

GSA Council Meeting AGENDA
Monday, November 21, 2016 at 6:00 pm
2-100 University Hall, Van Vliet Complex

The GSA acknowledges that the University of Alberta is situated on the Traditional Territory of Treaty Six.

Substantive material is sent to all GSA Council members at least one week prior to the date of the meeting to give members abundant time to review (in accordance with the Standing Orders of Council). Any additional substantive material received after this mailing will be emailed as soon as possible.

Reports from committees, Directly-Elected Officers, and management are emailed the Friday before a Monday meeting so that the content is as current as possible.

Speaker Sulya Fenichel in the Chair

A pizza dinner will be served at 5:15 pm.

OPEN SESSION

**Attached Numbered
Pages**

1. Roll Call
2. Approval of the 21 November 2016 Agenda
3. Approval of the Minutes from the 24 October 2016 GSA Council Meeting
Attachment:
 - i. Minutes from the 24 October 2016 GSA Council Meeting **3.0 - 3.6**
4. Changes in GSA Council Membership
 - i. Introduction of New Councillors (*If you are new to GSA Council, please let us know it is your first meeting*)
 - ii. Farewell to Departing Councillors (*If this is your last GSA Council meeting, or if your last Council meeting is approaching, please let us know*)

Councillor Announcements

5. Councillor Announcements

Action Items

6. GSA 2016-2017 Budget and Expenditure (Quarterly) Report
Sarah Ficko (GSA President) will present the item and the President, the GSA Executive Director, GSA Accountant, and GSA Financial Manager will be on hand to answer questions.

GSA BFC Members Who Are Members of GSA Council: Sarah Ficko (GSA President and GSA BFC Chair); Sasha van der Klein (GSA Vice-President Labour and GSA BFC Vice-Chair); Dasha Smirnow (Councillor-at-Large)

GSA BFC Members Invited to GSA Council as Guests: Karen Turpin and Sina Yansori

Attachments:

- i. Cover Letter **6.0**
- ii. Outline of Issue **6.1**
- iii. GSA 2016-2017 Budget and Expenditure (Quarterly) Report **6.2 - 6.3**
- iv. GSA 2016-2017 Quarterly Operating Budget Narrative **6.4 - 6.17**

Prepared by J Tanguay and C Thomas for GSA Council 21 November 2016

Macintosh HD:Users:gsaad:Google Drive:320 - Council:Meetings:2016-2017:November 2016:Second Mailing:GSA Council 21 November 2016 Item 2 - Consolidated Agenda (Second Mailing).docx

v.	GSA 2016-2017 Quarterly Restricted and Other Funding Narrative	6.18 - 6.19
7.	Proposed Changes to GSA Bylaw and Policy on Elections and Referenda Leigh Spanner (Chair of the GSA Elections and Referenda Committee) will present the item.	
	GSA ERC Members Who Are Members of GSA Council: Ahmed Najar (Councillor-at-Large)	
	GSA ERC Members Invited to GSA Council as Guests: Leigh Spanner (Chair of the GSA ERC); Sarah Prescott (Vice-Chair of the GSA ERC); Jennifer Bertrand; Kurtis Broda; Carolyn Gibson	
	<i>Attachments:</i>	
	i. Cover Letter from L Spanner, Chair of the GSA Elections and Referenda Committee	7.0
	ii. Outline of Issue	7.1
	iii. Proposed Changes to GSA Bylaw and Policy on Elections: Double Column	7.2 - 7.16
	iv. Proposed Changes to GSA Bylaw and Policy on Referenda: Double Column	7.17 - 7.32
8.	Proposed Changes to GSA Policy on the Composition of the GSA Nominating Committee Sarah Ficko (GSA President) will present the item.	
	GSA Governance Committee Members: Sarah Ficko (GSA President and GSA GC Chair); Sasha van der Klein (GSA Vice-President Labour); Justin Leifso (Political Science GSA Councillor); Maryse Ndilu Kiese (Religious Studies GSA Councillor); Nicole Noel (Councillor-at-Large)	
	<i>Attachments:</i>	
	i. Cover letter to GSA Council from S Ficko, Chair of the GSA Governance Committee and GSA Nominating Committee	8.0 - 8.1
	ii. Outline of Issue	8.2
	iii. Proposed Changes to GSA Policy on the GSA Nominating Committee: Double Column	8.3 - 8.5

Elections, Appointments, Special Business, Updates

9.	GSA Council Elections Radim Barta (Administrative Chair of the GSA Nominating Committee) will present the item.	
	GSA Standing Committees	
	a. GSA Elections and Referenda Committee (2 vacancies)	
	<i>Attachment:</i>	
	i. Nominees for the GSA Elections and Referenda Committee	9.0
	b. GSA Awards Selection Committee (5 vacancies)	
	<i>Attachment:</i>	
	i. Nominees for the GSA Awards Selection Committee	9.1
	c. GSA Appeals and Complaints Board	
	<i>Attachment:</i>	
	i. Nominees for the GSA Appeals and Complaints Board	9.2 - 9.7
	ii. Nominees for the GSA Appeals and Complaints Board Chair and Vice-Chair	9.8 - 9.10

For Discussion: None at this time

Reports

10.	President (Sarah Ficko, GSA President)	
	i. President's Report	10.0 - 10.4
	ii. GSA Board	10.5
	iii. GSA Budget and Finance Committee	10.6
	iv. GSA Governance Committee	10.7

11. GSA Nominating Committee (Radim Barta, GSA Nominating Committee Administrative Chair)	
i. GSA Nominating Committee Report	11.0 - 11.1
12. Vice-President Academic (Firouz Khodayari, GSA Vice-President Academic)	
i. Vice-President Academic's Report	12.0 - 12.2
13. Vice-President External (Masoud Khademi, GSA Vice-President External)	
i. Vice-President External's Report	13.0 - 13.1
ii. GSA Awards Selection Committee	13.2
14. Vice-President Labour (Sasha van der Klein, GSA Vice-President Labour)	
i. Vice-President Labour's Report	14.0 - 14.1
ii. GSA Negotiating Committee (no meetings this reporting period)	
iii. GSA Labour Relations Committee (no meetings this reporting period)	
15. Vice-President Student Services (Alireza Talaei, GSA Vice-President Student Services)	
i. Vice-President Student Services' Report	15.0 - 15.1
ii. GSA Student Affairs Advisory Committee (Joint Chair: Vice-President External) (no meetings this reporting period)	
16. Senator (Jane Traynor, GSA Senator)	
i. Senator's Report (no written report at this time)	16.0
17. Speaker (Sulya Fenichel, GSA Speaker)	
i. Speaker's Report (no written report at this time)	
18. Chief Returning Officer (Carolina Martinez, GSA Chief Returning Officer)	
i. Chief Returning Officer's Report (no written report at this time)	
19. GSA Elections and Referenda Committee (Leigh Spanner, GSA Elections and Referenda Committee Chair)	
i. GSA Elections and Referenda Committee Report	19.0
20. GSA Management (Courtney Thomas, GSA Executive Director)	
i. Executive Director's Report	20.0 - 20.3

Question Period

- 21. Written Questions (none at this time)**
- 22. Oral Questions**

Adjournment

GSA Council Meeting MINUTES
Monday, October 26, 2016 at 6:00 pm
2-100 University Hall, Van Vliet Complex

IN ATTENDANCE:

Sarah Ficko (President)	Michael Woolley (Art & Design)	Shaina Humble, Kevin Kvas (English & Film Studies)	Kelsey Peterson (Occupational Therapy)
Firouz Khodayari (VP Academic)	Swai Mon Khaing (Biochemistry)	Neil Prather (History & Classics)	Daniel Kryz (Oncology)
Sasha van der Klein (VP Labour)	Francesca Jean; Michele DuVal (Biological Sciences)	Mohammed Abdul-Bari (Human Ecology)	Brabhjot Bedi (Paediatrics)
Ali Talaei (VP Student Services)	Graham Little (Biomedical Engineering)	Jocelyn Beyer (Humanities Computing)	Andrew Woodman (Pharmacology)
Sulya Fenichel (Speaker)	Beth Richardson ; Karl Roesner (Cell Biology)	Shivam Srivastava (Internetworking)	Hanin Aburasayn (Pharmacy & Pharmaceutical Sciences)
Preshit Verma (Deputy Speaker)	Sahar Saadat (Chemical & Materials Engineering)	Faisal Hirji (Lab Medicine & Pathology)	Jay Worthy (Philosophy)
Darcy Bemister (DRO)	Anis Fahandej-Sadi (Chemistry)	Carla Lewis, Kris Joseph (Library & Info Studies)	Stephen Hunter (Phys Ed & Rec)
Jane Traynor (Senator)	Diana Abdulhameed (Civil & Environmental Engineering)	Atticus Harrigan (Linguistics)	Leigh Spanner (Political Science)
Colin More (Councillor-at-Large)	Darian Bremmekamp; Natalie Mahé (Communication Sciences & Disorders)	Michelle Michelle (Math & Statistical Sciences)	Michal Juhas (Psychiatry)
Alphonse Ndem Ahola (Councillor-at-Large)	Roshan Shariff (Computing Science)	Masoud Aliramezani (Mech Eng)	Joshua Yong; Joanna Scanlon (Psychology)
Nicole Noel (Councillor-at-Large)	Dorian Lang (Drama)	Fahed Elian; Allison Lewis (Medical Genetics)	Colin Reynolds (Public Health)
Phil Oel (Councillor-at-Large)	Brette Harris, Benjamin Gruber (Earth & Atmo Sciences)	Connie Le (Medical Microbiology & Immunology)	Owain Bamforth (Religious Studies)
Robert Reklow (Councillor-at-Large)	Marcia East (East Asian Studies)	Melissa Silva (Medicine)	Ryan Stanfield (Renewable Resources)
Dasha Smirnow (Councillor-at-Large)	Amanda Radil (Ed Psych)	Daria Polianska (MLCS)	Ellen Watson (Secondary Education)
Ahmed Najar (Councillor-at-Large)	Quinn Barber (Electrical & Computer Engineering)	David Parent (Native Studies)	Antonio Bruni; Wenlong Huang (Surgery)
Nian Liu (AFNS)	Joanne Farmer (Elementary Education)	Mischa Bandet (Neuroscience)	

Speaker Sulya Fenichel in the Chair.

The meeting was called to order at 6:00 pm. Speaker acknowledged the Traditional Territory of Treaty Six.

Roll Call**1. Roll Call of Council Members in Attendance****Approval of Agenda****2. Approval of the 24 October 2016 Consolidated Agenda**

Members had before them the 24 October 2016 Consolidated Agenda, which had been previously distributed on 21 October 2016. S Ficko **MOVED**; N Prather **SECONDED**.

Motion **PASSED**. D Parent **OPPOSED**.

Approval of Minutes

3. Minutes from the 26 September 2016 GSA Council meeting

Members had before them the 26 September 2016 GSA Council Minutes, which had been previously distributed on 14 October 2016. S van der Klein **MOVED**; M Khademi **SECONDED**.

S Humble requested a friendly amendment to include the previously discussed \$16 million union budget, which is now possibly \$17 million and concern about the GSA losing its seat on the Board of Governors.

Motion **PASSED**. D Parent and two others **ABSTAINED**.

Changes in Council Membership

4. Changes in GSA Council Membership

i. Introduction of New Councillors

This was the first meeting for a number of Councillors: K Roesner (Cell Biology) D Abdulhameed (Civil and Environmental Engineering); N Mahé (Communication Science and Disorders); D Lang (Drama); B Gruber (Earth and Atmospheric Sciences); K Kvas (English & Film Studies); S Srivastava (Internetworking); K Joseph (Library and Information Studies); A Harrigan (Linguistics); M Aliramezani (Mechanical Engineering); F Elian and A Lewis (Medical Genetics); D Polianska (Modern Language and Cultural Studies); D Kryz (Oncology); S Hunter (Physical Education and Recreation); J Scanlon (Psychology); E Watson (Secondary Education); W Huang (Surgery)

ii. Farewell to Departing Councillors

This was the last meeting for a number of Councillors.

Councillor Announcements

5. Councillor Announcements

S Fenichel notified Council members that the November Council agenda would be very full. She noted that the Provost and Vice-President Academic would be coming to talk about tuition and, due to his schedule, must be first on the agenda. She also added that, following this presentation, there would be a lot of GSA business matters to attend to. S Fenichel asked Council members to be present and to carefully read the package in advance.

F Khodayari reminded Council that the Professional Development Information Fair was this upcoming Thursday, hosted by the GSA and FGSR. He invited GSA Councillors to come for the food and the iPad Mini door prize. He noted that the event would host different resources on campus for professional development, especially for those in their first year who needed to meet the professional development requirements. He specified that the event would be at the Faculty Club from 5:00 pm - 7:00 pm.

F Khodayari also highlighted another professional development event, FGSR's Invest in Your Future on November 8 and 9. He noted that this event would feature workshops, panel discussions, key note speakers and that the cost was \$25 per day and included breaks and lunch.

L Spanner notified Council that the Political Science GSA, along with the Canadian International Council and the undergraduate group for the American Election, would host an event in the Devaney's basement on November 8 starting at 5:00 pm to watch American election results. She added that it would include brief remarks from keynote speakers.

Action Items, Elections, Appointments, Special Business, Updates

6. GSA Council Quorum: Proposed Changes to GSA Bylaw and to the Standing Orders of GSA Council

MOTION BEFORE COUNCIL: That GSA Council, on the recommendation of the GSA Board and the GSA Governance Committee, **APPROVE** the proposed changes to GSA Bylaw (Part III) and to the Standing Orders of GSA Council, as noted in the attached double column document and effective immediately.

S Ficko reminded Council that GSA Bylaw required two readings and that this motion was brought to Council last month for the first reading of proposed changes to GSA Bylaw. She reminded Council that, in February of 2016, a vote from the floor tasked the GSA Governance Committee to review the Council quorum number. She noted that the GSA Governance Committee and the GSA Board discussed this issue separately and then met together and came to a consensus on 30 as the new quorum. She

added that this number was chosen as it is not too high to prevent business from proceeding but higher than the current quorum of 14, which was considered too low. She finally indicated that a set number was chosen rather than a percentage for the ease of Speaker and Minute Takers during meetings.

MOTION: That GSA Council, on the recommendation of the GSA Board and the GSA Governance Committee, **APPROVE** the proposed changes to GSA Bylaw (Part III) and to the Standing Orders of GSA Council, as noted in the attached double column document and effective immediately. S Ficko **MOVED**. A Talaei **SECONDED**.

Motion PASSED. One Abstained.

7. GSA Board 2016-2017 Strategic Work Plan

MOTION BEFORE COUNCIL: That GSA Council, on the unanimous recommendation of the GSA Board, **RECEIVE FOR INFORMATION** the GSA Board 2016-2017 Strategic Work Plan, as attached.

S Ficko presented a review of the highlights from the GSA Board 2016-2017 Strategic Work Plan for feedback. She noted that this plan was used to help guide the organization. She added that, in the past, the incoming and outgoing teams have created the Strategic Work Plan together in their first joint Board meeting. She specified that, this year as it was being created at the same time as the University's Institutional Strategic Plan, she had wanted to reach out and include more input for this plan and to have more structure and actions.

S Ficko noted the outgoing and incoming teams participated in a facilitated workshop, which helped the new team to understand their portfolios and what they were doing. S Ficko reminded Council that, at the June Council meeting, Council participated in a similar workshop. She added that silent discussions and the Roundtable sessions this summer were also useful for feedback and to reach out to more graduate students.

S Ficko noted that the GSA Board approved this Plan unanimously on October 12 as a living document to guide the GSA this year but also direct the GSA for the future. She noted that, also more in alignment with the University's approach, the Plan has been restructured around four core themes: advocate, engage, support, and sustain and that within each theme were goals, strategic objectives, and annual action items. S Ficko thanked A Cappello for editing the document.

S Ficko highlighted three aspects of the plan: an equitable and welcoming campus community, reasonable accommodation to ensure success, and effective engagement. She added that this is a GSA Board Plan but the GSA Board would be reporting back to Council monthly and at certain times of the year it would be brought forward to show the GSA Board's progress. She noted that, previously, objectives were colour-coded with check marks, or highlights of progress were offered. S Ficko asked Council how they would Council like to hear back on progress, as there are different ways to shape this. D Parent suggested a video blog (vlog).

A Najar expressed that he liked the language in the report and the silent discussion. He further expressed that he understood that the Collective Agreement was negotiated on the premise that there were some internalization by the GSA that graduate students were not workers but junior colleagues. He added that this definition of a graduate student was ideal but not the typical experience. He then asked how the GSA Board is planning on making the University internalize that definition as the plan was drafted without the University. S Ficko explained that the definition was rewritten when the University Provost and Vice-President Academic asked the GSA to define a graduate student. She noted that it was intended to be an ideal and that she was aware it was not the reality. She added that the GSA repeatedly expressed their expectations on how graduate students should be treated. She further explained that most graduate students' issues are resolved using relationships as a lot of connections are developed through the committees on which the Directly-Elected Officers serve. She added that it was important to change the perception of graduate students by supervisors to change the culture. She also noted that FGSR was currently developing a mentorship college for new Faculty members to improve mentorship relations and to deal with problematic supervisors. S Ficko mentioned that this latter aspect was still in development. A Najar repeated that his understanding of the Collective Agreement was that graduate students are defined as non-workers. S Ficko responded that this understanding was not entirely true and that Teaching Assistantships and Research Assistantships were considered employment unlike Graduate Research Assistant Fellowships, which were not considered employment.

A Lewis expressed that many students in her department (Medical Genetics) were also having issues noting that as per the Collective Agreement they were not employees and that they could obtain employment outside of graduate school but this was strongly discouraged in their department. S van der Klein explained that if graduate students received funding and that there

was no mention of restriction regarding outside work in their funding letters student could not be stopped from working outside of their program. A Lewis responded that there was no such mention in the letters but that it was the culture within the department which created an uncomfortable situation.

Speaker directed Council back to the Strategic Work Plan.

K Kvas noted that one of the problems was that even if graduate students were explicitly defined, they are still subject to the *Post-Secondary Learning Act* rather than to the *Labour Relations Code*. He added that graduate students were not fully defined as labourers. He indicated that, in the Graduate Student Assistantship Collective Agreement, funding was divided into an award and a salary portion and that, in his experience, this had been extremely deceptive in terms of what funding a student was being allocated. He noted that this created misunderstanding on what portion of the stipend was from employment and what was from scholarship. Speaker sought to clarify if he was asking a question. K Kvas responded that the definition of graduate students was not sufficient and that he was offering a comment/critical feedback rather than asking a question.

