



University of Alberta Students' Union

**BYLAW  
COMMITTEE**

**Tuesday, January 16, 2018  
6:00 PM  
SUB 2-900**

**ATTENDANCE**

NAME	PROXY	PRESENT	SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT)
Brandon Christensen (Chair)	<i>By phone</i>	Y	N/A
Sandy Brophy		Y	N/A
Delane Howie (Interim Chair)		Y	N/A
Nicole Jones		Y	N/A
Robyn Paches		Y	N/A
Alannah Piasecki		Y	N/A
James Thibaudeau		Y	N/A

**MINUTES (BC 2017-11)**

**2017-11/1 INTRODUCTION**

**2017-11/1a Call to Order**

Meeting called to order at 6:01PM by Councillor HOWIE.

**2017-11/1b Approval of Agenda**

JONES/PIASECKI MOVE to approve the agenda  
7/0/0  
CARRIED

**2017-11/1c Approval of Minutes**

**PACHES/BROPHY MOVE** to approve the minutes

7/0/0

CARRIED

**2017-11/1d Chair's Business**

**2017-11/1e Attendance**

Attendance was taken. Members in attendance were noted above. Councillor Levi Flaman and Daria Nordell were also in attendance.

**2017-11/2 QUESTION/DISCUSSION PERIOD**

**2017-11/2a Additional Meeting Discussion - January 30, 2018 @ 5:00PM?**

CHRISTENSEN:

Wanted to make quorum for a 1 hour meeting on Jan 30th at 5pm to prioritize the drafting of some items before the upcoming Student's Council meeting.

HOWIE:

Said she would be available for that one hour.

THIBAUDEAU:

Said he would be in favour of that and he also has an idea for a bylaw that he wanted to thrown in if there was time.

**CHRISTENSEN/HOWIE MOVE** to hold additional meeting on January 30th from 5pm to 6pm to draft specific bylaw items.

7/0/0

CARRIED

**2017-11/3 COMMITTEE BUSINESS**

*Item 3c was special ordered up to the beginning of the meeting to ensure guest, Daria, didn't have to stay for whole meeting.*

**2017-11/3a Bill #5 - Students' Council Legislative and Committee Structure Reform - *Second Reading***

**HOWIE/CHRISTENSEN MOVE** to approve the second reading of Bill #5, on the recommendation of Bylaw Committee, based on the first principles listed below.

**ORIGINAL VERSION:**

**First Principles:**

1. Bylaw 100 is the premiere piece of legislation of Students' Council, housing much of the administrative and operational regulations of the body.
2. Legislation within Bylaw 100 is loosely defined with little direction given surrounding the procedures and protocols of the various forms of legislation. There are currently legislative processes for the creation of bylaws, political policies, and the budget that are described in Students' Council's standing orders, but are not reflected in bylaw. As these processes do not change year to year and are binding, they should be reflected in bylaw.
3. The legislative process of approving bylaws shall be clarified in Bylaw 100 to mandate each piece of legislation go through first and second reading, with second reading being drafted by Bylaw Committee.
4. The legislative process of approving policies shall be clarified in Bylaw 100 to mandate each piece of legislation go through first and second reading, with second reading being drafted by Policy committee.
5. The legislative process of approving the budget shall be clarified in Bylaw 100 to mandate the first reading of budget principles and the itemized budget be drafted by Finance committee.
6. In light of DIE Board Ruling 2017-02, there is a lack of clarity surrounding the timing of the start up meeting and first meeting of Students' Council as defined in Bylaw 100.
7. Bylaw 100 shall be amended to allow the startup meeting to occur anytime within April.
8. Bylaw 100 shall be amended to relax the mandated timing of the first meeting of each Students' Council term from before May 7 to before May 15 of each year.
9. In light of recent discussions surrounding committee structure, four new categories of committees will be defined with

definitions including, but not limited to:

- a. “Legislative” committees
  - i. Committees whose mandate include a delegated, legislative function of Students’ Council.
    1. Audit, Bylaw, Policy, Council Administration, Finance, and Nominating Committee shall be reclassified as “Legislative” committees.
  - ii. These committees shall have a closed membership of only elected members of Students’ Council or Designates.
  - iii. These committees shall be recurring.
  - iv. The list and mandate of these committees shall remain in Bylaw 100.
  - v. These committee shall only be created or eliminated through two readings of Students’ Council amending Bylaw 100.
- b. “Oversight” committees
  - i. Committees whose mandate include providing recommendations on internal and external Students’ Union policies and providing guidance, advice, oversight, or other information to the organization on a general topic.
  - ii. These committees may have an open membership of elected members of Students’ Council, unelected individuals, or both.
  - iii. These committees shall be recurring.
  - iv. The list and mandate of these committees shall be housed in the Bylaw 100 Schedule B.
  - v. These committees may be created, approved, or formalized by a simple majority vote of Students’

Council.

- vi. These committees shall only be eliminated by two majority votes of Students' Council amending the Bylaw 100 Schedule B at two separate meetings occurring not less than one week apart.
- c. "Ad hoc" committees:
  - i. Committees whose mandate is narrow surrounding a particular topic, initiative, project, or investigation.
  - ii. These committees may have an open membership of elected members of Students' Council, unelected individuals, or both.
  - iii. Expire at a designated time not to exceed 1 year.
  - iv. The list and mandate of these committees shall be housed in the Bylaw 100 Schedule B.
  - v. These committees may be created, approved, formalized, eliminated or renewed by a simple majority vote of Students' Council or the Executive committee.
  - vi. Ad hoc committees may also be referred to as "task forces."
- d. "Operational" committees:
  - i. Committees whose mandate is to serve a specific operational function of the Students' Union.
  - ii. These committees may have an open membership of elected members of Students' Council, unelected individuals, or both.
  - iii. These committees shall be recurring.
  - iv. The list and mandate of these committees shall be housed in the Bylaw 100 Schedule B.
  - v. These committees may be created, approved, or formalized by a simple majority vote of Students'

Council or the Executive committee.

- vi. These committees shall only be eliminated by a simple majority vote of Students' Council or the Executive Committee.

10. The definition of "standing committee" shall be eliminated.
11. Under the new classification, all formalized committees shall be eligible for the administrative support of Discover Governance or the Students' Union, as needed.
12. The current "Bylaw 100 Schedule" shall be renamed "Bylaw 100 Schedule A".
13. A new "Bylaw 100 Schedule B" shall be created.

**SUMMARY OF DISCUSSION:**

HOWIE:

Directed everyone to the google drive where the draft for the Bill 5 reform item was. Emphasised that the job today was not to debate any of the first principles but purely to make sure the first principles are accurately reflected into the final Bylaw 100. They are going to focus mainly on areas of significant addition or removals.

CHRISTENSEN:

Instructed to only reject portions that are not approved but do not remove anything because he needs to see the changes that are made so it can be entered into the system.

THIBAUDEAU:

When discussing item h, wondered if there was a distinction that needed to be made between standing and legislative definition of a committee and whether if a committee can decide which type it is. This was asked keeping Policy and Nominating Committee in mind.

HOWIE:

Felt that a committee should be able to decide which type it is based on their membership and the type of membership fee. As it stands right now, we need to right the Bylaw for the committee, for which the standing

orders exist and if a committee were to change their standing orders, they could change their designation under this bill and we could amend this section of the bylaw. If we are talking about adding different things, that is a larger change than what the Bylaw committee is tasked with doing.

THIBAUDEAU:

Asked which standing orders would have to change, for committees to change their designation.

HOWIE:

Clarified that the specific committee would decide to alter their standing orders if they wanted to have some other addition to what their current function is, based on their membership primarily.

CHRISTENSEN:

Added that the actual committee will not necessarily be doing the final drafting under the system because it will be a delegative legislation function, and the actual drafting will happen by another committee, which most naturally will be the Bylaw Committee.

THIBAUDEAU:

Said he was looking more towards their mandate and wondering if that is a better way to designate the committee's function.

HOWIE:

Pointed out that regardless of the committee it all has to go through council. She said the reason she was hesitant to move anyone was largely because of membership and in the way their current standing orders is drafted. If we go by the mandate, then committees will be restricted to certain topics which she believes goes against point 1 of the oversight committee which talks about committees being able to go over the whole length and breadth of Student's Union topics.

THIBAUDEAU:

Argued against that because he believes even if a committee is mandated to a certain realm, it is still responsible to exploring the whole length and breadth of it and focussing on a lot of different areas. Also added that the many committees do have powers beyond just making recommendation

and advising student's council by their mandate, whereas some committees, like Policy and Nominating committees, are mainly focussed on making recommendations to the Students Council.

HOWIE:

Agreed with James' perspective but asserted that it was beyond the scope of the discussion at this point since her earlier point was already passed in the first principles. She did see it being possibly changed to Jame's view if it did become legislation but at the moment it was outside of discussion.

CHRISTENSEN:

Asked what exactly would Thibaudeau like to see differently.

THIBAUDEAU:

Said he wanted to see Policy and Nominating Committees be moved away from legislative and placed under oversight.

BROPHY:

Added that doing that would make oversight committees be perceived as committees of equal importance as the rest but admitted this was out of scope from today's topic.

THIBAUDEAU:

Wondered that if this goes through Council, when would be the first opportunity to change the to better reflect the mandates.

CHRISTENSEN:

Responded that the drafting for the change could be begun immediately.

THIBAUDEAU:

Regarding item i, wondered if the wording to distinguish open, and close membership could be written better.

