

# Aboriginal Relations and Reconciliation Committee **Handbook**



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Where this transition manual deviates from Standing Orders or Bylaw, the Standing Orders or Bylaw will be taken as correct. You should always read them in addition to this manual in case information in the manual has become out-of-date.

## What is ARRC?

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The Aboriginal Relations and Reconciliation Committee is composed of nine voting members from Students' Council and the Aboriginal Students' Council, as well as other important stakeholders in aboriginal relations at the U of A. It acts as a link between Students' Council and Aboriginal students, and assists in the SU's implementation of the Truth and Reconciliation Commission's Calls to Action.

ARRC's duties are outlined in its Standing Orders and in Bylaw, and they're summarized here so they'll be more readily accessible to you:

### Act as a Link Between Aboriginal Students and Council

ARRC exists to provide a stronger link between Aboriginal students and Students' Council in the spirit of reconciliation. This involves discussion with Aboriginal students to identify priorities and concerns, as well as reporting back to Aboriginal students about what the SU is doing to address their priorities and concerns. It is also responsible for recommending Aboriginal students for committee or other representative seats where Aboriginal issues are going to be discussed.

One of the most important ways ARRC acts as a link to the SU for Aboriginal students is in its membership. At any given meeting, up to thirty-nine self-identified Aboriginal students may sign up to attend as a voting member, giving them direct access to decision-making processes that involve Aboriginal issues at the SU.

### Assist the SU in Implementing Aboriginal Priorities and the TRC Calls to Action

ARRC is also mandated to act as a resource and guide on reconciliation for the SU. This involves producing recommendations on the implementation of the Truth and Reconciliation Commission's Calls to Action, developing strategies for the implementation of Aboriginal knowledges and teachings, and producing reports on the priorities of Aboriginal students at the U of A.

### Be the Steward of the Political Policy on the TRC Calls to Action

The SU has a political policy on the TRC Calls to Action. Since the creation of ARRC, the stewardship of this particular political policy has been moved from Policy Committee into ARRC. This gives ARRC the ability to make proposals to Council to change, renew, or rescind the policy, and also requires that changes proposed by other committees or individual Councillors be reviewed by ARRC before being voted on by Council.

# ARRC Annual Timeline

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## Spring/Summer

May	August
<ul style="list-style-type: none"><li>• Create a strategic plan for ARRC</li><li>• Appoint non-Council members</li></ul>	<ul style="list-style-type: none"><li>• Aboriginal Collaboration Framework is due</li></ul>

## Fall

November	
<ul style="list-style-type: none"><li>• Report on Executive Committee Advocacy is due</li></ul>	

## Winter

January	April
<ul style="list-style-type: none"><li>• Check committee progress to ensure all business will be finished by the end of the year</li><li>• Report on Students' Council Aboriginal Representation is due</li></ul>	<ul style="list-style-type: none"><li>• Select Elder for next year</li><li>• Prepare transition for next ARRC</li><li>• Report on Aboriginal Priorities is due</li><li>• Report on Executive Committee Advocacy is due</li></ul>

# Appointing Non-Councillor Members

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In addition to the three Councillors who are appointed by Council as per the process with all committees, ARRC has eight members who are not chosen by and from Students' Council directly. These are the Executive members, the members from Aboriginal Students' Council, Aboriginal students-at-large, and the Elder.

## Process

### *Executive Committee*

The Executive Committee members will be voted on, and their names forwarded to the Chair and the Administrative Assistant by the Executive Committee.

### *Aboriginal Students' Council*

Discover Governance will send a request to the ASC for their delegates to ARRC, and the ASC will vote on and forward the names of those chosen to sit on ARRC. Those names then must be ratified at Students' Council.

### *Native Studies Students' Association*

Discover Governance will send a request to the NSSA for their delegates to ARRC, and the NSSA will vote on and forward the names of those chosen to sit on ARRC. Those names then must be ratified at Students' Council.

### *Students-At-Large*

The students-at-large may be selected by the sitting members of ARRC, or by the Nominating Committee, and their names forwarded to Council for ratification. At the first meeting of ARRC, the committee should decide how they want to solicit applications and choose their students-at-large, and then initiate their chosen process as soon as possible. Discover Governance can help collect applications or nominations if requested by the Chair.

Once chosen, the names will appear on the following Order Papers of Council to be ratified. As soon as Council has voted yes to the ratification of those students, they will officially be members of ARRC.

## Selecting An Elder

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ARRC is responsible for selecting their elder according to the Elder Protocol in the Standing Orders (see appendix 1), the U of A Elder Protocol, and the four tenants of the Elders Leadership and Resource Council Working Paper.

### U of A Elder Protocol

1. Extending an invitation
  - a. Some elders accept tobacco, but not all, so be sure to ask first.
  - b. Be specific in what you are asking them to do.
2. Gift of Appreciation
  - a. The elder should be provided with an honorarium when they attend a meeting to help the Committee.
  - b. Speak to Discover Governance about the available budget for ARRC for the year so that you can plan elder visits and their payment accordingly.
  - c. Cheques for the elder honorarium should be requested from Discover Governance at least two weeks before the meeting whenever possible, so that there is time to get the cheque ready to be given to the elder at the meeting.
3. Travel
  - a. At minimum, their parking at the U of A should be covered by the committee.
  - b. You can request a parking pass from Discover Governance, pay for the parking yourself and get a reimbursement, or have the elder pay and then reimburse them later.
4. Helpers and Attendants
  - a. If an elder is bringing an attendant, they should also receive an honorarium.
  - b. If they are not bringing an attendant, be sure that someone at the meeting is willing to provide them with assistance in any ceremony or other work they may do at the meeting.

### Four Tenets of the Elders Leadership and Resource Council Working Paper

1. Do not romanticize Indigenous Elders or disconnect them from their history, society, or experiences. Elders today, and for generations, have experienced the brunt of colonialism. To treat Elders otherwise is to create unrealistic expectations and set them up for failure.
2. Appreciate that Indigenous Elders are political and, further, they are human beings. “Elderdom” is a political construct born of the complex dynamics of leadership, identity, disagreement, and changes in Indigenous societies—and, as such, generates contested political currencies in Indigenous discourse.

3. Elders are, as such, within their societal processes of accountability (i.e., Cree, Gitksan, Dunne'zaa, and so on), and care should be taken not to disconnect Elders from those societal systems of accountability and legitimacy.
4. Elders have different strengths, skills, experiences, and knowledge. There is no "one size fits all" Elder.