D Smirnow thanked the GSA Board for putting the Plan together and commented that it seemed well thought out and involved a lot of work. She asked what were the next steps. S Ficko responded that she would sit down with the GSA Vice-Presidents to pick out specific things to focus on and to decide on how to report back. She noted that the report would likely consist in some combination of a top ten and dashboard, snapshot, or maybe even a vlog. She added that progress would be presented monthly in reports to Council but that it would also be highlighted specifically for Council.

C More pointed out that the Plan states that the GSA Board would maintain the GSA stance in opposition of across the board tuition increase. He recalled that previously the GSA was against tuition increases that went above Consumer Price Index (CPI) and encouraged the GSA Board to maintain this. S Ficko thanked C More for pointing this out; this was an editorial mistake in the document. She noted that the intention was to remain against tuition increase above CPI, not against any tuition increase.

MOTION: That GSA Council, on the unanimous recommendation of the GSA Board, **RECEIVE FOR INFORMATION** the GSA Board 2016-2017 Strategic Work Plan, as attached. S Ficko **MOVED**. A Radil **SECONDED**.

Motion **PASSED** unanimously.

Elections

None at this time

For Discussion

None at this time

Reports

8. President

i. President's Report:

Members had before them a written report, which had been previously distributed on 21 October 2016. The report stood as submitted. In addition, S Ficko stated that the previous Wednesday the government announced a freeze on domestic students tuition for 2017-2018. The government also announced a tuition review to inform the development of policy options related to tuition and mandatory non-instructional fees. The government would be collecting written submission from stakeholders until November 30. She also added that ab-GPAC would send a written submission to the government.

S Ficko also reported that the University, following the launch of its strategic plan, 'For the Public Good', was working on developing other strategic work plans focusing on specific areas such as the prevention of sexual violence and support for those affected, sustainability, and healthy campuses. She noted that students could help shape the conversation for some of these as there will be consultations. She added that for the strategic plan on healthy campuses the University of Alberta community was invited to submit feedback by visiting <https://www.surveymonkey.com/r/VTZ2F3T>.

ii. GSA Board

Members had before them a written report, which had been previously distributed on 21 October 2016. The report stood as submitted.

iii. Budget and Finance Committee

Members had before them a written report, which had been previously distributed on 21 October 2016. The report stood as submitted.

iv. GSA Governance Committee

Members had before them a written report, which had been previously distributed on 21 October 2016. The report stood as submitted.

9. GSA Nominating Committee

Members had before them a written report, which had been previously distributed on 21 October 2016. The report stood as submitted. In addition, R Barta stated that the Early Call for Talent and Training program, a program designed for graduate students interested in the positions of Directly-elected Officers and Council-Elected Officers, would start with the Get-to-Know Dinner on October 26.

R Barta noted that there were two vacancies for graduate students on the GSA Elections and Referenda Committee and five on the GSA Appeals and Complaints Board.

R Barta also noted that, after the September GSA Council meeting, the GSA Nominating Committee (GSA NoC) received comments from GSA Councillors. He added that the GSA NoC met in person (and invited the Speaker to join them) to discuss these comments. He reported that the GSA NoC decided to add on to elections items a short description of the committee's mandate and to include in this month report to GSA Council a short summary of GSA NoC processes.

He further noted that for one of the comments received regarding the possibility for GSA Councillors to ask follow-up questions to nominees addressing GSA Council for a position, the GSA NoC would like to hear Council's feedback. It was noted that T Nabe the GSA Councillor from MBA made this comment. N Prather noted that it could be important to allow this follow-up questions to help Council cast their vote. G Little noted that it was a good idea but that his concern was to ensure the fairness of the process and that this exercise could lead to a biased process if different candidates were asked different questions. N Prather followed up by indicating that Council could ensure that all candidates were asked the same questions. C More noted that he thought it was an interesting idea but that he would suggest practicing caution as it could become complicated to manage. He added that in his experience on hiring committees asking everyone the same question(s) can be limiting because people, and what they offer, are different - hence different questions. D Smirnow noted that she was unsure of what kind of questions could be asked as Council was already provided with the bio and resume of the nominees. R Barta noted that his understanding of Trent's suggestion was to clarify points that the nominees made during their reply to the main question asked by the GSA NoC. S Fenichel emphasized that the idea was to only allow for follow-up questions directly related to what the nominees addressed in order to avoid bias. D Smirnow suggested to try this idea and to reconsider it after. It was noted that the GSA NoC would discuss the feedback received.

10. Vice-President Academic

i. Vice-President Academic's Report:

Members had before them a written report, which had been previously distributed on 21 October 2016. The report stood as submitted. In addition, F Khodayari discussed the co-curricular report allowing students to receive a report on skills and experience gained by the students outside of academic ie a report on experiences achieved by the student that are not shown on their transcript. He added that it was easy to create a profile online and that if a student met the criteria they would receive the co-curricular report. He added that this was a common practice in other universities.

F Khodayari noted that the Faculty of Graduate Studies and Research (FGSR) was discussing changes the FGSR policy on leave of absence. He noted that the most important change was the addition of a new category of leave to the three currently existing categories (Medical, Parental, and Compassionate) and that this new category was called Professional Development (or Professional Experience) (PD) leave. He specified that the authority to grant medical and parental leaves resided within the department and that a leave of absence for compassionate reasons or PD may only be granted by the Dean of FGSR. He specified that his report stated that changes had been approved by FGSR Council but that was incorrect and that changes would be further consider at the next meeting of FGSR Council.

P Verma noted that this new category should include entrepreneurship and that his previous institution allowed for up to two years of leave for entrepreneurship. F Khodayari noted that this leave was to be used to enrich graduate students' curriculum.

11. Vice-President External

i. Vice-President External's Report

Members had before them a written report, which had been previously distributed on 21 October 2016. The report stood as submitted. In addition, M Khademi stated that the deadline for the 2016 Alberta Graduate Citizenship Awards (AGCA) had

passed, that the GSA Awards and Selection Committee (GSA ASC) had meet for a training session, and that they would start adjudication in the upcoming days.

M Khademi noted that the rent of University residences was increasing by 3% for 2017-2018. M Khademi, following a question about this increase by C Reynolds, replied that this increase was explained by CPI and an additional increase to allow for renovation. C Reynolds noted that students considered residence prices very high and that it could be difficult for students coming from out of the country to find a place to live outside of residence. He added that the rent prices were not aligned with rent prices in the area. A Talaei noted that there were some amenities offered to students living in residences such as security and study rooms and that the University did not derive any revenue from residences. A Ndem Ahola noted that, as the 2015-2016 VP External, he served on residence committees and that there was some security problems especially in HUB residence. He added that there were a certain number of problems with Michener Park. M Khademi noted that the University was aware of the problems facing Michener Park and that they were planning changes. M Khademi added that, following a question by C Reynolds regarding the University Residence budget, the University provided a break down of their cost and that the rent they received only allowed the University to recover their costs. M Khademi noted that he would consult with the University to the possibility of sharing this break down with GSA Council.

F Elian asked about the adjudication process for the AGCA and M Khademi responded that the GSA ASC adjudicated the awards and then sent the 20 (with a maximum of 4 international students) highest ranked applications to the government. F Robertson noted that the GSA would email all the applicants with an unofficial notice as the official notice would come from the government in December.

ii. GSA Awards Selection Committee's Report

Members had before them a written report, which had been previously distributed on 21 October 2016. The report stood as submitted.

12. Vice-President Labour

i. Vice-President Labour's Report

Members had before them a written report, which had been previously distributed on 21 October 2016. The report stood as submitted. In addition, S van der Klein stated that the Sexual Violence Policy would probably be finalized by March next year.

ii. GSA Negotiating Committee

No meetings this reporting period.

iii. GSA Labour Relations Committee

No meetings this reporting period.

13. Vice-President Student Services

i. Vice-President Student Services' Report

Members had before them a written report, which had been previously distributed on 21 October 2016. The report stood as submitted. In addition, A Talaei reported that Studentcare started the phone survey on the GSA Health and Dental Plan and that the GSA Board was preparing for the next steps.

A Talaei noted that the Scholarly Writing Support Committee was aiming to conduct an extensive review of the available writing resource on campus and to group them under the same umbrella in a way that would be comprehensible for students. A Talaei added that this committee would be conducting Town Halls and he invited students to contact him if they had any feedback regarding writing resources needs by graduate students or on the resources currently available on campus.

ii. GSA Student Affairs Advisory Committee

No meetings this reporting period.

14. Senator

i. Senator's Report

No written report at this time.

15. Speaker

i. Speaker's Report

No written report at this time. S Fenichel noted that she encouraged GSA Councillors to reach out to her but to please do so on her GSA email address (gsaspea@ualberta.ca).

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

Members had before them a written report, which had been previously distributed on 21 October 2016. The report stood as submitted.

17. GSA Elections and Referenda Committee**i. GSA Elections and Referenda Committee Report**

Members had before them a written report, which had been previously distributed on 21 October 2016. The report stood as submitted. In addition, Chair of ERC L Spanner, stated that the proposed changes would be included in the first mailing for the November GSA Council meeting and that any substantive changes would be highlighted in yellow to facilitate reading of the proposals.

C More noted that the first bullet addressing office resources available to current Directly-Elected Officers re-running for office or wishing to endorse candidates was an addition that should have been done a long time ago but seemed to replace a grey area with another. He asked if L Spanner could expand on this. L Spanner explained that restricting office resources was an attempt to level the playing field between candidates for example by not asking the GSA Executive Coordinator to schedule campaigning event. She noted that the proposed changes also specified that current Directly-Elected Officers wishing to endorse candidates could do so but not while acting in their official capacity.

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

Members had before them a written report, which had been previously distributed on 21 October 2016. The report stood as submitted. In addition, C Thomas stated that if GSA Councillors or any students they know were interested in learning more about the GSA or running for a Directly-Elected Officers positions the Early Call for Talent and Training Program was starting shortly and to invite them to RSVP with the GSA Nominating Committee Coordinator at gsanomco@ualberta.ca.

Question Period**19. Written Questions**

None at this time.

20. Oral Questions**Adjournment**

The meeting was adjourned at 7:27 pm.



To: GSA Council
From: Sarah Ficko
Date: November 10, 2016

Re: 2016-2017 Quarterly GSA Budget Report

Dear All,

Following the GSA Budget and Finance Committee (GSA BFC) and GSA Board's review of our financial statements from the second quarter of our fiscal year (attached), a few points to highlight include:

- First, and most importantly, the latest Quarterly Report shows that the GSA continues to be in excellent financial shape due to prudent and responsible spending. While some budget lines will be overspend and others underspent, there is an overall positive balance at the bottom line. We predict a positive balance at the end of the 2016-2017 fiscal year.
- There was some predicted expenditure in the legal expenses line. This was due to seeking advice regarding contractual negotiations related to the Executive Director's appointment and seeking legal feedback on the GSA's renegotiated agreement with TDIMM in the last quarter. The previous five-year agreement with TDIMM provided the GSA with \$4,000/year in sponsorship revenue and the new agreement (expires in 2021) provides for \$12,000/year for events and engagement activities – this is great news for the GSA!
- In addition to the increased funding provided by TDIMM (which will appear in the 2017-2018 operating budget), the GSA successfully secured another Unwind Your Mind grant to allow the continued provision of GSA Coffee Breaks in the current term – this appears under the "Other Revenue" line.
- Insurance, as reported in the previous set of financial statements, is underspent. This is because we moved to one broker for both General Liability and Directors and Officers Insurance and achieved increased coverage for both policies while reducing expenditure. We will be exploring the need for additional insurance regarding employment issues and possible alcohol liability.
- As reported in the last financial statements, this year we had a consultant on site for several months bringing our IT infrastructure up to University minimal standards (an important measure for our organizational health). There was also some expenditure in the Contingency line for new iMACs for office staff, as part of the IT review and subsequent improvements – we have also developed a multi-year evergreening plan and are currently exploring the creation of a service agreement with IST to provide for *ad hoc* IT support and regular reviews of our infrastructure.

The Financial Team and I are keeping a watchful eye on graduate enrolment numbers (our primary revenue stream) and will continue to work closely with the GSA BFC and GSA Board with respect to the development of the 2017-2018 budget, which will be presented to GSA Council in February. My thanks to the members of the GSA's Financial Team (GSA Executive Director Courtney Thomas, GSA Accountant Shirley Ball, GSA Financial Manager Dorte Sheikh, and GSA Director of Operations Heather Hogg), as well as Director-at-Large and former Executive Director Ellen Schoeck for their constant vigilance and advice on all budgetary matters.

I, along with the Financial Team, am happy to answer any questions when we meet on November 21.

Sarah Ficko
GSA President and Chair of the GSA BFC

Outline of Issue (GSA COUNCIL)
GSA 2016-2017 Budget and Expenditure (Quarterly) Report

Suggested Motion for GSA Council:

That the GSA Council **RECEIVE FOR INFORMATION** the GSA 2016-2017 Budget and Expenditure (Quarterly) Report.

Note: At its meeting of October 26, 2016 the GSA BFC **received for information and forwarded to the GSA Board** the GSA 2016-2017 Budget and Expenditure (Quarterly) Report. At the meeting of November 9, 2016, the GSA Board **received for information and forwarded to GSA Council** the GSA 2016-2017 Budget and Expenditure (Quarterly) Report. Members of the GSA BFC have been invited to attend the November 21, 2016 meeting of GSA Council.

Background:

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.

GSA President and GSA BFC Chair Sarah Ficko sets out additional background in the attached cover letter.

Jurisdiction:

Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.5.4.a:

"The GSA Accountant and the GSA Financial Manager will prepare a Budget and Expenditure Quarterly Report which will first be submitted to the Executive Director (ED), then the GSA President and then to the GSA BFC, the GSAB, and to GSA Council for information. It is suggested that these reports be organized by budget divisions and lines, with the following information in easy-to-follow columns: current budget; actual year-to-date expenditure, forecast to the year end, total forecast, balance remaining, percent remaining, informative comment on any variance or approved reallocation, and comment on significant comparisons from previous years. All such reports will be compliant with Alberta's Personal Information Privacy Act and other applicable laws."

Role of the GSA BFC:

Section K: Finances, GSA Policy, GSA Standing Committees, GSA Budget and Finance Committee, Section K.POL.3.3:

"The GSA BFC will receive for information and forward to the GSAB 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:

As noted in Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.5.4.a (above), the GSA Board receives the quarterly reports for information.

The GSA Financial Team members follow:

- **GSA Executive Director Courtney Thomas**
- **GSA Accountant Shirley Ball**
- **GSA Financial Manager Dorte Sheikh**
- **GSA Director of Operations Heather Hogg**

The Financial Team agrees that the GSA's budget is on track at the end of the second quarter of 2016-2017.

The Graduate Students' Association of the University of Alberta
2016-2017 GSA Operating Budget (including Capital Budget)

Budget and Expenditure Report

2nd Update, April to September 2016 actuals and October 2016 to March 2017 forecast

	CURRENT YEAR April 1, 2016 to March 31, 2017							PRIOR YEAR Comparative	
	2016-2017	Actual	Forecast	Total	Variance	Ref #	% Variance	Actual	Total Actual
	Approved Budget	Apr 2016 to Sep 2016	Oct 2016 to Mar 2017					Apr 2015 to Sep 2015	Apr 2015 to March 2016
REVENUE									
GSA Fees Revenue	1,080,467	432,176	648,291	1,080,467	-		0%	456,818	1,069,695
Investment Revenue	25,000	16,587	8,413	25,000	-	1	0%	54,443	64,055
Funding from Others	15,980	13,690	6,480	20,170	4,190	2	26%	21,380	23,380
Chopped Leaf (PAW Centre) Revenue	42,171	18,806	20,081	38,887	(3,284)	3	-8%	5,690	25,500
Other Revenue	1,266	1,697	-	1,697	431		34%	4,500	7,552
Total Revenue	1,164,884	482,956	683,265	1,166,221	1,337		0%	542,831	1,190,182
EXPENSES									
Governance	203,792	95,569	102,200	197,769	6,023	4	3%	92,429	186,057
Advocacy	25,131	13,002	12,129	25,131	-		0%	4,646	16,894
Human Resources	725,093	338,531	356,873	695,404	29,689	5	4%	336,622	725,389
Office Administration	29,647	11,132	15,271	26,403	3,244		11%	10,067	26,277
Professional	61,545	32,163	29,382	61,545	-		0%	16,819	62,406
Services Expenses	61,750	29,007	31,466	60,473	1,277	6	2%	20,495	37,795
Operating/Contingency Fund	15,575	7,217	8,358	15,575	-		0%	420	3,845
Total Expenses	1,122,533	526,621	555,679	1,082,300	40,233		4%	481,498	1,058,663
BALANCE	42,351	(43,665)	127,586	83,921	41,570		98%	61,333	131,519

Explanatory notes:

Under the variance column high-lighted red numbers in brackets indicates revenue shortfall, or an expense overexpenditure.

Under the variance column black numbers indicates more revenue received than budgeted, or an expense savings.

Projected surplus funds will be applied to the Financial Stabilization Fund.

For further reference, see the attached narrative.

1. In 2015-16 the second quarter investment revenue was higher than the 2016-2017 quarter as the Unitized Endowment Pool interest payment was received from the University each May. When the UEP was cashed out in July 2015 the GSA realized a gain of \$42,215 which resulted in higher revenue than forecast. In 2016-2017 the investment revenue from the ATB investments is accrued monthly. For the previous six months the investment revenue was re-invested and not cashed out.

2. Funding from Others variance is due to increased funding provided by FGSR.

3. Chopped Leaf revenue commenced in August 2015 and was moved from Restricted Revenue to Operating Revenue in 2016-2017. During the 2015-2016 external audit it was determined that the GSA should not receive GST revenue from the Chopped Leaf rental and the projected revenues have been adjusted accordingly and will be less than the original budget.

4. GSA Board and Other Committee Expenses as well as Elected Officers' Expenses have come in lower than budgeted resulting in a surplus.

5. Change of Executive Director resulted in salary savings.

6. The category of Services Expenses had a budget increase in 2015-2016 due to the addition of two new expense lines of Annual Strategic Plan Initiatives and Orientation/Departmental Liaison. However the funds in the Orientation/DLI line were not fully spent in 2015-2016 but an increase in spending is anticipated in 2016-2017 in the DLI line. Additionally the Food Bank contribution was not made in 2015-2016.

