



University of Alberta Students' Union

BYLAW COMMITTEE

**Monday, May 22, 2018
5:00 PM
SUB 0-55**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the

University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

AGENDA (BC-2018-01)

- 2018-01/1 INTRODUCTION**
- 2018-01/1a Call to Order**
- 2018-01/1b Approval of Agenda**
- 2018-01/1c Approval of Minutes**
- 2018-01/1d Chair's Business**
- 2018-01/2 QUESTION/DISCUSSION PERIOD**
- 2018-01/3 COMMITTEE BUSINESS**
- 2018-01/3a Welcome & Introductions**
- 2018-01/3b Confirmation of Spring/Summer Schedule**
- 2018-01/3c Specific goals for the year and timeline**
- 2018-01/4 INFORMATION ITEMS**
- 2018-01/5 ADJOURNMENT**
- 2018-01/5a Next Meeting: TBD.**



University of Alberta Students' Union

BYLAW COMMITTEE

Monday, May 7, 2018
5:00 PM
SUB 0-55

ATTENDANCE

NAME	PROXY	PRESENT	SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT)
Jonathan Barraclough (Interim Chair)		Y	
Tahra Haddouche		Y	
Michelle Kim		Y	
Rowan Ley		Y	
Stephen Raitz		Y	
Emma Ripka		N	N
Nathan Sunday		N	N
Jimmy Thibaudeau		Y	

MINUTES (BC-2018-00)

2018-00/1 **INTRODUCTION**

2018-00/1a **Call to Order**

Meeting called to order at 5:06PM by Interim Chair Barraclough.

2018-00/1b **Approval of Agenda**

THIBAudeau/HADDOUCHE MOVE to approve the agenda.

6/0/0

CARRIED

2018-00/1c **Approval of Minutes**
No previous minutes.

2018-00/1d **Chair's Business**

BARRACLOUGH:

I have no business to talk of as this committee already has its procedure in place for appointing a new chair.

2018-00/2 **QUESTION/DISCUSSION PERIOD**

BARRACLOUGH:

Are there any questions before we move into the selection of a chair?

There were no questions.

2018-00/3 **COMMITTEE BUSINESS**

2018-00/3a Selection of a Chair

SUMMARY OF DISCUSSION:

BARRACLOUGH:

So for the selection of the chair, anyone can nominate anyone else and you can also nominate yourself. If there is more than two, we will do preferential ballot style voting. If you are interested becoming chair, I encourage you to run. So if there are no questions we can open the floor for your nominations for the chair.

THIBAudeau nominates himself.

LEY nominates himself.

KIM nominates herself.

BARRACLOUGH:

Alright, now each of you will get two mins to tell everyone why you would make the best chair. After that we will do a secret ballot. We will do the speaking the the order that people were nominated.

THIBAudeau:

Hi everyone, my name is Jimmy Thibaudeau and I am the only returning member from Bylaw last year so we made a bunch of different bills and so I know the process of the first reading and the second reading and some of the language that we used to build some of the bylaws. I have also been the speaker of the LHSA so I know how to facilitate that debate. My own personal style is to have it a bit more relaxed which is really called for in Bylaw Committee where there can be a lot of discussion on one certain topic so you really want to hear everyone's perspective and make sure everyone get their turn, but at the same time we know these meetings can last a long time so we want to make sure there is a decision to be made hopefully quickly by the end of the meeting. I also worked closely with Brandon Christensen the chair of Bylaw last year so not only do I know how the bylaws are supposed to be written and the process that it goes through, I also know some of the duties that the Chair has to assume such as the referendum question, the plebiscite questions, the FAMP questions, questions that are going to have to be submitted in a timely basis and also reviewed here in the bylaw committee by a certain point in order to reach the ballot by the Executive elections in early March next year. So because of all this I think I will make the best choice for the Chair and be a leader in the committee and hopefully you all feel the same. Thank you.

LEY:

I think there are a few things that would make me an excellent choice for Chair of Bylaw committee this year. I have a fair amount of experience chairing organizations before, for instance at the Governance Director of OASIS, the Arts Faculty Association. I was responsible for getting together all caucus numbers of various committees, going over policy plans, making sure everyone's on the same page. While this is a slightly different skill from Bylaw it does give me a good understanding of how chairing committees work. One of the most important things to remember as Chair is making sure people are equally represented in the amount of their speaking times and it is important to make sure that people who are more confident, or people who get more attention don't try to dominate committee proceedings and that everyone has the equal opportunity to access the opinion of the group. Essentially I want to make sure that the committee is a real committee and not the opinions of one person with the slightly forced rubber stamp of the entire group which is something that does happen without the appropriate attention and care from the Chair. Obviously I have not served in this committee before but I have a good understanding of the process and of the type of language that is used and how to write legal documents. I have written a lot of these kinds of things before like the constitution of Oasis and other types of documents for committees in the Arts Faculty. So while I may not have the experience of the last year I would perhaps bring some valuable new perspective to the table and I hope you agree. Thank you.