## Process for Selecting an Elder

The Committee should work in collaboration with the following people:

1. Indigenous Advisory Office
2. Aboriginal Student Services Centre
3. Advisory Committee on Elders, Protocol, and Teachings
4. SU VP Operations and Finance

Send an email to the first three, with the SU VP Ops/Fi Cc'd, requesting that they recommend an elder to the committee. Be sure to include a little bit about the committee mandate and the expected role of the elder at the committee.

Once the committee has one or more names of elders to consider, they can decide, with the help of the VP Ops/Fi, which elder will be the best fit for the committee. Once an elder has been chosen, be sure to forward their contact information to Discover Governance so that they can set up the necessary tax forms and properly prepare cheques in the future.



# Drafting Political Policy

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## Overview

Political policies are documents that Council uses to direct the day-to-day advocacy work done by the Executive Committee. Because ARRC is responsible for the political policy on the TRC Calls to Action, it's important to know the legislative process for making changes to a policy. In general, the policy process is conducted as follows:



The Second Reading may go back and forth between Council and ARRC several times until ARRC gets the wording right, or it might be edited extensively in Council.

## First Principles

### *What is a first principles document?*

The first principles of a policy is generally a list of facts about the issue at hand, and why you want a policy to be enacted. It will be worked into the final policy document as a sort of introduction to the policy. When voting on first principles, Council is not voting to enact the policy, but rather is voting on whether they agree or disagree with the facts presented, and that the policy should exist at all.

### *Drafting*

First principles can be drafted and brought to Council by any member or committee of Council. More often than not, they start with an Executive, staff member, or Committee chair, and are brought directly to Council without going to Policy Committee or ARRC first. However, in the case of the TRC Policy, it will likely begin in ARRC.

### *Submitting to Council*

First principles may be submitted to Council by the member of Council who wrote it, or by the ARRC Chair. E-mail them to [council.submissions@su.ualberta.ca](mailto:council.submissions@su.ualberta.ca) with the motion and complete text of the first principles.

Motions should be worded something like this:

*"NAME MOVES to approve the first reading of the TRC Calls to Action Political Policy:"*

*Example:*

## 1 Facts

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1. The University of Alberta has declared the importance of student involvement in building a great university.
2. The Students' Union defines that student engagement includes, but is not limited to, students participating in the community in multiple senses, including but not limited to:
  - a. Students getting involved in campus life through student groups and activities; and
  - b. Students having opportunities for input in shaping their community.
3. A comprehensive and holistic student experience is one where students can balance academics, extracurricular opportunities, and mental wellbeing.
4. Involvement opportunities can lead to improvements in the mental, physical, and social health on campus and the larger community.
5. Community and campus involvement actively develops the leadership qualities of students on campus.
6. The University of Alberta Student Participation Process Handbook (UASPPH)<sup>1</sup> is a tool that was created conjointly by University administration, the Students' Union (SU) and the Graduate Students' Association (GSA) in 2015. This document sets out guiding principles, a continuum of student participation, and process with regards to engaging students on campus about changes and issues.

## Second Principles

### *What is a second principles document?*

The second principles is the policy as it will be enacted. When voting on second principles, Council is voting to enact a policy.

### *Drafting*

Second principles of the TRC Policy must be drafted, approved, and brought to Council by ARRC.

Usually the Chair will assign an individual committee member to write the first draft of the policy, which will then be debated and edited by the whole committee.

This is the policy that will be enacted as passed at ARRC, and may receive minimal editing at the Council level, so make sure that there are no mistakes and that the intent of the policy is clear in how it's written.

### *Submitting to Council*

Second principles may be submitted to Council by the member of ARRC who wrote it, or by the Chair. E-mail them to [council.submissions@su.ualberta.ca](mailto:council.submissions@su.ualberta.ca) with the motion and the complete text of the second principles as an attached information item.

Motions should be worded something like this:

*"NAME MOVES to approve the second reading of the TRC Policy."*

The administrative assistant will attach the entire second principles as an information item and put a reference to it underneath your motion in the Order Papers.

**Example:**

**RAITZ MOVES**, on behalf of the Policy Committee, to approve the First Reading of the Campus St. Jean Policy.

See SC-2018.22.08.

# 1 Facts

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# 2 Resolutions

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1. The Students' Union shall encourage the University to actively foster campus community and student involvement by investing in initiatives and opportunities that promote engagement.
2. The Students' Union shall advocate that the University identify and reward the contributions of students who actively strive to improve their campus and the larger community.
3. The Students' Union shall set an exceptional standard within the University community through engaging students on projects, policies, or processes that impact students on campus in an effective and influential manner.
4. The Students' Union shall encourage the University to engage students on projects, policies, or processes that impact students on campus in a way that acknowledges how student feedback impacts decision making.
5. The Students' Union shall use the UASPPH where procedurally and situationally appropriate in its own engagement processes.
6. The Students' Union may advocate for the review and renewal of the UASPPH when this is both necessary and logistically possible.

# Consultation Best Practices

Because ARRC’s primary mandate is to connect with and determine the priorities of Aboriginal students, consultation and active engagement with those constituents is key to the committee’s work.

ARRC is free to create and follow its own methods of consultation, engagement, and research, but the SU has some useful guides to act as a starting point if the committee is unsure of what to do.

## Student Participation Protocol

This protocol was designed by the SU, GSA, and University in collaboration, and is meant to be a guide on how to adequately engage with stakeholders on key issues. See Appendix D for the full guide.

### *The Continuum of Public Participation*

STAGES	INFORMATION SHARING	INVOLVEMENT		ACTIVE PARTICIPATION	
	INFORM	CONSULT	ENGAGE	COLLABORATE	EMPOWER
INTENTIONS	To build awareness	To build knowledge	To build commitment	To build ownership	To build responsibility
PURPOSE	To share information with your public about issues that may affect them.	Testing ideas or concepts; providing information and obtaining feedback on alternatives, or analysis of proposed decisions; and provide feedback on how input influenced the decision.	Involving stakeholders throughout the process—ensuring relevant concerns and aspirations are understood and considered; co-developing solutions.	Sharing decision making by partnering with stakeholders in aspects of decision making, including developing alternatives and/or recommendations.	Delegating the decision making wherein stakeholders have responsibility for the decision.

# Tips For The Chair

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## Duties of the Chair

Generally, your duties as the Chair involve making sure that the duties of ARRC are fulfilled. This can mean handling them yourself, delegating them to others, or facilitating the entire committee in carrying them out, depending on the situation.