The Graduate Students' Association of the University of Alberta
 2016-2017 GSA Restricted and Other Funding
 Budget and Expenditure Report
 2nd Update, April to September 2016 actuals and October 2016 to March 2017 forecast

	CURRENT YEAR April 1, 2016 to March 31, 2017							PRIOR YEAR Comparative	
	2016-2017 Approved Budget	Actual Apr 2016 to Sep 2016	Forecast Oct 2016 to Mar 2017	Total	Variance	Ref #	% Variance	Actual Apr 2015 to Sep 2015	Total Actual Apr 2015 to March 2016
Fundraised Activity									
GSA Agenda/Handbook	11,000	8,795	-	8,795	(2,205)	1	-20%	10,590	10,590
Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)									
GSA Recognition Awards	18,000	-	18,000	18,000	-		0%	-	18,500
GSA Child Care Grants	249,000	157,000	92,000	249,000	-		0%	146,125	277,000
GSA Emergency Bursaries	137,500	17,621	119,879	137,500	-		0%	61,621	130,770
GSA Academic Travel Awards	384,500	189,522	194,978	384,500	-		0%	173,950	306,336
	789,000	364,143	424,857	789,000	-		0%	381,696	732,606
Other Restricted Funding									
ab-GPAC	7,361	-	7,361	7,361	-		0%	-	13,983
CJSR Fees Collected - \$1.00 per student goes to the radio operation	14,722	-	14,722	14,722	-		0%	-	14,189
GSAP (Graduate Student Assistance Program) Fees Collected	66,163	-	66,163	66,163	-		0%	31,290	64,838
Health Plan Revenue	1,315,120	-	1,315,120	1,315,120	-		0%	-	1,344,025
Dental Plan Revenue	982,943	-	982,943	982,943	-		0%	-	903,918
	2,386,309	-	2,386,309	2,386,309	-		0%	31,290	2,340,953
BALANCE	3,186,309	372,938	2,811,166	3,184,104	(2,205)		0%	423,576	3,084,149

Explanatory notes:

0% means no variance at this point, budget is on target.

Under the variance column highlighted red numbers in brackets indicates revenue shortfall, or an expense overexpenditure.

For further reference, see the attached narrative.

- 2016-2017 ad revenue of \$8,795 was less than the projected \$11,000 so expenses for producing the Agenda/Handbook were kept to that level.

GSA 2016-2017 Operating Budget (including Capital Budget) Narrative

6.4

Account Name and Budget	Brief Description	Narrative and Variance
GSA REVENUE		
GSA Fees		
GSA Fees (annual membership fee) \$1,080,467 budget	<ul style="list-style-type: none"> • The Graduate Students' Association (GSA) is supported by graduate student annual membership fees which are levied by GSA Council and collected by the University. The fees received are based on the number of full-time and part-time graduate students attending the University. Following approval of the fee amount by GSA Council the annual fees are submitted to the University Board of Governors to provide for collection. • Based on the three-year funding agreement signed between the GSA and the University on March 2, 2016, the GSA will receive: <ul style="list-style-type: none"> ○ 40% advance in May based on the projected fall/winter enrollment ○ 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> ○ 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> ○ Final payment in April (next fiscal year) after the actual graduate student enrollment is reconciled. 	<ul style="list-style-type: none"> • For 2016-2017, the projected GSA revenue is \$1,080,467. This is based on funding 5,825 full-time graduate students (5,825 @ \$160.66 per graduate student) and 1,200 part-time graduate students (1,200 @ \$120.50 per graduate student). • Actual April to September: \$432,176 • Forecast October to March: \$648,291 • The 2015-2016 actual was \$1,069,695
Investment Revenue		
Endowment Fund No budget	<ul style="list-style-type: none"> • The Unitized Endowment Pool (UEP) consisted of an initial amount of \$265,000 which provided for annual payments to the GSA by the University. <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 UEP.)</i> • In June 2015 the University advised that they could no longer retain the GSA's share in the UEP. 	

GSA 2016-2017 Operating Budget (including Capital Budget) Narrative

6.5

Account Name and Budget	Brief Description	Narrative and Variance
	<ul style="list-style-type: none"> At the end of March 31, 2015 the share in the UEP had a market value of \$394,922. In July 2015 cash proceeds of \$437,137 were deposited in the GSA bank account. This resulted in a gain of \$42,215 (437,137 - 394,922 = 42,215). Funds invested with Alberta Treasury Branch as of May 2016. 	
Interest and Investment Income \$25,000 budget	<ul style="list-style-type: none"> Interest on investments and bank accounts. An investment strategy for these funds has been established. ATB Investment Management Inc. is managing the investment portfolio. 	<ul style="list-style-type: none"> On target Actual April to September: \$16,587 Forecast October to March: \$8,413 The 2015-2016 actual was \$10,191
	Funding from Others	
Funding from the Dean of Students and the Dean of FGSR \$7,500 budget	<ul style="list-style-type: none"> 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, other graduate student engagement events and professional development events for graduate students. FGSR provided additional one-time funding in 2016-2017 which has resulted in a surplus. Funding must be requested each year. 	<ul style="list-style-type: none"> Anticipated surplus: \$4,190 Actual April to September: \$11,690 Forecast October to March: \$0.00 The 2015-2016 actual was \$14,190
Temporary Funding from Studentcare \$4,480 budget	<ul style="list-style-type: none"> Studentcare provides \$5,190 per year to the GSA to be used for the benefit of graduate students entirely at the discretion of the GSA (additional to funds provided for their yearly ad in the GSA Agenda/Handbook and sponsorship of Awards Night). The commitment is for 5 years starting in 2015-2016. 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$4,480 The 2015-2016 actual was \$5,190
Temporary Funding from TDIMM \$4,000 budget	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> On target Actual April to September: \$2,000 Forecast October to March: \$2,000 The 2015-2016 actual was \$4,000

GSA 2016-2017 Operating Budget (including Capital Budget) Narrative

6.6

	Revenue from Commercial Activities (Chopped Leaf)	
Chopped Leaf (In Physical Activity and Wellness (PAW) Centre) Revenue \$42,171 budget	<ul style="list-style-type: none"> The GSA has a financial arrangement, in a sub-lease, with the Students' Union to receive rental revenue from the Chopped Leaf food outlet. Revenues commenced in August 2015. Revenue will be \$2,205 under the budget projection as the external auditor identified that the GSA should not be receiving the GST portion of the revenue. GST paid to date has been repaid to the Students' Union. 	<ul style="list-style-type: none"> In the 2015-16 budget this item was moved from the Restricted and Other Funding Budget to the Operating Budget. Actual April to September: \$18,806 Forecast October to March: \$20,081 The 2015-2016 actual was \$25,500
	Other Revenue	
Other Revenue \$1,266 budget	<ul style="list-style-type: none"> This account is used to record revenue that may arise from other sources or one-time funding opportunities. So far in 2016-2017 this revenue has come from a grant from University Wellness Services, and revenue distribution cheque from Worker's Compensation Board. 	<ul style="list-style-type: none"> On target Actual April to September: \$1,697 Forecast October to March: \$0.00 The 2015-2016 actual was \$7,552
	GSA GOVERNANCE	
	Directly-Elected Officers Stipends	
Directly-Elected Officers Stipends \$161,978 budget	<ul style="list-style-type: none"> The Directly-Elected Officers includes the President, the VP Academic, the VP Student Services, the VP External, and the VP Labour. In 2016-2017, the President receives an annual stipend of \$38,566 and the four VP positions each receive \$30,853. Any changes in the stipends above the Consumer Price Index are subject to explicit approval by GSA Council (Section D: GSA Officers, GSA Bylaw, GSA Officers, Section D BYL.2.3.b) Note that the stipends are gross stipends and include tax and CPP. Remittances are made on behalf of Directly-Elected Officers from their stipend totals. 	<ul style="list-style-type: none"> On target Actual April to September: \$80,776 Forecast October to March: \$80,989 The 2015-2016 actual was \$159,141

GSA 2016-2017 Operating Budget (including Capital Budget) Narrative

6.7

Directly-Elected Officers Benefits		
GSA Health and Dental Plan \$2,250 budget	<ul style="list-style-type: none"> The rate currently is \$492.95 per graduate student per annum. This invoice is paid in September. 	<ul style="list-style-type: none"> On target Actual April to September: \$2,465 Forecast October to March: \$0.00 The 2015-2016 actual was \$2,143
U-Pass \$2,125 budget	<ul style="list-style-type: none"> The U-Pass is set at \$141.67 each term. This amount is reimbursed in May, September, and January. 	<ul style="list-style-type: none"> On target Actual April to September: \$1,385 Forecast October to March: \$708 The 2015-2016 actual was \$2,000
Employer Contributions		
Employer CPP Contributions \$7,338 budget	<ul style="list-style-type: none"> This is the GSA's contribution for the Canada Pension Plan which is at a rate of 1.0 times the employee's contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target Actual April to September: \$3,634 Forecast October to March: \$3,611 The 2015-2016 actual was \$7,077
Employer EI Contributions \$4,405 budget	<ul style="list-style-type: none"> This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. EI is calculated at a rate of 1.88% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target Actual April to September: \$2,126 Forecast October to March: \$2,132 The 2015-2016 actual was \$4,188
Elected Officers - Other Expenses		
Insurance \$2,025 budget	<ul style="list-style-type: none"> Directors and Officers Liability Insurance. Paid annually in January. New insurance broker retained in January 2016 which has resulted in a policy rate savings. 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$1,215 The 2015-2016 actual was \$1,215
Transition/Early Call for Talent \$4,697 budget	<ul style="list-style-type: none"> May be used to fund the Early Call for Talent and Training in the fall. Transition activity typically occurs in March and April. Majority of 2016-2017 transition expenses have occurred in April and May 2016, rather than March so an over expenditure is forecast. 	<ul style="list-style-type: none"> On target Actual April to September: \$2,324 Forecast October to March: \$2,373 The 2015-2016 actual was \$1,188

GSA 2016-2017 Operating Budget (including Capital Budget) Narrative

6.8

<p>Elected Officers' Expenses</p> <p>\$2,336 budget</p>	<ul style="list-style-type: none"> Expenses related to hosting/food/conferences to pursue GSA goals or initiatives. E.g. one on one meetings with graduate students to discuss the role of the GSA in the lives of graduate students. 	<ul style="list-style-type: none"> Anticipated surplus: \$1,487 Actual April to September: \$249 Forecast October to March: \$600 The 2015-2016 actual was \$692
<p>GSA Board and Other Committee Expenses</p> <p>\$5,411 budget</p>	<ul style="list-style-type: none"> The cost estimate is based on 52 GSA Board meetings per year at \$104 per meeting and occasional meetings of other committees. The primary expense is the provision of a lunch. Costs are being contained by the use of more economical frozen foods which are prepared in-house. 	<ul style="list-style-type: none"> Anticipated surplus: \$2,685 Actual April to September: \$626 Forecast October to March: \$2,100 The 2015-2016 actual was \$2,632
<p>GSA Council Expenses</p>		
<p>GSA Council/Food/Other Expense</p> <p>\$3,513 budget</p>	<ul style="list-style-type: none"> The estimate is based on 12 meetings per year at \$292 per meeting. 	<ul style="list-style-type: none"> On target Actual April to September: \$1,234 Forecast October to March: \$1,920 The 2015-2016 actual was \$2,647
<p>Election Expenses</p> <p>\$2,360 budget</p>	<ul style="list-style-type: none"> This is used to cover expenses associated with the GSA General Election that takes place in March. 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$2,360 The 2015-2016 actual was \$69
<p>GSA Council Speaker Honorarium</p> <p>\$2,272 budget</p>	<ul style="list-style-type: none"> Speaker is paid an honorarium for chairing each GSA Council meeting (\$150 per meeting from April to September and \$185 per meeting thereafter). 	<ul style="list-style-type: none"> On target Actual April to September: \$750 Forecast October to March: \$1,110 The 2015-2016 actual was \$1,500
<p>Chief Returning Officer Honorarium</p> <p>\$1,082 budget</p>	<ul style="list-style-type: none"> Chief Returning Officer is paid an honorarium for managing the GSA General Election, including any by-elections and referenda. 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$1,082 The 2015-2016 actual was \$1,065
<p>Other Honoraria</p> <p>\$2,000 budget</p>	<ul style="list-style-type: none"> This pool of money may be used to pay an honorarium to an individual(s) for significant and high-level work similar to that done by the Speaker or CRO. Example, DRO needs to fill in for CRO for a significant period. Pre-approval by two signing authorities is needed. 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$2,000 The 2015-2016 actual was \$500

GSA 2016-2017 Operating Budget (including Capital Budget) Narrative

6.9

GSA ADVOCACY		
<p>Government and External Relations</p> <p>\$16,239 budget</p>	<ul style="list-style-type: none"> • Relationship-building, with a focus on advocacy, between the GSA, government and other organizations. Usually in the form of travel expenses, hosting, or meetings related to advocacy. • In its Strategic Work Plan (SWP), the GSA Board identified the need for a strong voice at the table with government (Alberta government in particular) and other decision-making and influential groups at the national level in order to promote the best interests of graduate students. As a strong, stable, rebuilt organization, the GSA and its leaders are now in an excellent position to take on intensive, integrated advocacy for and presentation of graduate student issues. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$6,975 • Forecast October to March: \$9,264 • The 2015-2016 actual was \$8,490
<p>University Relations</p> <p>\$1,080 budget</p>	<ul style="list-style-type: none"> • Expenses related to the building and maintenance of relationships between the GSA and University units. Usually in the form of hosting/meeting expenses. • Pre-approval by two signing authorities needed. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$105 • Forecast October to March: \$975 • The 2015-2016 actual was \$715
<p>ab-GPAC</p> <p>\$7,812 budget</p>	<ul style="list-style-type: none"> • In 2013, the Alberta Graduate Council (AGC) closed its operations. A new Provincial Graduate Student Advocacy group (ab-GPAC) was formed under the <i>Societies Act</i> in October 2014. The mandate is to lobby to the Alberta government and promote the interests and concerns of graduate students. • Fees for the new ab-GPAC have been set at \$3.00 per graduate student per year, effective September 2015. • Previously the fees for AGC were \$2.00 per year, covered in part by a dedicated fee of \$0.50 assessed per graduate student per term that was implemented by a referendum in 2000. The remaining \$0.50 per graduate student per term is paid out of the GSA operating budget as the "GSA contribution." In the time period between the disbanding of AGC and the start-up of ab-GPAC the dedicated fees collected were held in reserve. This reserve will be drawn down this year to cover the \$1.00 difference in fees. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$5,923 • Forecast October to March: \$1,889 • The 2015-2016 actual was \$7,689

GSA 2016-2017 Operating Budget (including Capital Budget) Narrative

6.10

GSA Office – Human Resources		
Staff Represented by NASA		
<p>Staff Represented by NASA - Salaries</p> <p>\$187,000 budget</p>	<ul style="list-style-type: none"> • 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. • This is to include approved cost of living increases and one-time payments (e.g. responsibility pay). • The 2016-2017 budget is understated by \$58,000 due to a vacant staff position. • Overspent in second quarter due to staff realignments. 	<ul style="list-style-type: none"> • Overspent by \$4,353 • Actual April to September: \$95,689 • Forecast October to March: \$95,664 • The 2015-2016 actual was \$198,418
<p>Staff Represented by NASA – Benefits</p> <p>\$19,530 budget</p>	<ul style="list-style-type: none"> • The GSA is providing lump sum payments in lieu of benefits to supplement salaries for continuing staff. The budget of \$19,530 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). 	<ul style="list-style-type: none"> • Underspent by \$6,725 • Actual April to September: \$0.00 • Forecast October to March: \$12,805 • The 2015-2016 actual was \$12,461
<p>Staff Represented by NASA – GSA Health and Dental Plan and GSAP</p> <p>\$1,900 budget</p>	<ul style="list-style-type: none"> • The rate is currently \$492.95 per annum per staff. • The Graduate Student Assistance Plan is \$21 per annum per staff. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$1,479 • Forecast October to March: \$0.00 • The 2015-2016 actual was \$1,286
<p>Staff Represented by NASA – Employer CPP Contributions</p> <p>\$10,000 budget</p>	<ul style="list-style-type: none"> • This is the GSA’s contribution for the Canada Pension Plan which is at a rate of 1.0 times the employee’s contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution). 	<ul style="list-style-type: none"> • Anticipated surplus: \$1,048 • Actual April to September: \$4,477 • Forecast October to March: \$4,475 • The 2015-2016 actual was \$8,281
<p>Staff Represented by NASA – Employer EI Contributions</p> <p>\$5,348 budget</p>	<ul style="list-style-type: none"> • This is the GSA’s contribution for Employment Insurance which is at a rate of 1.4 times the employee’s contribution. EI is calculated at a rate of 1.88% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution). 	<ul style="list-style-type: none"> • On target • Actual April to September: \$2,374 • Forecast October to March: \$2,518 • The 2015-2016 actual was \$4,513

GSA 2016-2017 Operating Budget (including Capital Budget) Narrative

6.11

Staff Development (NEW) \$2,400 budget	<ul style="list-style-type: none"> The staff NASA contract provides for support of \$800.00 per staff for courses related to staff development. 	<ul style="list-style-type: none"> New budget line for 2016-2017. On target Actual April to September: \$80.00 Forecast October to March: \$2,320
	Management	
Management - Salaries \$384,000 budget	<ul style="list-style-type: none"> Several management positions were externally benchmarked and approved unanimously by GSA Council in 2010, along with a succession plan to ensure stability long term. These positions are still evolving as the GSA finishes a rebuilding effort begun in 2010. The Executive Director salary and other employment related expenses are established in a contractual agreement. The Executive Director changed in September 2016 and resulted in salary savings in the 2016-2017 fiscal year. The Director of Operations/Labour Professional works three days a week (reduced in 2013 from four days). A full-time management position was created in 2013, benchmarked against a University APO's salary, as part of the above-mentioned succession plan. This position is currently vacant. The last position as envisioned in the above-mentioned succession plan, is the Associate Director, which was filled in 2014. 	<ul style="list-style-type: none"> Anticipated surplus: \$21,173 Actual April to September: \$183,943 Forecast October to March: \$178,884 The 2015-2016 actual was \$393,739
Management - Merit Pay/Contractual for Management \$30,062 budget	<ul style="list-style-type: none"> In accordance with the Executive Director's contract as of 2016-2017, the ED has the opportunity to receive merit pay and other contractual expenses (being paid monthly). The former ED declined to have merit pay built into her salary. The current ED uses this fund primarily to provide merit pay to managers. 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). 	<ul style="list-style-type: none"> Anticipated surplus: \$1,589 Actual April to September: \$4,985 Forecast October to March: \$23,488 The 2015-2016 actual was \$29,624

GSA 2016-2017 Operating Budget (including Capital Budget) Narrative

6.12

Management - Benefits \$28,285 budget	<ul style="list-style-type: none"> In 2013 the GSA began to provide benefit compensation for management. The budget 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). 	<ul style="list-style-type: none"> On target Actual April to September: \$13,500 Forecast October to March: \$13,800 The 2015-2016 actual was \$27,038
Management - RRSP \$17,678 budget	<ul style="list-style-type: none"> In accordance with the contract of the former Executive Director, she is entitled to an RRSP payment of \$5,000 (made in monthly increments). Other management also receive RRSP payments. The budget was calculated on the basis of 5% of salary. 	<ul style="list-style-type: none"> Anticipated surplus: \$1,196 Actual April to September: \$8,142 Forecast October to March: \$8,340 The 2015-2016 actual was \$16,278
Management - GSA Health and Dental Plan and GSAP \$2,500 budget	<ul style="list-style-type: none"> The rate currently is \$492.95 per annum per management staff. The Graduate Student Assistance Plan is \$21 per annum per management staff. 	<ul style="list-style-type: none"> On target Actual April to September: \$2,465 Forecast October to March: \$493 The 2015-2016 actual was \$2,143
Management - Employer CPP Contributions \$11,500 budget	<ul style="list-style-type: none"> This is the GSA's contribution for the Canada Pension Plan which is at a rate of 1.0 times the employee's contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target Actual April to September: \$5,455 Forecast October to March: \$5,900 The 2015-2016 actual was \$12,863
Management - Employer EI Contributions \$6,375 budget	<ul style="list-style-type: none"> This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. EI is calculated at a rate of 1.88% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution). 	<ul style="list-style-type: none"> On target Actual April to September: \$2,892 Forecast October to March: \$3,442 The 2015-2016 actual was \$6,830
Other HR Expenses		
Parental/Other Discretionary Leave \$0.00 budget	<ul style="list-style-type: none"> A Parental/Other Discretionary Leave Fund of \$60,000 has been established outside of the Operating Budget and is posted in the audited financial statements. This funding is for parental and other discretionary leave. This is contractual as per the GSA staff agreement with NASA and is also available to managers. This line will not be included in next year's budget. 	

