

BYLAW 110: STUDENTS' COUNCIL

01. Composition of Students' Council

1. Students' Council is composed of;
 - a. The President of the Students' Union,
 - b. The four (4) Vice-Presidents of the Students' Union, and
 - c. The Undergraduate Board of Governors Representative elected under [Bylaw 320](#)
- a. The distribution of seats being determined using the following formula:
 - i. $(\text{Faculty Undergraduate Enrolment} / \text{Total Undergraduate Enrolment}) \times 10$
 - ii. The formula above shall be rounded up to the nearest whole number.
 - iii. Each faculty shall hold at least one (1) seat.
 - iv. See [Regulation 110.01 - Students' Council Seat Distribution](#) for the seat distribution schedule.
- a. The Speaker of Students' Council;
- b. The Chief Returning Officer; and
- c. The General Manager of the Students' Union.
 - a. Six (6) voting ex-officio seats consisting of;
 - b. Councilors, as voting members, elected under [Bylaw 320](#) with;
 - c. Three non-voting seats consisting of;
2. Each Councilor shall represent one and only one faculty at a time.
3. The Chief Returning Officer of the Students' Union shall determine the allocation of Councilors annually before January 1st and shall immediately table, with Students' Council, a report detailing the allocation of Councilors and the statistics used to reach that allocation. The current seat distribution formula (01.1.b) shall be included as reference. This finalized report shall be reflected in [Regulation 110.01 - Students' Council Seat Distribution](#).
4. Students' Council shall review the report in (3) and the allotment brackets in (01.1.b) annually.

02. Term of Office

1. Members of Students' Council elected in the spring elections shall serve from May 1st following the spring elections to April 30th of the following year.
 - a. The Installation Ceremony shall take place at the first scheduled meeting of the term.
 - b. Power shall be officially transferred from one year's Students' Council to the members-elect on May 1st.
2. Members of Students' Council elected in the fall by-election shall serve beginning immediately upon the ratification of the unofficial fall by-election results by Students' Council.
3. Members of Students' Council appointed via Vacancy Petition shall serve beginning immediately upon the accepted Vacancy Petition being tabled by the Speaker.
4. Any member of Students' Council wishing to resign must do so in writing to the Speaker with the Speaker tabling in Council any letters of resignation they receive during Speakers' Business.
5. A resignation takes effect immediately after being tabled in Students' Council by the Speaker.
6. Students' Council does not have the authority to remove any Councilor, except those Councilors in contravention of the Attendance requirements set out in Section 10 and the Eligibility requirements set out in Section 03.
 - a. Students' Council may impose suspensions on Councilors under [Regulation 100.02 - Student Governance Code of Conduct](#);
 - b. These suspensions shall not count against the attendance of a Councilor.
7. Any person who ceases to be a member of Students' Council shall be removed from any Students' Union office that is held as result of their position on Students' Council or of which their position on Students' Council is the result.
8. The Students' Union shall immediately recommend that any Councilor who ceases to be a member of Students' Council be removed from any office in any external organization that results from their position on Students' Council, or from any position from which they are removed as a consequence of (6) or (7).

03. Eligibility

1. For the duration of the term of office outlined in Section 02, every Councilor is required to be enrolled in the faculty they were nominated for and elected to.
2. All voting members of Students' Council are required to be members of the Students' Union during the Fall and Winter semesters.
3. Should a Councilor change faculties during their term of office, they are required to inform the Speaker of Students' Council forthwith and resign their council seat.
4. No person shall simultaneously hold more than one position on Students' Council.

