

Appendix 1: Truth and Reconciliation Action Committee Standing Orders

1. Meetings

1. Quorum of the Truth and Reconciliation Action Committee (hereby referred to as "the Committee") shall be six (6) permanent voting members.
2. The first meeting of the Committee shall be coordinated by Governance staff in order to:
 - a. elect a chair from within its permanent voting membership,
 - b. set initial standing orders;
 - c. adopt a meeting schedule for its first trimester; and
 - d. select an Elder.
3. The Committee shall establish a meeting schedule for at least the Fall and Winter semesters.
4. Additional meetings of the Committee may be called by either the Chair or six (6) permanent voting members of the Committee, with the exception of Standing Orders 5(1)(a), and provided that:
 - a. every permanent member has received at least seventy-two (72) hours' notice of the meeting, or
 - b. every permanent member consents to the meeting taking place.
5. Meetings of the Committee may be cancelled by:
 - a. a simple majority vote of the Committee to amend the meeting schedule,
 - b. the unanimous consent of all permanent members to the cancellation, or
 - c. if there are no items present on the Committee's agenda.
6. Meetings of the Committee are open to the public, unless the Committee moves in camera.
7. Should a meeting occur without an Elder present and without meeting the conditions set in section 5(7), the Committee may not move any new business. They may move to approve the agenda, minutes, discussion, and adjournment only.

2. Membership

1. Permanent membership of this Committee is eleven (11):
 - a. Three (3) voting members of Students' Council;
 - b. Two (2) voting members of the Executive Committee;
 - c. Two (2) members of the Indigenous Students' Union, as appointed by the Indigenous Students' Union and ratified at Students' Council;
 - d. Three (3) Indigenous Students-at-Large, ratified by Students' Council;
 - e. One (1) Elder, as chosen by the Committee, as a non-voting member.
2. Should a vacancy on the Committee occur, then the Committee shall recommend the nomination of additional member(s) from the same classification as per section 3(1).
3. Up to twenty (20) additional Students' Council voting Members shall be voting members of the Committee.
 - a. those councillors must provide the Chair of the Committee a minimum of forty-eight (48) hours notice
4. Up to twenty-one (21) self-identifying Indigenous undergraduate students currently enrolled at the University of Alberta, shall be voting members of the Committee, provided that:
 - a. those students must provide the Chair of the Committee a minimum of forty-eight (48) hours notice;
 - b. those students provide proof that they have self-identified as Indigenous at the University of Alberta; and
 - c. those students would not include self-identifying Indigenous members of Student's Council.
5. For the purposes of this Committee, 'self-identifying Indigenous students' are those who have either registered as such with the University of Alberta or are those who identify as First Nations (Indian), Inuit, or Métis under Section 35 of the Constitution Act, 1982.

3. Chair's Responsibilities and Duties

1. The Chair of the Committee shall be a permanent voting member.
2. The Chair of the Committee shall not be a member of the Students' Council Executive Committee.
3. The Chair of the Committee shall be selected by the following process:
 - a. The first round of nomination shall be open to only permanent self-identifying Indigenous members of the committee
 - b. In the event that no permanent self-identifying Indigenous member of the committee is nominated, the second round of nomination shall be open to all permanent members of the committee.
 - c. Upon the election of the Chair, notice of the appointment must be sent to all relevant Indigenous student groups on Campus, including, but not limited to, those outlined in Sub-Appendix A.
 - i. At the Chair's discretion, this can be done by Governance staff, or by the Chair themself.
 - d. In the event that no appropriate chair is found, the elder will become the interim Chair with the administrative support of Discover Governance until a suitable candidate is selected among other members of the committee, not including those priorly removed.
4. The Chair of the Committee shall:
 - a. arrange for the preparation and distribution of the Committee agenda;
 - b. moderate debate at meetings of the Committee;
 - c. respond to the questions of members of the Committee in a timely fashion;
 - d. assign duties to members of the Committee, such duties pertaining to the fulfilment of the mandate of the Committee;
 - e. ensure that non-Students' Council members of the Committee are appropriately informed of governance at the Students' Union, upon request;
 - f. maintain the Standing Orders of the Committee;
 - g. ensure suitable traditional medicines are available for use during the smudging ceremony portion of meetings;
 - h. submit reports to Students' Council, as required;.
 - i. submit reports to Indigenous groups on campus as listed in Sub-Appendix A, as requested, of the progress and direction of the Committee.
5. Should the Chair of the Committee be absent from a meeting of the Committee, the Committee shall then elect an interim chair from within its permanent voting membership for the duration of the meeting.
6. The Chair of the Committee may be removed from the post of chair by a simple majority vote of the Committee, whereupon a new chair shall be elected from within the permanent voting membership of the Committee.
7. The Chair shall work with the Speaker and Governance Staff to ensure the logistical needs of the Committee are met.