In addition to making sure ARRC fulfills its mandate, the Chair also has some more specific duties outlined under the Standing Orders:

1. Preside over debate at meetings of the ARRC.
2. Submit reports to Students' Council.
3. Submit reports to Aboriginal groups on campus.
4. Ensure there is an agenda for each meeting.
5. Work with Speaker and SU staff to ensure the logistical needs of ARRC are met.
6. Schedule an annual KAIROS Blanket Exercise for Council.
7. Train non-Council members of the Committee on SU governance and processes.
8. Ensure suitable traditional medicines are available for use during the smudging ceremony.

Being a Chair can be stressful and time-consuming, so don't be afraid to ask for support from SU administrative staff, Discover Governance, fellow Councillors, or SU Executives.

## So, you've just become ARRC Chair...

If you're starting at the beginning of the year, your first meeting as Chair should include some kind of strategic planning and goal-setting session to keep the Committee on track during the year. Your plan/goals should reflect your mandate, the broader goals of Council, and the SU's strategic plan.

If you've taken this position in the middle of the year, you should read the Standing Orders to better understand the committee and check up on the following:

1. Does ARRC have a strategic plan for the year and, if so, what is its progress? If it doesn't, consider creating one at your first meeting as Chair.
2. Who is your recording secretary, and have all minutes been received, approved, and updated on the committee page of the SU website? Discover Governance should be able to help you with this.
3. Has ARRC missed any important deadlines, and have all time-sensitive duties of ARRC been fulfilled up to the current date? Check the timeline for important dates and deadlines.

What projects has ARRC been working on, and what's the progress so far? Ask other committee members, or check past meeting minutes.

## Other Tips

### ***Ensure your agenda is strategic.***

Know areas that need to have more discussion, and which are contentious. Usually you want to deal with the less important items first.

### ***Put tentative times by each item.***

That way every one knows how much time they have to formulate their ideas.

### ***Always go into the meeting with an outcome or goal in mind.***

Have a plan to ensure that the committee will have resolved X, formed a group to discuss Y, etc. Having a focused approach keeps every one working. You do not need to share this with the group.

### ***After each agenda item, summarize what was said.***

It keeps members involved. It also helps keep people organized and following along with the agenda.

### ***At the end of the meeting, summarize the key points.***

This means you need to jot down notes so you can do the high level summary at the end.

### ***Try to have action items and delegate work.***

People like ownership of items and having a tangible way to contribute to the committee. Ensure they can report back their accomplishments and that the group will respect their contributions.

### ***If there is conflict, welcome it.***

This means you will get better discussion, ideas, and energy. The Chair's job is to get the best thinking out of the group.

### ***Some members like to dominate. You have to let them have the floor, but then you have to move them off their soapbox.***

You may have to interrupt or they will take over the meeting. It's okay if you're doing it with a view to moving the committee in a positive direction. Thank them, then ask if others have an opinion.

### ***As Chair, do not take sides. Your job is to facilitate.***

Make sure all sides of an issue have equal speaking time at the meeting, and do your best to keep your role as the chair and your role as a voting committee member separate.

### ***If there is a hot issue, have a pre-meeting or post-meeting.***

Your goal is to try to get more information. It's important for you to get clarity on why something is contentious and also to support members.

# Consensus-Based Decision-Making

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Although most committees of Council use Roberts' Rules of Order to conduct their meeting business, ARRC may choose to use consensus-based decision-making instead.

## Principles of Consensus

*Collaborative* – all contribute

*Inclusive* – as many as possible contribute

*Egalitarian* – equal participation from all

*Participatory* – engages everyone in the decision

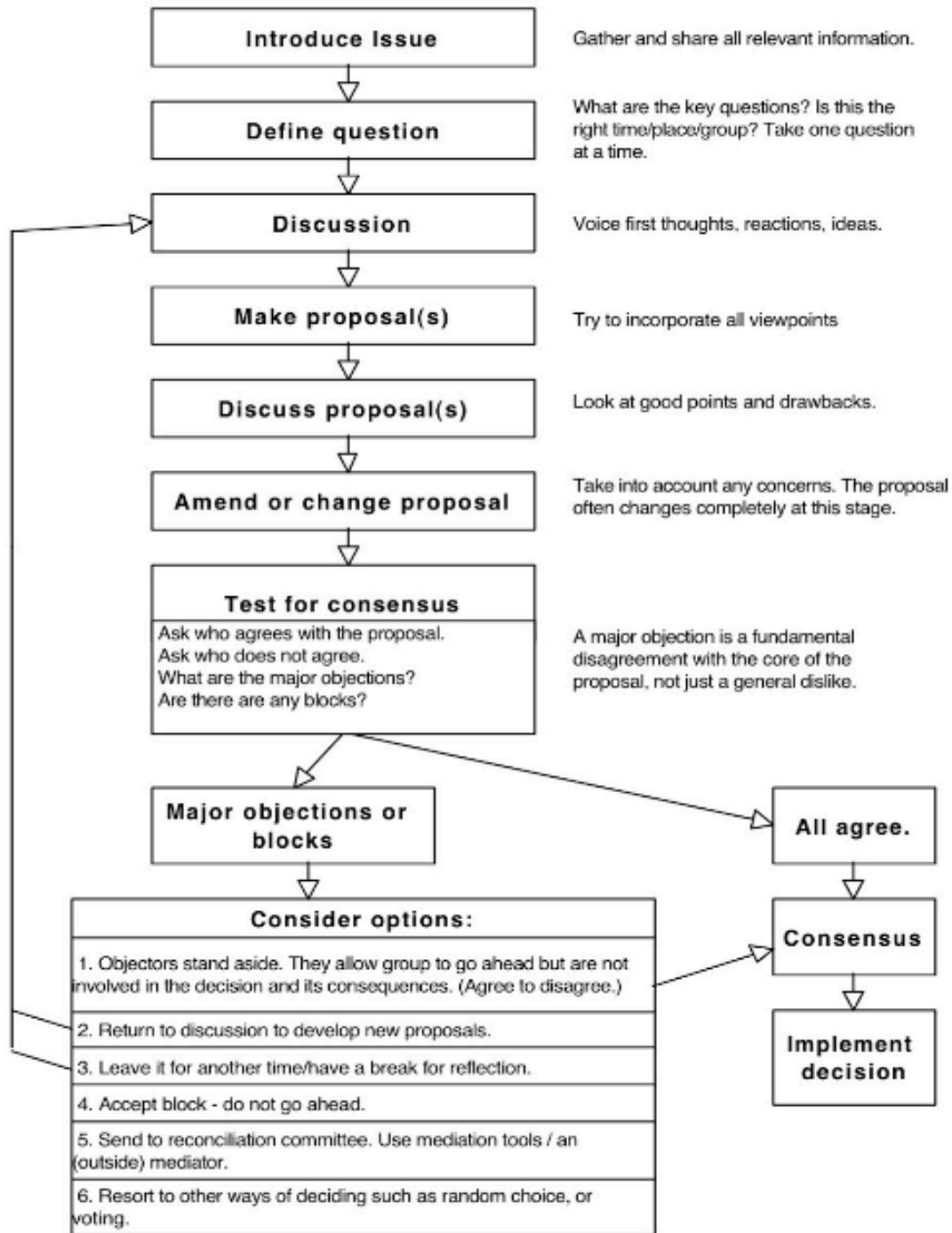
*Cooperative* – put aside personal preference

