

GSA Council Meeting AGENDA  
Monday, October 21 2013 at 6 pm,  
**Telus 1-34**

**A light, vegetarian dinner will be served at 5:15 pm**

**OPEN SESSION**

1. Roll Call
2. Approval of the 21 October 2013 Agenda
3. Approval of the Minutes from the 23 September 2013 GSA Council meeting  
*Attachments:*  
Minutes from the 23 September 2013 GSA Council meeting
4. Changes in Council Membership
  - i. Introduction of new Councillors (*If you are new to Council, please let us know it is your first meeting*)
  - ii. Farewell to Departing Councillors (*If this is your last Council meeting, or if your last Council meeting is approaching, please let us know*)

**Attached Numbered  
Pages**

**3.0-3.13**

**Presentations and Councillor Announcements**

5. Office of Safe Disclosure and Human Rights and the Helping Individual at Risks Program  
**Brent Epperson (President) will introduce the speakers and present the item.**  
**Guests: Wade King (Advisor, Office of Safe Disclosure and Human Rights) and Kris Fowler (Helping Individuals at Risk Coordinator, Office of Safe Disclosure and Human Rights)**
6. Councillor Announcements

**Action Items, Elections, Appointments, Special Business**

7. GSA 2013-2014 Budget and Expenditure (Quarterly) Report  
**Brent Epperson (President), Ellen Schoeck (Executive Director), Shirley Ball (Accountant), and Dorte Sheikh (Financial Manager) will present the item;**  
*Attachments:*
  - Outline of Issue
  - Quarterly Report Cover Letter from the GSA President, Executive Director, Financial Manager and Accountant

**8.0  
8.1-8.2**

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• GSA 2013-2014 Budget and Expenditure (Quarterly) Report High Level Summary</li> <li>• GSA 2013-2014 Restricted and Other Funding Budget and Expenditure Report (Narrative)</li> <li>• GSA 2013-2014 Operating Budget (Including Capital Budget) Report (Narrative)</li> </ul>  | <p><b>8.3-8.4</b></p> <p><b>8.5-8.8</b></p> <p><b>8.9-8.21</b></p>  |
| <p>8. GSA Awards, the GSA Awards Selection Committee, and the Alberta Graduate Student Citizenship Award: Proposed Changes to GSA Policy</p> <p><b>Hasin Haroon (VP Student Life) will present the item.</b></p> <p><i>Attachments:</i></p> <ul style="list-style-type: none"> <li>• Outline of Issue</li> <li>• Cover Letter from the GSA President</li> <li>• Triple Column: Proposed Changes to the GSA Policy on the Awards Selection Committee</li> <li>• Proposed Changes to GSA Policy on the Awards Selection Committee if Approved</li> <li>• Triple Column: Proposed Changes to the GSA Policy on GSA Awards</li> <li>• Proposed Changes to GSA Policy on GSA Awards if Approved</li> </ul> | <p><b>9.0</b></p> <p><b>9.1</b></p> <p><b>9.2-9.5</b></p> <p><b>9.6-9.7</b></p> <p><b>9.8-9.15</b></p> <p><b>9.16-9.21</b></p>                    |
| <p>10. GSA Elections and Referenda: Proposed Changes to GSA Bylaw and GSA Policy.</p> <p><b>Isaac Odoom (GSA CRO) will present the item.</b></p> <p><i>Attachments:</i></p> <ul style="list-style-type: none"> <li>• Outline of Issue</li> <li>• Cover Letter from the GSA CRO</li> <li>• Triple Column: Proposed Changes to the GSA Elections Bylaw and Policy</li> <li>• Proposed Changes to the GSA Election Bylaw and Policy if Approved</li> <li>• Triple Column: Proposed Changes to the GSA Referenda Bylaw and Policy</li> <li>• Proposed Changes to GSA Referenda Bylaw and Policy if Approved</li> </ul>  | <p><b>10.0</b></p> <p><b>10.1-10.2</b></p> <p><b>10.3-10.31</b></p> <p><b>10.32-10.47</b></p> <p><b>10.48-10.67</b></p> <p><b>10.68-10.78</b></p> |
| <p>11. Elections: Deputy CRO Election</p> <p><b>Lacey Fleming (Nominating Committee Vice-Chair) will present the item.</b></p> <p><i>Attachment:</i></p> <ul style="list-style-type: none"> <li>• Nominee's Bio, Resume and Campaign Video <b>(to be distributed)</b></li> </ul>  |   |
| <p>12. Appointments <b>(none at this time)</b></p>  |   |
| <p>13. Special Business <b>(none at this time)</b></p>  |   |

## Reports

### 14. President

- i. President's Report **(to be distributed)**
- ii. GSA Board **(to be distributed)**
- iii. Budget and Finance Committee **(to be distributed)**
- iv. Governance Committee **(no meetings this reporting period)**

#### a) Nominating Committee

- i. Nominating Committee Report **(to be distributed)**

### 15. Vice-President Academic

- i. Vice-President Academic's Report **(to be distributed)**

### 16. Vice-President Student Services

- i. Vice-President Student Services' Report **(to be distributed)**
- ii. Student Affairs Advisory Committee (joint chair: Vice-President Student Life) **(no meetings this reporting period)**

### 17. Vice-President Student Life

- i. Vice-President Student Life's Report **(to be distributed)**
- ii. Awards Selection Committee **(to be distributed)**

### 18. Vice-President Labour

- i. Vice-President Labour's Report **(to be distributed)**
- ii. Negotiating Committee **(no meetings this reporting period)**
- iii. Labour Relations Committee **(to be distributed)**

### 19. Senator

- i. Senator's Report **(to be distributed)**

### 20. Speaker

- i. Speaker's Report **(none at this time)**

### 21. Chief Returning Officer

- i. Chief Returning Officer's Report **(to be distributed)**
- ii. Elections and Referenda Committee **(to be distributed)**

### 22. GSA Management

- i. Executive Director's Report **(attached)**

**22.0-22.3**

## Question Period

### 23. Written Questions

24. Oral Questions

**Adjournment**



**Meeting Minutes**  
**23 September 2013**  
**GSA Council Meeting**

*[Note: All materials referred to in these Minutes are stored in hard copy in the Official File, as well as electronically]*

**IN ATTENDANCE:**

|   |   |  |  |
|---|---|--|--|
| Brent Epperson (President)                | Michele DuVal (Bio. Sci.)                 | Mahima Kumar (Internetworking)                           | Roxana Akhbari (Philosophy)                    |
| Colin More (VP Academic)                  | Dominic Strickland (Business MBA)         | Elshan Hasanov (Internetworking)                         | Jennifer Crawford (Phys. Ed. and Rec.)         |
| Monty Bal (VP Labour)                     | Claire Deng (Business PhD)                | Luciana De Silveira Cavalcante (Lab. Med. and Pathology) | Juliana Mollins (Phys. Therapy)                |
| Hasin Haroon (VP Student Life)            | Tinu Abraham (Chem. and Materials Eng.)   | Solomon Aomateng (Law)                                   | Roshan Achal (Physics)                         |
| Megha Bajaj (VP Student Services)         | Navjot Sandhu (Chem. and Materials Eng.)  | Keitha Langston (SLIS)                                   | Leigh Spanner (Poli. Sci.)                     |
| Daniel Prins (Speaker)                    | Zhendong Li (Chem.)                       | Jennifer Hinnell (Linguistics)                           | Rhona Rogers (Poli. Sci.)                      |
| Roy Coulthard (Deputy Speaker/Senator)    | Jeremy Wohland (Civil and Enviro. Eng.)   | Segun M Akinwumi (Math. & Stats. Sci.)                   | Allison Hahn (Psych.)                          |
| Isaac Odoom (CRO/Councillor-at-Large)     | Pengfei Wang (Comp. Lit.)                 | Colleen Reid (Med. Microbiology & Immunology)            | Jessica Laubach (Psych.)                       |
| Nathan Andrews (Councillor-at-Large)      | Brendan Nearey (Drama)                    | Axel Trujillo (MLCS)                                     | Janis Geary (Public Health)                    |
| Rob Found (Councillor-at-Large)           | Blake Fensom (Econ.)                      | Darlene Horseman (Native Studies)                        | Arnold Wong (Rehab. Med.)                      |
| Qiang Li (Councillor-at-Large)            | Connie Yuen (Ed. Psych.)                  | Micaela Santiago (Nursing)                               | Yasmin Merchant (Religious Studies)            |
| Zhen Li (Councillor-at-Large)             | Sulya Fenichel (Elementary Ed.)           | Oksana Zimka (Nursing)                                   | Sascha Bachmann (Renewable Resources)          |
| Shawna Manchakowsky (Councillor-at-Large) | Amanda Daignault (English & Film Studies) | Chelsea Gordon (Occ. Therapy)                            | Curtis Rollins (Res. Eco. & Enviro. Sociology) |
| Qian Tang (Councillor-at-Large)           | Eve Robidoux-Descary (Faculte Saint-Jean) | Jean-David Jutras (Oncology)                             | Kerry Rose (Secondary Ed.)                     |

|                                    |                                  |  |   |
|------------------------------------|----------------------------------|--|---|
| Shiv Vembadi (Councillor-at-Large) | Gino Canlas (History & Classics) | Antoinette Nguyen (Pediatrics)           | Susan Cake (Soc.)                         |
| Richard Zhao (Councillor-at-Large) | Sumit Mandal (Human Ecology)     | Kristian Jaegar (Pharmacology)           | Danielle Lefebvre (Speech Path. & Audio.) |
| Dulal Paul (AFNS)                  | Sarah Vela (Hum. Computing)      | Waheed Asghar (Pharm. & Pharm. Sciences) | Rotem Lavy (Surgery)                      |
| Michelle Borowitz (Anthro.)        | Sandra Sawchuk (Hum. Computing)  | Emily Douglas (Philosophy)               |   |

**GUESTS:** Martin Ferguson-Pell (Acting Provost and Vice-President Academic), Philip Stack (Associate Vice-President Risk Management), Colleen Skidmore (Vice-Provost Academic), Von Whiting (Senior Administrative Officer), Wayne Patterson (Director of HR Operations).

**REGRETS:** Nicole Basaraba (Communications & Technology) and Ephrem Zewdie (Biomedical Engineering).

The meeting was called to order at 6:30 pm.

**H Haroon MOVED to go into closed session. SECONDED by S Bachmann.**

**Motion PASSED UNANIMOUSLY.**

**C More MOVED to go into open session. SECONDED by M Bajaj.**

**Motion PASSED UNANIMOUSLY.**

#### Approval of Agenda

##### **3. Approval of the 23 September, 2013 Agenda**

Members had before them the 23 September 2013 Consolidated Agenda, which had been distributed on 20 September 2013.

**B Epperson MOVED to approve the agenda. SECONDED by Q Li.**

**Motion PASSED UNANIMOUSLY.**

#### Approval of Minutes

##### **4. Minutes**

###### **i. Minutes from the 15 July, 2013 GSA Council meeting**

Members had before them the 15 July 2013 GSA Council Minutes, which had been distributed on 13 September 2013.

**B Epperson MOVED to approve the minutes. SECONDED by M Bajaj.**

**Motion PASSED UNANIMOUSLY.**

#### Changes in Council Membership

##### **5. Changes in Council Membership**

###### **i. Introduction of new Councillors**

This was the first meeting for a number of Councillors: C Gordon (Occ. Therapy), E Hasanov (Internetworking), G Canlas (History & Classics), R Lavy (Surgery), C Reid (Med. Microbiology)

& Immunology), O Zimka (Nursing), Y Merchant (Religious Studies), L Spanner (Poli. Sci.), J Geary (Public Health), A Trujillo (MLCS), C Deng (Business PhD), B Nearey (Drama), J Hinnell (Linguistics), C Yuen (Ed. Psych.), E Douglas (Philosophy), R Akhbari (Philosophy) J Laubach (Psych.), S Fenichel (Elementary Ed.), K Jaegar (Pharmacology), A Wong (Rehab. Med.), T Abraham (Chem. & Materials Eng.), N Sandhu (Chem. & Materials Eng.), D Horseman (Native Studies), A. Nguyen (Pediatrics), B Fensom (Econ.), R. Rogers (Poli. Sci.), S Amoateng (Law), and S Sawchuk (Hum. Computing).

ii. **Farewell to departing Councillors** J Justras (Oncology).

**Presentations and Councillor Announcements**

**6. Tuition 2014/2015**

B Epperson introduced the guests: M Ferguson-Pell (Acting Provost and Vice-President Academic), P Stack (Associate Vice-President Risk Management) and C Skidmore (Vice-Provost Academic), and presented the item. In addition, B Epperson noted that Dean Shirvani was running late [note: Dean Shirvani was unable to attend], and the presentation was expected to cover fees, funding models, and enrolment issues.

M Ferguson-Pell and P Stack spoke about tuition for 2014/2015 and raised the following points:

- Explained the consolidated budget of approximately 1.7 billion dollars. A ministerial dispensation is required if there is a deficiency in the non-operations budget, but the current budget problems are within the operating budget;
- 45% of the operating budget comes from the provincial government. That is all the funding received from the government in research, capital and operating funding; On the expenditures side, the U of A is a human resources driven organization. 61% of our operating expenditures are in salaries and benefits;
- 2008-2009 was the last 6% grant increase from the government, and that is when revenues to expenditures was last matched;
- Asked by the ministry to create a Comprehensive Institutional Plan and present it. Created a three-year plan that was presented and approved at the Board of Governors. The BoG argued that giving three years allowed time to plan to retain excellence within the University. In our early consultations with the government, it seemed as though they would be in favour of this plan;
- However, the ministry, and specifically Minister Lukaszuk, made it clear the U of A would not be allowed to continue for three years without a balanced budget; he would accept a two-year plan to have the budget balanced by April 2015;

- What this means is that almost double the cuts need to be implemented. Cuts of \$56 million dollars will occur in 2014-2015. The average cut to the faculties is expected to be around 7%. Another \$5 million dollars in institutional cost reductions has been identified.
- M Ferguson-Pell then discussed revenue generation and stated that the U of A needs to be more effective in administering indirect costs with research contracts (non-Tri Council). Right now the U of A doesn't do very well at securing non-direct costs from external corporations;
- Also discussing increasing international student enrolment for both undergraduate and graduate students;
- Council members were shown a breakdown of how measures can affect accumulation of the percentage administration is trying to add up to reach nominal 7% - in a given faculty, VSP might represent 1% compensation changes 1%, benefits sharing 1%, new external faculty revenue 1%, increased enrolment revenue 1% - want to make the reductions without turning to involuntary cuts;
- Maximum tuition increase allowable for 2014-2015 is 1% based on CPI for domestic students but the rules are slightly different for international students because their tuition is not controlled by government authority over tuition like domestic students;
- The government gave one time funding for 2013-2014 to compensate for the 2% funding that did not happen because of the freeze. However, we do not know how this will contribute to future grants - will the gain be 1% at a loss of 2%?;
- Assistantship money has grown organically over the years – there is no government grant for assistantships. This is unsatisfactory to us as a funding model; and administration wants to be able to fairly distribute resources to grad students; *and*
- Need to look to what other U15 institutions are providing their graduate students; many other institutions offer guaranteed 4 year funding, but the U of A varies by department and faculty. Changing the funding model will help the U of A support graduate students and to be competitive for graduate students internationally.

Following the presentation, there were a number of questions:

- B Epperson raised some questions about the motivation for imitating the UBC model here at the U of A. M Ferguson-Pell replied that a strong relationship with UBC allows more access to information. M Ferguson-Pell also noted that the UBC model suggests that they provide between \$15-16k in operating dollars per PhD student, and that the U of A provides significantly less from operating dollars, although they are able to match it through supervisor contributions;

- C More inquired as to how 1000 students were over-enrolled. M Ferguson-Pell responded that the controls which admit graduate students versus undergraduates are very different, and that graduate student enrolment is largely controlled by available resources and supervisors. C More followed up inquiring whether any particular faculty over-enrolled more than others. M Ferguson-Pell replied that he did not know that information off-hand, but that it was not a critical part of their strategy;
- A council member asked about the likelihood of the University raising the international differential fee. M Ferguson-Pell replied that the University has not started this conversation yet. What happens with VSP will really impact how much funding has to be made up with things like international differentials, involuntary layoffs, and conceivably other measures;
- Regarding the shortcomings of the current funding model for PhD students, M Ferguson-Pell noted that changing demographics in the composition of the graduate student body is troubling to them, and that if the Albertan knowledge economy is going to be successful, the U of A must produce higher numbers of domestic PhDs;
- I Odom asked for clarification around the potential for raising the International Differential Fee and M Ferguson-Pell explained that it will definitely increase at 1% with CPI and could increase by more than that. The University has not determined what that amount would be. The expectation is that the international tuition will cover the entire cost of taking on that student.
- M Bal inquired about the administration's intent to change the collective agreement for RAs and TAs based on the UBC model, and M Ferguson-Pell stated that this is not an aspect being considered when looking at the UBC model. M Bal asked M Ferguson-Pell to clarify that the rate at which TA/RAs are reimbursed will stay the same. M Ferguson-Pell explained that he sees no reason why the rate would change. The usual conversations will be had in negotiating the collective agreement, but this won't play a part in that;
- S Vela inquired whether guaranteeing a four-year package as M Ferguson-Pell mentioned applied to PhD students exclusively and M Ferguson-Pell clarified that as PhD students are the core of the University's research base, guaranteeing their funding was of primary importance;
- S Vela asked if the online programs that are being opened were included in the statistic of 1000 over-enrolled students. C Skidmore replied that they do include every student that is enrolled, and M Ferguson-Pell added that there is very little evidence to indicate that online courses save the University money;

- H Haroon asked if the implications of adopting the UBC model were the same for the masters and PhD students, and M Ferguson-Pell responded that they only have information on the PhD students but he expects that the scaling would be the same;
- H Haroon asked if given the ratio for master's students to PhD students at the U of A, how will this effect enrolment, and M Ferguson-Pell replied that he didn't know off the top of my head, but that the administration won't be following the UBC model religiously in any aspect;
- M Bajaj inquired since international student enrolment is included under the revenue category, does the University plan to provide more services for international students as enrolment increases? M Ferguson-Pell stated that the university would love to have the GSA's help in consulting about improving services for international students. Not all graduate students want to be academics, so there is a need to identify what the skills set are that graduate student need to gain to compete in the work world outside of academia. This will require a culture change in supervisors;
- M Bajaj suggested that the GSA is already working with FGSR to develop a professional development program. The GSA would be very happy if the University would look into things like counseling for permanent residency, and finding out what really motivates international students to come here. P Stack added that what is motivating us is the quality of your education experience, and M Ferguson-Pell added that the U of A has high completion times compared to other institutions. What are the factors that are making U of A PhDs longer than our comparators? Is it funding? Is it the lack of a finishing culture? Is it the intensity of the program?;
- E Robidoux-Descary asked what this all means for very small faculties, like Faculte Saint-Jean, that only had three full time students this year. What is the future of very small faculties? M Ferguson-Pell replied that the overhead in administering grad programs is significant for small programs, so one of the things being encouraged is creating a cooperative mechanism to share back of house costs;
- M Akinwumi asked why and how over-enrolment happens in a program? If it includes online students, who are not actually getting funding, can it be clarified why this is an issue? M Ferguson-Pell responded that the U of A receives money per student to cover costs, but online students still represent a cost. Instructors still have to prepare courses, interact with students, etc. Distance learning saves very little money. M Akinwumi suggested that the University might want to consider rolling back completion time in the funding model to three years, following the European model, and M Ferguson-Pell explained that there are some major structural and cultural differences in higher education between here and Europe;

- M Duval asked the presenters to provide the rationale for the Athletics and Recreation MNIF that is being proposed and what types of services it will provide. P Stack explained that the initiative is being led by the Dean of Physical Education and Recreation – it is all about the athletic services that are provided to students. Administration have not yet seen a proposal about services that will be sustained/enhanced/proposed with the fee increase, and has no additional information current. M Duval followed up by asking whether any other MNIFs were on the horizon, and P Stack responded not at this time. Each MNIF increases on an annual basis by CPI, so it will increase in 2014-2015 according to CPI;
- J Hinnell explained that, although they understood the vision of excellence, they felt there was a very wide gap between the reality of current excellent students who are having their education and funding affected drastically and the vision for the future that needs to be addressed in the short term. The Acting Provost was asked to speak to the measures that are being taken now that don't reflect quite the same vision as that for the future? M Ferguson-Pell replied that the challenge is looking beyond 2014-2015 at how to transform the academy to drive excellence. Faculties and departments need to innovate (nursing) and find redundancies in their spending to create savings unit by unit to get the University back on track. P Stack added that the Deans have asked to be given incentives to generate more revenue to reduce impact of budget reductions. As a result, the distribution model was changed so more money flows to faculties;
- M Bal asked about the funding model and increases in comparative funding given the existing competitive scholarship field for international students, and M Ferguson-Pell replied that setting clear performance goals for international students that determine funding could increase funding while generating excellence;
- M Bal asked if the University would take into account changing the proportion of funding for international students set aside internally to address that, and M Ferguson-Pell stated that they are looking to provide funding based on academic excellence and wouldn't want to change that;
- H Haroon inquired if the increase in enrolment is only for graduate students, and M Ferguson-Pell answered that graduate student numbers need to increase, and the U of A needs to do a better job of selling the talents of our graduate students to the province and the government;
- H Haroon life asked P Stack if Ancillary Services functions on the break-even basis, and where the profit goes if one was generated? P Stack clarified that everything in Ancillary Services except for Parking Services functions on a break-even basis;

- R Achel raised the point that they found a couple of things contradictory in the presentation, especially in regard to increases to enrolment while cutting administrators. P Stack explained that the U of A is looking at how it can do things more efficiently, and gave several examples of how the University plans to cut administrative costs without reducing capacity;
- R Achel asked if they are looking at asking companies who use resources like electricity when doing research here to cover those costs, and P Stack noted that the U of A was going to be more vigilant about indirect costs, since it shouldn't be subsidizing research using institutional resources; *and*
- M Ferguson-Pell added that Canada's indirect cost charges are really low compared to the US. The U of A charges 20%, but in the UK 100% must be recouped and it comes off of individual budgets if it is not recovered.

B Epperson thanked the guests for coming, and noted that everyone at the GSA embraces excellence and wants to compete just as much as University administration, and he hoped nobody had received the impression that this was not the case. M Ferguson-Pell thanked the President for his words and assured the Council that he was fully on board with the actions of the GSA.

**There were no further questions.**

#### **7. Changes to Pay Schedule for Student Scholarships**

B Epperson introduced the guest, W Patterson (Director of HR Operations), and presented the item. B Epperson said that the timing of the payment schedule wasn't working and had to be changed. The GSA spoke to HR Operations in August about it and a memo was issued to departments. The GSA received notification late last week indicating that the memo was not distributed as widely as it could be and it was immediately circulated to all graduate students.

W Patterson then made the following points:

- One of the biggest issues was the number of off-cycle cheques being issued and the costs associated with that. The off-cycle process costs over \$80 per cheque to do. 28% of off-cycle cheques were attributed to graduate students. HR explored options; the only one that seemed to work well was to align scholarship payments with stipends and salary payments. Now students receive that funding with their stipend funds semi-monthly;
- The intention was to produce a series of email notifications disseminated by the graduate coordinators. There were 8 different sessions to inform them on how to inform graduate students about the new system for new scholarships;



- However a number of graduate students did not receive that message, so HR worked through the GSA to put that out in the newsletter. HR apologizes for the inconvenience and for changing how the payments are done again; *and*
- One of the options that was given to graduate coordinators was to use one time scholarships giving students an extra payment to assist with any difficult caused by the change over.

Following the presentation, there were a number of questions:

- S Fenichel asked for clarification on who one should talk to about the one time scholarship option, and W Patterson responded that scholarship payments are initiated within the department, where the graduate coordinator initiates transactions through a contact in the HR office. Students can access who the person would be for individual departments/faculties under HR contacts on website;
- K Jaegar expressed that he thought this was a grievous miscommunication on the part of HR Operations that placed a major financial burden on students who were already facing paying tuition in September. W Patterson expressed his apologies and agreed that they need to be more proactive in future about informing students of upcoming changes. He also expressed a desire to set up a direct form of communication between HR Operations and all graduate students; *and*
- S Vela inquired if there would be issues with the last payment of scholarships coming out May 10, if students are graduating April 30, and W Patterson explained that since payments are tied to a distinct period, they did not anticipate any difficulties with those payments.

**There were no further questions.**

D Prins thanked the guest.

## **8. Councillor Announcements**

**None at this time.**

## **Action Items, Information Items, Elections, Appointments, Special Business**

### **9. Information Items**

#### **i. GSA Board's 2013-2014 Strategic Work Plan: Update (FOR INFORMATION)**

B Epperson presented the item. Members had before them a letter from B Epperson, which had been previously distributed on 20 September 2013.

A Councillor asked if there were more details about the mental health initiative and counseling space in Triffo Hall, and B Epperson explained that there had been a slight delay in opening the office, but it should be open by the end of September, and it was a top

priority in conversations with the Dean of Students. H Haroon added that Mental Illness Awareness week will be happening October 6-12, and the GSA will be participating.

#### 10. Action Items

##### i. Standing Orders of Council: Proposed Changes to the Standing Orders

B Epperson presented the item. Members had before them the outline of issue, the current Standing Orders of Council, and the proposed Standing Orders of Council, which had been previously distributed on 20 September 2013.

**B Epperson MOVED that the GSA Council approve the proposed changes to the Standing Orders of Council, effective immediately. SECONDED by M Bajaj.**

**Motion PASSED with two abstentions.**

#### 11. Elections: GSA Standing Committee Nominees:

M DuVal (Nominating Committee member) presented the item. Members had before them the Awards Selection Committee, the Budget and Finance Committee, and the Elections and Referenda Committee Nominees, distributed on 20 September 2013.

**M DuVal MOVED that the GSA Council, acting on the unanimous recommendation of the GSA Nominating Committee (NoC), receive for information the newly-elected GSA Council members for the GSA Awards Selection Committee, Budget and Finance Committee, and Elections and Referenda Committee. H Haroon SECONDED.**

**Motion PASSED with one abstention.**

#### 12. Special Business

None at this time.

### Reports

#### 13. President

##### i. President's Report:

Members had before them a written report, which had been distributed on 20 September 2013. The report stood as submitted.

**B. Epperson MOVED to go into closed session. SECONDED by M Bajaj.**

**Motion PASSED UNANIMOUSLY.**

**B. Epperson MOVED to go out of closed session. SECONDED by C More.**

**Motion PASSED UNANIMOUSLY.**

##### ii. GSA Board

Members had before them a written report, which had been distributed on 20 September 2013. The report stood as submitted.

**iii. Budget and Finance Committee**

No meetings this reporting period, will be meeting later this month.

**iv. Governance Committee**

No meetings this reporting period.

**a) Nominating Committee**

**i. Nominating Committee Report**

Members had before them a written report, which had been distributed on 20 September 2013. The report stood as submitted.

**14. Vice-President Academic**

**i. Vice-President Academic's Report**

Members had before them a written report, which had been distributed on 20 September 2013. The report stood as submitted. In addition, C More noted the following:

- He continues to watch the evolving budget situation closely, and was noticing a pattern in many of the meetings he attended. An emerging theme is the use of online technologies in the classroom, for teaching or getting taught, and C More advised members to avoid being dragged into thinking this was the be all and end all of solutions to teaching issues  
*and*
- N Andrews inquired about the working group for quality measures and C More explained that the final report was finished in the spring, but it has not been used very much, only by a few departments.

**15. Vice-President Student Services**

**i. Vice-President Student Services' Report**

Members had before them a written report, which had been distributed on 20 September 2013. The report stood as submitted. In addition, M Bajaj noted the following:

- This was the first council meeting where one could really see the outcome of the DLI. 29 new councilors were present;
- There are still 9 vacancies but many of the departments are holding elections;
- DLI worked really well, the GSA has been able to inform people about our services and committee opportunities;
- The GSA and FGSR aim for the PD program to be community driven, not University driven. A list of prospective members of the committee has been generated: people in industry from all over the province; and

- A Daignault asked if the representatives for the PD committee would be appointed or elected and M Bajaj replied that there will be three GSA Directly-Elected Officers on the committee, but the rest will not be graduate students.

ii. **Student Affairs Advisory Committee (joint chair: Vice-President Student Life)**

No meetings this reporting period.

**16. Vice-President Student Life**

i. **Vice-President Student Life's Report**

Members had before them a written report, which had been distributed on 20 September 2013. The report stood as submitted. In addition, H Haroon noted the following:

- Work is ongoing on a part-time student loan program. Focus groups on campus will occur soon;
- One of the SWP priorities is accessible prayer space, and that is also underway; *and*
- Orientations went well.

ii. **Awards Selection Committee**

No meetings this reporting period, will be meeting later this fall.

**17. Vice-President Labour**

i. **Vice-President Labour's Report**

Members had before them a written report, which had been distributed on 20 September 2013. In addition, M Bal noted the following:

- The OSHRD are leading an effort to have awards for people at the U of A who champion human rights and inclusivity;
- Had a meeting with UAI about medical leave for international students and standing. It's an immigration and legal issue. The potential for PR (permanent residency) support was discussed and UAI is open to it. It would be a cost recovery program;
- Labour cases are kicking up; going into a bargaining year so if members have concerns this is a good time to bring them up; *and*
- The LRC has started meeting and the Negotiating Committee meet soon as well.

ii. **Negotiating Committee**

No meetings this reporting period, will be meeting later this fall.

iii. **Labour Relations Committee**

Members had before them a written report, which had been distributed on 20 September 2013. The report stood as submitted.

**18. Senator****i. Senator's Report**

No report was required at this time but R Coulthard noted that Senate plenary is meeting Thursday and Friday. Following that he will have a report. The last meeting was in April.

**19. Speaker****i. Speaker's Report**

No report was required at this time but it was noted that the Speaker had been involved in numerous meetings focusing on elections and referenda reform.

**20. Chief Returning Officer****i. Chief Returning Officer's Report**

Members had before them a written report, which had been distributed on 20 September 2013. The report stood as submitted. In addition, I Odoom noted the following:

- The GSA ERC has been meeting with the Executive Director and the Groups and Nominating Specialist to review the Elections and Referenda bylaws and policy, mostly based on recommendations from the previous CRO. It is almost done, hopefully the whole package will be available in October for first reading; the key changes are listed in the report.

**ii. Elections and Referenda Committee**

Members had before them a written report, which had been distributed on 20 September 2013. The report stood as submitted.

**21. GSA Management****i. Executive Director's Report**

Members had before them a written report, which had been distributed on 20 September 2013. The report stood as submitted. In addition, E Schoeck noted that negotiations will open in November, and this was the longest GSA meeting held in the past two years.

**Question Period****22. Written Questions**

- i.** "Has the GSA taken a stand on the matter of international differential fees (other than having intense consultations with graduate students, referenced last meeting)? If so what is this position?"

Members had before them the response from the GSA President, which had been distributed on 20 September 2013.

- ii. “Will the GSA formally complain through the right channels about the communication process around the change in stipend payments that left graduate students with a pay check surprise last month right now before tuition is due?”

Members had before them the response from the GSA President, which had been distributed on 20 September 2013.

**23. Oral Questions**

No questions were asked.

**Adjournment**

The meeting was adjourned at 8:54 pm.

Outline of Issue:

**GSA 2013-2014 Budget and Expenditure (Quarterly) Report**

**Recommended Motion:**

GSA Council is asked to consider the following Motion, which was forwarded unanimously to Council by a joint-meeting of the GSA Budget and Finance Committee and the GSA Board (GSAB):

That the GSA Council **receive for information** the GSA 2013-2014 Budget and Expenditure (Quarterly) Report (8.1 – 8.2 of the material before members).

**Jurisdiction:**

Policy Manual, Budget Principles, Practices, and Procedures 2.4.a

*“The GSA Accountant and the GSA Financial Manager will prepare a quarterly report which will first be submitted to the Executive Director, then the GSA President and then to the Board, BFC and Council.”*

**Role of BFC:**

Policy Manual, Standing Committees, Budget and Finance Committee, 4.1.c

*“BFC shall review and discuss quarterly reports on expenses and revenues; these reports will present comparative information from previous years in a way that shows, in transparent fashion, the percent of the annual budget spent in each quarter, by budget division.”*

**Role of the GSA Board:**

Policy Manual, Standing Committees, GSA Board, 2.3.a

*“The GSAB is the senior administrative authority of the GSA as delegated to it by Council.”*

**Background:**

The last quarterly reports on the GSA budget were presented to the GSA BFC and GSAB in June 2013, and GSA Council in July 2013.

The quarterly financial reports have been created to build year-over-year tracking and monitoring into the GSA’s financial systems, and allow greater control over budget. In addition to yearly comparisons, regular quarterly reporting allows for better forward planning and illustrates the GSA yearly financial cycle.

The GSA BFC reviewed and discussed the GSA 2013-2014 Budget and Expenditure (Quarterly) Report at the joint GSAB/BFC meeting of September 25, 2013 and the Quarterly Report before Council was **received for information** by the GSA Board at the same meeting.

**The GSA Accountant and GSA Financial and Operations Manager agree that the GSA’s budget is on track and there are no issues of concern.**

**To: GSA Board, GSA Budget and Finance Committee, and GSA Council**

From: Brent Epperson, GSA President, Ellen Schoeck, GSA Executive Director, Shirley Ball, GSA Accountant, and Dorte Sheikh, GSA Financial Manager

Date: October 9, 2013

**Re: Quarterly Financial Report**

Dear Colleagues,

Attached is the GSA's second quarterly financial report for this year, which shows we are on track with our budget. This is excellent news, particularly in light of the sorry state of the GSA three years ago: three VPs on leave, resignation of General Manager and staff, blurred lines of responsibility, no job descriptions, no staff had stayed for more than a year in the previous ten years, no shared drive or filing system, antiquated infrastructure (eg no direct deposit), no business plan, etc.

The GSA has now come through three intense years of rebuilding under the leadership of your elected officials, the backing of the Budget and Finance Committee, the Board, and Council, and support from management and staff. Council unanimously approved the first modernized five-year rolling business plan and budget in 2011, with restricted and unrestricted funds separated, 196 individual lines organized in 9 groupings, and salaries benchmarked. In 2011, '12 and '13, Council unanimously passed fee increases and drew down its savings to fund this re-building.

Overall, you financial team has **three watch words/phrases** for you: **accountability** to Council when it comes to budget; **fiscally responsible**; **prudent financial management**.

**Here are highlights of this Quarterly Report:**

- A positive balance is forecast for the second year running; this will assist in easing our cash flow challenge.
- Most lines are on target, and variances under \$1000 are not noted.
- Some lines will be under spent and will offset the increase in advocacy travel; we will build advocacy travel into the next budget. This has been identified as a priority as post-secondary education across Canada faces budget challenges. We are also working on policy to take to Council concerning advocacy travel.
- There will be an under expenditure in staff and management lines: a maternity leave has not been filled on a full-time basis and we have not yet hired into the approved junior manager position. This junior management position is part of the GSA's succession strategy for planned management turnover.
- Contingency spending is low (good!). One possible use would be outfitting the PAW lounge.

For next year's budget, we are working on the following: budgeting for advocacy travel; anticipation that the Provost might not renew our \$20K grant; and re-establishing a modest line for sponsoring external events (eg conferences).



It should also be noted that, as these Quarterly Financial Statements were prepared in advance of the GSA receiving Fall term fees disbursements (which arrive in October), we cannot address the fees revenue issue with any certainty. Early enrolment numbers, and reports of a decrease in some departments' graduate enrolment, suggest that the 2013-14 GSA fees revenue may be less than budgeted for and consequently the positive balance may ultimately be lower than the projection provided in this quarterly report.

