

STUDENTS' COUNCIL

Tuesday February 12, 2002 - 6:00 PM
Function Room - Students' Union Building

A G E N D A (SC 2001-21)

2001-21/1

CALL TO ORDER

2001-21/2

NATIONAL ANTHEM "O Canada!"

2001-21/3

University of Alberta CHEER SONG "Ring Out a Cheer"

2001-21/4

ROLL CALL

2001-21/5

APPROVAL OF THE AGENDA

2001-21/6

PRESENTATION AND DISCUSSION

2001-21/7

APPROVAL OF THE MINUTES

The minutes for SC01-20 are not available at this time.

2001-21/8

REPORTS

- a. Christopher Samuel, President – Written or oral report may be provided at the meeting.
- b. Amy Salyzyn, Vice-President Academic – Written or oral report may be provided at the meeting.
- c. Kory Zwack, Vice-President External – Written or oral report may be provided at the meeting.
- d. Jamie Speer, Vice-President Operations & Finance – Written or oral report may be provided at the meeting.
- e. Jennifer Wanke, Vice-President Student Life – Written or oral report may be provided at the meeting.

- f. Chris Burrows, Undergraduate Board of Governors Representative - Written or oral report may be provided at the meeting.
- g. President Athletics Report
- h. Arts Report
- i. Executive Committee Minutes.
Please see Document SC 01-21.01.
- j. Students' Union Boards & Committees Reports
The Minutes of the various SU Boards and Committees are available on the SU WebPage: www.su.ualberta.ca.

2001-21/9

QUESTION PERIOD

2001-21/10

LEGISLATION

2001-21/10a

SAMUEL/SALYZYN MOVED THAT Students' Council, upon the recommendation of the Executive Committee, approve the proposed changes to Bylaw 100 respecting the Students' Council (SECOND Reading).

Please see document SC 01-21.02.

2001-21/10b

JONES MOVE THAT Students' Council approve the proposed changes to Bylaw 2200 respecting the Elections to Students' Council.

Please see document SC 01-21.03.

2001-21/11

OLD BUSINESS

2001-21/12

NEW BUSINESS

2001-21/12a

SPEER/SHARUN MOVED THAT Students' Council, upon the recommendation of the Internal Review Board, approve the following as a referendum question for the 2002 Students' Union General Elections:

Do you support the creation of a student-run newspaper that is self-governed that will:

1. Have a University of Alberta focus?
2. Receive approximately **\$125,000.00** per year collected directly from undergraduate students through an increase in the Students' Union fees (Article VIII s.3 of the Constitution) of **\$2.50** per full-time student and **\$1.25** per part-time student for each of the Fall and Winter terms?
3. Enter into negotiations with the Students' Union regarding:
 - a.) the use of the name Gateway?
 - b.) the transfer of assets that are predominantly and currently used by the Gateway?
 - c.) the space and the rent arrangements of the newspaper?

The results of this referendum question will be binding on the Students' Union as per Article V s.2 of the Students' Union Constitution.

2001-21/12b

DARLING/MELNYK MOVED THAT Students' Council approve an expense not to exceed \$280.00 to cover the purchase of a microwave for Tory Atrium and a microwave for Humanities.

2001-21/13

INFORMATION ITEMS

2001-21/14

ANNOUNCEMENTS

2001-21/14a

Next Council Meeting

**UPCOMING
COUNCIL
MEETINGS**

- March 12, 2002 - 6:00 PM
- April 2, 2002 - 6:00 PM

Future Council Meeting

- April 30, 2002 - 6:00 PM

2001-21/14b

Next Council Meeting

UPCOMING

- Business Report
- Education Report

FACULTY

REPORTS

2001-21/15

ADJOURNMENT

MINUTES

EXEC 01-52

Executive Committee

February 4, 2002

10:30 am

ATTENDANCE	Christopher Samuel	President
	Amy Salyzyn	Vice-President Academic
	Kory Zwack (11:15 am)	Vice-President External
	Jamie Speer	Vice-President Operations & Finance
	Jennifer Wanke	Vice-President Student Life
	Margaret Kosson	Administrative Assistant, Recording Secretary
Absent	Bill Smith	General Manager (CA Meeting)

1. Call to Order The meeting was called to order by Chris at 10:50 pm.

2. Approval of Agenda The agenda was amended to add the following Items of Business:

Discussion Items:
b) Sponsorship
c) ICB

3. Approval of Minutes The minutes of the January 30, 2002 Executive Committee meeting were adopted by consensus.

4. Reports

VP STUDENT LIFE

- Working with Manager of Programming and Licensed Activities. Taking some stuff off the VP Student Life's plate. Moving along well.
- Campus security questionnaires are coming in slowly. Working on getting the questionnaires out to classrooms.
- Finishing up AntiFreeze - getting prizing out.
- SWAG merchandise is coming - will hopefully have something to present shortly.
- Dealing with CUP issues.

VP OPERATIONS AND FINANCE

Working on:

- SUB Expansion - getting SUB Week organized.
- Design aspects of SUB.
- Customer Service - second round of Silent Shopper up and running.
- Management restructuring in bar operations
- CCBC - there has been some problems with Chair making Unilateral decisions. Working on correcting the problems.
- Developing preliminary budget.
- Working on Bylaw 6600 draft.

VP EXTERNAL

- Keeping up with emails/messages.
- Race for position of CASA director is underway with several candidates entering the race.

VP ACADEMIC

Working on:

- CJSR Interview went very well.
- Awards Night planning - developing travel arrangements for Myer Horowitz, planning for dinner, COKE Awards.
- Had a Campus Law Review Committee where Campus Security was mentioned as a Student Concern.
- Faculty Association Awareness Days.

PRESIDENT

Working on:

- Tuition - Draft 2 is being developed.
- Tuition Task Force Meeting went very well.
- SU Issues: 1) Organizational Review - revising schedule of units to be reviewed; 2) Students' Union Survey - Working on graphics/visual design; 3) Annual Report
- Transition - planning for transition.

(Second Meeting of the Week Only)

5. Old Business

6. Items of Business

Action Items

a) FACRA Operating Agreement

Operating agreement has been approved in principal. FACRA has taken the agreement back to their lawyers for their approval. Some questions raised re: FACRA Operating Agreement. Discussion ensued.

b) Laurence Decore Awards

Discussed Student Leadership Awards and appointing one Executive to sit in on the selection meeting. Kory will attend the selection meeting dependant on his availability.

- c) Student Distress Centre Conference Request** Conference request to send the Associate Director of the Student Distress Centre to the National Peer Support Conference was introduced. Discussion ensued.

ZWACK/WANKE MOVED THAT the Executive Committee approve an expense, not to exceed \$417.71 to send the Associate Director of the Student Distress Centre to the National Peer Support Conference at the University of Saskatchewan from Friday, February 15, 2002 through Sunday February 17th, 2002.

VOTE ON MOTION

4/0/0 CARRIED

Discussion Items

- a) In Camera Business**
b) Sponsorship

Meeting Moved in Camera.

Chris received an email from the John Humphrey Center for Peace and Human Rights regarding a conference they are holding at the University of Alberta. Organizers of the conference approached the SU for sponsorship. Discussion ensued regarding sponsoring the Conference.

SALYZYN/ZWACK MOVED THAT the Executive Committee approve an amount not to exceed \$500.00 to sponsor the John Humphrey Center for Peace and Human Rights Conference.

VOTE ON MOTION

3/0/1 CARRIED

- c) In Camera Business**
7. Announcements

Meeting Moved in Camera.

8. Adjournment

Meeting adjourned at 1:25 pm.

MINUTES

EXEC 01-51

Executive Committee

January 30, 2002

ATTENDANCE

Christopher Samuel	President
Amy Salyzyn	Vice-President Academic
Jamie Speer	Vice-President Operations & Finance
Jennifer Wanke	Vice-President Student Life
Bill Smith	General Manager
Catherine van de Braak	E/A, Recording Secretary

Absent

Kory Zwack	Vice-President External
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1. Call to Order

The meeting was called to order by Chris at 10:05

2. Approval of Agenda

The agenda was approved as tabled

3. Approval of Minutes

The minutes of the January 21, 2002 Executive Committee meeting were adopted by consensus.

4. Reports

First meeting of the week only

5. Old Business

Tabled to the next week.

6. Items of Business

a) WUSC Reserve Fund

Jen tabled receipts for travel expenses from three WUSC sponsored students. Re-paying these costs to the Federal Government represent quite a challenge for the students. Discussion ensued regarding the need to cover these costs for the students.

