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 (CAC 2018-00)

2018-00/1 INTRODUCTION
2018-00/1a Call to Order
2018-00/1b Approval of Agenda
2018-00/1c Approval of Minutes
2018-00/1d Chair’s Business

2018-00/2 OLD BUSINESS

2018-00/3 NEW BUSINESS
2018-00/3a Selection of a Chair
2018-00/3b Adoption of Standing Orders

See CAC-2018-00.01.

2018-00/3c Confirmation of Spring/Summer Meeting Schedule
2018-00/4 DISCUSSION
2018-00/4a Transitional Documents

See CAC-2018-00.02 and CAC-2018-00.03.

2018-00/4b Students’ Council Standing Orders

See CAC-2018-00.04.

2018-00/4c Council Jackets

2018-00/4d Elected Representatives Board
2018-00/4e  Gateway Interviews
2018-00/4f  Council Communication Options
2018-00/4g  CAC Budget
2018-00/5  CONFIRMATION OF NEXT MEETING DATE
2018-00/5a  Next Meeting: TBD
2018-00/6  ADJOURNMENT
1 Mandate

1. In accordance with Bylaw 100 of the University of Alberta Students’ Union, the Council Administration Committee
   a. has authority to amend, adopt, or rescind the Standing Orders of Students' Council after an initial set of Standing Orders have been adopted by Students’ Council;
   b. shall make recommendations to Students’ Council on the structure of Students’ Council and its Standing Committees;
   c. shall oversee the Speaker and the Chief Returning Officer of the Students’ Union;
   d. shall oversee the progress of Students’ Council legislative agenda;
   e. shall recommend to Students’ Council a candidate for the position of Chief Returning Office on or before April 15 of each year.
   f. shall review recommendations of the Discipline, Interpretation and Enforcement Board within two meetings of release of the ruling.

2 Meetings

1. Quorum of the Council Administration Committee shall be three permanent voting members.

2. The Council Administration 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 voting membership;
   b. set initial standing orders; and
   c. adopt a meeting schedule.

3. Additional meetings of the Council Administration Committee may be called by either the Chair or three permanent voting members of the Committee, provided that:
   a. every permanent member has received at least seventy-two hours’ notice of the meeting; or
   b. every permanent member consents to the meeting taking place.

4. Meeting of the Council Administration Committee may be cancelled by:
   a. a simple majority vote of the Committee to amend the meeting schedule, or
   b. the unanimous consent of all permanent members to the cancellation

5. Meetings of the Council Administration Committee shall be open to the public, unless the Committee moves in camera.

3 Membership

1. Should a vacancy on the Council Administration Committee occur, then the Committee shall recommend the nomination of additional member(s) to Students’ Council at its next meeting.
2. Should the Chair of the Council Administration Committee leave the voting membership of the Committee, the position of Chair shall be considered vacant and a new chair shall be elected at the next meeting.

3. The Speaker of Students’ Council shall be a non-voting member of the Council Administration Committee.

4. All voting members of Students’ Council, except for short-term proxies, shall be voting members of the Council Administration Committee.

4 Chair's Responsibilities and Duties

1. The Chair of the Council Administration Committee shall be a permanent voting member.

2. The Chair of the Council Administration Committee shall:
   a. arrange for the booking of a meeting room, when necessary, for meetings of the Committee;
   b. arrange for the preparation and distribution of the Committee agenda;
   c. moderate debate at meetings of the Committee;
   d. respond to the questions of members of the Committee in a timely fashion;
   e. assign duties to members of the Committee, such duties pertaining to the fulfilment of the mandate of the Committee;
   f. maintain the Standing Orders of the Committee; and
   g. submit reports to Students’ Council, as required.

3. Should the Chair of the Council Administration 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.

4. The Chair of the Council Administration Committee may be removed from the post of chair by a simple majority vote of the Committee.

5. The Chair shall work with the Speaker and Administrative Assistant to ensure the logistical needs of CAC are met.

6. The Chair shall facilitate a meeting of the Chairs of the Standing Committees of Students Council at minimum once a trimester.

7. The Chair shall facilitate a turnover procedure, at the last meeting of the Chairs, no later than April 30th.

5 Member Responsibilities and Duties

1. The Council Administration Committee may recommend to Students’ Council, by a simple majority vote, the removal of any permanent member who is not carrying out their duties in contributing to the fulfillment of the mandate of the Committee.

2. Members are required to attend all meetings of the CAC.
   a. Failure to attend or send an appropriate proxy to 50% of meetings in a trimester will result in immediate removal from CAC.
3. Shall be considered present should a proxy be appointed and attends as per Bylaw 100.

6 Proxies/Guests

1. To appoint a proxy to the Council Administration Committee, the member thereof must provide a notice to that effect to the Chair of the Committee:
   a. stating the name and e-mail address of the eligible member of Students’ Council who will serve as proxy,
   b. indicating the duration of the appointment, and
   c. that is signed by the appointing member of the Committee or e-mailed to the Chair of the Committee no later than two hours prior to the Committee meeting.

7 Administration

1. The Administrative Assistant of the Students’ Council will:
   a. Book meeting rooms for meetings of the Committee.
   b. Book Minute Takers for each meeting of the Committee.
   c. Structure Agenda’s 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 members of the Committee.
   f. Ensure paper copies of the Agenda are printed for the Chair to bring to each meeting.

8 Records

1. The Chair of the Council Administration 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 Council Administration 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 Council Administration Committee may amend their comments in the minutes when the minutes are being approved by the Committee.

4. The Chair of the Council Administration 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.

9 Rules of Order
1. The Chair of the Council Administration Committee will use their discretion in administering an informal style of Robert's Rules of Order to conduct the business of the meeting.

10 Orders of the Day

1. Right of Submission by Committee Members
   a. Any voting member of the Council Administration Committee may submit Orders of the Day to be considered by the Committee.