CHRISTENSEN:

Directed James to m which had all the definitions to clarify any doubts.

BROPHY:

Referring to section 22, preferred removing 'standing' from the committee

to ensure equality amongst all committee in terms of optics and damage control. This would prevent any perceived idea that oversight committee was somehow secondary. (Piasecki agreed).

CHRISTENSEN:

Said he thought of that when drafting but his concern was then it would become too broad if we just made it 'committee', but taking into account the debate around this issue, CHRISTENSEN suggested to table this for now and come back to it.

HOWIE:

Agreed to table it for now and proceeded with other corrections.

CHRISTENSEN:

Regarding the item on budget, said it was newly drafted and wanted to get everyone's feedback on it.

PACHES:

Disagreed with the statement saying the old budget shall expire when a new one is passed because they can only operate on a budget that has been approved for that specific year and so budgets needed to be created annual and only if they are not, the previous year's budget can be used.

CHRISTENSEN:

Took point into account and worked with committee to include the phrase in the item.

HOWIE:

After concluding bylaw 100, asked committee to make a decision on the voting of the speaker or the general manager and had the personal opinion of removing 'legislative' before committee so it treated all committees equally. Everyone agreed.

CHRISTENSEN:

Regarding point 8 (on having quorum), brought up the need to distinguish between permanent members and elected members as they may not necessarily be the same thing.

**HOWIE:**

Suggested using 'elected members of the Student Council'.

In the ad hoc committee section, all members (primarily Howie, Christensen and Brophy) discussed the option of removing designation before the word 'committee' to account for this transitional period, and making sure committees are represented in the way they want to be.

**CHRISTENSEN:**

Regarding point 15, said he was of the opinion that no one could be removed from a committee except from when they fall below required attendance.

**HOWIE:**

Responded, saying she felt it was too restrictive.

**BROPHY:**

Referenced section 41 as being non applicable, as it stated "..Student Councils has authority to remove members", but in our case the question was regarding committee and its members.

**CHRISTENSEN:**

Voiced his concern saying its unlikely that a committee can remove committee members if Student's Council couldn't.

**BROPHY:**

Responded that having a statement where "no one could be removed from a committee except from when they fall below required attendance", was perhaps not in line with the first principles.

**PIASECKI:**

Asked what would happen in the scenario where a Councillor's behaviour was deemed unfit to allow him/her to continue on the committee but due to this draft, he/she was still allowed to sit on it as long as their attendance was good.

**HOWIE:**

Said you could remove councillor privileges in case a councillor had been

disciplined.

**THIBAUDEAU:**

Wondered if a member could be allowed to stay if his/her ideals directly opposed the mandate of the committee (like a climate change denier sitting on a committee dealing with protection of the environment,)

**CHRISTENSEN:**

Clarified that this item was not a change from the current way in which the committees are structured and it is just to formalize that and stated his opinion that no committee should be able to remove a councillor who has been selected by his/her constituency and finally said, a stark difference between a councillor's ideals and the committee mandate should not be the grounds to remove the councillor.

**PACHES:**

Asked whether this discussion was within the scope of the first principles.

**HOWIE:**

Responded that it was perhaps a bit beyond the scope and asked everyone to vote if we should continue on with point 3. Only Christensen wanted to continue so committee came to the end of schedule b, bylaw 100. Howie proceeded to move the motion and bring this back to Student's Council, after minor follow-up points clarified by members.

**HOWIE/CHRISTENSEN MOVE** to approve the second reading of Bill #5 based on the updated google drive listed above.

**AMENDED VERSION:**

*Please see second reading wording changes as an attached information item.*

7/0/0

CARRIED.

**2017-11/3b Engineering Student Society (ESS) FAMF Referendum Question**

**ORIGINAL VERSION:**

The Engineering Students' Society (ESS) is the student faculty association for Engineering. As an undergraduate engineering student, you are

currently charged a Faculty Association Membership Fee of \$7.00 each semester, which you may opt-out from paying. You are voting in this referendum because the fee must be renewed at least every 5 years. The proposed increased membership fee of \$20 per semester will provide engineering student groups/clubs on campus with access to more stable funding.

The conditions of the fee shall include:

1. It shall be distributed according to the framework approved by the University of Alberta Students' Union Students' Council and is subject to the oversight of the Audit Committee.
2. The same fee will be applied to full time and part-time students.
3. Students who are not on campus (on a co-op term or study term abroad) will not be charged the membership fee.
4. Students may opt out of this fee by contacting the ESS before the add/drop deadline of each semester.
5. The fee will have a two (2) year lifetime with an expiry of September 1, 2020.

Do you support the increase of the optional Faculty Association Membership Fee (FAMF) from the current \$7 per semester to \$20 per semester effective September 1st, 2018 for a lifetime of 2 years in an effort to fund more student-run activities?

**SUMMARY OF DISCUSSION:**

HOWIE:

Mentioned that the question already looked pretty good and the draft question was on google drive for everyone look at and might needed some minor changes.

CHRISTENSEN:

Added that the question they saw currently, was the one submitted by ESS.

PIASECKI:

Wanted to replace 'stable' in the preamble with 'more'.

PACHES:

Voiced that the details regarding the fee renewal cycle was redundant.

HOWIE:

Asked shouldn't the students know that it is a renewal.

THIBAUDEAU:

Asked what happens if this doesn't pass.

HOWIE:

Answered, that if it fails then ESS will still get the \$7.

PACHES:

Agreed but said it was ESS job to advertise why it was being increased and promote their stance, which is why the extensive background to why its being should be removed.

HOWIE:

Agreed that it was upto ESS to communicate and promote the reason for the increase.

THIBAUDEAU:

Asked if the question should include the phrase "Faculty of Engineering" or just ESS.

HOWIE:

Answered just the ESS and said the question should start with "Do you support the fee increase" which makes it more concise than the current wording and also add "per student per semester."

CHRISTENSEN:

Added that the distinction between Fall/Winter and Spring/Summer fees needed to be made.

#### **AMENDED VERSION:**

The Engineering Students' Society (ESS) is the student faculty association for the Faculty of Engineering. As an undergraduate engineering student, you are currently charged a Faculty Association Membership Fee (FAMF)

of \$7.00 per semester. The proposed increased membership fee of \$20.00 per semester will provide engineering student groups on campus with access to more funding.

The conditions of the fee shall include:

1. It shall be distributed according to the framework approved by the University of Alberta Students' Union Students' Council and is subject to the oversight of the Audit Committee.
2. The same fee will be applied to full-time and part-time students.
3. Students who are not on campus (on a co-op term or study term abroad) will not be charged the membership fee.
4. The fee shall not be charged in the Spring/Summer semester.
5. Students may opt-out of this fee by contacting the ESS before the add/drop deadline of each semester.
6. The fee will have a two (2) year lifetime with an expiry of September 1, 2020.

**Do you support a Faculty Association Membership Fee increase for the Engineering Students' Society from the current \$7 per student, per semester to \$20 per student, per semester effective September 1st, 2018?**

**PACHES/THIBAUDEAU MOVE** to approve the referendum question for the Engineering Student Society as written above.

7/0/0  
CARRIED

**2017-11/3c Student Events Initiative (SEI) Referendum Question - *Drafting Process***

**PACHES MOVE** to approve the referendum question for the Student

Events Initiative, on the recommendation of Bylaw Committee, based on the first principles.

**First Principles:**

1. The fee will be \$16.50 per undergraduate student, per semester, in the Fall and Winter semester. The fee will be \$8.25 per undergraduate student in the Spring/Summer semester.
2. The fee will be indexed to inflation.
3. Students enrolled in the Faculty of Augustana will be exempt.
4. Students who are enrolled in programs (including, but not limited to, project, thesis, internship, practicum and student abroad) that take exclusively place outside of the Universal Transit Pass service area are eligible to opt-out.
5. The scope of the Student Events Initiative includes the following:
  - a. Renovations to the Myer Horowitz Theatre and creation of additional event and support space in the Students' Union Building (SUB);
  - b. An increase in grants for student group events by \$100,000 per year, indexed to inflation;
  - c. An increase to funding for featured programming - such as, but not limited to, major live acts and speakers - of \$100,000 per year, indexed to inflation; and,
  - d. An expanded student ticket discount program for events on-campus and in the larger community; and,
  - e. Commitments from the University to invest in renovations to the main floor of SUB to create a north entrance, to appropriately invest in necessary building infrastructure, and to continue with student management of common areas through the year 2050.
6. Undergraduate students will pay a reduced fee until the year of substantive project completion. The reduced fee will be 50% of the original fee.

7. Until the renovation reaches substantial completion, undergraduates will pay 50% of the approved fee.

**SUMMARY OF DISCUSSION:**

HOWIE:

Informed everyone of the referendum question for the Student Events Initiative, based on the first principles, and directed councillors to the draft question on the google drive that needed to be finalized in this meeting. Howie wondered if there is a list of things we need to double check in the question.

CHRISTENSEN:

Responded to Howie saying there wasn't particularly a list to double check but emphasised that they needed to write it out with proper structure.

PACHES:

Started working on the draft and asked which fee they need to put first.

CHRISTENSEN:

Answered that the first fee should be the one we will pay eventually and also mentioned that we should do the same format we normally do with the final line being the question that asks "do you approve...with the current fee of \_\_\_\_".

HOWIE:

Commented on the length of the question by highlighting that the final paragraph needs to encompass the whole scope of SEI.

PACHES:

Asked why we need to write a paragraph instead of listing them in point forms.