## Process

1. The background information is provided for the agenda item or idea.
2. A proposal about the agenda is put forward.
3. Facilitator calls for discussion of the proposal.
4. People discuss their thoughts, ideas, feelings, etc. and if need be an amended proposal is put through.
5. This process can be repeated as many times as necessary.
6. To test for consensus, the facilitator or chair asks the following questions:
  - a. Are there any blocks?  
A block means a decision can't go through because someone feels so strongly against it. This is a signal to restart consensus.
  - b. Are there any stand asides?  
A stand aside means there is a conflicting reason that someone cannot vote.
  - c. Do we have consensus?



## Consensus Decision-Making Flowchart



Seeds for Change

www.seedsforchange.org.uk hello@seedsforchange.org.uk  
 0845 330 7583 @nti-copywrite - copy + distribute

# Roberts' Rules Of Order

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## Simplified Glossary

***MOTION: the 'unit of business' debated by an assembly***

Main Motions: must be seconded and are debatable, amendable, and reconsiderable. They are the motions to which all other motions react.

All Other Motions: There are 86 kinds of motion that can be made under Roberts' Rules of Order. They act on the business of the assembly in different ways. See the summary chart examples.

***DEBATE: a structured discussion about a motion***

A member must be recognized by the chair as "having the floor". They have a limited time to speak, and must stay on topic and respect decorum. Debate proceeds until the motion is put to a vote.

***AMENDMENT: a formal process used to propose changes to motions***

Only certain types of motions can be amended. See the summary chart for more information.

***VOTE: how an assembly decides whether to support a proposed motion***

When put to a vote, motions pass or fail. A motion that passes has a majority (as defined in the organization's bylaws) in favour, and is carried or adopted. A motion that fails does not have a majority in favour, and is not acted upon.

***CHAIR: the person responsible for ensuring that the rules are observed***

A chair may be voting or nonvoting. It is their primary responsibility to facilitate the meeting by enforcing the rules, so they must be impartial.

***DECORUM: debating in a respectable and orderly manner***

Debate is confined to the merits of the motion before the assembly. Members refer to one another respectfully, do not attack motives, do not interrupt, and do not speak against their own motions.

***POINTS: allows a member to ask a question or interrupt debate***

Point of information: a member asks a question of another member. Cannot interrupt a speaker.

Point of order: a member believes procedure is not being followed and brings it to the chair's attention. Cannot interrupt a speaker, but must be raised as soon as possible.

Point of parliamentary inquiry: a member asks a question related to procedure. Cannot interrupt a speaker.

Point of privilege: something is preventing a member from participating. Can interrupt a speaker.

## Summary Chart of Important Terms

	Undeatable	Opens main question to debate	Cannot be amended	Cannot be reconsidered	Requires a 2/3 majority vote	Must be Seconded	Can interrupt a speaker
Adjourn	✓	-	✓	✓	-	✓	-
Adjourn, Fix the Time to which to	✓	-	-	-	-	✓	-
Amend	-	-	-	-	-	✓	-
Amend an Amendment	-	-	✓	-	-	✓	-
Amend the Rules	-	-	-	-	✓	✓	-
Appeal, relating to indecorum	✓	-	✓	-	-	✓	✓
Appeal, in all other areas	-	-	✓	-	-	✓	✓
Call to Order	✓	-	✓	-	-	-	✓
Close Debate, motion to	✓	-	-	-	✓	✓	-
Commit to Refer	-	✓	-	-	-	✓	-
Extend the Limits of Debate, motion to	✓	-	-	-	✓	✓	-
Fix the Time of which to Adjourn	✓	-	-	-	-	✓	-
Continue Speaking after indecorum	✓	-	✓	-	-	✓	-
Lay on the Table	✓	-	✓	✓	-	✓	-
Limit Debate, motion to	✓	-	-	-	✓	✓	-
Objection to Consideration of a Question	✓	-	✓	-	✓	-	✓
Orders of the Day, motion for the	✓	-	✓	-	-	-	✓
Postpone to a Certain Time	✓	-	-	-	-	✓	-
Postpone Indefinitely	-	✓	✓	-	-	✓	-
Previous Question	✓	-	✓	-	✓	✓	-
Priority of Business, questions relating to	✓	-	-	-	-	✓	-
Privilege, Question of	-	-	-	-	-	✓	-
Reading Papers	✓	-	✓	-	-	✓	-
Reconsider a Debatable Questions	-	✓	✓	✓	-	✓	✓
Reconsider an Undeatable Question	✓	-	✓	✓	-	✓	-
Refer (same as commit)	-	✓	-	-	-	✓	-
Rescind	-	✓	-	-	-	✓	-
Rise (in Committee equals Adjourn)	✓	-	✓	✓	-	✓	-
Special Order, to make a	-	-	-	-	✓	✓	-
Substitute (same as Amend)	-	-	-	-	-	✓	-
Suspend the Rules	✓	-	✓	✓	✓	-	-
Take from the Table	✓	-	✓	-	✓	✓	-
Take up a Question out of its Proper Order	✓	-	✓	-	✓	-	-
Withdrawal of a Motion	✓	-	✓	-	-	✓	-

## In Camera FAQ

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This FAQ is meant to help student representatives get a sense of the basics of navigating in-camera proceedings on elected bodies that use Roberts' Rules of Order.

### What does it mean to 'go in camera?'

'In camera' is Latin for "in chambers," and it means to go into a confidential or secret session. Whatever is discussed cannot leave the room.

