlines above give Students' Council time to review all materials, presenters should assume that Students' Council is familiar with the materials, and should avoid going through slide decks verbatim.
- Written questions for presenters may be submitted in advance by Councilors or other parties.

When in doubt, please connect with the Governance team: governance@su.ualberta.ca