2. Order of Business for the Council Administration Committee shall be:
   a. Introduction
   b. Call to Order
   c. Approval of Agenda
   d. Approval of Minutes
   e. Chair’s Business
   f. Old Business
   g. New Business
   h. Discussion
   i. Confirmation of Next Meeting Date
   j. Adjournment

3. Deadline for Submission
   a. Orders of the Day must be submitted to the Chair of the Council Administration 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 Council Administration 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.

11 Standing Orders

1. The Standing Orders of the Council Administration 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 Council Administration Committee do not expire, but shall be reintroduced at the Committee’s first meeting.
12 The Chief Returning Officer of the Students' Union

1. The Council Administration Committee shall be responsible for the interviewing and recommendation of a Chief Returning Officer for the next year.
2. The Council Administration Committee shall be responsible for overseeing the activities of the Chief Returning Officer throughout the year.

13 The Speaker of Students' Council

1. The Council Administration Committee shall ensure that the Speaker of Students’ Council is seeing to the logistical and procedural concerns of Council.

14 Students' Council Retreats

1. The Council Administration Committee shall delegate the task of planning and implementing the Council retreats to Discover Governance. All final schedules shall be approved by the Council Administration Committee.

15 Students' Council Standing Committees

1. The Council Administration Committee shall review the progress of all Standing Committees:
   a. at its first meeting in June to ensure that Committees:
      i. have met,
      ii. have set a meeting schedule for the first trimester,
      iii. have adopted a set of Standing Orders, and
      iv. have set goals and started on their legislated Agenda;
   b. at its last meeting in August to examine progress during the first trimester;
   c. at its last meeting in December to examine progress during the second trimester
   d. at its first meeting in March to examine progress during the last trimester.

16 Council Administration Committee Fund

1. The Council Administration Committee shall be responsible for funds designated in the Discover Governance budget as Council Administration Committee Fund.
2. Funds shall be used at the discretion of the Council Administration Committee.

17 Confidentiality

1. All members shall ensure the security and confidentiality of sensitive information that comes into their possession by virtue of their membership on the Council Administration Committee.
CAC Transition Manual

Information for the Chair of the Council Administration Committee

Last updated: November 2014

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 CAC?

The Council Administration Committee handles certain administrative needs of Council. Most of the basic needs, like putting together Order Papers, getting Votes and Proceedings online, or ordering food for meetings, are handled by a hired administrative assistant or the Speaker. However, some of the more in-depth administrative needs should really be handled by elected representatives, and that’s where CAC comes in.

CAC’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:

1. Amend, adopt, or rescind Students’ Council Standing Orders.

Changes to Standing Orders mostly means changes to the way Council conducts business and meetings. This is something you should only ever have to do if there’s a problem. If you are adopting or amending Standing Orders and the committee is having trouble with wording, formatting, or content, you can get advice from Bylaw Committee, Policy Committee, Governance Committee, or Discover Governance. If you want a rough draft that CAC can make edits to, you can ask Discover Governance to prepare one for you if you want.


Changes to structure mostly means changes to the decision-making process. It includes adding, removing, or combining committees, changing the number of seats in Council, or other such structural items. If you’re ever short on work to do as a committee, you can consider doing a review of the Council and Committee structure. Even if you find that everything is running fine as it is and don’t make any changes, it doesn’t hurt to have it reconsidered and reported on once in a while.

3. Oversee the Speaker and Chief Returning Officer.

The Elections office is mostly self-sufficient, and you don’t have to do a lot in the way of management of its staff. They do report to CAC, however, and as Chair it’s your responsibility to keep an eye on the CRO and ensure everything is running smoothly. Consider requiring the CRO to attend CAC meetings or send in a report on what they’ve been working on, so you can stay on top of it more easily.

The Speaker is also mostly self-sufficient, but if there’s ever a problem with the conduct of the Speaker, it’s CAC’s job to deal with it. If CAC needs help in dealing with such problems, they can get advice and support from Discover Governance or the General Manager.
4. **Oversee the progress of Students’ Council legislative agenda.**

Make sure Council is running smoothly and things aren't falling through the cracks. It wouldn't hurt to keep a list or spreadsheet of everything Council and its committees are working on, and tracking where those things are in the governance process. You can also facilitate regular Council strategic planning sessions, or ask DG to help you do so.

5. **Recommend a candidate for Chief Returning Officer.**

Discover Governance handles the administration of the hiring process, including getting ads out, collecting applications, organizing the hiring committee, booking interview times and places, providing materials to the hiring committee, and contacting candidates. However, it doesn’t hurt for CAC to be aware of hiring timelines and to make sure DG is on top of it. The CAC Chair sits as a non-voting member on the hiring committee, attending interviews and recommending the final candidate chosen by the committee to Students’ Council. CAC also appoints the Deputy Returning Officer(s) via a hiring committee. The DRO decision does not need to go through Council.

6. **Recommend a composition of the Awards Committee.**

Recommending the composition has more to do with recommending how many and what kinds of people are on the committee (ie. 2 Councillors, 2 students at large, 1 staff, or something like that) rather than recommending individual people for positions. Generally, individuals for the committee are chosen by application in October.

7. **In conjunction with the VP External, recommend nominations to the Senate as required.**

Talk to the VP External and the Nominating Committee about what they think your role can or should be in this. For the most part, Senate nominations can happen without CAC’s input, so whether or not you get involved is up to CAC.

8. **Responsible for funds designated for Council Outreach.**

30% of the funds are for Council-led initiative, that’s anything Council wants to take on as a whole, and 70% are for member-led initiatives, that’s anything a single Councillor or small group of Councillors wants to do.

The funds for Council-led initiatives can be disbursed at CAC’s discretion.