### How do you make a meeting go in camera?

A motion to go in camera is undebatable, is in order as long as you don't interrupt someone who already has the floor, and requires a simple majority to pass. To go out of camera is the same motion except that you move out of camera instead of into it.

### What, exactly, is covered by the confidentiality of in camera proceedings?

Every single thing that happened in the meeting after you moved in camera is confidential. This often includes the topic of the discussion itself, and always includes every thing that every person in the room said. For groups that don't automatically make motions public, it also includes the text of motions and the results of votes.

#### ***What in camera doesn't cover:***

- Things that were already public.  
For example, if you discussed the results of the 1967 World Series while in camera, the fact that the Red Sox lost doesn't suddenly become confidential. What you can't discuss outside the room is the fact that you talked about the 1967 World Series while in camera, or what anyone in the room said about it.
- Your opinion.  
If you think that The Empire Strikes Back is the best of the Star Wars films and say so in camera, the fact that you believe that doesn't become a secret. However, you can't disclose that you shared this opinion while in camera. Opinions that you hold that are directly and obviously related to, or informed by, the business of your group should be kept to yourself.
- The behavior of people who aren't in the room.
- If your group is in camera discussing negotiations with a third party organization and that organization discloses things about your in camera proceedings, that doesn't automatically mean they did anything wrong. Most importantly with this point, if someone else spills your group's secrets, that does not necessarily mean that you are now free to discuss in camera proceedings publicly as well. You will need to consult your organization's rules.

## Should we take minutes when we're in camera?

Yes. In camera minutes should be stored separately from your public minutes and should only be accessible to members who were privy to the in camera session.

## Can a body move motions in camera?

Only if the motion will only affect people who are privy to the secret proceedings.

Exception: all motions made by the Students' Council of the University of Alberta Students' Union are public. Although a motion may be made in camera at one of these meetings, the motion itself will be published with the minutes. This is due to the fact that the organization's rules stipulate that all motions are automatically public.

## Can I discuss in camera proceedings with people outside of the meeting?

Only if they're a member or they were specifically authorized to hear about the in camera proceedings. In other words, you can talk to people who were present during the in camera discussion or had the right to be present either because they're a member of the group or because the group explicitly authorized them to be there. You cannot talk to anyone else about what was discussed.

## Is it bad for a democratic body to do things in secret?

No. All organizations will occasionally need to have private discussions. Certain issues, such as intra-group conflicts, member discipline, private personal information related to group business (e.g. executive health, academic, or family issues), discussions about ongoing legal proceedings, or other kinds of sensitive negotiations require more candid, confidential conversations. Robert's Rules places no limits on the content of in camera discussion except suggesting that some things must always be handled in executive session (e.g. member discipline).

However, in camera session, like any tool, is open to abuse. The decision to move your group in camera should always be made carefully. In camera should not be the default setting for your group's discussions.

## Can in camera proceedings be retroactively made public?

Yes. For either minutes or motions, the easiest way to make things retroactively public is to move a new motion specifying which motion or which part of the in-camera proceedings you would like to see made public. That motion is handled the same as any other main motion. However, making proceedings that are not recorded in the minutes public may not be possible. You should consult with your own organizational rules before trying to retroactively publicize proceedings.

## What happens if I disclose in camera proceedings?

You can face disciplinary action. Depending on the severity of the breach that could include anything from censure to fines to expulsion. You may even be sued or charged with a criminal offence. You also breach the trust of your organization and the other members of your group, which almost always severely damages its ability to operate effectively. You may also cause other kinds of damage, such as opening your organization to being sued or causing resignations of other members who feel like they've been professionally compromised by your actions.

**Don't breach confidentiality. It's a bad idea.**

# APPENDICES

## APPENDIX A

### ARRC Standing Orders

[https://www.su.ualberta.ca/legislation/wiki/Aboriginal\\_Relations\\_and\\_Reconciliation\\_Committee:Standing\\_Orders](https://www.su.ualberta.ca/legislation/wiki/Aboriginal_Relations_and_Reconciliation_Committee:Standing_Orders)

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## APPENDIX B

### 2018/19 Transition Report

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## APPENDIX C

### 2018/19 Motion Summary

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## APPENDIX D

### Student Participation Protocol

# Aboriginal Relations and Reconciliation Committee Standing Orders

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## 1 Mandate

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1. In accordance with Bylaw 100 of the University of Alberta Students' Union, the Aboriginal Relations and Reconciliation Committee:
  - a. Shall make recommendations to Students' Council on the implementation of the Truth and Reconciliation Commission's Calls to Action;
  - b. Shall assist, after discussion, Students' Council in identifying Aboriginal student priorities;
  - c. Shall write a yearly report to Students' Council detailing Aboriginal student priorities;
  - d. Shall ensure adequate discussion, as defined by this committee in section (7), is completed by the Students' Union in identifying Aboriginal student priorities;
  - e. Shall develop strategies for the respectful implementation of Aboriginal knowledges and teachings;



- f. Shall foster collaboration between the Students' Union and Aboriginal students;
- g. Shall work with Students' Council committees in implementing the Truth and Reconciliation Commission's Calls to Action, and representing and hosting discussion with Aboriginal students;
- h. Shall request reports from the Students' Union Executive Committee on its advocacy for and with Aboriginal students;
- i. Shall periodically produce reports on the Executive Committee of the Students' Union in relation to the Truth and Reconciliation Commission's Calls to Action, the Truth and Reconciliation Commission Political Policy, the Aboriginal student priorities defined by this committee, and its overall advocacy and representation of Aboriginal students;
- j. Shall compile a public report on the representation of and collaboration with Aboriginal students, as well as all relevant advocacy work, done by Students' Council;
- k. Shall recommend to the Students' Council, representatives to sit on committees, councils, etc., both internal and external, whose main focus is Aboriginal students.
- l. Such groups are outlined in the Standing Orders appendix.
- m. Holds the authority to determine the criteria and application process for student-at-large and de facto representative positions on this committee;
- n. Shall ensure that cultural sensitivity training is provided to Students' Council;
- o. Holds the authority to make alterations to the Acknowledgement of Traditional Territories;
- p. Holds the authority to make alterations and renew the Students' Union Political Policy on the Truth and Reconciliation Commission Political; and
- q. Shall ensure the Students' Union collaborates with Aboriginal elders on all relevant matters; with relevant being defined by this Committee.