KIM:

I would like to also begin by speaking about my facilitating experience and chairing meetings. I worked with Student's Union in leading executive training: so if you are a President of a SU registered group you have to take that session and I do know the theoretical portion of what's important when it comes to facilitating a group meeting, especially when there is a lot of discussion and talks going around. When it comes to practical experience, I have lead many meetings within and outside SU. I was the President of the HUB Student's Association and had several experiences in chairing those sessions. When it comes to the Bylaw, I was the person working for the awards section of the SU so I really had to know the ins and outs of the Bylaw section of the SU. In terms of my chairing style, I am pretty good with open discussion and knowing the flow of the room and when to stop people or when to continue if there is a lot of discussion going on. It is good to have different types of discussion but at the same we do have a lot of things going on in the agenda, so we have to get through all the items as well to meet the different timelines and expectations.

BARRACLOUGH:

So now we will allow a couple of minutes for a question period. Anybody can ask questions to anyone.

LEY:

This question is for Councillor Thibaudeau. Can you talk about one problem you saw in Bylaw Committee last year and share with us how you solved it?

THIBAUDEAU:

Bylaw Committee was a very well run committee last year. I guess one of the major things which you spoke to a little bit, were the presence of some dominant personalities in the room. I thought Brandon Christensen handled it really well to make sure they got their speaking turns but I think there could have been a little bit more done on that end. Otherwise we had all the bills go through very smoothly and the plebiscite, referendum questions handled in a timely manner. I felt that the discussion was well-rounded in terms of who go to speak and what. So I would like to continue that.

RAITZ:

This is a question for all three of you. How would you handle people's absences? Given that we are missing some people today, would you reach out to them in advance or how would you navigate through that as Chair.

KIM:

For me it is very important that everyone's presence is there. With a small committee like this, their absence is already visible when it comes to voting for Chair and also discussion. Also, it's not like we have meetings every week, so it's important for people to know what has happened in the previous agenda or at least to keep up. In case of absence, I would reach out to the people and understand the reasons behind and maybe adopt some policy within our own to have some responsibilities. We have been elected for some reason and we have to ensure we are held accountable to those responsibilities.

LEY:

I think obviously sometimes stuff happens and people can't make it for whatever reason and if it's a one-off thing it's not something the Chair needs to deal with aggressively. However, if an absence is chronic, we need to have some strong discussions and use ways to incentivize people to show up. But the other thing is that an absence = also be because of a structural reason where it is difficult for people to make the committee because it's a bad time or something like that. So if we see a pattern of absence amongst our members, it might be a good idea to look into any issues and see if we can change the meeting times which works best with most people. But of course at the end of the day that's the last resort and it should be everyone's responsibility to make the meeting of be on time.

THIBAudeau:

So there are actually policies already in place in Bylaw which state that if you miss up to three committee meetings in a single trimester then you are removed from that committee. That doesn't bar you from running again but in general it puts that accountability in place. I don't think we need to incentivize people to come here as it is their responsibility as elected officials to be in this meeting. An ounce of prevention is worth a pound of cure, it would be most important to get a consensus schedule as soon as possible that is going to favour the majority if not everybody's schedule all at one. If that doesn't accommodate everybody there are mechanisms in place such as getting proxies, calling in or writing in your information based on the items of the agenda that will excuse you from an absence. If there are two absences in a single trimester I would reach out to the person to make sure there is a reason and if we can do anything to accommodate them but in general it is their responsibility to attend.

KIM:

I have also heard from past members about the issue of "permanent proxies", where some people have permanent proxy members sitting on the committee and it doesn't count as a Councillor absence. What is your opinion on that?

THIBAUDEAU:

My opinion on that is, if you know you will not be able to make it to the meetings for an extended period of time, you can get a proxy long-term which is fine but if you know you are not going to stick around with the committee for the rest of the year, you should drop out and let someone else take the seat, atleast in a professional capacity. We had that problem with only one Councillor on one committee last year. It was a bit unfair to everybody else that there was a member who was representing even though they were not elected into the committee, so that is something to look at in a future Bylaw bill that we can perhaps pass.

BARRACLOUGH:

And on that note, from the Council side of things, if people are absent long-term from the Council, I will be approaching these individuals to help them figure their agenda out.

No more questions followed.

BARRACLOUGH:

Okay so now we will proceed to voting. Everyone needs to write their top three choices on a paper and hand it to me. Once you've handed it to me, you can step out and I will count them to see who was voted the Chair.

After voting session.

BARRACLOUGH:

So the votes are in and the elected Chair is Councillor Kim. Councillor Kim you are now the Chair of Bylaw. What we can do now is either you can take over or if you are uncertain I can keep doing it for the rest of the session or we can do it together.

KIM:

Let's do it together.

BARRACLOUGH:

Sure, so next we are on the agenda item 3b.

KIM:

First of all thank you everyone for this election. I didn't think I would get this position but I will do my best.

KIM is appointed as the Chair of Bylaw Committee.

2018-00/3b Adoption of Standing Orders

See BC-2018-00.01.

KIM:

Moving on to 3b, adoption of Standing Orders.

BARRACLOUGH:

So that means there is an information item attached. For those of you have devices, you can open them up. For this particular item we are looking at the Standing Orders, which can be amended at anytime. However, if you see any outstanding things now you can open it up to amendments and if there are none, it's just a motion which needs a mover and a seconder.