The funds for member-led initiatives are to be divided evenly among all members of Students’ Council (excluding the Speaker and Executive Committee) following the Fall by-election, and won’t be available to members until after this calculation is complete. Each Council member must seek approval before disbursing their funds, and has to indicate no later than the end of Fall term whether or not they will use the funds. If they won’t use the funds, or they don’t give any indication, CAC can disburse those funds at their discretion.
9. **Conduct surveys of Councillors’ knowledge, experiences, and perceptions of Council at the beginning and end of their terms.**

You can ask Discover Governance to write the survey, and then edit the questions DG has come up with as necessary. Then, the survey goes out either over the Council mailing list or through DG. It’s a good idea to keep survey questions neutral and more or less the same in each survey so that you can collect some consistent, useful data over time.

There are also some duties CAC tends to take on even though they aren’t mentioned in Standing Orders, such as ordering clothing for Councillors. You should contact the outgoing CAC Chair to find out what kinds of things they did that weren’t outlined in Standing Orders.

**Duties of Chair**

Generally, your duties as the Chair involve making sure that the duties of CAC are fulfilled. This can mean handling them yourself, delegating them to other Councillors or SU staff, or facilitating the entire committee in carrying them out, depending on the situation. However you get things done, everything should be discussed and approved at CAC first.

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

1. Arrange for booking a meeting room: This just involves informing the Discover Governance Manager of all upcoming meeting times, and the rest will be taken care of. Since CAC usually just meets the hour before Council, the rooms and recording secretaries are usually all booked ahead during the summer.
2. Prepare and distribute the Committee agenda.
3. Moderate debate at Committee meetings: There are some pointers on facilitating meetings at the end of this document.
4. Respond to Committee member questions.
5. Assign duties to Committee members that pertain to the fulfillment of CAC’s mandate.
7. Submit reports to Council: Your recording secretaries will send a summary of votes and proceedings, so always forward that to whoever is taking care of Council Order Papers. You can also submit more detailed reports, or give oral reports in Council, if necessary.
8. Sit as a non-voting member on the hiring committees for CRO and DRO.
9. Sit as a voting member on the Governance Committee: This is a fairly unofficial committee where various governance units of the Students’ Union can come together regularly to share information and advice on governance-related issues. It’s unofficial because it consists mostly of SU staff, has no actual decision-making power, and its minutes are not posted online. It’s mostly there for advice and easy information sharing, to ensure that all governance units are communicating regularly and aren’t duplicating efforts or trying to come up with new solutions to problems someone else has already solved.

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 CAC Chair…

If you’re starting at the beginning of the year, the Speaker should have coordinated the first meeting of CAC at which you were elected Chair. Now you have a set Standing Orders for the year and a meeting schedule, so it’s time to get to work on CAC stuff. Your first meeting as Chair should include:

1. A review of the current Standing Orders and mandate – this is to make sure everyone has read and understood them.
2. 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 CAC 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. It will help you get into the leadership role, and give you an idea of how you should be directing the committee.
2. When was CAC’s last progress check on the activities of Council and its Committees? Does one need to be done?
3. 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.
4. Has CAC missed any important deadlines, and have all time-sensitive duties of CAC been fulfilled up to the current date? Check the timeline below for important dates and deadlines.
5. What projects has CAC been working on, and what’s its progress so far? Ask other committee members, or check past meeting minutes.

CAC Timeline

May:
- Create a strategic plan for CAC’s activities and goals for the year.
- Prepare a survey to measure Councillor knowledge, experiences, and perceptions of Council – DG can help you with this; it should include most of the questions that were asked in the previous survey so that results can be measured over time.
- Attend GovCamp at the end of the month.

June:
- At your first June meeting, review Standing Committees to ensure they’ve met, have set a meeting schedule for the summer, have a set of Standing Orders, and have set goals and started on their legislated agenda. If they haven’t, let them know that they have to ASAP. Be sure to keep a list or spreadsheet of their goals so you can check up on their progress later.
- Distribute the Council survey within two weeks after GovCamp.

July:
- The CRO should have set a by-election date and created draft nomination packages by the end of the month.
- Analyze survey results (or ask an SU staff/department to) and present them to Council. Presentation should include results from previous years.

August:
- At your last meeting in August, check in on the progress of Standing Committee goals.
- Make sure Council is ready to participate in Week of Welcome, if applicable.
• End of August is the deadline for Councillors to resign their position if it is to be filled in the September by-election.

**September:**
• Week of Welcome
• By-elections
• DRO hiring begins

**October:**
• CAC must divide 70% of the Council Outreach Fund between all Council members (except the Speaker and Executives) after the by-election.
• GovCamp Lite – a condensed version of GovCamp held on campus for newly elected Councillors and GFC Representatives. There is usually a social event for all representatives afterwards.

**November:**
• The CRO should have officially called the March General Election dates by the end of the month.
• You should contact all Councillors by the end of the month and remind them to notify CAC as to whether or not they will be using their Outreach Fund allocation.

**December:**
• Members must indicate whether or not they will use their Outreach Fund allocation before your last meeting.
• At your last meeting in December, check in on the progress and activities of Standing Committees.

**February:**
• Nominations for SU General Elections are due, and Campaigning begins.
• Approve GovCamp programming.

**March:**
• At your first meeting in March, check in on the progress of Standing Committee goals.
• Prepare Councillor exit survey (or ask Discover Governance to). This must be passed out with enough time for you to analyze the results and present it at Council by the end of the term.
• CRO hiring takes place.
• General Elections and Councillor/GFC elections are held.