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item 8b - quarterly report cover letter.docx

The Graduate Students' Association of the University of Alberta  
2013-2014 GSA Operating Budget (including Capital Budget)

## High Level Summary of Revenue and Expenditures

Updated 11/9/2013

### CURRENT YEAR

April 1, 2013 to March 31, 2014

|                                     | Budget<br>as approved by<br>Council | Actual to Date<br>Apr-13 to Aug-13 | Forecast<br>Sep-13 to Mar-14 | Total<br>Apr-13 to Mar-14 | Underspent/<br>(Overspent) | %<br>Underspent/<br>(Overspent) |
|-------------------------------------|-------------------------------------|------------------------------------|------------------------------|---------------------------|----------------------------|---------------------------------|
| <b>REVENUE</b>                      |                                     |                                    |                              |                           |                            |                                 |
| GSA Fees Revenue                    | 1,095,425                           | 438,170                            | 657,255                      | 1,095,425                 | -                          | 0%                              |
| Investment Revenue                  | 18,500                              | 13,563                             | 4,937                        | 18,500                    | -                          | 0%                              |
| Other Revenue                       | 1,200                               | 1,099                              | 101                          | 1,200                     | -                          | 0%                              |
| <b>Total Revenue</b>                | <b>1,115,125</b>                    | <b>452,832</b>                     | <b>662,293</b>               | <b>1,115,125</b>          | <b>-</b>                   | <b>0%</b>                       |
| <b>EXPENSES</b>                     |                                     |                                    |                              |                           |                            |                                 |
| Governance                          | 195,163                             | 74,374                             | 117,244                      | 191,618                   | 3,545                      | 2%                              |
| Advocacy                            | 11,583                              | 634                                | 3,425                        | 4,059                     | 7,524                      | 65%                             |
| Human Resources                     | 759,951                             | 275,990                            | 463,217                      | 739,207                   | 20,744                     | 3%                              |
| Office Administration               | 29,865                              | 14,705                             | 13,631                       | 28,336                    | 1,529                      | 5%                              |
| Professional                        | 31,700                              | 17,041                             | 12,593                       | 29,634                    | 2,066                      | 7%                              |
| Services Expenses                   | 28,113                              | 8,846                              | 16,444                       | 25,290                    | 2,823                      | 10%                             |
| Operating/Contingency Fund          | 15,000                              | 1,000                              | 14,000                       | 15,000                    | -                          | 0%                              |
|                                     | <b>1,071,375</b>                    | <b>392,590</b>                     | <b>640,554</b>               | <b>1,033,144</b>          | <b>38,231</b>              | <b>4%</b>                       |
| <b>Revenues Exceed Expenditures</b> | <b>43,750</b>                       | <b>60,242</b>                      | <b>21,739</b>                | <b>81,981</b>             | <b>38,231</b>              | <b>87%</b>                      |

The Graduate Students' Association of the University of Alberta  
2013-2014 Restricted and Other Funding Budget

High Level Summary of Revenue and Expenditures

Updated 11/9/2013

**CURRENT YEAR**

April 1, 2013 to March 31, 2014

|   | Budget           | Actual to Date   |                  | Forecast         | Total        | Underspent/<br>(Overspent) | %<br>Underspent/<br>(Overspent) |
|---|------------------|------------------|------------------|------------------|--------------|----------------------------|---------------------------------|
|   |                  | Apr-13 to Aug-13 | Sep-13 to Mar-14 |                  |              |                            |                                 |
| <b>Temporary Funding from the Provost</b>   |                  |                  |                  |                  |              |                            |                                 |
| Council Remuneration Student Groups   | 6,887            | 1,887            | 5,000            | 6,887            | -            | 0%                         |                                 |
| Academically-related Student Group Awards   | 20,714           | 14,017           | 6,697            | 20,714           | -            | 0%                         |                                 |
|   | <b>27,601</b>    | <b>15,904</b>    | <b>11,697</b>    | <b>27,601</b>    | -            | 0%                         |                                 |
| <b>Funding from the Dean of Students and the Dean of FGSR</b>                         |                  |                  |                  |                  |              |                            |                                 |
| Fall, Winter and Departmental Orientation, Awards Night, and Other Funding Priorities | 7,500            | 115              | 7,385            | 7,500            | -            | 0%                         |                                 |
| Temporary Funding from TDIMM  | 4,000            | -                | 4,000            | 4,000            | -            | 0%                         |                                 |
|   | <b>11,500</b>    | <b>115</b>       | <b>11,385</b>    | <b>11,500</b>    | -            | 0%                         |                                 |
| <b>Fundraised Activity</b>  |                  |                  |                  |                  |              |                            |                                 |
| GSA Agenda/Handbook   | 11,000           | 10,790           | -                | 10,790           | 210          | 2%                         |                                 |
| <b>GSSF Projects (Restricted Revenue)</b>   |                  |                  |                  |                  |              |                            |                                 |
| Graduate Student Recognition Awards   | 17,500           | -                | 17,500           | 17,500           | -            | 0%                         |                                 |
| Child Care Subsidy  | 160,500          | 53,000           | 107,500          | 160,500          | -            | 0%                         |                                 |
| Emergency Bursaries   | 125,000          | 25,059           | 99,941           | 125,000          | -            | 0%                         |                                 |
| Professional Development Grants   | 395,811          | 127,884          | 267,927          | 395,811          | -            | 0%                         |                                 |
|   | <b>698,811</b>   | <b>205,943</b>   | <b>492,868</b>   | <b>698,811</b>   | -            | 0%                         |                                 |
| <b>Other Restricted Funding</b>   |                  |                  |                  |                  |              |                            |                                 |
| AGC (Alberta Graduate Council) Fees   | 7,523            | -                | -                | -                | 7,523        | 100%                       |                                 |
| CJSR Fees   | 14,140           | -                | 14,140           | 14,140           | -            | 0%                         |                                 |
| GSAP (Graduate Students Assistance Program) Fees                                      | 77,770           | -                | 77,770           | 77,770           | -            | 0%                         |                                 |
| Health Plan   | 1,094,840        | -                | 1,094,840        | 1,094,840        | -            | 0%                         |                                 |
| Dental Plan   | 814,060          | -                | 814,060          | 814,060          | -            | 0%                         |                                 |
|   | <b>2,008,333</b> | -                | <b>2,000,810</b> | <b>2,000,810</b> | <b>7,523</b> | 0%                         |                                 |
|   | <b>2,757,245</b> | <b>232,752</b>   | <b>2,516,760</b> | <b>2,749,512</b> | <b>7,733</b> | 0%                         |                                 |

| Account Name and Budget   | Brief Description   | Narrative   |
|---|---|---|
| <b>Restricted and Other Funding</b>   |   |   |
| <b>Temporary Funding from the Provost</b>   |   |   |
| Council Remuneration Student Groups<br><br><b>The budget was amended to \$5,000 from \$4,500. Also carryover of \$1,887 from prior year. \$6,887 budget</b>   | <ul style="list-style-type: none"> <li>• Monies set aside to be shared, proportionally, between departmental graduate student groups based on the attendance of their department councillor over the Council year.</li> <li>• With the increase in the number of department councillors, the budget was increased by \$500.</li> <li>• Funding from the Provost was received in May. Continued funding for future years is unknown.</li> <li>• Expenses are processed throughout the year.</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$1,887</b></li> <li>• <b>Forecast September to March: \$5,000</b></li> </ul>  |
| Academically-related Student Group Awards<br><br><b>The budget was amended to \$15,000 from \$20,500 due to a decrease in Provost funding. Also carryover of \$5,714 from prior year. \$20,714 budget</b> | <ul style="list-style-type: none"> <li>• The GSA provides a grant program for graduate student groups to:               <ul style="list-style-type: none"> <li>▪ Bring in special guest lecturers or host academic-style events.</li> <li>▪ Support the endeavors of student representation at a departmental level.</li> </ul> </li> <li>• Funding from the Provost was received in May and was \$5,000 less than expected. Continued funding for future years is unknown.</li> <li>• Expenses are processed throughout the year.</li> <li>• ASG Awards were merged and renamed from the old Lecture Grants and Student Group Funding Grants.</li> </ul> | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$14,017</b></li> <li>• <b>Forecast September to March: \$6,697</b></li> </ul> |

|  | <b>Funding from the Dean of Students<br/>and the Dean of FGSR</b>  |  |
|--|--|--|
| Fall, Winter and Departmental Orientation, Awards Night, and Other Funding Priorities<br><br><b>\$7,500 budget</b>                             | <ul style="list-style-type: none"> <li>This funding is described in letters from the Dean of FGSR and Dean of Students and covers, for instance, the expenses of the GSA-hosted fall and winter orientation events for new graduate students.</li> <li>Additionally, each spring the GSA holds an Awards Night.</li> </ul> | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$599</b></li> <li><b>Forecast September to March: \$6,901</b></li> </ul>   |
| Temporary Funding from TDIMM (to 2016)<br><br><b>\$4,000 budget</b>  | <ul style="list-style-type: none"> <li>TD Insurance Meloche Monnex provides this funding for various events and initiatives organized by the GSA, such as Awards Night and Orientation. See MOU for details.</li> </ul>  | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$0.00</b></li> <li><b>Forecast September to March: \$4,000</b></li> </ul>  |
|  | <b>Fundraised Activity</b>   |  |
| GSA Agenda/Handbook<br><br><b>\$11,000 budget</b>  | <ul style="list-style-type: none"> <li>The GSA sells advertising space in the yearly graduate student agenda/handbook to subsidize printing costs.</li> </ul>  | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$10,790</b></li> <li><b>Forecast September to March: \$0.00</b></li> </ul> |
|  | <b>Graduate Student Support Fund (GSSF) Projects<br/>(Restricted Revenue)</b>  |  |
| Graduate Student Recognition Awards<br><b>Per Memorandum of Settlement amended Budget to \$17,500 from \$14,000.</b><br><b>\$17,500 budget</b> | <ul style="list-style-type: none"> <li>Funds provide for various awards presented at the annual Awards Night.</li> <li>Total funding from GSSF increased by \$95,000 over the 2012-2013 levels.</li> <li>Revenue is received in May and expenses for the Awards Night are processed in the following March.</li> </ul>     | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$0.00</b></li> <li><b>Forecast September to March: \$17,500</b></li> </ul> |

|  |   |  |
|--|---|--|
| <p>Child Care Subsidy</p> <p><b>Per Memorandum of Settlement amended Budget to \$131,500 from \$105,000. Also carryover of \$29,000 from prior year.</b></p> <p><b>\$160,500 budget</b></p>              | <ul style="list-style-type: none"> <li>• Graduate students can apply for this subsidy to offset the cost of child care.</li> <li>• Total funding from GSSF increased by \$95,000 over the 2012-2013 levels.</li> <li>• Was previously the Child Care Subsidy.</li> <li>• Revenue is received in May and expenses are processed throughout the year.</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$53,000</b></li> <li>• <b>Forecast September to March: \$107,500</b></li> </ul>  |
| <p>Emergency Bursaries</p> <p><b>\$125,000 budget</b></p>  | <ul style="list-style-type: none"> <li>• Emergency Bursaries are a non-repayable bursary for graduate students who need assistance due to an unanticipated emergency.</li> <li>• Total funding from GSSF increased by \$95,000 over the 2012-2013 levels.</li> <li>• Revenue is received in May and expenses are processed throughout the year.</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$25,059</b></li> <li>• <b>Forecast September to March: \$99,941</b></li> </ul>   |
| <p>Professional Development Grants</p> <p><b>Per Memorandum of Settlement amended Budget to \$335,000 from \$270,000. Also carryover of \$60,811 from prior year.</b></p> <p><b>\$395,811 budget</b></p> | <ul style="list-style-type: none"> <li>• Graduate students can apply for this award to participate in professional development activities such as conferences, research trips, courses, etc.</li> <li>• Total funding from GSSF increased by \$95,000 over the 2012-2013 levels.</li> <li>• Was previously the Professional Development Grant.</li> <li>• Revenue is received in May and expenses are processed throughout the year.</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$127,884</b></li> <li>• <b>Forecast September to March: \$267,927</b></li> </ul>   |
| <p>AGC (Alberta Graduate Council) Fees</p> <p><b>\$7,523 budget</b></p>  | <ul style="list-style-type: none"> <li>• The Alberta Graduate Council, of which the GSA is a member, charges \$1.00 per student per term. This is in part covered by a dedicated fee of \$0.50 per student per term that was implemented by a referendum in 2000.</li> <li>• Based on projected student enrollment of 7,523, the GSA will contribute \$7,523 to the AGC Fees (7,523 x \$0.50 per term x 2 terms).</li> <li>• Revenue and the related expenses are processed in October and February.</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Surplus of \$7,523.</b></li> <li>• <b>This budget line is under review. At this time it is shown as a surplus budget line.</b></li> <li>• <b>Actual April to August: \$0.00</b></li> <li>• <b>Forecast September to March: \$0.00</b></li> </ul> |
| <p>CJSR Fees</p> <p><b>\$14,140 budget</b></p>   | <ul style="list-style-type: none"> <li>• The U of A campus radio station (CJSR) receives \$1.00 per student per term. This is a dedicated fee that was implemented by a referendum in 1999.</li> <li>• Revenue and the related expenses are processed in October and February.</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$0.00</b></li> <li>• <b>Forecast September to March: \$14,140</b></li> </ul>   |

|  |  |   |
|--|--|---|
| <p>GSAP (Graduate Students Assistance Program)</p> <p><b>\$77,770 budget</b></p> | <ul style="list-style-type: none"> <li>• The Graduate Students Assistance Plan began in September 2009, and is funded in part by a \$12 per student per year dedicated fee that was implemented by a referendum in 2009. The \$12 is split up as \$4 per fall term, and \$8 per winter term.</li> <li>• Revenue and the related expenses are processed in October and February.</li> </ul> | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$0.00</b></li> <li>• <b>Forecast September to March: \$77,770</b></li> </ul>    |
| <p>Health Plan</p> <p><b>\$1,094,840 budget</b></p>                              | <ul style="list-style-type: none"> <li>• This is the fee that is charged to students for the Health part of the Health and Dental plan. The fee for 2013-2014 is \$226.01.</li> <li>• Revenue and the related expenses are processed in October, February and March.</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$0.00</b></li> <li>• <b>Forecast September to March: \$1,094,840</b></li> </ul> |
| <p>Dental Plan</p> <p><b>\$814,060 budget</b></p>                                | <ul style="list-style-type: none"> <li>• This is the fee that is charged to students for the Dental part of the Health and Dental plan. The fee for 2013-2014 is \$170.89.</li> <li>• Revenue and the related expenses are processed in October, February and March.</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$0.00</b></li> <li>• <b>Forecast September to March: \$814,060</b></li> </ul>   |

| Account Name and Budget                      | Brief Description  | Narrative and Variance   |
|--|--|--|
| <b>REVENUE</b>                               |  |  |
| GSA Fees<br><br><b>\$1,095,425 budget</b>    | <ul style="list-style-type: none"> <li>• The Graduate Students' Association (GSA) is supported by student fees which are assessed and received centrally. The fees received are based on the number of full-time and part-time graduate students attending the UA and the annual fees are approved by GSA Council and the UA Board of Governors.</li> <li>• Based on the three-year funding agreement signed between GSA and UA on April 30, 2013, the GSA will receive:               <ul style="list-style-type: none"> <li>○ 40% advance in May based on the projected fall/winter enrollment</li> <li>○ 90% (of fall term fees) in October based on the assessed fees for the fall/winter terms, <i>after the Fall term 100% withdrawal deadline in October</i></li> <li>○ 90% (of winter term fees) in February based on the assessed fees for the fall/winter terms, <i>after the Winter term 100% withdrawal deadline in February</i></li> <li>○ Final payment in April (next fiscal year) after the actual student enrollment is reconciled</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• For 2013-2014, the projected GSA revenue is \$1,095,425. This is based on funding 6,031 full-time students (6,031 @ \$153.20 per student) and 1,493 part-time students (1,493 @ \$114.90 per student).</li> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$438,170</b></li> <li>• <b>Received May advance.</b></li> <li>• <b>Forecast September to March: \$657,255</b></li> </ul> |
| Endowment Fund<br><br><b>\$12,000 budget</b> | <ul style="list-style-type: none"> <li>• The Unitized Endowment Pool (UEP) consists of an initial amount of \$265,000 which provides for annual payments to the GSA by the university. The Association's share in the Pool is increased by its share of investment income in the Pool and decreased by payments from the University. The interest is paid in May of each fiscal year. <i>(In 1997 the GSA could not pay the Power Plant lease so the university bought the hard goods in this facility and the revenue went into the UIP.)</i></li> <li>• <i>Information: The share in the Unitized Endowment Fund is restricted for the Financial Stabilization Fund. At March 31, 2013 the UEP had a market value of \$318,279.</i></li> </ul>   | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$11,772</b></li> <li>• <b>Forecast September to March: \$228</b></li> </ul>  |
| Interest and Investment                      | <ul style="list-style-type: none"> <li>• Interest on banking balance and investments.</li> <li>• This does not include interest on the health and dental investments.</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$1,791</b></li> </ul>  |



| Account Name and Budget                               | Brief Description   | Narrative and Variance   |
|---|---|--|
| Income<br><b>\$6,500 budget</b>                       |   | <ul style="list-style-type: none"> <li>• <b>Forecast September to March: \$4,709</b></li> </ul>  |
| Other Revenue<br><b>\$1,200 budget</b>                | <ul style="list-style-type: none"> <li>• This account is used to record revenue that may arise from other sources or one-time funding opportunities.</li> <li>• Received \$1,000 as a Hiring Credit for Small Business from the Canada Revenue Agency.</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$1,099</b></li> <li>• <b>Forecast September to March: \$101</b></li> </ul>     |
| <b>GSA GOVERNANCE</b>                                 |   |  |
| <b>Elected Officials Stipends</b>                     |   |  |
| Elected Officials Stipends<br><b>\$154,451 budget</b> | <ul style="list-style-type: none"> <li>• The Elected Officials includes the President, the VP Academic, the VP Student Services, the VP Student Life and the VP Labour. In 2013-2014, the President receives an annual stipend of \$36,794 and the four VP positions each receive \$29,419.</li> <li>• Note that the stipends are gross stipends and include tax and CPP. Remittances are made on behalf of elected officials from their stipend totals.</li> </ul> | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$64,355</b></li> <li>• <b>Forecast September to March: \$90,096</b></li> </ul> |
| <b>Elected Officials Benefits &amp; Deductions</b>    |   |  |
| Employer CPP Contributions<br><b>\$6,997 budget</b>   | <ul style="list-style-type: none"> <li>• This is the GSA's contribution for the Canada Pension Plan which is at a rate of 1.0 times the employee's contribution. This line shows the employer's contribution only (not the employee contribution).</li> <li>• The employer CPP contributions estimate for 2013-2104 is \$6,997.</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$2,825</b></li> <li>• <b>Forecast September to March: \$3,955</b></li> </ul>   |
| Employer EI Contributions<br><b>\$4,200 budget</b>    | <ul style="list-style-type: none"> <li>• This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. This line shows the employer's contribution only (not the employee contribution).</li> <li>• The employer EI contribution estimate for 2013-2013 is \$4,200.</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$1,694</b></li> <li>• <b>Forecast September to March: \$2,371</b></li> </ul>   |

|   |  |  |
|---|--|--|
| GSA Health and Dental Plan<br><b>\$2,085 budget</b>               | <ul style="list-style-type: none"> <li>The 2013 rate is \$396.90 per student per annum. This invoice is paid in September.</li> </ul>  | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$0.00</b></li> <li><b>Forecast September to March: \$1,970</b></li> </ul>  |
| U-Pass<br><b>\$1,845 budget</b>                                   | <ul style="list-style-type: none"> <li>The U-Pass is set at \$122.92 each term. This amount is paid in September and January.</li> </ul>   | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$0.00</b></li> <li><b>Forecast September to March: \$1,845</b></li> </ul>  |
| <b>Elected Officials - Other Expenses</b>                         |  |  |
| Insurance<br><b>\$1,900 budget</b>                                | <ul style="list-style-type: none"> <li>Directors and Officers Liability Insurance. Normally paid in January.</li> </ul>  | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$0.00</b></li> <li><b>Forecast September to March: \$1,900</b></li> </ul>  |
| Transition<br><b>\$3,984 budget</b>                               | <ul style="list-style-type: none"> <li>May be used to fund Early Call for Talent in the fall.</li> <li>Transition activity typically occurs in March.</li> </ul>                                   | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$42</b></li> <li><b>Forecast September to March: \$3,942</b></li> </ul>  |
| Appreciation<br><b>\$515 budget</b>                               | <ul style="list-style-type: none"> <li>Elected officials recognition in the form of lunches/cards/birthdays.</li> </ul>  | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$19</b></li> <li><b>Forecast September to March: \$496</b></li> </ul>  |
| Elected Officials Expenses Discretionary<br><b>\$1,685 budget</b> | <ul style="list-style-type: none"> <li>Hosting/food/conferences/special functions. President approves expenses of the VPs.</li> </ul>  | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$510</b></li> <li><b>Forecast September to March: \$1,175</b></li> </ul>   |
| Board and Other Committee Expenses<br><b>\$5,160 budget</b>       | <ul style="list-style-type: none"> <li>The cost estimate is based on 52 Board meetings per year at \$99.00 per meeting and occasional meetings of other committees.</li> </ul>                     | <ul style="list-style-type: none"> <li><b>Surplus of \$3,021. This is due to the use of more economical frozen foods and purchase of a small oven.</b></li> <li><b>Actual April to August: \$739</b></li> <li><b>Forecast September to March: \$1,400</b></li> </ul> |
| Elected Officials Business Travel                                 | <ul style="list-style-type: none"> <li>This budget account is to track costs related to business travel by the Elected Officials. Included an AGC related trip to Calgary and a trip to</li> </ul> | <ul style="list-style-type: none"> <li><b>Overspent by \$1,660. The CAGS trip to Montreal in Sept is estimated at \$1,730.</b></li> </ul>  |

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| <b>\$2,043 budget</b>  | GU15 at UBC.   | <ul style="list-style-type: none"> <li>• <b>Actual April to August: \$1,973</b></li> <li>• <b>Forecast September to March: \$1,730</b></li> <li>• <b>Over expenditure to be offset with surpluses in other areas.</b></li> </ul>           |
| <b>Council Expenses</b>  |  |  |
| Council/Food<br>/Other Expense<br><br><b>\$3,350 budget</b>        | <ul style="list-style-type: none"> <li>• The estimate is based on 12 meetings per year at \$279.00 per meeting.</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$1,468</b></li> <li>• <b>Forecast September to March: \$1,882</b></li> </ul>   |
| Council Security<br><br><b>\$1,500 budget</b>                      | <ul style="list-style-type: none"> <li>• As of Sept 2012 meetings are held in the TELUS Centre and security is optional as the building is open until 10:00. As Council grows in number we may need to change venues which may incur costs.</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Surplus of \$1,500 as use of the TELUS Centre has not required security.</b></li> <li>• <b>Actual April to August: \$0.00</b></li> <li>• <b>Forecast September to March: \$0.00</b></li> </ul> |
| Election Expenses<br><br><b>\$2,250 budget</b>                     | <ul style="list-style-type: none"> <li>• This is used to cover expenses associated with elections that take place in March.</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$0.00</b></li> <li>• <b>Forecast September to March: \$2,250</b></li> </ul>  |
| Council Speaker<br>Honorarium<br><br><b>\$2,166 budget</b>         | <ul style="list-style-type: none"> <li>• Speaker is paid an honorarium for each Council meeting (\$150.00 per meeting).</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$750</b></li> <li>• <b>Forecast September to March: \$1,200</b></li> </ul>   |
| Chief Returning<br>Officer Honorarium<br><br><b>\$1,032 budget</b> | <ul style="list-style-type: none"> <li>• Chief Returning Officer is paid an honorarium for managing the GSA general election in March, and any by-elections, and any referenda.</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$0.00</b></li> <li>• <b>Forecast September to March: \$1,032</b></li> </ul>  |

| <b>GSA ADVOCACY</b>  |  |  |
|--|--|--|
| Government and External Relations<br><br><b>\$3,030 budget</b> | <ul style="list-style-type: none"> <li>Relationship-building between the GSA, government and other organizations, particularly related to advocacy. Usually in the form of hosting, meeting or travel expenses related to advocacy.</li> </ul>   | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$493</b></li> <li><b>Forecast September to March: \$2,537</b></li> </ul>   |
| University Relations<br><br><b>\$1,030 budget</b>              | <ul style="list-style-type: none"> <li>Relationship-building between the GSA and university units. Usually in the form of hosting/meeting expenses.</li> </ul>   | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$142</b></li> <li><b>Forecast September to March: \$888</b></li> </ul>   |
| Alberta Graduate Council Fees<br><br><b>\$7,523 budget</b>     | <ul style="list-style-type: none"> <li>The Alberta Graduate Council (AGC), of which the GSA is a member, receives \$1.00 per student per term. This organization does lobbying with the Alberta government promoting the interests and concerns of graduate students.</li> <li>This lobbying is in part covered by a dedicated fee of \$0.50 per student per term that was implemented by a referendum in 2000.</li> <li>The remaining \$0.50 per student per term is paid out of the GSA operating budget as the "GSA contribution."</li> </ul> | <ul style="list-style-type: none"> <li><b>Surplus of \$7,523.</b></li> <li><b>This budget line is under review. At this time it is shown as a surplus budget line.</b></li> <li><b>Actual April to August: \$0.00</b></li> <li><b>Forecast September to March: \$0.00</b></li> </ul> |
| <b>GSA Office – Human Resources</b>                            |  |  |
| Staff Represented by NASA<br><br><b>\$255,000 budget</b>       | <ul style="list-style-type: none"> <li>Note that the salaries are gross salaries including tax, employee EI and CPP and union dues – remittances are made on behalf of employees from their salary totals.</li> <li>This is to include approved cost of living increases and one-time payments.</li> </ul>   | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$102,507</b></li> <li><b>Forecast September to March: \$152,493</b></li> </ul>   |
| Management<br><br><b>\$343,200 budget</b>                      | <ul style="list-style-type: none"> <li>Management positions were reorganized into two key positions of Executive Director and Director of Operations/Financial Manager (DO/FM) in 2010-2011. These were externally benchmarked and approved unanimously by the Council.</li> <li>The Executive Director salary and other employment related expenses are established in a contractual agreement. The salary was benchmarked in 2010 by Human Resources and compared to a similar position at the University of Calgary.</li> </ul>               | <ul style="list-style-type: none"> <li><b>Surplus of \$13,548 as the new Junior Manager position has not been filled to date.</b></li> <li><b>Actual April to August: \$128,052</b></li> <li><b>Forecast September to March: \$201,600</b></li> </ul>                                |

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|--|---|--|
|  | <ul style="list-style-type: none"> <li>The DO/FM left in 2011. A part-time Accountant and a part-time Financial Manager were hired. The DO position was combined with the Labour Professional position.</li> <li>The Director of Operations/ Labour Professional works three days a week (reduced from four days).</li> <li>A half-time position approved in the 2012-2013 budget at \$35,000 and is now the new full-time Associate Director position, and was augmented to \$50,000 later in 2012 through under expenditure in other areas. This position has now been benchmarked and is equivalent to a U of A departmental APO with a starting salary of \$62,000 and is approved at this amount in the 2013-14 budget.</li> </ul> |  |
|  | <b>Employee Benefits</b>  |  |
| Employer CPP Contributions<br><br><b>\$22,500 budget</b> | <ul style="list-style-type: none"> <li>This is the GSA's contribution for the Canada Pension Plan which is at a rate of 1.0 times the employee's contribution. This line shows the employer's contribution only (not the employee contribution).</li> </ul>   | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$9,375</b></li> <li><b>Forecast September to March: \$13,125</b></li> </ul>  |
| Employer EI Contributions<br><br><b>\$12,100 budget</b>  | <ul style="list-style-type: none"> <li>This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. This line shows the employer's contribution only (not the employee contribution).</li> </ul>  | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$5,348</b></li> <li><b>Forecast September to March: \$6,752</b></li> </ul>   |
| GSA Health and Dental Plan<br><br><b>\$4,170 budget</b>  | <ul style="list-style-type: none"> <li>The 2013 rate is \$396.90 per staff/elected officials per annum.</li> </ul>  | <ul style="list-style-type: none"> <li><b>Surplus of \$1,260 as fewer staff than projected are eligible for the plan.</b></li> <li><b>Actual April to August: \$0.00</b></li> <li><b>Forecast September to March: \$2,910</b></li> </ul> |

|   | <b>Other HR Expenses</b>  |   |
|---|---|---|
| Merit Pay/Contractual for Management<br><br><b>\$28,200 budget</b>                    | <ul style="list-style-type: none"> <li>In accordance with the Executive Director contract, the Executive Director has the opportunity to receive merit pay and other contractual expenses (being paid monthly). Executive Director declined to have merit pay built into her salary. The ED uses this fund primarily to provide merit pay to managers.</li> <li>Unspent funds from this line may be used to augment RRSP payments or other management benefits to take into account the realities of the competitive market (e.g. the GSA does not have a pension plan).</li> </ul> | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$7,833</b></li> <li><b>Forecast September to March: \$20,367</b></li> </ul>   |
| Parental Leave for NASA-Represented Staff<br><br><b>\$9,500 budget</b>                | <ul style="list-style-type: none"> <li>This funding is for parental leave. A parental leave commenced for one of the NASA-represented staff in January 2013. This is contractual as per the GSA staff agreement with NASA.</li> <li>Full budget needs to be retained for 2014-15 to ensure that a parental leave request can be funded.</li> </ul>  | <ul style="list-style-type: none"> <li><b>Surplus of \$5,252 as no other parental leave payments required this year.</b></li> <li><b>Actual April to August: \$4,248</b></li> <li><b>Forecast September to March: \$0.00</b></li> </ul> |
| Benefit Compensation Options for NASA-Represented Staff<br><br><b>\$20,400 budget</b> | <ul style="list-style-type: none"> <li>The GSA is considering a plan to provide affordable benefit options to supplement salaries for continuing staff. The options must be simple to administer. The budget of \$20,400 was calculated on the basis of 8% (as a starting point) of the salaries of continuing staff even though the university's benefit package is 20% of salary (including health and dental).</li> </ul>  | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$5,637</b></li> <li><b>Forecast September to March: \$14,763</b></li> </ul>   |
| RRSP Management<br><br><b>\$17,160 budget</b>   | <ul style="list-style-type: none"> <li>In accordance with the contract, the Executive Director is entitled to an RRSP payment of \$5,000 (made in monthly increments).</li> <li>Other management also receive RRSP payments.</li> </ul>   | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$2,084</b></li> <li><b>Forecast September to March: \$15,076</b></li> </ul>   |

|   |   |   |
|---|---|---|
| Benefit Compensation Options for Management<br><br><b>\$27,456 budget</b> | <ul style="list-style-type: none"> <li>A decision was made in 2013 to provide benefit compensation for management. The budget of \$27,456 was calculated on the basis of 8% (as a starting point) of salary even though the university's benefit package is 20% of salary (including health and dental).</li> </ul>                                       | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$8,035</b></li> <li><b>Forecast September to March: \$19,421</b></li> </ul> |
| Staff Appreciation<br><br><b>\$2,200 budget</b>                           | <ul style="list-style-type: none"> <li>This pool of money is used for recognition of GSA staff members. (E.g. when staff leave or reach significant benchmarks).</li> </ul>   | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$381</b></li> <li><b>Forecast September to March: \$1,819</b></li> </ul>    |
| Vacation Payout<br><br><b>\$5,000 budget</b>                              | <ul style="list-style-type: none"> <li>Contractual arrangement with the Executive Director for vacation payout, for vacation payout for NASA-represented staff in accord with their Collective Agreement, and for managers at the Executive Director's discretion.</li> <li>Unspent funds from this line may be used to augment RRSP payments.</li> </ul> | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$814</b></li> <li><b>Forecast September to March: \$4,186</b></li> </ul>    |
| Professional Expense Allowance<br><br><b>\$6,000 budget</b>               | <ul style="list-style-type: none"> <li>Contractual arrangement with the Executive Director. Budget will also be set aside for other management positions and professional development.</li> <li>Unspent funds may be used for other management benefits at the discretion of the Executive Director.</li> </ul>   | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$1,174</b></li> <li><b>Forecast September to March: \$4,826</b></li> </ul>  |
| Workers' Compensation<br><br><b>\$5,000 budget</b>                        | <ul style="list-style-type: none"> <li>WCB-Alberta is disability insurance for workers against the impact of workplace injuries. Our insurance providers have strongly recommended that the GSA enrol in the Workers' Compensation plan.</li> <li>Will require an annual statement to the Workers' Compensation Board.</li> </ul>                         | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$0.00</b></li> <li><b>Forecast September to March: \$5,000</b></li> </ul>   |
| Parking<br><br><b>\$2,065 budget</b>                                      | <ul style="list-style-type: none"> <li>Contractual arrangement for Executive Director.</li> <li>Other occasional parking for elected officials, staff and management.</li> </ul>  | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$502</b></li> <li><b>Forecast September to March: \$879</b></li> </ul>      |

| <b>GSA Office Administration and Operational Costs</b>   |   |  |
|--|---|--|
| Capital items<br><b>\$6,000 budget</b>                   | <ul style="list-style-type: none"> <li>This budget line refers to purchases of major assets that the GSA will need and is part of a five-year plan established in 2010.</li> <li>To date purchases include two laptops for management, iPad for President, associated computer peripherals, GSA sandwich board sign and tables for meeting room.</li> </ul> | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$3,821</b></li> <li><b>Forecast September to March: \$2,179</b></li> </ul>   |
| Swag Purchases<br><b>\$1,525 budget</b>                  | <ul style="list-style-type: none"> <li>Purchase of swag items for distribution at events.</li> <li>To date GSA has purchased two banners for use at events.</li> </ul>  | <ul style="list-style-type: none"> <li><b>Surplus of \$1,042 which will be used to offset the over expense of Photocopier (Office) Meter.</b></li> <li><b>Actual April to August: \$483</b></li> <li><b>Forecast September to March: \$0.00</b></li> </ul> |
| Telephone & Cable<br><b>\$4,000 budget</b>               | <ul style="list-style-type: none"> <li>Billed monthly.</li> </ul>   | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$1,518</b></li> <li><b>Forecast September to March: \$1,928</b></li> </ul>   |
| Postage (Courier)<br><b>\$300 budget</b>                 | <ul style="list-style-type: none"> <li>Primarily used for the mailing of T4As in February and off-campus bill payments. (Only a limited number of T4As need to be mailed as the majority are posted on Bear Tracks by Human Relations/Payroll).</li> </ul>  | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$121</b></li> <li><b>Forecast September to March: \$120</b></li> </ul>   |
| Repair and Maintenance<br><b>\$810 budget</b>            | <ul style="list-style-type: none"> <li>Contingency fund for repair and maintenance of office furniture, appliances and equipment.</li> </ul>  | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$0.00</b></li> <li><b>Forecast September to March: \$0.00</b></li> </ul>   |
| Computer Repair and Maintenance<br><b>\$1,100 budget</b> | <ul style="list-style-type: none"> <li>Contingency fund for computer repair and maintenance, but is minimal as in-house IT can do most of this.</li> <li>Includes yearly fee for WIKI database and Google storage.</li> </ul>   | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$249</b></li> <li><b>Forecast September to March: \$851</b></li> </ul>   |
| Printing (outside printing only)<br><b>\$760 budget</b>  | <ul style="list-style-type: none"> <li>Printing of Awards Night program and certificates.</li> </ul>  | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$0.00</b></li> <li><b>Forecast September to March: \$300</b></li> </ul>  |



|  |  |   |
|--|--|---|
| Photocopier Lease<br>(Office)<br><br><b>\$6,700 budget</b> | <ul style="list-style-type: none"> <li>The GSA leases two photocopiers for office use. Billing occurs quarterly along with the public (student) copier lease. The lease term ends April 2015.</li> </ul> | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$3,451</b></li> <li><b>Forecast September to March: \$3,452</b></li> </ul>  |
| Photocopier Meter<br>(Office)<br><br><b>\$3,000 budget</b> | <ul style="list-style-type: none"> <li>Billed monthly.</li> </ul>  | <ul style="list-style-type: none"> <li><b>Shortfall of \$1,465 will be offset by surplus in other budget lines.</b></li> <li><b>Actual April to August: \$2,365</b></li> <li><b>Forecast September to March: \$2,100</b></li> </ul> |
| Photocopier Paper<br>(Office)<br><br><b>\$800 budget</b>   | <ul style="list-style-type: none"> <li>Purchased monthly.</li> </ul>   | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$196</b></li> <li><b>Forecast September to March: \$455</b></li> </ul>  |
| Banking Service<br>Charges<br><br><b>\$500 budget</b>      | <ul style="list-style-type: none"> <li>Business banking plan fee and corporate MasterCard annual fees.</li> </ul>  | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$178</b></li> <li><b>Forecast September to March: \$210</b></li> </ul>  |
| Insurance Office<br><br><b>\$620 budget</b>                | <ul style="list-style-type: none"> <li>General liability insurance</li> </ul>  | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$615</b></li> <li><b>Forecast September to March: \$0.00</b></li> </ul>   |
| Miscellaneous<br>Office<br><br><b>\$1,000 budget</b>       | <ul style="list-style-type: none"> <li>Various expenses such as shipping, shredding.</li> </ul>  | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$697</b></li> <li><b>Forecast September to March: \$303</b></li> </ul>  |
| Office Supplies<br><br><b>\$1,650 budget</b>               | <ul style="list-style-type: none"> <li>General office supplies.</li> </ul>   | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$560</b></li> <li><b>Forecast September to March: \$1,090</b></li> </ul>  |
| Payroll Service<br>Charges<br><br><b>\$1,100 budget</b>    | <ul style="list-style-type: none"> <li>The payroll processing charges to CERIDIAN (payroll service provider).</li> </ul>   | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$452</b></li> <li><b>Forecast September to March: \$644</b></li> </ul>  |

|  | <b>GSA Professional</b>  |  |
|--|--|--|
| Financial Auditing<br><b>\$9,700 budget</b>          | <ul style="list-style-type: none"> <li>GSA has an annual audit performed by Peterson Walker.</li> <li>Required by <i>Post-Secondary Learning Act</i> and submitted to the Board of Governors.</li> </ul>   | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$9,634</b></li> <li><b>Forecast September to March: \$66</b></li> </ul>  |
| Consultants<br><b>\$2,000 budget</b>                 | <ul style="list-style-type: none"> <li>Reduced considerably in 2013-14 due to increased professional qualifications of management.</li> </ul>  | <ul style="list-style-type: none"> <li><b>Surplus of \$2,000 to offset over-expenditure in other areas.</b></li> <li><b>Actual April to August: \$0.00</b></li> <li><b>Forecast September to March: \$0.00</b></li> </ul>  |
| Legal Fees - General<br><b>\$20,000 budget</b>       | <ul style="list-style-type: none"> <li>Legal requirements for the general operations and advice on major initiatives such as PAW, operational issues such as bylaw changes, and Human Resources. Reduced considerably in 2013-14 due to stability/health of GSA. If there is monies remained at year-end these funds are added to the Legal Reserve Fund.</li> </ul> | <ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to August: \$7,407</b></li> <li><b>Forecast September to March: \$12,593</b></li> </ul>  |
|  | <b>GSA Service Expenses</b>  |  |
|  | <b>Grants and Subsidies Expenses</b>   |  |
| Academic Workshop Subsidies<br><b>\$7,738 budget</b> | <ul style="list-style-type: none"> <li>Executive Director and Director of Operations recommended to GSAB and BFC to continue providing these subsidies as students' reviews of the workshops are outstanding.</li> </ul>   | <ul style="list-style-type: none"> <li><b>Surplus of \$2,238 to offset over-expenditure in other areas.</b></li> <li><b>Actual April to August: \$5,500</b></li> <li><b>Forecast September to March: \$0.00</b></li> </ul> |
| External Grants<br><b>Budget removed</b>             | <ul style="list-style-type: none"> <li>Budget to be re-introduced in 2014-15 as external grant requests are being received. For this year external grants will be paid out of the Operating/Contingency Fund.</li> </ul>   |  |

|  | <b>GSA Service Expenses</b>  |  |
|--|--|--|
| AMICCUS-C Membership<br><br><b>\$525 budget</b>                    | <ul style="list-style-type: none"> <li>• Membership to AMICCUS (Association of Managers in Canadian Colleges and University Student Centers).</li> <li>• Review membership renewal in 2014.</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>Overspent by \$450 due to increase in cost of membership.</b></li> <li>• <b>Actual April to August: \$975</b></li> </ul>           |
| Food Bank Memorandum of Understanding<br><br><b>\$9,000 budget</b> | <ul style="list-style-type: none"> <li>• Contractual (MOU) contribution will be made to the Campus Food Bank (which was founded by the GSA).</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$0.00</b></li> <li>• <b>Forecast September to March: \$9,000</b></li> </ul>  |
| Photocopier Lease (Lounge)<br><br><b>\$3,400 budget</b>            | <ul style="list-style-type: none"> <li>• The GSA leases one photocopier for its (student) photocopy service use. Billing occurs quarterly along with the Office copier lease. The lease term ends April 2015.</li> <li>• Approximately \$3,400 in 2015-16 will be saved as lease will not be renewed.</li> </ul> | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$1,726</b></li> <li>• <b>Forecast September to March: \$1,726</b></li> </ul> |
| Photocopier Meter (Lounge)<br><br><b>\$700 budget</b>              | <ul style="list-style-type: none"> <li>• Billed monthly.</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$0.00</b></li> <li>• <b>Forecast September to March: \$0.00</b></li> </ul>   |
| Photocopies Paper (Lounge)<br><br><b>\$750 budget</b>              | <ul style="list-style-type: none"> <li>• Purchased monthly.</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$84</b></li> <li>• <b>Forecast September to March: \$280</b></li> </ul>      |
| Awards Night<br><br><b>\$6,000 budget</b>                          | <ul style="list-style-type: none"> <li>• Expenses for the annual GSA Awards Night (normally in March).</li> <li>• Expenditure has already occurred as certificate frames have been purchased.</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$562</b></li> <li>• <b>Forecast September to March: \$5,438</b></li> </ul>   |

|   | <ul style="list-style-type: none"> <li>○ <b>GSA Operating/Contingency Fund</b></li> </ul>   |   |
|---|---|---|
| Operating /Contingency Fund<br><br><b>\$15,000 budget</b> | <ul style="list-style-type: none"> <li>• A contingency fund is simply a fund set aside to handle unexpected expenses that are outside the range of the operating budget, upon recommendation of the President to the Board.</li> <li>• Two external grants have been paid from this fund. A separate budget line for External Grants should be re-established for 2014-15.</li> <li>• Anticipated expenses include advocacy expenses and furniture for the PAW lounge.</li> </ul> | <ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to August: \$1,000</b></li> <li>• <b>Forecast September to March: \$14,000</b></li> </ul> |

### Outline of Issue

#### **Awards and Adjudication Criteria and the Awards Selection Committee: Proposed Revisions to GSA Policy**

##### **Recommended Motion:**

That the GSA Council **approve**, on the recommendation of the GSA Board, the proposed revisions to GSA Policy on Awards and Adjudication Criteria and GSA Policy on the Awards Selection Committee, as outlined in the attached triple-column documents, effective immediately.