KIM:

So was everyone able to open it and take a look? Is there any motion for amendments or to approve?

RAITZ/THIBAUDEAU MOVE to approve to the Standing Orders

6/0/0

CARRIED

2018-00/3c Confirmation of Spring/Summer Meeting Schedule

SUMMARY OF DISCUSSION:

KIM:

So this is where we discuss when we will meet. How often does Bylaw committee meet?

THIBAUDEAU:

Every two weeks.

BARRACLOUGH:

Also as necessary.

KIM:

From the discussion outside, we seemed to be all in favour of weekends? Councillor Haddouche, would you like to talk about your availability?

HADDOUCHE:

Yes, so my work starts the weekend of June 2nd and its every second weekend, starting from that weekend. I know that doesn't work for everybody but if that's case, I can just call in.

RAITZ:

Weekends might be tricky for me because throughout June and July I may have some events going on during that time. But as long as I know about if far enough in advance, preferably on Sundays.

THIBAudeau:

So traditionally Bylaw met at 6pm just so it makes it easier to book off just one day of the week for Bylaw and the Students Council. However I do recognize that there is a bit of a difference in availability this year in the membership. What I would suggest is perhaps put a doodle poll out since we are missing two members today and we can decide based on everyone's availability when the majority of people will meet.

KIM:

I think that's a good point, but we are also just talking about the Spring/Summer term.

RAITZ:

I still think the doodle poll is a good idea, but from this discussion we can preempt sort of the breakdown of the meeting schedule.

BARRACLOUGH:

The thing I would suggest is that you also have a VP on your committee and her schedule is probably going to be the most restrictive, so I would recommend that doodle poll is probably a good idea. Since this committee is one of the first to meet, you have first dibs.

LEY:

I am sitting on the Audit Committee tomorrow (and so is Thibaudeau), so maybe we should wait till tomorrow and see what the schedule for that committee looks like before we fix our schedule.

KIM:

I think no because that's our biggest differences. We should prioritize our own schedule and see the availability of VP Ripka first.

BARRACLOUGH:

However, at the same time she is not the Chair so she doesn't have to be here and

I think you all will probably understand that she is busy.

THIBAUDEAU:

The best option is to just take the dubs and call the schedule and everyone else will work around you because if we were to wait for every other committee we would be waiting for three weeks, and it gets very difficult at that point. The fastest route is to get our schedule in.

KIM:

Does the weekend also work for you?

THIBAUDEAU:

Weekends would work for me but I would recommend the committee not meeting during Friday or Saturday nights because the committee can long meeting times with the longest being 4 hours. If we are forcing people to sit here for 4 hours, they are not going to be happy. So I think a doodle poll would be the best option.

KIM:

So in that case, should we create a doodle poll and everyone here can fill it up now and we can wait on the other two.

BARRACLOUGH:

I think that's a good idea. One thing I would recommend is set a date for the next meeting and in that meeting you and finalize and approve that officially.

RAITZ:

Could we do it two weeks from now, on this day and time, to keep the consistency?

THIBAUDEAU:

Could we do it next week instead at 6pm? Because all there would be left in the agenda is to finalize the meeting schedule.

KIM:

Let's do it at 5pm because I have classes from 6pm.

THIBAUDEAU:

That's fair.

RAITZ:

Do we have to meet for that?

BARRACLOUGH:

Yes, the Councillors have to meet to approve the schedule but the schedules only for Spring/Summer and each Trimester the committee has to approve the schedule for the next term, and that is for the Chair remember.

KIM:

So we will set up a doodle poll and give VP Ripka and Councillor Sunday a deadline to fill it up and I will send out the finalized schedule in an email to Manpreet after all the approval.

After further discussion, the Committee settled on Tuesday, May 22nd, 5pm as their next meeting date and planned to finalize and officially approve the Spring/Summer schedule for Bylaw committee then.

KIM:

So when should I keep the deadline for the doodle poll?

BARRACLOUGH:

I think Friday should be good because by that time everyone will have an idea of their schedule from the other committees. I think ARC is the only one that might meet after Friday.

2018-00/4 **INFORMATION ITEMS**

2018-00/4a Transitional Documents

See BC-2018-00.02 and BC-2018-00.03.

BARRACLOUGH:

This item is for the Chair, and contains all the necessary information handed down from the previous Chair on how to be a Chair for the Bylaw Committee.

KIM:

Sounds good to me. Chair adjourns.

2018-00/5 **ADJOURNMENT**

2018-00/5a **Next Meeting:** Tuesday, May 22nd, 2018 @ 5:00 PM, Location TBD.

2018-00/5a Meeting was adjourned at 5.37PM.

SUMMARY OF MOTIONS

MOTION	VOTES
THIBAUDEAU/HADDOUCHE MOVE to approve the agenda.	6/0/0 CARRIED
KIM is appointed as the Chair of Bylaw Committee.	N/A
RAITZ/THIBAUDEAU MOVE to approve to the Standing Orders.	6/0/0 CARRIED