**April:**
• Recommend a candidate for CRO before the last meeting in April.
• Present survey results before the last meeting in April.
• Ensure that all necessary documents, such as committee goals tracking documents and survey results, are prepared to be passed on to the next CAC Chair.
Dear Students’ Council:

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

1) Structure and Function

Bylaw 100

3. The Council Administration Committee
   a. has authority to amend, adopt, or rescind standing orders of Students’ Council after an initial set of standing orders has been adopted by Students’ Council;
   b. shall make recommendations to Students’ Council on the structure of Students’ Council and standing committees;
   c. shall oversee the Speaker and the Chief Returning Officer of the Students’ Union;
   d. shall oversee the progress of Students’ Council’s legislative agenda

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

2) Responsibilities of Chair

4. The Chair of the Council Administration Committee shall:
   a. arrange for the booking of a meeting room, when necessary, for meetings of the Committee;
   b. arrange for the preparation and distribution of the Committee agenda;
   c. moderate debate at meetings of the Committee;
   d. respond to the questions of members of the Committee in a timely fashion;
   e. assign duties to members of the Committee, such duties pertaining to the fulfilment of the mandate of the Committee;
   f. maintain the Standing Orders of the Committee; and
   g. submit reports to Students’ Council, as required.
Asides from the list above, the Chair is responsible for the CAC budget process, overseeing the hiring of officers to the Elections office, overseeing progress of the elections office, organizing trimesterly meetings of the chairs, submitting recommendations to students council, giving oral updates to students council, working with Discover Governance to update standing orders, and occasionally fielding questions in regards to SU committee functionality. The Chair often also helps to write updates to standing orders and facilitate any necessary changes to bylaw or standing committee standing orders as well.

<table>
<thead>
<tr>
<th>Contact</th>
<th>Email</th>
<th>Reason to Contact</th>
</tr>
</thead>
</table>
| Discover Governance Manager - Rebecca Taylor | governance@su.ualberta.ca              | - Governance questions  
- Changes to wiki system  
- Changes to standing orders                                                        |
| Discover Governance Administrative Assistant | council.submissions@su.ualberta.ca      | - Submitting items to council  
- Submitting minutes  
- Submitting motions  
- Submitting and updating committee schedule  
- Submitting written reports                                                              |
| Speaker                                      | speaker@su.ualberta.ca                 | - Anything regarding procedure at students council.  
- Questions regarding procedure for committee, motions, etc.                        |
| Chief Returning Officer                      | cro@su.ualberta.ca                     | - Questions regarding elections process.  
- Hiring process for staff.  
- Elections office updates for students council.                                      |
3) Review of CAC
For full motions list see Students Council Tuesday, April 10, 2018.

Incomplete Activities:
  1) Translation of bylaws into french

Currently In Progress Activities:
  1) Livestream responsibilities should be transferred to Speaker, purchasing livestream equipment.

4) Recommendations for CAC from the Chair

  1) Continue to host CAC immediately before council meetings as it allows for people to casually drop into the meeting.
  2) Review and update livestream and open forum procedure. We are in the progress of purchasing new equipment and the live stream should be consistent.
  3) Continue to concentrate on being a space for more informal discussions for the whole of council.
  4) Ensure the budget is properly communicated to CAC and Council as a whole.
  5) Jackets should be ordered as soon as possible in May, and a second subsequent order should occur immediately following the by-election.
  6) CAC should spearhead student engagement of Council. This should consist of the launch of the Facebook and Twitter social media accounts in collaboration with Discover Governance. The groundwork has already been done for this.
  7) Relaunch the Council Mentorship program. This is not advertised or utilized well, and is a great tool for engagement of students. This can coincide with the launch of social media pages.
  8) Budget should also focus on engagement and CAC should ensure that the funds are used for events and engagement initiatives that target as large numbers of students as possible.

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

Cheers,
Connor Palindat
University of Alberta Students’ Union

(Submitted electronically)
1 Rules of Order

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

2 Structure of Sessions

1. The Order of Business for Students' Council will be:
   a. Speaker's Business,
   b. Presentations,
   c. Executive Committee Report,
   d. Board and Committee Reports,
      i. Audit Committee
      ii. Bylaw Committee
      iii. Council Administration Committee
      iv. Executive Committee
      v. Finance Committee
      vi. Nominating Committee
      vii. Policy Committee
      viii. Undergraduate Board of Governors Representative
      ix. Other Board and Committee Reports
   e. Open Forum,
   f. Question Period,
   g. Board and Committee Business, and
   h. General Orders.
2. The Order of Business for the introductory meeting of the incoming Students' Council will be:
   a. Election of a Speaker,
   b. Approval of Annual Meeting Schedule, and
   c. Nominations to:
      i. Legislative Committees,
      ii. Oversight Committees,
      iii. Ad Hoc Committees, and
      iv. Operational Committees.
3. The Order of Business for the first meeting of the year after the introductory meeting will have the following orders of the day added to Speaker's Business:
   a. Installation Ceremony,
   b. Inaugural Addresses of Executive Officers and the Undergraduate Board of Governors Representative, and
c. Approval of Standing Orders.

4. The Order of Business for the last meeting of the year will have the following orders of the day added to Speaker's Business:
   a. President's Farewell Address.

5. At the first regular meeting of each trimester, the Oath of Office shall be taken by all members of Students’ Council, unless a by-election has been called, in which case it shall be deferred until the first meeting following the announcement of election results.

6. Acknowledgement of Traditional Territory shall be read by the Speaker at the start of every meeting (see Appendix 6).

3 Meetings

1. Regular meetings shall be defined as those approved during the introductory meeting.

2. Special meetings of Students’ Council may be called by the:
   a. Speaker,
   b. Council Administration Committee,
   c. Executive Committee, and
   d. Students’ Council.

3. Members of Students’ Council must be notified of special meetings of Students’ Council no later than 96 hours prior to the meeting time.

4. Regular Meetings of Students’ Council may be cancelled by the Speaker, Council Administration Committee, or Students’ Council so long as the decision is made more than 96 hours before the start of the intended meeting.

5. Meetings of Students’ Council shall be cancelled when no submissions beyond information Items and written questions have been received prior to the submission deadline for the main order paper.