##### **Jurisdiction:**

###### Bylaws, Part I, 2.1:

*“The Policy Manual is under the jurisdiction of Council (Part III) and may be amended by a simple majority vote of Council at any meeting of Council.”*

##### **Background:**

See attached cover letter for full background information.

In developed the suggested changes, feedback from the GSA ASC and the GSA Board was sought. At the GSA Board meeting of September 18, 2013, the Board **recommended** that the proposed revisions to the GSA Policy on Awards and Adjudication Criteria and the GSA Policy on the Awards Selection Committee be forwarded to Council for consideration.

**NOTE:** In drafting the proposed changes outlined below, feedback from the GSA ASC was solicited and incorporated. Council has also been provided with a draft of how the policies would appear should the proposed changes be approved.

Dear Council Members,

October 11, 2013

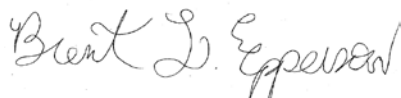
As the GSA continues with the ongoing project of rebuilding infrastructure and streamlining processes to provide more efficient and effective services to the graduate student community, reviewing GSA Bylaws and Policy has been a top priority over the past several months (as you have heard from Ellen Schoeck, GSA Executive Director). In addition to proposed changes to the Elections and Referenda Bylaws and Policy and a future overhaul of the GSA Grants Policy, I please to report that intensive work on the part of the GSA Directly-Elected Officers (in particular, Vice-President Student Life Hasin Haroon, chair of the GSA Awards Selection Committee), management, with consultation from the GSA Board and the GSA ASC, has resulted in the proposed changes to GSA Awards Policy and the terms of reference for the GSA ASC before you in the attached triple column and drafts.

In an effort to streamline the application and adjudication processes connected to GSA Awards, the following changes to Policy are suggested:

- **The number of awards offered have been reduced** (rationale for the proposed deletion of an award is provided in the attached triple-column) – **the amount of funds available has not been reduced** but awards that were felt to be redundant or which ASC members have consistently indicated are difficult to adjudicate have been removed, allowing the value and number of other awards to be increased
- **No changes have been made to the eligibility criteria** of awards, but current wording has been reviewed and amended to provide greater clarity
- Clear policy regarding **the eligibility of GSA Directly-Elected Officials and members of ASC to apply for GSA Awards and the Government of Alberta Graduate Citizenship Award** has been developed
- Policies governing **the maximum number of times the same group or individual can win the same award and the number of awards a student can receive in a given year** have been developed
- Awards have been **reordered to group non-monetary and monetary awards together**
- **Ranking of recipients for particular awards** (gold, silver, bronze) and stipulations that **awards must be given to each of the three Tri-Council areas** have been removed to ensure that adjudication is an easier process
- The **terms of reference of the Awards Selection Committee have been amended** to reflect current practice and to align them with proposed structural/editorial changes to be made to the terms of reference of all GSA standing committees

I am happy to comment further and answer any questions that you may have.

Sincerely,



Brent Epperson  
2013-2014 GSA President

Policy Manual: Awards Selection Committee

| Current Bylaw / Policy <i>(Deletions noted by a strikethrough)</i>                                | Proposed Changes <i>(Additions Underlined)</i>  | Rationale / Background   |
|---|---|--|
| <b>6. Awards Selection Committee</b>  |   |  |
| 1. Composition  |   |  |
|   | <p>a. <u>The voting membership of the Awards Selection Committee (ASC) is:</u></p> <ul style="list-style-type: none"> <li>i. <u>The Vice-President Student Life, as Chair.</u></li> <li>ii. <u>The Vice-President Labour serves on the ASC.</u></li> <li>iii. <u>Up to twelve (12) graduate students, elected by Council. The Chair, in consultation with the GSA Nominating Committee Vice-Chair, can decide to increase the number of graduate student members on ASC.</u></li> </ul> <p>b. <u>The Executive Director and GSA Accountant have a standing invitation to attend any committee discussing financial matters.</u></p> <p>c. <u>The Vice-President Student Life will designate a member of the ASC to act as Chair in his/her absence or in the case of a conflict of interest (as per GSA Bylaws, Part VII, Conduct of Representatives, Section 3, Conflict of Interest).</u></p> | <p>Aligns with changes being made to the terms of reference of the GSA ERC – provides greater clarity regarding composition.</p> |
| a. <del>The Awards Selection Committee (ASC) is chaired by the Vice-President Student Life.</del> |   |  |
|   |   |  |
|   |   |  |

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|--|--|---|
| <p>b. <del>The Vice-President Labour is a member of the ASC and will assume the duties of the Chair in the absence of the Vice-President Student Life.</del></p> |  |   |
|  | <p>2. <u>Eligibility</u></p> <ul style="list-style-type: none"> <li>a. <u>All members of the GSA are eligible to serve on ASC unless they intend to apply for GSA Awards.</u></li> <li>b. <u>No member of the ASC is eligible to apply for GSA Awards.</u></li> <li>c. <u>No current GSA Directly-Elected Officer is eligible to apply for GSA Awards.</u></li> <li>d. <u>Members of the ASC who apply for the Government of Alberta Graduate Citizenship Award may not be involved in the adjudication of that award.</u></li> <li>e. <u>GSA Directly-Elected Officers are eligible to apply for the Government of Alberta Graduate Citizenship Award but may not take part in the decision-making process including changes to the adjudication process.</u></li> <li>f. <u>In accordance with GSA Bylaws, Part VII, Conduct of Representatives, Section 3, Conflict of Interest, committee members who are in a conflict of interest must disclose that interest at the time of adjudication on the score sheet, and refrain from scoring that particular application. This includes applications from family, close friends, partners, and fellow graduate students from the same department.</u></li> </ul> | <p>Aligns with changes being made to the terms of reference of the GSA ERC – provides greater clarity regarding eligibility.</p> <p>Prevents the opportunity for a real or perceived conflict of interest while allowing members of the ASC to apply for the Graduate Citizenship Award. The Terms of Reference for that award (provided by the government) do not preclude ASC members applying.</p> |
|  |  |   |



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| 3. Mandate   |   |  |
|  |   |  |
| <p><del>a. The ASC is responsible for all aspects of the awards, including, but not limited to:</del></p> <p><del>1.1.a.1 The number of awards available.</del></p> <p><del>1.1.a.2 The recipient selection criteria.</del></p> <p><del>1.1.a.3 The names of the awards.</del></p> <p><del>1.1.a.4 The award nomination procedures and forms.</del></p> <p><del>1.1.a.5 The value of the awards.</del></p> | <p>a. The ASC is responsible for <u>selecting the recipients of the Council-approved GSA Awards and the Alberta Graduate Citizenship Award. Additionally:</u></p> <p>i. <u>The ASC will be consulted concerning any proposed changes to the number, selection criteria, names, and value of GSA Awards.</u></p> | <p>As they are contained in GSA Policy, GSA Awards (including number, criteria, and value) are approved by Council rather than ASC, but ASC will be consulted about any proposed changes.</p> <p>Change to reflect current practice.</p> |
|  |   |  |
| <p><del>b. The ASC will review the GSA Awards in May of every year for inclusion into GSA publications.</del></p>  |   | <p>No longer needed as ASC will be consulted as per 3.a, above.</p>  |
|  |   |  |
| <p><del>b. The ASC is responsible for publicizing the awards, and detailing the selection criteria for the awards as part of the nominations.</del></p>  |   | <p>No longer needed as ASC will be consulted as per 3.a, above.</p>  |
|  |   |  |
| <p><del>c. The ASC is responsible for selecting the recipients of the GSA Awards.</del></p>  |   |  |
|  |   |  |
| <p>d. The ASC may decide not to give out an award in a particular category if a qualified candidate is not identified.</p>   |   | <p>No change. Reordered as “b”.</p>  |
|  | <p>c. <u>The ASC will adjudicate all applications solely on the merits of the application.</u></p>  | <p>Proposed clarification regarding adjudication.</p>  |
|  |   |  |
| <p><del>e. No member of the ASC will be considered as a candidate for any of the awards determined by the ASC.</del></p>   |   | <p>Noted above.</p>  |
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| g. The list of the recipients of the awards will be presented to Council for information <del>at the regular March Council Meeting.</del> | d. The ASC Chair will report the list of the recipients of the awards to Council for information <u>as soon as possible after the recipients are selected.</u> | Allows GSA Awards Nights and the associated application and adjudication periods to happen in a more timely fashion. Allows for greater flexibility in terms of reporting procedure. Reordered as “d”. |
|   |  |  |
|   | <p>4. <u>Quorum</u></p> <p>a. <u>Quorum for ASCis:</u></p> <p>i. <u>The Chair</u></p> <p>ii. <u>Four (4) other members of the committee.</u></p>               | Aligns with changes being made to the terms of reference of the GSA ERC – provides greater clarity regarding quorum.   |
|   |  |  |
|   |  |  |
|   |  |  |

## 1. Awards Selection Committee

### 1. Composition

- a. The voting membership of the Awards Selection Committee (ASC) is:
  - a. The Vice-President Student Life, as Chair.
  - b. The Vice-President Labour serves on the ASC.
  - c. Up to twelve (12) graduate students, elected by Council. The Chair, in consultation with the GSA Nominating Committee Vice-Chair, can decide to increase the number of graduate student members on ASC.
- b. The Executive Director and GSA Accountant have a standing invitation to attend any committee discussing financial matters.
- c. The Vice-President Student Life will designate a member of the ASC to act as Chair in his/her absence or in the case of a conflict of interest (as per GSA Bylaws, Part VII, Conduct of Representatives, Section 3, Conflict of Interest).

### 2. Eligibility

- a. All members of the GSA are eligible to serve on ASC unless they intend to apply for GSA Awards.
- b. No member of the ASC is eligible to apply for GSA Awards.
- c. No current GSA Directly-Elected Officer is eligible to apply for GSA Awards.
- d. Members of the ASC who apply for the Government of Alberta Graduate Citizenship Award may not be involved in the adjudication of that award.
- e. Current GSA Directly-Elected Officers are eligible to apply for the Government of Alberta Graduate Citizenship Award but may not take part in the decision-making process including changes to the adjudication process.
- f. In accordance with GSA Bylaws, Part VII, Conduct of Representatives, Section 3, Conflict of Interest, committee members who are in a conflict of interest must disclose that interest at the time of adjudication on the score sheet, and refrain from scoring that particular application. This includes applications from family, close friends, partners, and fellow graduate students from the same department.

### 3. Mandate

- a. The ASC is responsible for selecting the recipients of the Council-approved GSA Awards and the Alberta Graduate Citizenship Award. Additionally:
  - i. The ASC will be consulted concerning any proposed changes to the number, selection criteria, names, and value of GSA Awards.
- b. The ASC may decide not to give out an award in a particular category if a qualified candidate is not identified.
- c. The ASC will adjudicate all applications solely on the merits of the application.
- d. The ASC Chair will report the list of the recipients of the awards to Council for information as soon as possible after the recipients are selected.

### 4. Quorum

- a. Quorum for ASC is:

- i. The Chair.
- ii. Four (4) other members of the Committee.

DRAFT

| Policy Manual: Awards and Adjudication Criteria  |   |   |                      |   |   |                                   |
|--|---|---|----------------------|---|---|-----------------------------------|
| Current Bylaw / Policy (Deletions noted by a strikethrough)  | Proposed Changes (Additions Underlined)   | Rationale / Background  |                      |   |   |                                   |
| <b>Awards and Adjudication Criteria</b>  |   |   |                      |   |   |                                   |
| <b>Purpose:</b> To describe GSA Awards and their adjudication criteria and procedures.   |   |   |                      |   |   |                                   |
| <b>Scope:</b> This policy sets out the adjudication criteria for all awards offered by the GSA.  |   |   |                      |   |   |                                   |
| <table border="1"> <tr> <td><b>Related Policies &amp; Bylaws</b></td> <td>GSA Policy, Standing Committees, Section 6, Awards Selection Committee<br/><br/>GSA Board Policy, Section 7, Graduate Citizenship Award and GSA Awards Application and Adjudication Processes</td> </tr> <tr> <td><b>Related Forms</b></td> <td><del>Application</del> Forms available at <a href="http://www.gsa.ualberta.ca">www.gsa.ualberta.ca</a>. <del>Application</del> forms are based directly on the below GSA Policy.</td> </tr> </table> | <b>Related Policies &amp; Bylaws</b>  | GSA Policy, Standing Committees, Section 6, Awards Selection Committee<br><br>GSA Board Policy, Section 7, Graduate Citizenship Award and GSA Awards Application and Adjudication Processes | <b>Related Forms</b> | <del>Application</del> Forms available at <a href="http://www.gsa.ualberta.ca">www.gsa.ualberta.ca</a> . <del>Application</del> forms are based directly on the below GSA Policy. | <p><u>Nomination</u> Forms available at <a href="http://www.gsa.ualberta.ca">www.gsa.ualberta.ca</a>.<br/> <u>Nomination</u> forms are based directly on the below <u>GSA Policy</u>.</p> | Links nomination forms to policy. |
| <b>Related Policies &amp; Bylaws</b>   | GSA Policy, Standing Committees, Section 6, Awards Selection Committee<br><br>GSA Board Policy, Section 7, Graduate Citizenship Award and GSA Awards Application and Adjudication Processes   |   |                      |   |   |                                   |
| <b>Related Forms</b>   | <del>Application</del> Forms available at <a href="http://www.gsa.ualberta.ca">www.gsa.ualberta.ca</a> . <del>Application</del> forms are based directly on the below GSA Policy.   |   |                      |   |   |                                   |
| <p><b>1. Number of Awards graduate students can apply for each year:</b> No maximum but must meet the application eligibility requirements for the award and any award applied for must have a complete application package.</p>   | <p><b>1. <u>General: Eligibility Requirements</u></b></p> <p>a. <b>Number of <u>GSA Awards graduate students can apply for each year:</u></b> No maximum but must meet the application eligibility requirements for the award, and each award applied for must have a complete application package.</p> | <p>Heading added to provide consistency with other GSA policies.</p> <p>To distinguish between GSA Awards and the Alberta government’s Graduate Citizenship Award.</p>                      |                      |   |   |                                   |
|  | <p><b><u>b. Eligibility of GSA Directly-Elected Officers and members of the GSA Awards Selection Committee:</u></b> Refer to GSA Policy, Standing Committees, Section 6, Awards Selection <u>Committee</u>.</p>   | Prevents the opportunity for a real or perceived conflict of interest.  |                      |   |   |                                   |

|   |   |  |
|---|---|--|
|   |   |  |
| <b>2. Number of Awards graduate students can receive each year:</b> No more than one (1). | <b>c. Number of <u>GSA Awards</u> graduate students can receive each year:</b> No more than one (1).  | To distinguish between GSA Awards and the Alberta government’s Graduate Citizenship Award.   |
|   | <b>d. <u>Number of times an academically-related graduate student group or graduate student can receive the same GSA Award:</u></b> No more than two (2) times. | To put in place a maximum number of times the same group or individual can win the same award.   |
| <b>2. GSA Awards</b>  |   |  |
| <b>1. Academic Staff Award</b>  |   |  |
| a. ...  | a. ... <u>The nominee must have been a member of AAS:UA when their contribution was made.</u>   | Clarify structure of award and eligibility.  |
| ...   | ...   | Text is the same but has been reordered.   |
| <del><b>3. Distinguished Alumnus Award</b></del>  |   | Recommend no longer offering. The intent behind the award and the criteria for receiving it are very similar to other GSA Awards such as the Lifelong Membership and the GSA Board’s President’s Citation. |
| ...   |   |  |
| ...   |   |  |
| <del><b>4. Distinguished Benefactor Award</b></del>                                       |   | Recommend no longer offering. The intent behind the award and the criteria for receiving it are very similar to other GSA Awards such as the Lifelong Membership and the GSA Board’s President’s Citation. |
| ...   |   |  |
| <b>5. Life-Long Membership Award</b>  |   |  |
| a. The purpose of this award is to recognize an individual who has made a                 | b. The purpose of this award is to recognize an   | Recommend a broad definition of “University  |

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| <p>significant contribution of time and effort to either society or the well-being and success of graduate students at the University of Alberta. <del>Any member of the University community is eligible for this award, and the nominee must have been a member when their contribution was made. The following individuals are considered members of the University community: any individual who participates in the activities of any University committee or council (standing or ad hoc; including the Board of Governors, General Faculties Council, and the Senate), University of Alberta student, faculty, or support staff group or association. Self-nominations are not accepted.</del></p> | <p>individual who has made a significant contribution of time and effort to either society or the well-being and success of graduate students at the University of Alberta. <u>Any current or former member of the University community (any individual who participates in the activities of the University, broadly defined) is eligible for this award. The nominee must have been a member of the University community as defined above when their contribution was made. Self-nominations are not accepted.</u></p> | <p>community” and clarifying eligibility.</p>   |
| <p>...</p>  | <p>...</p>   | <p>The text remains the same.</p>   |
| <p>i. <del>A Life-Long Membership award may also be given to a deserving recipient, independent of the ASC, by a proclamation of Council.</del></p>   |  | <p>Recommend removing as Councillors can nominate an individual to receive an award and this is not listed as under the mandate of Council in Bylaws.</p> |
| <p><b>5. Non-Academic Staff Award</b></p>   |  |   |
| <p>a. ...</p>   | <p>b. ... <u>The nominee must have been a member of NASA when their contribution was made.</u></p>   | <p>Clarify structure of award and eligibility.</p>  |
| <p>...</p>  | <p>...</p>   | <p>The text remains the same.</p>   |
| <p><b>6. Graduate Student Supervisor Award</b></p>  |  |   |
| <p>a. ...</p>   | <p>... <u>The nominee must be the current supervisor of a current graduate student(s).</u></p>   | <p>Clarify eligibility.</p>   |
| <p>...</p>  | <p>...</p>   | <p>The text remains the same.</p>   |
| <p><b>7. Graduate Student Service Awards</b></p>  |  |   |
| <p>a. <del>The purpose of these awards is to recognize the service endeavours of graduate students, whether in serving graduate students or any other members of the</del></p>  | <p>a. <u>The purpose of these awards is to recognize the endeavours of graduate students (either working</u></p>   | <p>Clarifies the intent of the award and the eligibility.</p>   |

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| <p><del>University community (individuals, organizations, or the institution) or in working with a University student group in serving the larger community. Any current University of Alberta graduate student, with the exception of the present GSA elected officers, is eligible for these award.</del></p>  | <p><u>individually or with a University student group) in service to other members of the University and/or wider community.</u><br/>...<br/><u>Only the activities undertaken during a graduate student's current program (as a graduate student of the University of Alberta) will be considered.</u></p>   |  |
| <p>e. <del>There are two types of graduate student service awards:</del></p>   |   | <p>Recommend combining the two awards into one award valued at \$1000 that can be distributed to four individuals.</p> |
| <p><del>i. The Graduate Student Community Involvement Awards</del></p>   |   |  |
| <p><del>1. The Graduate Student Community Involvement Awards recognize excellence of contribution to the community in a general framework of service. They will be adjudicated on the basis of three (3) criteria: duration, length, and breadth of community service; leadership in community involvement; and significance/impact of community work. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.</del></p>  | <p><u>b. The Graduate Student Service Awards recognize excellence of contribution to the community in a general framework of service. They will be adjudicated on the basis of three (3) criteria: duration, length, and breadth of community service and/or outreach activities with communities outside of the University of Alberta; leadership in community involvement; and significance/impact of community work and/or leadership in non-academic community engagement. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.</u></p> |  |
| <p><del>2. The Graduate Student Outreach Awards</del><br/> <del>1. The Graduate Student Outreach Awards recognize graduate students who volunteer to share their expertise and experience in their field of research through outreach activities with communities outside of the University of Alberta. They will be adjudicated on the basis of three (3) criteria: duration, length, and breadth of activities; leadership in non-academic community engagement; and significance/impact of contribution to outreach program(s).</del></p> | <p><u>c. Four (4) Graduate Student Service Awards valued at \$1000 each may be conferred annually. These awards are funded by the Graduate Student Support Fund (GSSF).</u></p>   |  |



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| <p>Each criterion will be ranked on a scale of 1-5 (5 being high) and the added to determine the total rank for the nominee.</p>  |  |  |
| <p><del>e. Three (3) Graduate Student Community Involvement Awards and three (3) Graduate Student Outreach Awards may be conferred annually. Gold, Silver, and Bronze recipients of each award will receive \$1000, \$750, and \$500 respectively. These awards are funded by the Graduate Student Support Fund (GSSF).</del></p> |  |  |
| <p><b>8. Graduate Student Teaching Awards</b></p>   | <p><b>6. Graduate Student <u>Principal Instructor</u> Teaching Awards</b></p>  | <p>To more clearly differentiate from other teaching assistant awards.</p>   |
| <p>a. ...</p>   | <p>... <u>Only University of Alberta courses that were taught as a Principal Instructor during a graduate student's current academic program (as a graduate student of the University of Alberta) will be considered.</u></p>  | <p>The text remains the same but is reordered to clarify eligibility.</p>  |
| <p>b. ...</p>   |  | <p>The text remains the same.</p>  |
| <p><del>c. .... The highest ranking nominee will receive the Zita and John Rosen Award. The second and third ranked nominees will receive the GSA Graduate Student Teaching Awards.</del></p>   | <p>c. ...</p>  | <p>Recommend redistributing available funds to have all awards be of the same value so no rankings needed. The text remains the same aside from the removal of the last two lines.</p> |
| <p>d. One (1) Zita and John Rosen award valued at \$1000 and <del>two (2)</del> GSA Graduate Student Teaching Awards <del>one</del> valued at \$750 and the other at \$500 may be conferred annually. ...</p>   | <p>d. One (1) Zita and John Rosen <u>Teaching Award</u> valued at \$1000 and <u>three (3)</u> GSA Graduate Student <u>Principal Instructor</u> Teaching Awards valued at <u>\$1000 each</u> may be conferred annually. ...</p> | <p>Recommend redistributing available funds to have all awards be of the same value and to add an additional award.</p>  |
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| <p><b>8. Life-Long Membership Award</b></p> <p>...</p>   |  | <p>Recommend grouping all non-monetary awards together followed by monetary awards. Has been moved up to be listed alongside other non-monetary awards.</p>                  |
| <p><b>9. Martha Piper Awards</b></p>   |  |  |
| <p>...</p>   |  | <p>The text remains the same but has been slightly reordered to clarify the eligibility.</p>   |
| <p>c. Three (3) awards valued at \$500 each may be conferred annually to graduate students conducting research in each of the Tri-Council areas of the Social Sciences and Humanities (SSHRC), Natural Sciences and Engineering (NSERC), and Health Sciences (CIHR).</p> |  | <p>Recommend removing Tri-Council divisions as it has complicated adjudication in the past and is not applied in the TA awards.</p>  |
| <p><b>10. TD Insurance Meloche Monnex (TDIMM) Award for Outstanding GSA Student Service</b></p>  |  |  |
| <p>...</p>   |  | <p>The text remains the same.</p>  |
| <p><b>11. Graduate Student Teaching Assistant Awards</b></p>   |  |  |
| <p>...</p>   |  | <p>The text remains the same but has been slightly reordered to clarify the eligibility.</p>   |
| <p>c. <del>One Gold (valued at \$1000), one Silver (valued at \$750) and one Bronze (valued at \$500) awards may be conferred annually. These awards are funded by the - Graduate Student Support Fund (GSSF).</del></p>   | <p>c. <u>Seven (7) awards valued at \$500 each may be conferred annually.</u> These awards are funded by the Graduate Student Support Fund (GSSF).</p> | <p>Recommend redistributing available funds to have all awards be of the same value and to add an additional four awards given past application volume for these awards.</p> |
| <p><b>12. Graduate Student Research Assistant Awards</b></p>   |  |  |
| <p>...</p>   |  | <p>The text remains the same but has been slightly reordered to clarify the eligibility.</p>   |

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| <p>c. <u>Three (3) awards</u> may be conferred annually valued at \$500 each to graduate students <del>conducting research in each of the Tri-Council areas of the Social Sciences and Humanities (SSHRC), Natural Sciences and Engineering (NSERC), and Health Sciences (CIHR). Holding a Tri-Council Grant is not a requirement for the award.</del> These awards are funded by the Graduate Student Support Fund (GSSF).</p> | <p>c. <u>Six (6) awards</u> valued at \$500 each may be conferred annually. These awards are funded by the Graduate Student Support Fund (GSSF).</p>  | <p>Recommend redistributing available funds to add an additional three awards given past application volume for these awards.</p> <p>Recommend removing Tri-Council divisions as it has complicated adjudication in the past and is not applied in the TA awards.</p> |
| <p><b>11. Graduate Student Rising Star Awards</b></p>   |   |   |
| <p>a. The purpose of these awards is to recognize a graduate student (<del>one Doctoral, one Master's</del>) who shows exceptional promise at the outset of their program.</p> <p>...</p>   | <p>a. The purpose of these awards is to recognize graduate students who show exceptional promise at the outset of their program.</p> <p>...</p> <p><u>Nominees must be graduate students in the first year or year and a half of their graduate program at the University of Alberta.</u></p> | <p>Removing the stipulation that one award will go to a doctoral student and one to a MA student increases flexibility in terms of distributing the awards.</p> <p>Text has been ordered to clarify the eligibility.</p>  |
| <p>c. Two (2) awards valued at \$500 may be conferred annually (<del>one Doctoral, one Master's</del>).</p> <p>...</p>  | <p>c. <u>Three (3) awards</u> valued at \$500 each may be conferred annually.</p> <p>...</p>  | <p>Removing the stipulation that one award will go to a doctoral student and one to a MA student increases flexibility in terms of distributing the awards. Add an additional award in order to fully disburse all GSSF funds.</p>                                    |
| <p><b>12. International Graduate Student Awards</b></p>   |   |   |
| <p>a. ...</p>   | <p>a. ... <u>Nominees must be current international graduate students at the University of Alberta.</u></p>   | <p>Reordered to clarify eligibility.</p>  |

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| <p><del>17. Graduate Student Interdisciplinary Research Award</del></p>   |  | <p>Recommend no longer offering. Past adjudicators have found it extremely difficult to quantify interdisciplinarity. No longer offering this award allows for an increase in the number of other awards offered.</p>                   |
| <p><b>13. Graduate Student Group Award</b></p>  | <p>13. <u>Academically-Related</u> Graduate Student Group Award</p>  | <p>Recommend focusing on academically-related to tie in with the funding offered by the GSA.</p>  |
| <p>a. The purpose of this award is to recognize the important role of Graduate Student Groups in graduate student life. Any registered Graduate Student Group is eligible for this award.</p>   | <p>a. The purpose of this award is to recognize the important role of Graduate Student Groups in graduate student life. Any registered <u>Academically-Related</u> Graduate Student Group is eligible for this award. <u>Only the activities of the registered Academically-Related Graduate Student Group for the last twelve (12) months will be considered.</u></p> | <p>Recommend focusing on academically-related to tie in with the funding offered by the GSA.<br/><br/>Text reordered to clarify eligibility.</p>  |
| <p>b. The Graduate Student Group Award will be adjudicated on the basis of <del>three (3)</del> criteria: <del>awareness of graduate student members' issues; advocacy on behalf of graduate student members; and promotion of graduate student engagement through academic and social activities.</del></p> <p>...</p> | <p>b. The Graduate Student Group Award will be adjudicated on the basis of <u>two (2)</u> criteria: advocacy on behalf of graduate student members; and promotion of graduate student engagement through academic activities.</p> <p>...</p>   | <p>Recommend changing the number of criterion as it is difficult to adjudicate "awareness of graduate student members' issues" and the award is intended for academically-related groups rather than non-academically-related ones.</p> |
| <p>d. <del>Only the activities of the registered Graduate Student Group for the last twelve (12) months will be considered.</del></p>   |  |   |

October 10, 2013

Dear Council,

Elections and Referenda Bylaws and Policies have not been revised in some time. Following the 2013 General Election, By-Election for Councillors-at-Large, and U-Pass Referendum, the former CRO, Daniel Prins, **submitted a report comprising 47 recommendations for an Elections Bylaw and Policy Review**. The current CRO, Isaac Odoom, has been working with the GSA Executive Director and Elections and Referenda Committee to revise Elections Bylaws and Policies. The GSA Nominating Committee Coordinator assisted with research and drafting. In drafting the proposed changes outlined below, feedback from the former CRO Daniel Prins, current CRO Isaac Odoom, DRO Esther Adequyi, and the GSA ERC was solicited and incorporate **over a number of months, with the 20<sup>th</sup> draft being sent to GSA Council. The following major changes are suggested:**

- GSA Policy (Officer Portfolios, General Qualifications) **currently states** “If the CRO feels a candidate is not qualified or will not be able to attend preset University meetings, the CRO must consult with the Elections and Referenda Committee; that Committee may direct the CRO to refuse to accept a nomination from such a candidate. The decision of the Elections and Referenda Committee is final and binding.” **The former and current CRO and ERC agree the CRO should not be able to disqualify a candidate from running in the General Election on these grounds.**
- **Re-wording** language and procedure to **reflect shift from paper balloting to electronic balloting** (bringing policy in line with **practice**).
- The election appeals process has been **completely revamped** with extensive input from **Ellen Schoeck** and **Heather Hogg** who both have **appeals experience**. Election appeals are currently part of the **Judicial Policy**, which also needs also to be **reviewed and re-written** at a later date. The **election appeals process is now fast and simple**, since rapid appeals decisions are needed for the **tight time frame of an election**.
- Nomination forms will be made available in **hard copy at the GSA Office** (not online). The CRO will be able to decide **whether any exceptions to this will be made for candidates** on a **case-by-case** basis.
- Previously, nomination forms asked for **10 signatures from 10 graduate student nominators for both Directly-Elected Officer and Councillor-at-Large positions** but this is currently **not part of GSA Bylaw/Policy**. Nomination forms will now require **Directly-Elected Officers** to include **five (5) signatures with their nomination forms**. Councillors-at-Large **will no longer be asked to provide signatures** in order to **remove barriers** for graduate students to run for the CAL positions, **which historically are not fully filled during a General Election**.
- Currently a **By-Election** must be held to fill any vacant **Councillor-at-Large positions**. Bylaw and policy has been **amended** so that **GSA Council will elect any Councillor-at-Large vacancies following the GSA General Election**, with the assistance of the **GSA Nominating Committee**, with the aim of electing CALs from **as broad a range of disciplines as possible**.

- **Guiding principles and rules of conduct for elections** have been drafted, and include **language outlining that candidates should take into account the GSA's multiple roles under the *Post-Secondary Learning Act*** when drafting any election platforms.
- Current **Directly-Elected Officers not running for office can endorse candidate(s) or slate(s)** and cannot use the **GSA office or resources (eg GSA email addresses)** for endorsement purposes.
- The composition of **ERC has been reviewed and modified**. While all graduate students are eligible to serve on **ERC, conflict of interest language has been developed to emphasize that ERC members cannot campaign for or endorse any candidates in an election**. If an ERC member intends to run for office, **they must resign from ERC**.
- The former CRO identified that the current **Referenda bylaws and policies are extremely unclear**. The proposal is to move the **GSA Board Policy Manual** detailing the initiation of a referendum into **GSA Policy** as the Board Policy Manual currently contains **recently drafted (December 2012) and clear steps**.
- A separate **Referenda** policy has been drafted, which closely parallels the proposed **Elections** policy. Previously **Elections and Referenda** Policy only made a few references to Referenda. The new referenda policy will provide a **clear set of requirements for a referendum, registration of a Yes or No Campaign, campaigning, etc.**
- Currently a referendum can be held **at any time of the year**. Now, **Referenda will normally be held once a year, concurrently with the General Election**. The **GSA Board can still decide to hold a referendum if they deem it urgent to do so**.
- An **incorrect reference to student petitions** from the *Post-Secondary Learning Act* has been removed from the **Referenda Bylaw**.
- Proposed Bylaws for both Elections and Referenda were **condensed** so that they only contain the **framework** for guiding Elections and Referenda. **The Elections and Referenda policies focus on details requirements and steps**.
- The Elections and Referenda policies have been drafted **so that they tell a complete chronological 'narrative'**, starting with initiation (in the case of a Referendum) or nomination forms (in the case of Elections), and ending with results and reporting for a Referendum, and ending with possible By-Elections following the General Election.
- **The names of candidates shall now be provisionally listed on the GSA website once the CRO or DRO receives and verifies candidates' nomination forms**.

Outline of Issue:

**Elections and Referenda: Proposed Revisions to GSA Bylaws and Policies**

**Suggested Motions:**

GSA Council is asked to consider the following Motions:

**1.** That the GSA Council **approve**, on the unanimous **support** of the GSA Board and the unanimous advice of the GSA ERC, the proposed revisions to GSA Bylaws, Part VIII: Elections, as outlined in the attached three-column documents, effective upon the second reading in November.

*and*

**2.** That the GSA Council **approve**, on the unanimous **support** of the GSA Board and the unanimous advice of the GSA ERC, the proposed revisions to GSA Policy on “Elections and Referenda,” “Elections and Referenda Committee,” “Judicial Committee” and “Officer Portfolios, Section 8, Chief Returning Officer, as outlined in the attached three-column documents, effective immediately.