WANKE/SPEER MOVED THAT the Executive Committee approve an expense not to exceed 1403.00 from the WUSC Reserve Fund to cover travel expenses for Moses Kayanga Adiba

VOTE ON MOTION 3/0/0 CARRIED

WANKE/SPEER MOVED THAT the Executive Committee approve an expense not to exceed 1500.00 from the WUSC Reserve Fund to cover travel expenses for Etienne Biregeya

VOTE ON MOTION 3/0/0 CARRIED

WANKE/SPEER MOVED THAT the Executive Committee approve an expense not to exceed 1146.22 from the WUSC Reserve Fund to cover travel expenses for Mohannad Mustafa Siddiqi

VOTE ON MOTION 3/0/0 CARRIED

b) WUSC Bylaw Jen tabled proposed changes to the WUSC bylaw. Discussion ensued regarding the proposed changes. The changes were tabled to a later meeting in March.

c) ACUI Conference Bill tabled a request to attend the upcoming ACUI conference in Albuquerque New Mexico Mar 16-21. This is a valuable conference and ACUI meets the policy requirements for organizations that the SU belongs to.

SPEER/WANKEMOVED THAT the Executive Committee approve and expenditure not to exceed \$2567.00 for Bill Smith to attend the upcoming ACUI conference in Albuquerque New Mexico

VOTE ON MOTION 3/0/0 CARRIED

d) Coca Cola Update Amy provided an update regarding the Coca-Cola Student Involvement Awards. These awards will be given out at the Students' Union Awards ceremony.

e) CUP MOU Jen tabled information regarding the background on this item. Changes that Don Iveson suggested were reviewed. Some changes have been included in the next draft. Jen will present the third draft to council next week as well as give a presentation regarding it.

WANKE/SALYZYN MOVED THAT the Executive Committee approves Draft III, Memorandum of Understanding Between the University of Alberta Students' Union and Canadian University Press.

VOTE ON MOTION 3/0/0 CARRIED

f) In Camera business Meeting moved in camera

- g) Students' Council** Discussion ensued regarding the upcoming council meetings and if council should be re-scheduled. An amended schedule was decided on.
- h) USS Partnership** Bill tabled the Active Partnership Paper. Discussion ensued regarding the document. It is important that the suggestions can be supported through the transition phase.
Chris will meet with Doug to discuss the proposal.
Jen requested that University Jackets be added to the proposal.
- i) Alumni BBQ** Alumni Affairs must raise 12,000.00 within the next two weeks for this event to proceed.
- j) University Fees** Athletics and the Sexual Assault Centre have approached the Students' Union regarding increasing their fees for next year. Both services must have approval from the GSA Council and the Students' Union Council. Athletics is proposing a 10% increase and the Sexual Assault Centre a 100% increase. In order for the SU to consider these, both services must develop a strong business case for increasing fees and have exhausted all other routes to raise the money. Chris will ask to have the business cases presented by mid February.
- Meeting adjourned until tomorrow morning at 8:30 am
Thursday January 31: Meeting resumed at 8:40 am
- k) Faculty Association Fees** Engineering and Science are interested in collecting fees for non-academic purposes. According to information that Chris has obtained, this may not be legal to do. The executive will review the tuition fee policy. Chris will update COFA regarding this tonight.
- l) Referenda Process** Suggestions were made regarding the changes to the referenda bylaw. Legal council has suggested it may be necessary to review the bylaws and constitution. This is a huge issue that may not be achievable by the end of April. This could be a cost to the Students' Union; this will be reviewed further.
- m) Chaplains Space** Minor changes were made to the proposed chaplains space. The chaplains are happy with the changes.
- n) Art Collection** The stained glass panels that are currently in the meditation room will be moved due to the reno. The chaplains would like them re-located in the new meditation room space. The executive support this with the inclusion of a plaque stating that the panels are part of the Students' Union art collection. Jamie will investigate what is in the Students' Union art collection at this time.
- o) Finance and Adm costs** Jamie tabled the projected costs of retaining Anita as a consultant for the next 3 months. Bill feels that the costs may be a bit less due to holidays that are still owed.

- p) FACRA** An operating agreement has been given to FACRA, their lawyer is reviewing it. This item will come to executive on Monday.
- q) CME** Jen would like the Students' Union to act as regional host for the Canadian Music Explosion 2002. This is a Canada wide Battle of the Bands event. There would be no costs to the Students' Union other than tech and use of the Power Plant. The executive support this initiative.
- r) Hack Party** Jen gave an update regarding holding a "hack" party during reading week. This would be a party for anyone who has been involved in Students' Union, past or current. Discussion ensued regarding this event. Concerns were raised regarding the timing and cost. Jen will use volunteer pr to cover any costs.
- s) In Camera Business** Meeting moved in camera
- 7. Announcements**
- 8. Adjournment** Meeting adjourned at 9:40 am

Bylaw 100

A Bylaw Respecting the Students' Council

- Short Title** 1. This Bylaw may be referred to as the "Students' Council Bylaw."
- Definitions** 2. In this Bylaw:
- a. "Speaker" means the Speaker of Students' Council, or the officer carrying out the duties of the Speaker due to his/her absence;
 - b. "Council" means the Students' Council;
 - c. "Councilor" is any voting member of Students' Council, excluding the members of the Executive Committee and undergraduate Board of Governors Representative;
 - d. "CRO" means Chief Returning Officer of the Students' Union.

Part I - Members of Council

- Non-Voting Members** 3. The non-voting members of Students' Council are:
- a. The General Manager;
 - b. The Speaker (officer of council);
 - c. The Recording Secretary (officer of council);
 - d. *The Gateway* Editor-In-Chief; and

- Rights of Non-Voting Members** 4. A non-voting member has all the rights of voting members except:
- a. The right to move, second or vote on a motion;
 - b. The right to assume voting position on standing Boards or Committees of Council.

Sep 18/01
Jan 23/01
Oct 27/98
Feb 03/98

**Voting
Members**

5. The fifty (50) voting members of Council are:
 - a. The voting members of the Executive Committee;
 - b. The Undergraduate Board of Governors Representative;
 - c. The Residence Hall Association Representative;
 - d. The President of the University Athletics Board.
 - e. The remaining 42 voting seats will be allocated as described bellow:

**Seat
Distribution
Formula**

$$\frac{\text{Total Population of Undergraduate Students}}{\text{Total number of voting seats} - (5 \text{ executive seats} + 3 \text{ ex-officio seats})}$$

$$= \text{THRESHOLD}$$

Threshold: total number of students necessary to hold a seat

$$\frac{\text{Total Faculty Population of Undergraduate Students}}{\text{Threshold}}$$

$$= \text{Total Number of Seats Awarded to the Faculty}$$

NOTE 1: Each faculty will be awarded at least one seat regardless of whether or not they reach threshold (if in case the total number of seats awarded is < 1 at least one seat will be awarded).

NOTE 2: Once whole numbers of seats are awarded remaining seats are distributed to those Faculties with the largest remainder (nearest the threshold for another seat) in descending order until no seats remain.

6. The structure of the voting membership of Council will be listed in Schedule A of this Bylaw, and will be updated by the Internal Review Board by January 31 of each year . Schedule A will be attached to Bylaw 100.

Sep 18/01
Jan 23/01
Oct 27/98
Feb 03/98

- Eligibility Requirements**
7. Each voting member of Council referred to in Section 5 will be:
 - a. a member of the Students' Union within the meaning of Article VIII of the Constitution; and
 - b. registered as either:
 - i. an undergraduate student in the Faculty, School, or College they represent; or,
 - ii. the registered student group that they represent.

PART II - Faculty Representatives

- Exception from Faculty Constituency**
8. a. Each voting member of the Students' Council, shall be elected by members of the Students' Union registered in the respective faculty, school or institution in which they are registered with the exceptions of:
 - i. The Executive Committee;
 - ii. President of the University Athletics Board;
 - iii. Representative of the Residence Halls Association; and,
 - iv. The Board of Governors Representative.
 - b. Each election required for the representative of a faculty, or school shall be conducted annually before the 30th of March, and in accordance with Bylaw 2200.
 - c. Vacancies in Council Membership will be filled according to Article XIV – Vacancies of the Constitution.

PART III - Report of Election Results

- Reporting Results**
9. The CRO conducting an election pursuant to this Bylaw shall submit within fourteen (14) days to the Speaker of the Council a report in writing containing the results of the election.