6. Meetings of Students’ Council shall be cancelled if all the items of business have been withdrawn.

4 Orders of the Day

1. Any voting member or Board/Committee of Students’ Council may submit Orders of the Day to be considered by Students’ Council.

2. Any Students’ Union Member may submit an information item for inclusion in the agenda package provided that it is related to the proceedings.

3. Orders of the Day shall appear on the Order Paper in the order they were submitted.

4. Orders of the Day must be submitted to the Speaker and the Administrative Assistant to Students’ Council by 8:00 a.m. on the 2nd business day prior to a Students’ Council meeting.

5. Late additions to the Order Paper must be submitted by 1:00 p.m. on the day of a Students’ Council meeting.
6. Late Additions to the Order Paper maybe added at the meeting if the items of business cannot be postponed to a future meeting of Students’ Council for resolution without risking detrimental consequences to or negative procedural difficulties for the Students’ Union.

7. The agenda package will be published in the following manner:
   a. Paper copies will be created and made available in the Students’ Union Executive/Administrative Offices,
   b. An electronic copy will be e-mailed to all members of Students’ Council and their Councillor-designates, and
   c. An electronic version will be placed on the Students’ Union web page.

8. The agenda package will be published no later than 5:00 p.m. on the 2nd business day prior to a Students’ Council meeting.

9. For meetings called under the authority of Standing Order 3(2), there will be no submission or publishing deadline.

5 Special Orders

1. Motions making specific Orders of the Day Special Orders are privileged motions.

2. The Order of Business notwithstanding, the Speaker may designate any Order of the Day a Special Order.

3. The Order of Business notwithstanding, Students’ Council may designate any Order of the Day a Special Order if it cannot be postponed to a future meeting of Students’ Council for resolution without risking serious and detrimental consequences to the Students’ Union.

6 Speaker’s Business

1. At the start of Speaker’s Business, the Speaker will give a reminder of the Oath of Office and the Acknowledgement of Traditional Territory statement in 2(6).

2. During Speaker’s Business, the Speaker will address all day-to-day regulatory concerns of Students’ Council, including but not limited to:
   a. Resignations,
   b. Any process by which a member is permanently removed from Students’ Council,
   c. Reports of the Chief Returning Officer,
   d. Announcements,
   e. Motions making Orders of the Day Special Orders, and
   f. Attendance.

7 Presentations

1. Presentations must be accompanied in the Order Paper by a maximum one hundred (100)-word abstract. Presentations that substantially deviate from the abstract are out of order.
2. Presentations will not exceed thirty (30) minutes in duration, including questions and discussion.

3. After thirty (30) minutes, a presentation may be extended once for fifteen (15) minutes with a two-thirds (2/3) majority. No further extensions are allowed.

4. Motions related to the subject matter of a presentation at the same meeting require a two-thirds (2/3) majority to pass.

5. In order for Students' Council to receive a presentation, a motion to accept the presentation must first be considered by Students' Council.

6. A computer and projector shall be available whenever a presentation appears on the Order Paper. Presentation slides must be made available prior to the meeting being called to order.

8 Nominations

1. A motion to nominate will be a Special Order upon completion of Presentations.
   a. Motions to nominate require a list of current members and meeting schedule, if available.

9 Reports

1. Executive Officer reports will be presented in written form and listed in the main agenda package under Information Items, and may include an oral report to Students' Council not to exceed two (2) minutes.

2. Executive Officers will submit reports to Students' Council no later than two meetings of Students' Council after any conferences attended.

3. The Undergraduate Board of Governors Representative will report at a minimum following each Board and Board committee meetings. This Report will be presented in written form and listed in the agenda package under Information Items, and may include an oral report to Students' Council not to exceed two (2) minutes.

4. The President (or designate) will provide a verbal report on the actions of the Executive Committee.

5. Board and Committee reports are to be presented orally and are not to exceed two (2) minutes. The chair must submit a written report by the last meeting of each trimester as per Bylaw 100. Additional written reports may be submitted at any time. A listing of formal motions approved by each committee will be compiled and added to the Order Papers for each meeting.

10 Open Forum

1. All registered guests of Council have the right to ask questions to members of Council in Open Forum.

2. Open Forum will be fifteen (15) minutes in duration.

3. Open Forum will be extended once for fifteen (15) minutes upon the request of five voting members of Students' Council. Further extensions require a two-thirds (2/3) majority vote.

4. Written questions may be submitted for inclusion with the Orders of the Day.
5. Written questions may be responded to in writing or orally, and will have priority over questions posed orally.
6. No member may ask more than three (3) oral questions during open forum. There is no limit on written questions.
7. The time to ask a question shall be limited to thirty (30) seconds.
8. The time to answer a question shall be limited to two (2) minutes.
9. Questions for Open Forum must be submitted to the Speaker.
10. The Speaker shall rule any question out of order that they deem inappropriate.

11 Question Period

1. Question period will be fifteen (15) minutes in duration.
2. Question period will be extended once for fifteen (15) minutes upon the request of five voting members of Students’ Council. Further extensions require a two-thirds (2/3) majority vote.
3. Written questions may be submitted for inclusion with the Orders of the Day.
4. Written questions may be responded to in writing or orally, and will have priority over questions posed orally.
5. No member may ask more than three (3) oral questions during question period. There is no limit on written questions.
6. The time to ask a question shall be limited to thirty (30) seconds.
7. The time to answer a question shall be limited to two (2) minutes.
8. The Speaker shall rule any question out of order that they deem inappropriate.

