Appendix 4: Council Administration Committee Supplemental Standing Orders

1. Supplemental Chair Responsibilities

1. The Chair shall facilitate a meeting of the Chairs of the Standing Committees of Students Council at minimum once a trimester.
2. The Chair shall facilitate a turnover procedure, at the last meeting of the Chairs, no later than April 30th.

2. Supplemental Member Responsibilities

1. The Council Administration Committee shall:
    a. Receive requests for the filling of empty student-at-large representative positions in the University and Students' Union Committees;
        i. All requests must be sent to the chair of the Council Administration Committee;
        ii. The first order of business upon receiving a new request is deciding the application process and timeline;
    b. Ensure all General Faculties Council and General Faculties Council Standing Committee student-at-large representative positions are filled;
    c. The student body and staff at the University of Alberta can give recommendations for student-at-large positions in committees;
    d. Review applications to the Council Administration Committee based on the immediacy of their meeting schedules.

3. The Chief Returning Officer of the Students' Union

1. The Council Administration Committee shall be responsible for the interviewing and recommendation of a Chief Returning Officer for the next year.
2. The Council Administration Committee shall be responsible for overseeing the activities of the Chief Returning Officer throughout the year.

4. The Speaker of Students' Council

1. The Council Administration Committee shall ensure that the Speaker of Students' Council is seeing to the logistical and procedural concerns of Council.

5. Students' Council Retreats

1. The Council Administration Committee shall delegate the task of planning and implementing the Council retreats to Discover Governance. All final schedules shall be approved by the Council Administration Committee.

6. Students' Council Standing Committees

1. The Council Administration Committee shall review the progress of all Standing Committees:
    a. at its first meeting in June to ensure that Committees:
        i. have met,
        ii. have set a meeting schedule for the first trimester,
        iii. have adopted a set of Standing Orders, and
        iv. have set goals and started on their legislated Agenda;
    b. at its last meeting in August to examine progress during the first trimester;
    c. at its last meeting in December to examine progress during the second trimester
    d. at its first meeting in March to examine progress during the last trimester.

7. Council Administration Committee Fund

1. The Council Administration Committee shall be responsible for funds designated in the Discover Governance budget as Council Administration Committee Fund.
2. Funds shall be used at the discretion of the Council Administration Committee.

Sub-Appendix 1: Council Mentorship Program

1. Participation: Any voting member of Students' Council, including the Undergraduate Board of Governors Representative but excluding any member of the Executive Committee, may sign up to participate in this program, such a volunteer henceforth referred to as mentor.
2. Any Students' Union member may participate in this program, such a student henceforth referred to as mentee.
3. Administration: The Council Administration Committee shall be responsible for the implementation of this program.
4. A call for mentors shall be held in the summer.
5. The mentors shall be provided with a training session and materials before the commencement of the program in the Fall.
6. This program shall be advertised in the Fall and Winter term, and the recruitment of mentees shall begin at the beginning of the semesters.
7. Mentors and mentees shall be given questionnaires regarding their knowledge of expertise and interests with the program.
8. Pairings: Mentees shall be paired with mentors with similar corresponding answers to the questionnaire.
9. A mixer shall be organized by the Council Administration Committee, or delegated to another party.
10. Mentor Responsibilities - After being paired with a mentee, the mentor shall be responsible for:
    a. Establishing contact with the mentee and setting expectations for the mentorship
    b. Informing the program leads if unable to carry out the responsibilities to the mentee,
    c. Attending scheduled meetings of Students' Council and chosen committees with the mentee,
    d. Familiarizing the mentee with the role and proceedings of Students' Council, and
    e. Meet with the mentee on a regular scheduled basis
11. Monthly check-ins shall be conducted by program leads.
12. Replenishment recruitment shall occur in the Winter semester.

Sub-Appendix 2: Students' Council Social Media Policy

1. Contents
    a. Administration
    b. Goals
    c. Posting
2. Goals
    a. To increase undergraduate student awareness of Students' Council, in addition to increasing Councillor participation.
    b. To facilitate discussion between Councillors and students, including Faculty Associations, student groups, etc.
    c. To increase undergraduate student awareness of Students' Council by providing students with quick updates on Students' Council
3. Administration
    a. Students' Council social media accounts shall be administered by the Social Media Sub-Committee
4. Posting
    a. Guidelines regarding the posting of any content on any Students' Council social media account can be found on the Social Media Sub-Committee Terms of References.

Sub-Appendix 3: Kairos Blanket Exercise

1. Students' Council's Council Administration Committee (CAC) shall schedule a Kairos Blanket exercise for all newly elected members of Students' Council after the General Election.

    a. This exercise, outside of extenuating circumstances inhibiting the ability to host events in person, shall take place before the end of the spring summer trimester.
    b. Should a councillor be unable to attend, they will be subject to section three(3) of this appendix.
2. The procedure for hosting a Kairos Blanket Exercise after the Fall By-election is as follows
    a. At the second CAC meeting after the By-Election a discussion shall be held to determine if the amount of new members is large enough to warrant an additional blanket exercise.
        i. If the number of new members is deemed too small to warrant an additional exercise they shall be subject to Section three(3) of this appendix
        ii. Should the number of new members be deemed large enough to warrant an additional exercise then an exercise must take place prior to the Add/drop deadline of the winter semester.
3. Procedure for exemption from the Kairos Blanket Exercise
    a. Due to an inability to attend the scheduled exercise
        i. Members of council unable to attend will then count towards the total amount of new members when the decision is made to schedule a Blanket Exercise after the fall by-election
    b. Due to an amount of new members deemed too small to warrant an additional exercise
        i. New members of council will be provided with the online gov camp module on indigenous history and culture.
    c. Due having attended an exercise in a previous term
        i. The UASU Students' Council firmly believes in lifelong learning and encourages all councillors to actively participate in educational opportunities they are provided due to their role.
    d. As a self identified Indigenous student.
        i. The UASU Students' Council understands the additional labour required of indigenous students and due to that, all exercises of settler education on indigenous issues for councillors is optional for indigenous students.

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