**Jurisdiction:**

Policy, Standing Committees, Sections 9.2.a and 2.3.a

*“The ERC shall advise the CRO on all matters pertaining to elections, referenda and by-elections.”* The GSA Executive Director initiated lengthy meetings with the former CRO on his 47 suggested changes to the elections and referenda regulations, followed by joint meetings with the former and current CRO. ERC met in-person on August 20, 2013 and September 20, 2013 to review key issues and decided to review the remaining changes electronically. In between ERC meetings, a great deal of refining was done by the CRO and DRO, ending with the 20<sup>th</sup> draft being sent to GSA Council. Several changes proposed by the GSA Board were agreed to by the CRO and sent to the GSA ERC.

*“The GSAB is the senior administrative authority of the GSA as delegated to it by Council.”* GSAB unanimously **supported** the unanimous advice of ERC at the 09 October 2013 GSAB meeting.

Bylaws, Part I, 1.2:

*“These Bylaws [...] may be amended by two two-thirds majority votes of Council held on seven calendar days’ notice of motion and no less than one week apart.”*

**Background:**

Elections and Referenda Bylaws and Policies have not been revised in some time. Following the 2013 General Election, By-Election for Councillors-at-Large, and U-Pass Referendum, the former CRO, Daniel Prins, **submitted a report comprising 47 recommendations for an Elections Bylaw and Policy Review**. The current CRO, Isaac Odoom, has been working with the GSA Executive Director, GSA Nominating Committee Coordinator, and Elections and Referenda Committee to revise Elections Bylaws and Policies. In drafting the proposed changes outlined below, feedback from the former CRO Daniel Prins, current CRO Isaac Odoom, DRO Esther Adequyi, and the GSA ERC was solicited and incorporated **over a number of months**. **The major changes are outlined in the letter from the GSA CRO (Item 10.1).**

# ELECTIONS BYLAW AND POLICY WITH THE PROPOSED CHANGES

## IF APPROVED

### RE-WRITE 2013 DRAFT 20

## GSA Bylaws

Elections Bylaw (Part VIII) Re-Write.

### **1 Guiding Principle**

- 1.1 The fundamental principle underlying GSA elections is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA.

### **2 Election Period**

- 2.1 Elections shall consist of a nomination period, a campaign period, and a voting period.
- 2.2 The timeline for elections shall be set out in GSA Policy.

### **3 Nominations**

- 3.1 The requirements for the nomination forms shall be set out in GSA Policy.
- 3.2 Candidates for Directly-Elected Officer positions shall declare whether they are running as a member of a slate or as an individual. Platforms and slates are not a requirement for running in a GSA General Election. While candidates are able to campaign as a slate, candidates cannot be elected as a slate. Each position shall be elected on a per ballot basis.
- 3.3 Candidates are not allowed to run for multiple positions.

### **4 Voting**

- 4.1 All voting in the General Election and By-Elections shall be done electronically, except in the event of a failure of the electronic system in use.

### **5 Conflict of Interest**

- 5.1 If any member of the GSA office environment is also a candidate standing for election, he/she shall not use the GSA office for campaign purposes. This includes any current Directly-Elected Officer(s) running in a General Election or By-Election.
  - 5.1.a Current Directly-Elected Officer(s) running in a General Election or By-Election shall not campaign during any GSA or University committee meetings.
- 5.2 If a current Directly-Elected Officer not standing for election chooses to endorse a candidate(s) or slate, he/she shall not use the GSA office, resources (eg GSA email accounts), and shall not speak for the GSA as an organization.



- 5.3 The CRO, DRO, Speaker, and members of ERC shall not campaign for or endorse any candidate whatsoever.

### 6 By-Elections

- 6.1 The procedures governing a By-Election shall be the same as those governing regular elections, except the dates of nominations, campaigning, and voting periods shall be determined by the CRO.
- 6.2 In the event that a **Directly-Elected Officer position or Councillor-at-Large position** is not filled by the end of the General Election (ie no candidates run for a position or None of the Above is elected), or a **Directly-Elected Officer position or Councillor-at-Large position** is vacated any time prior to December 1 (or the next working day), the CRO and Council will follow the GSA Policy on By-Elections (GSA Policy, Elections, Section 13).

# GSA Policy Manual

## Standing Committees, Section 9 (ERC) Re-Write

### 9. Elections and Referenda Committee<sup>1</sup>

#### 1. Composition

- a. The voting membership of the Elections and Referenda Committee (ERC) is:
  - i. The Chief Returning Officer (CRO), as Chair.
  - ii. The Deputy Returning Officer (DRO), as Vice-Chair.
  - iii. At least one (1) Councillor, elected by Council.
  - iv. Up to four (4) graduate students, elected by Council.
- b. The Executive Director or delegate is in regular attendance at ERC meetings.
- c. The DRO shall assume the duties of the Chair in the absence of the CRO.
- d. In the absence of both the CRO and DRO, the GSA Nominating Committee will select an Interim Chair and Vice-Chair for ERC.
- e. The Executive Director and GSA Accountant have a standing invitation to attend any committee discussing financial matters.

#### 2. Eligibility

- a. All members of the GSA are eligible to serve on ERC unless they intend to run in the General Election. If standing for election to ERC, ERC candidates agree not to campaign for or endorse any individual running in the General Election.
- b. If an ERC member intends to run in a GSA General Election or campaign for or endorse any individual running in the General Election they shall resign from ERC.

#### 3. Mandate

- a. The ERC shall advise the CRO on all matters pertaining to elections, referenda and by-elections.
- b. At least one (1) month prior to the opening of nominations for the General Election, ERC shall meet to assist the CRO in the planning of election events.
- c. The ERC will review Elections and Referenda Bylaws and Policies annually and make any recommendations to Council through the Board.
- d. ERC members are free to approach the Board with any concerns about how elections are being managed.

#### 4. Quorum

- a. Quorum for ERC is:
  - i. The Chair.
  - ii. Two (2) other members of the Committee.

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<sup>1</sup> Amended by the Annual General Meeting on March 28, 2011 (R20110328.1).

## GSA Policy

### Elections Policy Re-Write

**Purpose:** To outline policies and procedures related to GSA elections.

**Scope:** This policy governs the operation of GSA elections and the expected conduct of candidates therein.

|                                      |                                  |
|--------------------------------------|----------------------------------|
| <b>Related Policies &amp; Bylaws</b> | GSA Bylaws, Part VIII, Elections |
| <b>Related Forms</b>                 |                                  |

#### 1. General

1. “The fundamental principle underlying GSA elections is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (GSA Bylaws, Part VIII, Elections, Section 1.1).

#### 2. Nomination Forms

1. Nomination forms will be made available to graduate students in hard copy at the GSA office. Exceptions may be made at the discretion of the CRO. The CRO and DRO shall have the discretion to determine the form and layout of the nomination forms.
2. On the Directly-Elected Officer nomination forms, candidates shall include a minimum of five (5) signatures from currently-registered graduate students. The purpose of the signatures is to attest that the nominators, in their view, believe the candidate has the ability and/or experience for the office for which he/she is running.
3. Councillor-at-Large candidates are not required to include signatures in their nomination forms.
4. Written nominations for Directly-Elected Officers or Councillor-at-Large positions shall be submitted to the GSA office to be reviewed and signed by the Chief Returning Officer (CRO) or Deputy Returning Officer (DRO) in order to verify both completeness and that the nomination form has been submitted on time. The original shall be filed in the GSA office and one copy provided to the candidate. If a nomination form is incomplete or late, the CRO or DRO shall not accept the nomination form. Candidates cannot appeal this decision.
5. Candidates can change the position they wish to run for, but must do so before the close of nominations. If a candidate changes the position they are running for, the candidate will be required to fill out and submit a new nomination form

for the new position prior to the nomination deadline and must meet the requirements as set out in 2.4.

6. Once the CRO or DRO verifies nomination forms, the names of candidates who have submitted their nomination forms shall be provisionally listed on the GSA website.

### **3. Timeline**

1. Except as specified below, the timeline for elections is at the discretion of the Chief Returning Officer.
2. "Elections consist of a nomination period, a campaign period, and a voting period" (GSA Bylaw, Part VIII, Elections, Section 2.1).
3. Nominations for the General Election shall open on or about January 30.
4. The nomination period shall last at least fourteen (14) calendar days. The nomination period shall end on a working day.
5. Within twenty-four (24) hours after the close of the nomination and/or registration period, the CRO shall hold the All-Candidates' Meeting as described in Section 4 of this policy.
6. The campaign period shall last at least seven (7) calendar days and shall begin no later than the day following the All-Candidates' Meeting.
7. Voting shall begin on the working day following the last day of the campaign period and shall last at least forty-eight (48) hours.
8. Voting shall be completed no later than April 15, or the next working day.

### **4. All-Candidates' Meeting**

1. The CRO is responsible for organizing a meeting of all candidates running in an election to provide them with an overview of GSA Elections Bylaws and Policies.
2. Failure by a candidate to attend the All-Candidates' Meeting without adequate prior notification to the CRO is grounds for disqualification from the current election. 'Adequate prior notification' is defined as notice communicated electronically to the CRO at least one hour in advance of the meeting. If a candidate misses the All-Candidates' Meeting due to unforeseen and exceptional circumstances, such as a last-minute emergency, any consequences may be waived at the discretion of the CRO. There is no appeal of this decision.
3. At the All-Candidates Meeting, the CRO will provide each Candidate with the Principles and Rules of Conduct for Elections and the Election Appeals Policy (as per GSA Policy, Elections, Section 6, Principles and Rules of Conduct for Elections and GSA Policy, Elections, Section 9, Election Appeals).

### **5. Campaigning**

1. Election campaigning shall begin no earlier than the day following the All-Candidates' Meeting and shall conclude the day before voting opens, with the CRO deciding on the time of day that campaigning will conclude.
2. Candidates are authorized to spend up to \$150 on campaign material over the course of the election. If candidates are running as part of a slate, the cost of

joint campaign materials shall normally be divided equally amongst all of the candidates in the slate. Candidates running as part of a slate are able to distribute individual campaign materials, so long as candidates do not exceed their total spending limit of \$150 per candidate. Campaign costs are not reimbursed.

3. Candidates shall report to the CRO all campaign-related expenses, and submit receipts, no later than the close of the campaign period.
4. Exceeding the spending limit or failure to report and submit campaign expenses and receipts constitute grounds for disqualification from the current election.
5. Campaigning is defined as any form of promotion of an individual or slate. This includes all verbal, electronic, and visual forms of communication. All campaign materials, including but not limited to posters, websites, e-mails to moderated graduate student mailing lists, or other printed or electronic material (including but not limited to all forms of social media) shall be reviewed by the CRO prior to their distribution.
  - a. The CRO will review campaign materials to ensure they do not conflict with Elections Bylaws and Policies and do not contain any factually incorrect information (eg regarding the election procedures or timeline). The CRO is not responsible for reviewing the editorial content of campaign materials (eg grammar, punctuation).
6. All forms of campaigning (verbal, electronic, and visual) shall not contain misinformation, slander, inappropriate, discriminatory content, or *ad hominem* attacks of individuals or slates.
7. Candidates shall not use unmoderated mailing lists for campaigning, including but not limited to departmental mailing lists.
8. After the campaign period has closed, candidate(s) and slate(s) may distribute communications encouraging students to vote in a General or By-Election. Candidate(s) and slate(s) shall not campaign after the campaign period has closed. As denoted in 5.5, "campaigning is defined as any form of promotion of an individual or slate." All campaign materials (including but not limited to posters, Facebook pages, websites, etc) shall be removed before the close of the campaign period.

## 6. Principles and Rules of Conduct for Elections

### Preamble:

1. Candidates will conduct themselves in a manner that upholds the fundamental principles of underlying GSA elections – "that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA" (GSA Bylaws, Part VIII, Elections, General Principle).
2. Candidates will abide by GSA Bylaws and Policies concerning elections.

3. As per the GSA Policy Manual (Officer Portfolios, Chief Returning Officer), “the CRO is responsible for administration of GSA elections, by-elections [...] pursuant to the GSA Election [...] Bylaws and Policies.” Furthermore, “the CRO is responsible for monitoring candidate activities and is authorized to discipline candidates for violations of GSA Elections [...] Bylaws and Policies as provided for in the GSA Elections [...] Policy.”
4. It is the responsibility of the candidates to familiarize themselves with the GSA Elections Bylaws and Policies.
5. The following are a series of principles and rules concerning candidate conduct during General and By-Elections. These examples are non-exhaustive and include but are not limited to the following principles and rules:

**a. Do:**

- i. Do ensure all campaign plans, materials, and/or advertisements conform with all University of Alberta policies and regulations and all municipal, provincial, and federal laws.
- ii. Do run a clean campaign and when running in a slate, encourage good behavior for all slate members.
- iii. Do treat the CRO, DRO, elected officials, management, staff, and fellow candidates with respect.
- iv. Do respect the CRO and DRO’s time. The turnaround for approving campaign materials will be approximately one (1) working day.
- v. Do ensure any election volunteers or colleagues comply, at all times, with the Elections Bylaws and Policies and other applicable policies or laws.
- vi. Do use moderated graduate student mailing lists to distribute CRO approved campaign materials.
- vii. Do ensure any election platforms align with the GSA’s multiple roles under the *Post-Secondary Learning Act (PSLA)*.
- viii. Do get permission from Professors or Instructors to campaign in any classrooms.
- ix. Do monitor your electronic campaign materials (eg Facebook pages) for *ad hominem* attacks from other graduate students or individuals against other candidate(s) or slate(s). If you encounter such attacks, report them immediately to the CRO.
- x. Do use resources for campaigning that are publicly accessible to all candidate(s) and slates(s). For example, do not use Departmental or Supervisor photocopiers to print campaign materials.

- xi. Do ask the CRO, before acting, if you have any questions about particular Elections Bylaws and Policies.

**b. Don't:**

- i. Don't use the University or GSA logos on any physical or electronic campaign materials.
- ii. As denoted in 6.9 "All forms of campaigning (verbal, electronic, and visual) shall not contain misinformation, slander, inappropriate, discriminatory content, or *ad hominem* attacks of individuals or slates."
- iii. Don't use an unmoderated mailing list.
- iv. Don't tolerate, ask or encourage campaign volunteers or fellow graduate students to violate any GSA Elections Bylaws and Policies (eg distributing materials to unmoderated mailing lists on your behalf), or other applicable policies or laws.
- v. Don't campaign in unsafe spaces that require proper safety equipment such as laboratories.
- vi. Don't place campaign materials behind locked doors that only certain candidates have access to through a key or swipe card.
- vii. Don't accept gifts of money, gifts in kind, or equivalents (eg campaign posters or a friends and family discount for printing) from student groups or colleagues.
- viii. Don't violate any other GSA Bylaws or Policies or other applicable policies or laws.

**7. CRO's Decision on Penalties, Remedial Action, and Referrals**

1. When the CRO becomes aware of an issue or breach of Elections Bylaws and Policies, or other applicable policies or laws, or a third party complains to the CRO about an alleged issue or breach of Elections Bylaws and Policies, the CRO shall;
  - a. Forthwith email the candidate(s) or slate(s) setting out details of the issue/breach; ask for a written response within eight (8) hours; and consider that response.
  - b. Inform the candidate(s) or slate(s) his/her decision on penalty, remedial actions, or referrals, his/her reasons for the decision, and shall state whether the candidate(s) or slate(s) can still campaign. The CRO has up to twenty-four (24) hours to make this decision.
  - c. The CRO may impose the following penalties, remedial actions, or make referrals:
    - Verbal or written reprimands.
    - Reduction of spending limits.
    - Disqualification from the current election.
    - Any other penalty or remedial action.
    - Any referrals.

- d. The Speaker and Executive Director shall be copied on the emails described above.
  - e. The CRO shall advise the candidate(s) or slate(s) that they have twelve (12) hours from the time the CRO's email is RECEIVED for an emailed appeal to be RECEIVED by the Speaker **as denoted in GSA Policy, Elections, Section 9, Elections Appeals.**
2. If a disqualified candidate is a member of a slate, the slate shall alter their campaign materials so that the materials no longer reference the disqualified candidate.
  3. Unless otherwise stated, in the Election Bylaws and Policies, decisions of the CRO are subject to appeal to the GSA Speaker.

#### **8. NoC Vice-Chair's Decision on Penalties, Remedial Action, and Referrals**

1. If the CRO feels treated in a disrespectful manner by a candidate(s) or slate(s), he/she will inform the Vice-Chair of the NoC setting out the details.
2. The Vice-Chair of the NoC shall, upon receiving information from the CRO about an alleged breach/issue:
  - a. Forthwith email the candidate(s) or slate(s) setting out the details of the issue/breach; ask for a written response within eight (8) hours; and consider that response.
  - b. Inform, electronically, the candidate(s) or slate(s) his/her decision on penalty, remedial actions, or referrals, his/her reasons for the decision, and shall state whether the candidate(s) or slate(s) can still campaign. The NoC Vice-Chair has up to twenty-four (24) hours to make this decision.
  - c. The NoC Vice-Chair may impose the following penalties, remedial actions, or make referrals:
    - Verbal or written reprimands.
    - Reduction of spending limits.
    - Disqualification from the current election.
    - Any other penalty or remedial action.
    - Any referrals.
  - d. The CRO, Speaker and Executive Director shall be copied on the emails described above.
  - e. The NoC Vice-Chair shall advise candidate(s) that they have twelve (12) hours from the time the NoC Vice-Chair's email is RECEIVED for an emailed appeal to be RECEIVED by the Speaker **as denoted in GSA Policy, Elections, Section 9, Elections Appeals.**

#### **9. Elections Appeals**

The following shall be attached to the Nomination Form for the GSA General Election and any subsequent By-Elections:

##### **1. Preamble**



The GSA Council has approved Principles and Rules of Conduct governing the GSA General Election and any subsequent By-Elections. The GSA has Elections Bylaws and Policies posted in full on the GSA website. GSA Policy details the “Principles and Rules of Conduct for Elections” (as per GSA Policy, Elections, Section 6).

## 2. Definitions

“Speaker” means Speaker or Deputy Speaker or any person Council designates or elects as Acting Speaker or Acting Deputy Speaker.

“CRO” means CRO or DRO or any person Council designates or elects as Acting CRO or Acting DRO.

“Vice-Chair of the GSA Nominating Committee (NoC)” means the Councillor appointed by the President from amongst the three Councillors elected by Council to serve on the NoC (as per GSA Policy, Standing Committees, Nominating Committee).

## 3. Elections Bylaws and Policies and Acknowledgement by Candidates

The GSA Council has approved Bylaw and Policy related to the General Election and any subsequent By-Elections. **By signing the nomination form, all candidates acknowledge that they have read and agree to abide by Elections Bylaws and Policies, which are posted in full on the GSA website.**

By signing the nomination form, candidates ALSO acknowledge that they have read and are aware of the terms of an appeal within the GSA of any decisions on issues/breaches of GSA Bylaws and Policies, including the fact that the CRO decides on penalties, remedial actions, and or/referrals for any issues/breaches, the Nominating Committee Vice-Chair decides on penalties, remedial actions, and/or referrals for any matters related to the disrespectful behavior towards the CRO, and that the GSA Speaker decides on any appeals. **Any concerns with bias on the part of the NoC Vice-Chair in making such decisions on penalties, remedial actions, and/or referrals concerning disrespectful behavior towards the CRO, or the Speaker in making such decisions on appeals, shall be filed with nomination forms.**

The current Speaker and Deputy are: [to be updated each year with the current GSA Speaker and Deputy].

The current Vice-Chair of the NoC is: [to be updated each year with the current NoC Vice-Chair].

The current three Councillors on the NoC are: [to be updated each year with the current Councillors on the NoC].

Any changes to these names will be emailed to candidates who will have twenty-four (24) hours to file any objections with the GSA Speaker.

The deadline to file any concerns of bias on the part of the Speaker, Deputies, or NoC Vice-Chair in making decisions shall be: [to be updated with each election].

#### **4. Appeals Process**

##### **a. The CRO has issued a decision on penalties or remedial action to a candidate(s) or slate(s) as denoted in GSA Policy, Elections, Section 7, CRO's Decision on Penalties, Remedial Action, and Referrals:**

Only candidates have standing to appeal.

Once a candidate(s) or slate(s) receives a decision on penalties, remedial action, and or/referrals from the CRO, the deadline for the Speaker to RECEIVE an appeal is twelve (12) hours from the receipt of the decision. Any appeal shall be in writing and shall address all matters raised in the CRO's email concerning the alleged issue/breach. The CRO and Executive Director shall be copied. The Speaker has up to twenty-four (24) hours to decide on the appeal and may exercise his/her discretion in all matters in arriving at a decision. The Speaker shall ensure both parties to the appeal are heard, and shall consult with the Executive Director or delegate on process. The Speaker's decision shall be communicated by email to both parties and the decision is final and binding.

If the Speaker is provided with information during an appeal that the CRO did not have while deciding upon a penalty, remedial action, or referral, the Speaker can advise the CRO. The CRO shall have the opportunity to review and potentially revise their decision in light of additional information.

##### **b. The NoC Vice-Chair has issued a decision to a candidate(s) or slate(s) and the CRO, as denoted in GSA Policy, Elections, Section 8, NoC Vice Chair's Decision on Penalties, Remedial Action, and Referrals:**

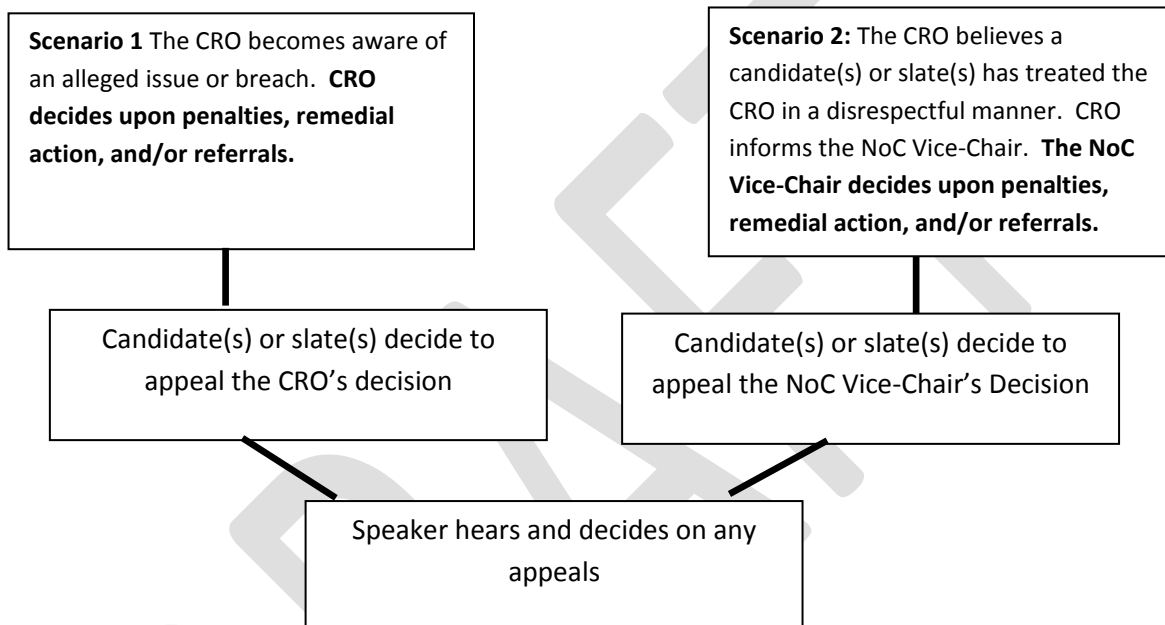
Only candidates have standing to appeal.

Once a candidate(s) or slate(s) receive a decision on penalties, remedial action, and/or referrals from the NoC Vice-Chair, the deadline for the Speaker to RECEIVE an appeal is twelve (12) hours from the receipt of the decision. Any appeal shall be in writing and shall address all matters raised in the NoC Vice-Chair's email concerning the alleged issue/breach. The NoC Vice-Chair and Executive Director shall be copied. The Speaker has up to twenty-four (24) hours to decide on the appeal and may exercise his/her discretion in all matters in arriving at a decision. The Speaker shall ensure both parties to the appeal are heard, and shall consult with the Executive Director or delegate on

process. The Speaker's decision shall be communicated by email to both parties and the decision is final and binding.

If the Speaker is provided with information during an appeal that the NoC Vice-Chair did not have while deciding upon a penalty, remedial action, or referral, the Speaker can advise the NoC Vice-Chair. The NoC Vice-Chair shall have the opportunity to review and potentially revise their decision in light of additional information.

### 5. Flow-Chart for Decisions on Penalties, Remedial Action, and Referrals and Appeals



### 10. Voting

1. "All voting in the General Election and By-Elections shall be done electronically, except in the event of a failure of the electronic system in use" (GSA Bylaws, Part VIII, Elections, 3.1).
2. The CRO shall communicate to graduate students the members of each slate and all individual candidates.
3. Candidates shall be displayed in random order on a per-ballot basis. The election software determines the random order of candidates on a ballot.
4. "None of the Above" shall be considered a candidate for the purpose of an elections ballot, and will also be displayed in random order on a per-ballot basis.
5. On ballots, voters shall rank candidates numerically, and may rank any number of candidates (including not ranking a candidate at all, the equivalent of a rank of zero).
6. Ballots shall be counted electronically according to the following procedure:
  - a. The number of first-place votes for each candidate shall be counted.
  - b. The candidate with the lowest number of first-place votes shall be eliminated from the election. Where there is a tie for the lowest

number, if one of the tied candidates had a lesser number of votes in a previous voting round, that candidate shall be eliminated. If there has not been a previous round, the electronic voting software randomly eliminates one of the candidates tied for the lowest number of first-place votes. In the event that the electronic voting software fails, the CRO will draw a name from a hat in the presence of two neutral witnesses, and the name drawn from a hat will be the candidate that is eliminated.

- c. Ballots for an eliminated candidate shall be distributed amongst remaining candidates in accord with the voter's most preferred choice.
- d. The above steps shall be repeated until the number of candidates remaining is equal to the number of positions available.
- e. The candidates remaining shall be considered the successful candidates, except in the case where None of the Above has received more votes than other candidates, in which case only those candidates receiving more votes than None of the Above shall be considered the successful candidates.

## 11. Results

1. Upon completion of the ballot count, the CRO shall announce the official results as soon as possible. As denoted in GSA Elections Policy, Timeline, 3.8, voting shall be completed no later than April 15, or the next working day.
2. In the case where the electronic voting system fails and paper ballots were used, the paper ballots shall be destroyed one month following the release of the official results.

## 12. Reporting

1. The CRO will draft a procedural report following each GSA General Election or By-Election. This report will outline major decisions, processes, issues, and recommendations for the following year. This report will be provided to the next CRO and DRO, and the ERC, Board, and Council.

## 13. By-Elections

1. In the event that a **Directly-Elected Officer position** is not filled by the end of the General Election (ie no candidates run for a position or None of the Above is elected), or if a position is vacated at any time prior to December 1 (or the next working day) a By-Election shall take place as soon as possible [**also see 2.8 of the GSA Elections Bylaw re: Council Election of Interims**].
2. In the event that the Directly-Elected Officer position is vacated after December 1 (or the next working day) and before the next GSA General Election, the GSA Nominating Committee will decide on procedures and then provide one or more names to Council for consideration. Council will elect an individual to fill the position on an interim basis. If the matter is deemed urgent by the CRO, Council can hold this election electronically.

3. In the event that any **Councillor-at-Large positions** are not filled by the end of the General Election, or a Councillor-at-Large position is vacated prior to December 1 (or the next working day) Council will be responsible for electing any remaining Councillors-at-Large. When electing any remaining Councillors-at-Large, the GSA Council will aim to elect graduate students from as broad a range of disciplines as possible. The GSA Nominating Committee will decide on procedures and then provide one or more names to Council for consideration, except that the Nominating Committee may not waive advertising. Note that the legislated Nominating Committee process allows for Councillors to make additional nominations. If the matter is urgent, Council can hold this election electronically.

## GSA Policy

### Officer Portfolios Policy Re-Write

**Purpose:** To outline the duties of and qualifications for the Officer positions.

**Scope:** This policy sets out Council's expectations of the Directly-Elected Officers.

|                                      |  |
|--------------------------------------|--|
| <b>Related Policies &amp; Bylaws</b> | GSA Bylaws, Part IV, Officers<br>GSA Board Policy, Section 5, Designation of Executive Vice-President and Line of Succession for Acting President<br>GSA Board Policy, Section 10, Line of Succession for Chair of the GSA Board |
| <b>Related Forms</b>                 |  |

#### 1. General Qualifications

1. Candidates shall have schedules that allow them to attend preset meeting dates for the University committees their position requires them to attend.
2. Candidates shall be in good academic standing.
3. Candidates shall have exceptional interpersonal and communication skills, proven critical thinking ability, ability to analyze policy, and ability to assess large amounts of governance information in order to determine when to "jump in" to a University committee or process in order to ensure that the GSA voice is heard.
4. All Directly-Elected Officers must be able to work in an environment that is fast-paced, collegial, cooperative, and respectful.
5. Depending on the unique backgrounds and skills of Directly-Elected Officers, they may be required to assist with special projects or aspects of a colleague's portfolio. All Directly-Elected Officers may serve as a delegate for another Directly-Elected

- Officer on any university committee where this parent body (eg GFC) allows such delegation.
6. Directly-Elected Officers shall assist the VPSL with departmental orientations as needed.
  7. Note: Committee duties for Directly-Elected Officers change regularly.

## **GSA Policy**

### **Officer Portfolios Policy Re-Write**

#### **8. Chief Returning Officer<sup>2</sup>**

1. Duties
  - a. The CRO is responsible for administration of GSA elections, by-elections, and referenda pursuant to the GSA Elections and Referenda Bylaws and Policies.
  - b. The CRO is responsible for monitoring candidate activities and is authorized to discipline candidates for violations of GSA Elections and Referenda Bylaws and Policies as provided for in the GSA Elections and Referenda Bylaws and Policies.
  - c. The CRO chairs the Elections and Referenda Committee.
2. Restrictions
  - a. The CRO may not hold any other elected position in the GSA (effective June 1, 2014).
  - b. The CRO is prohibited from participating in election or referenda campaigning.
3. Qualifications
  - a. The CRO should ideally have previous experience with administration of student elections.

## **GSA Policy**

### **Judicial Committee Policy Re-write (to outline that the Judicial Committee has no jurisdiction over elections and referenda).**

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<sup>2</sup> Passed by GSA Council on March 14, 2011 (R20110314.3).

## 11. Judicial Committee<sup>3</sup>

### 1. Composition

- a. The Judicial Committee shall be comprised of eight (8) Councillors who are selected at random as members of the Committee at the outset of each semester.
- b. The Executive Director and GSA Accountant shall have a standing invitation to attend any committee discussing financial matters.

### 2. Quorum

- a. Quorum for an official Judicial Committee hearing shall be four (4) members, not counting the member selected by the Committee to serve as the Chair.
- b. Quorum for a meeting of the Judicial Committee shall be four (4) members.

### 3. Mandate

- a. The disciplinary authority of the GSA is delegated by Council to the Judicial Committee except that the Judicial Committee has no jurisdiction over Elections and Referenda discipline and appeals **as denoted in GSA Policy, Elections, Section 9, Elections Appeals, and GSA Policy, Referenda, Section 10, Referenda Appeals.**
- b. The Judicial Committee shall organize hearings to hear formal complaints against Directly-Elected Officers or Councillors. The Chair shall consult with the Executive Director or delegate on process.
  - i. Hearings of the Judicial Committee shall abide by the GSA Discipline Policy.
- c. The Judicial Committee can also hold meetings to attend to Committee business.
- d. Meetings of the Judicial Committee are not public; minutes are only for the benefit of Judicial Committee members.
- e. The Judicial Committee shall report its activities to the next Council.
- f. Council has ultimate authority over decisions made by the Judicial Committee.

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<sup>3</sup> Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1). Section moved to Policy from Bylaws, Part VI, Judicial Committee on April 8, 2013.

