



## Governance Transition

### Rationale

New Councilor orientations and Executive transition periods facilitate the transfer of knowledge and empower the incoming Councilors and Executives to act effectively in their roles.

Effective transitions are needed to provide consistency from year to year and to preserve the continuity of advocacy initiatives, strategic goals, and projects.

Governance training provides Councilors and Executives with skills and understanding of scope and function essential to effective leadership.

### Definitions

An **Incoming Executive** is an individual elected in the most recent executive election participating in a transition period prior to taking office.

An **Outgoing Executive** is a former executive participating in a transition period following the end date of their term of office.

### Expectations

#### Orientation and Training

**1** Within one week of the close of elections or appointments, Councilors and Executives are provided with governance resources including: SAMU Bylaws, Policies, and Procedures, the minutes of the Students' Council meetings of the previous year, and a copy of *Robert's Rules of Order, Newly Revised*.

**2** Mandatory training sessions are organized by the Executive Committee, in cooperation with the Governance Office.

**3** The mandatory fall training session takes place within three weeks of the close of fall elections.

**3.1** Dates for the mandatory fall training session are communicated during the nomination period for winter elections.

**4** The mandatory winter training session takes place within three weeks of the start of the Executive term.

**4.1** Dates for the mandatory fall and winter training session are communicated during the nomination period for winter elections.

**5** Mandatory training sessions are no more than 20 hours over a two-week period and include the following:



**5.1** the roles and responsibilities of students' association boards

**5.2** legal responsibilities and liabilities of Students' Council

**5.3** meeting procedures and Robert's Rules of Order

**5.4** SAMU and MacEwan University relations

**5.5** Students' Council goals and SAMU's strategic plan

**5.6** leadership and team building

**5.7** recitation of the Students' Council Oath.

**6** Councilors are remunerated for mandatory training sessions based on one Students' Council meeting.

**7** Executive Committee is responsible for the orientation and training of Councilors and Executives who are appointed outside of regular election schedules.

### **Executive Transition**

**8** The transition for an Executive consists of two periods.

**8.1** For an Incoming Executive the transition period commences the day election results are declared official and ends on April 30.

**8.2** For an Outgoing Executive, upon mutual agreement between the General Manager and the Outgoing Executive, the transition period begins May 1 and ends by May 15.

**8.3** Incoming Executives are compensated for up to 100 work hours and Outgoing Executives are compensated for up to 70 work hours during their transition period.

**9** Incoming Executives and Outgoing Executives do not possess signing authority, have no voting rights on Executive Committee, and do not represent SAMU in any official capacity.

**10** Incoming Executives are responsible for fulfilling the following duties during their transition periods:

**10.1** job-shadowing the Executive with the same portfolio as the one to which the Incoming Executive was elected;

**10.2** working up to 35 hours a week alongside the Executive during the transition period;

**11** Outgoing Executives are responsible for fulfilling the following duties during their transition periods:

**11.1** answering the job-relevant questions of the Executive with the same portfolio as the one formerly held by the Outgoing Executive;



**11.2** providing information on relevant Executive Committee projects, initiatives, discussions, and internal or external committees.

**11.3** working up to 35 hours a week alongside the Executive during the transition period.

**12** In the event that there is no Outgoing Executive, or the Outgoing Executive is away from office during the transition period the duty to transition falls on the Executive Committee,

**12.1** The Executive Committee shall create a transition plan for the Incoming Executive,

**12.2** This plan will be communicated to the Incoming Executive within 14 days of the transition period commencing.

**13** During transition periods the Incoming Executives and Outgoing Executives:

**13.1** will be considered part-time employees reporting to the General Manager and receive the hourly wage equivalent of the current Executive salary;

**13.2** receive no benefits associated with Executive positions.

**14** Executives are not permitted to use vacation days during the first or last two weeks of their term.



## Fact Sheet

### Approvals:

First Approval – August 20, 2014

Last Approval – September 18, 2024

**Date of Last Review** – September 18, 2024

### Related Documents and Forms:

### Source and Updates:

August 20, 2014: *Governance Transition* approved by Students' Council motion 2014-08-02-6.4 upon the recommendation of the Bylaws and Policy Committee. Source material drawn from *Policy 32 – Councilor Transition and Policy 44 – Executive Transition*.

September 16, 2015: *Governance Transition* approved by Students' Council motion 2015-09-16-6.2 on the recommendation of the Bylaws and Policy Committee. Transition hours adjusted to facilitate a better transition for the incoming executives.

May 18, 2016: *Governance Transition* approved by Students' Council motion 2016-05-18-6.4 on the recommendation of the Bylaws and Policy Committee. Recitation of the council oath included in the requirements for the mandatory training session.

July 20, 2016: *Governance Transition* approved by Students Council motion 2016-07-20-6.5 on the recommendation of the Bylaws and Policy Committee. Students' Council Oath terminology standardized across all policies.

November 15, 2017: *Governance Transition* approved by Students' Council motion 2017-11-15-7.13 on the recommendation of the Bylaws and Policy Committee. 5.1 updated from “public boards” to “students' association boards”, 8.2 transition period extended to May 30 from May 15, and 13.1 added to policy.

January 17, 2018: *Governance Transition* approved by Students' Council motion 2018-01-17-7.1 on the recommendation of the Bylaws and Policy Committee. Update includes addition of gender neutral pronouns in place of ‘he/she’, etc.

February 16, 2022: *Governance Transition* approved by Students' Council motion 2022-02-16-7.3 on the recommendation of the Bylaws and Policy Committee. Changes include identifying that the transition responsibility falls to current Executive Committee as a whole for an incoming executive when an executive position is vacant, or an outgoing executive is away, during the transition period.

September 18, 2024: *Governance Transition* approved by Students' Council motion 2024-09-18-7.2 on the recommendation of the Governance Committee. Updates include: identified that there must be mutual agreement between an outgoing executive and the General Manager for the executive to work from May 1-15; identify that ‘incoming executives’ and ‘outgoing executives’ will be considered part-time employees reporting to the General Manager, and limiting an outgoing executive to 70 hours of work.