PART IV - Requirement of Members

- Requirement of Council Members**
10. Each voting member of Council, or their proxy, will:
 - a. Actively represent the student body as a whole, and the particular group by which the member was elected;

Sep 18/01
Jan 23/01
Oct 27/98
Feb 03/98

- b. Be required to spend four (4) hours each month, or four (4) hour equivalents, during both the Fall and Winter Sessions in outreach and communication activities. Such activities must consist of, but not be limited to, sitting on Students' Union boards and committees, classroom speaking, and visiting with students, and shall not include Council meetings.
- c. Attend to the maximum extent practicable all meetings of any board, committee, or task force of which they are a member; and,
- d. Be responsible for regular attendance at meetings of Council.
- e. Make recommendations to the Students' Council on matters of concern to the undergraduate students of the University of Alberta; and,
- f. To perform other functions as may from time to time be assigned by Students' Council;

PART V - Removal of Members

**Removal &
Reinstatement
of Council
Members**

- 11. A member of Council who misses five (5) meetings in total or three (3) consecutive meetings will:
 - a. Be immediately suspended from Council by the Speaker in a Council meeting;
 - b. Be expelled and have their seat declared vacant by the Speaker at the next Council meeting unless reinstated through the process described in Section 11.c.
 - c. An expelled member of Council or delegate may make a five (5) minute presentation to Council at the meeting immediately following their suspension, explaining the reasons behind his/her absences from Council and to ask for his/her reinstatement. After the presentation, a motion to reinstate may be moved and seconded by voting members of Council. Such a vote to reinstate shall require a two-thirds (2/3) majority to pass.

Sep 18/01
Jan 23/01
Oct 27/98
Feb 03/98

- d. A reinstated member of Council who misses a subsequent meeting is subject to removal from Council.
- e. A member of council who has been expelled from council may not be re-elected or appointed to council in the same academic year in which they were removed nor may they sit as a proxy.
- f. The General Manager is exempt from the attendance provisions of this by-law:

The Speaker of Council is responsible for enforcing and informing of the attendance and proxy requirements of this bylaw.
- h. Section (11)(g) notwithstanding, it is the responsibility of each member of Council be familiar with the rules governing Council's meetings including attendance requirements. Ignorance of the law shall not allow for exemption from the rules.

Resignation

- 12. A member of Council may resign their office at any time by filing written notice with the Speaker of their resignation and the member will thereupon cease to be a member of Council on the earliest of:
 - a. The date mentioned in the notice for such resignation to take effect;
 - b. Thirty (30) days after the notice is received by the Speaker.

Part VI - Proxy Members

Appointment of Proxy

- 13. Any member of Council, except for any voting member of the Executive Committee, the Undergraduate Board of Governors Representative may appoint a proxy member for any portion of their term in office to fulfil the attendance requirement set out in Section 11 of this bylaw.

Duties of Proxy Members

- 14. Throughout the duration of their appointment, a proxy member appointed pursuant to this part will meet the same qualifications and have the same rights and responsibilities as the councilor who appointed the proxy member.

Sep 18/01
Jan 23/01
Oct 27/98
Feb 03/98

Notice to Speaker

15. No notice of appointment of a proxy member will be valid unless the following conditions are met:
 - a. The notice must be in writing or by electronic mail;
 - i. Notice must be received no later than two hours before the start of the Council meeting.
 - b. The notice must contain the name and contact information of the proxy member;
 - c. The notice must be written and signed (unless sent by electronic mail) by the Councilor on whose behalf the proxy member will be acting;
 - d. The notice must be dated and include the meeting(s) of Council that the proxy will be attending on behalf of the Councilor.
16. The presence of the Councilor will constitute termination of a proxy member's appointment.
17. No proxy member can be appointed to fill an otherwise vacant position on Council.
18. Failure of a duly appointed proxy member to attend the meeting(s) of Council for which he/she was appointed will constitute an absence on the record of the Councilor who appointed the proxy member.

Part VII - Meetings

Frequency of Meetings

19. Council will not hold less than one (1) meeting per month, with regular meetings to be held every two (2) weeks unless otherwise deemed advisable by Council, the Executive Committee or the President of the Students' Union.

Rules of Order

20. *Robert's Rules of Order* will be observed at all meetings of Council, as well as any special rules/additional standing orders adopted by Council.

Sep 18/01
Jan 23/01
Oct 27/98
Feb 03/98

- Public Meetings** 21. The meetings of Council shall be open to any member of the Students' Union, but:
- a. Any meeting or part thereof may be closed, except to all Council members, upon passage of a motion to that effect.
 - b. No one who is not a member of Council may take part in discussion at a Council meeting unless questioned by a Council member, or designated as a Guest of Council.

Sep 18/01
Jan 23/01
Oct 27/98
Feb 03/98

Bylaw 100
Schedule A

Structure of Voting Membership
of Students' Council
2000-2001

Sep 18/01
Jan 23/01
Oct 27/98
Feb 03/98

Bylaw 100
Schedule B

Per University of Alberta Office of the Registrar

Summary of Statistics

Enrollment of Full-time Students by Faculty

Academic Year 1999-2000

Sep 18/01
Jan 23/01
Oct 27/98
Feb 03/98

CURRENT

Bylaw 100 - Schedule A/ Voting Structure of Students' Council

VOTING STRUCTURE OF STUDENTS' COUNCIL 2000/2001	
Faculty or Representation	
Agric/Forest/HomeEc	
Agric/Forest/HomeEc	
Arts	
Arts	
Arts	
Arts	
Arts	
Business	
Business	
Business	
Education	
Education	
Education	
Education	
Education	
Engineering	
Engineering	
Engineering	
Engineering	
Engineering	
Law	
Residence Halls Association	
Medicine & Oral Health Sciences	
Medicine & Oral Health Sciences	
School of Native Studies	
Nursing	
Pharmacy	
Physical Education	
Rehab Medicine	
Faculté Saint-Jean	
Science	
Science	
Science	
Science	
Science	
President of University Athletic Board	

Oct 27/98
Jan 06/98
Apr 30/96
Mar 12/96

CURRENT

Bylaw 100 - Schedule A/ Voting Structure of Students' Council

Oct 27/98
Jan 06/98
Apr 30/96
Mar 12/96

Bylaw 100

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- Definitions** 2. In this Bylaw:
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 - b. "Council" means the Students' Council;
 - c. "Counselor" is any voting member of Students' Council, excluding the members of the Executive Committee and undergraduate Board of Governors Representative;
 - d. "CRO" means Chief Returning Officer of the Students' Union.

Part I - Members of Council

- Non-Voting Members** 3. The non-voting members of Students' Council are:
- a. The General Manager;
 - b. The Speaker (officer of council);
 - c. The Recording Secretary (officer of council);
 - d. *The Gateway* Editor-In-Chief; and
 - e. ~~The Recreation Action Committee Representative.~~

- Rights of Non-Voting Members** 4. A non-voting member has all the rights of voting members except:
- a. The right to move, second or vote on a motion;
 - b. The right to assume voting position on standing Boards or Committees of Council.

Jan 23/01
Oct 27/98
Feb 03/98
Aug. 6/96

**Voting
Members**

- 5. The fifty (50) voting members of Council are:
 - a. The voting members of the Executive Committee;
 - b. The Undergraduate Board of Governors Representative;
 - c. The Residence Hall Association Representative;
 - d. The President of the University Athletics Board.
 - e. The remaining 42 voting seats will be allocated as described bellow:

**Seat
Distribution
Formula**

$$\frac{\text{Total Population of Undergraduate Students}}{\text{Total number of voting seats - (5 executive seats + 3 ex-officio seats)}}$$

$$= \text{THRESHOLD}$$

Threshold: total number of students necessary to hold a seat

$$\frac{\text{Total Faculty Population of Undergraduate Students}}{\text{Threshold}}$$

$$= \text{Total Number of Seats Awarded to the Faculty}$$

NOTE 1: Each faculty will be awarded at least one seat regardless of whether or not they reach threshold (if in case the total number of seats awarded is < 1 at least one seat will be awarded).

NOTE 2: Once whole numbers of seats are awarded remaining seats are distributed to those Faculties with the largest remainder (nearest the threshold for another seat) in descending order until no seats remain.

- 6. The structure of the voting membership of Council will be listed in Schedule A of this Bylaw, and will be updated by the Internal Review Board by January 31 of each year . Schedule A will be attached to Bylaw 100.

Eligibility Requirements

- 7. Each voting member of Council referred to in Section 5 will be:
 - a. a member of the Students' Union within the meaning of Article VIII of the Constitution; and
 - b. registered as either:
 - i. an undergraduate student in the Faculty, School, or College they represent; or,
 - ii. the registered student group that they represent.

PART II - Faculty Representatives

Exception from Faculty Constituency

- 8. a. Each voting member of the Students' Council, shall be elected by members of the Students' Union registered in the respective faculty, school or institution in which they are registered with the exceptions of:
 - i. The Executive Committee;
 - ii. President of the University Athletics Board;
 - iii. Representative of the Residence Halls Association; and,
 - iv. The Board of Governors Representative.
- b. Each election required for the representative of a faculty, or school shall be conducted annually before the 30th of March, and in accordance with Bylaw 2200.
- c. Vacancies in Council Membership will be filled according to Article XIV – Vacancies of the Constitution.

PART III - Report of Election Results

Reporting Results

- 9. The CRO conducting an election pursuant to this Bylaw shall submit within fourteen (14) days to the Speaker of the Council a report in writing containing the results of the election.