CHRISTENSEN:

Responded by saying, that this was how it was always represented in the ballot, in a paragraph for the structure.

DAIRA:

Held on to PACHES' point and wondered if having it in a point/list format

would be more effective in getting the information across to students when they see the ballot form.

CHRISTENSEN:

Voiced that if people wanted, we could have the preamble in the shorter list form instead of a paragraph but he was more concerned with having the proper structure when it's displayed on the form.

HOWIE:

Responded that it would be better to have the list in the conditions part rather than the preamble because the preamble deals with the vision statement to which CHRISTENSEN agreed.

PACHES:

Addressed the issue in the edit.

HOWIE:

Suggested trimming down on the length to ensure it doesn't act as a barrier to students when reading it (or choosing not to because of the length).

PACHES:

Agreed but mentioned he wanted to include all the facts as well as opposed to making it more conversational.

DAIRA:

Voiced her disagreement with PACHES because she wanted it to be closer to a phrase that promoted increasing student involvement.

PACHES:

Responded that it wouldn't be possible to phrase it like that, as the proposal had to be neutral so it doesn't sway any votes.

HOWIE:

Clarified Daira's doubt by stating the goal was to phrase it in a way that is clear/concise and understandable 'without' being promotional.

HOWIE:

Suggested the actual questions need to be as clear as possible, because its not \$16.50 per student per semester, its \$16.50 per student per Fall and Winter Semester and \$8.50 per Student enrolled for Spring and Summer Semester .

HOWIE:

After everyone finished editing, asked for a final critique of the item phrasing.

CHRISTENSEN:

Voiced concern that the paragraph felt a little unnatural and overwhelming when reading and wondered if it could actually be in point form?

HOWIE:

Agreed but mentioned that the paragraph was purely facts which is what was good about it.

PACHES:

Made follow up changes and agreed with Christensen and Howie.

#### **FINALIZED VERSION:**

The Students Events Initiative (SEI) is defined as follows:

- Renovations to the Myer Horowitz Theatre;
- The creation of additional event and support space in the Students' Union Building (SUB);
- An increase in grants for student group events by \$100,000 per year;
- An increase to funding for featured programming of \$100,000 per year;
- An expanded student ticket discount program for events on-campus and in the larger community; and,
- Commitments from the University of Alberta to invest in renovations to the main floor of SUB to create an accessible north entrance, to appropriately invest in necessary building

infrastructure, and, to continue with the student management of common areas through the year 2050.

The conditions of the fee shall include:

1. The fee will be reduced to 50% per semester until substantive project completion.
2. The fee and included grants will be indexed to inflation.
3. Students enrolled in the Faculty of Augustana will be exempt from the fee.
4. Students who are enrolled in programs (including, but not limited to, project, thesis, internship, practicum, and study abroad) that exclusively take place outside of the Universal Transit Pass service area are eligible to opt-out of this fee.

**Do you support a fee of \$16.50 per undergraduate student per semester in each of the Fall and Winter semesters, and \$8.25 per undergraduate student enrolled in the Spring/Summer semester, to support the Student Events Initiative?**

**PACHES/THIBAUDEAU MOVE** to approve the above referendum question for the Student Events Initiative, on the recommendation of Bylaw Committee, based on the above first principles.

7/0/0  
CARRIED.

**2017-11/3d Bill #8 - Students' Council Attendance Regulation Amendment - *First Reading***

**FLAMAN MOVES** to approve the first reading of Bill #8 Attendance Regulation Amendment, on the recommendation of Bylaw Committee, based on the following first principles:

**ORIGINAL VERSION:**

First Principles:

1. The current form of the Students' Council attendance regulations

have helped improve attendance and engagement to date.

2. The regulations were initially created conservatively to help members adjust to the transition.
3. The regulations shall be tightened to continue to improve attendance and engagement.
4. The regulations shall be amended to apply to “regularly scheduled” meetings only, where regularly scheduled is defined as a period of greater than 30 days between the meeting being scheduled and the meeting occurring.
5. Bylaw 100 shall be amended to adjust the definition of attendance from “Attendance is defined as attending for at least one (1) roll call of attendance” to:
  - a. “Full attendance” being defined as attending for both roll calls of attendance of a given meeting.
  - b. “Partial attendance” being defined as attending for one (1) of the two (2) roll calls of a given meeting.
6. A councillor who is in full attendance will have a 100% attendance record for a given meeting.
7. A councillor who is in partial attendance will have a 50% attendance record for a given meeting.
8. The criteria for councillor removal from Students’ Council shall remain the constant, requiring councillors maintain at least a 50% average attendance record over the course of the given trimester.
9. These changes shall be implemented May 1, 2018.

**SUMMARY OF DISCUSSION:**

FLAMAN:

Began looking at the attendance regulation currently implemented. After the spring and summer term, he did his own calculation and passed it to the speaker to double check. The speaker did some corrections, in that, you only had to make one of the two roll calls to be counted as full attendance for that meeting, it would still be denoted as the 0.5. Since in

the attendance policy, you have to make 50% of the meetings, it means you essentially have to make 25% of the attendance calls to meet the attendance policy requirements. So he wanted to tweak that a little bit and hopefully this change can help heighten it a little bit. He used an observational case for an example, where a student in Spring and Summer was allowed to continue with a minimum of attendance, which in Levi's opinion should not have happened if the policy was little bit more stringent.

PACHES:

Confirmed that this item attempted to ensure that councillors have to be present for both the roll calls to count as full attendance rather than just make one of the roll calls?

HOWIE:

Confirmed that one could still show up for one half of a meeting, but would have to show up for that one half for every single meeting to make your attendance meet the policy

CHRISTENSEN:

Added that if you miss one whole meeting, your attendance drops below 50%.

FLAMAN:

Commented that even with this, you still don't have to make one full meeting.

PIASECKI:

Voiced that she wasn't in favour because it is hard to police attendance for a volunteer position and asked members to consider that Councillors in the spring and summer sessions may have a completely different schedule than the fall and winter sessions. She agreed that attendance was important but was sceptical of the policy change causing an increase in attendance, and may in fact result in more people being taken off the committee.

BROPHY:

Agreed with Piasecki but added that people who do not show up may not

necessarily be doing that in bad faith.

PACHES:

Responded by saying that wasn't relevant to the conversation because we cannot hypothesize on people's intention in the realm of creating bylaws. Paches added that he agreed with the volunteer recognition but at the same time, the current amendment still had a lot of flexibility and should be considered as it accounts for individuals who may have to leave early in occasion.

BROPHY:

Agreed with Paches and pointed out that he liked the amendment but just wanted to ensure the earlier comment was heard.

HOWIE:

Commented that the 25% attendance maybe too low given how Councillors are expected to represent their constituency and in order to do so effectively, 50% of attendance is reasonable. She could foresee some potential problems arising like for Augustana Campus representatives but the policy still has the flexibility to account for that.

FLAMAN:

Added that you can always send a proxy if you can't come in.

PIASECKI:

Added that even if you send proxy, the proxy has to be from the same faculty, which in the case for Augustana, doesn't solve the problem.

BROPHY:

Wondered whether there was a way to address this problem, whereby we could give exceptions to people who had to leave earlier, but had attended say 90% of the meeting.

FLAMAN:

Responded that they also considered doing a 3rd roll call prior to recess and splitting it down to 33% for the three halves.

BROPHY:

Said he really liked that one, where you need to be present for at least two third of the meeting.

CHRISTENSEN:

Pointed out this change has been talked about for almost seven years so it was good to see it finally being drafted into action. He said the current amendment looked good but he would also be in favour of a three tier system in which case, he wondered how that would be defined exactly.

HOWIE:

Responded that it was beyond the scope of the first principles being discussed at the moment but told Levi if he wanted to change it to the three tier system he could table this motion for the next meeting where it could be discussed.

FLAMAN:

Said he also wanted to make it clear the distinction between a “regularly scheduled” meeting in point 4, and any additional meetings and wondered if then the definition of partial attendance could be amended to anything less than two roll calls of a given meeting to better fit the three tier system.

CHRISTENSEN:

Pointed out that there needs to be a more precise definition as loosely worded items will not be passed.

HOWIE:

Suggested tabling it to the next Bylaw meeting and talk to CAC because it has control of standing orders and so if its in favour of the three tier system and we can adjust it and move forward with a quick bylaw change.

FLAMAN:

Agreed and wanted it to be tabled till the next Bylaw meeting.

CHRISTENSEN:

Said this will be put on the agenda for the Jan 30th meeting and if their priority items for that day are done, they can attend to this item. If not, then it will be tabled to regularly scheduled meeting after that.