GSA 2016-2017 Operating Budget (including Capital Budget) Narrative

6.13

<p>Office Recognition \$2,811 budget</p>	<ul style="list-style-type: none"> This pool of money is used for recognition of GSA staff members (e.g. when a staff member leaves or reaches significant benchmarks). 	<ul style="list-style-type: none"> Anticipated surplus: \$1,038 Actual April to September: \$120 Forecast October to March: \$1,653 The 2015-2016 actual was \$528
<p>Vacation Payout \$5,244 budget</p>	<ul style="list-style-type: none"> Contractual arrangement (to August 31, 2016) 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 ED's discretion. Unspent funds from this line may be used to augment RRSP payments, or professional development. 	<ul style="list-style-type: none"> Anticipated surplus: \$1,738 Actual April to September: \$1,506 Forecast October to March: \$2,000 The 2015-2016 actual was \$4,417
<p>Professional Expense Allowance \$6,292 budget</p>	<ul style="list-style-type: none"> Contractual arrangement with the Executive Director. Budget also used for other management positions and professional development. In 2016-2017 the former Director of Services and Governance attended the University Management course in May 2016, for a one-time expense of approximately \$4,900, which has caused this line to be overspent. Unspent funds may be used for other management benefits at the discretion of the ED. 	<ul style="list-style-type: none"> Estimated to be overspent by \$3,097 Actual April to September: \$9,389 Forecast October to March: \$0.00 The 2015-2016 actual was \$3,948
<p>Workers' Compensation \$2,000 budget</p>	<ul style="list-style-type: none"> WCB-Alberta is disability insurance for workers against the impact of workplace injuries. Our insurance providers strongly recommended that the GSA enrol in Workers' Compensation. WC was acquired on April 7, 2014. WCB-Alberta requires an annual return be filed by the last day of February each year. 	<ul style="list-style-type: none"> On target Actual April to September: \$1,195 Forecast October to March: \$300 The 2015-2016 actual was \$1,581
<p>Parking \$2,166 budget</p>	<ul style="list-style-type: none"> Contractual arrangement for former Executive Director/Director-at-Large (until November 2016, then pending reassessment). Other occasional parking for elected officers, staff, and management. 	<ul style="list-style-type: none"> On target Actual April to September: \$840 Forecast October to March: \$790 The 2015-2016 actual was \$1,441

GSA 2016-2017 Operating Budget (including Capital Budget) Narrative

6.14

GSA Office Administration and Operational Costs		
Capital items \$6,292 budget	<ul style="list-style-type: none"> 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. In 2015 we had an external IT review and hired an IT expert to bring the GSA up to minimum university IT standards. This will involve some one-time costs in 2016 and 2017 and a new multi-year plan has been developed. 	<ul style="list-style-type: none"> On target Actual April to September: \$1,959 Forecast October to March: \$4,333 The 2015-2016 actual was \$8,775
Telephone & Cable \$4,195 budget	<ul style="list-style-type: none"> Billed monthly. The number of phones was reduced from 15 to 7 in 2011 and reduced to 6 in 2015. 	<ul style="list-style-type: none"> On target Actual April to September: \$1,704 Forecast October to March: \$1,588 The 2015-2016 actual was \$3,442
Office Supplies \$5,490 budget	<ul style="list-style-type: none"> General office expenses including office supplies, postage, swag purchases, printing, and miscellaneous office expenses. 	<ul style="list-style-type: none"> On target Actual April to September: \$763 Forecast October to March: \$4,057 The 2015-2016 actual was \$2,632
Repair and Maintenance \$2,003 budget	<ul style="list-style-type: none"> Contingency fund for repair and maintenance of office furniture, appliances, computers, and equipment. Includes monthly fees for Adobe Creative Cloud. 	<ul style="list-style-type: none"> On target Actual April to September: \$1,050 Forecast October to March: \$950 The 2015-2016 actual was \$1,031
Payroll and Banking Service Charges \$1,678 budget	<ul style="list-style-type: none"> The payroll processing charges to CERIDIAN (payroll service provider). Business banking plan fees and Corporate MasterCard annual fees. 	<ul style="list-style-type: none"> On target Actual April to September: \$1,092 Forecast October to March: \$586 The 2015-2016 actual was \$1,169
Photocopier Lease (Office) \$5,000 budget	<ul style="list-style-type: none"> The GSA leases two photocopiers for office use. Billing occurs monthly. 	<ul style="list-style-type: none"> On target Actual April to September: \$2,012 Forecast October to March: \$2,012 The 2015-2016 actual was \$4,777
Photocopier Meter (Office) \$3,500 budget	<ul style="list-style-type: none"> Billed monthly. 	<ul style="list-style-type: none"> On target Actual April to September: \$1,715 Forecast October to March: \$1,495 The 2015-2016 actual was \$3,291

GSA 2016-2017 Operating Budget (including Capital Budget) Narrative

6.15

Photocopier Paper (Office) \$839 budget	<ul style="list-style-type: none"> • Purchased monthly. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$301 • Forecast October to March: \$250 • The 2015-2016 actual was \$545
General Liability Insurance (Office) \$650 budget	<ul style="list-style-type: none"> • General liability office insurance, which was doubled in 2013. • New insurance broker retained in January 2016 which has resulted in a policy rate savings. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$535 • Forecast October to March: \$0.00 • The 2015-2016 actual was \$615
GSA Professional		
Financial Auditing \$10,770 budget	<ul style="list-style-type: none"> • GSA has an annual audit performed by Collins Barrow. • Required by <i>Post-Secondary Learning Act</i> and submitted to the University Board of Governors. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$11,025 • Forecast October to March: \$0.00 • The 2015-2016 actual was \$9,660
Consultants \$20,800 budget	<ul style="list-style-type: none"> • Hired IT consultant in April and May. Budget allows for further IT consulting as needed. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$6,732 • Forecast October to March: \$14,068 • The 2015-2016 actual was \$32,247
Investment Advisor (NEW) \$9,000 budget	<ul style="list-style-type: none"> • Investment advisor fees for ATB Investment Management Inc. 	<ul style="list-style-type: none"> • New for 2016-2017. • On target • Actual April to September: \$1,656 • Forecast October to March: \$7,344
Legal Fees - General \$20,975 budget	<ul style="list-style-type: none"> • Legal advice on significant operational issues, PAW Centre contract review, new Executive Director contract, and review of TD Insurance agreement. • If there are monies remaining at year-end these funds are added to continue build-up of a healthy Legal Defense Fund, on advice from our auditor. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$12,750 • Forecast October to March: \$7,970 • The 2015-2016 actual was \$20,499

GSA 2016-2017 Operating Budget (including Capital Budget) Narrative

6.16

GSA Service Expenses		
Grants and Subsidies Expenses		
Academic Workshop Subsidies \$5,711 budget	<ul style="list-style-type: none"> • The GSA Board, GSA Council and the GSA Budget and Finance Committee have approved the continuation of these subsidies as graduate students' reviews (reviewed regularly by the GSA Board) of the workshops are outstanding. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$5,500 • Forecast October to March: \$0.00 • The 2015-2016 actual was \$5,500
External Grants \$2,324 budget	<ul style="list-style-type: none"> • Funds request for external grants such as a grant for the Long Night Against Procrastination event and International Week sponsorship. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$0.00 • Forecast October to March: \$2,324 • The 2015-2016 actual was \$1,550
Graduate Student Groups		
Council Remuneration Student Groups \$5,192 budget	<ul style="list-style-type: none"> • GSA funding program for eligible departmental graduate student groups based on the attendance of their department councillor over the GSA Council year. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$4,600 • Forecast October to March: \$592 • The 2015-2016 actual was \$4,475
Academically-Related Student Group Awards \$15,575 budget	<ul style="list-style-type: none"> • The GSA provides a grant program, ongoing through the year, for departmental academically-related graduate student groups to: <ul style="list-style-type: none"> ▪ Bring in special guest lecturers or host academic-style events. ▪ Support the academic activities of graduate students at the departmental level. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$7,375 • Forecast October to March: \$8,200 • The 2015-2016 actual was \$14,981
Other Expenses		
Annual Strategic Plan Initiatives \$8,480 budget	<ul style="list-style-type: none"> • Any new strategic planning initiatives may be funded from this account. • Funding for this account line comes from the \$4,480 funding from Studentcare.networks and the \$4,000 from TDIMM. • A rental charge for one of the 2015—2016 PD events was not cashed 	<ul style="list-style-type: none"> • On target • Actual April to September: \$-799.00 • Forecast October to March: \$7,000 • The 2015-2016 actual was \$8,788

GSA 2016-2017 Operating Budget (including Capital Budget) Narrative

6.17

	by the University so the cheque became stale-dated and the funds were returned to this account, in this fiscal year.	
<p>Orientations and Departmental Liaison</p> <p>\$7,500 budget</p>	<ul style="list-style-type: none"> • Combined funding of \$7,500 is received from the Dean of Students and the Dean of FGSR. • 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, other graduate student engagement events, and professional development events for graduate students. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$3,020 • Forecast October to March: \$2,200 • The 2015-2016 actual was \$1,287
<p>AMICCUS-C Membership</p> <p>\$700 budget</p>	<ul style="list-style-type: none"> • Membership to AMICCUS (Association of Managers in Canadian Colleges and University Student Centers). 	<ul style="list-style-type: none"> • On target • Actual April to September: \$0.00 • Forecast October to March: \$650 • The 2015-2016 actual was \$650
<p>Food Bank Memorandum of Understanding</p> <p>\$9,000 budget</p>	<ul style="list-style-type: none"> • Contribution will be made in quarterly installments to the Campus Food Bank (which was founded by the GSA). • GSA Board did not disburse funds to the Food Bank in 2015-2016. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$4,500 • Forecast October to March: \$4,500 • The 2015-2016 actual was \$0.00
<p>Awards Night</p> <p>\$7,268 budget</p>	<ul style="list-style-type: none"> • Expenses for the annual GSA Awards Night (normally in March). • In 2015-2016 Awards Night fell on April 1, 2016 so expenses incurred so far this year are for that event. • Over expenditure is forecast as 2016-2017 expenses will be incurred in March 2017. 	<ul style="list-style-type: none"> • Overspent by \$3,543 • Actual April to September: \$4,811 • Forecast October to March: \$6,000 • The 2015-2016 actual was \$564
GSA Operating/Contingency Fund		
<p>Operating /Contingency Fund</p> <p>\$15,575 budget</p>	<ul style="list-style-type: none"> • A contingency fund is a fund set aside to handle unexpected and unanticipated expenses that are outside the range of the operating budget. Use of contingency is upon recommendation of the President. 	<ul style="list-style-type: none"> • On target • Actual April to September: \$7,217 • Forecast October to March: \$8,358 • The 2015-2016 actual was \$3,845

GSA 2016-2017 Restricted and Other Funding Budget (Narrative)

6.18

Account Name and Budget	Brief Description	Narrative
Restricted and Other Funding		
Fundraised Activity		
GSA Agenda/Handbook \$11,000 budget	<ul style="list-style-type: none"> The GSA sells advertising space in the yearly graduate student agenda/handbook to cover the printing costs. 2016-2017 ad revenue of \$8,795 was less than the projected \$11,000 so expenses were kept to that level. 	<ul style="list-style-type: none"> Actual April to September: \$8,795 Forecast October to March: \$0.00 The 2015-2016 actual was \$10,590
<p style="text-align: center;">Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)</p> <p>The Memorandum of Settlement provided for total funds of \$789,000 for the GSSF for 2016-2017. Individual budgets have been set for the components of Graduate Student Recognition Awards, Child Care Grants, Emergency Bursaries, and Academic Travel Awards.</p>		
GSA Recognition Awards \$18,000 budget	<ul style="list-style-type: none"> Funds provide for various awards presented at the annual Awards Night. Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer. Expenses for the Awards Night are processed in the following March. 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$18,000 The 2015-2016 actual was \$18,000
GSA Child Care Grants \$249,000 budget	<ul style="list-style-type: none"> Graduate students can apply for this Grant to offset the cost of child care. Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer. Expenses are processed throughout the year. 	<ul style="list-style-type: none"> On target Actual April to September: \$157,000 Forecast October to March: \$92,000 The 2015-2016 actual was \$277,000
GSA Emergency Bursaries \$137,500 budget	<ul style="list-style-type: none"> Emergency Bursaries are a non-repayable bursary for graduate students who need assistance due to an unanticipated emergency. Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer. Expenses are processed throughout the year. 	<ul style="list-style-type: none"> On target Actual April to September: \$17,621 Forecast October to March: \$119,879 The 2015-2016 actual was \$130,770
GSA Academic Travel Awards \$384,500 budget	<ul style="list-style-type: none"> Graduate students can apply for this award to participate in academic activities such as conferences and research trips. Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer. Expenses are processed throughout the year. 	<ul style="list-style-type: none"> On target Actual April to September: \$189,522 Forecast October to March: \$194,978 The 2015-2016 actual was \$306,336
ab-GPAC \$7,361 budget	<ul style="list-style-type: none"> In 2013, the Alberta Graduate Council (AGC) closed its operations. A new Provincial Graduate Student Advocacy group (ab-GPAC) was formed under the <i>Societies Act</i> in October 2014. The mandate is to lobby with the Alberta government in promoting the 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$7,361

GSA 2016-2017 Restricted and Other Funding Budget (Narrative)

6.19

Account Name and Budget	Brief Description	Narrative
	<p>interests and concerns of graduate students.</p> <ul style="list-style-type: none"> Fees for the new ab-GPAC have been set at \$3.00 per graduate student per year, effective September 2015. Previously the fees for AGC were \$2.00 per year, covered in part by a dedicated fee of \$0.50 assessed per graduate student per term that was implemented by a referendum in 2000. The remaining \$0.50 per graduate student per term is paid out of the GSA operating budget as the "GSA contribution." In the time period between the disbanding of AGC and the start-up of ab-GPAC the dedicated fees collected were held in reserve. This reserve will be drawn down this year to cover the \$1.00 difference in fees. 	<ul style="list-style-type: none"> The 2015-2016 actual was \$13,983
<p>CJSR Fees</p> <p>\$14,722 budget</p>	<ul style="list-style-type: none"> The U of A campus radio station (CJSR) receives \$1.00 per graduate student per term. This is a dedicated fee that was implemented by a referendum in 1999. Revenue and the related expenses are processed in October and February. 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$14,722 The 2015-2016 actual was \$14,189
<p>GSAP (Graduate Students Assistance Program)</p> <p>\$66,163 budget</p>	<ul style="list-style-type: none"> The Graduate Students Assistance Plan began in September 2009, and is funded in part by a \$12 per graduate 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. Revenue and the related expenses are processed in October and February. 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$66,163 The 2015-2016 actual was \$64,838
<p>Health Plan</p> <p>\$1,315,120 budget</p>	<ul style="list-style-type: none"> This is the fee that is charged to graduate students for the health part of the GSA Health and Dental plan. The 2016-2017 fee is \$280.70 per graduate student per year. Revenue and the related expenses are processed in October, February, and March. There is a GSA Health and Dental Plan Reserve Fund which was established to ensure that adequate funds are available in the event the GSA Health and Dental Plan costs exceed the amounts collected in fees. The fund will be drawn down in 2016-2017. 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$1,315,120 The 2015-2016 actual was \$1,344,025
<p>Dental Plan</p> <p>\$982,943 budget</p>	<ul style="list-style-type: none"> This is the fee that is charged to graduate students for the dental part of the GSA Health and Dental plan. The 2016-2017 fee is \$212.25 per graduate student per year. Revenue and the related expenses are processed in October, February, and March. There is a GSA Health and Dental Plan Reserve Fund which was established to ensure that adequate funds are available in the event the GSA Health and Dental Plan costs exceed the amounts collected in fees. The fund will be drawn down in 2016-2017. 	<ul style="list-style-type: none"> On target Actual April to September: \$0.00 Forecast October to March: \$982,943 The 2015-2016 actual was \$903,918



To: GSA Council
From: Leigh Spanner
Date: November 10, 2016

Dear Council Colleagues,

As I reported to you last month (accompanied by the offer to receive any feedback or questions you may have), the GSA Elections and Referenda Committee (GSA ERC) has met multiple times this fall to engage in a detailed review of GSA Bylaw and Policy on Elections and Referenda in advance of the GSA General Election 2017, as well as an upcoming referendum concerning the continuation of the U-Pass program. The committee has worked hard, and had very detailed discussions, in order to generate the recommended proposed changes that are now before you for consideration. Please note that the substantive changes have been highlighted in the attached double column documents and, in brief, the major recommended changes include:

- Enabling DEOs not running in an election to endorse candidates, if they wish, as individuals rather than as GSA Officers but specify that they may not use the GSA office or any GSA office resources;
 - Clarifying that DEOs (as elected representatives) may take a position on referenda questions without formally registering either a 'yes' or 'no' campaign;
 - Making changes to Referenda Bylaw and Policy to parallel already approved changes to GSA Bylaw and Policy on Elections (eg allowing campaigning during the voting period of a referendum);
 - Distinguishing between campaigning conducted on University physical or electronic resources and campaigning conducted off-campus, using non-University physical or electronic resources;
 - Adjustments to the scope of responsibilities of the CRO and DRO resulting from the awareness that various forms of campaign materials (such as campaigning done through social media or face-to-face interactions) cannot necessarily be directly overseen by the CRO or DRO;
 - Changes to limitations placed on candidates in an election and Campaign Representatives in a referendum with respect to using mailing lists (ie prohibiting the use of mailing lists moderated by University employees and used to send official University communications, and permitting the use of mailing lists moderated by graduate student groups and departmental GSAs);
 - Provision for campaign materials in languages other than English to be accompanied by an English translation when submitted to the CRO for approval and noting that the CRO is not responsible for the accuracy of translations;
 - Reorganization and elimination of current "do" and "don't" lists to place individual items with already existing sections;
- and*
- To parallel previously approved changes to the Officer Portfolios for CRO and DRO and the mandate of the GSA ERC, multiple provisions for them to consult with the GSA ERC during the course of an election or referendum were added.