**Referenda Bylaw and Policy Review Triple Column**

| Current Bylaw / Policy ( <i>deletions noted by a strikethrough</i> ) -  | Proposed Changes ( <i>additions underlined</i> )   | Rationale/Background   |
|---|--|--|
| <b><u>GSA Bylaws, Part IX Referenda</u></b>   |  |  |
|   | <b><u>1 General Principle</u></b>  |  |
|   | <u>1.1 The fundamental principle underlying GSA referenda is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA.</u>  | This statement will provide a guiding framework for GSA referenda.   |
| <b>1. Initiation</b>  | <b><u>1-2. Initiation</u></b>  |  |
| 1.1 A referendum on a clearly worded “Yes” or “No” question related to the affairs of the GSA may be initiated by a simple majority vote at any meeting of Council.   | 2.1 A referendum on a clearly worded “Yes” or “No” question <del>related to the affairs of the GSA may regarding</del> <u>any dedicated, on-going fee for a service, facility (eg PAW Centre), or lobbying effort can be initiated by a simple majority vote at any meeting of Council. Normally a referendum will be held in conjunction with the GSA General Election, unless a question is determined to be of an urgent nature by the GSA Board.</u>   | At the recommendation of the 2012-2013 CRO, it is ideal to hold referendum in conjunction with the General Election if possible, though GSAB will have the ability to make exceptions to this.   |
| 1.2 In accordance with Section 98(1) of the <i>Post-Secondary Learning Act</i> , if the Speaker receives a petition signed by at least three percent of members of the GSA, a motion to initiate a referendum as in 1.1 shall be considered at the next regular meeting of Council at least eleven calendar days following receipt of the petition. | <del>2.2 In accordance with Section 98(1) of the <i>Post-Secondary Learning Act</i>, if the Speaker receives a petition signed by at least three percent of members of the GSA, a motion to initiate a referendum as in 1.1 shall be considered at the next regular meeting of Council at least eleven calendar days following receipt of the petition.</del> <u>Clearly worded referenda questions shall be developed in consultation with the CRO, GSA Board, and GSA Council. GSA Council shall approve the holding of a referendum and the wording of a referendum question.</u> | The GSA Executive Director identified that this is an <b>incorrect</b> reference to, and interpretation of Section 98(1) of the <i>Post-Secondary Learning Act</i> .<br><br>Also incorporated into GSA Bylaw, the previous Board Policy Manual detailing the Initiation of a Referendum by an External Organization. This Board Policy Manual outlines very clear steps, and was recently drafted (December 2012), so it has been incorporated into the re-write of the Referenda Bylaw. |



|   |  |  |
|---|--|--|
|   |  |  |
|   | <u>2.3 The required steps for a person acting on behalf of an external organization or a graduate student wanting to initiate a referendum shall be outlined in GSA Policy.</u>  |  |
| <b>2. Referendum Period</b>   | <b>3. Referendum Timeline Period</b>   |  |
| 2.1 The procedures governing a referendum shall be the same as those governing all elections, with the following exceptions, and noting that the nomination period for referenda is the registration period and that all things applying to the nomination period apply to the registration period: | <del>3.1 The procedures governing a referendum shall be the same as those governing all elections, with the following exceptions, and noting that the nomination period for referenda is the registration period and that all things applying to the nomination period apply to the registration period:</del> <u>Referenda will occur in conjunction with the GSA General Election, unless a question is determined to be of an urgent nature by the GSA Board as denoted in 2.1. In all cases the referenda question shall be submitted to GSA Council for approval no later than the first mailing for the November Council meeting, unless a referendum is determined to be urgent by the GSA Board.</u> | Need to provide a few months for Council to approve a Referendum question, in advance of the GSA General Election. This doesn't mean that a referendum question cannot be submitted to an earlier Council meeting. |
| 2.1.2 Referenda may be set at any time as so directed by Council; and   | <del>3.2 Referenda may be set at any time as so directed by Council; and</del> <u>A referendum shall consist of a registration period, a campaigning period, and a voting period.</u>  | Reflects move to normally holding a Referendum with the General Election   |
| 2.1.3 Referendum polling shall be set by a majority vote of Council.  | <del>2.1.3 Referendum polling shall be set by a majority vote of Council.</del> <u>The timeline for a referendum shall be set out in GSA Policy.</u>   |  |
| 2.2 The CRO must provide:   | <del>2.2 The CRO must provide:</del>   | Moved to the new GSA Referenda Policy  |
| 2.2.2 due notice of the requirements for registration of a referendum question; and   | <del>2.2.2 due notice of the requirements for registration of a referendum question; and</del>   | Moved to the new GSA Referenda Policy  |
| 2.2.3 a 500 word brief electronically to every member   | <del>2.2.3 a 500 word brief electronically to every member</del>   |  |

|  |   |  |
|--|---|--|
| two (2) days prior to advance polling. | <del>two (2) days prior to advance polling.</del><br><b>4 Voting</b>  |  |
|  | <u>4.1 All referenda voting shall be done electronically, except in the event of a failure of the electronic system in use.</u> |  |
|  | <b>5 Registration of a Yes or No Campaign</b>   |  |
|  | <u>5.1 Only currently registered graduate students can register a 'Yes' or 'No' Campaign during a referendum.</u>               | Previously not made explicit in GSA Bylaw or Policy who would be eligible to register a referendum campaign. |

| Current Bylaw / Policy (deletions noted by a strikethrough) -  | Proposed Changes (additions underlined)   | Rationale/Background  |
|--|---|---|
| <b><u>GSA Policy Manual, Elections and Referenda</u></b><br><br><b><u>Note: in current GSA Policy, there is NO separate section for Referenda, just a few mentions of Referenda in the Elections Policy.</u></b> |   | <b>NOTE FOR INFORMATION: Currently the GSA Elections and Referenda Policy only makes a few mentions of how this policy relates to Referenda. To provide clarity, we have drafted a SEPARATE Referenda Policy, which aligns very closely with the proposed Elections Policy changes.</b> |
|  | <b><u>Purpose:</u></b> To outline policies and procedures related to GSA referenda.   |   |
|  | <b><u>Scope:</u></b> This policy governs the operation of GSA referenda and the expected conduct of registered 'Yes' or 'No' campaigns therein.   |   |
|  | <b>1. <u>General</u></b>  | Follows the same general format/principles of the revised Elections Policy.   |
|  | 1. <u>"The fundamental principle underlying GSA referenda is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA" (GSA Bylaws, Part XI,</u> |   |

|  |  |   |
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|  | <u>Referenda 1.1).</u>   |   |
|  | <b><u>2. Initiating a Referendum</u></b>   | This process has been moved out of the GSA Board Policy Manual (drafted in December 2012) to GSA Policy as it outlines a clear process for Initiating a Referendum. |
|  | 1. <u>If a person acting on behalf of an external organization or a graduate student wants to initiate a referendum, they shall contact the Chief Returning Officer (CRO).</u>   |   |
|  | 2. <u>The CRO shall extend an invitation to present to the GSA Board. The ‘asker’ must state how their organization or proposed referendum question relates to the GSA and or/graduate students. The ‘asker’ shall provide the GSA Board with relevant documents such as a constitution, mission statement, vision statement, audited financial statements, etc. The CRO and ‘asker’ shall work together to draft a referendum question, which will be subject to change after input from GSA Board and GSA Council;</u> |   |
|  | a. <u>A clearly worded referendum question will address the following criteria (if applicable): description of any dedicated on-going fee, amount of fee, how long a fee will be collected, effective date (when a fee will start being collected), procedure for changing a fee, whether the fee can be rescinded, and accountability for the money collected. The criteria provided are non-exhaustive and additional criteria may be required to draft a clearly worded referendum question.</u>                      |   |
|  | 3. <u>Following the presentation to the GSA Board by the</u>   |   |

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|  | <p><u>'asker' the GSA Board shall either decide to extend the 'asker' an invitation to Council to make a presentation (normally 15 minutes with an extension if Council so desires followed by questions from Council), or, if the GSA Board does not extend an invitation to Council, the 'asker' can find a Councillor to place the matter on the Council Agenda as denoted in GSA Bylaws, Part XI, Referenda, 2.1.</u></p>  |  |
|  | <p>4. <u>If the GSA Board has invited the 'asker' to present at Council, at that point the CRO and the 'asker' shall work together to finalize the wording of the question (subject to change if Council has problems with the wording) and then present to Council and ask interested Councillors to email them as potential Mover and Seconder. The question must be a "clearly worded 'Yes' or 'No' question" as denoted in GSA Bylaw, Part XI, Referenda, 2.1.</u></p> |  |
|  | <p>5. <u>Council chooses to approve or to not approve the holding of a referendum and the wording of the question.</u><br/>         6. <u>If Council approves the holding of a referendum and the wording of the question then a referendum is then held in accordance with GSA Bylaws, Part XI, and GSA Policy, Referenda.</u></p>  |  |
|  | <p><b>3. <u>Timeline</u></b></p>   |  |
|  | <p><u>1.Except as specified below, the timeline for a referendum is at the discretion of the Chief Returning Officer. As denoted in GSA Bylaw, Part XI Referenda, a referendum will normally be held in conjunction with the GSA General Election.</u></p>   |  |

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|  | <p>2. <u>“A referendum shall consist of a registration period, a campaigning period, and a voting period” (GSA Bylaws, Part XI, Referenda, 2.2).</u></p>   |  |
|  | <p>3. <u>The registration period shall last at least fourteen (14) calendar days and only a YES or a NO campaign can be registered. In the event that no registrations are received from either campaign, the referendum shall proceed regardless.</u></p>   |  |
|  | <p>4. <u>Within twenty-four (24) hours after the close of the registration period, the CRO shall hold a meeting with all representatives of the Yes and or No Campaigns as described in Section 5.</u></p>   |  |
|  | <p>5. <u>The campaign period shall last at least seven (7) calendar days and shall begin no later than the day following the meeting of representative(s) of the Yes and or No Campaigns.</u></p>  |  |
|  | <p>6. <u>Voting shall begin on the working day following the last day of the campaign period and shall last at least forty-eight (48) hours.</u></p>   |  |
|  | <p><b>4. Registration Period</b><br/> <u>4.1 The CRO shall provide requirements for registering a campaign for either side of a referendum question (a “Yes” campaign or a “No” campaign). Currently registered graduate students can register a YES Campaign or a NO Campaign. In order to register a campaign, the signatures of 10 registered graduate students must be provided to the CRO before the end of the registration period, as well as all of the names and contact information of the graduate students running the campaign.</u></p> |  |

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|  | <b>5. <u>Meeting of Representatives of the Yes and/or No Campaigns</u></b>   |  |
|  | 5.1 <u>The CRO is responsible for organizing a meeting with at least one representative running a YES and/or NO campaign for a Referendum, to provide all students with an overview of GSA Referenda Bylaws and Policies.</u>  |  |
|  | 5.2 <u>Failure by at least one representative from the YES and/or NO campaign without adequate prior notification to the CRO is grounds for disqualification of their campaign. 'Adequate prior notification' is defined as notice communicated electronically to the CRO at least one hour in advance of the meeting. If all graduate students organizing a YES or NO campaign miss this meeting described in 4.1 due to unforeseen and exceptional circumstances, such as a last-minute emergency, any consequences may be waived at the discretion of the CRO. There is no appeal of this decision.</u> |  |
|  | <u>5.3 At the meeting described in 5.1, the CRO will provide all graduate students organizing a YES or NO campaign with the Principles and Rules of Conduct for Referenda Campaigning and the Referendum Appeals Policy (as per GSA Policy, Referenda, Section 7, Principles and Rules of Conduct for Referenda Campaigning and GSA Policy, Referenda, Section 10, Referendum Appeals).</u>  |  |
|  | <b>6. <u>Campaigning</u></b>   |  |
|  | <u>6.1 Only a YES and or NO campaign can be registered.</u>  | The principles of campaigning (including conduct and the appeals process) will parallel the principles of campaigning during a General Election (except that a Yes or No Question cannot of course be disqualified, though those running a Yes or No |

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|  |   | Campaign could be disqualified.                     |
|  | <u>6.2 In the event that no registrations are received for either campaign the referendum shall proceed regardless.</u>   |   |
|  | <u>6.3 Slates are non-existent for the purpose of referenda.</u>  |   |
|  | <u>6.4 Campaign members are authorized to spend up to \$150 on campaign material over the course of a referendum. Campaign costs are not reimbursed.</u>  |   |
|  | <u>6.5 Campaign members shall report to the CRO all campaign-related expenses, and submit receipts, no later than the close of the campaign period.</u>   |   |
|  | <u>6.6 Exceeding the spending limit in 6.4 constitutes grounds for disqualification for the campaign.</u>   |   |
|  | <u>6.7 Campaigning is defined as any form of promotion of a Yes or No campaign. This includes all verbal, electronic, and visual forms of communication. All campaign materials, including but not limited to posters, websites, e-mails to moderated graduate student mailing lists, or other printed or electronic materials (including but not limited to all forms of social media) shall be reviewed by the CRO prior to their distribution.</u> |   |
|  | <u>6.8 The CRO will review campaign materials to ensure they do not conflict with Referenda Bylaws and Policies and do not contain any factually incorrect information (eg regarding the referendum procedures or timeline). The CRO is not responsible for reviewing the editorial content of campaign materials (eg grammar, punctuation).</u>  |   |
|  | <u>6.9 All forms of campaigning (verbal, electronic, and visual) shall not contain misinformation, slander, inappropriate, discriminatory content, or <i>ad hominem</i> attacks of campaign member(s).</u>  |   |
|  | <u>6.10 Campaign members shall not use unmoderated mailing lists for campaigning, including but not limited to departmental mailing lists.</u>  |   |
|  | <u>6.11 The CRO shall provide an electronic description or briefing of the</u>  | In practice, for a referendum, the CRO has provided |

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|  | <u>background, purpose, and relevant details of any GSA Council approved referendum question prior to referendum polling. Normally this description shall be posted on the GSA website.</u>  | an electronic briefing to inform all voters of the background and specifics of a referendum question.                        |
|  | <u>6.12 After the campaign period has closed, campaign members may distribute communications encouraging students to vote on a Referendum question. Campaign members shall not campaign after the campaign period has closed. As denoted in 6.7, “campaigning is defined as any form of promotion of a Yes or No campaign.” All campaign materials (including but not limited to posters, Facebook pages, websites, etc) shall be removed before the close of the campaign period.</u> |  |
|  | <b><u>7. Principles and Rules of Conduct for Referenda Campaigning</u></b>   | Parallels the proposed Elections Bylaw and Policy changes, except that it references campaign members instead of candidates. |
|  | <b><u>Preamble:</u></b>  |  |
|  | <u>1. Campaign members will conduct themselves in a manner that upholds the fundamental principles of underlying GSA referenda – “that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (GSA Bylaws, Part XI, Referenda).</u>   |  |
|  | <u>2. Campaign members will abide by GSA Bylaws and Policies concerning referenda.</u>   |  |
|  | <u>3. As per GSA Policy Manual (Officer Portfolios, Chief Returning Officer), “the CRO is responsible for administration of GSA [...] referenda pursuant to the GSA [...] Referenda Bylaws and Policies.” Furthermore, “the CRO is responsible for monitoring candidate activities and is authorized to discipline candidates for violations of GSA [...] Referenda Bylaws and Policies as provided for in the GSA [...] Referenda Bylaws and Policies.”</u>                           |  |
|  | <u>4. It is the responsibility of those running a ‘Yes’ or ‘No’ campaign to</u>  |  |



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|  | <p><u>familiarize themselves with the GSA Referenda Bylaws and Policies.</u></p>   |  |
|  | <p><u>5. The following are a series of principles and rules concerning the conduct of those individuals running a ‘Yes’ or ‘No’ during a Referendum. These examples are non-exhaustive and include but are not limited to the following principles and rules:</u></p>  |  |
|  | <p><b><u>a. Do:</u></b></p> <ul style="list-style-type: none"> <li>i. <u>Do ensure all campaign plans, materials, and/or advertisements conform with all University of Alberta policies and regulations and all municipal, provincial, and federal laws.</u></li> <li>ii. <u>Do run a clean campaign.</u></li> <li>iii. <u>Do treat the CRO, DRO, elected officials, management, staff, and fellow campaign members with respect.</u></li> <li>iv. <u>Do respect the CRO and DRO’s time. The turnaround for approving campaign materials will be approximately one (1) working day.</u></li> <li>v. <u>Do ensure any campaign volunteers or colleagues comply, at all times, with the Referenda Bylaws and Policies and other applicable policies or laws.</u></li> <li>vi. <u>Do use moderated graduate student mailing lists to distribute CRO approved campaign materials.</u></li> <li>vii. <u>Do get permission from Professors or Instructors to campaign in any classrooms.</u></li> <li>viii. <u>Do monitor electronic campaign materials (eg Facebook pages) for <i>ad hominem</i> attacks from other graduate students or individuals against campaign members. If you encounter such attacks, report them immediately to the CRO.</u></li> <li>ix. <u>Do use resources for campaigning that are publicly accessible to all campaign members For example, do not use Departmental or Supervisor photocopiers to print campaign materials.</u></li> <li>x. <u>Do ask the CRO, before acting, if you have any questions about particular Referenda Bylaws and Policies.</u></li> </ul> |  |

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|  | <p><b><u>b. Don't:</u></b></p> <ul style="list-style-type: none"> <li>i. <u>Don't use the University or GSA logos on any physical or electronic campaign materials.</u></li> <li>ii. <u>As denoted in 6.9 "all forms of campaigning (verbal, electronic, and visual) shall not contain misinformation, slander, inappropriate, discriminatory content, or <i>ad hominem</i> attacks of campaign member(s)."</u></li> <li>iii. <u>Don't use an unmoderated mailing list.</u></li> <li>iv. <u>Don't tolerate, ask or encourage campaign volunteers or fellow graduate students to violate any GSA Referenda Bylaws and Policies (eg distributing materials to unmoderated mailing lists on your behalf), or other applicable policies or laws.</u></li> <li>v. <u>Don't campaign in unsafe spaces that require proper safety equipment such as laboratories.</u></li> <li>vi. <u>Don't place campaign materials behind locked doors that only certain campaign members have access to through a key or swipe card.</u></li> <li>vii. <u>Don't accept gifts of money, gifts in kind, or equivalents (eg campaign posters or a friends and family discount for printing) from student groups or colleagues.</u></li> <li>viii. <u>Don't violate any other GSA Bylaws or Policies or other applicable policies or laws.</u></li> </ul> |   |
|  | <p><b><u>8 CRO's Decision on Penalties, Remedial Action, and Referrals</u></b></p>  | <p>Sets out a more specific set of steps for the CRO to follow with regards to discipline, etc.</p> |
|  | <p><u>1. When the CRO becomes aware of an issue or breach of Referenda Bylaws and Policies, or other applicable policies or laws, or a third party complains to the CRO about an alleged issue or breach of Referenda Bylaws and Policies, the CRO shall;</u></p>   |   |
|  | <p><u>a. Forthwith email the campaign member(s) setting out details of the issue/breach; ask for a written response</u></p>   |   |

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|  | <u>within eight (8) hours; and consider that response.</u>  |   |
|  | <u>b. Inform the campaign member(s) his/her decision on penalty, remedial actions, or referrals, his/her reasons for the decision, and shall state whether the campaign member(s) can still campaign. The CRO has up to twenty-four (24) hours to make this decision.</u>   |   |
|  | <p><u>c. The CRO may impose the following penalties, remedial actions, or make referrals:</u></p> <ul style="list-style-type: none"> <li>• <u>Verbal or written reprimands.</u></li> <li>• <u>Reduction of spending limits.</u></li> <li>• <u>Disqualification of the campaign from the current referendum.</u></li> <li>• <u>Any other penalty or remedial action.</u></li> <li>• <u>Any referrals.</u></li> </ul> |   |
|  | <u>d. The Speaker and Executive Director shall be copied on the emails described above.</u>   |   |
|  | <u>e. The CRO shall advise the campaign member(s) that they have twelve (12) hours from the time the CRO's email is RECEIVED for an emailed appeal to be RECEIVED by the Speaker as denoted in GSA Policy, Referenda, Section 10, Referenda Appeals.</u>  |   |
|  | <u>2. Unless otherwise stated, in the Referenda Bylaws and Policies, decisions of the CRO are subject to appeal to the GSA Speaker.</u>   |   |
|  | <b><u>9. NoC Vice-Chair's Decision on Penalties, Remedial Action, and Referrals</u></b>   | It was identified that a separate process was needed in cases where the CRO feels disrespected. It would be a conflict of interest for the CRO to make a decision for an action that has been |

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|  |   | directed at them. This is why there is a separate process which involves the GSA NoC Vice-Chair to act as the neutral decision maker. |
|  | <u>1. If the CRO feels treated in a disrespectful manner by any campaign members, he/she will inform the Vice-Chair of the NoC setting out the details.</u>   |   |
|  | <u>2. The Vice-Chair of the NoC shall, upon receiving information from the CRO about an alleged breach/issue:</u>   |   |
|  | a. <u>Forthwith email the campaign member(s) setting out the details of the issue/breach; ask for a written response within eight (8) hours; and consider that response.</u>  |   |
|  | b. <u>Inform, electronically, the campaign member(s) his/her decision on penalty, remedial actions, or referrals, his/her reasons for the decision, and shall state whether the campaign member(s) can still campaign. The NoC Vice-Chair has up to twenty-four (24) hours to make this decision.</u>   |   |
|  | c. <u>The NoC Vice-Chair may impose the following penalties, remedial actions, or make referrals:</u> <ul style="list-style-type: none"> <li>• <u>Verbal or written reprimands.</u></li> <li>• <u>Reduction of spending limits.</u></li> <li>• <u>Disqualification of the campaign from the current referendum.</u></li> <li>• <u>Any other penalty or remedial action.</u></li> <li>• <u>Any referrals.</u></li> </ul> |   |
|  | d. <u>The CRO, Speaker and Executive Director shall be copied on the emails described above</u>   |   |
|  | e. <u>The NoC Vice-Chair shall advise campaign member(s) that they have twelve (12) hours</u>   |   |

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|  | <p><u>from the time the NoC Vice-Chair’s email is RECEIVED for an emailed appeal to be RECEIVED by the Speaker as denoted in GSA Policy, Referenda, Section 10, Referenda Appeals.</u></p>   |   |
|  | <p><b><u>10. Referenda Appeals</u></b></p>   | <p>Needed a quicker, easier way for appeals to happen during elections during tight timelines of elections and campaigning.</p> <p>COMPLETELY NEW SECTION DRAFTED BY ED</p> |
|  | <p><u>The following shall be attached to the Registration Form for a ‘Yes’ or ‘No’ Campaign for a Referendum:</u></p>  |   |
|  | <p><b><u>1. Preamble</u></b><br/> <u>The GSA Council has approved Principles and Rules of Conduct governing GSA Referenda. The GSA has Referenda Bylaws and Policies posted in full on the GSA website. GSA Policy details the “Principles and Rules of Conduct for Referenda” (as per GSA Policy, Referenda, Section 7).</u></p>  |   |
|  | <p><b><u>2. Definitions</u></b><br/> <u>“Speaker” means Speaker or Deputy Speaker or any person Council designates or elects as Acting Speaker or Acting Deputy Speaker.</u><br/><br/> <u>“CRO” means CRO or DRO or any person Council designates or elects as Acting CRO or Acting DRO.</u><br/><br/> <u>“Vice-Chair of the GSA Nominating Committee (NoC)” means the Councillor appointed by the President from amongst the three Councillors elected by Council to serve on the NoC (as per GSA Policy, Standing Committees, Nominating Committee).</u></p> |   |
|  | <p><b><u>3. Referenda Bylaws and Policies and Acknowledge by Campaign Members</u></b></p>  |   |
|  | <p><u>The GSA Council has approved Bylaw and Policy related to</u></p>   |   |

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|  | <p><b><u>Referenda. By signing the registration form, all campaign members acknowledge that they have read and agree to abide by Referenda Bylaws and Policies, which are posted in full on the GSA website.</u></b></p>   |  |
|  | <p><b><u>By signing the registration form, campaign members ALSO acknowledge that they have read and are aware of the terms of an appeal within the GSA of any decisions on issues/breaches of GSA Bylaws and Policies, including the fact that the CRO decides on penalties, remedial actions, and or/referrals for any issues/breaches, the Nominating Committee Vice-Chair decides on penalties, remedial actions, and/or referrals for any matters related to the disrespectful behavior towards the CRO, and that the GSA Speaker decides on any appeals. Any concerns with bias on the part of the NoC Vice-Chair in making such decisions on penalties, remedial actions, and/or referrals concerning disrespectful behavior towards the CRO, or the Speaker in making such decisions on appeals, shall be filed with nomination forms.</u></b></p> |  |
|  | <p><b><u>The current Speaker and Deputy are: [to be updated each year with the current GSA Speaker and Deputy].</u></b></p>  |  |
|  | <p><b><u>The current Vice-Chair of the NoC is: [to be updated each year with the current NoC Vice-Chair].</u></b></p>  |  |
|  | <p><b><u>The current three Councillors on the NoC are: [to be updated each year with the current Councillors on the NoC].</u></b></p>  |  |
|  | <p><b><u>Any changes to these names will be emailed to campaign member(s) who will have twenty-four (24) hours to file any objections with the GSA Speaker.</u></b></p>  |  |
|  | <p><b><u>The deadline to file any concerns of bias on the part of the Speaker, Deputies, or NoC Vice-Chair in making decisions shall be: [to be updated with each referendum].</u></b></p>   |  |
|  | <p><b><u>4. APPEALS PROCESS</u></b></p>  |  |
|  | <p><b><u>a. The CRO has issued a decision on penalties or remedial action to</u></b></p>   |  |

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|  | <b><u>campaign member(s) as denoted in GSA Policy, Referenda, Section 8 CRO’s Decision on Penalties, Remedial Action, and Referrals:</u></b>   |  |
|  | <u>Only campaign members have standing to appeal.</u>  |  |
|  | <u>Once a campaign member(s) receives a decision on penalties, remedial action, and or/referrals from the CRO, the deadline for the Speaker to RECEIVE an appeal is twelve (12) hours from the receipt of the decision. Any appeal shall be in writing and shall address all matters raised in the CRO’s email concerning the alleged issue/breach. The CRO and Executive Director shall be copied. The Speaker has up to twenty-four (24) hours to decide on the appeal and may exercise his/her discretion in all matters in arriving at a decision. The Speaker shall ensure both parties to the appeal are heard, and shall consult with the Executive Director or delegate on process. The Speaker’s decision shall be communicated by email to both parties and the decision is final and binding.</u> |  |
|  | <u>If the Speaker is provided with information during an appeal that the CRO did not have while deciding upon a penalty, remedial action, or referral, the Speaker can advise the CRO. The CRO shall have the opportunity to review and potentially revise their decision in light of additional information.</u>  |  |
|  | <b><u>b. The NoC Vice-Chair has issued a decision to a campaign member(s) and the CRO, as denoted in GSA Policy, Referenda, Section 9 NoC Vice Chair’s Decision on Penalties, Remedial Action, and Referrals:</u></b>  |  |
|  | <u>Only campaign members have standing to appeal.</u>  |  |
|  | <u>Once a campaign member(s) receives a decision on penalties, remedial action, and/or referrals from the NoC Vice-Chair, the deadline for the Speaker to RECEIVE an appeal is twelve (12) hours from the receipt of the decision. Any appeal shall be in writing and shall address all matters raised in the NoC Vice-Chair’s email</u>   |  |

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|  | <p><u>concerning the alleged issue/breach. The NoC Vice-Chair and Executive Director shall be copied. The Speaker has up to twenty-four (24) hours to decide on the appeal and may exercise his/her discretion in all matters in arriving at a decision. The Speaker shall ensure both parties to the appeal are heard, and shall consult with the Executive Director or delegate on process. The Speaker’s decision shall be communicated by email to both parties and the decision is final and binding.</u></p> |   |
|  | <p><u>If the Speaker is provided with information during an appeal that the NoC Vice-Chair did not have while deciding upon a penalty, remedial action, or referral, the Speaker can advise the NoC Vice-Chair. The NoC Vice-Chair shall have the opportunity to review and potentially revise their decision in light of additional information.</u></p>  |   |
|  | <p><b><u>5. Flow-Chart for Decisions on Penalties, Remedial Action, and Referrals and Appeals</u></b></p>  | <p><i>A flow-chart image has been drafted to show that whether the CRO or NoC Vice-Chair is making decisions re: penalties, remedial actions, and/or referrals, all appeals still come to the GSA Speaker</i></p> |
|  | <p><b><u>11. Voting</u></b></p>  |   |
|  | <p><u>11.1 “ All referenda voting shall be done electronically, except in the event of a failure of the electronic system in use” (GSA Bylaw, Part XI, Referenda, 3.1)</u></p>   |   |
|  | <p><u>11.2 All referenda questions must be on a clearly worded ‘Yes’ or ‘No’ question as denoted in GSA Bylaws, Part XI, Referenda, 2.1.</u></p>   |   |
|  | <p><b><u>12. Results</u></b></p>   |   |
|  | <p><u>12.1 Upon completion of the ballot count, the CRO shall distribute the official results as soon as possible.</u></p>   |   |
|  | <p><b><u>13. Reporting</u></b></p>   |   |
|  | <p><u>1. The CRO will draft a procedural report following each</u></p>   |   |



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|  | <p><u>Referendum. This report will outline major decisions, processes, issues, and recommendations for any future referendum. This report will be provided to the next CRO and DRO, and the ERC, Board, and Council.</u></p> |  |
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| GSA Board Policy Manual   |   |   |
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| <p><b>Process for Organizations External to the GSA to Request a Referendum</b></p>   |   | <p>Proposal to move this process OUT of the GSA Board Policy Manual and INTO the GSA Referenda Bylaw.</p> |
| <p><b>1. Policy</b></p>   |   |   |
| <p>1. Person acting on behalf of the organization wanting a referendum contacts the Chief Returning Officer (CRO).</p>  | <p><b>Moved into GSA Referenda Policy with the following changes:</b><br/> <u>2.1 If a person acting on behalf of an the external organization or a graduate student wants ing to initiate a referendum, they shall</u> contacts the Chief Returning Officer (CRO).</p>   |   |
| <p>2. The CRO extends an invitation to present to the GSA Board. The ‘asker’ must state how their organization relates to “the affairs of the GSA” (GSA Bylaw, Part XI, section 1.1) and provide the GSA Board with relevant documents such as a constitution, a mission statement, a vision statement, audited financial statements, etc. The CRO and ‘asker’ will work together to draft a referendum question, which will be subject to change after input from GSA Board and GSA Council.</p> | <p><b>Moved into GSA Referenda Policy with the following changes:</b><br/> <u>2.2 The CRO shall</u> extends an invitation to present to the GSA Board. The ‘asker’ must state how their organization <u>or proposed referendum question</u> relates to the GSA and or/graduate students <del>“the affairs of the GSA” (GSA Bylaw, Part XI, section 1.1) and.</del> <u>The ‘asker’ shall</u> provide the GSA Board with relevant documents such as a constitution, mission statement, vision statement, audited financial statements, etc. The CRO and ‘asker’ shall work together to draft a referendum question, which will be subject to change after input from GSA Board and GSA Council;</p> |   |
| <p>3. The GSA Board either decides (typically in closed</p>   | <p><b>Moved into GSA Referenda Policy with the following</b></p>  | <p>Incorrect reference to petitions in the PSLA.</p>  |

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| <p>session following the presentation to the GSA Board by the ‘asker’) to extend the ‘asker’ an invitation to Council to make a presentation (15 minutes with an extension if Council so desires followed by questions from Council) OR, if the GSA Board does not extend an invitation to Council, the ‘asker’ can find a Councillor to place the matter on the Council Agenda (GSA Bylaw, Part XI, section 1.1, “a referendum on a clearly worded “Yes” or “No” question related to the affairs of the GSA may be initiated by a simple majority vote at any meeting of Council” and GSA Bylaw, Part XI, section 1.2, “in accordance with section 98(1) of the <i>Post-Secondary Learning Act</i>, if the Speaker receives a petition signed by at least three percent of members of the GSA, a motion to initiate a referendum as in 1.1 shall be considered at the next regular meeting of Council at least eleven calendar days following receipt of the petition”).</p> | <p><b>changes:</b><br/>                 2.3 Following the presentation to the GSA Board by the ‘asker’ <del>The GSA Board either decides (typically in closed session following the presentation to the GSA Board by the ‘asker’)</del> the GSA Board shall either decide to extend the ‘asker’ an invitation to Council to make a presentation (normally 15 minutes with an extension if Council so desires followed by questions from Council), or, if the GSA Board does not extend an invitation to Council, the ‘asker’ can find a Councillor to place the matter on the Council Agenda <u>as denoted in GSA Bylaws, Part XI Referenda, 2.1.</u> <del>“a referendum on a clearly worded “Yes” or “No” question related to the affairs of the GSA may be initiated by a simple majority vote at any meeting of Council” and GSA Bylaw, Part XI, section 1.2, “in accordance with section 98(1) of the <i>Post-Secondary Learning Act</i>, if the Speaker receives a petition signed by at least three percent of members of the GSA, a motion to initiate a referendum as in 1.1 shall be considered at the next regular meeting of Council at least eleven calendar days following receipt of the petition”).</del></p> |  |
| <p>4. If the GSA Board has invited the ‘asker’ to present at Council, at that point the CRO and the ‘asker’ work together on the wording of the question (subject to change if Council has problems with the wording) and then present to Council and ask interested Councillors to email them as potential Mover and Seconder. The question must be “a clearly worded “Yes” or “No” question” (GSA Bylaw, Part XI, section 1.1).</p>   | <p><b>Moved into GSA Referenda Policy, with the following changes:</b><br/>                 2.4 4. If the GSA Board has invited the ‘asker’ to present at Council, at that point the CRO and the ‘asker’ work together <del>on</del> <u>to finalize the wording</u> of the question (subject to change if Council has problems with the wording) and then present to Council and ask interested Councillors to email them as potential Mover and Seconder. The question must be “a clearly worded “Yes” or “No” question” (GSA Bylaw, Part XI, section 1.1).</p>   |  |

|  |   |  |
|--|---|--|
| <p>5. Council then approves the holding of a referendum and the wording of the question.</p>                           | <p><b>Moved VERTABIM into GSA Referenda Policy 2.5</b></p>  |  |
| <p>6. A referendum is then held in accordance with GSA Bylaw, Part XI, and GSA Policy on "Elections and Referenda.</p> | <p><b>Moved into GSA Referenda Policy with the following changes:</b><br/> <u>2.6_A referendum is then held in accordance with GSA Bylaws, Part XI, and GSA Policy on "Election and Referenda</u></p> |  |

REFERENDA BYLAW AND POLICY WITH THE PROPOSED  
CHANGES IF APPROVED  
RE-WRITE 2013 DRAFT 20

**Referenda Bylaw and Policy Reform**

**Purpose:** To outline policies and procedures related to GSA referenda.

**Background and Preamble:**

The intent of re-evaluating GSA Referenda Bylaw and Policy is to ensure that referenda are being held in a consistent manner and that those referenda which come to a vote reflect the capabilities and needs of the GSA as an organization. Additionally, this reform will allow the CRO to monitor and regulate the activities of referendum campaigns fairly and consistently. Within the last twenty (20) years, twelve (12) out of thirteen (13) referenda held by the GSA involved a fee for a service or facility (eg PAW, U-Pass). As such, it seems in keeping with the needs of students to amend Referenda policy to reflect the nature of the referenda that are brought up by students or external organizations.

**Definitions:**

**Graduate Student:** As defined by the *Post-Secondary Learning Act*, “graduate student” means a person enrolled in a program of graduate studies at a university.

**Graduate Students’ Association:** As defined by the *Post-Secondary Learning Act*, “graduate students association” means a graduate students association of a university established under section 94 or continued under Part 5.

## **GSA BYLAWS: Part XI Referenda**

### **1 General Principle**

- 1.1 The fundamental principle underlying GSA referenda is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA.

### **2 Initiation<sup>1</sup>**

- 2.1 A referendum on a clearly worded “Yes” or “No” question regarding any dedicated, on-going fee for a service, facility, or lobbying effort can be initiated by a simple majority vote at any meeting of Council. Normally a referendum will be held in conjunction with the GSA General Election, unless a question is determined to be of an urgent nature by the GSA Board.
- 2.2 Clearly worded referenda questions shall be developed in consultation with the CRO, GSA Board, and GSA Council. GSA Council shall approve the holding of a referendum and the wording of a referendum question.
- 2.3 The required steps for a person acting on behalf of an external organization or a graduate student wanting to initiate a referendum shall be outlined in GSA Policy.

### **3 Referendum Timeline<sup>2</sup>**

- 3.1 Referenda will occur in conjunction with the GSA General Election, unless a question is determined to be of an urgent nature by the GSA Board as denoted in 2.1. In all cases the referenda question shall be submitted to GSA Council for approval no later than the first mailing for the November Council meeting, unless a referendum is determined to be urgent by the GSA Board.
- 3.2 A referendum shall consist of a registration period, a campaigning period, and a voting period.
- 3.3 The timeline for a referendum shall be set out in GSA Policy.

### **4 Voting**

- 4.1 All referenda voting shall be done electronically, except in the event of a failure of the electronic system in use.

### **5 Registration of a Yes or No Campaign**

- 5.1 Only currently registered graduate students can register a ‘Yes’ or ‘No’ Campaign during a referendum.

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<sup>1</sup> Passed by the Annual General Meeting on March 28, 2011 (R20110328.1).

<sup>2</sup> Passed by GSA Council on March 10 and April 14, 2008 (R20080310.1 and R20080414.2).

## **GSA POLICY: REFERENDA**

### **Referenda Policy Re-Write**

**Purpose:** To outline policies and procedures related to GSA referenda.

**Scope:** This policy governs the operation of GSA referenda and the expected conduct of registered 'Yes' or 'No' campaigns therein.

|                                      |                                 |
|--------------------------------------|---------------------------------|
| <b>Related Policies &amp; Bylaws</b> | GSA Bylaws , Part XI, Referenda |
| <b>Related Forms</b>                 |                                 |

#### **1. General**

1. "The fundamental principle underlying GSA referenda is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA" (GSA Bylaws, Part XI, Referenda, Section 1.1).

#### **2. Initiating a Referendum**

1. If a person acting on behalf of an external organization or a graduate student wants to initiate a referendum, they shall contact the Chief Returning Officer (CRO).
2. The CRO shall extend an invitation to present to the GSA Board. The 'asker' must state how their organization or proposed referendum question relates to the GSA and or/graduate students. The 'asker' shall provide the GSA Board with relevant documents such as a constitution, mission statement, vision statement, audited financial statements, etc. The CRO and 'asker' shall work together to draft a referendum question, which will be subject to change after input from GSA Board and GSA Council;
  - a. A clearly worded referendum question will address the following criteria (if applicable): description of any dedicated on-going fee, amount of fee, how long a fee will be collected, effective date (when a fee will start being collected), procedure for changing a fee, whether the fee can be rescinded, and accountability for the money collected. The criteria provided are non-exhaustive and additional criteria may be required to draft a clearly worded referendum question.
3. Following the presentation to the GSA Board by the 'asker' the GSA Board shall either decide to extend the 'asker' an invitation to Council to make a presentation (normally 15 minutes with an extension if Council so desires followed by questions from Council), or, if the GSA Board does not extend an invitation to Council, the 'asker' can find a Councillor to place the matter on the Council Agenda as denoted in GSA Bylaws, Part XI, Referenda, Section 2.1.
4. If the GSA Board has invited the 'asker' to present at Council, at that point the CRO and the 'asker' shall work together to finalize the wording of the question

(subject to change if Council has problems with the wording) and then present to Council and ask interested Councillors to email them as potential Mover and Secunder. The question must be a “clearly worded ‘Yes’ or ‘No’ question” as denoted in GSA Bylaw, Part XI, Referenda, Section 2.1.

5. Council chooses to approve or to not approve the holding of a referendum and the wording of the question.
6. If Council approves the holding of a referendum and the wording of the question then a referendum is then held in accordance with GSA Bylaws, Part XI, and GSA Policy, Referenda.

### **3. Timeline**

1. Except as specified below, the timeline for a referendum is at the discretion of the Chief Returning Officer. As denoted in GSA Bylaw, Part XI, Referenda, a referendum will normally be held in conjunction with the GSA General Election, unless a question is determined to be of an urgent nature by the GSA Board as denoted in GSA Bylaws, Part XI, Referenda, Section 2.1.
2. “A referendum shall consist of a registration period, a campaigning period, and a voting period” (GSA Bylaws, Part XI, Referenda, Section 2.2).
3. The registration period shall last at least fourteen (14) calendar days and only a YES or a NO campaign can be registered. In the event that no registrations are received from either campaign, the referendum shall proceed regardless.
4. Within twenty-four (24) hours after the close of the registration period, the CRO shall hold a meeting with all representatives of the Yes and or No Campaigns as described in Section 5.
5. The campaign period shall last at least seven (7) calendar days and shall begin no later than the day following the meeting of representative(s) of the Yes and or No Campaigns.
6. Voting shall begin on the working day following the last day of the campaign period and shall last at least forty-eight (48) hours.

### **4. Registration Period**

1. The CRO shall provide requirements for registering a campaign for either side of a referendum question (a ‘Yes’ campaign or a ‘No’ campaign). Only currently registered graduate students can register a YES Campaign or a NO Campaign. In order to register a campaign, the signatures of ten (10) registered graduate students must be provided to the CRO before the end of the registration period, as well as all of the names and contact information of the graduate students running the campaign.

### **5. Meeting of Representatives of the Yes and/or No Campaigns**

1. The CRO is responsible for organizing a meeting with at least one representative running a YES and/or NO campaign for a Referendum, to provide all students with an overview of GSA Referenda Bylaws and Policies.

2. Failure by at least one representative from the YES and/or NO campaign without adequate prior notification to the CRO is grounds for disqualification of their campaign. 'Adequate prior notification' is defined as notice communicated electronically to the CRO at least one hour in advance of the meeting. If all graduate students organizing a YES or NO campaign miss this meeting described in 5.1 due to unforeseen and exceptional circumstances, such as a last-minute emergency, any consequences may be waived at the discretion of the CRO. There is no appeal of this decision.
3. At the meeting described in 5.1, the CRO will provide all graduate students organizing a YES or NO campaign with the Principles and Rules of Conduct for Referenda Campaigning and the Referendum Appeals Policy (as per GSA Policy, Referenda, Section 7, Principles and Rules of Conduct for Referenda Campaigning, and GSA Policy, Referenda, Section 10, Referendum Appeals).