PART IV - Requirement of Members

Requirement of Council Members

- 10. Each voting member of Council, or their proxy, will:
 - a. Actively represent the student body as a whole, and the particular group by which the member was elected;

Jan 23/01
Oct 27/98
Feb 03/98
Aug. 6/96

- b. Be required to spend four (4) hours each month, or four (4) hour equivalents, during both the Fall and Winter Sessions in outreach and communication activities. Such activities must consist of, but not be limited to, sitting on Students' Union boards and committees, classroom speaking, and visiting with students, and shall not include Council meetings.
- c. Attend to the maximum extent practicable all meetings of any board, committee, or task force of which they are a member; and,
- d. Be responsible for regular attendance at meetings of Council:
 - i. ~~If a Counselor misses four (4) meetings in total, they will be reprimanded in Council by the Speaker.~~
 - ii. ~~If a Counselor misses five (5) meetings in total, or three (3) consecutive meetings, they are immediately removed from Council.~~
- e. Make recommendations to the Students' Council on matters of concern to the undergraduate students of the University of Alberta; and,
- f. To perform other functions as may from time to time be assigned by Students' Council;

PART V - Removal of Members

**Removal &
Reinstatement
of Council
Members**

- 11. A member of Council ~~who ceases to comply with Section 10.d. of this Bylaw who misses five (5) meetings in total or three (3) consecutive meetings~~ will:
 - a. Be immediately ~~expelled~~ suspended from Council by the Speaker in a Council meeting;
 - b. ~~Not be reinstated until~~ Be expelled and have their seat declared vacant by the Speaker at the next Council meeting session unless reinstated through the process described in Section 12.c.

Jan 23/01
Oct 27/98
Feb 03/98
Aug. 6/96

- c. An expelled member of Council or delegate may make a five (5) minute presentation to Council at the meeting immediately following their suspension, explaining the reasons behind his/her absences from Council and to ask for his/her reinstatement. After the presentation, a motion to reinstate may be moved and seconded by voting members of Council. Such a vote to reinstate shall require a two-thirds (2/3) majority to pass.
- d. Should a reinstated member of Council, or their proxy, miss a subsequent meeting, they are immediately subject to removal from Council.
- e. A member of council who has been expelled from council may not be re-elected or appointed to council in the same academic year in which they were removed nor may they sit as a proxy.
- f. The General Manager is exempt from the attendance provisions of this by-law:
 - eg. The Speaker of Council is responsible for enforcing and informing Counselors of the attendance and proxy requirements of this bylaw.
- h. Section (11)(g) notwithstanding, it is the responsibility of each member of Council be familiar with the rules governing Council's meetings including attendance requirements. Ignorance of the law shall not allow for exemption from the rules.

Resignation

- 12. A member of Council may resign their office at any time by filing written notice with the Speaker of their resignation and the member will thereupon cease to be a member of Council on the earliest of:
 - a. The date mentioned in the notice for such resignation to take effect;
 - b. Thirty (30) days after the notice is received by the Speaker.
 - c. ~~The end of the Council meeting at which the counselor announced their resignation~~

Part VI - Proxy Members

Jan 23/01
Oct 27/98
Feb 03/98
Aug. 6/96

- Appointment of Proxy** 13. Any ~~voting~~ member of Council, except for any voting member of the Executive Committee, the Undergraduate Board of Governors Representative may appoint a proxy member for any portion of their term in office to fulfil the attendance requirement set out in Section ~~10~~ 11 of this bylaw.
- Duties of Proxy Members** 14. Throughout the duration of their appointment, a proxy member appointed pursuant to this part will meet the same qualifications and have the same rights and responsibilities as the counselor who appointed the proxy member.
- Notice to Speaker** 15. No notice of appointment of a proxy member will be valid unless the following conditions are met:
- a. The notice must be in writing or by electronic mail;
 - i. Notice must be received no later than two hours before the start of the Council meeting.
 - b. The notice must contain the name and contact information of the proxy member;
 - c. The notice must be written and signed (unless sent by electronic mail) by the Counselor on whose behalf the proxy member will be acting;
 - d. The notice must be dated and include the meeting(s) of Council that the proxy will be attending on behalf of the Counselor.
16. The presence of the Counselor will constitute termination of a proxy member's appointment.
17. No proxy member can be appointed to fill an otherwise vacant position on Council.
18. Failure of a duly appointed proxy member to attend the meeting(s) of Council for which he/she was appointed will constitute an absence on the record of the Counselor who appointed the proxy member.

Part VII - Meetings

Jan 23/01
Oct 27/98
Feb 03/98
Aug. 6/96

- Frequency of Meetings** 19. Council will not hold less than one (1) meeting per month, with regular meetings to be held every two (2) weeks unless otherwise deemed advisable by Council, the Executive Committee or the President of the Students' Union.
- Rules of Order** 20. *Robert's Rules of Order* will be observed at all meetings of Council, as well as any special rules/additional standing orders adopted by Council.
- Public Meetings** 21. The meetings of Council shall be open to any member of the Students' Union, but:
- a. Any meeting or part thereof may be closed, except to all Council members, upon passage of a motion to that effect.
 - b. No one who is not a member of Council may take part in discussion at a Council meeting unless questioned by a Council member, or designated as a Guest of Council.

Bylaw 100
Schedule A

Structure of Voting Membership
of Students' Council
2000-2001

Jan 23/01
Oct 27/98
Feb 03/98
Aug. 6/96

Bylaw 100
Schedule B

Per University of Alberta Office of the Registrar

Summary of Statistics

Enrollment of Full-time Students by Faculty

Academic Year 1999-2000

Jan 23/01
Oct 27/98
Feb 03/98
Aug. 6/96

Proposed

Bylaw 100 - Schedule A/ Voting Structure of Students' Council

VOTING STRUCTURE OF STUDENTS' COUNCIL 2000/2001	
Faculty or Representation	
Agric/Forest/HomeEc	
Agric/Forest/HomeEc	
Arts	
Arts	
Arts	
Arts	
Arts	
Business	
Business	
Business	
Education	
Education	
Education	
Education	
Education	
Engineering	
Engineering	
Engineering	
Engineering	
Engineering	
Law	
Residence Halls Association	
Medicine & Oral Health Sciences	
Medicine & Oral Health Sciences	
School of Native Studies	
Nursing	
Pharmacy	
Physical Education	
Rehab Medicine	
Faculté Saint-Jean	
Science	
Science	
Science	
Science	
Science	
Executive Member President of the Univer Athletics Board	

- Oct 27/98
- Jan 06/98
- Apr 30/96
- Mar 12/96

Proposed

Bylaw 100 - Schedule A/ Voting Structure of Students' Council

Oct 27/98
Jan 06/98
Apr 30/96
Mar 12/96

Bylaw 2200

A Bylaw Respecting the Elections to Students' Council

Short Title 1. This Bylaw may be referred to as the Elections Bylaw".

Definitions 2. For the purpose of this Bylaw:

- a. a member of the Students' Union shall be a full or associate member as defined in Article VIII of the Constitution.
- b. "faculty" shall be interpreted to mean faculty, school or institution.
- c. "faculty association" shall be interpreted to mean any student association recognized as representing all students in a faculty, school or institution, as delineated in Bylaw 8300.
- d. "F.A.D.R.O." shall mean the Faculty Association Deputy Returning Officer.
- e. "C.R.O." or "Chief Returning Officer" shall mean the Students' Union Chief Returning Officer, as defined by Bylaw 2500.
- f. two (2) or more candidates shall constitute a "slate" if their names appear jointly on any piece of their advertising, or if on any pieces of their advertising their names are presented as being members of the same organization. The names of slates may not include federally or provincially registered political parties or their affiliate organizations.
- g. "D.I.E. Board" means the Discipline, Interpretation and Enforcement Board.
- h. "campaign" means any planned or organized act by or on behalf of any person which is calculated to gain support for the election of that person to any position.
- i. "Campaign expense" means any and all expenditures by or on a candidate's behalf for election advertising, equipment or other expenditures associated with the campaign.
- j. "banner" is any sheet of paper or other material of a total area between four (4) square feet and two hundred (200) square feet which is displayed as part of a campaign.

PART I

Date of Election

- 3. a. Subject to Section 25 and notwithstanding Section 8, there shall be an election for faculty representatives to Students' Council annually at some time between February 1 and March 31. However, the election shall not be held simultaneously, in whole or in part, with the Students' Union General Election.

Selection of Returning Officer

- b. A Deputy Returning Officer for each faculty representative election shall be chosen by the faculty students' association at least ten (10) weeks before the election of faculty representatives.
 - i. If there is no faculty students' association, the F.A.D.R.O. may be appointed by the Students' Union C.R.O.