**HOWIE/BROPHY MOVE** to table the first reading of Bill #8 Attendance Regulation Amendment, shown below, to the next Bylaw meeting

7/0/0  
CARRIED

**2017-11/4    INFORMATION ITEMS**

**2017-11/4a** Bill #5 Second Reading Bylaw Changes

See BC-2017-11.02

**2017-11/5    ADJOURNMENT**

**2017-11/5a** **Next meeting:** Tuesday, January 30, 2018 @ 5:00PM in SUB 6-06.

**2017-11/5b** Meeting was adjourned at 8:38PM.

**SUMMARY OF MOTIONS**

MOTION	VOTES
<b>JONES/PIASECKI MOVE</b> to approve the agenda	7/0/0 CARRIED
<b>PACHES/BROPHY MOVE</b> to approve the minutes.	7/0/0 CARRIED
<b>CHRISTENSEN/HOWIE MOVE</b> to hold additional meeting on January 30th from 5pm to 6pm to draft specific bylaw items.	7/0/0 CARRIED
<b>HOWIE/CHRISTENSEN MOVE</b> to approve the second reading of Bill #5 based on the updated google drive as shown in main body.	7/0/0 CARRIED
<b>PACHES/THIBAUDEAU MOVE</b> to approve the referendum question for the Engineering Student Society as shown in main body.	7/0/0 CARRIED
<b>PACHES/THIBAUDEAU MOVE</b> to approve the referendum question for the Student Events Initiative, on the recommendation of Bylaw Committee, based on the first principles.	7/0/0 CARRIED
<b>HOWIE/BROPHY MOVE</b> to table the first reading of Bill #8 Attendance Regulation Amendment, shown below, to the next Bylaw meeting	7/0/0 CARRIED

**Bill #5 - Students' Council Legislative and Committee Structure Reform - Second Reading**

**HOWIE/CHRISTENSEN MOVE** to approve the second reading of Bill #5, on the recommendation of Bylaw Committee, based on the first principles listed below.

**First Principles:**

1. Bylaw 100 is the premiere piece of legislation of Students' Council, housing much of the administrative and operational regulations of the body.
2. Legislation within Bylaw 100 is loosely defined with little direction given surrounding the procedures and protocols of the various forms of legislation. There are currently legislative processes for the creation of bylaws, political policies, and the budget that are described in Students' Council's standing orders, but are not reflected in bylaw. As these processes do not change year to year and are binding, they should be reflected in bylaw.
3. The legislative process of approving bylaws shall be clarified in Bylaw 100 to mandate each piece of legislation go through first and second reading, with second reading being drafted by Bylaw Committee.
4. The legislative process of approving policies shall be clarified in Bylaw 100 to mandate each piece of legislation go through first and second reading, with second reading being drafted by Policy committee.
5. The legislative process of approving the budget shall be clarified in Bylaw 100 to mandate the first reading of budget principles and the itemized budget be drafted by Finance committee.
6. In light of DIE Board Ruling 2017-02, there is a lack of clarity surrounding the timing of the start up meeting and first meeting of Students' Council as defined in Bylaw 100.
7. Bylaw 100 shall be amended to allow the startup meeting to occur anytime within April.
8. Bylaw 100 shall be amended to relax the mandated timing of the first meeting of each Students' Council term from before May 7 to before May 15 of each year.
9. In light of recent discussions surrounding committee structure, four new categories of committees will be defined with definitions including, but not limited to:
  - a. "Legislative" committees
    - i. Committees whose mandate include a delegated, legislative function of Students' Council.
      1. Audit, Bylaw, Policy, Council Administration, Finance, and Nominating Committee shall be reclassified as "Legislative" committees.
    - ii. These committees shall have a closed membership of only elected members of Students' Council or Designates.
    - iii. These committees shall be recurring.
    - iv. The list and mandate of these committees shall remain in Bylaw 100.
    - v. These committee shall only be created or eliminated through two readings of Students' Council amending Bylaw 100.
  - b. "Oversight" committees

- i. Committees whose mandate include providing recommendations on internal and external Students' Union policies and providing guidance, advice, oversight, or other information to the organization on a general topic.
  - ii. These committees may have an open membership of elected members of Students' Council, unelected individuals, or both.
  - iii. These committees shall be recurring.
  - iv. The list and mandate of these committees shall be housed in the Bylaw 100 Schedule B.
  - v. These committees may be created, approved, or formalized by a simple majority vote of Students' Council.
  - vi. These committees shall only be eliminated by two majority votes of Students' Council amending the Bylaw 100 Schedule B at two separate meetings occurring not less than one week apart.
- c. "Ad hoc" committees:
    - i. Committees whose mandate is narrow surrounding a particular topic, initiative, project, or investigation.
    - ii. These committees may have an open membership of elected members of Students' Council, unelected individuals, or both.
    - iii. Expire at a designated time not to exceed 1 year.
    - iv. The list and mandate of these committees shall be housed in the Bylaw 100 Schedule B.
    - v. These committees may be created, approved, formalized, eliminated or renewed by a simple majority vote of Students' Council or the Executive committee.
    - vi. Ad hoc committees may also be referred to as "task forces."
  - d. "Operational" committees:
    - i. Committees whose mandate is to serve a specific operational function of the Students' Union.
    - ii. These committees may have an open membership of elected members of Students' Council, unelected individuals, or both.
    - iii. These committees shall be recurring.
    - iv. The list and mandate of these committees shall be housed in the Bylaw 100 Schedule B.
    - v. These committees may be created, approved, or formalized by a simple majority vote of Students' Council or the Executive committee.
    - vi. These committees shall only be eliminated by a simple majority vote of Students' Council or the Executive Committee.
10. The definition of "standing committee" shall be eliminated.
  11. Under the new classification, all formalized committees shall be eligible for the administrative support of Discover Governance or the Students' Union, as needed.
  12. The current "Bylaw 100 Schedule" shall be renamed "Bylaw 100 Schedule A".
  13. A new "Bylaw 100 Schedule B" shall be created.

# **Bylaw 100**

## **1 Definitions**

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### **1. In this bylaw**

- a. “Councillor” means any member of Students’ Council except
  - i. the President of the Students’ Union,
  - ii. a Vice President of the Students’ Union,
  - iii. the Undergraduate Board of Governors Representative,
  - iv. the Speaker of Students’ Council, or
  - v. the General Manager of the Students’ Union;
- b. “faculty” means
  - i. any entity designated by University of Alberta General Faculties Council policy as a faculty, except the Faculty of Graduate Studies and Research, the Faculty of Library and Information Studies, and the Faculty of Extension,
  - ii. all undergraduate students registered at the University of Alberta in Open Studies;
- c. “faculty population” means the average number of undergraduate students enrolled in a given faculty in a Fall term and the Winter term immediately following it;
- d. “introductory meeting” means the annual meeting of those persons elected to serve on Students’ Council for the coming year;
- e. “legislation” means
  - i. Students’ Union bylaws,
  - ii. Students’ Union political policies,
  - iii. Students’ Council standing orders, and
  - iv. general orders of Students’ Council;
- f. “Speaker” means the Speaker of Students’ Council or, in their absence, any individual designated as having the responsibilities of the Speaker of Students’ Council;
- g. “Legislative committees” shall:
  - i. only be committees whose mandate and function include a delegated, legislative function of Students’ Council; and
  - ii. include the following committees:

1. the Audit Committee;
  2. the Bylaw Committee;
  3. the Council Administration Committee;
  4. the Finance Committee;
  5. the Nominating Committee; or
  6. the Policy Committee; and
- iii. have closed membership; and
  - iv. be recurring; and
  - v. have their mandate, membership and governance listed in this bylaw; and
  - vi. be created, amended or eliminated through amending this bylaw.

h. "Delegated, legislative function" means the primary mandate or function includes:

- i. Auditing of the organization and its subsidiaries; or
- ii. Drafting bylaws, political policies, budget, or plebiscite/referendum questions; or
- iii. Administrative tasks of Students' Council including scheduling, nominating, and amendment of standing orders; or
- iv. Assessing and managing finances, dedicated fee units, loans of the organization and other financial matters.

i. "Oversight Committees" shall:

- i. be committees whose mandate is general with applicability to a breadth of the Students' Union; or
- ii. be committees that provide recommendation on internal and external Students' Union policies and provide guidance, advice, oversight, or other information to the organization on a general topic; and
- iii. have open membership; and
- iv. be recurring; and
- v. have their mandate, function, governance and regulation within the Bylaw 100 Schedule B; and
- vi. Be created, approved, or formalized by one (1) simple majority vote of Students' Council; and

vii. Be eliminated by two simple majority votes of Students' Council occurring not less than seven days apart;

j. "Ad hoc committees" shall:

- i. Be committees whose mandate is narrow surrounding a particular topic, initiative, project or investigation; or
- ii. Be committees who are expected to be short term; and
- iii. May be referred to as "task forces"; and
- iv. Have open membership; and
- v. Expire at a designated time not to exceed one year; and
- vi. have their mandate, function, governance and regulation within the Bylaw 100 Schedule B; and
- vii. be created, approved, formalized, eliminated or renewed by a simple majority vote of Students' Council or the Executive committee.

k. "Operational committees" shall:

- i. Be committees whose mandate is to serve a specific operational function of the Students' Union.
- ii. Have open membership; and
- iii. Shall be recurring; and
- iv. have their mandate, function, governance and regulation within the Bylaw 100 Schedule B; and
- v. Be created, approved, formalized or eliminated by a simple majority vote of Students' Council or the Executive committee.

I. "Closed membership" means the voting membership of that committee shall include only elected members of Students' Council or their designates.

m. "Open membership" means the voting membership of that committee shall include elected member of Students' Council, unelected Students' Union members, or both.