12 Legislative Process for Bylaws

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

3. Second Reading of Bylaws
   a. The motion will be presented in the following format:
      i. The entire bylaw(s) will be presented (may be waived by the Speaker),
      ii. Deletions to the existing bylaw(s) will be shown by using a strikethrough font,
      iii. Additions to the existing bylaw(s) will be shown by using an underline font and red colouration, and
      iv. A recommendation, if made by the Committee, to reconsider the motion that “The bill be read a first time” with the principles considered to make the reconsideration necessary;
   b. Debate is confined to the technical merits of whether the Bylaw Committee properly interpreted the principles passed in first reading, except when debating a recommendation to reconsider the motion that “the bill be read a first time,” where debate will be limited to the suggested principles put forward by the Bylaw Committee to support a return to first reading and the propriety of adopting such a motion.

4. Coming Into Force: Unless otherwise specified, the motion will take effect upon adjournment of the meeting at which it was approved.

13 Legislative Process for Budget

1. The Vice President (Operations & Finance) shall submit or cause to be submitted a proposed set of Budget Principles to the Finance Committee no later than January 15.
2. The Finance Committee shall recommend a set of Budget Principles to Students’ Council no later than February 15.
4. The Executive Committee shall submit a final Operating and Capital Budget, reflecting the set of Budget Principles approved by Students’ Council, to the Finance Committee no later than March 31.
5. The Finance Committee shall recommend a final Operating and Capital Budget to Students’ Council.
6. Second Reading of Budget in Council
   a. Students’ Council shall approve a final Operating and Capital Budget;
   b. The Budget will be presented in a three-part document consisting of:
      i. The Budget Principles passed on first reading,
      ii. An estimated numerical breakdown of the budget, and
      iii. Additional written instruction providing further direction on how money within budget categories is to be spent.
   c. Debate is confined to the technical merits of whether the Finance Committee properly interpreted the principles passed in first reading.
14 Legislative Process for Political Policies

1. First Reading of Political Policy: The procedural requirements for passage of Political Policy on first reading are the same as those for the passage of Bylaw on first reading, except that the Political Policy will then be referred to the Policy Committee.

2. Committee Stage for Political Policy
   a. The Policy Committee selects and assigns a principal author to draft a new policy on the basis of the principles passed in first reading, with the assistance of the Department of Research and Political Affairs; and
   b. The Committee will not recommend to Students’ Council draft legislation that is outside the scope of the principles approved in first reading.

3. Second Reading of Political Policy
   a. The motion will be presented in the following format:
      i. The entire Political Policy will be shown,
      ii. Deletions to existing Political Policy will be shown by using a strike-through font, and
      iii. Additions to existing policy will be shown by using an underline font and red colouration.
   b. Debate is confined to the technical merits of whether the Policy Committee properly interpreted the principles passed in first reading.

4. Expiration of Political Policy: Political Policies adopted within a particular session of Students’ Council shall expire within three (3) years after the end of that session.

5. Upon expiration, a Political Policy shall be reviewed by the Policy Committee and can be forwarded to Students’ Council as a recommendation to renew.

15 Modified Rule of Debate

1. Members having obtained the floor to speak to a motion can speak no longer than four (4) minutes.

2. The Speaker may limit debate at any time on any Order of the Day.

3. A member of Students’ Council may not move the previous question at the same time as they speak to the motion.

4. The Speaker may disallow moving the previous question if, in the opinion of the Speaker, the motion has not been sufficiently debated.

5. Subsidiary motions are not permitted to be applied to the main motion until the motion has been spoken to at least two times, one in favour and one opposed.

6. Where a member rises on a Point of Order, citing the violation of a federal, provincial or municipal law, the member must provide a copy of that law to the Speaker at the time the Point of Order is raised.
16 Guests of Students' Council

1. Any person may become a Guest of Students' Council by writing their name on the Guest List provided by the Speaker at each meeting of Students' Council.

2. The Speaker will only recognize guests if no member entitled to obtain the floor wishes to do so, except where a guest has information particularly pertinent to the debate, or where a Councillor having obtained the floor extends their speaking privileges to a guest.

17 Voting

1. Voting shall take place in a manner in which votes for/against/abstain are recorded.

a. For all motions, the result of the vote being carried/defeated and the number of votes for/against/abstentions shall be recorded for the minutes.

2. A Roll Call/Division vote will be taken if requested by any member of Students' Council. Roll Call/Division requests can be requested at any time, up until the closing of the vote, and may be submitted in an oral, or written form.

3. A roll call/division vote shall take precedence over any other method of voting, except for voting by secret ballot. A vote by secret ballot will only take precedence over a roll call/division vote if dealing with matters of personnel or other potentially sensitive motions, at the discretion of the Speaker.

4. The Speaker may refuse a dilatory request for a roll call/division vote, except on items of business disposing of main motions.

18 Recess/Assembly

1. Students’ Council will recess for fifteen (15) minutes immediately after the first item of business is disposed of, at least ninety (90) minutes after the Call to Order. Attendance will be taken prior to the recess.

2. Students’ Council shall automatically adjourn at 10:00 p.m. with final attendance taken.

3. All items of business impacted by 18(2), shall be automatically carried over to the next scheduled meeting.

19 Attendance Requirements

1. The Speaker will take attendance orally three times each meeting: once during Speaker's Business, once prior to the recess, and once immediately prior to adjournment or at 10:00 p.m., whichever is earlier.

2. Attendance will be recorded on the Students’ Council Attendance Spreadsheet in the following manner:

a. 'Y' will denote the member as present with Y(P) denoting present by proxy or councillor-designate and Y(T) denoting present by teleconference either via the Students’ Council livestream, Skype, telephone, etc.
b. ‘N’ will denote the member as absent for that particular roll call.

3. Members of Students’ Council may attend Council meetings via audio/video conference services upon providing the Speaker with appropriate notification. Members attending via audio/video conference services may continue doing so during in-camera sessions.

4. Formal attendance regulations and penalties for Students’ Council and its Standing Committees are outlined in Bylaw 100.