General Meeting

- c. The Faculty Association Deputy Returning Officer shall also reserve a location for a faculty general meeting or forum to present candidates for office. The meeting:
 - i. will be chaired by the F.A.D.R.O. or their designee;
 - ii. will provide each candidate the opportunity to speak;
 - iii. will be open to every Students' Union member to attend;
 - iv. will occur not more than seventy-two (72) hours before polls open or less than eighteen (18) hours before a poll opens, or at least twenty-four (24) hours after the day that the campaign begins.

Offices

- 4. a. Office(s) contested in the faculty elections are the faculty student representative(s) to the Students' Union Council.

Eligibility Vote

- b. Every member of the Students' Union who is a student in the faculty for which representatives are being elected shall be eligible to vote for these positions, except for the F.A.D.R.O. The F.A.D.R.O. shall vote only to determine the outcome when two (2) or more candidates receive an equality of votes.

**Nomination
Forms**

7. a. Nomination forms shall be made available the day nominations open.
 - i. Rules and regulations for the faculty representative elections shall be made available the day nominations open and must include but are not limited to this Bylaw.
- b. Nominations of candidates for position(s) specified in Section 4(a) shall:
 - i. be in writing; and,
 - ii. contain the
 - (1) printed name;
 - (2) signature;
 - (3) faculty;
 - (4) year, and
 - (5) student identification number of each of at least ten (10) nominators who shall each be a member of the Students' Union and of the faculty for which representative positions are being contested.
- c. A nominator should not nominate more than one (1) candidate for each seat.

Slates

- d. Candidates who intend to run on a slate shall be responsible for informing the Faculty Association Deputy Returning Officer of their intention to run as a slate prior to the appearance of the slate's advertising.
 - e. No candidate may contest more than one (1) position.
8. a. Nominations of candidates for those positions specified in Section 4(1) shall be submitted by 1700 Hours on Nominations Day at the faculty students association office, or at a place to be designated by the F.A.D.R.O.

- b. i. Nominations for positions for which no nominations have been received shall be re-opened until 1700 Hours of the second weekday following the Nomination Day, and adequate notice to this effect shall be advertised and posted.
 - ii. If no nomination is received by this time and date, the position(s) may be filled by volunteers, provided such volunteers demonstrate the commitment and fulfill the functions of a regularly elected representative.
9. The F.A.D.R.O. shall post the names of all candidates for each position within twenty-four (24) hours of the closing of nominations.

PART III - Campaigning

- Campaigning**
10. Campaigning shall last for five (5) consecutive working days. All campaign materials must be removed in a manner to be determined by the F.A.D.R.O. by 0730 Hours on the first day of voting.

11. Each candidate shall campaign in a reasonable and responsible manner, including:
 - a. being personally responsible and liable for any damages resulting from their campaign;
 - b. being responsible for obtaining permission from the proper authorities to campaign in public places or in classrooms;
 - c. being responsible for ensuring that practices that are unfair to other campaigns are not followed;
 - d. being responsible for complying with the provisions of this Bylaw and other regulations, orders, bylaws or laws which pertain.

**Campaign
Manager**

12. a. A candidate or slate may choose to have a campaign manager. The campaign manager is responsible to the candidate or slate and is subject to the same restrictions as the candidate(s) themselves, as outlined in Section 11 above. A campaign manager's failure to comply with this Bylaw may result in the candidate(s) being disqualified for election.
- b. Any candidate(s) must inform the F.A.D.R.O. of their intention to designate an individual as campaign manager, and provide to the F.A.D.R.O. the designated individual's name, student identification number and telephone number.
- c. A campaign manager must be a member of the faculty for which the representative position is being contested.

**Campaign
Materials**

13. a. Campaign materials shall be limited to posters, pamphlets, newspapers, ribbons, buttons, loud hailer and banners, and such other materials as are approved by the F.A.D.R.O. All materials mass produced by candidates (photocopies, posters, pamphlets, etcetera) shall bear the name of the printer.
- b. Each independent candidate and each slate shall be limited to a maximum of one (1) banner.
- c. Stickers of any kind shall not be used as campaign material, and paint shall not be used on anything except posters and banners.

14. A sample of all campaign materials and their estimated or actual cost must be given to and approved by the F.A.D.R.O. before the materials may be used in a campaign.

**Campaign
Funds**

15. a. The Students' Union shall allocate funds to a maximum of one hundred fifty (\$150.00) dollars per representative position to Students' Council.
 - i. This funding will be divided among candidates in the following manner:
 - (1) twenty-five (\$25.00) dollars for one (1) candidate;
 - (2) forty-five (\$45.00) dollars per slate of two (2) candidates;
 - (3) sixty-five (\$65.00) dollars per slate of three (3) candidates;
 - (4) eighty (\$80.00) dollars per slate of four (4) candidates;
 - (5) one hundred (\$100.00) dollars per slate of five (5) or more candidates.
 - ii. Subject to Bylaw 100 Section 4, additional funding shall be allocated for faculties which have the maximum allowable number of representatives and have more than four thousand (4,000) students. Recognizing the increased cost of notifying all faculty student members of their candidacy, for each full one thousand (1,000) students over three thousand (3,000), the Students' Union will allocate five dollars (\$5.00) per individual candidate or slate.
 - iii. Each candidate shall keep, or ensure that their campaign manager keeps, an up-date and accurate account of all campaign expenses.
- b. The Students' Union shall allocate funds to each faculty for the purpose of publicizing the election. Such funding shall be dependent on the number of full-time students in the faculty, but shall be sufficient to cover costs for:

- i. one (1) 8-1/2 x 11" poster for each fifty (50) students in any faculty having more than one thousand (1,000) full-time students;
- ii. twenty (20) 8-1/2" x 11" posters for all faculties having less than one thousand (1,000) students;
- iii. Posters must be produced and prominently displayed in order to notify students of:
 - (1) the opening and closing of faculty representative nominations;
 - (2) the date, time and location of a faculty representatives candidates' meeting;
 - (3) the date, time and location of a faculty representatives candidates' forum;
 - (4) the date, time and location of polls for the election of faculty representatives to Students' Council.
- iv. The quantities of posters as stipulated above in 15.b.i. and 15.b.ii. shall apply for each of 15.c(1), 15.c(2), 15.c(3), and 15.c(4).
- v. Faculty associations may spend their own money for extra advertising.
- vi. The Faculty Association Deputy Returning Officer shall keep an accurate and up-to-date account of all expenditures incurred in publicizing the election.

Voting

16. Subject to Section 4.b, each member of the Students' Union who is also a student in the faculty for which representative positions are being contested shall be allowed to cast one (1) secret non-transferable ballot.
 - a. The ballot will entitle each voter to make a single choice for each seat contested.
 - b. Voting shall be conducted at the times and place(s) determined by the F.A.D.R.O., with the proviso that the locations are readily accessible and in open areas commonly used by students in that faculty. The hours shall total a minimum of ten (10) hours over two consecutive week days and be between 0-900 Hours and 1500 Hours and, in faculties having more than two thousand (2,000) full-time students there shall be at least a minimum of two (2) polling locations.

- c. At the discretion of the F.A.D.R.O. there may be an advance poll.
 - d. At each poll established by the F.A.D.R.O. there shall be two (2) Assistant Deputy Returning Officers in attendance. Each Faculty Association Assistant Returning Officer shall be appointed by the F.A.D.R.O.
 - e. i. Each candidate shall be permitted to be present themselves or to have their agent at the counting of the ballots.
 - ii. Each slate shall be permitted to appoint one (1) of its members to be present at the counting of the ballots or to have its agent be present at the counting of the ballots.
17. Any candidate may take the option of contesting a position as part of a slate and be allowed an appropriate designation of the slate of which they are a member on the ballot, but the candidates are to be elected individually and not as a slate.
18. A request for a recount must:
- a. be in writing;
 - b. be given to the F.A.D.R.O. within one (1) working day of the posting of the election results;
 - c. contain a duly signed request for a recount by the candidate who is contesting the particular position.

- 19. The F.A.D.R.O. shall:
 - a. seal all ballot boxes until all questions of election irregularities have been dealt with;
 - b. keep the ballots in a locked container for a period of at least two (2) weeks after the last recount has been completed;
 - c. post:
 - i. election results within one (1) working day of the closing of the polls;
 - ii. election results within two (2) working days of all complaints and appeals having been dealt with;
 - iii. recount results within two (2) working days of the completion of the recount.

PART IV - Accounts and Refunds

**Expense
Account
Submissions**

- 20. a. Each candidate is responsible for submitting to the F.A.D.R.O. their account, or the expense account of the slate with which they ran for election, including all original receipts and bills, before Noon on the first day of voting.
 - i. After this time, no money shall be paid to any person or organization for any reason, unless authorized to do so by Students' Council.
 - ii. The budgets of the candidates shall be posted and copies shall be made available from the F.A.D.R.O. no later than 1800 Hours on the first day of voting.
- b. Such expenses can be reviewed and/or challenged only by the F.A.D.R.O. or the Students' Union C.R.O. The procedure for such a challenge is outlined in Part V of this Bylaw.