04. Impeachment of President, a Vice President, or Undergraduate Board of Governors Representative

1. Students' Council has the authority to remove the President, a Vice President, or the Undergraduate Board of Governors Representative through a motion to impeach.
2. A motion to impeach the President, a Vice President, or the Undergraduate Board of Governors Representative must be made in good faith and only for one or more of the following reasons:
 - a. A significant breach or multiple breaches of Students' Union legislation, Students' Union Bylaw, or Political Policy. It is required that such contraventions be supported by DIE Board rulings;
 - b. Charges levied against the respondent for violation of the University of Alberta Code of Student Behavior, provincial law, or federal law;
 - c. Performing without the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
3. A motion to impeach must be submitted to the Speaker through a petition submitted by the appellant. The motion shall require signatures of at least one third of the voting members of Students' Council.
4. A motion to impeach shall require two (2) readings, where each reading requires a two thirds (2/3) majority of Students' Council to pass.
5. The second reading may not occur at the same Students' Council meeting as the first reading.
6. The respondent shall be informed of the allegations being levied against themselves, in writing by the Speaker, at least nine (9) business days before a motion to impeach can appear in first reading.
7. The first reading shall include a presentation where the respondents shall be given the opportunity to defend themselves, and the appellant shall be given the opportunity to present their case for impeachment.
8. All debate on a motion to impeach shall only occur in camera.
9. Once a motion to impeach has passed in first reading:
 - a. The President, or a Vice President is placed on a paid suspension. They shall be relieved of the responsibilities of their office as set out in [Bylaw 1100](#), and cannot act in any official capacity on behalf of the Students' Union.
 - b. Notwithstanding Section 9(a), the President, or a Vice President shall remain members of Students' Council until the motion to impeach is passed in second reading.
 - c. The Undergraduate Board of Governors Representative shall remain a member of Students' Council until the motion to impeach is passed in second reading.
10. Once a motion to impeach the President or a Vice President has passed in second reading, the office of the respondent shall immediately be declared vacant.
11. Once a motion to impeach the President or the Undergraduate Board of Governors Representative has passed in second reading, the Speaker shall:
 - a. Immediately contact both the University of Alberta Board of Governors and the Ministry of Advanced Education and Technology to notify them that the impeached individual is no longer recognized by the Students' Union; and
 - b. Request the Ministry of Advanced Education and Technology that the impeached individual be relieved from their responsibility as a member of the University of Alberta Board of Governors.

05. Executive and Board of Governors Replenishment

1. In the event of a vacancy in the office of President, Vice President, or Undergraduate Board of Governors Representative, the vacancy shall be filled in accordance with [Regulation 110.05 - Executive and Board of Governors Replenishment](#).

06. Students' Council Replenishment

1. In the event of a vacancy in Students' Council, the vacancy shall be filled in accordance with [Regulation 110.06 - Students' Council](#).

07. General Faculties Council Replenishment

1. In the event of a vacancy in the University of Alberta General Faculties Council, the vacancy shall be filled in accordance with Regulation 110.07: General Faculties Council Seat Distribution, Selection and Replenishment.

08. Introductory Meeting

1. The Order of Business for the Introductory Meeting of the incoming Students' Council will be:
 - a. Introduction to Students' Council;
 - b. Election of a Speaker; and
 - c. Approval of the Annual Meeting Schedule.
2. The Speaker shall convene and Chair the introductory meeting for members-elect on the first or second Tuesday in April in which;
 - a. The first meeting to occur on the first or second Tuesday in May;
 - b. And at least one meeting each scheduled on location at Augustana Campus and Campus Saint-Jean;
 - c. The ensuing year's Speaker of Students' Council is selected;
 - d. The composition of the ensuing year's committees have been established; and
 - e. The meeting schedule for the following year's Students' Council has been approved; with
3. Where the outgoing Speaker of Students' Council has re-applied, the President shall preside.

09. First Scheduled Meeting

1. The Order of Business for the First Scheduled Meeting of Students' Council will have the following Orders of the Day added to Speaker's Business:
 - a. Standing Committees;
 - b. Ad Hoc Committees; and
 - c. Operational Committees.
 - d. Installation Ceremony;
 - e. Inaugural Addresses of Executive Officers and the Undergraduate Board of Governors Representative;
 - f. Approval of Standing Orders;
 - g. Nominations to:
 - h. Students' Council Headshot and Group Photo
2. At the first regular meeting of each trimester and the first meeting immediately preceding a by-election, the Oath of Office outlined in [Regulation 110.08 - Oath of Office](#) shall be taken by all members of Students' Council.
3. At the first scheduled meeting of any year's Students' Council, all voting members of Students' Council shall be installed in a ceremony to be presided over by, in order of preference based on availability;
 - a. The outgoing Students' Union President;
 - b. The outgoing Speaker of Students' Council; or
 - c. The incoming Speaker of Students' Council.

