



## Students' Council Meetings

### Rationale

Established meeting procedures allow Students' Council to conduct its business in an open, inclusive, and generative manner.

Effective meetings should be concise, respectful, and orderly.

### Definitions

**Confidential materials** are materials presented In Camera, including resumes, unapproved contracts, and materials concerning discipline and litigation.

### Expectations

1 Except where otherwise indicated, the current edition of *Robert's Rules of Order Newly Revised* is followed for meetings.

2 Meetings are conducted according to the following order of business:

2.1 Treaty 6 Land Recognition

2.2 Approvals

2.2.1 Agenda

2.2.2 Minutes

2.3 Presentations

2.4 For Information

2.4.1 Reports

2.4.2 Executive Committee Minutes

2.5 Question Period

2.5.1 Written Questions

2.5.2 Oral Questions

2.6 In Camera Period

2.7 Motions and Business Orders of the Day



**2.8** Consultation

**2.9** Evaluation

**2.10** Recognition

**2.11** Adjournment

**3** Meetings are conducted according to the following special rules of order:

**3.1** attendance at meetings is monitored and any changes to attendance are recorded in the minutes

**3.2** votes in Students' Council on motions and amendments are recorded in the minutes as either carried or defeated, with the names of persons abstaining noted;

**3.2.1** votes taken during Motions and Business Orders of the Day will record the individual names of those voting in favour, those voting in opposition, and the name of those abstaining from the vote;

**3.3** if the Chair is absent for any reason, the Chair will assign their duties appropriately, with consideration given to the longest serving member of Students' Council physically present for the meeting, or for that portion of the meeting; and

**3.4** when a meeting reaches a duration of two and one-half hours, and at the recommendation of the Chair, a motion may be made to table all remaining agenda items and move directly to the Evaluation section of the agenda.

**4** The Approvals section is conducted according to the following rules:

**4.1** Additions to, and deletions from, the agenda after distribution are presented as separate motions and require at least a 75% majority to be adopted. Each proposed change requires an explanation.

**4.2** The minutes from the previous Students' Council meeting are included.

**5** The Presentations section is conducted according to the following rules:

**5.1** the cumulative time allotted for all presentations, including questions from Students' Council, is limited to one half-hour;

**5.2** persons wishing to make presentations must submit a request to Executive Committee.

**5.2.1** Executive Committee records all presentation requests and approves those presentations which are appropriate to the purview of Students' Council.

**6** The For Information section is conducted according to the following rules:

**6.1** any member of SAMU may submit a written report; and



**6.2** oral supplements may be given by anyone who submits a report.

**7** The Question Period section is conducted according to the following rules:

**7.1** any member of Students' Council may address the Chair to ask a question of any other member of Students' Council regarding any item in the agenda or on any topic affecting SAMU, SAMU members, or the university or larger community;

**7.2** members of Students' Council to whom written questions have been directed may respond in writing in advance of the meeting for inclusion in the agenda material.

**7.2.1** Questions must be submitted at least two business days prior to the scheduled meeting.

**7.3** any oral question may last no more than two minutes;

**7.4** any answer may last no longer than 3 minutes.

**8** The In Camera Period section is conducted according to the following rules:

**8.1** all materials presented and all discussions in camera are confidential;

**8.2** the In Camera Period is used when appropriate to discuss:

**8.2.1** issues related to assets or property of SAMU;

**8.2.2** human resources;

**8.2.3** legal issues or litigation.

**8.3** if the nature of the discussion warrants, Students' Council may move to go in camera at any time during the meeting for business items not initially on the agenda as In Camera Period items;

**8.4** during the In Camera Period, only members of Students' Council may be present except when Students' Council approves other individuals to attend;

**8.4.1** All such persons are bound by standing confidentiality agreements.

**8.5** all items have specific names speaking to the actual topic being discussed.

**8.5.1** A motion may be made to change the topic name to reflect the nature of the actual discussion.

**9** The Consultation section is conducted according to the following rules:

**9.1** each member of Students' Council is entitled to one speaking turn during each consultation item of business;



**9.2** the member of Students' Council with the floor may temporarily yield the floor to other members to have questions answered; and

**9.3** the member of Students' Council who has requested consultation may declare at any time that sufficient feedback has been received. That item of business then ends.

**10** The Evaluation section is conducted according to the following rules:

**10.1** self-evaluation and group evaluation forms are completed by members of Students' Council during the Evaluations section of all meetings.

**11** Items for inclusion in the agenda are submitted at least five business days in advance of the meeting, excluding reports which are submitted at least four business days in advance of the meeting.

**11.1** Items for inclusion in the agenda must be complete with relevant documentation and proposed motions; and

**11.2** All motions have a reference number set using the following guidelines: YEAR-MONTH-DAY-NUMBER IDENTIFYING AGENDA LOCATION, example: 2011-07-16-6.2; and

**11.3** Motions and consultation items submitted for inclusion in the agenda are prefaced with a submission sheet that follows the format given in Appendix A of this policy; and

**11.4** Agenda material to be included for in camera items is available for viewing in advance of the meeting at which it is to be discussed.

**12** Regular meetings are held on the third Wednesday of each month.

**13** Special meetings are conducted in the same way as regular meetings, with the following exceptions:

**13.1** the Approvals section does not require the inclusion of minutes;

**13.2** Special meetings do not require a For Information section or a Question Period.

**14** Secret ballot voting will only be used when appointing a new member to Students' Council, reinstating a member to Students' Council, appointing a member to a committee, appointing the Board of Governors Student Representative, and when selecting the Councillor of the Year.