Election Cost

- 21. a. Each F.A.D.R.O. is responsible for submitting to the Students' Union C.R.O. the expense account for the running of the election which shall include:

- i. each candidate or slate(s) expense account, as determined by Section 15;
 - ii. costs for publicizing of events, as outlined in Section 15;
 - iii. costs for reserving a location for the faculty general forum, as outlined in Section 3, if applicable.
- b. The expenses listed above in Section 21.a. can be reviewed or challenged only by the Students' Union C.R.O., following the procedure established in Part V of this Bylaw.

Reimbursement and Refund

22. a. i. The Students' Union shall directly pay any invoice over a fifty (\$50.00) dollar value, as evidenced by any candidate's or slate's expense account, provided that the candidate or slate has complied with all provisions of this Bylaw.
- ii. The Students' Union shall reimburse any candidate or slate the remaining full value of the candidate's or slate's campaign expenses as evidenced by their campaign expense account, provided that the candidate or slate has complied with all provisions of this Bylaw.
- b. i. Under no circumstances may any candidate or slate exceed the spending allowance allocated. Candidates must pay fair market value for any goods or services provided, which includes:
(1) all publicity materials;
(2) room bookings or rentals;
(3) professional layout and setup of publicity materials.
- ii. The above mentioned services do not include volunteer efforts by members of the Students' Union.

- c. If any candidate withdraws from an election within forty-eight (48) hours prior to the opening of voting on the first day of voting, the campaign expenses of the candidate will not be paid unless in the opinion of the Students' Union C.R.O. extenuating personal reasons have forced the candidate to withdraw.
- d. The Students' Union shall not reimburse any candidate the value of their campaign expenses nor refund their deposit if they have been disqualified from running for office.
- e. Disbursal of funds shall be the responsibility of the F.A.D.R.O., pending approval of expense accounts by the Students' Union C.R.O.

PART V - Discipline Actions

**Bylaw
Infractions**

- 23. a. Any member of the faculty student association for which representative elections are being held may initiate proceedings regarding an alleged infraction of the provisions of this Bylaw. A complaint and information must be submitted in writing within twenty-four (24) hours of the closing of voting to the F.A.D.R.O.

- b. During the campaign, any alleged violation of this Bylaw which could void the election shall be dealt with within twelve (12) hours by the F.A.D.R.O. in the following manner:
 - i. The F.A.D.R.O. will contact each named candidate, slate or the campaign manager and seek to clarify and/or resolve the issue by giving the candidate(s) or campaign manager an opportunity to explain any alleged financial discrepancy, irregularity or infraction of this Bylaw.
 - ii. If either the F.A.D.R.O. or the complainant is not satisfied with an explanation provided by the candidate(s) or campaign manager involved, the F.A.D.R.O. will:
 - (1) inform the Students' Union C.R.O. of the situation and provide them with a copy of the notices given to the candidate(s) involved;
 - (2) inform the candidate(s) in writing that they or the complainant is not satisfied with the explanation and outline the reason(s) for their or the complainant's dissatisfaction;
 - (3) arrange a meeting of the C.R.O., candidate(s) involved, the campaign manager, the complainant (if the complainant is not the F.A.D.R.O.) and themselves, during which meeting the candidate(s) involved, the campaign manager, the complainant and the F.A.D.R.O. will be given the opportunity to present their arguments. This meeting must take place within forty-eight (48) hours of the receipt of the written complaint by the alleged infractions.

- c. The Students' Union C.R.O. will hear all arguments at the meeting provided by Section 23.b.ii(3) above, and will make a judgment regarding the validity of the arguments. Such judgment will be:
 - i. based on their understanding and interpretation of this Bylaw:
 - ii. posted within twenty-four (24) hours of the adjudication meeting of:
 - (1) the office of the Students' Union C.R.O.;
 - (2) the Students' Union Executive office;
 - (3) the officer of the F.A.D.R.O., or if they have no office, the office of the faculty student association for which they are the Chief Returning Officer;
 - iii. subject to appeal only to the Discipline, Interpretation and Enforcement (D.I.E.) Board within twenty-four (24) hours of the decision by the Students' Union C.R.O..
 - d. Any action taken by the C.R.O. in accordance with this Bylaw may be appealed in writing to the Discipline, Interpretation and Enforcement (D.I.E.) Board within twenty-four (24) hours of the Chief Returning Officer's decision. An appeal shall be dealt with within twenty-four (24) hours of its receipt by the D.I.E. Board. The action contested will nevertheless remain in force pending a ruling by the D.I.E. Board.
24. a. Any candidate or slate found guilty of unfair electioneering practices which would prejudice unfairly the results of an election in their favour shall be:

- i. disqualified by the Students' Union C.R.O.; and,
 - ii. subject to the penalties specified in Bylaw 3500 (The Discipline, Interpretation and Enforcement Board Bylaw) if:
 - (1) a decision made by the Students' Union C.R.O. is appealed to the D.I.E. Board and subsequently upheld;
 - (2) the Students' Union C.R.O. themselves lodges a complaint against any candidate, F.A.D.R.O.(s) and their complaint is deemed justified.
- b. If a candidate running on a slate is found guilty of unfair electioneering practices which would prejudice unfairly the results of an election in their favour, the other members of the slate may be:
- i. disqualified by the Students' Union C.R.O.; and,
 - ii. subject to the penalties specified in Bylaw 3500 (The Discipline, Interpretation and Enforcement Board Bylaw) if:
 - (1) a decision made by the Students' Union C.R.O. is appealed to the D.I.E. Board and subsequently upheld;
 - (2) the Students' Union C.R.O. themselves lodges a complaint against any candidate, F.A.D.R.O.(s) and their complaint is deemed justified.
25. a. If there is found to have been a serious contravention of the Bylaw, such that the results of an election could not reasonably be deemed to indicate actual preference of the electors, that election or that part thereof subject to the contravention, may be declared void by the C.R.O. summarily.
- b. If another election is required by virtue of the operation of Section 24 of this Bylaw, the F.A.D.R.O. shall establish new nomination and election dates, following the guidelines delineated in Section 3 of this Bylaw.

PART VI - Faculty Representatives

26. a. Subject to Bylaw 100, each voting member of the Students' Council, other than:
- i. a member of the Executive Committee;
 - ii. President of Athletics;
 - iii. President-Elect of Athletics;
 - iv. Representative of Lister Hall; or
 - v. Representative of the University of Alberta Hospital School of Nursing,
- shall be elected by members of the Students' Union registered in the respective faculty, school or institution in which they are registered.
- b. A student registered in the Faculty of Graduate Studies and Research who is also a full member of the Students' Union has the right to vote in an election for the representative of the faculty or school containing the teaching department which approves their program form.
- c. i. Nominations and elections for the representative(s) of a faculty or school shall be conducted by the faculty or school association:
- (1) within the constraints of this Bylaw;
 - (2) the Students' Union C.R.O. will have ultimate jurisdiction over the conduct of elections of faculty representative(s) to Students' Council, barring an appeal of their decision(s).
27. Notwithstanding anything else in this Bylaw, elections for the representatives of Lister Hall and the University of Alberta Hospital School of Nursing shall be conducted by the student government of those institutions in accordance with the applicable legislation and customs of that government, but subject to the "Students' Council Bylaw".

PART VII - Report of Result

28. The person or organization conducting an election pursuant to this Bylaw shall submit within seven (7) days to the Speaker of the Students' Council a report in writing containing the result of the election.
29. Although a faculty or school association may choose to incorporate the position of that faculty's representative to Students' Council with other positions within the faculty or school association, the Students' Union will fund only campaign costs that deal exclusively with the election of a faculty or school association representative to Students' Council. Ballots of such a combined position may, however, include all positions contested by candidate(s) within and/or external to the faculty or school association.

Bylaw 2200

A Bylaw Respecting the Elections to Students' Council

Short Title 1. This Bylaw may be referred to as the Elections Bylaw".

Definitions 2. For the purpose of this Bylaw:

- a. a member of the Students' Union shall be a full or associate member as defined in Article VIII of the Constitution.
- b. "faculty" shall be interpreted to mean faculty, school or institution.
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- d. "F.A.D.R.O." shall mean the Faculty Association Deputy Returning Officer.
- e. "C.R.O." or "Chief Returning Officer" shall mean the Students' Union Chief Returning Officer, as defined by Bylaw 2500.
- f. two (2) or more candidates shall constitute a "slate" if their names appear jointly on any piece of their advertising, or if on any pieces of their advertising their names are presented as being members of the same organization. The names of slates may not include federally or provincially registered political parties or their affiliate organizations.
- g. "D.I.E. Board" means the Discipline, Interpretation and Enforcement Board.
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- i. "Campaign expense" means any and all expenditures by or on a candidate's behalf for election advertising, equipment or other expenditures associated with the campaign.
- j. "banner" is any sheet of paper or other material of a total area between four (4) square feet and two hundred (200) square feet which is displayed as part of a campaign.