## 2 Meetings

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1. 1. Quorum of the Aboriginal Relations and Reconciliation Committee shall be six (6) permanent voting members.
2. The Aboriginal Relations and Reconciliation Committee shall hold a meeting, coordinated through the Speaker of Students' Council, before the first meeting of its Students' Council in order to:
  - a. elect a chair from within its permanent voting membership,
  - b. set initial standing orders; and
  - c. adopt a meeting schedule for its first trimester.
3. The Aboriginal Relations and Reconciliation Committee shall establish a meeting schedule on a trimester basis, in advance, with the trimesters being:

- a. May to August,
  - b. September to December, and
  - c. January to April.
4. Additional meetings of the Aboriginal Relations and Reconciliation Committee may be called by either the Chair or six (6) permanent voting members of the Committee, with the exception of Standing Orders 5(1)(a), and provided that:
    - a. every permanent member has received at least seventy-two (72) hours' notice of the meeting, or
    - b. every permanent member consents to the meeting taking place.
  5. Meetings of the Aboriginal Relations and Reconciliation Committee may be cancelled by:
    - a. a simple majority vote of the Committee to amend the meeting schedule,
    - b. the unanimous consent of all permanent members to the cancellation, or
    - c. if there are no items present on the Committee's agenda.
  6. Meetings of the Aboriginal Relations and Reconciliation Committee are open to the public, unless the Committee moves in camera.
  7. Should a meeting occur without an elder present, the committee may not move any new business. They may move to approve the agenda, minutes, discussion, and adjournment only.

### 3 Membership

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1. Permanent membership of this Committee is eleven (11):
  - a. Three (3) members of Students' Council;
  - b. Two (2) members of the Executive Committee;
  - c. Two (2) members of the Aboriginal Student Council, as appointed by the Aboriginal Student Council and ratified at Students' Council;
  - d. One (1) member of the Native Studies Students' Association, as appointed by the Native Studies Students' Association and ratified at Students' Council;
  - e. Three (3) Aboriginal Students-at-Large, ratified by Students' Council;
  - f. One (1) elder, as chosen by the Committee, as a non-voting member.
2. Should a vacancy on the Aboriginal Relations and Reconciliation Committee occur, then the Committee shall recommend the nomination of additional member(s) as per section 3(1)..
3. All Students' Council voting Members shall be voting members of the Aboriginal Relations and Reconciliation Committee.
  - a. those councillors must provide the Chair of the Aboriginal Relations and Reconciliation Committee a minimum of forty-eight (48) hours notice

4. Up to thirty-nine (39) self-identifying Aboriginal undergraduate students currently enrolled at the University of Alberta, shall be voting members of the Aboriginal Relations and Reconciliation Committee, provided that:
  - a. those students must provide the Chair of the Aboriginal Relations and Reconciliation Committee a minimum of forty-eight (48) hours notice;
  - b. those students provide proof that they have self-identified as Aboriginal at the University of Alberta; and
  - c. those students would not include self-identifying Aboriginal members of Student's Council.
5. For the purposes of this Committee, 'self-identifying Aboriginal students' are those who have either registered as such with the University of Alberta or are those who identify as Indian, Inuit, or Métis under Section 35 of the Constitution Act, 1982.
6. Selection of the elder shall be the responsibility of the preceding years' committee.

## 4 Chair's Responsibilities and Duties

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1. The Chair of the Aboriginal Relations and Reconciliation Committee shall be a permanent voting member.
2. The Chair of the Aboriginal Relations and Reconciliation Committee shall not be a member of the Students' Council Executive Committee.
3. The Chair of the Aboriginal Relations and Reconciliation Committee shall be selected by the following process:
  - a. The first round of nomination shall be open to only permanent self-identifying Aboriginal members of the committee
  - b. In the event that no permanent self-identifying Aboriginal member of the committee is nominated, the second round of nomination shall be open to all permanent members of the committee.
  - c. Upon the election of the Chair, notice of the appointment must be sent to all relevant Aboriginal student groups on Campus, as outlined in 1(l).
  - d. In the event that no appropriate chair is found, the elder will become the interim Chair with the administrative support of Discover Governance until a suitable candidate is selected among other members of the committee, not including those priorly removed.
4. The Chair of the Aboriginal Relations and Reconciliation Committee shall:
  - a. arrange for the booking of a meeting room, when necessary, for meetings of the Committee;
  - b. arrange for the preparation and distribution of the Committee agenda;
  - c. moderate debate at meetings of the Committee;
  - d. respond to the questions of members of the Committee in a timely fashion;

- e. assign duties to members of the Committee, such duties pertaining to the fulfilment of the mandate of the Committee;
  - f. schedule an annual KAIROS Blanket Exercise for Students' Council following the Council by-election;
  - g. present, or arrange for a presentation, to non-Students' Council members of the Committee an outline of governance at the Students' Union, with specific emphasis placed on bylaws and political policies;
  - h. maintain the Standing Orders of the Committee;
  - i. ensure suitable traditional medicines are available for use during the smudging ceremony portion of meetings;
  - j. submit reports to Students' Council, as required;
  - k. submit reports to Aboriginal groups on campus as listed in 1(1)(l) on a trimesterly basis (or as requested) of the progress and direction of the Committee.
5. Should the Chair of the Aboriginal Relations and Reconciliation Committee be absent from a meeting of the Committee, the Committee shall then elect an interim chair from within its permanent voting membership for the duration of the meeting.
  6. The Chair of the Aboriginal Relations and Reconciliation Committee may be removed from the post of chair by a simple majority vote of the Committee, whereupon a new chair shall be elected from within the permanent voting membership of the Committee.
  7. The Chair shall work with the Speaker and Administrative Assistant to ensure the logistical needs of the Aboriginal Relations and Reconciliation Committee are met.

## 5 Member Responsibilities and Duties

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1. The Aboriginal Relations and Reconciliation Committee may recommend to Students' Council, by a simple majority vote, the removal of any permanent standing member who is not carrying out their duties in contributing to the fulfillment of the mandate of the committee or harbours views which contradict the purpose of the Committee.
  - a. In the event that a committee member is found to be harbouring views which contradict the purpose of the committee, the Chair and Elder shall be notified
  - b. Upon notification of such behaviour, the Chair and Elder of the committee shall;
    - i. Meet with the accused committee member to discuss their behaviour
    - ii. Decide if the issue was deliberate or ongoing, and if a meeting of the Aboriginal Relations and Reconciliation committee shall be called to discuss the conduct and continued membership of the member at hand.