20 Discipline

1. The Speaker may discipline a member of Students’ Council for breaches of Standing Orders.

2. Any member of Students’ Council may call for decorum, which when called for will remain in effect for the duration of the motion under consideration and result in the Speaker removing first the speaking privileges for the duration of the motion, and secondly the right to attend the meeting from anyone in the chamber caught speaking without having properly obtained the floor.

3. Students’ Council may rebuke the action or conduct of an individual through a motion to censure. A censure is an on-the-record rebuke that entails no additional actions or consequences.

21 Proxies and Councillor-Designates

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

2. Any notice to appoint a proxy or councillor-designate must be in writing at least twenty-four (24) hours in advance to the Speaker. Extenuating circumstances may be accommodated at the discretion of the Speaker.

22 Records of Students' Council

1. When feasible, an audio record of Students’ Council proceedings will be recorded.

2. The audio record is considered approved as recorded.

3. Anyone wishing to record or stream video, with the exception of the official Students’ Council Livestream, at a meeting of Students’ Council must either provide written notice to the Speaker by noon on the business day prior to the meeting date or have the sponsorship of a voting member of Students Council prior to the commencement of the meeting.

4. The Speaker shall, in advance of the Students’ Council meeting in question, notify all members of Students’ Council and all scheduled presenters of any notices to record or stream video at the meeting.

5. When an audio record is not possible, minutes of Students’ Council proceedings will be recorded.

6. The minutes are considered approved as transcribed.
7. Members may Clarify Comments in Minutes: Whenever minutes are transcribed, a member's comments may be amended in accordance with the member's wishes.

8. Record of Votes and Proceedings - A record styled “Votes and Proceedings” will be compiled from the audio record or minutes of Students’ Council and will consist of:
   a. All motions moved except joke motions,
   b. Any event having legal consequences extending beyond the adjournment of that meeting,
   c. A record of all regulations and decisions approved by Students’ council Boards and Committees that are required by Bylaw to report such regulations and decisions to Students’ council, and
   d. A record of attendance.

23 Live Streaming

1. Where possible, meetings of Students’ Council shall be live streamed through a platform chosen by CAC.
2. The only official Students’ Council Live Stream shall be organized and set up by the Speaker of Students’ Council.
3. Audience questions shall be permitted, pursuant to Section 10, but shall be e-mailed to and asked through the Speaker.

24 Miscellaneous

1. A motion that the Speaker vacate the chair:
   a. is always in order,
   b. takes precedence over any other motion, and
   c. is not debatable.
2. Meetings of Students’ Council are open to the public, unless Students’ Council moves in camera.
3. Only official Students’ Council documents may be distributed to members within the chamber.
4. A summer retreat for Students’ Council members will be held before July 31st of each year.
5. A fall retreat for Students’ Council members will be held before October 31 of each year.
6. The Council Administration Committee, with the assistance of Discover Governance, shall be responsible for the planning and organization of all retreats, and may cancel a retreat due to low attendance.
7. If a guest of Council or member of Council requests a translator or reasonable accessible aid, they are required to give the Council Administration Committee at least one week's notice. The Council Administration Committee will attempt to make the necessary accommodations with limited expense to the Students’ Union.
8. At the last meeting of the year, the mover of the motion or the Speaker may declare any motion to be a “joke motion,” such a motion having no effect if carried.
25 Appendix 1: Procedure for Electing a New Speaker

1. Council to be provided with cover letter and resume: Each member of Students’ Council will be provided with a cover letter and resume of each candidate for Speaker.

2. Senior member to preside when outgoing speaker running for re-election: The longest-serving member of Students’ Council not running for Speaker will preside over the election when the outgoing Speaker is running for re-election.

3. In Case of Tie, Elder Member to Preside: In the case of a tie between longest-serving members, the eldest of the tied members will preside.

4. Speeches: The presiding member will ask each candidate to give a brief speech not to exceed two minutes.

5. Questions: The presiding member will allow questions to be put to the candidates from the members of Students’ Council.

6. Secret Ballot: The vote will be by secret ballot and will be in the style of the Executive Elections.

7. Recess: Students’ Council will recess while the presiding officer counts the vote.

8. Announcement: The presiding officer will announce the results of the election to Students’ Council.

26 Appendix 2: Oath of Office

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

27 Appendix 3: Council Scholarship

1. Overview: Two Council Scholarships, to be administered by Students’ Council, shall be offered each trimester. The value of each scholarship shall be $500.00.

2. Criteria - The criteria for each scholarship is:
   a. representative of his/her constituents’ opinions and concerns in Students’ Council matters;
   b. serves as an ambassador of Students’ Council in the campus community and attempts to further empower students;
   c. excellent attendance; and
   d. activity on committees.

3. Nomination: Members of Students’ Council must be nominated by a fellow voting member of Students’ Council, with the nomination containing three to five additional supporting signatures from other voting members of Students’ Council. Self-nominations are not allowed.
4. Nominators must submit a brief justification, no more than one page in length, as to why the member of Students' Council deserves to be nominated.

5. Nominations must be presented to the Speaker by the end of the second last Students' Council meeting of each trimester.

6. Eligibility: All current voting members of Students' Council shall be eligible to submit nominations. There shall be no limit to the number of nominations a member may submit throughout the year.

7. All current voting members of Students' Council shall be eligible to receive a scholarship, except for members of the Executive Committee. There shall be no limit to the number of times a member of Students' Council may be nominated and/or receive a scholarship throughout the year.

8. Selection: The Speaker shall provide to each member of Students' Council the names of each nominee and a copy of all nomination forms.

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

28 Appendix 4: Council Mentorship Program

1. Participation: Any voting member of Students' Council, including the Undergraduate Board of Governors Representative but excluding any member of the Executive Committee, may sign up to participate in this program, such a volunteer henceforth referred to as mentor.

2. Any Students’ Union member may participate in this program, such a student henceforth referred to as mentee.

3. Requests to participate in a given meeting of Students’ Council must be received by the Thursday prior to the meeting.