- n. “D.I.E Board” means the Discipline, Interpretation and Enforcement Board of the Students’ Union as set out in Judiciary of the Students’ Union Bylaw;
- o. “Students’ Council” means the Council of the Students’ Union, University of Alberta, as constituted by statute of the province of Alberta;
- p. “Students’ Union” means the Students’ Union, University of Alberta, as incorporated by statute of the province of Alberta; and
- q. “Undergraduate Board of Governors Representative” means the individual, other than the Students’ Union President, nominated by the Students’ Union to the University of Alberta Board of Governors.
- r. **“Students’ Union Member” means any undergraduate student who is registered in a faculty and has paid their Students’ Union fees.**

## 2 Composition of Students’ Council

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1. Students’ Council is composed of
  - a. the President of the Students’ Union;
  - b. the Vice Presidents of the Students’ Union;
  - c. the Undergraduate Board of Governors Representative;
  - d. the Councillors of the Students’ Union;
  - e. the Speaker; and
  - f. the General Manager of the Students’ Union.
2. The Speaker and the General Manager of the Students’ Union are not entitled to move, second, or vote on motions of Students’ Council, nor to serve as voting members of committees.
3. Each Councillor shall represent **only** one faculty.
4. Each faculty shall be allocated a number of Councillors, based on faculty population, according to the allotment brackets below:
  - a. 1-1499 shall receive one (1) seat; and
  - b. 1500-2499 shall receive two (2) seats; and
  - c. 2500-3499 shall receive three (3) seats; and
  - d. 3500-4499 shall receive four (4) seats; and
  - e. 4500-5499 shall receive five (5) seats; and
  - f. 5500-6499 shall receive six (6) seats; and
  - g. 6500-7499 shall receive seven (7) seats; and

- h. 7500-8499 shall receive eight (8) seats; and
  - i. 8500-9499 shall receive nine (9) seats; and
  - j. with the pattern continuing, as needed.
5. A faculty shall be allocated Councillors for upcoming Students' Council elections dependent upon that faculty continuing to include undergraduate students in their student body at the time of the election, and in the next academic year.
6. The Chief Returning Officer of the Students' Union shall determine the allocation of Councillors annually before February 15, and shall **immediately** table with Students' Council a report detailing the allocation of Councillors and the statistics used to reach that allocation. The current allotment brackets in (4) shall be included as reference. This finalized report shall become part of the Bylaw 100 Schedule.
7. Students' Council shall review the report in (6) and the allotment brackets in (4) annually.

## **3 Eligibility**

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1. All members of Students' Council except for the Speaker and the General Manager of the Students' Union are required to be members of the Students' Union.
2. Every Councillor is required to be enrolled in the faculty they represent.
3. No person shall simultaneously hold more than one position on Students' Council.

## **4 Resignation**

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1. Students' Council does not have the authority to remove any Councillor, except those Councillors in contravention to the Attendance Regulations set out in Section 21 and 22.
2. Any member of Students' Council wishing to resign must do so in writing to the Speaker.
3. The Speaker shall table in Council any letters of resignation they receive.
4. Resignations take effect on the date specified in the letter of resignation or, if no such date is specified, at the time that the letter is tabled in Students' Council.
5. Any person who ceases to be a member of Students' Council shall be removed from any Students' Union office that is held as result of their position on Students' Council or of which their position on Students' Council is the result.
6. The Students' Union shall immediately recommend that any Councillor who ceases to be a member of Students' Council be removed from any office in an external

organization that results from their position on Students' Council, or from any position from which they are removed as a consequence of (1) or (5).

## **5 Impeachment of President, a Vice President, or Undergraduate Board of Governors Representative**

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1. 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 motion to impeach the President, a Vice President, or the Undergraduate Board of Governors Representative must be made in good faith and only for one or more of the following reasons:
  - a. A significant breach or multiple breaches of Students' Union Bylaw, or Political Policy. It is required that such contraventions be supported by D.I.E. Board Rulings.
  - b. Charges levied against the respondent for violation of the University of Alberta Code of Student Behavior, provincial law, or federal law.
  - c. Performing without the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
3. A motion to impeach must be submitted to the Speaker through a petition submitted by the appellant. The motion shall require signatures of at least one third of the voting members of Students' Council.
4. A motion to impeach shall require two (2) readings, where each reading requires a two thirds (2/3) majority of Students' Council to pass.
5. The second reading may not occur at the same Students' Council meeting as the first reading.
6. The respondent shall be informed of the allegations being levied against themselves, in writing by the Speaker, at least nine (9) business days before a motion to impeach can appear in first reading.
7. The first reading will include a presentation where the respondents shall be given the opportunity to defend themselves, and the appellant shall be given the opportunity to present their case for impeachment.
8. All debate on a motion to impeach shall only occur in camera.
9. Once a motion to impeach has passed in first reading:
  - a. the President, or a Vice President is placed on a paid suspension. They will be relieved of the responsibilities of their office as set out in Bylaw

- 1100, and cannot act in any official capacity on behalf of the Students' Union.
- b. notwithstanding Section 9(a), the President, or a Vice President shall remain members of Students' Council until the motion to impeach is passed in second reading.
  - c. the Undergraduate Board of Governors Representative shall remain a member of Students' Council until the motion to impeach is passed in second reading.
10. Once a motion to impeach the President or a Vice President has passed in second reading, the office of the respondent shall be declared vacant.
11. Once a motion to impeach the President or the Undergraduate Board of Governors Representative has passed in second reading, the Speaker shall:
- a. immediately contact both the University of Alberta Board of Governors and the Ministry of Advanced Education and Technology to notify them that the impeached individual is no longer recognized by the Students' Union; and
  - b. request the Ministry of Advanced Education and Technology that the impeached individual be relieved from their responsibility as a member of the University of Alberta Board of Governors.

## 6 Replenishment

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1. In the event of a vacancy in the office of President, Vice President, or Undergraduate Board of Governors Representative, the vacancy shall be filled in the following manner
  - a. if the vacancy occurs during the period on or after May 1 and on or prior to September 1, Council will appoint an individual to the position on an interim basis until the results of the by-election are announced in accordance with Bylaw 2400.
  - b. if the vacancy occurs in the period after September 1st, but on or before April 30th, Council will appoint an individual to the position for the remainder of the position's elected term.
2. During the Council meeting on or immediately following the vacancy, Council shall move to create the Executive Nominee Selection Committee of four (4) members
  - a. these members shall be taken from Students' Council; and

- b. this committee shall only meet at the close of nominations, in the event that more than ten (10) applications are received, with the mandate of narrowing the pool of candidates to ten (10).

3. Following the Council meeting where the vacancy occurs

- a. the business day immediately following the meeting in which or following when the vacancy occurred, the C.R.O. will make applications for the vacant position available to the Students' Union membership.

- i. The C.R.O. shall produce nomination packages which shall contain, at minimum

- a. complete and current copies of Bylaw 2200 and Bylaw 1500; and
    - b. nomination papers soliciting the name, contact information, and student identification number of the proposed nominee, the position the nominee wishes to contest, and for Executive and Board of Governors elections, nominations papers soliciting the names, faculties, years, signatures, and student identification numbers of at least fifty (50) and at most one hundred (100) members as nominators.

- ii. Valid nomination packages shall contain:

- a. a signed acceptance of the nomination by the proposed nominee;
    - b. a signed letter from the proposed nominee's faculty confirming that the nominee is in good academic standing under University regulations; and
    - c. papers soliciting the names, faculties, years, signatures, and student identification numbers of at least fifty (50) members identifying themselves as nominators.

- b. nominations shall be closed seven (7) days prior to the next Council meeting.

- 4. Selection of the candidate shall be made on the basis of interviews held during the next Council meeting following the close of nominations as well as any relevant information from the nomination package.**
- 5. The appointment will be made with respect to a vote by Council using a preferential ballot.**
- 6. In the event of a vacancy in the office of Councillor, the Chief Returning Officer of the Students' Union shall offer the position to the candidate who would have been elected, had another Councillor been allocated to the resigning Councillor's faculty, during the last election before which nominations were open for that faculty.**
- 7. Notwithstanding (2), no person shall be offered a Councillor position who**
  - a. has already vacated a Councillor position since the last election before which nominations were open for the faculty in question; or**
  - b. has already declined appointment to a Councillor position since the last election before which nominations were open for the faculty in question; or**
  - c. is a member of Students' Council.**
- 8. The process for replenishment of Councillor positions shall continue until**
  - a. no vacancies remain for the faculty in question,**
  - b. the list of candidates from the last election before which nominations were open for the faculty in question is exhausted, or**
  - c. the position would be offered to None of the Above.**
- 9. In the event that vacancies exist after the procedures outlined in (6) and after the by-election outlined in Bylaw 2400(15), the Vacancy Petition system shall be used as outlined in Section 20 of this Bylaw.**
- 10. Students' Council does not have the authority to appoint any Councillor.**
- 11. In the event of a vacancy in the office of the Speaker of Students' Council, Students' Council shall select a new Speaker of Students' Council.**

## **7 Start-Up**

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- 1. All members of Students' Council except the Speaker of Students' Council and the General Manager of the Students' Union shall be elected on an annual basis.**
- 2. The Chief Returning Officer of the Students' Union shall submit to the Speaker, as soon as practically possible, a report containing the results of any election of members to Students' Council.**

3. The Speaker shall convene and Chair the introductory or start up meeting between April 1 and 30, except any portion of the meeting in which the outgoing Speaker is running for re-election.
4. At the introductory or start up meeting, the Students' Council-elect shall
  - a. select the ensuing year's Speaker of Students' Council; and
  - b. select the compositions of the ensuing year's standing committees; and
  - c. Set the meeting schedule for the following year's Students' Council with the first meeting to occur between May 1 and May 15.
5. At the first meeting of any year's Students' Council, all members of that Students' Council except the General Manager of the Students' Union shall be installed in a ceremony to be presided over by:
  - a. the previous year's Students' Union President, if available; or
  - b. the previous year's Speaker of Students' Council, if the previous year's President is unavailable; or
  - c. the incoming Speaker of Students' Council, if neither the previous year's President nor the previous year's Speaker of Students' Council is available.
6. Power shall officially transferred from one year's Students' Council to another year's on May 1.