- c. In the event the Chair and Elder determine the actions of the accused member are deliberate or ongoing, the Chair will call an additional meeting of the committee to debate the continued membership of the member at hand. This meeting will include:
  - i. A closed session of the committee without the accused member in attendance to discuss the conduct of the accused
- 1. No motions shall be considered in this portion
  - ii. An additional closed session of the committee with the accused member to discuss the conduct of the accused and to decide if a recommendation should be made to council for the removal of the accused member who is not carrying out their duties in contributing to the fulfillment of the mandate of the Committee or is harbouring views which contradict the purpose of the Committee.
- 1. A motion of this type need only be passed by a simple majority
  - d. In the event that a standing member is removed from the committee they shall be replaced by someone from the same classification
  - e. “harbours views which contradict the purpose of the Committee” are defined as those:
    - i. that are inherently racist;
    - ii. promote hate speech;
    - iii. with malicious intent, actively contradict the stated purpose of the Committee.
- 2. Permanent members are required to attend all meetings of the Aboriginal Relations and Reconciliation Committee.
  - a. Failure to attend or send an appropriate proxy to 50% of the meetings in a trimester will result in immediate removal from the Aboriginal Relations and Reconciliation Committee.
- 3. Members shall be considered present should an appropriate proxy be appointed and attend, or by sending in their written thoughts on all agenda items to the chair.
- 4. Any member of the Executive Committee who fails to fulfil the reporting requirements as outlined in Standing Orders 13(1) may be reported to Students’ Council, by a simple majority vote.
- 5. Permanent members are responsible for carrying out tasks assigned to them by the Aboriginal Relations and Reconciliation Committee or Chair.

## 6 Elder Protocol

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1. The selection of an elder is to be the responsibility of the preceding year’s Committee.
2. The Chair, in partnership with the rest of the Committee, the Indigenous Advisory Office, and the Students’ Union Vice-President Operations and Finance, will select an Elder whose appointment mandate is for the following year.

3. In selecting an elder, the Chair, along with the rest of the Committee, will work in partnership with the following individuals/organizations:
  - a. Indigenous Advisory Office;
  - b. Aboriginal Student Services Centre;
  - c. Advisory Committee on Elders, Protocol, and Teachings; and
  - d. Students' Union Vice-President Finance.
4. The elder selection process will follow the University of Alberta's Elder Protocol document and the four tenants of the Elders Leadership and Resource Council Working Paper.
5. The purpose of the elder is to provide guidance for the committee and to ensure that it acts in the spirit of reconciliation and cooperation. In addition, the elder will aid the committee in the completion of its mandate; specifically, that outlined in Section 7.
6. In the event that no appropriate chair is found under Section 4(3), the elder will become the interim Chair with the administrative support of Discover Governance until a suitable candidate is selected among other members of the committee, not including those priorly removed.
7. Should an elder be seen as harbouring views which contradict the mandate of the Committee, or are viewed to be in abuse of power, the Committee will convene in camera to discuss said issues. Such discussion are to be done in with the elder and in accordance with the organizations outlines in Section 16(3).
8. In the event that Section 16(7) occurs, the removal of an elder requires a simple majority vote.

## 7 Proxies/Guests

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1. To appoint a proxy to the Aboriginal Relations and Reconciliation Committee, the
  - a. member thereof must provide a notice to that effect to the Chair of the
  - b. Committee.
  - c. a. stating the name and e-mail address of the eligible member who will serve
  - d. as proxy,
  - e.
  - f. b. indicating the duration of the appointment, and
  - g. c. that is signed by the appointing member of the Committee or e-mailed to
  - h. the Chair of the Committee no later than two (2) hours prior to the
  - i. Committee meeting.

## 8 Discussion and Reports

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1. As per Standing Orders 1(d), the Aboriginal Relations and Reconciliation Committee will create a annual Aboriginal Collaboration Framework which will define the parameters of 'adequate collaboration' through meetings with various Aboriginal stakeholders.
  - a. This is to occur before the second trimester of Students' Council.
2. Once the Aboriginal Relations and Reconciliation Committee has created the Aboriginal Collaboration Framework defined, it will present its findings to both the Students' Union and Students' Council.
3. In addition to an Aboriginal student Collaboration Framework, the Aboriginal Relations and Reconciliation Committee is responsible for the creation of three annual (3) reports:
  - a. Report on Aboriginal Priorities
    - i. The purpose of this report is to fulfil the Aboriginal Relations and Reconciliation Committee's mandate, as set out in Standing Orders 1(c).
    - ii. This report is to be completed no later than April 30th of any given year.
    - iii. The findings of this report is meant to have a proactive capacity; meaning that the details of the report are to be followed by the next session of both Students' Council and the Aboriginal Relations and Reconciliation Committee.
    - iv. This report, once reviewed by Students' Council, will both guide the Executive Committee's advocacy on Aboriginal issues and ensure adequate Aboriginal Student collaboration is completed.
  - b. Report on Executive Committee Advocacy
    - i. The purpose of this report is to fulfil the Aboriginal Relations and Reconciliation Committee's mandate, as set out in Standing Orders 1(i).
    - ii. This report is to be published twice a year, with the publication dates being no later than, respectively, November 10th and April 10th.
  - c. Report on Students' Council Aboriginal Representation
    - i. The purpose of this report is to fulfil the Aboriginal Relations and Reconciliation Committee's mandate, as set out in Standing Orders 1(j).
    - ii. This report is to be completed no later than January 30th.
4. Reporting by the Aboriginal Relations and Reconciliation Committee is to follow Aboriginal Student Collaboration Framework created by the Committee.

## 9 Administrative Assistant Duties

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1. The Administrative Assistant of the Students' Union will:
  - a. Book meeting rooms for meeting of the Committee.
  - b. Book Minute Takers for each meeting of the Committee.

- c. Structure agendas for each meeting based on the Orders of the Day submitted by members of the Committee and any referrals from Students' Council.
- d. Notify the Committee of meetings through the agenda.
- e. Distribute the agenda and minutes to each member of the Committee.
- f. Ensure paper copies of the agenda are printed for the Chair to bring to each meeting.