PART I

Date of Election

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Selection of Returning Officer

- b. A Deputy Returning Officer for each faculty representative election shall be chosen by the faculty students' association at least four (4) ~~ten (10)~~ weeks before the election of faculty representatives.
 - i. If there is no faculty students' association, the F.A.D.R.O. may be appointed by the Students' Union C.R.O.

General Meeting

- c. The Faculty Association Deputy Returning Officer shall also reserve a location for a faculty general meeting or forum to present candidates for office. The meeting:
 - i. will be chaired by the F.A.D.R.O. or their designee;
 - ii. will provide each candidate the opportunity to speak;
 - iii. will be open to every Students' Union member to attend;
 - iv. will occur not more than seventy-two (72) hours before polls open or less than eighteen (18) hours before a poll opens, or at least twenty-four (24) hours after the day that the campaign begins.

Offices

- 4. a. Office(s) contested in the faculty elections are the faculty student representative(s) to the Students' Union Council.

Eligibility Vote

- b. Every member of the Students' Union who is a student in the faculty for which representatives are being elected shall be eligible to vote for these positions, except for the F.A.D.R.O. The F.A.D.R.O. shall vote only to determine the outcome when two (2) or more candidates receive an equality of votes.

**Nomination
Forms**

7. a. Nomination forms shall be made available the day nominations open.
 - i. Rules and regulations for the faculty representative elections shall be made available the day nominations open and must include but are not limited to this Bylaw.
- b. Nominations of candidates for position(s) specified in Section 4(a) shall:
 - i. be in writing; and,
 - ii. contain the
 - (1) printed name;
 - (2) signature;
 - (3) faculty;
 - (4) year, and
 - (5) student identification number of each of at least ten (10) nominators who shall each be a member of the Students' Union and of the faculty for which representative positions are being contested.
- c. A nominator should not nominate more than one (1) candidate for each seat.

Slates

- d. Candidates who intend to run on a slate shall be responsible for informing the Faculty Association Deputy Returning Officer of their intention to run as a slate prior to the appearance of the slate's advertising.
 - e. No candidate may contest more than one (1) position.
8. a. Nominations of candidates for those positions specified in Section 4(1) shall be submitted by 1700 Hours on Nominations Day at the faculty students association office, or at a place to be designated by the F.A.D.R.O.

- b. i. Nominations for positions for which no nominations have been received shall be re-opened until 1700 Hours of the second weekday following the Nomination Day, and adequate notice to this effect shall be advertised and posted.
 - ii. If no nomination is received by this time and date, the position(s) may be filled by volunteers, provided such volunteers demonstrate the commitment and fulfill the functions of a regularly elected representative.
9. The F.A.D.R.O. shall post the names of all candidates for each position within twenty-four (24) hours of the closing of nominations.

PART III - Campaigning

- Campaigning**
10. Campaigning shall last for five (5) consecutive working days. All campaign materials must be removed in a manner to be determined by the F.A.D.R.O. by 0730 Hours on the first day of voting.

11. Each candidate shall campaign in a reasonable and responsible manner, including:
 - a. being personally responsible and liable for any damages resulting from their campaign;
 - b. being responsible for obtaining permission from the proper authorities to campaign in public places or in classrooms;
 - c. being responsible for ensuring that practices that are unfair to other campaigns are not followed;
 - d. being responsible for complying with the provisions of this Bylaw and other regulations, orders, bylaws or laws which pertain.

**Campaign
Manager**

12. a. A candidate or slate may choose to have a campaign manager. The campaign manager is responsible to the candidate or slate and is subject to the same restrictions as the candidate(s) themselves, as outlined in Section 11 above. A campaign manager's failure to comply with this Bylaw may result in the candidate(s) being disqualified for election.
- b. Any candidate(s) must inform the F.A.D.R.O. of their intention to designate an individual as campaign manager, and provide to the F.A.D.R.O. the designated individual's name, student identification number and telephone number.
- c. A campaign manager must be a member of the faculty for which the representative position is being contested.

**Campaign
Materials**

13. a. Campaign materials shall be limited to posters, pamphlets, newspapers, ribbons, buttons, loud hailers and banners, and such other materials as are approved by the F.A.D.R.O. All materials mass produced by candidates (photocopies, posters, pamphlets, etcetera) shall bear the name of the printer.
- b. Each independent candidate and each slate shall be limited to a maximum of one (1) banner.
- c. Stickers of any kind shall not be used as campaign material, and paint shall not be used on anything except posters and banners.

14. A sample of all campaign materials and their estimated or actual cost must be given to and approved by the F.A.D.R.O. before the materials may be used in a campaign.

**Campaign
Funds**

15. a. The Students' Union shall allocate funds to a maximum of one hundred fifty (\$150.00) dollars per representative position to Students' Council.
 - i. This funding will be divided among candidates in the following manner:
 - (1) twenty-five (\$25.00) dollars for one (1) candidate;
 - (2) forty-five (\$45.00) dollars per slate of two (2) candidates;
 - (3) sixty-five (\$65.00) dollars per slate of three (3) candidates;
 - (4) eighty (\$80.00) dollars per slate of four (4) candidates;
 - (5) one hundred (\$100.00) dollars per slate of five (5) or more candidates.
 - ii. Subject to Bylaw 100 Section 4, additional funding shall be allocated for faculties which have the maximum allowable number of representatives and have more than four thousand (4,000) students. Recognizing the increased cost of notifying all faculty student members of their candidacy, for each full one thousand (1,000) students over three thousand (3,000), the Students' Union will allocate five dollars (\$5.00) per individual candidate or slate.
 - iii. Each candidate shall keep, or ensure that their campaign manager keeps, an up-date and accurate account of all campaign expenses.
- b. The Students' Union shall allocate funds to each faculty for the purpose of publicizing the election. Such funding shall be dependent on the number of full-time students in the faculty, but shall be sufficient to cover costs for:

- i. one (1) 8-1/2 x 11" poster for each fifty (50) students in any faculty having more than one thousand (1,000) full-time students;
- ii. twenty (20) 8-1/2" x 11" posters for all faculties having less than one thousand (1,000) students;
- iii. Posters must be produced and prominently displayed in order to notify students of:
 - (1) the opening and closing of faculty representative nominations;
 - (2) the date, time and location of a faculty representatives candidates' meeting;
 - (3) the date, time and location of a faculty representatives candidates' forum;
 - (4) the date, time and location of polls for the election of faculty representatives to Students' Council.
- iv. The quantities of posters as stipulated above in 15.b.i. and 15.b.ii. shall apply for each of 15.c(1), 15.c(2), 15.c(3), and 15.c(4).
- v. Faculty associations may spend their own money for extra advertising.
- vi. The Faculty Association Deputy Returning Officer shall keep an accurate and up-to-date account of all expenditures incurred in publicizing the election.

Voting

16. Subject to Section 4.b, each member of the Students' Union who is also a student in the faculty for which representative positions are being contested shall be allowed to cast one (1) secret non-transferable ballot.
 - a. The ballot will entitle each voter to make a single choice for each seat contested.
 - b. Voting shall be conducted at the times and place(s) determined by the F.A.D.R.O., with the proviso that the locations are readily accessible and in open areas commonly used by students in that faculty. The hours shall total a minimum of ten (10) hours over two consecutive week days and be between 0-900 Hours and 1500 Hours and, in faculties having more than two thousand (2,000) full-time students there shall be at least a minimum of two (2) polling locations.

- c. At the discretion of the F.A.D.R.O. there may be an advance poll.
 - d. At each poll established by the F.A.D.R.O. there shall be two (2) Assistant Deputy Returning Officers in attendance. Each Faculty Association Assistant Returning Officer shall be appointed by the F.A.D.R.O.
 - e. i. Each candidate shall be permitted to be present themselves or to have their agent at the counting of the ballots.
 - ii. Each slate shall be permitted to appoint one (1) of its members to be present at the counting of the ballots or to have its agent be present at the counting of the ballots.
17. Any candidate may take the option of contesting a position as part of a slate and be allowed an appropriate designation of the slate of which they are a member on the ballot, but the candidates are to be elected individually and not as a slate.
18. A request for a recount must:
- a. be in writing;
 - b. be given to the F.A.D.R.O. within one (1) working day of the posting of the election results;
 - c. contain a duly signed request for a recount by the candidate who is contesting the particular position.