### 6 Campaigning<sup>3</sup>

1. Only a YES and or NO campaign can be registered.
2. In the event that no registrations are received for either campaign the referendum shall proceed regardless.
3. Slates are non-existent for the purpose of referenda.
4. Campaign members are authorized to spend up to \$150 on campaign material over the course of a referendum. Campaign costs are not reimbursed.
5. Campaign members shall report to the CRO all campaign-related expenses, and submit receipts, no later than the close of the campaign period.
6. Exceeding the spending limit in 6.4 constitutes grounds for disqualification for the campaign.
7. Campaigning is defined as any form of promotion of a Yes or No campaign. This includes all verbal, electronic, and visual forms of communication. All campaign materials, including but not limited to posters, websites, e-mails to moderated graduate student mailing lists, or other printed or electronic materials (including but not limited to all forms of social media) shall be reviewed by the CRO prior to their distribution.
8. The CRO will review campaign materials to ensure they do not conflict with Referenda Bylaws and Policies and do not contain any factually incorrect information (eg regarding the referendum procedures or timeline). The CRO is not responsible for reviewing the editorial content of campaign materials (eg grammar, punctuation).
9. All forms of campaigning (verbal, electronic, and visual) shall not contain misinformation, slander, inappropriate, discriminatory content, or *ad hominem* attacks of campaign member(s).
10. Campaign members shall not use unmoderated mailing lists for campaigning, including but not limited to departmental mailing lists.

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<sup>3</sup> Passed by GSA Council on March 10 and April 14, 2008 (R20080310.1 and R20080414.2).



11. The CRO shall provide an electronic description or briefing of the background, purpose, and relevant details of any GSA Council approved referendum question prior to referendum voting. Normally this description shall be posted on the GSA website.
12. After the campaign period has closed, campaign members may distribute communications encouraging students to vote on a Referendum question. Campaign members shall not campaign after the campaign period has closed. As denoted in 6.7, “campaigning is defined as any form of promotion of a Yes or No campaign.” All campaign materials (including but not limited to posters, Facebook pages, websites, etc) shall be removed before the close of the campaign period.

## **7 Principles and Rules of Conduct for Referenda Campaigning**

### **Preamble:**

1. Campaign members will conduct themselves in a manner that upholds the fundamental principles of underlying GSA referenda – “that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (GSA Bylaws, Part XI, Referenda).
2. Campaign members will abide by GSA Bylaws and Policies concerning referenda.
3. As per GSA Policy Manual (Officer Portfolios, Chief Returning Officer), “the CRO is responsible for administration of GSA [...] referenda pursuant to the GSA [...] Referenda Bylaws and Policies.” Furthermore, “the CRO is responsible for monitoring candidate activities and is authorized to discipline candidates for violations of GSA [...] Referenda Bylaws and Policies as provided for in the GSA [...] Referenda Bylaws and Policies.”
4. It is the responsibility of those running a ‘Yes’ or ‘No’ campaign to familiarize themselves with the GSA Referenda Bylaws and Policies.
5. The following are a series of principles and rules concerning the conduct of those individuals running a ‘Yes’ or ‘No’ during a Referendum. These examples are non-exhaustive and include but are not limited to the following principles and rules:

### **a. Do:**

- i. Do ensure all campaign plans, materials, and/or advertisements conform with all University of Alberta policies and regulations and all municipal, provincial, and federal laws.
- ii. Do run a clean campaign.
- iii. Do treat the CRO, DRO, elected officials, management, staff, and fellow campaign members with respect.

- iv. Do respect the CRO and DRO's time. The turnaround for approving campaign materials will be approximately one (1) working day.
- v. Do ensure any campaign volunteers or colleagues comply, at all times, with the Referenda Bylaws and Policies and other applicable policies or laws.
- vi. Do use moderated graduate student mailing lists to distribute CRO approved campaign materials.
- vii. Do get permission from Professors or Instructors to campaign in any classrooms.
- viii. Do monitor electronic campaign materials (eg Facebook pages) for *ad hominem* attacks from other graduate students or individuals against campaign members. If you encounter such attacks, report them immediately to the CRO.
- ix. Do use resources for campaigning that are publicly accessible to all campaign members. For example, do not use Departmental or Supervisor photocopiers to print campaign materials.
- x. Do ask the CRO, before acting, if you have any questions about particular Referenda Bylaws and Policies.

**b. Don't:**

- i. Don't use the University or GSA logos on any physical or electronic campaign materials.
- ii. As denoted in 6.9 "all forms of campaigning (verbal, electronic, and visual) shall not contain misinformation, slander, inappropriate, discriminatory content, or *ad hominem* attacks of campaign member(s)."
- iii. Don't use an unmoderated mailing list.
- iv. Don't tolerate, ask or encourage campaign volunteers or fellow graduate students to violate any GSA Referenda Bylaws and Policies (eg distributing materials to unmoderated mailing lists on your behalf), or other applicable policies or laws.
- v. Don't campaign in unsafe spaces that require proper safety equipment such as laboratories.
- vi. Don't place campaign materials behind locked doors that only certain campaign members have access to through a key or swipe card.
- vii. Don't accept gifts of money, gifts in kind, or equivalents (eg campaign posters or a friends and family discount for printing) from student groups or colleagues.
- viii. Don't violate any other GSA Bylaws or Policies or other applicable policies or laws.

**8 CRO's Decision on Penalties, Remedial Action, and Referrals**

- 1. When the CRO becomes aware of an issue or breach of Referenda Bylaws and Policies, or other applicable policies or laws, or a third party complains to the CRO about an alleged issue or breach of Referenda Bylaws and Policies, the CRO shall;

- a. Forthwith email the campaign member(s) setting out details of the issue/breach; ask for a written response within eight (8) hours; and consider that response.
  - b. Inform the campaign member(s) his/her decision on penalty, remedial actions, or referrals, his/her reasons for the decision, and shall state whether the campaign member(s) can still campaign. The CRO has up to twenty-four (24) hours to make this decision.
  - c. The CRO may impose the following penalties, remedial actions, or make referrals:
    - Verbal or written reprimands.
    - Reduction of spending limits.
    - Disqualification of the campaign from the current referendum.
    - Any other penalty or remedial action.
    - Any referrals.
  - d. The Speaker and Executive Director shall be copied on the emails described above.
  - e. The CRO shall advise the campaign member(s) that they have twelve (12) hours from the time the CRO's email is RECEIVED for an emailed appeal to be RECEIVED by the Speaker **as denoted in GSA Policy, Referenda, Section 10, Referenda Appeals.**
2. Unless otherwise stated, in the Referenda Bylaws and Policies, decisions of the CRO are subject to appeal to the GSA Speaker.

#### **9. NoC Vice-Chair's Decision on Penalties, Remedial Action, and Referrals**

1. If the CRO feels treated in a disrespectful manner by any campaign members, he/she will inform the Vice-Chair of the NoC setting out the details.
2. The Vice-Chair of the NoC shall, upon receiving information from the CRO about an alleged breach/issue:
  - a. Forthwith email the campaign member(s) setting out the details of the issue/breach; ask for a written response within eight (8) hours; and consider that response.
  - b. Inform, electronically, the campaign member(s) his/her decision on penalty, remedial actions, or referrals, his/her reasons for the decision, and shall state whether the campaign member(s) can still campaign. The NoC Vice-Chair has up to twenty-four (24) hours to make this decision.
  - c. The NoC Vice-Chair may impose the following penalties, remedial actions, or make referrals:
    - Verbal or written reprimands.
    - Reduction of spending limits.
    - Disqualification of the campaign from the current referendum.
    - Any other penalty or remedial action.
    - Any referrals.

- d. The CRO, Speaker and Executive Director shall be copied on the emails described above.
- e. The NoC Vice-Chair shall advise campaign member(s) that they have twelve (12) hours from the time the NoC Vice-Chair's email is RECEIVED for an emailed appeal to be RECEIVED by the Speaker **as denoted in GSA Policy, Referenda, Section 10, Referenda Appeals.**

## 10. Referenda Appeals

The following shall be attached to the Registration Form for a 'Yes' or 'No' Campaign for a Referendum:

### 1. Preamble

The GSA Council has approved Principles and Rules of Conduct governing GSA Referenda. The GSA has Referenda Bylaws and Policies posted in full on the GSA website. GSA Policy details the "Principles and Rules of Conduct for Referenda" (as per GSA Policy, Referenda, Section 7).

### 2. Definitions

"Speaker" means Speaker or Deputy Speaker or any person Council designates or elects as Acting Speaker or Acting Deputy Speaker.

"CRO" means CRO or DRO or any person Council designates or elects as Acting CRO or Acting DRO.

"Vice-Chair of the GSA Nominating Committee (NoC)" means the Councillor appointed by the President from amongst the three Councillors elected by Council to serve on the NoC (as per GSA Policy, Standing Committees, Nominating Committee).

### 3. Referenda Bylaws and Policies and Acknowledge by Campaign Members

The GSA Council has approved Bylaw and Policy related to Referenda. **By signing the registration form, all campaign members acknowledge that they have read and agree to abide by Referenda Bylaws and Policies, which are posted in full on the GSA website.**

By signing the registration form, campaign members ALSO acknowledge that they have read and are aware of the terms of an appeal within the GSA of any decisions on issues/breaches of GSA Bylaws and Policies, including the fact that the CRO decides on penalties, remedial actions, and or/referrals for any issues/breaches, the Nominating Committee Vice-Chair decides on penalties, remedial actions, and/or referrals for any matters related to the disrespectful behavior towards the CRO, and that the GSA Speaker decides on any appeals. **Any concerns with bias on the part of the NoC Vice-Chair in making such decisions on penalties, remedial actions, and/or referrals concerning disrespectful behavior towards**

**the CRO, or the Speaker in making such decisions on appeals, shall be filed with nomination forms.**

The current Speaker and Deputy are: [to be updated each year with the current GSA Speaker and Deputy].

The current Vice-Chair of the NoC is: [to be updated each year with the current NoC Vice-Chair].

The current three Councillors on the NoC are: [to be updated each year with the current Councillors on the NoC].

Any changes to these names will be emailed to campaign members who will have twenty-four (24) hours to file any objections with the GSA Speaker.

The deadline to file any concerns of bias on the part of the Speaker, Deputies, or NoC Vice-Chair in making decisions shall be: [to be updated with each referendum].

#### **4. APPEALS PROCESS**

**a. The CRO has issued a decision on penalties or remedial action to campaign member(s) as denoted in GSA Policy, Referenda, Section 8 CRO's Decision on Penalties, Remedial Action, and Referrals:**

Only campaign members have standing to appeal.

Once a campaign member(s) receives a decision on penalties, remedial action, and or/referrals from the CRO, the deadline for the Speaker to RECEIVE an appeal is twelve (12) hours from the receipt of the decision. Any appeal shall be in writing and shall address all matters raised in the CRO's email concerning the alleged issue/breach. The CRO and Executive Director shall be copied. The Speaker has up to twenty-four (24) hours to decide on the appeal and may exercise his/her discretion in all matters in arriving at a decision. The Speaker shall ensure both parties to the appeal are heard, and shall consult with the Executive Director or delegate on process. The Speaker's decision shall be communicated by email to both parties and the decision is final and binding.

If the Speaker is provided with information during an appeal that the CRO did not have while deciding upon a penalty, remedial action, or referral, the Speaker can advise the CRO. The CRO shall have the opportunity to review and potentially revise their decision in light of additional information.

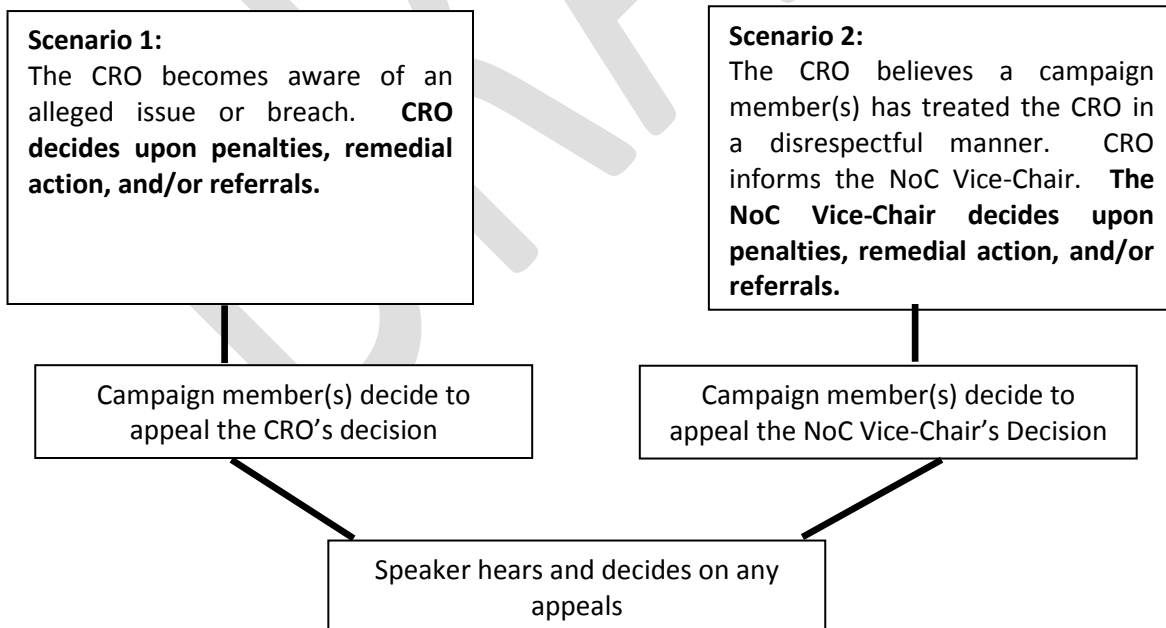
**b. The NoC Vice-Chair has issued a decision to a campaign member(s) and the CRO, as denoted in GSA Policy, Referenda, Section 9 NoC Vice Chair’s Decision on Penalties, Remedial Action, and Referrals:**

Only campaign members have standing to appeal.

Once a campaign member(s) receives a decision on penalties, remedial action, and/or referrals from the NoC Vice-Chair, the deadline for the Speaker to RECEIVE an appeal is twelve (12) hours from the receipt of the decision. Any appeal shall be in writing and shall address all matters raised in the NoC Vice-Chair’s email concerning the alleged issue/breach. The NoC Vice-Chair and Executive Director shall be copied. The Speaker has up to twenty-four (24) hours to decide on the appeal and may exercise his/her discretion in all matters in arriving at a decision. The Speaker shall ensure both parties to the appeal are heard, and shall consult with the Executive Director or delegate on process. The Speaker’s decision shall be communicated by email to both parties and the decision is final and binding.

If the Speaker is provided with information during an appeal that the NoC Vice-Chair did not have while deciding upon a penalty, remedial action, or referral, the Speaker can advise the NoC Vice-Chair. The NoC Vice-Chair shall have the opportunity to review and potentially revise their decision in light of additional information.

**5. Flow-Chart for Decisions on Penalties, Remedial Action, and Referrals and Appeals**



**11 Voting**

1. “ All referenda voting shall be done electronically, except in the event of a failure of the electronic system in use” (GSA Bylaw, Part XI, Referenda, Section 3.1)
2. All referenda questions must be on a clearly worded ‘Yes’ or ‘No’ question as denoted in GSA Bylaws, Part XI, Referenda, Section 2.1.

**12 Results<sup>4</sup>**

1. Upon completion of the ballot count, the CRO shall distribute the official results as soon as possible.

**13 Reporting**

1. The CRO will draft a procedural report following each Referendum. This report will outline major decisions, processes, issues, and recommendations for any future referendum. This report will be provided to the next CRO and DRO, and the ERC, Board, and Council.

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<sup>4</sup> Passed by the Annual General Meeting on March 28, 2011 (R20110328.1).

Elections Bylaw and Policy Review Triple Column

| Current Bylaw / Policy ( <i>deletions noted by a strikethrough</i> ) -  | Proposed Changes ( <i>additions underlined</i> )  | Rationale/Background  |
|---|---|---|
| <b><u>GSA Bylaws, Part VIII Elections</u></b>   |   |   |
| <b>1 Election Period</b>  | <del><b>1 Election Period</b></del> <b><u>Guiding Principle</u></b>   | Added the guiding principle for Elections to Bylaws as it provides the overarching framework for elections. Moved the Election Period to point two.   |
| 1.1 The timeline for elections shall be set out in GSA Policy.  | <del>1.1 The timeline for elections shall be set out in GSA Policy.</del> <u>1.1 The fundamental principle underlying GSA elections is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA.</u>   |   |
|   | <b><u>2 Election Period</u></b>   |   |
|   | <u>2.1 Elections shall consist of a nomination period, a campaign period, and a voting period.</u>  |   |
|   | <u>2.2 The timeline for elections shall be set out in GSA Policy.</u>   |   |
| <b>2 Nominations</b>  | <del><b>2-3 Nominations</b></del>   |   |
| 2.1 Nominations for Directly-Elected Officer or Councillor-at-Large positions shall be submitted in writing to the GSA office to be signed by the CRO or an election officer, with the original being held by the CRO, one (1) copy by the nominee, and one (1) copy by the GSA office. | <del>3.2.1 Nominations for Directly-Elected Officer or Councillor-at-Large positions shall be submitted in writing to the GSA office to be signed by the CRO or an election officer, with the original being held by the CRO, one (1) copy by the nominee, and one (1) copy by the GSA office.</del> <u>The requirements for the nomination forms shall be set out in GSA Policy.</u> | Outlining the framework for Nominations, and have moved any details re: what needs to be in the nomination forms to GSA Policy.   |
| 2.2 The Electoral officers will have the discretion to determine the form and layout of the nomination forms but the forms shall include a space for the candidate to:  | <del>3.2 The Electoral officers will have the discretion to determine the form and layout of the nomination forms but the forms shall include a space for the candidate to:</del> <u>Candidates for Directly-Elected Officer positions shall</u>  | In the 2012 and 2013 General Elections, candidates campaigned in slates. However, it is not mechanically possible with the design of the election software to <b>elect</b> slates, since voting is dependent on individual CCIDs. |



|   |   |  |
|---|---|--|
|   | <u>declare whether they are running as a member of a slate or as an individual. Platforms and slates are not a requirement for running in a GSA General Election. While candidates are able to campaign as a slate, candidates cannot be elected as a slate. Each position shall be elected on a per ballot basis.</u>  | Previous CROs have noted that there is little structure around slates, so it is ideal to define them more clearly in bylaw/policy.   |
| 2.2.1 declare whether they are running as a member of a slate or as an independent; and   | <del>2.2.1 declare whether they are running as a member of a slate or as an independent; and</del>  | Incorporated into the new 3.2  |
| 2.2.3 indicate the name and telephone number of the individual who will act as the official agent of the candidate.   | <del>2.2.3 indicate the name and telephone number of the individual who will act as the official agent of the candidate.</del>  | In practice, candidates have never used an official agent.   |
|   | <u>3.3 Candidates are not allowed to run for multiple positions.</u>  | Previously candidates had asked if they could run for two positions (CAL and a Directly-Elected Officer Position). Making explicit that candidates cannot run for multiple positions (would give them two votes at Council if elected as a CAL and Directly-Elected Officer simultaneously). |
| <b>3 Voting</b>   | <del><b>3 4 Voting</b></del>  |  |
| 3.1 All voting shall be done electronically as set out in the Policy Manual.  | <u>4.1 All voting in the General Election and By-Elections shall be done electronically as set out in the Policy Manual, except in the event of a failure of the electronic system in use.</u>  |  |
| <b>4 Conflict of Interest</b>   | <del><b>5 4 Conflict of Interest</b></del>  |  |
| 4.1 If any member of the GSA office environment is also a candidate standing for election, he/she is strictly forbidden from using the GSA office for campaign purposes except as permitted for any candidate under the GSA Bylaws. | <u>5.1 If any member of the GSA office environment is also a candidate standing for election, he/she shall not use the GSA office for campaign purposes is strictly forbidden from using the GSA office for campaign purposes except as permitted for any candidate under the GSA Bylaws. This includes any current Directly-Elected Officer(s) running in a General Election or By-Election.</u> | Candidates use of the GSA office for campaign purposes is not outlined anywhere in the GSA Bylaws.<br><br>Needed firmer guidelines regarding Directly-Elected Officers with regards to endorsement. Never in bylaw/policy but is an issue that came up the last few years.                   |
|   | 5.1.a Current Directly-Elected Officer(s) running in a  |  |

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|  | General Election or By-Election shall not campaign during any GSA or university committee meetings.   |   |
| 4.2 Election officers cannot campaign whatsoever.  | <del>5.2 If a current Directly-Elected Officer not standing for election chooses to endorse a candidate(s) or slate, he/she shall not use the GSA office, resources (eg GSA email accounts), and shall not speak for the GSA as an organization. Election officers cannot campaign whatsoever.</del>  | Previously current Directly-Elected Officers have endorsed candidates; proposing some regulations for this.   |
|  | <del>5.3 The CRO, DRO, Speaker, and members of ERC shall not campaign for or endorse any candidate whatsoever.</del>  | Moved from 4.2 and extended to include ERC members.   |
| <b>5 By-Elections</b>  | <b><del>5 6 By-Elections</del></b>  |   |
| 5.1 In the event that a Directly-Elected Officer or Councillor-at-Large position is not filled by the end of the General Election, or if a position is vacated at any time prior to December 1st, a by-election shall take place as soon as possible.  | <del>6.1 The procedures governing a By-Election shall be the same as those governing regular elections, except the dates of nominations, campaigning, and polling periods shall be determined by the CRO. In the event that a Directly-Elected Officer or Councillor at Large position is not filled by the end of the General Election, or if a position is vacated at any time prior to December 1<sup>st</sup>, a by-election shall take place as soon as possible.</del>  | New 5.1 sed to be 5.3; Verbatim, moved to first point for clarity. 5.1 becomes 5.2.   |
| 5.2 In the event that an Directly-Elected Officer or Councillor-at-Large position is vacated between December 1st and the end of the General Election, Council shall strike an <i>ad hoc</i> committee designed to nominate an individual to the position on an interim basis to Council for ratification comprised of the Speaker (as chair), the President and Vice-Presidents, and the three Councillors appointed by Council to the GSA Board, with the ex-officio support of the Executive Director and GSA management. | <del>6.2 In the event that an Directly-Elected Officer or Councillor at Large position is vacated between December 1st and the end of the General Election, Council shall strike an <i>ad hoc</i> committee designed to nominate an individual to the position on an interim basis to Council for ratification comprised of the Speaker (as chair), the President and Vice-Presidents, and the three Councillors appointed by Council to the GSA Board, with the ex-officio support of the Executive Director and GSA management.</del> | Previously in By-Elections for CAL positions there had been a very low voter turnout. Better use of time and resources to have GSA Council, with the assistance of the NoC, fill any vacant CAL positions following the General Election. |

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|  | In the event that a <b>Directly-Elected Officer position or Councillor-at-Large position</b> is not filled by the end of the General Election (ie no candidates run for a position or None of the Above is elected), or a <b>Directly-Elected Officer position or Councillor-at-Large position</b> is vacated any time prior to December 1 (or the next working day), the CRO and Council will follow the GSA Policy on By-Elections (GSA Policy, Elections, Section 13). |                  |
| 5.3 The procedures governing a by-election shall be the same as those governing regular elections, except the dates of nominations, campaigning, and polling periods shall be determined by the CRO. | <del>5.3 The procedures governing a by-election shall be the same as those governing regular elections, except the dates of nominations, campaigning, and polling periods shall be determined by the CRO.</del>   | Moved up to 6.1. |

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| <b><u>GSA Policy Manual, Standing Committees</u></b>  |   |   |
| 9. Elections and Referenda Committee  |   |   |
| 9.1 Composition   |   |   |
| 9.1.a The Elections and Referenda Committee (ERC) shall come under the jurisdiction of the Chief Returning Officer who shall chair the committee. | <del>9.1.a. The Elections and Referenda Committee (ERC) shall come under the jurisdiction of the Chief Returning Officer who shall chair the committee.</del> The voting membership of the Elections and Referenda Committee (ERC) is:<br>i. The Chief Returning Officer (CRO), as Chair.<br>ii. The Deputy Returning Officer (DRO), as Vice-Chair.<br>iii. At least one (1) Councillor, elected by Council.<br>iv. Up to four (4) graduate students, elected by Council. | Currently, apart from mentioning the DRO assists the CRO, bylaw and policy does not outline the role of the DRO and does not list the DRO as a member of ERC.<br><br>In 2012, without a set composition, the CRO proposed the following composition: four members of the GSA, including at least one member of Council. |
|   | <u>9.1.b The Executive Director or delegate is in regular attendance at ERC meetings.</u>   |   |
|   | <u>9.1.c The DRO shall assume the duties of the Chair in the absence of the CRO.</u>  |   |
|   | <u>9.1.d In the absence of both the CRO and DRO, the GSA</u>  |   |

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|   | <u>Nominating Committee will select an Interim Chair and Vice-Chair for ERC.</u>   |   |
|   | <u>9.1.e The Executive Director and GSA Accountant have a standing invitation to attend any committee discussing financial matters.</u>  |   |
|   | <p><u>9.2 Eligibility</u></p> <p>a. <u>All members of the GSA are eligible to serve on ERC unless they intend to run in the General Election. If standing for election to ERC, ERC candidates agree not to campaign for or endorse any individual running in the General Election.</u></p> | Having a member of ERC planning to run for an election would be a conflict of interest. |
|   | <p>b. <u>If an ERC member intends to run in a GSA General Election or campaign for or endorse any individual running in the General Election they shall resign from ERC.</u></p>   |   |
| 9.2 Mandate   | 9.3 Mandate  | <i>Numbering change; used to be 9.2.</i>  |
| 9.2.a The ERC shall advise the CRO on all matters pertaining to elections, referenda and by-elections.  | 9.3.a The ERC shall advise the CRO on all matters pertaining to elections, referenda and by-elections.   | <i>Numbering change only; used to be 9.2.a</i>  |
| 9.2.b At least one (1) month prior to the opening of nominations for the General Election, ERC shall meet to assist the CRO in planning of election events. | 9.3.b At least one (1) month prior to the opening of nominations for the General Election, ERC shall meet to assist the CRO in the planning of election events.  | <i>Numbering change only; used to be 9.2.b</i>  |
|   | <u>9.3.c The ERC will review Elections and Referenda Bylaws and Policies annually and make any recommendations to Council through the Board.</u>   |   |

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|  | <u>9.3.d ERC members are free to approach the Board with any concerns about how elections are being managed.</u> | Deals with any concerns re: the way in which the CRO or DRO is managing an election (check and balance).              |
|  | <u>9.4 Quorum</u>  | Moving the quorum requirements out of the General section on standing committees into each specific committee section |
|  | <u>9.4.a Quorum for ERC is:</u>  |   |
|  | <u>9.4.a.i The Chair.</u>  |   |
|  | <u>9.4.a.ii Two (2) other members of the Committee.</u>  |   |



| <b>GSA Policy, Elections and Referenda</b>  |  |   |
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| <b>Purpose</b>  |  |   |
| To outline policies and procedures related to GSA elections.  | <i>No Change.</i>  |   |
| <b>Scope</b>  |  |   |
| This policy governs the operation of GSA elections and the expected conduct of candidates therein.                  | <i>No Change</i>   |   |
| <b>1. General</b>   |  |   |
| 1. The fundamental principle underlying GSA elections is that they are to be fair and respect the wishes of voters. | 1.1. “The fundamental principle underlying GSA elections is that they are to be fair, <del>and</del> respect the wishes of voters, <u>and conducted in a manner that reflects the excellent, positive reputation of the GSA” (GSA Bylaws, Part VIII, Elections 1.1).</u> |   |
|   | <b><u>2. Nomination Forms</u></b>  | Specifics of the nomination forms have been moved from GSA Bylaws to GSA Policy |

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|  | <p><u>2.1 Nomination forms will be made available to graduate students in hard copy at the GSA office. Exceptions may be made at the discretion of the CRO. The CRO and DRO shall have the discretion to determine the form and layout of the nomination forms.</u></p>   |  |
|  | <p><u>2.2 On the Directly-Elected Officer nomination forms, candidates shall include a minimum of five (5) signatures from currently-registered graduate students. The purpose of the signatures is to attest that the nominators, in their view, believe the candidate has the ability and/or experience for the office for which he/she is running.</u></p>   | <p>Bringing policy in line with practice; previously have asked for signatures, but never in bylaw or policy.</p>  |
|  | <p><u>2.3 Councillor-at-Large candidates are not required to include signatures in their nomination forms.</u></p>  | <p>In practice CAL positions are never fully filled during the GSA General Election; want to remove any barrier for getting students to run for these positions.</p> |
|  | <p><u>2.4 Written nominations for Directly-Elected Officers or Councillor-at-Large positions shall be submitted to the GSA office to be reviewed and signed by the Chief Returning Officer (CRO) or Deputy Returning Officer (DRO) in order to verify both completeness and that the nomination form has been submitted on time. The original shall be filed in the GSA office and one copy provided to the candidate. If a nomination form is incomplete or late, the CRO or DRO shall not accept the nomination form. Candidates cannot appeal this decision.</u></p> | <p>Needed clearer guidelines for CRO or DRO reviewing Nomination Forms.</p>  |
|  | <p><u>2.5 Candidates can change the position they wish to run for, but must do so before the close of nominations. If a candidate changes the position they are running for, the candidate will be required to fill out and submit a new nomination form for the new position prior to the</u></p>  | <p>In practice have had students change the position they want to run for quite late – no guidelines for this previously in Bylaw/Policy.</p>                        |

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|   | <u>nomination deadline and must meet the requirements as set out in 2.4.</u>   |   |
|   | <u>2.6 Once the CRO or DRO verifies nomination forms, the names of candidates who have submitted their nomination forms shall be provisionally listed on the GSA website.</u>            | Previously it has been unclear whether the names of candidates could be made public before the close of the nomination period. Provisionally posting the names of candidates as they come in might help to facilitate graduate students creating slates for the General Election. |
| <b>2. Timeline</b>  | <b>2. 3. Timeline</b>  | <i>Numbering Change</i>   |
| 1. Except as specified below, the timeline of elections and referenda is at the discretion of the Chief Returning Officer.                                      | <i>No Change</i>   |   |
| 2. Elections consist of a nomination period, a campaign period, and a polling period.   | <i>No Change</i>   |   |
| 3. Nominations for the General Election shall open before or at the close of the January meeting of Council.  | 3.3 Nominations for the General Election shall open <u>on or about January 30</u> <del>at the close of the January meeting of Council.</del>   | Best to not tie a deadline to a Council meeting in case the meeting has to be cancelled for some reason.  |
| 4. The nomination period shall last at least fourteen calendar days.  | 2.4 The nomination period shall last at least fourteen <u>(14)</u> calendar days. <u>The nomination period shall end on a working day.</u>   | If nomination forms in practice have always been submitted to the GSA Office, so the nomination period must end on a working day when the GSA Office is open.   |
| 5. Within twenty-four (24) hours after the close of the nomination period, the CRO shall hold the Candidates' Meeting as described in Section 3 of this policy. | 2.5 Within twenty-four (24) hours after the close of the nomination, the CRO shall hold the <u>All-Candidates'</u> Meeting as described in Section <del>3</del> <u>4</u> of this policy. |   |
| 6. The campaign period shall last at least seven (7) calendar days and shall begin no later than the day following the Candidates' Meeting.                     | 2.6 The campaign period shall last at least seven (7) calendar days and shall begin no later than the day following the <u>All-Candidates'</u> Meeting.                                  |   |
| 7. Polling shall begin on the business day following the  | 2.7 <del>Polling</del> <u>Voting</u> shall begin on the <del>business</del> <u>working</u> day   | Consistency – GSA Policy currently uses the word  |

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| <p>last day of the campaign period and shall last at least forty-eight (48) hours.</p>   | <p>following the last day of the campaign period and shall last at least forty-eight (48) hours.</p>   | <p>‘working day’ instead of business day. Also consistently using the word ‘voting’. Previously GSA Bylaw and Policy referenced both ‘voting’ and ‘polling’.</p>  |
| <p>8. Polling must be complete in time for election results to be reported to the April regular meeting of Council.</p>  | <p><del>2.8 Polling must be complete in time for election results to be reported to the April regular meeting of Council</del><br/> <u>Voting shall be completed no later than April 15, or the next working day.</u></p>  | <p>Need a ‘cap’ on the latest by which polling shall be completed without tying it to a specific Council meeting (the way policy is currently written it could allow for the nomination period, campaign periods to last for a very long time).</p> |
| <p><b>3. Candidates’ Meeting</b></p>   | <p><del>3.</del> <b>4. All-Candidates’ Meeting</b></p>   |   |
| <p>1. The CRO is responsible for organizing a meeting of all candidates running in an election to provide them with an overview of election regulations.</p>                 | <p>4.1 The CRO is responsible for organizing a meeting of all candidates running in an election to provide them with an overview of <del>election regulations.</del> <u>GSA Elections Bylaws and Policies.</u></p>   | <p>Need to consistently reference back to the GSA Elections Bylaws and Policies.</p>  |
| <p>2. Failure by a candidate to attend the Candidates’ Meeting without adequate prior notification to the CRO is grounds for disqualification from the current election.</p> | <p>4.2 Failure by a candidate to attend the <u>All-Candidates’ Meeting</u> without adequate prior notification to the CRO is grounds for disqualification from the current election. <u>‘Adequate prior notification’ is defined as notice communicated electronically to the CRO at least one hour in advance of the meeting. If a candidate misses the All-Candidates’ Meeting due to unforeseen and exceptional circumstances, such as a last-minute emergency, any consequences may be waived at the discretion of the CRO. There is no appeal of this decision.</u></p> | <p>Gives CRO some flexibility in case of an emergency – CRO in 2013 felt that ‘adequate prior notification’ needed to be defined.</p>   |
|  | <p><u>4.3 At the All-Candidates Meeting, the CRO will provide each Candidate with the Principles and Rules of Conduct for Elections and the Election Appeals Policy (as per GSA Policy, Elections, Section 6, Principles and Rules of Conduct for Elections and GSA Policy, Elections, Section 9, Election Appeals).</u></p>   |   |
| <p><b>4. Campaigning</b></p>   | <p><del>4.</del> <b>5. Campaigning</b></p>   |   |



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| <p>1. Election campaigning shall only take place during the campaign period.</p>  | <p>5.1 Election campaigning shall <del>only take place during the campaign period</del> shall begin no earlier than the day following the All-Candidates' Meeting and shall conclude the day before polling opens with the CRO decided on the time of day that campaigning will conclude.</p>   |   |
| <p>2. Candidates are authorised to spend up to \$150 on campaign material over the course of the election.</p>  | <p>5.2 Candidates are <del>authorised</del> authorized to spend up to \$150 on campaign material over the course of the election. <u>If candidates are running as part of a slate, the cost of joint campaign materials shall normally be divided equally amongst all of the candidates in the slate. Candidates running as part of a slate are able to distribute individual campaign materials, so long as candidates do not exceed their total spending limit of \$150 per candidate. Campaign costs are not reimbursed.</u></p> | <p>In the 2013 General Election the CRO advised that slates could pool their money, and equally split the cost of any joint campaign materials (i.e. a 50 dollar poster would be counted as 10 dollars per candidate if there were 5 people in the slate).</p>  |
| <p>3. Candidates shall report all campaign-related expenses, with receipts, to the CRO no later than the close of the campaign period.</p>  | <p>5.3 Candidates shall report <u>to the CRO</u> all campaign-related expenses, <del>with</del> and submit receipts, <del>to the CRO</del> no later than the close of the campaign period.</p>  | <p>Provides more clarity to this process.</p>   |
| <p>4. Exceeding the spending limit in 4.2 or failure to report campaign expenses as in 4.3 constitute grounds for disqualification from the current election.</p>   | <p>5.4 Exceeding the spending limit in 4.2 or failure to report <u>and submit</u> campaign expenses <u>and receipts</u> as in 4.3 constitute grounds for disqualification from the current election.</p>  | <p>Provides more clarify to this process.</p>   |
| <p>5. All campaign materials, including but not limited to posters, websites, e-mails to mailing lists, or other printed or electronic material are subject to prior approval by the CRO prior to their distribution.</p> | <p>5.5 <u>Campaigning is defined as any form of promotion of an individual or slate. This includes all verbal, electronic, and visual forms of communication. All campaign materials, including but not limited to posters, websites, e-mails to moderated graduate student mailing lists, or other printed or electronic material (including but not limited to all forms of social media) are subject to prior approval by the CRO shall be reviewed by the CRO prior</u></p>   | <p>The DRO report from 2011 indicated that it would be helpful to have a more concrete definition of campaign materials. Social media seems to be a primary form of campaigning during General Elections.</p> <p>The way policy was previously written was confusing – the word ‘approval’ implies that the CRO supports and endorses the content of campaign materials. Gives more</p> |