**14.1** The result of the vote will be verified by a Governance Office representative.

**14.1.1** In the case of physical ballots the votes will be counted by the Chair of Students' Council.

**14.2** In the event that the result of the secret ballot vote leads to an appointment or reinstatement, excluding for Councillor of the Year, a motion will be made to officially document the results.



**14.3** Ballots will be destroyed.

**15** The agenda package of Students' Council Meetings, excluding confidential documentation, will be publicly published prior to the meeting.

**16** Minutes of Students' Council Meetings will be publicly published within five business days of their approval.

**17** Audio recordings and transcripts will be publicly published within five business days of the approval of the minutes.



**Appendix A: Submission Sheet**

AGENDA ITEM INFORMATION	
Meeting Date	Submitted By
Date here	Name, Title
Agenda Item Title	(List the title that appears on the agenda)
Action Requested	<input type="checkbox"/> Motion <input type="checkbox"/> Consultation Item
AGENDA ITEM DETAILS	
Motion Title	(Submit the motion that will be on the table.)
Background Information	(List all relevant background information needed for informed opinions)
Alternative Considerations	(List all alternative options that were considered in making the recommendation)
Risk Management Considerations	(level of risk associated, possible risk factors, etc)
Strategic Alignment	<input type="checkbox"/> <i>Attached Strategic Alignment Checklist is complete</i>
Implications	(Think Financial, Organizational or Strategic)
Related Documents	(List any governing policies, procedures either within SAMU, the PSLA, or MacEwan that are directly correlated to the topic of discussion)
Follow Up Action	(any next steps)
Review History	(Who has been involved in the discussion on the topic at hand so far)

Strategic Alignment Checklist

**Vision:** All students benefit from a vibrant student life and a culture of empowerment.

**Mission:** SAMU builds a positive student experience by creating a place to engage and connect, being a champion for all students and providing opportunities that allow them to get the most out of their educational journey.

Focus Areas	Not consistent	N/A	Consistent
<b>Student Experience &amp; Engagement</b>			
<b>The overall student experience is enhanced by the opportunities provided by SAMU.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1 Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Student Voice</b>			
<b>The Student Voice is amplified by SAMU.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Continue to build collaborative relationships with other Student Associations and organizations to enhance the collective student voice with all government levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Foster positive relationships with MacEwan University to better serve students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Student Supports</b>			
<b>Student supports provided by SAMU are responsive to unique and evolving needs.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1 Develop and deliver initiatives that are inclusive and are responsive to all student needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Evaluate and assess student supports to remain relevant and accountable to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



students			
3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Enhance relationships with external organizations to leverage resources and supplement new and existing initiatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Strengthening SAMU Operations</b>			
<b>SAMU is an innovative and sustainable organization with an engaging work environment.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1 Review SAMU governance structures and make improvements to reduce duplication of efforts and delays in decision-making processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Document main policies and processes to support business continuity and transitions in leadership and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Diversify revenue streams to reduce reliance on student fees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Act as financial and environmental stewards and implement effective practices to enhance sustainability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Fact Sheet****Approvals:**

First Approval – October 2, 2013

Last Approval – January 19, 2022

**Date of Last Review:** January 19, 2022

**Related Documents and Forms:****Source and Updates:**

October 4, 2013: *Students' Council Meetings* approved by Students' Council motion 2013-10-02-6.1. Source material drawn from *Students' Council Policy 24 – Meeting Procedures*.

August 20, 2014: *Students' Council Meetings* approved by Students' Council motion 2014-08-20-6.8 upon the recommendation of the Bylaws and Policy Committee.

September 16, 2015: *Students' Council Meetings* approved by Students' Council motion 2015-09-16-6.1 on the recommendation of the Bylaws and Policy Committee. Policy updated to include the ability to use secret ballot voting.

October 19, 2016: *Students' Council Meetings* approved by Students' Council motion 2016-10-19-6.1. Changes include addition of Treaty 6 land recognition and publication of Students' Council minutes expectation.

January 17, 2018: *Students' Council Meetings* approved by Students' Council motion 2017-01-17-7.3 on the recommendation of the Bylaws and Policy Committee. 3.2.1 added to record the individual votes of Students' Councillors on motions that take place during the Motions and Business Orders of the Day section of the agenda.

April 18, 2018: *Students' Council Meetings* approved by Students' Council motion 2018-04-17-7.4 on the recommendation of the Bylaws and Policy Committee. Addition of requirement to publish audio recordings and transcripts of Students' Council meetings.

July 15, 2020: *Students' Council Meetings* approved by Students' Council motion 2020-07-15-7.1 on the recommendation of the Bylaws & Policy Committee. Major changes include: the Chair appointing an acting Chair in their absence; clarification of reporting in the For Information section; addition of requirement to publish the agenda package prior to the Students' Council meeting; clarification on additions to or deletions from the agenda process.

June 16, 2021: *Students' Council Meetings* approved by Students' Council motion 2021-06-16-7.4 on the recommendation of the Bylaws and Policy Committee. Major changes include the addition of secret ballot voting for councillor appointments and reinstatements, and the process to be used.

October 20, 2021: *Students' Council Meetings* approved by Students' Council motion 2021-10-20-7.4 on the recommendation of the Bylaws and Policy Committee. New submission sheet added.



January 19, 2022: Students' Council Meetings approved by Students' Council motion 2022-01-19-7.3. Added appointment of Board of Governors Student Representative to secret ballot voting clause.