## 10 Records

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1. The Chair of the Aboriginal Relations and Reconciliation Committee shall ensure attendance is taken at each meeting of the Committee
2. In the event that a Minute Taker is not present at a meeting of the Aboriginal Relations and Reconciliation Committee, the Chair shall assign the task of recording the minutes of the meeting to one of the members of the committee.
3. Members of the Aboriginal Relations and Reconciliation Committee may amend their comments in the minutes to better reflect the recording when the minutes are being approved by the Committee.
4. The Chair of the Aboriginal Relations and Reconciliation Committee shall, after each meeting of the Committee, submit to Students' Council a report including:
  - a. any decisions made by the Committee acting under the authority delegated to it by Students' Council;
  - b. any recommendations made by the Committee to Students' Council;
  - c. any standing orders adopted by the Committee; and
  - d. the last approved Minutes of the Committee.

## 11 Rules of Order

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1. The Chair of the Aboriginal Relations and Reconciliation Committee will use their discretion in administering an informal style of Robert's Rules of Order to conduct the business of the meeting.

## 12 Orders of the Day

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1. Right of Submission by Committee Members
  - a. Any voting member of the Aboriginal Relations and Reconciliation Committee may submit Orders of the Day to be considered by the Committee.
2. Order of Business for the Aboriginal Relations and Reconciliation Committee shall be:
  - a. Introduction.



- i. Call to Order.
    - ii. Prayer/Smudging Ceremony
    - iii. Approval of Agenda.
    - iv. Approval of Minutes.
    - v. Chair's Business.
  - b. Old Business.
  - c. New Business.
  - d. Discussion.
  - e. Confirmation of Next Meeting Date.
  - f. Adjournment.
3. Deadline for Submission
  - a. Orders of the Day must be submitted to the Chair of the Aboriginal Relations and Reconciliation Committee and the Administrative Assistant to the Students' Council by noon on the business day prior to the Committee meeting.
4. Publishing
  - a. The agenda package for the Aboriginal Relations and Reconciliation Committee will be published in the following manner:
    - i. an electronic copy will be e-mailed to the Committee members by the day before the meeting, and
    - ii. paper copies will be provided at the Committee meeting upon request.
5. Special Orders
  - a. The Order of Business notwithstanding, the Chair may designate any Order of the Day a Special Order.

## 13 Presentations

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1. The Students' Union Executive shall provide:
  - a. a comprehensive presentation to the Aboriginal Relations and Reconciliation Committee of all goals relevant to the mandate of the Committee by June 30.

## 14 Executive Committee Reports

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1. Each member of the Executive Committee shall provide, upon request, a written report to the Aboriginal Relations and Reconciliation Committee on their advocacy activities and those of the entire Executive Committee, as they relate to Aboriginal Students.
  - a. An oral report may be provided in lieu of a written report.

## 15 Standing Orders

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1. The Standing Orders of the Aboriginal Relations and Reconciliation Committee may be amended by a simple majority vote of the Committee, with such changes being reported to Students' Council.
2. The Standing Orders of the Aboriginal Relations and Reconciliation Committee do not expire, but shall be reintroduced at the Committee's first meeting.

## 16 Confidentiality

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1. All members shall ensure the security and confidentiality of sensitive information that comes into their possession by virtue of their membership on the Aboriginal Relations and Reconciliation Committee.

## Appendix

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1. Aboriginal groups include, but are not limited to, the following:
  - a. Council on Aboriginal Initiatives.
  - b. Aboriginal Student Services Centre.
  - c. Aboriginal Student Council.
  - d. Native Studies Students' Association.
  - e. Aboriginal Focus Group.
  - f. Faculty of Native Studies.
  - g. Indigenous Law Students' Society.
  - h. University of Alberta Indigenous Affairs Office.
  - i. Alberta Public Interest Research Group.
  - j. Native Studies Course Requirement.
  - k. Aboriginal Students Office at Augustana Campus

# Aboriginal Relations and Reconciliation Transition Report

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Special thanks to the previous Chair of ARRC, Nathan Sunday, for his hard work on this committee and his contributions to this transition report.

To contact the previous Chair, please request their contact information from Discover Governance.

## Advice

### *Top three things the previous committee spent time on*

1. ARRC Recommendations
2. Meeting with the Knowledge Keeper
3. Reaching out to the community

### *Don't forget these committee duties*

According to the Standing Orders ARRC has a number of reports it's supposed to publish regarding Executive Committee advocacy and Students' Council engagement. It can be difficult to complete them all and easy to forget one.

### *The most difficult things about the committee...*

ARRC's duties are ambitious, and actually getting them all done is difficult. In 2018/19, ARRC met almost weekly attempting to complete them all, while most other committees met bi-weekly.

### *Things you least expect...*

The previous Chair was surprised by how much he was involved with external groups, meeting with them and explaining the committee and the SU governance process.

### *Three pieces of advice:*

1. Review the Standing Orders.
2. Read the Truth and Reconciliation Commission's Calls to Action and the United Declaration on the Rights of Indigenous Peoples.
3. Be prepared to put the time and effort into it. This committee gives Councillors a great opportunity to directly engage with students.

## 2018/19 Overview

### *Committee Successes*

ARRC Recommendations – this took two years to produce, and owes its success to the connectedness of the committee members. Everyone was working towards a common goal and treated each other more like friends than just committee members.

Recommendation Letters – these letters allowed ARRC to exert major influence over policy and other decisions that affect Aboriginal Students, including:

- Adding reconciliation as its own section in the Executive Goals for the year.
- Influencing the approach taken by the Council of Alberta University Students (CAUS) in including Aboriginal voices in the creation of their indigenization policy.

### *Committee Failures/Difficulties*

ARRC was unable to complete all of its reporting requirements, as they were overly ambitious when the committee was created. Next year's committee should consider reducing those requirements to make it more feasible for the committee to complete them.

Student-at-large engagement was low. There was considerable engagement from Aboriginal-related student groups on campus, but everyday students were not as involved as the committee was hoping. Next year, the committee should do more to promote itself and fill its student-at-large seats, particularly it should utilize available resources such as Nominating Committee and Discover Governance to help it engage more students.

## Unfinished Business

The Acknowledgement of Traditional Territory Guide to be used by Council and its committees was not completed. More time and effort is needed by the committee to create the guide, as well as more engagement/consultation with Aboriginal students and scholars.

## Final Word of Advice

Once you find an Elder/Traditional Knowledge Keeper, listen to their wisdom and knowledge.

## Summary of Major Motions

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Gave the NSSA one permanent member seat on the committee.

Recommend that the Students' Council scrap the current Reconciliation Commission's for anthropology and work in conjunction with ARRC to recreate a new one.

Recommend that the Executive Committee create a goal titled "Reconciliation" in its 2018/19 goals document.

Approved a CAUS recommendation letter.

Approve the final version of the ARRC Recommendations.