10. Last Scheduled Meeting

1. The Order of Business for the Last Scheduled Meeting of Students' Council will have the following orders of the day added to Speaker's Business:

- a. The Gateway's Students' Council Awards Presentation, and
- b. Farewell Addresses of Executive Officers and the Undergraduate Board of Governors Representative.

11. Speaker of Students' Council

1. The Speaker shall be responsible for:
 - a. In April to confirm that members-elect elected in the spring elections are eligible to assume office as of May 1st,
 - b. In September, after the fall add/drop deadline, to confirm that Councilors remain eligible to continue serving into the Fall semester, and
 - c. In January, after the winter add/drop deadline, to confirm that Councilors remain eligible to continue serving into the Winter semester; plus
 - a. Chairing all meetings of Students' Council;
 - b. Budgetary and logistical needs of Students' Council;
 - c. Representing Students' Council before the DIE Board;
 - d. Reporting to Students' Council;
 - e. Reporting formal attendance requirements, as per Section 10 - Attendance Regulations.
 - f. Requesting an Eligibility Report from the Office of the Registrar via Executive Committee.
 - g. Overseeing complaints filed under the Student Governance Code of Conduct;
 - h. Any other duties as required by Students' Council.
2. The Students' Union President reports to the Speaker for all Students' Council business.
3. The Speaker may be dismissed with a two-thirds (2/3) vote of Students' Council.
4. The Chair of the Council Administration Committee shall be the Deputy Speaker and shall carry out the duties of the Speaker in their absence.
5. The Speaker shall be selected in accordance with [Regulation 110.10 - Speaker Selection](#).

12. Proxies

1. Councilors may, in extenuating circumstances to be approved by the Speaker, appoint a Students' Union member from the same faculty as the Councilor as a proxy to attend a Students' Council in their place provided a Notice of Appointment of a Proxy is sent to and accepted by the Speaker prior to the commencement of the meeting.
2. Notice of Appointment of a Proxy must consist of;
 - a. The name and faculty of the Councilor appointing the proxy,
 - b. The full name, legal or preferred, of the proxy being appointed, and
 - c. The date of the meeting in which the proxy shall be appointed.
3. Extenuating circumstances include but are not limited to sudden or unforeseen illness/serious injury to self or immediate family member.

13. Conduct of Meetings

1. Students' Council shall follow the Standing Orders set out in legislation.
2. Quorum of Students' Council is a majority of its current voting membership.
3. Where Students' Union legislation does not contradict it, Robert's Rules of Order shall be observed at all meetings of Students' Council.

14. Attendance

1. Councilors are expected to attend, or in extenuating circumstances, send a Proxy to meetings of Students' Council as a minimum expectation of holding office.
2. Councilors must maintain satisfactory attendance each trimester to remain a Councilor for the following term.
3. The process regarding attendance requirements is outlined in [Regulation 110.13 - Attendance](#).

15. Right to Attend Students' Council Meetings

1. Every member of the Students' Union is entitled to attend any meeting of Students' Council except the portions of any such meeting that occur in camera.
2. Students' Council may allow any person access to the in-camera portions of any meeting.

16. Students' Council Scholarship

1. Students' Council Scholarships are outlined in [Regulation 110.14 - Council Scholarship](#).

17. Students Council Mentorship Program

1. The participation in, administration of, and responsibilities for the Students' Council Mentorship Program and outlined in [Regulation 110.15 - Council Mentorship Program](#).

18. Students Council Social Media

1. Students' Council shall have a dedicated social media instagram account.
2. The goals of, administration of, and posting to a Students' Council social media instagram account are outlined in [Regulation 110.16 - Students' Council Social Media](#).

19. KAIROS Blanket Exercise

1. The Students' Union shall organize a KAIROS Blanket Exercise for all newly elected members of Students' Council.
2. The overview of, procedure for, and exemption from the KAIROS Blanket Exercise are outlined in [Regulation 110.17 - KAIROS Blanket Exercise](#).

Revision #12

Created 19 April 2023 10:51:14 by Abner Monteiro

Updated 18 March 2026 14:55:57 by Kirsten Weeks