## 8 Speaker of Students' Council

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1. The Speaker is responsible for
  - a. chairing all meetings of Students' Council;
  - b. the budget and logistical needs of Students' Council;
  - c. requesting a report from the University of Alberta Office of the Registrar and Student Awards each term to confirm that all individuals occupying positions requiring them to be undergraduate students meet all requirements set out in bylaw; and
  - d. representing Students' Council before the Discipline, Interpretation, and Enforcement Board; and
  - e. other duties as may be required by Students' Council.
2. The Speaker shall have access to sufficient administrative support to carry out the logistical needs of Students' Council.

3. The President of the Students' Union reports to the Speaker for the purpose of all Students' Council business.
4. The Speaker reports to Students' Council.
5. The Speaker may be dismissed by a simple majority vote of Students' Council.
6. The Chair of the Council Administration Committee shall be the Deputy Speaker of Students' Council and shall carry out the duties of the Speaker in the absence of the Speaker of Students' Council.

## **9 Proxies and Councillor-Designates**

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1. Any Councillor may appoint up to one Students' Union member, in their faculty, at a time to attend to their duties of Students' Council on their behalf. The Councillor may appoint either:
  - a. A Proxy, which may be appointed for one (1) meeting of Students' Council at a time; or
  - b. A Councillor-Designate, which may be appointed for up to one (1) trimester at a time and shall be able to attend and participate fully on all Committees and Boards that the Councillor sits.
2. A Proxy will, for the meeting of their appointment, have all the rights and responsibilities of the Councillor who appointed them, but shall not be permitted to sit on committees or boards.
3. A Councillor-Designate will, for the duration of their appointment, have all the rights and responsibilities of the Councillor who appointed them.
4. A Councillor-Designate shall be allowed to appoint a Proxy, but shall not be allowed to appoint an additional Councillor-Designate.
5. A Councillor who has designated a proxy retains access to all resources that they would otherwise be entitled.
6. A Councillor shall submit written notice and introduction of their Councillor-Designate to be included in the Order Paper or Late Additions.

## **10 Conduct of Meetings**

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1. Quorum of Students' Council is a majority of its current voting membership.
2. Where legislation does not contradict it, Robert's Rules of Order shall be observed at all meetings of Students' Council.

# 11 Legislation

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1. Students' Union Bylaws
  - a. are directives perpetually requiring and/or prohibiting action on the part of the Students' Union;
  - b. are adopted, amended, or rescinded by two simple majority votes or readings of Students' Council occurring not less than seven days apart; and
    - i. Where the second reading changes to bylaw must be written by Bylaw Committee before being approved by Students' Council.
  - c. do not expire.
2. A Students' Union political policy
  - a. is a directive to the Executive Committee dictating on what issues Students' Union advocacy efforts should be directed;
  - b. shall be explicitly tied to Policy Committee;
  - c. requires the Executive Committee to submit an implementation plan to the standing committee to which it is tied;
  - d. prohibits any person from representing any opinion divergent from Students' Union political policy as being the opinion of the Students' Union;
  - e. is not binding on the Students' Union except as noted;
  - f. is adopted, amended, or rescinded on two simple majority votes of Students' Council held not less than seven days apart; and
    - i. Where the second reading changes to political policies must be written by Policy Committee before being approved by Students' Council.
  - g. shall expire every three (3) years, but may be renewed by a simple majority vote of Students' Council.
3. Students Union Budgets
  - a. are directives of the Students' Union outlining the income and expenditures of the organization; and
  - b. are adopted by two simple majority votes or readings of Students' Council occurring not less than seven days apart; and

- i. Where first and second reading must be written by Finance Committee before being approved by Students' Council.
- c. Budgets shall be created annually. Should a budget not be created per annum, the preceding year's budget will be applied.

**4. Standing orders of Students' Council**

- a. are ongoing instructions to members of Students' Council and Students' Union staff respecting the manner of execution of Students' Council logistics;
- b. are adopted, amended, or rescinded on a simple majority vote of Students' Council or the Council Administration Committee; and
- c. do not expire, but shall be reintroduced by the Chair of the Council Administration Committee at the first meeting of each year's Students' Council.

**5. General orders of Students' Council**

- a. are any non-procedural motions of Students' Council that do not adopt, amend, or rescind other legislation; and
- b. expire concurrently with the authority of the Students' Council that adopted them unless otherwise specified in the motion.

## **12 Legislative Committee Membership**

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1. The Bylaw Committee consists of seven (7) members of Students' Council.
2. The Finance Committee consists of
  - a. seven (7) members of Students' Council;
  - b. the Vice President (Operations and Finance); and
  - c. the Vice President (Student Life).
3. 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).
4. The Audit Committee consists of seven members of Students' Council who are not also members of the Executive Committee.
5. 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.
6. The Nominating Committee consists of
  - a. five (5) members of Students' Council;
  - b. the Vice President (Academic); and
  - c. the Vice President (External).
7. **Voting membership of legislative committees shall be closed membership of only elected members of Students' Council or their designates.**
8. Notwithstanding any provision in this bylaw, **legislative** committees may appoint non-voting members to themselves by passing regulations to this effect as part of their standing orders.
9. Non-voting members of **legislative** committees
  - a. are not entitled to move, second, or vote on motions of **legislative** committees,
  - b. are not entitled to chair **legislative** committees, and
  - c. do not count towards quorum of **legislative** committees.

## 13 Chairs of **Legislative** Committees

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1. Each **legislative** committee shall be chaired by a member of that **legislative** committee elected by the voting members of that **legislative** committee using the following procedure:
  - a. Balloting shall be conducted by preferential balloting, in which each voter shall rank their 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 them as the 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; or
    - ii. that voter has not included the number one (1) next to any candidate; or

- 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 shall be eliminated 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.
2. The Chair of the Council Administration Committee shall be a permanent member of the Council Administration Committee.

## 14 Quorum of Legislative Committees

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1. The Audit Committee, and the Bylaw Committee each have a quorum of four (4) members.
2. The Policy Committee, the Nominating Committee, and the Finance Committee each have a quorum of five (5) members.
3. The Council Administration Committee has a quorum of three (3) permanent members.

## 15 Functioning of Legislative Committees

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1. Legislative Committees shall establish meeting schedules on a trimesterly basis, in advance, with the trimesters being
  - a. May to August; and
  - b. September to December; and
  - c. January to April.
2. No meeting of a legislative committee shall occur unless:
  - a. every quorum-counting member of the legislative committee has received at least seventy-two hours notice of the meeting; or
  - b. every quorum-counting member of the legislative committee consents to the meeting taking place.
3. Legislative committees may adopt such standing orders as do not conflict with legislation.
4. The Speaker, and through them Chairs of legislative committees, shall have access to sufficient administrative support to ensure the proper functioning of legislative 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 legislative committee may designate any member of students' council or their Councillor-Designate as their proxy for any portion of the councillor's term, provided that their proxy fulfills the eligibility requirements to serve on the legislative committee in question.
6. Every legislative 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; and

- b. set initial standing orders; and
  - c. set a meeting schedule for its first trimester.
7. Voting members may be permitted to teleconference/videoconference in to **legislative** committee meetings, at the discretion of the chair, except under conditions in which the committee is in camera. For in camera portions of a **legislative** standing committee meeting, the meeting must take place in person.

## 16 Written Reports

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1. Chairs of **legislative** committees shall draft and submit written reports to Students' Council, outlining the activity of their committee, before the last meeting of each trimester.
2. The report tabled for the last meeting of the elected term shall include required transition documentation.
3. Each report shall include the following items, at a minimum:
  - a. Activities of that committee during the trimester; and
  - b. A general summary of decisions, recommendations and motions made under the authority of that committee; and
  - c. The presumptive schedule for the coming semester, if applicable.
4. The transition documentation for the final trimester shall include, at a minimum:
  - a. An outline of the committee structure and function; and
  - b. The general responsibilities of the Chair; and
  - c. Future tasks or objectives that should be considered by the incoming committee; and
  - d. Advice to the incoming chair.

## 17 Mandates of **Legislative** Committees

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1. The Audit Committee
  - a. shall review any 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 Finance Committee's allocation of the Campus Recreation Enhancement Fund, the Golden Bear and Panda Legacy Fund, and the Refugee Student Fund;
- f. shall annually select the Students' Union auditor
- g. shall oversee the Students' Union external audit and include it with the Committee's report on the audit to Council;
- h. shall review the Students' Union's audited financial statements in advance of their presentation to Students' Council;
- i. shall review all alterations made to the Students' Union's budget for the purposes of verifying compliance with Students' Union legislation;
- j. shall review for appropriateness and compliance with the Students' Union's budget the transactions of the Students' Union organizational units;
- k. shall review all expenditures made on Students' Union credit cards;
- l. shall investigate any inappropriate transactions or significant variances against the Students' Union's budget;
- m. 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;

## 2. 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 alterations to Students' Union bylaws that do not alter the meaning of the bylaws in question. question.
- e. shall review recommendations of the Discipline, Interpretation and Enforcement (D.I.E.) Board by the end of the first August following the ruling's release.