I look forward to presenting these changes to you in November and welcome any questions you may have.

Sincerely,
Leigh Spanner, Chair of the GSA Elections and Referenda Committee

Outline of Issue (GSA Council)

Proposed Changes to GSA Bylaw and Policy on Elections and Referenda

Suggested Motion for GSA Council:

That the GSA Council, on the recommendation of the GSA Elections and Referenda Committee, **APPROVE** the proposed changes to GSA Bylaw and Policy on Elections and Referenda, as shown in the attached double column documents and effective upon the second reading by GSA Council in the case of GSA Bylaw and the approval of GSA Council in the case of GSA Policy.

NOTE 1: The proposed changes apply to Section I: Elections and Section J: Referenda

NOTE 2: Substantive changes that GSA Council is asked to consider are highlighted in yellow

NOTE 3: This is the first reading of proposed changes to GSA Bylaw, proposed changes to GSA Policy are presented for information.

Background:

Following several meetings over the fall of 2016, members of the GSA Elections and Referenda Committee voted to recommend the attached proposed changes to GSA Council via email vote on November 1, 2016.

The GSA Governance Committee approved editorial changes to GSA Bylaw and Policy on elections and referenda at a meeting of October 31, 2016.

Please see the attached draft cover letter for additional information.

Jurisdiction:

Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Section F.POL.3.2.a

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

Section I: Elections, GSA Policy, GSA Standing Committees, GSA Elections and Referenda Committee, Section I.POL.20.3

"The GSA ERC will review GSA Elections and Referenda Bylaws and Policies annually and make any recommendations to GSA Council through the GSA Board."

Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Section F.POL.4.2.a.ii

The GSA GC will "make any routine or editorial changes to the governance documents as deemed necessary by the Committee."

Elections

Proposed Changes to GSA Bylaw, Elections, and GSA Policy, Elections

Current Bylaw (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
Elections	
I.BYL.1 Guiding Principle	<i>No change.</i>
1.BYL.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.	<i>No change.</i>
I.BYL.2 Election Timeline	<i>No change.</i>
I.BYL.2.1 Elections will consist of a nomination period, a campaign period, and a voting period.	<i>No change.</i>
I.BYL.2.2 The timeline for elections will be set out in GSA Policy.	<i>No change.</i>
I.BYL.3 Nominations	<i>No change.</i>
I.BYL.3.1 The requirements for the nomination forms will be set out in GSA Policy.	<i>No change.</i>
I.BYL.3.2 Candidates for Directly-Elected Officer (DEO) positions will <u>be graduate students in good academic standing and will</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 will be elected on a per ballot basis.	<i>Addition to accord with GSA Policy on Officer Portfolios, which references the matter of academic standing.</i>
I.BYL.3.3 Candidates are not allowed to run for multiple positions.	<i>No change.</i>
I.BYL.4 Voting	<i>No change.</i>
I.BYL.4.1 All voting in the GSA General Election and By-Elections will be done electronically, except in the event of a failure of the electronic system in use.	<i>No change.</i>
I.BYL.5 Conflict of Interest Campaign Restrictions	<i>Covers a number of items not related to conflict of interest so the title has been changed accordingly.</i>

Current Bylaw (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
Elections	
<p>I.BYL.5.1 If a Any member individual associated with of the GSA office environment (whether standing as a candidate or not) is also a candidate standing for election, he/she shall not use the GSA office or any GSA office resources (eg email accounts and/or staff) for campaign purposes on behalf of any candidate. This includes any current Directly Elected Officer(s) running in a General Election or By Election.</p>	<p><i>Proposed change to make explicit that this means not just the physical office, but also resources, such as email accounts and staff. Clarify that this applies to anyone involved in campaigning (whether a candidate or a campaign member).</i></p> <p><i>Remove mention of this applying to current DEOs as is captured at the beginning of the section.</i></p>
<p>I.BYL.5.1 I.BYL.5.2 DEOs running in a GSA General Election or By Election (whether standing as a candidate or not) will not campaign on behalf of any candidate during any GSA or University committee meetings or events at which they are acting as elected representatives of the GSA.</p>	<p><i>To provide clarity that, while DEOs (whether running in a GSA election or not) must continue to perform their duties in the campaign period, they are not permitted to campaign for any candidate during meetings or at events.</i></p> <p><i>Renumbering.</i></p>
<p>I.BYL.5.2 I.BYL.5.3 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), DEOs may endorse candidates provided they do not do so in their capacity as elected representatives of the GSA, and shall they do not speak for the GSA as an organization.</p>	<p><i>Clarify that DEOs may endorse candidates but not as representatives of the GSA and recommended removal of language now captured in Sections I.BYL.5.1 and I.BYL.5.2.</i></p> <p><i>Renumbering.</i></p>
<p>I.BYL.5.3 I.BYL.5.4 The Chief Returning Officer (CRO), Deputy Returning Officer, Speaker, Deputy Speaker, members of the GSA Nominating Committee, members of the GSA Appeals and Complaints Board, and members of the GSA Elections and Referenda Committee will remain neutral and not campaign for or endorse any candidate whatsoever.</p>	<p><i>Recommended addition to emphasize the neutrality required in these positions during a GSA General Election or Referendum.</i></p>
I.BYL.6 By-Elections	<i>No change.</i>
<p>I.BYL.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.</p>	<i>Moved to Section I.POL.17, below.</i>
<p>I.BYL.6.2 I.BYL.6.2 In the event that a DEO position or Councillor-at-Large (CAL) position is not filled by the end of the General Election (ie no candidates run for a position or "None of the Candidates" is elected), or a DEO position or CAL position is vacated any time prior to December 1 (or the next working day), the CRO and GSA Council will follow GSA Policy on By-Elections (see Section I: Elections, GSA Policy, Elections).</p>	<i>Renumbering.</i>

Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
Elections	
I.POL.7 <u>General Principles and Rules of Conduct for Elections</u>	<i>Recommended change to move up elements of existing Section I.POL.12 and to amend the section title to reflect that.</i>
I.POL.7.1 “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” (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.1.1).	<i>No change.</i>
<u>I.POL.7.2 Candidates will abide by GSA Bylaw and Policy concerning elections, and any other applicable policies or laws, and will ensure that campaign volunteers do the same. It is the responsibility of candidates to familiarize themselves with GSA Elections Bylaw and Policy.</u>	<i>Currently existing Policy; moved from current Sections I.POL.12.1.b, I.POL.12.1.d (above), and I.POL.12.1.e.v (below).</i>
I.POL.7.3 Candidates will treat the CRO, DRO, GSA Officers, management, staff, and fellow candidates <u>with respect.</u>	<i>Currently existing Policy, moved from current Section I.POL.12.1.e.iii, below.</i>
I.POL.8 Nomination Forms	<i>No change.</i>
I.POL.8.1 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 Chief Returning Officer (CRO). The CRO and Deputy Returning Officer (DRO), <u>in consultation with the GSA Elections and Referenda Committee (GSA ERC),</u> will have the discretion to determine the form and layout of the nomination forms.	<i>The CRO will consult with the GSA ERC members on as many aspects of an election as possible, as stipulated elsewhere in currently existing Policy.</i>
I.POL.8.2 On the Directly-Elected Officer (DEO) nomination forms, candidates will 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 they are running.	<i>No change.</i>
I.POL.8.3 Councillor-at-Large (CAL) candidates are not required to include signatures in their nomination forms.	<i>No change.</i>
I.POL.8.4 Written nominations for DEO or CAL positions will be submitted to the GSA office to be reviewed and signed by the CRO or DRO in order to verify both completeness and that the nomination form has been submitted on time. The original will be filed in the GSA office and one copy provided to the candidate, <u>normally electronically.</u> If a nomination form is incomplete or late, the CRO or DRO will not accept the nomination form. Candidates cannot appeal this decision.	<i>In practice for the past few years the CRO has been providing an electronic copy of a candidate’s nomination form.</i>
I.POL.8.5 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	<i>No change.</i>

Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
Elections	
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 Section I: Elections, GSA Policy, Elections, Section I.POL.8.4, above.	
I.POL.8.6 Once the CRO or DRO verifies nomination forms, the names of candidates who have submitted their nomination forms will be provisionally listed on the GSA website <u>and in hard copy at the GSA office.</u>	<i>In case the GSA website is temporarily unoperational, a hard copy list will be kept at the GSA office. In practice, during the 2014-2015 and 2015-2016 GSA General Election, an up-to-date list was kept in hard copy at the GSA Office (the CRO approved this list).</i>
I.POL.8.7 The following will be attached to the nomination form for the GSA General Election and any subsequent By-Elections:	<i>No change.</i>
I.POL.8.7.a Preamble	<i>No change.</i>
I.POL.8.7.a.i The GSA Council has approved General Principles and Rules of Conduct governing the GSA General Election and any subsequent By-Elections. The GSA has Elections Bylaw and Policy posted in full on the GSA website.	<i>No change.</i>
I.POL.8.7.b Definitions	<i>No change.</i>
I.POL.8.7.b.i “CRO” means CRO or DRO or any person Council designates or elects as Acting CRO or Acting DRO.	<i>Redundant as this is covered in GSA Policy on GSA Officer Portfolios and GSA Bylaw on GSA Officers – recommend removal.</i>
I.POL.8.7.b.ii “Working Day” means a day the GSA office is open.	<i>No change except renumbering.</i>
I.POL.8.7.c GSA Elections Bylaw and Policy and Acknowledgement by Candidates	<i>No change.</i>
I.POL.8.7.c.i The GSA Council has approved Bylaw and Policy related to the GSA General Election and any subsequent By-Elections. By signing the nomination form, all candidates acknowledge that they have read and agree to abide by GSA Elections Bylaw and Policy which are posted in full on the GSA website.	<i>No change.</i>
I.POL.8.7.c.ii 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 Bylaw and Policy, including the fact that the CRO, <u>in consultation with the GSA ERC, decides on penalties, remedial actions, and or/referrals for any issues/breaches and that the GSA Appeals and Complaints Board (GSA ACB) decides on any appeals. Any concerns with potential bias on the part of the CRO, the DRO, and members of the GSA ERC in making such decisions, and</u> members of the GSA ACB in making such decisions on appeals, will be filed with nomination forms.	<i>Include CRO, DRO, GSA ERC, and GSA ACB members in the filing of bias considering their role in making decisions and hearing appeals.</i>

Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
Elections	
I.POL.8.7.c.iii The current <u>CRO, DRO, members of the GSA ERC, and</u> members of the GSA ACB will be updated each year on the nomination forms.	<i>See rationale above.</i>
I.POL.8.7.c.iv 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.	<i>No change.</i>
I.POL.8.7.c.v The deadline to file any concerns of bias on the part of members of the GSA ACB in shall be updated each year on the nomination forms.	<i>Conflicts with Section I.POL.8.7.c.ii</i>
I.POL.9 Timeline	<i>No change.</i>
I.POL.9.1 Except as specified below, the timeline for elections is at the discretion of the CRO, <u>in consultation with the GSA ERC.</u>	<i>The CRO will consult with the GSA ERC members on as many aspects of an election as possible, as stipulated elsewhere in currently existing Policy.</i>
I.POL.9.2 "Elections consist of a nomination period, a campaign period, and a voting period" (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.2.1).	<i>No change.</i>
I.POL.9.3 Nominations for the GSA General Election will open on or about January 30.	<i>No change.</i>
I.POL.9.4 The nomination period will last at least fourteen (14) calendar days. The nomination period will end on a working day.	<i>No change.</i>
I.POL.9.5 Within twenty-four (24) hours after the close of the nomination period, the CRO will hold the All-Candidates' Meeting as described in Section I: Elections, GSA Policy, Elections, Section I.POL.10.	<i>No change.</i>
I.POL.9.6 The campaign period will last at least seven (7) calendar days and will begin no earlier than the day following the All-Candidates' Meeting.	<i>No change.</i>
I.POL.9.7 Voting:	<i>No change.</i>
I.POL.9.7.a Campaigning is permitted during the voting period.	<i>No change.</i>
I.POL.9.7.b The CRO will ensure that the voting period starts on a working day and lasts at least forty-eight (48) hours.	<i>No change.</i>
I.POL.9.8 Voting will be completed no later than April 15, or the next working day.	<i>No change.</i>
I.POL.10 All-Candidates' Meeting	<i>No change.</i>

Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
Elections	
I.POL.10.1 The CRO is responsible for organizing a meeting of all candidates running in an election to provide them with an overview of GSA Elections Bylaw and Policy.	No change.
I.POL.10.2 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 (1) 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, <u>following consultation with the GSA ERC</u> . There is no appeal of this decision.	<i>The CRO will consult with the GSA ERC members on as many aspects of an election as possible, as stipulated elsewhere in currently existing Policy.</i>
I.POL.10.3 At the meeting described in Section I: Elections, GSA Policy, Elections, Section I.POL.10.1, above, the CRO will provide each candidate with information concerning campaigning, the General Principles and Rules of Conduct for Elections, and the GSA ACB Policy.	No change.
I.POL.11 Campaigning	No change.
I.POL.11.1 "The campaign period will last at least seven (7) calendar days and will begin no earlier than the day following the All-Candidates' Meeting" (Section I: Elections, GSA Policy, Elections, Section I.POL.9.6).	No change.
I.POL.11.2 Candidates are responsible for removing all campaign materials after voting has closed.	<i>Proposed change to reorder the section so that definitions of campaigning come first, followed by information about campaign materials and CRO approval processes, followed by information about the length of the campaign period, and, finally, the campaign spending limit. Content struck through has been moved below, starting at Section I.POL.11.12.</i>
I.POL.11.3 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.	<i>Proposed change to reorder the section so that definitions of campaigning come first, followed by information about campaign materials and CRO approval processes, followed by information about the length of the campaign period, and, finally, the campaign spending limit. Content struck through has been moved below, starting at Section I.POL.11.12.</i>
I.POL.11.4 Candidates shall report to the CRO all campaign-related expenses, and submit receipts no later than the close of the campaign period.	<i>Proposed change to reorder the section so that definitions of campaigning come first, followed by information about campaign materials and CRO approval processes, followed by information about the length of the campaign period, and, finally, the campaign spending limit. Content struck through has been moved below, starting at Section I.POL.11.12.</i>
I.POL.11.5 Exceeding the spending limit or failure to report and submit campaign expenses and receipts	<i>Proposed change to reorder the section so that definitions of campaigning come first,</i>

Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
Elections	
constitute grounds for disqualification from the current election.	<i>followed by information about campaign materials and CRO approval processes, followed by information about the length of the campaign period, and, finally, the campaign spending limit. Content struck through has been moved below, starting at Section I.POL.11.12.</i>
I.POL.11.6 I.POL.11.2 Campaigning is defined as any form of promotion of an individual or slate. This includes all verbal, electronic, and visual forms of communication. <u>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.</u>	<i>Elements of the last part of section have been moved below to proposed Section I.POL.11.3.</i> <i>Renumbering.</i>
I.POL.11.6.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).	<i>Section has been moved below.</i>
I.POL.11.7. 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.	<i>Section has been moved below to proposed Section I.POL.11.2.a.</i>
I.POL.11.8. Candidates shall not use unmoderated mailing lists for campaigning, including but not limited to departmental mailing lists.	<i>Recommended removal as now covered in other sections.</i>
I.POL.11.2.a <u>No form of campaigning (verbal, electronic, and visual) will contain misinformation, slander, inappropriate, discriminatory content, or <i>ad hominem</i> attacks of individuals or slates.</u>	<i>Reordered Section I.POL.11.7, above – reworded slightly to provide greater clarity.</i>
I.POL.11.2.b <u>Candidates will 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>	<i>Currently existing Policy; moved from current Section I.POL.12.1.e.i, below.</i>
I.POL.11.3 <u>Campaign materials include both those posted or circulated on University physical or electronic property, including but not limited to communications sent to mailing lists moderated by graduate student groups and departmental GSAs, and those posted or circulated on non-University physical or electronic property, including any elections-related materials shared on personal social media accounts or other online platforms.</u>	<i>New section that incorporates elements of new Section I.POL.11.2, as proposed above, and makes a distinction between various forms of campaign material informed by the awareness that campaigning often happens speedily on social media that cannot necessarily be directly overseen by the CRO.</i>
I.POL.11.4 <u>The CRO will approve campaign materials posted or circulated on University physical or electronic property prior to their distribution. The CRO will review such materials to ensure they comply with Section I: Elections, GSA Policy, Elections, Section I.POL.11.2.a, above, and any relevant GSA Bylaw and Policy. The CRO is not responsible for reviewing the editorial content of such campaign materials (eg grammar, punctuation).</u>	<i>New section that incorporates elements of current Section I.POL.11.6.a, and reworded to make consonant with proposed Section I.POL.11.3 (ie, distinguishing between various forms of campaign materials and the associated approval/oversight of said materials).</i>

Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
Elections	
I.POL.11.4.a Such campaign materials prepared in a language other than English will be accompanied by an English translation when submitted to the CRO for approval. The CRO is not responsible for the accuracy of translations.	New section to address campaign materials in languages other than English and to facilitate CRO approval of said materials.
I.POL.11.4.b The turnaround for approving campaign materials will be approximately one (1) working day.	Currently existing Policy; moved from current Section I.POL.12.1.e.iv, below.
I.POL.11.5 The CRO will be provided access to campaign materials posted or circulated on non-University physical or electronic property, and reserves the right to penalize candidates for any violations associated with Section I: Elections, GSA Policy, Elections, Section I.POL.11.2.a, above, and any relevant GSA Bylaw and Policy.	New section that incorporates elements of previous Section I.POL.11.6.a, and reworded to make consonant with new Section I.POL.11.3 (ie, distinguishing between various forms of campaign materials and the associated approval/oversight of said materials).
I.POL.11.6 Candidates may utilize mailing lists moderated by graduate student groups and departmental GSAs to distribute CRO approved campaign materials. Candidates will not utilize mailing lists moderated by University employees and regularly used to distribute communication from the University.	Currently existing Policy; moved from current Sections I.POL.12.1.e.vi and I.POL.12.1.e.xiv, below. Candidates may use mailing lists moderated by departmental GSAs but will not contact University administrators to distribute campaign materials.
I.POL.11.7 Candidates will get permission, where appropriate, to campaign in instructional spaces, such as classrooms, lecture halls, and office spaces. Candidates will not campaign in unsafe spaces that require permission to access and proper safety equipment. The CRO will talk about safety issues, including campaigning in labs, at the All-Candidates' Meeting.	Currently existing Policy; moved from current Sections I.POL.12.1.e.viii and I.POL.12.1.e.xvi, below. Recommended changes to ensure candidates arrange in advance, where appropriate, to enter spaces such as classrooms and other areas not open to the general public, and changes to deal with issues in previous years where candidates have gone into Chemistry labs, for example, without permission.
I.POL.11.8 Candidates may not use resources for campaigning that are not publicly accessible to all candidate(s) and slates(s). For example, do not use Departmental or Supervisor photocopiers to print campaign materials.	Currently existing Policy; moved from current Section I.POL.12.1.e.x, below and slightly reworded.
I.POL.11.9 Candidates will not use the University or GSA logos on any physical or electronic campaign materials.	Currently existing Policy; moved from current Section I.POL.12.1.e.xii, below.
I.POL.11.10 Candidates will not 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.	Currently existing Policy; moved from current Section I.POL.12.1.e.xviii, below.
I.POL.11.11 Candidates are encouraged to ask the CRO, before acting, if they have any questions about particular GSA Elections Bylaw or Policy (including questions related to the development of campaign materials and the planning of campaign events), and to report any breaches of GSA Elections Bylaw or Policy to the CRO.	Currently existing Policy; moved from current Section I.POL.12.1.e.xi, below.

Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
Elections	
I.POL.11.12 Candidates are responsible for removing all campaign materials after voting has closed.	<i>Moved from current Section I.POL.11.2, above.</i>
<u>I.POL.11.13 Campaign Spending Limit</u>	<i>New subsection to address specifically campaign spending.</i>
I.POL.11.13.a Individual candidates are authorized to spend no more than \$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 will 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. In order to encourage candidates to think, in advance, about campaign expenditures, a written informal plan for campaign expenditures will be submitted to the CRO before the All-Candidates' Meeting (either electronically or in hard copy).	<i>Incorporates elements of current Section I.POL.11.3, above.</i> <i>Statement re non-reimbursement of campaign costs is now Section I.POL.11.13.d below.</i> <i>Recommended change to encourage candidates to think proactively about campaign plans and costs.</i>
I.POL.11.13.b Candidates will report to the CRO all campaign-related expenses, and submit receipts (either electronically or in hard copy) no later than two (2) hours after the close of the voting period.	<i>Incorporates elements of current Section I.POL.11.4, above.</i> <i>Proposed change to ensure receipts are submitted in a timely fashion and clarification that campaigning is allowed during the voting period.</i>
I.POL.11.13.c Exceeding the spending limit or failure to report and submit campaign expenses and receipts constitute grounds for disqualification from the current election.	<i>Moved from current Section I.POL.11.5, above.</i>
I.POL.11.13.d Campaign costs are not reimbursed.	<i>Currently existing Policy; part of current Section I.POL.11.3.a, above. Recommend including as a separate statement.</i>
<u>I.POL.12 Principles and Rules of Conduct for Elections</u>	<i>Elements this section moved to Section I.POL.7, above and recommended removal of the "do" and "don't" lists – see next line for rationale.</i>
<u>I.POL.12.1 Preamble</u>	<i>Recommended removal of the "do" and "don't" lists because they do not necessarily contain all relevant regulations and thus can be confusing. If lists are removed preamble is unnecessary.</i>
I.POL.12.1.a 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 VII, Elections, General Principle).	<i>Other elements this section moved to Section I.POL.7, above. Recommended deletion of this as repetitive in the context of the proposed Section I.POL.7, above.</i>
I.POL.12.1.b Candidates will abide by GSA Bylaws and Policies concerning elections.	<i>Moved to proposed Section I.POL.7, above.</i>
I.POL.12.1.c As per GSA Policy (Officer Portfolios, Chief Returning Officer), "the Chief Returning Officer (CRO), with advice from the GSA Elections and Referenda Committee (GSA ERC), oversees GSA	<i>Other elements this section moved to Section I.POL.7, above. Recommended deletion of this as repetitive in the context of the proposed Section I.POL.7, above.</i>

Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
Elections	
Elections, By-Elections, and Referenda processes Furthermore, 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" (Section D: GSA Officers, GSA Policy, GSA Officer Portfolios, Section D.POL.11.1.a).	
I.POL.12.1.d It is the responsibility of the candidates to familiarize themselves with the GSA Elections Bylaw and Policy.	Moved to proposed Section I.POL.7, below.
I.POL.12.1.e The following are a series of principles and rules concerning candidate conduct during General Elections and By-Elections. These examples are non-exhaustive and include but are not limited to the following principles and rules:	Recommended removal of the "do" and "don't" lists because they do not necessarily contain all relevant regulations and thus can be confusing. If lists are removed this section is unnecessary.
I.POL.12.1.e.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.	Moved to Section I.POL.11.4.b, above.
I.POL.12.1.e.ii Do run a clean campaign and when running in a slate, encourage good behaviour for all slate members.	Recommended removal as already captured in Sections I.POL.7 and I.POL.7, above.
I.POL.12.1.e.iii Do treat the CRO, DRO, elected officials, management, staff, and fellow candidates with respect.	Moved to proposed Section I.POL.7, above.
I.POL.12.1.e.iv Do respect the CRO and DRO's time. The turnaround for approving campaign materials will be approximately one (1) working day.	Moved to proposed Section I.POL.11.6.b, above.
I.POL.12.1.e.v Do ensure any election volunteers or colleagues comply, at all times, with the GSA Elections Bylaws and Policies and other applicable policies or laws.	Moved to proposed Section I.POL.7, above.
I.POL.12.1.e.vi Do use moderated graduate student mailing lists to distribute CRO approved campaign materials.	Moved to proposed Section I.POL.11.8, above.
I.POL.12.1.e.vii Do ensure any election platforms align with the GSA's multiple roles under the <i>Post-Secondary Learning Act (PSLA)</i> .	Recommended removal as covered by proposed Section I.POL.11.2.a (specifically campaign material cannot contain misinformation).
I.POL.12.1.e.viii Do get permission from Professors or Instructors to campaign in any classrooms.	Moved to Section I.POL.11.9, above.
I.POL.12.1.e.ix 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.	Recommended removal as covered by proposed Sections I.POL.11.2.a and I.POL.7, above.

Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
Elections	
I.POL.12.1.e.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.	<i>Moved to Section I.POL.11.10, above.</i>
I.POL.12.1.e.xi Do ask the CRO, before acting, if you have any questions about particular Elections Bylaws and Policies.	<i>Moved to Section I.POL.11.13, above.</i>
I.POL.12.1.e.xii Don't use the University or GSA logos on any physical or electronic campaign materials.	<i>Moved to Section I.POL.11.11, above.</i>
I.POL.12.1.e.xiii As denoted in Section 5.7 "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."	<i>Recommended removal as covered in proposed Section I.POL.11.2.a, above.</i>
I.POL.12.1.e.xiv Don't use an unmoderated mailing list.	<i>Moved to Section I.POL.11.8 above.</i>
I.POL.12.1.e.xv 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.	<i>Recommended removal as covered in various portions of Section I.POL.11, above.</i>
I.POL.12.1.e.xvi Don't campaign in unsafe spaces that require proper safety equipment such as laboratories.	<i>Moved to Section I.POL.11.9 above.</i>
I.POL.12.1.e.xvii Don't place campaign materials behind locked doors that only certain candidates have access to through a key or swipe card.	<i>Proposed removal of this restriction, as it is difficult to enforce.</i>
I.POL.12.1.e.xviii 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.	<i>Moved to Section I.POL.11.12, above.</i>
I.POL.12.1.e.xix Don't violate any other GSA Bylaw s or Policy ies or other applicable policies or laws.	<i>Recommended removal as covered in various sections above.</i>
I.POL.13 <u>I.POL.12</u> CRO's Decision on Penalties, Remedial Action, and Referrals	<i>No change except renumbering.</i>
I.POL.13.1 <u>I.POL.12.1</u> The CRO will normally reach a decision on alleged breaches within seventy-two (72) hours. If more time is required to reach a decision, the CRO will consult with the GSA ERC regarding extensions.	<i>No change except renumbering.</i>
I.POL.13.2 <u>I.POL.12.2</u> When the CRO becomes aware of an issue or breach of GSA Elections Bylaw or Policy, or other applicable policies or laws, or a third party complains to the CRO about an alleged issue	<i>No change except renumbering.</i>

Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
Elections	
or breach of GSA Elections Bylaw or Policy, the CRO will consult, where reasonable, with the DRO, available member(s) of the GSA ERC, and the Executive Director (ED) or delegate, concerning deadlines and other related matters (as noted in Section D: GSA Officers, GSA Policy, GSA Officer Portfolios, Chief Returning Officer and Deputy Returning Officer) and will:	
I.POL.13.2.a <u>I.POL.12.2.a</u> Decide whether informal resolution should be attempted and, if so, contact the complainant and candidate(s) or slate(s).	<i>No change except renumbering.</i>
I.POL.13.2.b <u>I.POL.12.2.b</u> Email any written complaint to the candidate(s) or slate(s), or email the candidate(s) or slate(s) the details of the issue/breach in writing, and request a written response, setting a deadline of at least eight (8) hours.	<i>No change except renumbering.</i>
I.POL.13.2.c <u>I.POL.12.2.c</u> Upon reaching a decision the CRO will inform the candidate(s) or slate(s) of their decision on penalties, remedial actions, or referrals, their reasons for the decision, and will state whether the candidate(s) or slate(s) can continue to campaign.	<i>No change except renumbering.</i>
I.POL.13.2.d <u>I.POL.12.2.d</u> The CRO may impose the following penalties, remedial actions, or make referrals:	<i>No change except renumbering.</i>
I.POL.13.2.d.i <u>I.POL.12.2.d.i</u> Verbal or written reprimands.	<i>No change except renumbering.</i>
I.POL.13.2.d.ii <u>I.POL.12.2.d.ii</u> Reduction of spending limits.	<i>No change except renumbering.</i>
I.POL.13.2.d.iii <u>I.POL.12.2.d.iii</u> Disqualification from the current election.	<i>No change except renumbering.</i>
I.POL.13.2.d.iv <u>I.POL.12.2.d.iv</u> Any other penalty or remedial action.	<i>No change except renumbering.</i>
I.POL.13.2.d.v <u>I.POL.12.2.d.v</u> Any referrals.	<i>No change except renumbering.</i>
I.POL.13.2.e <u>I.POL.12.2.e</u> The ED or delegate will be copied on the emails described above.	<i>No change except renumbering.</i>
I.POL.13.2.f <u>I.POL.12.2.f</u> If a person provides information on an anonymous basis, that information and the request for anonymity will be assessed on a case-by-case basis.	<i>No change except renumbering.</i>
I.POL.13.2.g <u>I.POL.12.2.g</u> The CRO will advise the candidate(s) or slate(s) that they have twenty-four (24) hours from the time the CRO's email is deemed delivered (see Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, Section H.POL.7.3, for a definition of "Deemed Delivered") for an emailed appeal to be received by the Chair of the GSA ACB, as denoted in Section H:	<i>No change except renumbering.</i>

Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
Elections	
Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaint Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, Section H.POL.16.2.b.	
I.POL.13.3 I.POL.12.3 If a disqualified candidate is a member of a slate, the slate will alter their campaign materials so that the materials no longer reference the disqualified candidate.	<i>No change except renumbering.</i>
<p>I.POL.12.4 All decisions of the CRO will be reported to the GSA ERC as soon as they are reached. Subject to privacy legislation, the GSA ERC and CRO will decide whether a decision should be posted on the GSA website and will take into consideration the nature and severity of the issues of breach and balance in relation to public interest. Posted decisions should include:</p> <p>I.POL.12.4.a A summary of the alleged issue or breach.</p> <p>I.POL.12.4.b A list of parties to the alleged issue or breach (unless anonymity was granted, see Section I: Elections, GSA Policy, Elections, Section I.POL.12.2.f, above).</p> <p>I.POL.12.4.c A summary of the reasons for the decision and the process by which it was reached.</p> <p>I.POL.12.4.d A listing of all applicable GSA Bylaw and Policy.</p> <p>I.POL.12.4.e The decided upon penalties, remedial actions, and/or referrals.</p> <p>I.POL.12.4.f The time limit for the appeal.</p>	<i>GSA ERC to decide in consultation with the CRO whether to post decisions and recommended addition with respect to the elements a formally posted decision should contain.</i>
I.POL.13.4 I.POL.12.5 Unless otherwise stated in GSA Elections Bylaw or Policy, decisions of the CRO are subject to appeal to the GSA ACB.	<i>No change except renumbering.</i>
I.POL.14 I.POL.13 Voting	<i>No change except renumbering.</i>
I.POL.14.1 I.POL.13.1 "All voting in the GSA General Election and By-Elections will be done electronically, except in the event of a failure of the electronic system in use" (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.4.1).	<i>No change except renumbering.</i>
I.POL.14.2 I.POL.13.2 The CRO will communicate to graduate students the members of each slate and all individual candidates.	<i>No change except renumbering.</i>
I.POL.14.3 I.POL.13.3 Candidates will be displayed in random alphabetical order on a per-ballot basis. The election software determines the random order of candidates on a ballot.	<p><i>Placing "None of the Candidates" in random order means that sometimes it appears in the middle of a list of candidates.</i></p> <p><i>Renumbering.</i></p>
I.POL.14.4 I.POL.13.4 "None of the Candidates" will be displayed in random order following the list of candidates on a per-ballot basis.	<i>Placing "None of the Candidates" in random order means that sometimes it appears in the middle of a list of candidates.</i>

Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
Elections	
	<i>Renumbering.</i>
I.POL.14.5 <u>I.POL.13.5</u> On ballots, voters will mark their choice of candidate(s) for each race. Voters may abstain by signing in to vote but then not voting in a particular race.	<i>No change except renumbering.</i>
I.POL.14.6 <u>I.POL.13.6</u> Ballots will be counted electronically according to the following procedures.	<i>No change except renumbering.</i>
I.POL.14.6.a <u>I.POL.13.6.a</u> The number of votes for each candidate will be counted.	<i>No change except renumbering.</i>
I.POL.14.6.b <u>I.POL.13.6.b</u> The candidate(s) with the highest number(s) of votes will be successful, in accord with the number of positions available. In a case where “None of the Candidates” received more votes than some of the other candidates, only candidate(s) receiving more votes than “None of the Candidates” will be considered successful.	<i>No change except renumbering.</i>
I.POL.14.6.c <u>I.POL.13.6.c</u> In the event of a tied vote, the CRO will draw a name from a hat in the presence of two (2) neutral witnesses, and the name drawn from a hat will be the candidate that is eliminated.	<i>No change except renumbering.</i>
I.POL.14.7 <u>I.POL.13.7</u> Candidates who receive fewer votes than “None of the Candidates” in the GSA General Election cannot run for the same position in any related subsequent GSA Council By-Elections (Section I: Elections, GSA Policy, Elections, Section I.POL.17, below).	<i>No change except renumbering.</i>
I.POL.14.8 <u>I.POL.13.8</u> Individuals have twenty-four (24) hours after the release of provisional results to lodge a complaint with the CRO about an alleged breach of GSA Bylaw or Policy.	<i>No change except renumbering.</i>
I.POL.15 <u>I.POL.14</u> Results	<i>No change except renumbering.</i>
I.POL.15.1 <u>I.POL.14.1</u> Upon completion of the ballot count, the CRO will announce provisional results, ie results that are subject to appeal for twenty-four (24) hours from the time the provisional results are released and which may, in addition, be affected because of earlier complaints not yet resolved. Results will be made official only when the GSA’s process of dealing with alleged breaches of GSA Elections Bylaw or Policy and any appeals within that process are exhausted.	<i>No change except renumbering.</i>
I.POL.15.2 <u>I.POL.14.2</u> In the case where the electronic voting system fails and paper ballots were used, the paper ballots will be destroyed one (1) month following the release of the official results.	<i>No change except renumbering.</i>
I.POL.16 <u>I.POL.15</u> Reporting	<i>No change except renumbering.</i>
I.POL.16.1 <u>I.POL.15.1</u> The CRO will draft a procedural report following each GSA General Election or By-	<i>No change except renumbering.</i>

Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
Elections	
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 GSA ERC, the GSA Board, and GSA Council.	
I.POL.17 <u>I.POL.16</u> By-Elections	<i>No change except renumbering.</i>
I.POL.17.1 <u>I.POL.16.1</u> In the event that a DEO position is not filled by the end of the GSA General Election (ie no candidates run for a position or “None of the Candidates” is elected), or if a position is vacated at any time prior to December 1 (or the next working day) a By-Election will take place as soon as possible. <u>The procedures governing this By-Election will be the same as those governing regular elections, except the dates of nominations, campaigning, and voting periods will be determined by the CRO.</u>	<i>Part of currently existing Policy, moved from current Section I.BYL.6.1.</i> <i>Renumbering.</i>
I.POL.17.2 <u>I.POL.16.2</u> In the event that the DEO position is vacated after December 1 (or the next working day) and before the next GSA General Election, the GSA NoC will decide on procedures and then provide one or more names to GSA Council for consideration. GSA Council will elect an individual to fill the position on an interim basis. If the matter is deemed urgent by the CRO, GSA Council can hold this election electronically.	<i>No change except renumbering.</i>
I.POL.17.3 <u>I.POL.16.3</u> In the event that any CAL positions are not filled by the end of the GSA General Election, or a CAL position is vacated prior to December 1 (or the next working day) GSA Council will be responsible for electing any remaining CALs. When electing any remaining CALs, the GSA Council will aim to elect graduate students from as broad a range of disciplines as possible. The GSA NoC will decide on procedures and then provide one or more names to GSA Council for consideration, except that the GSA NoC may not waive advertising. Note that the legislated GSA NoC process allows for Councillors to make additional nominations. If the matter is urgent, GSA Council can hold this election electronically.	<i>No change except renumbering.</i>