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|   | to their distribution.   | guidance as to how the CRO will review campaign materials.   |
|   | <u>5.5.a The CRO will review campaign materials to ensure they do not conflict with Elections Bylaws and Policies and do not contain any factually incorrect information (eg regarding the election procedures or timeline). The CRO is not responsible for reviewing the editorial content of campaign materials (eg grammar, punctuation).</u>   |  |
|   | <u>6.6 All forms of campaigning (verbal, electronic, and visual) shall not contain misinformation, slander, inappropriate, discriminatory content, or <i>ad hominem</i> attacks of individuals or slates.</u>  |  |
| 6. Use of unmoderated mailing lists, including but not limited to departmental mailing lists, for campaigning is strictly prohibited. | <del>5.7 Use of unmoderated mailing lists</del> <u>Candidates shall not use unmoderated mailing lists for campaigning, including but not limited to departmental mailing lists, for campaigning is strictly prohibited.</u>  | Grammar change and have removed the phrase ‘strictly prohibited’ from the rest of the Elections Bylaws and Policies. Shift towards more positive language. |
|   | <u>5.8 After the campaign period has closed, candidate(s) and slate(s) may distribute communications encouraging students to vote in a General or By-Election. Candidate(s) and slate(s) shall not campaign after the campaign period has closed. As denoted in 5.5, “campaigning is defined as any form of promotion of an individual or slate.” All campaign materials (including but not limited to posters, Facebook pages, websites, etc) shall be removed before the close of the campaign period.</u> |  |
| <b>7. Discipline</b>  | <del>6. Discipline</del> <u>Principles and Rules of Conduct for Elections</u>  | Shifting to more positive statements and away from penalties, etc. Very sparse in current Elections Policy re: conduct of candidates.                      |
|   | <u>Preamble:</u>   |  |
|   | <u>1.Candidates will conduct themselves in a manner that upholds the fundamental principles of underlying GSA</u>  |  |

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|  | <p><u>elections – “that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (GSA Bylaws, Part VIII, Elections, General Principle).</u></p>  |  |
|  | <p><u>2. Candidates will abide by GSA Bylaws and Policies concerning elections.</u></p>   |  |
|  | <p><u>3. As per the GSA Policy Manual (Officer Portfolios, Chief Returning Officer), “the CRO is responsible for administration of GSA elections, by-elections [...] pursuant to the GSA Election [...] Bylaws and Policies.” Furthermore, “the CRO is responsible for monitoring candidate activities and is authorized to discipline candidates for violations of GSA Elections [...] Bylaws and Policies as provided for in the GSA Elections [...] Policy.”</u></p> |  |
|  | <p><u>4. It is the responsibility of the candidates to familiarize themselves with the GSA Elections Bylaws and Policies.</u></p>   |  |
|  | <p><u>5. The following are a series of principles and rules concerning candidate conduct during General and By-Elections. These examples are non-exhaustive and include but are not limited to the following principles and rules:</u></p>  |  |
|  | <p><b>6.5.a Do:</b></p> <ul style="list-style-type: none"> <li>i. <u>Do ensure all campaign plans, materials, and/or advertisements conform with all University of Alberta policies and regulations and all municipal, provincial, and federal laws.</u></li> <li>ii. <u>Do run a clean campaign and when running in a slate, encourage good behavior for all slate members.</u></li> <li>iii. <u>Do treat the CRO, DRO, elected officials,</u></li> </ul>              | <p>Wanted to provide a non-exhaustive list of examples re: candidate conduct. Aimed to have more Dos than Don'ts so that the positive is emphasized.</p> |

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|  | <p><u>management, staff, and fellow candidates with respect.</u></p> <p>iv. <u>Do respect the CRO and DRO's time. The turnaround for approving campaign materials will be approximately one (1) working day.</u></p> <p>v. <u>Do ensure any election volunteers or colleagues comply, at all times, with the Elections Bylaws and Policies and other applicable policies or laws.</u></p> <p>vi. <u>Do use moderated graduate student mailing lists to distribute CRO approved campaign materials.</u></p> <p>vii. <u>Do ensure any election platforms align with the GSA's multiple roles under the <i>Post-Secondary Learning Act (PSLA)</i>.</u></p> <p>viii. <u>Do get permission from Professors or Instructors to campaign in any classrooms.</u></p> <p>ix. <u>Do monitor your electronic campaign materials (eg Facebook pages) for <i>ad hominem</i> attacks from other graduate students or individuals against other candidate(s) or slate(s). If you encounter such attacks, report them immediately to the CRO.</u></p> <p>x. <u>Do use resources for campaigning that are publicly accessible to all candidate(s) and slates(s). For example, do not use Departmental or Supervisor photocopiers to print campaign materials.</u></p> <p>xi. <u>Do ask the CRO, before acting, if you have any questions about particular Elections Bylaws</u></p> |  |
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|  | <p><u>and Policies.</u></p>  |   |
|  | <p><b>6.5.b Don't:</b></p> <ul style="list-style-type: none"> <li>i. <u>Don't use the University or GSA logos on any physical or electronic campaign materials.</u></li> <li>ii. <u>As denoted in 6.9 "All forms of campaigning (verbal, electronic, and visual) shall not contain misinformation, slander, inappropriate, discriminatory content, or <i>ad hominem</i> attacks of individuals or slates."</u></li> <li>iii. <u>Don't use an unmoderated mailing list.</u></li> <li>iv. <u>Don't tolerate, ask or encourage campaign volunteers or fellow graduate students to violate any GSA Elections Bylaws and Policies (eg distributing materials to unmoderated mailing lists on your behalf), or other applicable policies or laws.</u></li> <li>v. <u>Don't campaign in unsafe spaces that require proper safety equipment such as laboratories.</u></li> <li>vi. <u>Don't place campaign materials behind locked doors that only certain candidates have access to through a key or swipe card.</u></li> <li>vii. <u>Don't accept gifts of money, gifts in kind, or equivalents (eg campaign posters or a friends and family discount for printing) from student groups or colleagues.</u></li> <li>viii. <u>Don't violate any other GSA Bylaws or Policies or other applicable policies or laws.</u></li> </ul> |   |
|  | <p><b><u>7. CRO's Decision on Penalties, Remedial Action, and Referrals</u></b></p>  | <p>Sets out a more specific set of steps for the CRO to follow with regards to discipline, etc.</p> |
|  | <p><b><u>1. When the CRO becomes aware of an issue or breach of</u></b></p>  |   |

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|  | <u>Elections Bylaws and Policies, or other applicable policies or laws, or a third party complains to the CRO about an alleged issue or breach of Elections Bylaws and Policies, the CRO shall;</u>   |  |
|  | <u>7.1.a Forthwith email the candidate(s) or slate(s) setting out details of the issue/breach; ask for a written response within eight (8) hours; and consider that response.</u>   |  |
|  | <u>7.1.b Inform the candidate(s) or slate(s) his/her decision on penalty, remedial actions, or referrals, his/her reasons for the decision, and shall state whether the candidate(s) or slate(s) can still campaign. The CRO has up to twenty-four (24) hours to make this decision.</u>  |  |
|  | <u>7.1.c The CRO may impose the following penalties, remedial actions, or make referrals:</u> <ul style="list-style-type: none"> <li>• <u>Verbal or written reprimands.</u></li> <li>• <u>Reduction of spending limits.</u></li> <li>• <u>Disqualification from the current election.</u></li> <li>• <u>Any other penalty or remedial action.</u></li> <li>• <u>Any referrals.</u></li> </ul> |  |
|  | <u>7.1.d The Speaker and Executive Director shall be copied on the emails described above.</u>  |  |
|  | <u>7.1.e The CRO shall advise the candidate(s) or slate(s) that they have twelve (12) hours from the time the CRO's email is RECEIVED for an emailed appeal to be RECEIVED by the Speaker as denoted in GSA Policy, Elections, Section 9, Elections Appeals.</u>  |  |
|  | <u>7.2 If a disqualified candidate is a member of a slate, the slate shall alter their campaign materials so that the materials no longer reference the disqualified candidate.</u>   |  |
|  | <u>7.3 Unless otherwise stated, in the Election Bylaws and Policies, decisions of the CRO are subject to appeal to the</u>  |  |

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|  | <u>GSA Speaker.</u>   |   |
|  | <b><u>8. NoC Vice-Chair’s Decision on Penalties, Remedial Action, and Referrals</u></b>   | It was identified that a separate process was needed in cases where the CRO feels disrespected. It would be a conflict of interest for the CRO to make a decision for an action that has been directed at them. This is why there is a separate process which involves the GSA NoC Vice-Chair to act as the neutral decision maker. |
|  | <u>8.1 If the CRO feels treated in a disrespectful manner by a candidate(s) or slate(s), he/she will inform the Vice-Chair of the NoC setting out the details.</u>  |   |
|  | <u>8.2 The Vice-Chair of the NoC shall, upon receiving information from the CRO about an alleged breach/issue:</u>  |   |
|  | <u>8.2.a Forthwith email the candidate(s) or slate(s) setting out the details of the issue/breach; ask for a written response within eight (8) hours; and consider that response.</u>   |   |
|  | <u>8.2.b Inform, electronically, the candidate(s) or slate(s) his/her decision on penalty, remedial actions, or referrals, his/her reasons for the decision, and shall state whether the candidate(s) or slate(s) can still campaign. The NoC Vice-Chair has up to twenty-four (24) hours to make this decision.</u>  |   |
|  | <u>8.2.c The NoC Vice-Chair may impose the following penalties, remedial actions, or make referrals:</u><br><ul style="list-style-type: none"> <li>• <u>Verbal or written reprimands.</u></li> <li>• <u>Reduction of spending limits.</u></li> <li>• <u>Disqualification from the current election.</u></li> <li>• <u>Any other penalty or remedial action.</u></li> <li>• <u>Any referrals.</u></li> </ul> |   |
|  | <u>8.d The CRO, Speaker and Executive Director shall be copied on the emails described above.</u>   |   |

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|  | <p><u>8.e The NoC Vice-Chair shall advise candidate(s) that they have twelve (12) hours from the time the NoC Vice-Chair’s email is RECEIVED for an emailed appeal to be RECEIVED by the Speaker as denoted in GSA Policy, Elections, Section 9, Elections Appeals.</u></p>  |   |
|  | <p><b><u>9. Elections Appeals</u></b><br/> <u>The following shall be attached to the Nomination Form for the GSA General Election and any subsequent By-Elections:</u></p>   | <p>Needed a quicker, easier way for appeals to happen during elections during tight timelines of elections and campaigning.</p> <p>COMPLETELY NEW SECTION DRAFTED BY ED</p> |
|  | <p><b><u>1. Preamble</u></b><br/> <u>The GSA Council has approved Principles and Rules of Conduct governing the GSA General Election and any subsequent By-Elections. The GSA has Elections Bylaws and Policies posted in full on the GSA website. GSA Policy details the “Principles and Rules of Conduct for Elections” (as per GSA Policy, Elections, Section 6).</u></p>   |   |
|  | <p><b><u>2. Definitions</u></b><br/> <u>“Speaker” means Speaker or Deputy Speaker or any person Council designates or elects as Acting Speaker or Acting Deputy Speaker.</u><br/><br/> <u>“CRO” means CRO or DRO or any person Council designates or elects as Acting CRO or Acting DRO.</u><br/><br/> <u>“Vice-Chair of the GSA Nominating Committee (NoC)” means the Councillor appointed by the President from amongst the three Councillors elected by Council to serve on the NoC (as per GSA Policy, Standing Committees, Nominating Committee).</u></p> |   |
|  | <p><b><u>3. Elections Bylaws and Policies and Acknowledgement</u></b></p>  |   |



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|  | <b><u>by Candidates</u></b>   |  |
|  | <u>The GSA Council has approved Bylaw and Policy related to the General Election and any subsequent By-Elections. <b>By signing the nomination form, all candidates acknowledge that they have read and agree to abide by Elections Bylaws and Policies, which are posted in full on the GSA website.</b></u>   |  |
|  | <u>By signing the nomination form, candidates ALSO acknowledge that they have read and are aware of the terms of an appeal within the GSA of any decisions on issues/breaches of GSA Bylaws and Policies, including the fact that the CRO decides on penalties, remedial actions, and or/referrals for any issues/breaches, the Nominating Committee Vice-Chair decides on penalties, remedial actions, and/or referrals for any matters related to the disrespectful behavior towards the CRO, and that the GSA Speaker decides on any appeals. <b>Any concerns with bias on the part of the NoC Vice-Chair in making such decisions on penalties, remedial actions, and/or referrals concerning disrespectful behavior towards the CRO, or the Speaker in making such decisions on appeals, shall be filed with nomination forms.</b></u> |  |
|  | <u>The current Speaker and Deputy are: [to be updated each year with the current GSA Speaker and Deputy].</u>   |  |
|  | <u>The current Vice-Chair of the NoC is: [to be updated each year with the current NoC Vice-Chair].</u>   |  |
|  | <u>The current three Councillors on the NoC are: [to be updated each year with the current Councillors on the NoC].</u>   |  |
|  | <u>Any changes to these names will be emailed to candidates who will have twenty-four (24) hours to file any objections</u>   |  |

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|  | <u>with the GSA Speaker.</u>   |  |
|  | <u>The deadline to file any concerns of bias on the part of the Speaker, Deputies, or NoC Vice-Chair in making decisions shall be: [to be updated with each election].</u>   |  |
|  | <b><u>4. Appeals Process</u></b>   |  |
|  | <b><u>a. The CRO has issued a decision on penalties or remedial action to a candidate(s) or slate(s) as denoted in GSA Policy, Elections, Section 7 CRO’s Decision on Penalties, Remedial Action, and Referrals:</u></b>   |  |
|  | <u>Only candidates have standing to appeal.</u>  |  |
|  | <u>Once a candidate(s) or slate(s) receives a decision on penalties, remedial action, and or/referrals from the CRO, the deadline for the Speaker to RECEIVE an appeal is twelve (12) hours from the receipt of the decision. Any appeal shall be in writing and shall address all matters raised in the CRO’s email concerning the alleged issue/breach. The CRO and Executive Director shall be copied. The Speaker has up to twenty-four (24) hours to decide on the appeal and may exercise his/her discretion in all matters in arriving at a decision. The Speaker shall ensure both parties to the appeal are heard, and shall consult with the Executive Director or delegate on process. The Speaker’s decision shall be communicated by email to both parties and the decision is final and binding.</u> |  |
|  | <u>If the Speaker is provided with information during an appeal that the CRO did not have while deciding upon a penalty, remedial action, or referral, the Speaker can advise the CRO. The CRO shall have the opportunity to review and potentially revise their decision in light of additional information.</u>  |  |

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|  | <p><b><u>b. The NoC Vice-Chair has issued a decision to a candidate(s) or slate(s) and the CRO, as denoted in GSA Policy, Elections, Section 8 NoC Vice Chair’s Decision on Penalties, Remedial Action, and Referrals:</u></b></p>  |   |
|  | <p><u>Only candidates have standing to appeal.</u></p>  |   |
|  | <p><u>Once a candidate(s) or slate(s) receive a decision on penalties, remedial action, and/or referrals from the NoC Vice-Chair, the deadline for the Speaker to RECEIVE an appeal is twelve (12) hours from the receipt of the decision. Any appeal shall be in writing and shall address all matters raised in the NoC Vice-Chair’s email concerning the alleged issue/breach. The NoC Vice-Chair and Executive Director shall be copied. The Speaker has up to twenty-four (24) hours to decide on the appeal and may exercise his/her discretion in all matters in arriving at a decision. The Speaker shall ensure both parties to the appeal are heard, and shall consult with the Executive Director or delegate on process. The Speaker’s decision shall be communicated by email to both parties and the decision is final and binding.</u></p> |   |
|  | <p><u>If the Speaker is provided with information during an appeal that the NoC Vice-Chair did not have while deciding upon a penalty, remedial action, or referral, the Speaker can advise the NoC Vice-Chair. The NoC Vice-Chair shall have the opportunity to review and potentially revise their decision in light of additional information.</u></p>   |   |
|  | <p><b><u>5. Flow-Chart for Decisions on Penalties, Remedial Action, and Referrals and Appeals</u></b></p>   | <p><i>A flow-chart image has been drafted to show that whether the CRO or NoC Vice-Chair is making decisions re: penalties, remedial actions, and/or referrals, all appeals still come to the GSA Speaker</i></p> |
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| <b>5. Polling</b>   | <b>5. Polling 10. Voting</b>  |  |
| 1. All election polling shall be conducted electronically, except in the event of a failure of the electronic system in use.  | 10.1 <del>“All election polling shall be conducted</del> <u>voting in the General Election and By-Elections shall be done electronically,</u> except in the event of a failure of the electronic system in use” (GSA Bylaws, Part VIII, Elections, 3.1).  |  |
|   | <u>10.2 The CRO shall communicate to graduate students the members of each slate and all individual candidates.</u>   |  |
| 2. Candidates shall be displayed in random order on a per-ballot basis.   | 10.3 Candidates shall be displayed in random order on a per-ballot basis. <u>The election software determines the random order of candidates on a ballot.</u>   | The election software is designed to generate the random order of candidates on a ballot, including None of the Above.   |
| 3. “None of the Above” shall be considered a candidate for the purpose of an elections ballot, and will also be displayed in random order on a per-ballot basis.  | 10.4 <i>No Change</i>   |  |
| 4. On ballots, voters shall rank candidates numerically, and may rank any number of candidates (including zero).  | 10.5 On ballots, voters shall rank candidates numerically, and may rank any number of candidates <del>(including zero)</del> <u>(including not ranking a candidate at all, the equivalent of a rank of zero).</u>   | It is not possible on the election software to input ‘zero’ as an option but not ranking a candidate is the same in the election system as ranking them zero on a ballot.  |
| 5. Ballots shall be counted according to the following procedure:   | 10.6 Ballots shall be counted <u>electronically</u> according to the following procedure:   | *CG indicated that when the election software was developed, they gave the developer these instructions, so the election software operates based on these principles. They are also the instructions that will be followed in the event that a paper ballot system had to be used. |
| a. The number of first-place votes for each candidate shall be counted.   | 10.6.a <i>No Change</i>   |  |
| b. The candidate with the lowest number of first-place votes shall be eliminated from the election. Where there is a tie for the lowest number, if one of the tied candidates had a lesser number of votes in a previous voting round, that candidate | 10.6.b. The candidate with the lowest number of first-place votes shall be eliminated from the election. Where there is a tie for the lowest number, if one of the tied candidates had a lesser number of votes in a previous voting round, that candidate shall be eliminated. <u>If there</u> | Previously there was nothing outlining exactly how the candidate was to be eliminated at random. This language was developed by the CRO and ERC during the 2013 General Election.  |

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| <p>shall be eliminated; otherwise the candidate to be eliminated shall be decided at random.</p>   | <p><u>has not been a previous round, the electronic voting software randomly eliminates one of the candidates tied for the lowest number of first-place votes. In the event that the electronic voting software fails, the CRO will draw a name from a hat in the presence of two neutral witnesses, and the name drawn from a hat will be the candidate that is eliminated.</u></p> |   |
| <p>c. Ballots for an eliminated candidate shall have the subsequent ranks on the ballot increased by one, <i>ie</i> second place ranking becomes first place ranking, third place ranking becomes second place ranking, <i>etc.</i></p>  | <p><u>10.6.c. Ballots for an eliminated candidate shall have the subsequent ranks on the ballot increased by one, <i>ie</i> second place ranking becomes first place ranking, third place ranking becomes second place ranking, <i>etc.</i> shall be distributed amongst remaining candidates in accord with the voter's most preferred choice.</u></p>                              | <p>Clearer instructions for voters.</p>                 |
| <p>d. The above steps shall be repeated until the number of candidates remaining is equal to the number of positions available.</p>  | <p><i>10.6.d No Change</i></p>   |   |
| <p>e. The candidates remaining shall be considered the winners, except in the case where None of the Above has received more votes than other candidates, in which case only those candidates receiving more votes than None of the Above shall be considered the winners.</p> | <p><u>10.6. e The candidates remaining shall be considered the winners successful candidates, except in the case where None of the Above has received more votes than other candidates, in which case only those candidates receiving more votes than None of the Above shall be considered the winners successful candidates.</u></p>   | <p>Shift to positive language.</p>                      |
| <p><b>6. Results</b></p>   | <p><b><u>6. 11 Results</u></b></p>   |   |
| <p>1. Upon initial completion of the ballot counting process, the CRO shall distribute the unofficial results as soon as possible.</p>   | <p><u>11.1 Upon initial completion of the ballot counting process, the CRO shall distribute announce the unofficial results as soon as possible. As denoted in GSA Elections Policy, Timeline, 3.8, Polling shall be completed no later than April 15, or the next working day.</u></p>  | <p>Removing the requirement for unofficial results.</p> |
| <p>2. The CRO shall formally approve of the results of the election no less than one week after the close of polling.</p>  | <p><u>11.2 . The CRO shall formally approve of the results of the election no later than one week after the close of polling. In the case where the electronic voting system fails and</u></p>   |   |

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|  | <u>paper ballots were used, the paper ballots shall be destroyed one month following the release of the official results.</u>  |  |
| 3. Upon approval by the CRO, the unofficial results become official. In the case where the electronic voting system fails and paper ballots were used, the paper ballots will be destroyed as soon as reasonably possible. | <del>6.3. Upon approval by the CRO, the unofficial results become official. In the case where the electronic voting system fails and paper ballots were used, the paper ballots will be destroyed as soon as reasonably possible.</del>  | Due to the shift to the electronic system from a paper ballot system, have removed the need for a distinction between official and unofficial results. |
|  | <b><u>12. Reporting</u></b>  | Not previously a requirement in bylaw/policy but very helpful to have for the purposes of institutional memory.  |
|  | <u>12.1 The CRO will draft a procedural report following each GSA General Election or By-Election. This report will outline major decisions, processes, issues, and recommendations for the following year. This report will be provided to the next CRO and DRO, and the ERC, Board, and Council.</u>   |  |
|  | <b><u>13. By-Elections</u></b>   | Moved the bulk of the process for By-Elections from GSA Bylaw to GSA Policy.   |
|  | <u>13.1 In the event that a <b>Directly-Elected Officer position</b> is not filled by the end of the General Election (ie no candidates run for a position or None of the Above is elected), or if a position is vacated at any time prior to December 1 (or the next working day) a By-Election shall take place as soon as possible <b>[also see 2.8 of the GSA Elections Bylaw re: Council election of Interims].</b></u> |  |
|  | <u>13.2 In the event that the Directly-Elected Officer position is vacated after December 1 (or the next working day) and before the next GSA General Election, the GSA Nominating Committee will decide on procedures and then provide one or more names to Council for consideration. Council will elect an individual to fill the</u>   |  |

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|  | <p><u>position on an interim basis. If the matter is deemed urgent by the CRO, Council can hold this election electronically.</u></p>   |  |
|  | <p><u>13.3 In the event that any <b>Councillor-at-Large positions</b> are not filled by the end of the General Election, or a Councillor-at-Large position is vacated prior to December 1 (or the next working day) Council will be responsible for electing any remaining Councillors-at-Large. When electing any remaining Councillors-at-Large, the GSA Council will aim to elect graduate students from as broad a range of disciplines as possible. The GSA Nominating Committee will decide on procedures and then provide one or more names to Council for consideration, except that the Nominating Committee may not waive advertising. Note that the legislated Nominating Committee process allows for Councillors to make additional nominations. If the matter is urgent, Council can hold this election electronically.</u></p> |  |

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| <b>GSA Policy, Officer Portfolios, Section 1, General Qualifications</b> |   |  |
| <b>Purpose:</b>  | To outline the duties of and qualifications for the Officer positions.            | <i>No Change</i>   |
| <b>Scope:</b>  | This policy sets out Council’s expectations of the Directly-Elected Officers.     | <i>No Change</i>   |
| <b>1. General Qualifications</b>   |   |  |
| 1.   | Candidates must have schedules that allow them to attend preset meeting dates for | 1.1 Candidates <del>must</del> <u>shall</u> have schedules that allow them to attend preset meeting dates for <u>the</u> |

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| <p>University committees their position requires them to attend.</p>   | <p>University committees their position requires them to attend.</p>   |   |
|  | <p><u>1.2 Candidates shall be in good academic standing.</u></p>   | <p>Bringing policy in line with practice – previously asked candidates to attest to the fact they are in good academic standing on the nomination forms, but not outlined in bylaw or policy.</p> |
| <p>2. Candidates must have exceptional interpersonal and communication skills, proven critical thinking ability, ability to analyze policy, and ability to assess large amounts of governance information in order to determine when to “jump in” to a new University committee or process in order to ensure that the GSA voice is heard.</p>         | <p>3. Candidates must have exceptional interpersonal and communication skills, proven critical thinking ability, ability to analyze policy, and ability to assess large amounts of governance information in order to determine when to “jump in” to a <del>new</del> University committee or process in order to ensure that the GSA voice is heard.</p>                        | <p>Implies that this would only be required for newly struck University Committees.</p>   |
| <p>3. All Directly-Elected Officers must be able to work in an environment that is fast-paced, collegial, cooperative, and respectful.</p>   | <p><i>Just a numbering change needed: 1.4</i></p>  |   |
| <p>4. Depending on the unique backgrounds and skills of Directly-Elected Officers, they may be required to assist with special projects or aspects of a colleague’s portfolio. All Directly-Elected Officers may serve as a delegate for another Directly-Elected Officer on any committee where this parent body (eg GFC) allows such delegation.</p> | <p><u>1.5</u> Depending on the unique backgrounds and skills of Directly-Elected Officers, they may be required to assist with special projects or aspects of a colleague’s portfolio. All Directly-Elected Officers may serve as a delegate for another Directly-Elected Officer on any <u>university</u> committee where this parent body (eg GFC) allows such delegation.</p> |   |
| <p>5. Directly-Elected Officers shall assist the VPSL with departmental orientations as needed.</p>  | <p><i>Just a numbering change needed: 1.6</i></p>  |   |
| <p>6. In lieu of the specific requirements listed for</p>  | <p><del>1.7 In lieu of the specific requirements listed for each</del></p>   |   |



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| <p>each position below, candidates may present other directly related experience as determined by the CRO, who may consult as needed.</p>  | <p><del>position below, candidates may present other directly related experience as determined by the CRO, who may consult as needed.</del></p>  |   |
| <p>7. If the CRO feels a candidate is not qualified or will not be able to attend preset university meetings, the CRO must consult with the Elections and Referenda Committee; that Committee may direct the CRO to refuse to accept a nomination from such a candidate. The decision of the Elections and Referenda Committee is final and binding.</p> | <p><del>1.8 If the CRO feels a candidate is not qualified or will not be able to attend preset university meetings, the CRO must consult with the Elections and Referenda Committee; that Committee may direct the CRO to refuse to accept a nomination from such a candidate. The decision of the Elections and Referenda Committee is final and binding.</del></p> | <p>This shouldn't be a decision for the CRO to make, but the voters. The only thing the CRO should check for is to make sure that they are GSA members.</p> |
| <p>Note: Committee duties for Directly-Elected Officers change regularly.</p>  | <p><i>Just a numbering change needed: 1.7</i></p>  |   |

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| <p><b>GSA Policy, Officer Portfolios, Section 8, Chief Returning Officer</b></p>  |   |   |
| <p><b>8. Chief Returning Officer</b></p>  |   |   |
| <p>1. Duties</p>  |   |   |
| <p>a. The CRO is responsible for administration of GSA elections, by-elections, and referenda pursuant to the GSA elections policy.</p> | <p>8.1.a The CRO is responsible for administration of GSA elections, by-elections, and referenda pursuant to the <u>GSA Elections and Referenda Bylaws and Policies</u>.</p>          | <p>Consistent references to GSA Bylaws and Policies</p> |
| <p>b. The CRO is responsible for monitoring candidate activities and is authorised to discipline candidates</p>                         | <p>8.1.b The CRO is responsible for monitoring candidate activities and is authorized to discipline candidates for violations of <u>GSA Elections policy and Referenda Bylaws</u></p> | <p>Consistent references to GSA Bylaws and Policies</p> |

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| <p>for violations of GSA election policy as provided for in the GSA elections policy.</p>                            | <p><u>and Policies</u> as provided for in the GSA <u>Elections policy and Referenda Bylaws and Policies.</u></p>  |  |
| <p>c. The CRO chairs the Elections and Referenda Committee.</p>  | <p><i>No Change</i></p>   |  |
| <p>2. Restrictions</p>   |   |  |
| <p>a. The CRO may not act in any other representative position for the GSA except as provided for in GSA Bylaws.</p> | <p>8.2.a The CRO may not <u>hold any other elected position in the GSA (effective June 1, 2014)</u> <del>act in any other representative position for the GSA except as provided for in GSA Bylaws.</del></p> | <p>The way it is currently written is unclear – how do we define a ‘representative position’. Needs to be effective June 1, 2014, as the current CRO holds a CAL position.</p> |
| <p>b. The CRO is prohibited from participating in election or referenda campaigning.</p>                             | <p><i>No Change</i></p>   |  |
| <p>3. Qualifications</p>   |   |  |
| <p>a. The CRO should ideally have previous experience with administration of student elections.</p>                  | <p><i>No Change</i></p>   |  |

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| <p><b>GSA Policy, Standing Committees, Section 11, Judicial Committee</b></p> |  |  |
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| <b>11. Judicial Committee<sup>1</sup></b>  |   |   |
| 1. Composition   | <i>No Change</i>  |   |
| a. The Judicial Committee shall be comprised of eight (8) Councillors who are selected at random as members of the Committee at the outset of each semester. | <i>No Change</i>  |   |
| b. Quorum for an official Judicial Committee hearing shall be four (4) members, not counting the member selected by the Committee to serve as the Chair.     | <i>No Change</i>  |   |
| c. Quorum for a meeting of the Judicial Committee shall be four (4) members.   | <i>No Change</i>  |   |
| 2. Mandate   |   |   |
| a. The disciplinary authority of the GSA is delegated by Council to the Judicial Committee.  | 11.2.a The disciplinary authority of the GSA is delegated by Council to the Judicial Committee <u>except that the Judicial Committee has no jurisdiction over Elections and Referenda discipline and appeals as denoted in GSA Policy, Elections, Section 9, Elections Appeals, and GSA Policy, Referenda, Section 10, Referenda Appeals.</u> | Need to specify that the appeals process for Election and Referenda now involves the GSA Speaker instead of the Judicial Committee. |

<sup>1</sup> Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1). Section moved to Policy from Bylaws, Part VI, Judicial Committee on April 8, 2013.

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| <p>b. The Judicial Committee shall organize hearings to hear formal complaints against Directly-Elected Officers or Councillors</p> | <p>11.2.b The Judicial Committee shall organize hearings to hear formal complaints against Directly-Elected Officers or Councillors. <u>The Chair shall consult with the Executive Director or delegate on process.</u></p> |  |
| <p>i. Hearings of the Judicial Committee shall abide by the GSA Discipline Policy.</p>  | <p><i>No Change</i></p>   |  |
| <p>c. The Judicial Committee can also hold meetings to attend to Committee business.</p>  | <p><i>No Change</i></p>   |  |
| <p>d. Meetings of the Judicial Committee are not public; minutes are only for the benefit of Judicial Committee members.</p>        | <p><i>No Change</i></p>   |  |
| <p>e. The Judicial Committee shall report its activities to the next Council.</p>   | <p><i>No Change</i></p>   |  |
| <p>f. Council has ultimate authority over decisions made by the Judicial Committee</p>  | <p><i>No Change</i></p>   |  |

**INTERIM DRO COUNCIL ELECTION**

**PREPARED BY THE GSA NOMINATING COMMITTEE (NoC)  
October 21, 2013 COUNCIL**

**Slate of Nominees Previously Distributed to Council on September 30, 2013**

The current GSA DRO, Esther Ekpe Adequyi, will be on parental leave November 2013 – April 30, 2014. **An Interim DRO is therefore required to fill this vacancy until April 30, 2014.** There were no additional nominations from Councillors as of the October 7, 12:00 PM deadline.

Given that there were no additional nominations and given that this is a Council-Elected Officer position, Council is asked to vote on **Richard Zhao's** nomination:

**Suggested Motion:**

That Council elect Richard Zhao to the position of Deputy Returning Officer, effective November 1 and ending upon return of the current DRO. **Lacey Fleming, Vice-Chair of the GSA Nominating Committee, Moved the Motion; Seconded by Brent Epperson, GSA President and Chair of the GSA Nominating Committee.**

**Visit this link to watch the candidate election video:**

<http://www.gsa.ualberta.ca/09Elections/Interimdro.aspx>

**Biography and Resume of Nominee:****Richard Zhao (PhD Computing Science)****Biography:**

Hello everyone! My name is Richard and I finished my undergraduate degree at the University of Toronto and Master's at the University of Alberta. I am currently a fifth year PhD candidate in Computing Science. I have been living on campus for five years and have a genuine interest in governance. I started getting involved with student governance in the HUB residence community in 2010. For the 2012-13 school year, I was the President of the Computing Science Graduate Students' Association (CSGSA) and the Vice President (Public Relations) of the Residence Halls Association (RHA), serving students in the Department of Computing Science and students living in campus residences, respectively. I am currently a Councillor-at-large on the GSA Council and a representative on the General Faculties Council.

**Summary Resume:**

As a PhD candidate, my research focuses on artificial intelligence (AI) applied to games to provide believable virtual characters and stories. Outside of teaching and research, I devote my time to volunteering and to student governance.

I support a fair, democratic and transparent leadership structure, and I like to use social media to connect with people. I recently finished my duties as the GSA representative on the Residence Community Standards Review Committee, where I ensured the voice of graduate students is respected. I am interested in the Deputy Returning Officer position as I would like to

contribute and participate more closely to the GSA. In terms of relevant experiences, I was the Chief Returning Officer (CRO) for the HUB Community Association last year, ensuring their executives for this year were elected fairly and the election process followed their Constitution. I have participated in the GSA election, running as a Councillor-at-large, therefore I am familiar with the GSA election process. I hope that my previous experience would aid the GSA committee in the future. Please cast your vote!

**Jurisdiction:**

GSA Bylaws, Part IV Officers, 3.1.5 and 3.1.6

“The Nominating Committee will follow its legislated process in **forwarding one or more nominations to Council** except that the Nominating Committee may not waive advertising. Note that the legislated Nominating Committee process allows for Councillors to make additional nominations; and”

“In the case of a resignation or other vacancy in the Speaker or CRO position as determined by the GSA Nominating Committee, the Nominating Committee will advertise the position and arrange for **election by Council** in the most expedient way possible.”

**President  
Report to Council**

To: GSA Council  
From: Brent Epperson  
Date: October 18, 2013

Dear Colleagues,

September 24

1) Meeting with SU President and VP External:

- I met with GSA Executive Director Ellen Schoeck, SU President Petros Kusmu, and SU VP External Adam Woods to discuss **upcoming issues and identified common priorities in the Board of Governors and meetings with the provincial government.**
- 2) I met with FGSR Dean Mazi Shirvani and GSA VP Academic Colin More. We discussed **designation of professional masters programs, graduate funding models, and access to services in a new registration status for graduate students on FGSR approved leave.**

September 25:

1) Meeting with GSA management and financial team on quarterly financial reports

- I met with the GSA's management and financial team to discuss the **GSA quarterly financial reports.** I was satisfied by the discussion at this meeting. The quarterly financial report is a separate information item on the GSA Council agenda.

2) Meeting with MEAE officials on PSLA, funding model reforms

- I met with provincial students leaders and MEAE officials. None of the work and document sharing deadlines set since June have been met. **Student leaders expressed frustration with disorganization and delays in the consultation process.**

3) Alumni Awards Private Reception

- I attended the Alumni Awards Private Reception on behalf of the GSA.

September 26:

1) Meeting with Chemistry Department GSA Councillor Zhen Li

- I met with Councillor Li for feedback on perceived progress of GSA initiatives.

2) I attended the 50-year alumni re-convocation on behalf of the GSA.

September 27:

1) Meeting with Waterloo University GSA President Robert Henderson

- I met with President Henderson to discuss **services offered at our respective GSAs and priorities for the 2013 CAGS and 2014 GU-15 meetings.**

2) Special Board of Governors meeting

- I attended a special BoG meeting on the university budget.

September 28:

1) U of A Alumni Dinner and Dance

- I attended the U of A Alumni Dinner and Dance with GSA VP Academic Colin More.

September 30:

1) Meeting with FGSR Dean Shirvani

- GSA VPA Colin More and I met with FGSR Dean Shirvani. We discussed **designation of professional masters programs, graduate funding models, prayer space, and a number of other ongoing graduate student priorities.**

2) Board University Relations Committee

- I attended the Board University Relations Committee (BURC)

3) Board Learning and Discovery Committee

- I attended the Board Learning and Discovery Committee.

October 1:

1) Board Finance and Property Committee

- I attended the Board Finance and Property Committee (BFPC)

October 2:

2) NDP Event with MP and Official Opposition Leader Thomas Mulcair

- I attended an NDP Event with MP Tom Mulcair. I had the opportunity to discuss **GSA provincial and federal PSE priorities** with the 4 NDP Provincial MLAs and with federal MP Linda Duncan.



October 3:

- 1) Phone Meeting with U of C GSA President Sarah Aikerman
  - I spoke with President Aikerman about recent and upcoming meetings with Government of Alberta officials on PSLA and PSE funding model changes.
- 2) Meeting with Waterloo University GSA President and U of A PDFA President
  - I met with Presidents Henderson and GaiKWad to discuss **common concerns and priorities for graduate students and postdoctoral fellows across Canada.**

October 8:

- 1) Associations coalition meeting
  - I attended the coalition meeting with GSA, SU, AASUA, NASA, and PDFA leaders. We discussed common concerns and priorities.
- 2) International student support meeting with Bill Connor Doug Weir
  - I met with UAI and Provost's Office officials to discuss the need for permanent residence application assistance on campus and **the need for provincial nominee immigration spaces to be designated for graduate students.**

October 9:

- 3) GFC APC
  - I attended GFC APC. Uncertainty around budget timelines and potential applications of Dean-level budget decisions animated most of the conversation.