## 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 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;

#### 4. The Finance Committee

- a. shall recommend budgets to Students' Council as 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;
- d. shall make recommendations to Students' Council on legislation dealing with Students' Union finances as it considers appropriate or as required by Students' Council;
- e. shall regulate and approve the methods used by the Registrar's Office in disbursement and appeal of the Access Fund;
- 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. shall oversee, review, and approve as necessary the contracts and agreements between the Students' Union and Dedicated Fee Unit organizations as outlined in the Bylaw 6000 schedule;
- h. shall conduct an annual financial review of each Operational Dedicated Fee Units as outlined in Bylaw 6200;
- i. has authority to grant loans to student groups in amounts not exceeding \$1,500 per student group;
- j. may delegate the granting of funds where the Finance Committee has established standing orders identifying the delegate and comprehensive regulations within which the delegate must exercise its discretion when granting;
- k. 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, as outlined in Finance Committee Standing Orders;**

- I. shall bestow all externally-funded awards delegated to it by the Students' Union Executive Committee; and
- m. may establish, amend, eliminate, and bestow awards recognizing outstanding undergraduate teaching at the University of Alberta.
- n. The Finance 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.

**5. The Nominating Committee**

- a. shall solicit and review applications from Students' Union members for student-at-large representative positions on General Faculties Council and its subcommittees, University advisory committees, University executive hiring committees, and the Senate;
- b. shall recommend to Council the appointment of undergraduate students-at-large to serve on General Faculties Council subcommittees, University advisory committees, University executive hiring committees, and the Senate;
- c. shall recommend to Council the appointment of undergraduate students to serve on General Faculties Council when seats remain vacant after a election;
- d. has authority to determine the criteria and application process for student positions appointed by Students' Council.

**6. 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.

**7. Legislative committees have the authority to make recommendations to Students' Council on matters related to their mandates but not explicitly set out in this bylaw.**

8. 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.

## 18 Conflict-of-Interest

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1. No person shall use a Students' Union position that they hold to further personal business interests.
2. No person may hold a Students' Union position who
  - a. is party to any contract or agreement with the Students' Union, **accepting** contracts or agreements directly relating to that person's employment by the Students' Union; or
  - b. has any interest in a contract or agreement with the Students' Union, **accepting** contracts or agreements directly relating to that person's employment by the Students' Union.
3. Does not apply to any person by reason only
  - a. of the receipt of any properly-approved honorarium, commission, or allowance from the Students' Union;
  - b. of being a non-executive member of any registered student group which has any contract or agreement with the Students' Union; or
  - c. of the sale of goods or services to the Students' Union in the ordinary course of business, at competitive prices, and in accordance with Students' Union procedures.
4. No member of Students' Council shall vote on a motion relating to a student group or organization of which they are a member unless that organization is a faculty association.
  - a. Membership in an organization shall be defined as
    - i. regular meeting attendance and voting and/or speaking privileges at meetings; or
    - ii. holding office within that organization
5. If a councillor has a conflict of interest and votes on a motion in Students' Council or any one of its standing committees
  - a. they will report that immediately to the Speaker of the Association
  - b. if unreported, any member of Students' Council may send a petition to DIE Board within four (4) months or before the conclusion of the

**session of Students' Council, whichever is longer. Petitions made are subject to Bylaw 1500.**

6. In extraordinary circumstances a member of council should be allowed to retroactively change their vote to an abstention in the case of a conflict of interest. This would be done through a motion to Students' Council. Any member of Students' Council will have an option to petition DIE Board on the narrow issue of what constitutes extraordinary circumstances.
7. Neither any member of the Students' Union Executive Committee nor the Chief Returning Officer of the Students' Union shall apply for a remunerated position with the Students' Union unless the selection of that position is ratified by Students' Council.

## **19 Nominations to University Bodies**

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1. The four individuals nominated by the Students' Union to the University of Alberta Senate shall be
  - a. the Students' Union Vice President (External), and
  - b. three members of the Students' Union, selected by Students' Council, after receipt from the recommendation of the Nominating Committee.
2. The two individuals nominated as ex-officio representatives of the Students' Union to the University of Alberta General Faculties Council shall be
  - a. the Students' Union Vice President (Academic), and
  - b. the Students' Union Vice President (Student Life).
3. The two individuals nominated by the Students' Union to the University of Alberta Board of Governors shall be
  - a. the Students' Union President, and
  - b. the Undergraduate Board of Governors Representative.
4. The Undergraduate Board of Governors Representative shall be elected at the same time and in the same fashion as the Students' Union President and Vice Presidents.
5. The Undergraduate Board of Governors Representative shall have access to sufficient administrative resources for the discharge of their duties.

## **20 Vacancy Petitions**

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1. Immediately following the by-election period for Students' Council, as outlined in Bylaw 2400, the office of Discover Governance, with the assistance of the Chief Returning Officer, shall create a Vacancy Petition form for all faculties with vacancies

and disseminate the form broadly, including to the Faculty Association in which the vacancy is held.

2. The Vacancy Petition form, to be filled out by the candidate, shall include:
  - a. the name, e-mail, faculty, and ID number of the candidate seeking to fill the vacancy; and
  - b. a signed acceptance of the petition by the candidate; and
  - c. a signed letter for the candidate from their faculty confirming that they are in good academic standing under University regulations; and
  - d. a list of nominators including the names, faculties, years, signatures, and student identification numbers; and
  - e. a copy of Bylaw 100(20); and
  - f. a link to the Vacancy Petition webpage.
3. In order for the petition to be declared valid, the candidate must collect a greater number of signatures from nominators than either 3(a) or 3(b), whichever is lower:
  - a. the voter turnout percentage in their vacant faculty during the last general Students' Council election in which a candidate ran; or
  - b. the mean voter turnout percentage for the last three (3) general Students' Council elections.
4. The Vacancy Petition form for Open Studies students shall include all requirements mentioned in (2) with the exception of collecting nominators' signatures.
5. The completed Vacancy Petition shall be submitted to the Office of Discover Governance upon its completion for validation of nominators, if applicable.
6. The first valid Vacancy Petition submitted for a given faculty will trigger a seven (7) day period after which no other petitions will be received per vacant seat.
7. If no other valid Vacancy Petitions are received within the seven (7) day period, the successful candidate shall be declared a Councillor for the vacant seat for the remainder of that term.
8. If two or more candidates submit valid Vacancy Petitions for the same seat during the seven (7) day period outlined in (6), the candidate with the most signatures at the end of this period shall be the winner.
  - a. Any candidate shall be allowed to retrieve their petition during the seven (7) day waiting period to collect more signatures, so long as the final petition is re-submitted by 5:00pm on the last business day prior to the deadline.
  - b. In the event of a tie in the number of signatures, the Chief Returning Officer shall determine the winner by flipping a coin or other

random-chance tie-breaking method in the presence of the Deputy Returning Officer or a member of the Office of Discover Governance.

9. Individuals that are ineligible to submit Vacancy Petitions include:

- a. any member of Students' Council; or
- b. the Speaker of Students' Council; or
- c. the Chief Returning Officer or Deputy Returning Officer; or
- d. any student who ran during the previous general election or by-election and lost to none of the above; or
- e. any student who has previously used this mechanism in the last 365 days.

10. **The period for Vacancy Petitions to be submitted shall be from the first business day following the fall by-election to February 1 of the subsequent year.**

11. The Office of Discover Governance, with the assistance of the Chief Returning Officer, shall create and maintain a Vacancy Petition webpage to list the current status of all vacant Students' Council seats:

- a. the link to this webpage shall be included in the Vacancy Petition package; and
- b. this webpage shall be maintained with regular updates, deadlines and other relevant information; and
- c. at a minimum, the number of packages submitted in each faculty shall be updated daily during the seven (7) day deadline period.

## 21 Attendance Regulations

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1. Attendance is defined as attending for at least one (1) roll call of attendance.
2. Councillors are expected to attend, send a Proxy or Councillor-Designate, to meetings of Students' Council as minimum expectation of holding office.
3. A Councillor shall have an attendance record of at least 50% of meetings each trimester.
4. Formal attendance percentages shall be calculated for each Councillor at the end of every trimester by the Speaker, and be provided as an information item to Students' Council.
  - a. A leave of absence for elections shall not be accounted into the attendance percentage.

5. Where a Councillor has less than 50% attendance at the end of the trimester, they shall be declared in contravention to this Bylaw and be automatically removed as a member of Students' Council.
  - a. This regulation shall only apply at the end of the Spring/Summer and Fall trimesters.
6. The contravening Councillor shall be able to appeal their removal to D.I.E. Board within three (3) business days of their removal, based on extenuating circumstances at the Board's discretion, including those listed below:
  - a. Personal circumstances including medical, emotional, mental, or family emergencies; or
  - b. Academic program requirements, where evidence of mandatory evening or overnight commitments is provided confirming conflict with meeting these attendance requirements; or
  - c. Other circumstances deemed reasonable, at the discretion of D.I.E. Board.
7. Unreliable proxies or Councillor-Designates shall not be considered a reasonable excuse for appeal, unless D.I.E. Board deems there were extenuating circumstances.
8. During the appeal proceedings, the Speaker shall attend the hearing to provide the official attendance record and field any questions of the Board.
9. Should the D.I.E. Board approve the appeal of the contravening Councillor, that Councillor shall be re-appointed immediately.
10. The contravening councillor's seat shall not be replenished until the three (3) day appeal period has passed or the subsequent appeals process has been exhausted.
11. The Speaker shall present and e-mail these regulations at the first meeting of Students' Council each trimester.
12. Bylaw 100, Section 21 shall take effect starting May 1, 2017 and this clause shall expire thereafter.