4. Member Responsibilities and Duties

1. The Committee may recommend to Students' Council, by a simple majority vote, the removal of any permanent standing member who is not carrying out their duties in contributing to the fulfillment of the mandate of the committee or harbours views which contradict the purpose of the Committee.
 - a. In the event that a committee member is found to be harbouring views which contradict the purpose of the committee, the Chair and Elder shall be notified
 - b. Upon notification of such behaviour, the Chair and Elder of the Committee shall;
 - i. Meet with the accused committee member to discuss their behaviour
 - ii. Decide if the issue was deliberate or ongoing, and if a meeting of the Committee shall be called to discuss the conduct and continued membership of the member at hand.
 - c. In the event the Chair and Elder determine the actions of the accused member are deliberate or ongoing, the Chair will call an additional meeting of the Committee to debate the continued membership of the member at hand. This meeting will include:
 - i. A closed session of the Committee without the accused member in attendance to discuss the conduct of the accused
 - a. No motions shall be considered in this portion
 - ii. An additional closed session of the Committee with the accused member to discuss the conduct of the accused and to decide if a recommendation should be made to council for the removal of the accused member who is not carrying out their duties in contributing to the

fulfillment of the mandate of the Committee or is harbouring views which contradict the purpose of the Committee.

- a. A motion of this type need only be passed by a simple majority
- d. In the event that a standing member is removed from the Committee they shall be replaced by someone from the same classification
- e. "harbours views which contradict the purpose of the Committee" are defined as those:
 - i. that are inherently racist;
 - ii. promote hate speech; or
 - iii. with malicious intent, actively contradict the stated purpose of the Committee.
2. Permanent members are required to attend all meetings of the Committee.
 - a. Failure to attend or send an appropriate proxy to 50% of the meetings in a semester will result in immediate removal from the Committee.
3. Members shall be considered present should an appropriate proxy be appointed and attend, or by sending in their written thoughts on all agenda items to the chair.
4. Any member of the Executive Committee who fails to fulfil the reporting requirements as outlined in Bylaw 120 Section 01(1)(h) may be reported to Students' Council, by a simple majority vote.
5. Permanent members are responsible for carrying out tasks assigned to them by the Committee or Chair.

5. Elder Protocol

1. The selection of an Elder shall be done in accordance with section 1(1).
2. The Chair, in partnership with the rest of the Committee, and the Students' Reconciliation, Inclusion and Sustainability Staff, will select an Elder whose appointment mandate is for the following year.
3. In selecting an Elder, the Chair, along with the rest of the Committee, will work in partnership with the following individuals/organizations:
 - a. Office of the Vice-Provost (Indigenous Programming & Research);
 - b. First People's House; and
 - c. The Indigenous Students' Union.
4. The Elder selection process will follow the University of Alberta's Elder Protocol document and the four tenants of the Elders Leadership and Resource Council Working Paper.
5. The purpose of the Elder is to provide guidance for the Committee and to ensure that it acts in the spirit of reconciliation and cooperation. At the discretion of the Committee, the Elder will also aid the Committee in the completion of its mandates, as outlined in Bylaw 120.
6. Should an Elder be seen as harbouring views which contradict the mandate of the Committee, or are viewed to be in abuse of power, the Committee will convene in camera to discuss said issues. Such discussions are to be done in camera with the Elder and in accordance with Section 4(1).
7. Should the committee be otherwise unable to develop a timely and ongoing relationship with an Elder within reason; with reasonable conditions being determined by unanimous vote, the Committee may operate without.
 - a. This should be understood as less preferable than operating with Elder support and should only be invoked insofar as it would otherwise prevent the Committee from operating at all.
 - b. With respect to the time and transportation needs of a given Elder, the Committee may operate without an Elder's presence every second meeting.
 - i. This should be understood as less preferable than complete attendance.

6. Proxies

1. To appoint a proxy to the Committee, the member thereof must provide a notice to that effect to the Chair of the Committee.
 - a. stating the name and e-mail address of the eligible member who will serve as proxy,
 - b. indicating the duration of the appointment, and
 - c. that is signed by the appointing member of the Committee or e-mailed to the Chair of the Committee no later than two (2) hours prior to the Committee meeting.