October 10:

- 1) TBAC/MBAC
  - I attended TBAC/MBAC with GSA VPA Colin More, SU Elected Officials, and representatives of the Provost's office and VP Finance Office. We discussed the U of A budget for 2013/2014 and 2014/2015 as well as comparative G-13 tuition data. We **did not get an answer on plans for international differential tuition fees.**
- 2) Renaissance committee
  - I met with GSA VPA Colin More, the GSA Management team, Senator Roy Coulthard, and members of the Renaissance Committee. **We discussed the committee's work thus far and GSA priorities, such as support for a teaching stream in the academy and the need to clarify how many graduate students currently work as CAST sessional instructors, earning less pay than graduate TAs and RAs.**

October 15:

- 1) Meeting with Beverly Eastham, CAUS Advocate
  - I met with Beverly to discuss common lobbying priorities for the upcoming meetings with MEAE, including **sustainable and adequate public funding (increases for next year), a new regulatory framework for MNIFs, and preserving the 6-sector model.**

October 16:

- 1) I attended FGSR Council with GSA VPA Colin More and GSA VPL Monty Bal. We discussed and voted in favour of a number of graduate policy changes, including several suggested graduate student amendments. I presented my report, which included my October letter to GSA Council, regarding the GSA position on tuition and fees.

October 17:

- 1) Meeting with Acting Provost Ferguson-Pell and SU President Kusmu
  - I met with Acting-Provost Ferguson-Pell and President Kusmu for a budget update. **I will express my evolving thoughts and expectations on the budget and the decision-making process in closed session remarks.**
- 2) Meeting with Dean Shirvani
  - GSA VPA Colin More and I met with FGSR Dean Shirvani. We discussed designation of professional masters programs, graduate funding, and the GSA's priorities for the upcoming meetings with MEAE.
- 3) Killam Trusts Award Luncheon
  - I attended the Killam Trusts Awards luncheon on behalf of the GSA.
- 4) Board of Governors Orientation
  - I attended the BoG orientation. I will address my roles as GSA President and BoG Representative in closed session remarks.

October 18

- 1) Board of Governors
  - I attended both the Board of Governors full meeting and the luncheon that the SU sponsored for BoG members, SU and GSA elected officials.

**I will also provide Closed Session Remarks on ongoing budget and governance matters, including my October 21 meeting with Minister Lukaszuk and provincial student leaders at the GSA Council meeting.**

*Please find below a list of meetings I attended between August 20, 2013 and September 20, 2013:*

|              |  |
|--------------|--|
| August 21    | Student Aid Alberta Meeting                |
| August 21    | Meeting with Student Group                 |
| August 23    | Meeting with Vice-Provost Academic         |
| August 26    | Board of Governors Meeting                 |
| August 26    | Associations Coalition                     |
| August 26    | Meeting with Dean of Science               |
| August 26    | Dinner with Chancellor                     |
| August 27    | Meeting with VP F and O                    |
| August 28    | GSA Board                                  |
| August 28    | Meeting with Acting Provost                |
| August 29    | Meeting with MP Duncan                     |
| August 29    | Fall Orientation                           |
| August 29    | M-BAC/T-BAC                                |
| September 3  | Five Departmental Orientations             |
| September 4  | GSA Board                                  |
| September 5  | Meeting with Dean FGSR                     |
| September 5  | Meeting with Centre for Public Involvement |
| September 11 | Meeting with Provost Amrhein               |
| September 11 | GSA Board                                  |
| September 17 | Meeting with Dean of Students              |
| September 18 | Meeting with Vice-Provost Programs         |
| September 18 | GSA Board                                  |
| September 18 | FGSR Council                               |
| September 18 | Wildrose/NDP Debate                        |
| September 19 | Meeting with CAFA Rep                      |
| September 19 | State of the University Address            |
| September 19 | Meeting with the Dean of Arts              |
| September 19 | Celebrate Teaching Learning and Research   |
| September 20 | Meeting with Public Interest Alberta Rep   |
| September 20 | Meeting with Student Group                 |

**GSA Board**  
**REPORT TO COUNCIL for October 21, 2013 Council Meeting**

To: GSA Council

From: Ellen Schoeck, Executive Director and Coordinator of the GSA Board; Heather Hogg, Director of Operations; and Courtney Thomas, Associate Director

Date: October 18, 2013

The Board reports regularly to Council by listing its agenda items, motions/agreements, and main items of discussion. Motions of Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted. The President, Vice-Presidents, Director of Operations, Associate Director, Financial Manager, and I will be happy to answer any questions or provide more information at the Council meeting.

**25 September, 2013 GSA Board Meeting**

Main Agenda Items:

GSA 2013-2014 Budget and Expenditure (Quarterly) Report; GSA Negotiating Committee Composition; Absences of Directly-Elected Officers for Vacation, Compassionate Leave, and Research-Related Leave: Proposed Addition to the GSA Board Policy Manual; *and* Referenda.

Motions and Agreements:

BE **MOVED** that the GSA Board **receive for information and forward to Council** (for information) the GSA 2013-2014 Budget and Expenditure (Quarterly) Report (pages 3.1-3.2 of the material before members). Seconded HaH. **CARRIED UNANIMOUSLY.**

BE **MOVED** that the GSA Board **name** the GSA President, GSA Vice-President Student Services, and Vice-President Student Life to the GSA Negotiating Committee. Seconded MeB. **CARRIED UNANIMOUSLY.**

Board Members **AGREED** to pro-rate the policy for the remainder of the current GSA year.

BE **MOVED** that the GSA Board **approve** the proposed addition to the GSA Board Policy Manual, as outlined in the attached draft policy, effective immediately. Seconded MeB. **CARRIED UNANIMOUSLY.**

Members **AGREED** to postpone any requested referenda until after the new policy is finished.

**02 October, 2013 GSA Board Meeting**

Main Agenda Items:

Office of the Registrar: Introduction to the Vice-Provost and University Registrar; Professional Degree Programs; Travel Expenses Associated with Attendance at the Royal Society of Canada Symposium 2013; Writing Resources Summary Report; *and* Athletics and Recreation Fee Advisory Committee;.

Motions and Agreements:

BE **MOVED** that the GSA Board **approve** the travel expenses for two GSA representatives to attend the Royal Society of Canada Symposium in Banff, Alberta, from November 13-14, 2013. Seconded CM. **CARRIED.**

**09 October, 2013 GSA Board Meeting**Main Agenda Items:

Travel Expenses Associated with Attendance at the Alberta Congress Board Conference 2013; Election and Referenda: Proposed Revisions to GSA Bylaws and Policies; International Students Support; Prayer Space; *and* Residence Issues.

Motions and Agreements:

BE **MOVED** that the GSA Board **approve** the travel expenses for a GSA representative to attend the Alberta Congress Board Conference, October 24-27 in Jasper. Seconded MoB. **CARRIED**.

Board Members **AGREED** that the policy should allow Elected Officials to reference their experience and position when endorsing a candidate, but not to use GSA or office resources for activities related to an election campaign, nor to endorse a candidate for the GSA as an organization.

Board Members **AGREED** on the above-mentioned changes for page 4.53, Item 5.2, worked that a currently elected...he/she shall not use the GSA office or resources (email account)...and cannot speak for the GSA as an organization. Board Members also **AGREED** to make editorial changes on pages 4.59 and 4.52.

Board Members **AGREED** to remove Item 3.4 because the timeline rendered an interim officer unnecessary.

Board Members **AGREED** to give the CRO discretion outside of the meeting to draft wording reflecting identification of candidate slates on a page prior to the ballot.

BE **MOVED** that the GSA Board **forward to GSA Council**, on the unanimous recommendation of the GSA Elections and Referenda Committee, the proposed revisions to GSA Bylaws and Policies on Elections and Referenda, the GSA Policy on the Elections and Referenda Committee, GSA Policy on Officer Portfolios (the General Qualifications Section), and the GSA Policy on the Judicial Committee, as outlined in the attached triple columns and above agreements for immediate inclusion on the Council Agenda. Seconded by HaH. **CARRIED**.

**16 October, 2013 GSA Board Meeting**Main Agenda Items:

Travel Expenses Associated at Attendance at the Canadian Alliance of Student Associations (CASA) 2013 National Advocacy Conference; HUB Security; Mental Health Report; GFC Governance Task Force; *and* International Students' Forum.

Motions and Agreements:

BE **MOVED** that the GSA Board **approve** the travel proposed expenses for a GSA representative to attend the CASA conference from November 18-22 in Ottawa. Seconded MoB. **CARRIED**

**GSA Budget and Finance Committee  
Report to Council**

To: GSA Council  
From: Brent Epperson, President and Chair of BFC  
Date: October 18, 2013

Dear Colleagues,

The **GSA BFC met on September 25, 2013 (a joint meeting with the GSA Board) to review and discuss (and for the Board to receive for information) the 2013-2014 GSA Budget and Expenditure (Quarterly) Report.** This item is currently before Council. During the September 25, 2013 joint GSAB/BFC meeting, **the GSA BFC discussed other matters pertaining to the GSA's budget and the elements needed to ensure a robust GSA over time.**

I would be happy to report further orally.

Respectfully,  
Brent Epperson, GSA President

**GSA NOMINATING COMMITTEE (NoC)  
REPORT TO COUNCIL for October 21, 2013 Council Meeting**

To: GSA Council  
From: Lacey Fleming, Vice-Chair of the NoC  
Date: October 18, 2013

Dear Council Members,

The report from the GSA Nominating Committee is a summary of discussion/decisions the NoC has made since its last report together with a list of all vacancies filled.

The Bylaw governing the NoC is located in Part V (Standing Committees). Policy governing NoC is found in the GSA Policy Manual, in the sections titled "Nominating" and "Standing Committees." As provided for in its terms of reference, the GSA Nominating Committee (NoC) has been conducting business via e-mail.

## **GSA Council-Elected Officers**

### **2013 GSA Interim DRO Council Election:**

**One** bio and resume was received for this position (**Richard Zhao, PhD Computing Science**) and no additional nominations were received. **SEE ITEM 11, ELECTIONS, DRO ELECTION.**

## **Bodies External to the GSA**

As noted above, Council has delegated to the NoC the responsibility of filling positions on all committees external to the GSA. Normally, all vacancies are advertised. According to the Policy Manual, "advertising may be waived in instances where, in the NoC's view, it is urgent to fill a vacancy" (GSA Policy Manual, Nominating, 5.2).

### **1) Faculty of Agricultural, Life, and Environmental Sciences Dean Selection Committee**

All currently registered graduate students in the Faculty of Agricultural, Life, and Environmental Sciences (ALES) were invited to apply for the graduate student position on the ALES Dean Selection Committee. **One** bio and resume was received. **Ryan Mason (MSc Environmental Sociology) was elected by acclamation to this position.**

### **2) General Faculties Council (GFC) Vacancy**

At the beginning of September, one GFC graduate student-at-large member resigned from this Council. **Misha Miazga-Rodriguez (MSc Microbiology and Biotechnology) was elected to fill this vacancy on GFC.**

### **3) FGSR Council**

There was one remaining vacancy on FGSR Council. Through an extensive pro-active search from the Nominating Committee Bank of Names, **Ayodeji Aderibigbe (PhD, Biochemistry)** was elected to serve as the 20<sup>th</sup> FGSR Councillor.

### **4) FGSR Academic Appeals Committee**

Three graduate students representatives on this committee, elected in 2012, were able to continue their service for a second year. **Travis Schoepp (MSc Electrical and Computer Engineering)** was elected from amongst current FGSR Council members to fill the fourth graduate student position on this committee.

### **5) President's Standing Committee on Convocation**

This position was advertised through the GSA newsletter. No bios and resumes were received. Through a pro-active search, **Janelle Fouhse (PhD, Agriculture, Food, and Nutritional Science)** was elected to serve as the GSA's delegate on this committee.

### **6) Office of Sustainability Academic Advisory Committee**

The GSA was asked to provide a graduate student representative interested in the U of A's academic directions for sustainability to serve on this committee. Through a pro-active search, **Erin Bobicki (PhD, Chemical and Materials Engineering)** was elected to serve on this committee.

### **7) Information Technology Advisory Committee (ITAC)**

There are two graduate student positions on this committee. **Hamman Samuel (PhD, Computing Science)** was elected to one of these two positions, and the second position will be advertised through the GSA Newsletter.

### **8) Athletics and Recreation Fee Advisory Committee (ARFAC)**

There is one graduate student-at-large position on this committee, in addition a position for a GFC graduate student representative (filled) and two GSA Directly-Elected Officers. Through a pro-active search, **Michelle Borowitz (PhD, Anthropology)** was elected to serve on this committee.



**Vice-President Academic  
Report to Council**

To: GSA Council  
From: Colin More, Vice-President Academic  
Date: October 17, 2013

Dear Colleagues,

Hopefully the semester is treating you well. I've been awfully busy myself, juggling research, teaching, and politics, but the upside is that Christmas is barely more than two months away!

**My main concern for the past month has, predictably, been the ongoing budget situation.** Of primary interest to you is how much tuition will likely rise in 2014/15. **We have received confirmation that all fees overseen by the government will rise by CPI, or 1% -- this includes tuition and mandatory non-instructional fees.** Unfortunately, international differential fees are not included in this plan, instead remaining "on the table". Until we hear more about them, they will remain one of our top interests.

On a slightly more academic front, **I'm pleased to report that a lot of rather archaic thesis formatting requirements have been retired.** Many of them were in place from the days when all theses were transferred to microfiche. Nowadays, even theses submitted on paper are digitized by the National Library of Canada and other repositories, so there is no reason to keep the old restrictions. Details should be available soon on either the FGSR or U of A Library website.

Finally, supervisory and professional development initiatives are moving ahead, if slowly. **The final report from the Provost's Fellow on graduate supervision is due out in the next several months, and we are collaborating closely with FGSR to outline a new professional development program.** For the latter, we are consulting with individuals from a variety of areas outside the University in order to see what industry, charities, governments, and non-profits are looking for in potential new hires. It's an exciting time!

As always, feel free to ask me if you have any concerns. Otherwise, good luck in the coming month!

Colin More

*Please find below a list of meetings I attended between September 24, 2013 and October 18, 2013:*

|              |   |
|--------------|---|
| September 25 | GSA Board   |
| September 26 | Meeting with SU VP Academic                             |
| September 30 | Meeting with Dean FGSR                                  |
| October 1    | FGSR Policy Review Committee                            |
| October 1    | Student and Faculty Gathering to Discuss PSE in Alberta |

|            |   |
|------------|---|
| October 2  | URI Advisory Committee                    |
| October 2  | GSA Board Meeting                         |
| October 2  | GFC Committee on the Learning Environment |
| October 7  | GFC Exec                                  |
| October 9  | GSA Board                                 |
| October 10 | M-BAC/T-BAC                               |
| October 10 | FGSR Caucus                               |
| October 10 | Meeting with Renaissance Committee        |
| October 10 | University Relations – Frameworks Event   |
| October 15 | Academic Integrity Council                |
| October 16 | GSA Board                                 |
| October 16 | FGSR Council                              |
| October 17 | Meeting with Dean FGSR                    |
| October 18 | Board of Governors Lunch                  |

**Vice-President Student Services****Report to Council**

To: GSA Council  
From: Megha Bajaj, Vice-President Student Services  
Date: October 21, 2013

Dear Colleagues,

Hope things are well at your end.

Below are the key points from some of the meetings I attended since last council:

- **University Research Policy Committee (URPC):**
  1. **AITF** has given a \$1.4 million grant to the U of A to start a postdoctoral fellowship program. This funding will provide **high value fellowships to postdocs** who will be/are currently working on **translational research**. Postdocs being funded through this fellowship will also participate in the **professional development program** developed by Office of the VP (Research), the School of Business and TEC Edmonton. This program will provide training on entrepreneurial aspect to the participating postdocs. The main goal of this program would be to involve participants and guide them to become problem-solvers to achieve business outcomes while developing a product or a service. More details are available on the University's postdoctoral office webpage. Those of you who are planning to apply for postdoctoral positions should definitely check this program out as it not only provides **high value funding for postdoc work** but will also provide **training regarding the transition from academia to industry**.
  2. The committee voted to **discontinue the U of A's subscription** to the **Community of Science (CoS)** since its usage has been really low for the last 2 years (7-10 users/month). CoS is a database which includes researcher profiles and lists of funding and job opportunities. However, members of URPC unanimously voted to discontinue the subscription as most of the listings on CoS are already accessible from other sources and hence it does not seem to add much value to researchers. By discontinuing CoS subscription, the University will end up saving ~\$35,000 per year (subscription cost for 2014-15).
  
- **Joint U-Pass Advisory Committee:**

ETS has initiated discussions on replacing paper tickets and passes to **smart card technology for transit fare in Edmonton and all the communities around Edmonton**. This will also mean **replacing U-Pass stickers** and having the 'pass' in the student ID cards for all the institutes participating in the U-Pass program. The director of

Technology and Information Management, ETS, gave the first presentation in the meeting this month about smart fare technology and provided a rough timeline for implementing it by January 2015.

ETS will be presenting **more details to the members of U-Pass Advisory Committee in subsequent meetings**. I will be involved in these discussions both with ETS and student leaders of other institutions in Edmonton. I will update you from time to time on the progress of this project.

- **Health Centre Advisory Group (HCAG):**  
The U of A's wellness and health services in the past have encountered disease outbreaks in campus residences (eg pandemic influenza, norovirus, mumps, etc) in dorm type residences. Alberta Health Services has recommended that **post-secondary institutions should start an advanced disease surveillance program in residences where such outbreaks are more prevalent**. Well Services has secured a donation (to cover 1<sup>st</sup> year's programming services) to start such a program in our communal residences and also secured a vendor to run this program. This will be run as a **pilot project in Lister this year** and might be extended to HUB and Augustana in subsequent years depending on the results of the pilot project. It will be more of a **self-reporting tool for students** living in communal residences where they can **report symptoms of such outbreaks to the U of A wellness and health team online or by phone**. Their team is currently working on setting up the online system for reporting.
- **U-Pass Admin Committee:** I just wanted to update you on the status of the '**special registration for graduate students on approved leave**'. This special registration is originally an initiative of the GSA to allow graduate students to access services, eg U-Pass, athletics and recreation services, health and dental, GSAP etc when on approved leave on medical, parental, or compassionate grounds. This special registration course was drafted by the Dean, FGSR, supported by the Dean of Students, and is now being reviewed by the Registrar's Office. The **U-Pass admin committee is also very supportive of this special registration** for graduate students. The GSA, FGSR and Registrar's Office will be meeting soon to discuss this further. **If approved, this will be a big step in ensuring that graduate students can access services offered to them when on approved leave (eg maternity leave, leave to deal with mental health issues etc) without having to pay 'instructional fees'**.

I would like to thank our Director of Operations, **Heather Hogg** and Director of Services and Governance, **Courtney Thomas**, for taking a lead on this project. The FGSR and GSA are hoping that this gets approved soon!

I also attended a meeting with Hasin and Monty to raise issues faced by students living in University residences based on the feedback provided by you all. The details of the meeting are covered in Hasin's report. I would like to thank you all for your feedback as it really helps us in making a case to the University when we directly hear from you. Please feel free to get in touch with us anytime about any concerns you may have in residences or otherwise.

Sincerely,

Megha Bajaj

*Please find below a list of meetings I attended between September 24, 2013 and October 18, 2013:*

|              |   |
|--------------|---|
| September 25 | GPAC Meeting  |
| September 25 | GSA Board   |
| September 26 | U-Pass Admin Meeting                                  |
| September 26 | Athletics and Recreation Fee Advisory Committee       |
| September 27 | University Research Policy Committee                  |
| October 2    | GSA Board   |
| October 8    | Meeting with Executive Director of Ancillary Services |
| October 9    | GSA Board   |
| October 9    | Joint-UPass Advisory Committee                        |
| October 10   | Meeting with HUB Community Liaison Officer            |
| October 10   | Health Centre Advisory Group                          |
| October 10   | Meeting with ARFAC GFC representative                 |
| October 16   | GSA Board   |
| October 17   | U-Pass Admin Meeting                                  |
| October 18   | Board of Governors Lunch                              |
| October 18   | UASU International Students Town Hall                 |

**GSA Vice President Student Life  
Report to Council**

To: GSA Council

From: Hasin Haroon, Vice-President Student Life

Date: October 17, 2013

Dear Colleagues,

I hope this report finds you all in good spirits. Here are a few highlights of what I have been working on over the past month:

- Athletics and Recreation Fee Advisory Committee – this committee is discussing a **potential increase to the Athletics and Recreation Fee that administration wishes to introduce**. This will be a topic that **we will be discussing with you in more detail in the near future**. Megha Bajaj also sits on this committee.
- International Student Issues – **I have had several meetings with Dean of Students, Frank Robinson, and SU Vice-President Student Life William Lau regarding issues that international students have been facing at the University**. An International Students' Association is in the pipeline, and may be established this year. This is something that we should all look out for, and we will be keeping you up to date on this matter.
- Residence Budget Advisory Committee – **discussions regarding the proposed rent increases for 14/15**.
- Residence issues – I had a meeting with Doug Dawson along with Megha Bajaj and Monty Bal, regarding issues at residences that have been brought to our attention by graduate students. **We raised many issues of concern to graduate students and will continue to work to resolve these issues**.
- Prayer Space and Mental Health initiatives – I continue to work to see **adequate prayer space established on campus**. In addition to this, I have had a **meeting with University Wellness Services regarding some of their initiatives that the GSA would like to partner on**.

I look forward to seeing you all at Council!

Sincerely,

Hasin Haroon

*Please find below a list of meetings I attended between September 24, 2013 and October 18, 2013:*

|              |   |
|--------------|---|
| September 25 | GSA Board Meeting                               |
| September 26 | Council on Student Affairs                      |
| September 26 | Athletics and Recreation Fee Advisory Committee |
| October 1    | GSA Award Selection Committee Training Session  |
| October 1    | Residence Advisory Committee                    |
| October 2    | GSA Board                                       |

|            |   |
|------------|---|
| October 3  | Meeting with University Wellness Services Program Coordinator |
| October 7  | Meeting with Dean of Students and SU VP Student Life          |
| October 8  | Meeting with Executive Director of Ancillary Services         |
| October 8  | GSA LRC   |
| October 8  | Meeting with SU VP Student Life                               |
| October 9  | Alumni Council  |
| October 9  | GSA Board   |
| October 16 | Alumni Association Centenary Meeting                          |
| October 17 | Communications Advisory Council                               |
| October 17 | Meeting with SU VP Student Life                               |
| October 18 | Board of Governors Lunch                                      |

**GSA Awards Selection Committee  
Report to Council**

To: GSA Council

From: Hasin Haroon, Vice-President Student Life and Chair of ASC

Date: October 18, 2013

Dear Colleagues,

The GSA ASC met on **1 October 2013** for a training session for the upcoming Alberta Graduate Citizenship Award adjudication.

I will report further orally.

Respectfully,

Hasin Haroon, GSA VP Student Life



**GSA VP Labour  
Report to Council**

To: GSA Council  
From: Monty Bal, Vice-President Labour  
Date: October 17, 2013

Dear Colleagues,

I attended a number of meetings since last GSA Council. Below are highlights from some of these meetings in chronological order.

**Board Safety, Health, and Environment Committee**

Safety moment: **With respect to safety on campus, we need to continue to be aware that safety does not merely involve the use of more technology, but also the development of a safety culture, which for example recognizes the potential dangers involving innocuous things like holding the door open for strangers.** Additionally, there is an ongoing Risk Education Initiative, which will distribute more posters/magnets which information about safety around campus. There will continue to be a better effort to have more coordinated reporting of incidents across campus, so that there can be better allocation of funds and resources to more important areas. Finally, more programs are being offered regarding alcohol awareness through the residence hall associations.

**GFC Campus Law Review Committee**

In this Committee we discussed issues which may have implications for graduate students. First, there was the issue of **clarifying the procedure for handing complaints of research and scholarship misconduct.** The goal of the proposed changes it to ensure that if a student is involved in this type of issue, the process would occur under the Student Code of Conduct rather than UAPPOL (University of Alberta Policies and Procedures Online). This type of misconduct is rare (only one or two incidents annually). The second issue was proposed changes to student groups policy (to ensure that student groups would now have an executive made exclusively for students and to move policy to UAPPOL that deals with group misconduct. **These changes have not yet been finalized and we will continue to work with administration to ensure that the uniqueness of graduate student groups is accounted for (in that we tend to have minimal disciplinary issues).**

**LRC/LRC 101**

We had two LRC 101 sessions to allow Committee members to learn more about the committee and the collective bargaining process. This was followed up by a meeting of the LRC in which we discussed some of the preliminary issues which we are considering for upcoming negotiations. **We discussed the potential duration of the next CA** and potential financial asks. We will be working towards formulating our Opening Position in our next meeting to present to administration by November 1.

### Residence Issues Meeting

Although there were a number of residential issues raised at this meeting, I specifically want to highlight the notification process for students whose residence may be affected by campus development plans. We were notified by Residence Services that there was no process in place, outside of students reading development information from various University sources. However, they would consider in the future, **establishing a process whereby students moving into a residence which may be impacted by development within 6 months or a year, be notified of this potential so that they can make a more informed decision about moving in.**

### Grad Student Payment Discussion

Based on a number of issues regarding graduate student pay, we are working with HR to rectify these ongoing issues. Specifically, in our meetings with HR, we have agreed to work towards dealing with two central areas of concern. First, is **providing better training at the departmental level regarding the payment system for both administrators and students.** Second, and a more long-term project, is working with HR to develop a task force to deal with inconsistencies in the processing of payments. **This will involve standardizing payment types and providing better information to students regarding the composition of their pay.** We hope these changes will help to deal reoccurring issues students have faced over the years.

### Labour Cases

As I have highlighted repeatedly over the GSA Council's over the summer and in September, with the collective bargaining process being in play over the next year, **it is absolutely essential that we at the GSA be made aware of any concerns, problems, or ambiguities in the current CA.** With your help, we hope that we can find and resolve any hiccups which may have appeared as unintended consequences from the previous agreement. Once again, **if you have any concerns regarding your TA/RA contracts, please contact Heather or I and we will work to resolve these concerns.**

Thanks,

Simarjit S. Bal (Monty)

*Please find below a list of meetings I attended between September 24, 2013 and October 18, 2013:*

|              |   |
|--------------|---|
| September 24 | Board Safety, Health, and Environment Committee |
| September 25 | GSA Board                                       |
| September 26 | GFC Campus Law Review Committee                 |
| September 26 | GFC Facilities Development Committee            |
| September 30 | Labour Case                                     |
| October 2    | GSA Board Meeting                               |

|            |   |
|------------|---|
| October 2  | GSA LRC 101   |
| October 3  | GSA LRC 101   |
| October 8  | Meeting with Executive Director of Ancillary Services |
| October 8  | GSA LRC   |
| October 8  | SU Council  |
| October 9  | Meeting with Director of HR Operations                |
| October 16 | GSA Board   |
| October 16 | FGSR Council  |
| October 17 | Meeting with SU VP Student Life                       |
| October 17 | Board of Governors Orientation                        |
| October 18 | Board of Governors Lunch                              |
| October 18 | UASU International Students Town Hall Meeting         |

**GSA Labour Relations Committee  
Report to Council**

To: GSA Council  
From: Monty Bal, Vice-President Labour and Chair of LRC  
Date: October 18, 2013

Dear Colleagues,

The GSA LRC met on **8 October 2013** to discuss the **collective bargaining 2013-2014 process for the 2014-2015 AEGSA Collective Agreement** and to **provide advice to the GSA Negotiating Committee** concerning negotiations with the University.

I will report further orally.

Respectfully,  
Monty Bal, GSA VP Labour

**GSA Chief Returning Officer  
Report to Council**

To: GSA Council  
From: Isaac Odoom, CRO  
Date: October 19, 2013

Dear Colleagues,

**There is currently one vacant Councillor-at-Large position on GSA Council**, as Asif Siddiqui is out of the country and has resigned from this position. In consultation with the GSA Speaker and former CRO, Daniel Prins, we have decided to not hold a By-Election for this position. It was decided that we would wait for the changes to GSA Elections and Bylaws to pass, which outlines that any vacant Councillor-at-Large positions shall be filled by GSA Council.

As CRO, I have been working extensively on the proposed changes to GSA Elections and Referenda Bylaw and Policy, in consultation with the Deputy Returning Officer, Esther Ekpe Adequyi, former CRO, Daniel Prins, GSA Executive Director, Ellen Schoeck, GSA Nominating Committee Coordinator, and the GSA Elections and Referenda Committee. Please refer to **Item 10, GSA Elections and Referenda: Proposed Changes to GSA Bylaw and GSA Policy**.

Feel free to contact me with any questions.

Best,

Isaac Odoom, Chief Returning Officer

**GSA Executive Director  
Report to Council**

To: GSA Council  
From: Ellen Schoeck, GSA Executive Director  
Date: October 10, 2013

Dear Council,

I report to you at least once a year on staff and management responsibilities (the last report on this issue was at the April meeting of Council). Below you will find descriptions of what the GSA managers and unionized staff do in support of our organization.

As context, most Council members know that since its inception, the GSA's functionality has been marked by many dramatic ups-and-downs. For at least a decade prior to 2010, the GSA did not have one staff member stay with us for longer than a year. Executive Directors/General Managers have left because of operational concerns with the GSA. Our Auditor has pointed out that there has been (prior to 2011) no continuity or institutional memory amongst management, which represents a significant risk in the GSA's long-term ability to carry out the basic functions of advocacy, representation, and provision of services.

Our Accountant Shirley Ball, Auditor Tom Gee and lead lawyer Colin Fetter are all very pleased with how the GSA has evolved and with how the GSA is now operating. From what we know of other Canadian GSAs, we are arguably the most functional and effective, and offer the broadest range of services. I believe the GSA is well-positioned to deal with the critical challenges that lay ahead.

**GSA UNIONIZED STAFF**

The GSA has 4.5 staff positions that are represented by the Non-Academic Staff Association in a special Collective Agreement. Each has a 4-5 page job description. Here are brief snapshots and key stats. (FT=full time; PT=part time). Salaries were benchmarked in 2010-2012 for all staff and management and approved by Council as part of the budget.

**EXECUTIVE ASSISTANT (EA); Jesse Grigor, BA Political Science, U of A (FT)**

Jesse has just started with the GSA, replacing Dyan Semple who was with us for three years. Reporting to management, Jesse **schedules** elected officials and occasionally management (*eg* committees, one-on-ones with senior administrators); is part of the **transition team**; assists with **Agenda preparation** for Board; **drafts Minutes**; **receives and skims committee materials** from Administration, which are then read and highlighted for officials by Ellen and Courtney; back up support for the GSA Nominating Committee (NoC).

**KET STATS: 1,300 meetings scheduled on 83 committees and numerous one-on-ones**; skims and **routes meeting materials for c. 170 committees**, councils, etc.

**MANAGER OF INFRASTRUCTURE AND IT: Casey Germain, BA Anthropology, UBC (FT)**

Casey started at the GSA in 2011. His IT expertise has transformed multiple aspects of the GSA. He assists with all aspects of the GSA's corporate and physical infrastructure. As the grants position was managed down to part-time, Casey volunteered to have grants added to his job description.

**KEY IT PROJECTS:** Migration to G-Mail & Google Drive; new GSA Website; new elections software; migration to Central Firewall; Evergreening plan; hardware & software inventory; Online AEGS forms and Direct Deposit, designed the new newsletter format, created Facebook and Twitter pages, designed the GSA Handbook / agenda, updated the GSA Visual identity.

**KEY GSSF Fund Stats:** 1,172 grants processed; 4,652 communications to supervisors and students; approximately \$450,000 in AEGS funds disbursed, prepared 692 T4A's for students and the CRA.

**Other Key Stats:** 10 Elections run, 47 web-related projects, 28 research projects, 49 IT related projects, 12 event related projects, approximately 2000 documents filed.

**NOMINATING AND STUDENT GROUPS SPECIALIST: Lisa Hareuther, BA Anthropology, U of A, and MA, SFU (FT)**

Lisa joined the GSA in 2010 as EA, returning in 2012 to take on support for the new Nominating Committee (NoC) and to kick start student groups work. Reporting to the Exec Director and with a close working relationship with the NoC Vice-Chair, Councillor Lacey Fleming, Lisa helps support NoC, Early Call for Talent, transition, supports the ERC, drafts all materials related to election of Senator/CRO/Speaker, and manages weekly requests from administration for grad reps on committees, task forces, etc. She also assists with the Department Liaison Initiative and student groups.

**KEY STATS: Early Call for Talent: 18 students responded**, up from 7; **grad student representation on some 170+ committees since 2010; 215 graduate student bios and résumés** in Bank of Names; **since May 2012, 309 graduate students elected** to a broad range of committees (GSA and University); 47 **departmental student groups**; 2013 Departmental Liaison Initiative efforts yielded 26 new GSA Councillors; **1500 NoC emails between September 2012 and September 2013.**

**COMMUNICATIONS SPECIALIST: Katie Bittner, PhD Anthropology, U of A (on parental leave); Megan Caldwell, PhD Candidate Anthropology, U of A (PT)**

This position handles communications, plans universal orientations, drafts the GSA Handbook, arranges the adjudications of the Alberta Graduate Citizenship Award and GSA Awards, and organizes GSA Awards Night and other events. This position is our point of contact for GSA Council communications, Minute taking, and coordinates with the Director of Services and Governance in preparing Council material.

**Key Stats:** Organized the adjudication of **188 GSA Award** applications and **157 Graduate Citizenship Award** applications, **135 Newsletters and Bulletins**, **raised \$7995** in Handbook advertisements.

In addition, these staff members all assist with an array of research projects and provide assistance to graduate students at the front desk.

**Key Front Desk Stats:** 2156 e-mail, phone, and in-person interactions with students between September 2012 and September 2013.

**Key Research Stats:** Since September 2012: compiled over 160 research reports on issues related to GSA strategic initiatives (including Graduate Student cost of living across Canada, academic bullying, prayer space, CFS and CASA history and policy, status of Departmental GSAs).

## GSA MANAGEMENT

Your management team comprises:

**ACCOUNTANT Shirley Ball (PT, 1 day a week)**, was recommended to us by our Auditor and has extensive experience with not-for-profits. Shirley reports to the GSA President and to the Exec Director, and has access to the Board or Council directly if she sees anything amiss with our finances. That is one of our financial controls.

**FINANCIAL MANAGER Dorte Sheikh (PT, 2 days a week, BA from the U of A in Anthropology)**, has 33 years' experience in the Registrar's Office, including the role of Assistant Registrar, and a long-standing relationship with Financial Services. Dorte handles all banking and reconciliations, deals with the CRA, is our expert on Smart Forms, leads our dealings with Financial Services, is our link with Ceridian for payroll, and works with Shirley on monthly financial statements, the quarterly reports to Council, and our annual audit.

**DIRECTOR OF OPERATIONS AND LABOUR PROFESSIONAL Heather Hogg (PT, three days a week, BA Mount Allison in Political Science and History)**, has 31 years' experience at the U of A, including serving as Assistant Dean of the Faculty of Graduate Studies and Research, and as a member for the Administration on the GSA/University bargaining team. Heather is now on *our* side of the table. She also deals with labour cases in concert with the VPL, was the lead on re-writing the CA, and serves as our Privacy Officer (required by law). She provides support for the grants and awards adjudication processes as well as U-Pass issues, which have begun to transfer to Courtney Thomas as Heather begins to reduce her time with the GSA – part of the succession plan Council has already heard about. Heather also manages internal HR processes.

**DIRECTOR OF SERVICES AND GOVERNANCE Courtney Thomas (FT, BA Honours and MA from the U of A and a PhD from Yale in History)**, has three years' experience working in the U of A University Secretariat and in University Governance. Courtney has worked with many GFC committees and is trained in delivery of good governance and regulatory framework. Courtney has been with us for one year and has trained into support for the GSA Board and Council, privacy, bargaining, awards, and U-Pass. She also now sits on Health Centres Advisory Group, Student Connect Advisory, and worked with the Student Financial Aid Task Force over the past year. She also attends MBAC/TBAC (which deal with tuition and mandatory non-instructional fees). Courtney has recently taken on several of Heather's current responsibilities (such as grants, awards, and U-Pass), is Coordinator of Council and finalizes meeting materials for both Board and Council.

**EXECUTIVE DIRECTOR Ellen Schoeck (FT, BA Honours and MA from the U of A in History)**. Ellen has 27 years' experience as Director of the U of A University Secretariat and Secretary to GFC. She reported to five university presidents and was Executive Assistant to the President during the 21% cuts in the 1990s. She also served as Information Officer on Appeals and Grievances, ombudsman, sexual harassment advisor, and discipline officer. She served on the AASUA Council and helped form the Administrative Professional Officer Council on campus. During "retirement", she had an active consulting practice, edited a magazine and ran for the federal Liberal nomination (2005). She has written two histories of the



U of A and served on two not-for-profit boards. Ellen was hired by the GSA in 2010 as a change-agent and is contractually obligated to transform the GSA into a robust organization that will flourish over time. As Executive Director, Ellen leads staff and management support for *all aspects* of the GSA operation, reporting to the GSA President. The detail describing what Ellen does is set out in monthly written reports to Council.

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