Referenda

Proposed Changes to GSA Bylaw, Referenda, and GSA Policy, Referenda

Current Bylaw (deletions noted by a strikethrough) and Proposed Changes (additions underlined)	Rationale/Background
Referenda	
J.BYL.1 General <u>Guiding Principle</u>	<i>To align with GSA Bylaw, Elections.</i>
J.BYL.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.	<i>No change.</i>
J.BYL.2 Initiation	<i>No change.</i>
J.BYL.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 the GSA Board (GSAB) subject to a simple majority vote at any meeting of GSA 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 GSAB. [See also GSA Board Policy, Section 15, Non-Binding Consultative Referenda].	<i>No change.</i>
J.BYL.2.2 The required steps for a person acting on behalf of an external organization or a graduate student wishing to initiate a referendum will be outlined in Section J: Referenda, GSA Policy, Referenda.	<i>No change.</i>
J.BYL.2.3 Notwithstanding the process by which a referendum is initiated, a clearly worded referendum question will be developed in consultation with the Chief Returning Officer (CRO), GSAB, and GSA Council. GSA Council will approve the holding of a referendum and the wording of a referendum question.	<i>No change.</i>
3.BYL.3 Referendum Timeline	<i>No change.</i>
J.BYL.3.1 Referenda questions will be submitted to GSA Council for approval no later than the first mailing for the November GSA Council meeting, unless a referendum is determined to be urgent by the GSAB as denoted in Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.2.1.	<i>No change.</i>
J.BYL.3.2 Referenda will consist of a registration period, a campaign period, and a voting period.	<i>No change.</i>

J.BYL.3.3 The timeline for referenda will be set out in GSA Policy.	<i>No change.</i>
J.BYL.4 Registrations of 'Yes' or 'No' Campaigns	<i>Recommended change to move current Section 5 up and to expand it in order to parallel GSA Bylaw, Elections.</i>
J.BYL.4.1 The requirements for the registration forms of a 'Yes' or 'No' campaign will be set out in GSA Policy.	<i>Recommended change to move current Section 5 up and to expand it in order to parallel GSA Bylaw, Elections.</i>
J.BYL.4.2 Only currently registered graduate students can register a 'Yes' or 'No' campaign during a referendum.	<i>Recommended change to move current Section 5 up and to expand it in order to parallel GSA Bylaw, Elections.</i>
J.BYL.4.3 Current Directly-Elected Officers are not required to register a campaign in a referendum and may take positions.	<i>Addition of clarification that registration requirements do not apply to DEOs, who are expected to take positions based on their fiduciary duty to represent graduate students.</i>
J.BYL.4 J.BYL.5 Voting	<i>No change except renumbering.</i>
J.BYL.4.1 J.BYL.5.1 All referenda voting will be done electronically, except in the event of a failure of the electronic system in use.	<i>No change except renumbering.</i>
J.BYL.5 Registration of a 'Yes' or 'No' Campaign J.BYL.6 Campaign Restrictions	<i>Current Section 5 has been moved up (see above) and recommended addition of a section addressing campaign restrictions to parallel GSA Bylaw, Elections.</i>
J.BYL.5.1 Only currently registered graduate students can register a 'Yes' or 'No' Campaign during a referendum.	<i>Current Section 5 has been moved up (see above) and expanded.</i>
J.BYL.6.1 The CRO, Deputy Returning Officer, Speaker, Deputy Speaker, members of the GSA Nominating Committee, members of the GSA Appeals and Complaints Board, and members of the GSA Elections and Referenda Committee will remain neutral and not campaign for or endorse any 'Yes' or 'No' campaign whatsoever.	<i>To parallel GSA Bylaw, Elections.</i>

Current Policy (deletions noted by a strikethrough) and Proposed Changes (additions underlined)	Rationale/Background
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Referenda	
J.POL.6 J.POL.7 General Principles and Rules of Conduct for Referenda	<i>Recommended change to move up elements of existing Section J.POL.13 and to amend the section title to reflect that.</i> <i>Renumbering.</i>
J.POL.6 J.POL.7.1 “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” (Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.1.1).	<i>No change except renumbering.</i>
J.POL.7.2 Campaign Representatives will abide by GSA Bylaw and Policy concerning referenda, and any other applicable policies or laws, and will ensure that campaign volunteers do the same. It is the responsibility of candidates to familiarize themselves with GSA Referenda Bylaw and Policy.	<i>Currently existing Policy; moved from current Sections J.POL.13.1.b, J.POL.13.1.d (above), and I.POL.13.1.e.v (below).</i>
J.POL.7.3 Campaign Representatives will treat the CRO, DRO, GSA Officers, management, staff, and fellow Campaign Representatives with respect.	<i>Currently existing Policy, moved from current Section J.POL.13.1.e.iii, below.</i>
J.POL.8 Definitions	<i>Definitions have been moved to a proposed new section, whereas they were previously scattered throughout the Policy.</i>
J.POL.8.1 “Referendum question” means a clearly worded ‘Yes’ or ‘No’ question regarding any dedicated, on-going fee for a service, facility, or lobbying effort.	<i>Definitions have been moved to a proposed new section, whereas they were previously scattered throughout the Policy.</i>
J.POL.8.2 “Asker” means the person acting on behalf of an external organization or a graduate student who wishes to initiate a referendum.	<i>Definitions have been moved to a proposed new section, whereas they were previously scattered throughout the Policy.</i>
J.POL.8.3 “Campaign Representative” means a graduate student running either a ‘Yes’ campaign or a ‘No’ campaign.	<i>Definitions have been moved to a proposed new section, whereas they were previously scattered throughout the Policy.</i>
J.POL.8.4 “Working Day” means a day the GSA office is open.	<i>Definitions have been moved to a proposed new section, whereas they were previously scattered throughout the Policy.</i>
J.POL.7 J.POL.9 Initiating a Referendum	<i>No change except renumbering.</i>
J.POL.7.1 J.POL.9.1 If an Asker a person acting on behalf of an external organization or a graduate student wishes to initiate a referendum, they will contact the Chief Returning Officer (CRO).	<i>Definitions have been moved to a proposed new section, whereas they were previously scattered throughout the Policy.</i>
J.POL.7.2 J.POL.9.2 The CRO will extend an invitation to present to the GSA Board (GSAB). The ‘asker’ Asker must state how their organization or proposed referendum question relates to the	<i>Reflects new proposed definitions section and statement moved to a proposed Section 9.3, below.</i>

Current Policy (deletions noted by a strikethrough) and Proposed Changes (additions underlined)	Rationale/Background
Referenda	
GSA and/or graduate students. The ‘asker’ <u>Asker</u> will provide the GSAB 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;	
J.POL.7.2.a <u>J.POL.9.2.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.	<i>No change except renumbering.</i>
<u>J.POL.9.3</u> The CRO and Asker will work together to draft a referendum question, which will be subject to change after input from the GSAB and GSA Council.	<i>Moved from renumbered Section 9.2 (current Section 7.2) above.</i>
J.POL.7.3 <u>J.POL.9.4</u> Following the presentation to the GSAB by the ‘asker’ <u>Asker</u> , the GSAB will either decide to extend the ‘asker’ <u>Asker</u> an invitation to GSA Council to make a presentation (normally fifteen (15) minutes with an extension if GSA Council so desires followed by questions from GSA Council), or, if the GSAB does not extend an invitation to GSA Council, the ‘asker’ <u>Asker</u> can find a Councillor to place the matter on the GSA Council Agenda as denoted in the Standing Orders of GSA Council.	<i>Reflects new proposed definitions section and renumbering.</i>
J.POL.7.4 <u>J.POL.9.5</u> If the GSAB has invited the ‘asker’ <u>Asker</u> to present at GSA Council, at that point the CRO and the ‘asker’ <u>Asker</u> will work together to finalize the wording of the question (subject to change if GSA Council has concerns with the wording) and the ‘asker’ <u>Asker</u> then presents to GSA Council.	<i>Reflects new proposed definitions section and renumbering.</i>
J.POL.7.5 <u>J.POL.9.6</u> GSA Council will approve or not approve the holding of a referendum and the wording of the question.	<i>No change except renumbering.</i>
J.POL.7.6 <u>J.POL.9.7</u> If GSA Council approves the holding of a referendum and the wording of the question, a referendum is then held in accordance with GSA Referenda Bylaw and Policy.	<i>No change except renumbering.</i>
<u>J.POL.9.8</u> The CRO will 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 will be posted on the GSA website.	<i>Moved from current Section J.POL.12.11, below.</i>
J.POL.8 <u>J.POL.10</u> Registration Forms	<i>No change except renumbering.</i>

Current Policy (deletions noted by a strikethrough) and Proposed Changes (additions underlined)	Rationale/Background
Referenda	
J.POL.10.1 Registration 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 Deputy Returning Officer (DRO), in consultation with the GSA Elections and Referenda Committee (GSA ERC), will have the discretion to determine the form and layout of the registration forms.	<i>To parallel the corresponding section in GSA Policy, Elections.</i>
J.POL.10.2 In order to register a campaign, a minimum of five (5) signatures from currently registered graduate students must be provided to the CRO before the end of the registration period, as well as the name and contact information of the Campaign Representative.	<i>To parallel the corresponding section in GSA Policy, Elections (including from moving to ten to five signatories), and moved from the current Section J.POL.10.1, below.</i>
J.POL.10.3 Written registration forms will be submitted to the GSA office to be reviewed and signed by the CRO or DRO in order to verify both completeness and that the registration form has been submitted on time. The original will be filed in the GSA office and one copy provided to the Campaign Representative, normally electronically. If a registration form is incomplete or late, the CRO or DRO will not accept the registration form. Campaign Representatives cannot appeal this decision.	<i>To parallel GSA Policy, Elections.</i>
J.POL.8.1 J.POL.10.4 The following will be attached to the registration form for a 'Yes' or 'No' campaign for a referendum.	<i>No change except renumbering.</i>
J.POL.8.1.a J.POL.10.4.a Preamble	<i>No change except renumbering.</i>
J.POL.8.1.a.i J.POL.10.4.a.i The GSA Council has approved General Principles and Rules of Conduct governing Referenda. The GSA has Referenda Bylaw and Policy posted in full on the GSA website.	<i>No change except renumbering.</i>
J.POL.8.1.b Definitions	<i>Moved to definitions section.</i>
J.POL.8.1.b.i " CRO " means CRO or DRO or any person Council designates or elects as Acting CRO or Acting DRO.	<i>Redundant – recommend removal.</i>
J.POL.8.1.b.ii " Working Day " means a day the GSA office is open.	<i>Moved to definitions section.</i>
J.POL.8.1.e J.POL.10.4.b GSA Referenda Bylaw and Policy and Acknowledgement by Campaign Representatives.	<i>No change except renumbering.</i>
J.POL.8.1.e.i J.POL.10.4.b.i The GSA Council has approved Bylaw and Policy related to Referenda.	<i>No change except renumbering.</i>

Current Policy (deletions noted by a strikethrough) and Proposed Changes (additions underlined)	Rationale/Background
Referenda	
By signing the registration form, all Campaign Representatives acknowledge that they have read and agree to abide by GSA Referenda Bylaw and Policy, which are posted in full on the GSA website.	
J.POL.8.1.c.ii <u>J.POL.10.4.b.ii</u> By signing the registration form, Campaign Representatives 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 Bylaw and Policy, including the fact that <u>the CRO, in consultation with the GSA ERC, decides on penalties, remedial actions, and or/referrals for any issues/breaches and that the GSA Appeals and Complaints Board (GSA ACB) decides on any appeals. Any concerns with potential bias on the part of the CRO, DRO, and members of the GSA ERC in making such decisions, and members of the GSA ACB in making decisions on appeals will be filed with registration forms.</u>	<u>Include CRO, DRO, GSA ERC, and GSA ACB members in the filing of bias considering their role in making decisions and hearing appeals; changes to make parallel with GSA Policy, Elections.</u> <i>Renumbering.</i>
J.POL.8.1.c.iii <u>J.POL.10.4.b.iii</u> The current <u>CRO, DRO, members of the GSA ERC, and</u> members of the GSA ACB will be updated each year on the registration forms.	<u>See rationale above.</u> <i>Renumbering.</i>
J.POL.8.1.c.iv <u>J.POL.10.4.b.iv</u> 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.	<i>No change except renumbering.</i>
J.POL.10.1.c.v The <u>deadline to file any concerns of bias on the part of members of the GSA ACB in shall be updated each year on the registration forms.</u>	<i>Covered in other parts of the renumbered Section 10.4.b., above.</i>
J.POL.9 <u>J.POL.11</u> Timeline	<i>No change except renumbering.</i>
J.POL.9.1 <u>J.POL.11.1</u> Except as specified below, the timeline for referendum is at the discretion of the CRO, <u>in consultation with the GSA ERC.</u>	<u>The CRO will consult with the GSA ERC members on as many aspects of a referendum as possible, as stipulated elsewhere in currently existing Policy.</u> <i>Renumbering.</i>
J.POL.9.2 <u>J.POL.11.2</u> "Referenda will consist of a registration period, a campaign period, and a voting period" (Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.3.2).	<i>No change except renumbering.</i>
J.POL.9.3 <u>J.POL.11.3</u> The registration period will last at least fourteen (14) calendar days and only a 'Yes' or a 'No' campaign can be registered. <u>The registration period will end on a working day.</u> In the event that no registrations are received from either campaign, the referendum will proceed regardless.	<u>To parallel the corresponding section in GSA Policy, Elections.</u> <i>Renumbering.</i>
J.POL.9.4 <u>J.POL.11.4</u> Within twenty-four (24) hours after the close of the registration period, the	<i>No change except renumbering.</i>

Current Policy (deletions noted by a strikethrough) and Proposed Changes (additions underlined)	Rationale/Background
Referenda	
CRO will hold the Meeting of the Campaign Representatives as described in Section J: Referenda, GSA Policy, Referenda, Section J.POL.12.	
J.POL.9.5 <u>J.POL.11.5</u> The campaign period will last at least seven (7) calendar days and will begin no earlier than the day following the Meeting of the Campaign Representatives.	<i>No change except renumbering.</i>
J.POL.9.6 <u>J.POL.11.6</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.	<i>To parallel the corresponding section in GSA Policy, Elections.</i> <i>Renumbering.</i>
<u>J.POL.11.6.a</u> Campaigning is permitted during the voting period.	<i>To parallel the corresponding section in GSA Policy, Elections.</i>
<u>J.POL.11.6.b</u> The CRO will ensure that the voting period starts on a working day and lasts at least forty-eight (48) hours.	<i>To parallel the corresponding section in GSA Policy, Elections.</i>
J.POL.10 Registration Period	<i>Moved to revised and renumbered Section 10, Registration Forms, above, to parallel GSA Policy, Elections.</i>
J.POL.10.1 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.	<i>Moved to revised and renumbered Section 10, Registration Forms, above, to parallel GSA Policy, Elections.</i>
J.POL.11 J.POL.12 Meeting of the Campaign Representatives of the 'Yes' and/or 'No' Campaigns	<i>Editorial and renumbering</i>
J.POL.11.1 <u>J.POL.12.1</u> The CRO is responsible for organizing a meeting with all Campaign Representatives to provide an overview of GSA Referenda Bylaw and Policy.	<i>No change except renumbering.</i>
J.POL.11.2 <u>J.POL.12.2</u> Failure to attend the Meeting of the Campaign Representatives by a Campaign Representative or delegate 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 (1) hour in advance of the meeting. If a Campaign Representative or delegate misses this meeting due to unforeseen and exceptional circumstances, such as a last-minute emergency, any consequences may be waived at the discretion of the <u>CRO, following consultation with the GSA ERC.</u> There is no appeal of this	<i>The CRO will consult with the GSA ERC members on as many aspects of a referendum as possible, as stipulated elsewhere in currently existing Policy.</i> <i>Renumbering.</i>

Current Policy (deletions noted by a strikethrough) and Proposed Changes (additions underlined)	Rationale/Background
Referenda	
decision.	
J.POL.11.3 J.POL.12.3 At the meeting described in Section J: Referenda, GSA Policy, Referenda, Section J.POL.12.1, above, the CRO will provide Campaign Representatives with information concerning campaigning, the General Principles and Rules of Conduct for Referenda and the GSA ACB Policy.	<i>No change except renumbering.</i>
J.POL.12 <u>J.POL.13</u> Campaigning	<i>No change except renumbering.</i>
J.POL.12.1 Only a 'Yes' and or 'No' campaign can be registered.	<i>Removal of a repetition, see renumbered Section 11.3, above.</i>
J.POL.12.2 In the event that no registrations are received for either campaign the referendum shall proceed regardless.	<i>Removal of a repetition, see renumbered Section 11.3, above.</i>
J.POL.12.3 Slates are non-existent for the purposes of referenda.	<i>Recommended removal as unnecessary given that slates are defined in GSA Policy, Elections and not mentioned at any other point in GSA Policy on Referenda.</i>
J.POL.13.1 <u>"The campaign period will last at least seven (7) calendar days and will begin no earlier than the day following the Meeting of the Campaign Representatives" (Section J: Referenda, GSA Policy, Referenda, Section J.POL.11.5).</u>	<i>To parallel the corresponding section in GSA Policy, Elections.</i>
J.POL.12.4 Campaign members are authorized to spend up to \$150 on campaign material over the course of a referendum. Campaign costs are not reimbursed.	<i>To parallel the corresponding section in GSA Policy, Elections</i>
J.POL.12.5 Campaign members shall report to the CRO all campaign-related expenses, and submit receipts no later than the close of the campaign period.	<i>To parallel the corresponding section in GSA Policy, Elections.</i>
J.POL.12.6 Exceeding the spending limit in Section J.POL.12.4 constitutes grounds for disqualification for the campaign.	<i>To parallel the corresponding section in GSA Policy, Elections.</i>
J.POL.12.7 J.POL.13.2 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.	<i>Elements of the last part of section have been moved below to proposed Section 13.4.</i>
J.POL.12.8 The CRO will review campaign materials to ensure they do not conflict with	<i>Section has been moved below to proposed Section 13.4.</i>

Current Policy (deletions noted by a strikethrough) and Proposed Changes (additions underlined)	Rationale/Background
Referenda	
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).	
J.POL.12.9 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).	Section has been moved below to proposed Section 13.2.a.
J.POL.12.10 Campaign members shall not use unmoderated mailing lists for campaigning, including but not limited to departmental mailing lists.	Recommended removal as now covered in other sections.
J.POL.12.11 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.	Moved above to proposed Section 9.8.
J.POL.12.12 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 Section 7.7, "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.	Campaigning is allowed during voting.
J.POL.13.2.a No form of campaigning (verbal, electronic, and visual) will contain misinformation, slander, inappropriate, discriminatory content, or <i>ad hominem</i> attacks of individuals.	Reordered Section 12.9, above – reworded slightly to provide greater clarity.
J.POL.13.2.b Campaign Representatives will ensure all campaign plans, materials, and/or advertisements conform with all University of Alberta policies and regulations and all municipal, provincial, and federal laws.	Moved from current Section 13.1.e.i, below.
J.POL.13.3 Campaign materials include both those posted or circulated on University physical or electronic property, including but not limited to communications sent to mailing lists moderated by graduate student groups and departmental GSAs, and those posted or circulated on non-University physical or electronic property, including any elections-related materials shared on personal social media accounts or other online platforms.	Proposed section that incorporates elements of proposed Section 13.2, above, and makes a distinction between various forms of campaign material informed by the awareness that campaigning often happens speedily on social media that cannot necessarily be directly overseen by the CRO.
J.POL.13.4 The CRO will approve campaign materials posted or circulated on University physical or electronic property prior to their distribution. The CRO will review such materials to ensure they comply with Section J: Referenda, GSA Policy, Referenda, Section J.POL.13.4.a, above, and	Proposed section that incorporates elements of current Section 12.8, and reworded to make consonant with proposed Section 13.3 (ie, distinguishing between various forms of campaign materials and the associated approval/oversight of said materials).