7. Reports

1. At its discretion, the Committee may develop recommendations or reports to Students' Council, including but not limited to:
 - a. An Indigenous Collaboration Framework which will define the parameters of 'adequate collaboration' through meetings with various Indigenous stakeholders;
 - b. A report on Indigenous priorities which will both guide the Executive Committee's advocacy on Indigenous issues and ensure adequate Indigenous student collaboration;
 - c. A report on Executive Committee advocacy;
 - d. A report on Students' Council Indigenous Representation.
1. The Administrative Assistant of the Students' Union will:
 - a. Book meeting rooms for meeting of the Committee.
 - b. Book Minute Takers for each meeting of the Committee.
 - c. Structure agendas for each meeting based on the Orders of the Day submitted by members of the Committee and any referrals from Students' Council.
 - d. Notify the Committee of meetings through the agenda.
 - e. Distribute the agenda and minutes to each member of the Committee.
 - f. Ensure paper copies of the agenda are printed for the Chair to bring to each meeting.

8. Records

1. The Chair of the Committee shall ensure attendance is taken at each meeting of the Committee.
2. Members may amend their comments in the minutes to better reflect what was said when the minutes are being approved by the Committee.
3. The Chair of the Committee shall, on a trimesterly basis, submit to Students' Council a report including:
 - a. any motions made by the Committee;
 - b. any recommendations made by the Committee to Students' Council; and
 - c. any standing orders changes adopted by the Committee; and
4. The trimesterly Chair's Report shall be approved by the Committee prior to its inclusion onto the Students' Council Order Papers.

09. Rules of Order

1. The Chair of the Committee will use their discretion in administering an informal style of Robert's Rules of Order to conduct the business of the meeting.
2. Meetings shall be held, insofar as possible, using circle teachings, allowing all members a chance to speak. This can be abrogated at the chairs discretion, with respect to time concerns and online/hybrid meetings.

10. Orders of the Day

1. Right of Submission by Committee Members
 - a. Any voting member of the Committee may submit Orders of the Day to be considered by the Committee.
2. Order of Business for the Committee shall be:
 - a. Introduction
 - i. Call to Order.
 - ii. Prayer/Smudging Ceremony
 - iii. Approval of Agenda.
 - iv. Approval of Minutes.
 - v. Chair's Business.
 - b. Old Business.
 - c. New Business.
 - d. Discussion.
 - e. Confirmation of Next Meeting Date.
 - f. Adjournment.
3. Deadline for Submission

- a. Orders of the Day must be submitted to the Chair of the Committee and Governance Staff by noon on the business day prior to the Committee meeting.
4. Publishing
 - a. The agenda package for the Aboriginal Relations and Reconciliation Committee will be emailed to the Committee members prior to the meeting.
 - b. paper copies will be provided at the Committee meeting upon request.

11. Presentations

1. The Students' Union Executive shall provide:
 - a. a comprehensive presentation to the Committee of all goals relevant to the mandate of the Committee by June 30.
 - i. This presentation shall be provided at the chair's discretion within one month of the approval of Standing Orders.

12. Executive Committee Reports

1. Any member of the Executive Committee shall provide, upon request, a written report to the Committee on their advocacy activities and those of the entire Executive Committee, as they relate to Indigenous Students.
 - a. An oral report may be provided in lieu of a written report.

13. Standing Orders

1. The Standing Orders of the Committee may be amended by a simple majority vote of the Committee, with such changes being reported to Students' Council.
2. The Standing Orders of the Committee do not expire, but shall be reintroduced at the Committee's first meeting.

14. Confidentiality

1. All members shall ensure the security and confidentiality of sensitive information that comes into their possession by virtue of their membership on the Committee.
2. Building on section 8(5), Indigenous language sovereignty requires that Indigenous languages not be used in ways which would feed them into generative AI and LLM. This is inclusive of both meeting minutes and report writing, which should be completed without machine learning tools.
 - a. Further, Teachings, stories, and traditionally held knowledge should be understood as shared with those present, not with LLMs and organizations which would distribute and redistribute outside of Committee meetings.

Sub-Appendix A: List of Indigenous Groups

1. Indigenous Students' Union.
2. First Peoples' House.
3. Native Studies Students' Association
4. Faculty of Native Studies.
5. Office of the Vice-Provost (Indigenous Programming & Research).
6. Indigenous Advisory Council.
7. Arts Indigenous Student Council.
8. Indigenous Student Services at Augustana Campus.
9. Indigenous Medical and Dental Students' Association.
10. Indigenous Law Students' Association.
11. Powwow Club.
12. Metis Dance Club.
13. Indigenous Nursing Students' Association.
14. Indigenous Business Students' Association.
15. Indigenous in STEM Students Association.
16. Library Indigenous Student Engagement Group.

17. Indigenous Graduate Students' Association.

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