## **22 Legislative Committee Attendance Regulations**

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1. Attendance of standing committees is defined as attending for at least one (1) roll call of attendance.
2. Councillors are expected to attend, send another Councillor as proxy, or appoint a Councillor-Designate to standing committee meetings as a minimum expectation of holding a seat on a given standing committee.

3. Where a Councillor meets the following criteria for three (3) regularly scheduled meetings, they shall be automatically removed from that standing committee:
    - a. Fails to attend; and
    - b. Fails to provide a formal document to the committee's chair, prior to the start of the meeting, including their written thoughts on all agenda items listed.
  4. The committee minute template shall include a criteria in the attendance portion indicating whether the formal document listed in 3(b) was sent by any member.
  5. In the event that an individual meets the aforementioned criteria the Chair, or any other member, shall contact the Speaker indicating:
    - a. The name of the Committee; and
    - b. The name of the Councillor; and
    - c. The minute documents showing the Councillors' absence and failure to provide a written statement.
  6. Following verification of the information provided, the Speaker shall declare the seat vacant.
  7. Any councillor removed from a committee shall be able to be re-nominated and re-appointed.
  8. The Speaker shall inform all members of Students' Council of these regulations at the start of each Students' Council year and at the time of appointment of vacant seats.
  9. Bylaw 100, Section 22 shall take effect starting May 1, 2017 and this clause shall expire thereafter.

## **23 No Force or Effect**

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1. Any decision of Students' Council that is in conflict with federal or provincial statute or with the Common Law is of no force or effect.

## **Bylaw 100 Schedule B**

**Short title: Schedule governing Oversight, Ad hoc, and Operational Committees.**

### **1 Definitions**

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1. **In this schedule:**

a. "Oversight Committees" shall:

- i. be committees whose mandate is general with applicability to a breadth of the Students' Union; or
- ii. be committees that provide recommendation on internal and external Students' Union policies and provide guidance, advice, oversight, or other information to the organization on a general topic; and
- iii. have open voting membership; and
- iv. be recurring; and
- v. have their mandate, function, governance, and regulations within this Schedule; and
- vi. Be created, approved, or formalized by one (1) simple majority vote of Students' Council; and
- vii. Be eliminated by two simple majority votes of Students' Council occurring not less than seven days apart; and

b. "Ad hoc committees" shall:

- i. Be committees whose mandate is narrow surrounding a particular topic, initiative, project or investigation; or
- ii. Be committees who are expected to be short term; and
- iii. May be referred to as "task forces"; and
- iv. Have open voting membership; and
- v. Expire at a designated time not to exceed one year; and
- vi. have their mandate, function, governance and regulation within this Schedule; and
- vii. be created, approved, formalized, eliminated or renewed by a simple majority vote of Students' Council or the Executive committee.

c. "Operational committees" shall:

- i. Be committees whose mandate is to serve a specific operational function of the Students' Union.
- ii. Have open voting membership; and

- iii. Shall be recurring; and
  - iv. have their mandate, function, governance and regulation within this Schedule; and
  - v. Be created, approved, formalized or eliminated by a simple majority vote of Students' Council or the Executive committee.
- d. "Closed membership" means the voting membership of that committee shall include only elected members of Students' Council or their designates.
  - e. "Open membership" means the voting membership of that committee may include elected member of Students' Council, unelected Students' Union members, or both.
  - f. "Elected members of Students' Council" means:
    - i. the President of the Students' Union,
    - ii. a Vice President of the Students' Union,
    - iii. the Undergraduate Board of Governors Representative,
    - iv. Students' Councillors.
  - g. "Students' Union Member" means any undergraduate student who is registered in a has paid their Students' Union fees.
  - h. "Students' Council" means the Council of the Students' Union, University of Alberta, as constituted by statute of the province of Alberta;
  - i. "Students' Union" means the Students' Union, University of Alberta, as incorporated by statute of the province of Alberta; and
  - j. "Executive committee" means the committee outlined in Bylaw 1100.

## 2 Governance

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1. The Bylaw 100 Schedule B shall:
  - a. outline the structure, function, and mandate of oversight, ad hoc and operational committees;
  - b. be amended by a simple majority vote of Students' Council.
  - c. be amended by a simple majority vote of the Executive committee where explicitly indicated.
  - d. be subject to the regulations of Bylaw 100.
  - e. Where there is disagreement between this schedule and any Students' Union bylaws the bylaws shall take precedence.

## **3 Committee Structure**

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**Oversight Committees shall:**

- i. be committees whose mandate is general with applicability to a breadth of the Students' Union; or
- ii. be committees that provide recommendation on internal and external Students' Union policies and provide guidance, advice, oversight, or other information to the organization on a general topic; and
- iii. have open voting membership; and
- iv. be recurring; and
- v. have their mandate, function, governance, and regulations within this Schedule; and
- vi. Be created, approved, or formalized by one (1) simple majority vote of Students' Council; and

**"Ad hoc committees" shall:**

- vii. Be committees whose mandate is narrow surrounding a particular topic, initiative, project or investigation; or
- viii. Be committees who are expected to be short term; and
- ix. May be referred to as "task forces"; and
- x. Have open voting membership; and
- xi. Expire at a designated time not to exceed one year; and
- xii. have their mandate, function, governance and regulation within this Schedule; and
- xiii. be created, approved, formalized, eliminated or renewed by a simple majority vote of Students' Council or the Executive committee.

**"Operational committees" shall:**

- xiv. Be committees whose mandate is to serve a specific operational function of the Students' Union.
- xv. Have open voting membership; and

- xvi. Shall be recurring; and
  - xvii. have their mandate, function, governance and regulation within this Schedule; and
  - xviii. Be created, approved, formalized or eliminated by a simple majority vote of Students' Council or the Executive committee.
2. Voting membership of oversight, ad hoc, and operational committees shall have open membership.
  3. Notwithstanding any provision in this schedule or Bylaw 100, oversight, ad hoc, and operational committees may appoint non-voting members to themselves by passing regulations to this effect as part of their standing orders.
  4. Non-voting members of oversight, ad hoc, and operational committees
    - a. are not entitled to move, second, or vote on motions of oversight, ad hoc, and operational committees,
    - b. are not entitled to chair oversight, ad hoc, and operational committees, and
    - c. do not count towards quorum of oversight, ad hoc, and operational committees.

## 4 Oversight Committee Membership

## 5 Ad Hoc Committee Membership

## 6 Operational Committee Membership

## 7 Chairs of Oversight, Ad Hoc, and Operational Committees

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3. Each oversight, ad hoc, and operational committee shall be chaired by a member of that committee elected by the voting membership of that committee using the following procedure:
  - a. Balloting shall be conducted by preferential balloting, in which each voter shall rank their 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 them as the 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; or
  - ii. that voter has not included the number one (1) next to any candidate; or
  - 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 that 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.

## 8 Quorum of Oversight, Ad Hoc, and Operational Committees

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- 1. All committees defined under this schedule shall have a quorum of 50% of the voting membership plus one.

## **9 Functioning of Oversight, Ad Hoc, and Operational Committees**

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2. Oversight, ad hoc and operational committees shall establish meeting schedules on a trimesterly basis, in advance, with the trimesters being
  - a. May to August; and
  - b. September to December; and
  - c. January to April.
3. No meeting of a oversight, ad hoc and operational committee shall occur unless:
  - a. every quorum-counting member of the loversight, ad hoc and operational committee has received at least seventy-two hours notice of the meeting; or
  - b. every quorum-counting member of the oversight, ad hoc and operational committee consents to the meeting taking place.
4. Oversight, ad hoc and operational committees may adopt such standing orders as do not conflict with legislation.
5. The Speaker, and through them Chairs of oversight, ad hoc and operational committees, shall have access to sufficient administrative support to ensure the proper functioning of oversight, ad hoc and operational 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.
6. Any permanent member of a oversight, ad hoc and operational committee may designate any member of Students' Council or their Councillor-Designate as their proxy for any portion of the councillor's term, provided that their proxy fulfills the eligibility requirements to serve on the oversight, ad hoc and operational committee in question.
7. Voting members may be permitted to teleconference/videoconference in to oversight, ad hoc and operational committee meetings, at the discretion of the chair, except under conditions in which the committee is in camera. For in camera portions of a oversight, ad hoc and operational committee meeting, the meeting must take place in person.

## **10 Written Reports**

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1. Chairs of oversight, ad hoc and operational committees shall draft and submit written reports to Students' Council, outlining the activity of their committee as requested by Students' Council or the Executive committee.

2. Chairs of oversight, ad hoc and operational committees may draft and submit written reports to Students' Council at any time.

## **11 Mandates of Oversight Committees**

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## **12 Mandates of Ad Hoc Committees**

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## **13 Mandates of Operational Committees**

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## **14 Relationship with Students' Council and Legislative Committees**

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1. Oversight, ad hoc, and operational committees have the authority to make recommendations to Students' Council on matters related to their mandate but not explicitly set out in this schedule
2. Should the matter fall into the designated, legislative function of a legislative committee, the oversight, ad hoc, or operational committees in question shall instead make its recommendation to that legislative committee.
3. Students' Council has the authority to require recommendations from oversight, ad hoc, and operational committees on matters related to their mandates but not explicitly set out in this schedule.

## **15 Oversight, Ad Hoc and Operational Committee Attendance Regulation**

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1. Oversight, ad hoc, and operational committees have the authority to implement the attendance regulations as outlined in Bylaw 100(22), at the committees' discretion, as part of their standing orders.
2. The implemented attendance regulations shall not be more strict than those outlined in Bylaw 100(22).