4. Administration: The Council Administration Committee shall be responsible for the implementation of this program.

5. This program shall be advertised in the Fall and Winter term.

6. Processing Requests: First attempts shall be to pair mentees with mentors from the same faculty, but if this is not possible, then mentees shall be paired randomly with available mentors for the requested meeting of Students’ Council.

7. A mentor may have only one mentee for any given Students’ Council meeting.

8. Mentor Responsibilities - After being paired with a mentee, the mentor shall be responsible for:
   a. Establishing contact with the mentee prior to the scheduled Students’ Council meeting,
   b. Enlisting another eligible mentor as a replacement if unable to carry out the responsibilities to the mentee,
   c. Attending the scheduled meeting of Students' Council with the mentee,
   d. Familiarizing the mentee with the role and proceedings of Students' Council, and
   e. Debrief the mentee at a future time to discuss their experience.
Appendix 5: Petition for Impeachment Document

1. Overview: As stated in Bylaw 100, s. 6, Students’ Council has the authority to remove the President, a Vice President, or the Undergraduate Board of Governors Representative through a motion to impeach.

2. A petition is required for impeachment proceedings to occur, and requires signatures of at least one third of the voting members of Students’ Council. This appendix shall dictate the petition documentation requirements.

3. Preamble - The petition shall contain the following filled out as applicable to the circumstances:
   a. This motion to petition indicates that we, the elected representatives of the student body serving on Students' Council, do not feel the current [insert position name] of the [insert year] Students' Union Executive is fit to remain occupying the position due to one or more of the following reasons:
      i. The individual has committed a significant breach or multiple breaches of Students’ Union Bylaw, or Political Policy.
      ii. There are charges levied against the individual for violation of the University of Alberta Code of Student Behaviour, provincial law, or federal law.
      iii. The individual is performing without the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

4. Additional Documentation: The submitted petition shall include a document agreed to by all signatories indicating why they as representatives feel that the Executive or Board of Governors Representative in question is in violation of one or more of the principles of Bylaw 100, s.6.

5. Addition to the Agenda
   a. The once submitted and deemed to be valid according to Bylaw 100 s. 6, the following motion will be added to the agenda of the next meeting of Students’ Council and filled out accordingly:
      i. [MOVER/SECONDER] move that the current [insert position name] of the [insert year] Students’ Union Executive be impeached from the position of [insert position name] and post as an officer in first reading.

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

Appendix 6: Acknowledgement of Traditional Territory

1. We would like to acknowledge that our University and our Students’ Union are located on Treaty 6 Territory. We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family,
friends, faculty, staff, students, and peers. As members of the University of Alberta Students’ Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge continuing colonial violence and respect Indigenous knowledges and traditions.

2. The Acknowledgement of Traditional Territory will be included in writing at the beginning of every agenda package, including the agendas of the Legislative and Oversight Committees of Students’ Council.

31 Appendix 7: Students’ Council Social Media Policy

Contents

1. Administration
2. Goals
3. Posting

1 Goals

1. To increase undergraduate student awareness of Students’ Council, in addition to increasing Councillor participation.
2. To facilitate discussion between Councillors and students, including Faculty Associations, student groups, etc.
3. The Students’ Council Facebook page was created to fulfill a recommendation by the Students’ Council Engagement Task Force (SCET), which stated:

   It is recommended that CAC work with the Speaker and the Administrative Assistant towards the establishment of the SC Facebook page. The intention behind the page is to provide students with quick updates on SC and to facilitate discussions between the students and their representatives.

2 Administration

1. Students’ Council social media accounts shall be administered by both a primary and secondary administrator(s):
   a. Discover governance shall act as the primary administrator for any Students’ Council social media accounts.
   b. A Councillor, approved by the Council Administration Committee, shall act as the secondary administrator(s) of any Students’ Council social media accounts.
2. Comments made to posts on any Students’ Council social media account will be posted without permission from an administrator.
In the event that a comment(s) is overtly inappropriate or offensive, an administrator may use their discretion and remove said comment.

3. The primary administrator shall manage the change-over of the secondary administrator(s) and Councillor permissions at the beginning of each new Council year.

4. The primary administrator shall ensure all councillors have permission to write posts at the beginning of each new Council year.

3 Posting

1. Posting to any Students’ Council social media account can be made by elected members of Students’ Council.
   a. Posts made on any Students’ Council social media account will be reviewed weekly by the administrator(s).
   b. If posts made to any Students’ Council social media account contravenes the guidelines set out in this document, the administrator(s) will work with the Councillor to ensure that said post will align with the rules outlined in this policy.

2. Posts made on any Students’ Council social media account must adhere to the following guidelines:
   a. Must not violate terms of service or other rules set out by the relevant social media platform;
   b. Not include the promoting of non-Students’ Union related products and services;
   c. Not include misleading, fraudulent, and/or deceptive claims or content; and
   d. Not include any content which goes against the stated purpose of the University of Alberta Students’ Union strategic plan, political policy, and legislation.

3. Posts to any Students’ Council social media page must not contain:
   a. Personal attacks or vulgar, abusive, offensive, oppressive, threatening, or harassing images and/or language;
   b. Comments, language, or sentiments that encourage, stimulate, or perpetuate discrimination based on race, creed, age, religion, Aboriginality, gender identity, sexual orientation, marital status, national origin, socioeconomic status, and/or physical and mental disability;
   c. Material that infringes on individual intellectual property rights;
   d. Information that infringes on an individual or collectives’ reasonable expectation of privacy, as set out in the Freedom of Information and Protection of Privacy Act (FOIP); and
   e. Spam, solicitations, or advertisements not pertaining to the University of Alberta.

4. Posts to any Students’ Council social media account can include the following:
   a. Governance-related events and content;
   b. Information about Councillor activities; and
   c. Constituent outreach and/or consultation.