- 19. The F.A.D.R.O. shall:
 - a. seal all ballot boxes until all questions of election irregularities have been dealt with;
 - b. keep the ballots in a locked container for a period of at least two (2) weeks after the last recount has been completed;
 - c. post:
 - i. election results within one (1) working day of the closing of the polls;
 - ii. election results within two (2) working days of all complaints and appeals having been dealt with;
 - iii. recount results within two (2) working days of the completion of the recount.

PART IV - Accounts and Refunds

**Expense
Account
Submissions**

- 20. a. Each candidate is responsible for submitting to the F.A.D.R.O. their account, or the expense account of the slate with which they ran for election, including all original receipts and bills, before Noon on the first day of voting.
 - i. After this time, no money shall be paid to any person or organization for any reason, unless authorized to do so by Students' Council.
 - ii. The budgets of the candidates shall be posted and copies shall be made available from the F.A.D.R.O. no later than 1800 Hours on the first day of voting.
- b. Such expenses can be reviewed and/or challenged only by the F.A.D.R.O. or the Students' Union C.R.O. The procedure for such a challenge is outlined in Part V of this Bylaw.

Election Cost

- 21. a. Each F.A.D.R.O. is responsible for submitting to the Students' Union C.R.O. the expense account for the running of the election which shall include:

- i. each candidate or slate(s) expense account, as determined by Section 15;
 - ii. costs for publicizing of events, as outlined in Section 15;
 - iii. costs for reserving a location for the faculty general forum, as outlined in Section 3, if applicable.
- b. The expenses listed above in Section 21.a. can be reviewed or challenged only by the Students' Union C.R.O., following the procedure established in Part V of this Bylaw.

**Reimbursement
and Refund**

22. a. i. The Students' Union shall directly pay any invoice over a fifty (\$50.00) dollar value, as evidenced by any candidate's or slate's expense account, provided that the candidate or slate has complied with all provisions of this Bylaw.
- ii. The Students' Union shall reimburse any candidate or slate the remaining full value of the candidate's or slate's campaign expenses as evidenced by their campaign expense account, provided that the candidate or slate has complied with all provisions of this Bylaw.
- b. i. Under no circumstances may any candidate or slate exceed the spending allowance allocated. Candidates must pay fair market value for any goods or services provided, which includes:
(1) all publicity materials;
(2) room bookings or rentals;
(3) professional layout and setup of publicity materials.
- ii. The above mentioned services do not include volunteer efforts by members of the Students' Union.

- c. If any candidate withdraws from an election within forty-eight (48) hours prior to the opening of voting on the first day of voting, the campaign expenses of the candidate will not be paid unless in the opinion of the Students' Union C.R.O. extenuating personal reasons have forced the candidate to withdraw.
- d. The Students' Union shall not reimburse any candidate the value of their campaign expenses nor refund their deposit if they have been disqualified from running for office.
- e. Disbursal of funds shall be the responsibility of the F.A.D.R.O., pending approval of expense accounts by the Students' Union C.R.O.

PART V - Discipline Actions

**Bylaw
Infractions**

- 23. a. Any member of the faculty student association for which representative elections are being held may initiate proceedings regarding an alleged infraction of the provisions of this Bylaw. A complaint and information must be submitted in writing within twenty-four (24) hours of the closing of voting to the F.A.D.R.O.

- b. During the campaign, any alleged violation of this Bylaw which could void the election shall be dealt with within twelve (12) hours by the F.A.D.R.O. in the following manner:
 - i. The F.A.D.R.O. will contact each named candidate, slate or the campaign manager and seek to clarify and/or resolve the issue by giving the candidate(s) or campaign manager an opportunity to explain any alleged financial discrepancy, irregularity or infraction of this Bylaw.
 - ii. If either the F.A.D.R.O. or the complainant is not satisfied with an explanation provided by the candidate(s) or campaign manager involved, the F.A.D.R.O. will:
 - (1) inform the Students' Union C.R.O. of the situation and provide them with a copy of the notices given to the candidate(s) involved;
 - (2) inform the candidate(s) in writing that they or the complainant is not satisfied with the explanation and outline the reason(s) for their or the complainant's dissatisfaction;
 - (3) arrange a meeting of the C.R.O., candidate(s) involved, the campaign manager, the complainant (if the complainant is not the F.A.D.R.O.) and themselves, during which meeting the candidate(s) involved, the campaign manager, the complainant and the F.A.D.R.O. will be given the opportunity to present their arguments. This meeting must take place within forty-eight (48) hours of the receipt of the written complaint by the alleged infractions.

- c. The Students' Union C.R.O. will hear all arguments at the meeting provided by Section 23.b.ii(3) above, and will make a judgment regarding the validity of the arguments. Such judgment will be:
 - i. based on their understanding and interpretation of this Bylaw:
 - ii. posted within twenty-four (24) hours of the adjudication meeting of:
 - (1) the office of the Students' Union C.R.O.;
 - (2) the Students' Union Executive office;
 - (3) the officer of the F.A.D.R.O., or if they have no office, the office of the faculty student association for which they are the Chief Returning Officer;
 - iii. subject to appeal only to the Discipline, Interpretation and Enforcement (D.I.E.) Board within twenty-four (24) hours of the decision by the Students' Union C.R.O..
 - d. Any action taken by the C.R.O. in accordance with this Bylaw may be appealed in writing to the Discipline, Interpretation and Enforcement (D.I.E.) Board within twenty-four (24) hours of the Chief Returning Officer's decision. An appeal shall be dealt with within twenty-four (24) hours of its receipt by the D.I.E. Board. The action contested will nevertheless remain in force pending a ruling by the D.I.E. Board.
24. a. Any candidate or slate found guilty of unfair electioneering practices which would prejudice unfairly the results of an election in their favour shall be:

- i. disqualified by the Students' Union C.R.O.; and,
 - ii. subject to the penalties specified in Bylaw 3500 (The Discipline, Interpretation and Enforcement Board Bylaw) if:
 - (1) a decision made by the Students' Union C.R.O. is appealed to the D.I.E. Board and subsequently upheld;
 - (2) the Students' Union C.R.O. themselves lodges a complaint against any candidate, F.A.D.R.O.(s) and their complaint is deemed justified.
- b. If a candidate running on a slate is found guilty of unfair electioneering practices which would prejudice unfairly the results of an election in their favour, the other members of the slate may be:
- i. disqualified by the Students' Union C.R.O.; and,
 - ii. subject to the penalties specified in Bylaw 3500 (The Discipline, Interpretation and Enforcement Board Bylaw) if:
 - (1) a decision made by the Students' Union C.R.O. is appealed to the D.I.E. Board and subsequently upheld;
 - (2) the Students' Union C.R.O. themselves lodges a complaint against any candidate, F.A.D.R.O.(s) and their complaint is deemed justified.
25. a. If there is found to have been a serious contravention of the Bylaw, such that the results of an election could not reasonably be deemed to indicate actual preference of the electors, that election or that part thereof subject to the contravention, may be declared void by the C.R.O. summarily.
- b. If another election is required by virtue of the operation of Section 24 of this Bylaw, the F.A.D.R.O. shall establish new nomination and election dates, following the guidelines delineated in Section 3 of this Bylaw.

PART VI - Faculty Representatives

26. a. Subject to Bylaw 100, each voting member of the Students' Council, other than:
- i. a member of the Executive Committee;
 - ii. President of Athletics;
 - iii. President-Elect of Athletics;
 - iv. Representative of Lister Hall; or
 - v. Representative of the University of Alberta Hospital School of Nursing,
- shall be elected by members of the Students' Union registered in the respective faculty, school or institution in which they are registered.
- b. A student registered in the Faculty of Graduate Studies and Research who is also a full member of the Students' Union has the right to vote in an election for the representative of the faculty or school containing the teaching department which approves their program form.
- c. i. Nominations and elections for the representative(s) of a faculty or school shall be conducted by the faculty or school association:
- (1) within the constraints of this Bylaw;
 - (2) the Students' Union C.R.O. will have ultimate jurisdiction over the conduct of elections of faculty representative(s) to Students' Council, barring an appeal of their decision(s).
27. Notwithstanding anything else in this Bylaw, elections for the representatives of Lister Hall and the University of Alberta Hospital School of Nursing shall be conducted by the student government of those institutions in accordance with the applicable legislation and customs of that government, but subject to the "Students' Council Bylaw".

PART VII - Report of Result

28. The person or organization conducting an election pursuant to this Bylaw shall submit within seven (7) days to the Speaker of the Students' Council a report in writing containing the result of the election.
29. Although a faculty or school association may choose to incorporate the position of that faculty's representative to Students' Council with other positions within the faculty or school association, the Students' Union will fund only campaign costs that deal exclusively with the election of a faculty or school association representative to Students' Council. Ballots of such a combined position may, however, include all positions contested by candidate(s) within and/or external to the faculty or school association.