Current Policy (deletions noted by a strikethrough) and Proposed Changes (additions underlined)	Rationale/Background
Referenda	
any relevant GSA Bylaw and Policy. The CRO is not responsible for reviewing the editorial content of such campaign materials (eg grammar, punctuation).	
J.POL.13.4.a Such campaign materials prepared in a language other than English will be accompanied by an English translation when submitted to the CRO for approval. The CRO is not responsible for the accuracy of translations.	Proposed section to address campaign materials in languages other than English and to facilitate CRO approval of said materials.
J.POL.13.4.b The turnaround for approving campaign materials will be approximately one (1) working day.	Moved from current Section 13.1.e.iv, below.
J.POL.13.5 The CRO will be provided access to campaign materials posted or circulated on non-University physical or electronic property, and reserves the right to penalize candidates for any violations associated with Section J: Referenda, GSA Policy, Referenda, Section J.POL.13.4.a, above, and any relevant GSA Bylaw and Policy.	Proposed section that incorporates elements of current Section 12.8, and reworded to make consonant with proposed Section 13.3 (ie, distinguishing between various forms of campaign materials and the associated approval/oversight of said materials).
J.POL.13.6 Campaign Representatives may utilize mailing lists moderated by graduate student groups and departmental GSAs to distribute CRO approved campaign materials. Campaign Representatives will not utilize mailing lists moderated by University employees and regularly used to distribute communication from the University.	Moved from current Sections 13.1.e.vi and 13.1.e.xiii, below. Candidates may use mailing lists moderated by departmental GSAs but will not contact University administrators to distribute campaign materials.
J.POL.13.7 Campaign Representatives will get permission, where appropriate, to campaign in instructional spaces, such as classrooms, lecture halls, and office spaces. Campaign Representatives will not campaign in unsafe spaces that require permission to access and proper safety equipment. The CRO will talk about safety issues, including campaigning in labs, at the Meeting of the Campaign Representatives.	Moved from current Sections 13.1.e.vii and 13.1.e.xv, below. Recommended changes to ensure candidates arrange in advance, where appropriate, to enter spaces such as classrooms and other areas not open to the general public, and changes to deal with issues in previous years where candidates have gone into Chemistry labs, for example, without permission.
J.POL.13.8 Campaign Representatives may not use resources for campaigning that are not publicly accessible to all Campaign Representatives. For example, do not use Departmental or Supervisor photocopiers to print campaign materials.	Moved from current Section 13.1.e.ix, below, and slightly reworded.
J.POL.13.9 Campaign Representatives will not use the University or GSA logos on any physical or electronic campaign materials.	Moved from current Section 13.1.e.xi, below.
J.POL.13.10 Campaign Representatives will not 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.	Moved from current Section 13.1.e.xvii, below.
J.POL.13.11 Campaign Representatives are encouraged to ask the CRO, before acting, if they	Moved from current Section 13.1.e.x, below.

Current Policy (deletions noted by a strikethrough) and Proposed Changes (additions underlined)	Rationale/Background
Referenda	
have any questions about particular GSA Referenda Bylaw or Policy (including questions related to the development of campaign materials and the planning of campaign events), and to report any breaches of GSA Referenda Bylaw or Policy to the CRO.	
<u>J.POL.13.12 Campaign Representatives are responsible for removing all campaign materials after voting has closed.</u>	<i>To parallel the corresponding section in GSA Policy, Elections.</i>
<u>J.POL.13.13 Campaign Spending Limit</u>	<i>To parallel the corresponding section in GSA Policy, Elections.</i>
<u>J.POL.13.13.a Campaign Representatives are authorized to spend no more than \$150 on campaign material over the course of a referendum. In order to encourage Campaign Representatives to think, in advance, about campaign expenditures, a written informal plan for campaign expenditures will be submitted to the CRO before the Meeting of the Campaign Representatives (either electronically or in hard copy).</u>	<i>To parallel the corresponding section in GSA Policy, Elections.</i>
<u>J.POL.13.13.b Campaign Representatives will report to the CRO all campaign-related expenses, and submit receipts (either electronically or in hard copy) no later than two (2) hours after the close of the voting period.</u>	<i>To parallel the corresponding section in GSA Policy, Elections.</i>
<u>J.POL.13.13.c Exceeding the spending limit or failure to report and submit campaign expenses and receipts constitutes grounds for disqualification for the campaign.</u>	<i>To parallel the corresponding section in GSA Policy, Elections.</i>
<u>J.POL.13.13.d Campaign costs are not reimbursed.</u>	<i>Addition to parallel GSA Policy, Elections.</i>
J.POL.13 Principles and Rules of Conduct for Referenda Campaigning	<i>Moved to Section J.POL.7, above and recommended removal of the “do” and “don’t” lists – see next line for rationale.</i>
<u>J.POL.13.1 Preamble</u>	<i>Recommended removal of the “do” and “don’t” lists because they do not necessarily contain all relevant regulations and thus can be confusing. If lists are removed preamble is unnecessary.</i>
<u>J.POL.13.1.a 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 VIII, Referenda, Section 1.1).</u>	<i>Other elements this section moved to Section J.POL.7, above. Recommended deletion of this as repetitive in the context of the proposed Section J.POL.7, above.</i>
J.POL.13.1.b Campaign members will abide by GSA Bylaws and Policies concerning referenda.	<i>Moved to proposed Section J.POL.7, above.</i>

Current Policy (deletions noted by a strikethrough) and Proposed Changes (additions underlined)	Rationale/Background
Referenda	
J.POL.13.1.c As per GSA Policy (Officer Portfolios, Chief Returning Officer), “the CRO is responsible fir 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”.	<i>Moved to proposed Section 14.1, below.</i>
J.POL.13.1.d It is the responsibility of the candidates to familiarize themselves with the GSA Referenda Bylaws and Policies.	<i>Other elements this section moved to Section J.POL.7, above. Recommended deletion of this as repetitive in the context of the proposed Section J.POL.7, above.</i>
J.POL.13.1.e 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:	<i>Recommended removal of the “do” and “don’t” lists because they do not necessarily contain all relevant regulations and thus can be confusing. If lists are removed this section is unnecessary.</i>
J.POL.13.1.e.i Do ensure all campaign plans, materials, and/or advertisements conform with all University of Alberta policies and regulations and all municipal, provincial, and laws.	<i>Moved to proposed Section J.POL.13.2.b, above.</i>
J.POL.13.1.e.ii Do run a clean campaign.	<i>Recommended removal as already captured in proposed Section J.POL.7, above.</i>
J.POL.13.1.e.iii Do treat the CRO, DRO, elected officials, management, staff, and fellow campaign members with respect.	<i>Elements moved to proposed Section J.POL.7, above.</i>
J.POL.13.1.e.iv Do respect the CRO and DRO’s time. The turnaround for approving campaign materials will be approximately one (1) working day.	<i>Moved to proposed Section J.POL.13.4.b, above.</i>
J.POL.13.1.e.v Do ensure any campaign volunteers or colleagues comply, at all times, with the GSA Elections Bylaws and Policies and other applicable policies or laws.	<i>Moved to proposed Section J.POL.7, above.</i>
J.POL.13.1.e.vi Do use moderated graduate student mailing lists to distribute CRO approved campaign materials.	<i>Moved to proposed Section J.POL.13.6, above.</i>
J.POL.13.1.e.vii Do get permission from Professors or Instructors to campaign in any classrooms.	<i>Moved to proposed Section J.POL.13.7, above.</i>
J.POL.13.1.e.viii Do monitor your 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.	<i>Recommended removal as covered by proposed Sections J.POL.13.2.a and J.POL.7, above.</i>
J.POL.13.1.e.ix Do use resources for campaigning that are publicly accessible to all campaign	<i>Moved to proposed Section J.POL.13.8, above.</i>

Current Policy (deletions noted by a strikethrough) and Proposed Changes (additions underlined)	Rationale/Background
Referenda	
members. For example, do not use Departmental or Supervisor photocopiers to print campaign materials.	
J.POL.13.1.e.x Do ask the CRO, before acting, if you have any questions about particular Elections Bylaws and Policies.	<i>Moved to proposed Section J.POL.13.11, above.</i>
J.POL.13.1.e.xi Don't use the University or GSA logos on any physical or electronic campaign materials.	<i>Moved to proposed Section J.POL.13.9, above.</i>
J.POL.13.1.e.xii As denoted in Section 7.9 "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)."	<i>Recommended removal as covered in proposed Section J.POL.13.2.a, above.</i>
J.POL.13.1.e.xiii Don't use an unmoderated mailing list.	<i>Moved to Section proposed J.POL.13.6 above.</i>
J.POL.13.1.e.xiv 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.	<i>Recommended removal as covered in various portions of proposed Section J.POL.7, above.</i>
J.POL.13.1.e.xv Don't campaign in unsafe spaces that require proper safety equipment such as laboratories.	<i>Moved to proposed Section J.POL.13.7 above.</i>
J.POL.13.1.e.xvi Don't place campaign materials behind locked doors that only certain campaign members have access to through a key or swipe card.	<i>Proposed removal of this restriction, as it is difficult to enforce.</i>
J.POL.13.1.e.xvii 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.	<i>Moved to proposed Section J.POL.13.10, above.</i>
J.POL.13.1.e.xviii Don't violate any other GSA Bylaw s or Policy ies or other applicable policies or laws.	<i>Recommended removal as covered in various sections above.</i>
J.POL.14 CRO's Decision on Penalties, Remedial Action, and Referrals	<i>No change.</i>
J.POL.14.1 The CRO will normally reach a decision on alleged breaches within seventy-two (72) hours. If more time is required to reach a decision, the CRO will consult with the GSA ERC regarding extensions.	<i>No change.</i>

Current Policy (deletions noted by a strikethrough) and Proposed Changes (additions underlined)	Rationale/Background
Referenda	
J.POL.14.2 When the CRO becomes aware of an issue or breach of GSA Referenda Bylaw or Policy, or other applicable policies or laws, or a third party complains to the CRO about an alleged issue or breach of GSA Referenda Bylaw or Policy, the CRO will consult, where reasonable, with the DRO, available member(s) of the GSA ERC, and the Executive Director (ED) or delegate, concerning deadlines and other related matters (as noted in Section D: GSA Officers, GSA Policy, GSA Officer Portfolios, Chief Returning Officer and Deputy Returning Officer) and will:	<i>No change.</i>
J.POL.14.2.a Decide whether informal resolution should be attempted and, if so, contact the complainant and Campaign Representative.	<i>No change.</i>
J.POL.14.2.b Email any written complaint to the Campaign Representative, or email the Campaign Representative the details of the issue/breach in writing, and request a written response, setting a deadline of at least eight (8) hours.	<i>No change.</i>
J.POL.14.2.c Upon reaching a decision the CRO will inform the Campaign Representative of their decision on penalties, remedial actions, or referrals, their reasons for the decision, and will state whether the campaign can continue	<i>No change.</i>
J.POL.14.2.d The CRO may impose the following penalties, remedial actions, or make referrals:	<i>No change.</i>
J.POL.14.2.d.i Verbal or written reprimands.	<i>No change.</i>
J.POL14.2.d.ii Reduction of spending limits.	<i>No change.</i>
J.POL14.2.d.iii Disqualification of the campaign from the current referendum.	<i>No change.</i>
J.POL14.2.d.iv Any other penalty or remedial action.	<i>No change.</i>
J.POL14.2.d.v Any referrals.	<i>No change.</i>
J.POL14.2.e The ED or delegate will be copied on the emails described above.	<i>No change.</i>
J.POL14.2.f If a person provides information on an anonymous basis, that information and the request for anonymity will be assessed on a case-by-case basis.	<i>No change.</i>
J.POL14.2.g The CRO will advise the Campaign Representative that they have twenty-four (24) hours from the time the CRO's email is deemed delivered (see Section H: Performance, Conduct,	<i>No change.</i>

Current Policy (deletions noted by a strikethrough) and Proposed Changes (additions underlined)	Rationale/Background
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Responsibilities, and Attendance, and the GSA Appeals and Complaint Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, Section H.POL.7.3, for a definition of “Deemed Delivered”) for an emailed appeal to be received by the Chair of the GSA ACB, as denoted in Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaint Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, Section H.POL.16.2.b.	
<p>J.POL.14.3 All decisions of the CRO will be reported to the GSA ERC as soon as they are reached. Subject to privacy legislation, the GSA ERC and CRO will decide whether a decision should be posted on the GSA website and will take into consideration the nature and severity of the issues of breach and balance in relation to public interest. Posted decisions should include:</p> <p>J.POL.14.3.a A summary of the alleged issue or breach.</p> <p>J.POL.14.3.b A list of parties to the alleged issue or breach (unless anonymity was granted, see Section J: Referenda, GSA Policy, Referenda, Section J.POL.14.2.f, above).</p> <p>J.POL.14.3.c A summary of the reasons for the decision and the process by which it was reached.</p> <p>J.POL.14.3.d A listing of all applicable GSA Bylaw and Policy.</p> <p>J.POL.14.3.e The decided upon penalties, remedial actions, and/or referrals.</p> <p>J.POL.14.3.f The time limit for the appeal.</p>	<p>To parallel the corresponding section in GSA Policy, Elections.</p> <p>GSA ERC to decide in consultation with the CRO whether to post decisions and recommended addition with respect to the elements a formally posted decision should contain.</p>
J.POL.14.4 Unless otherwise stated in GSA Referenda Bylaw and Policy, decisions of the CRO are subject to appeal to the GSA ACB.	No change.
J.POL.15 Voting	No change.
J.POL.15.1 “All referenda voting will be done electronically, except in the event of a failure of the electronic system in use” (Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.4.1 J.BYL.5.1).	Renumbering.
J.POL.15.2 In the event of a tie vote, GSA Council will decide whether to re-run a referendum.	To parallel GSA Policy on Elections, recommended insertion concerning a tie vote.
J.POL.15.2 All referenda questions must be on a clearly worded ‘Yes’ or ‘No’ question as denoted in GSA Bylaws, Part VIII, Referenda, Section 2.1 .	Does not relate to voting and already noted.
J.POL.16 Results	No change.
J.POL.16.1 Upon completion of the ballot count, the CRO will distribute the official results as soon as possible announce the provisional results, ie results that are subject to appeal for	To parallel the corresponding section in GSA Policy, Elections.

Current Policy (deletions noted by a strikethrough) and Proposed Changes (additions underlined)	Rationale/Background
Referenda	
twenty-four (24) hours from the time the provisional results are released and which may, in addition, be affected because of earlier complaints not yet resolved. Results will be made official only when the GSA's process of dealing with alleged breaches of GSA Referenda Bylaw and Policy and any appeals within that process are exhausted.	
J.POL.16.2 In the case where the electronic voting system fails and paper ballots were used, the paper ballots will be destroyed one (1) month following the release of the official results.	<i>To parallel the corresponding section in GSA Policy, Elections.</i>
J.POL.17 Reporting	<i>No change.</i>
J.POL.17.1 The CRO will draft a procedural report following each referendum. This report will outline major decisions, a summary of discussions and consultations with the GSA ERC, processes, issues, and recommendations for any future referendum. This report will be provided to the next CRO and DRO, the GSA ERC, the GSAB, and GSA Council.	<i>No change.</i>



To: GSA Council
From: Sarah Ficko
Date: November 10, 2016

Dear Council Colleagues

I write to you as the Chair of the GSA Governance Committee (GSA GC) and a current member of the GSA Nominating Committee (GSA NoC) to introduce the attached proposal regarding changes to the composition of the GSA NoC.

This matter, specifically the removal of myself and the GSA Executive Director (ED) as voting members of the committee, was discussed by the GSA NoC over the summer of 2016 and below I offer excerpts from two letters addressing this matter – the first from the former GSA ED, Ellen Schoeck, and the second from the former Administrative Chair (and current voting member) of the GSA NoC, Michele DuVal.

Following the preparation of this proposal in response to the two letters quoted below, it was circulated to members of the GSA NoC on October 18, 2016 for feedback, recommended to GSA Council by the GSA GC on October 31, 2016, and presented to the GSA Board for information and onward transmission to GSA Council on November 9, 2016. Should GSA Council vote to approve this recommended change to GSA Policy on the GSA NoC, the two vacancies created by removing the President and ED as voting members will be advertised.

Excerpt From Former ED Ellen Schoeck's Letter:

"I am writing to signal to Council that there will be a proposal coming to Council in the fall that the Executive Director (ED) and President switch from voting members of the GSA NoC to non-voting members.

When I came to the GSA in 2010 we did not have a Nominating Committee and, as one faculty colleague told me, "the GSA voice is not at the table." Then President Roy Coulthard and I decided to propose a Nominating Committee to Council with a mandate to make the best match between graduate students and various committees. We decided we should propose that we both be voting members because we were getting multiple calls weekly for graduate students to serve on committees with (normally) one day's notice to find a student. We had established a bank of names with resumes and bios on file, and the two of us would waive advertising when the timeline was so tight. In addition, the GSA was in rocky shape and Roy wanted to be able to participate actively at the outset.

Times have changed and the GSA NoC is working well and, most often, we are getting adequate notice to fill vacancies.

A proposal will be forthcoming with the following features;

- Add two graduate students to the GSA NoC to replace the President and ED as voting members. The composition would be three Councillors or alternates and two graduate who may/may not be Councillors or alternates. To serve on the GSA Board, as well, nominees would have to be Councillors or alternates.
- President and ED would become non-voting members.
- The Chair would replace the Administrative Chair and would be elected by the GSA NoC itself."

Excerpt From Former GSA NoC Administrative Chair Michele DuVal's Letter:

"Change the positions of the GSA President and GSA Executive Director from voting members to non-voting, advisory members.



- a. Rationale to remove voting powers: The President serves on numerous University bodies and as a GSA elected official, the President's position is an inherently political one. Thus there is a significant possibility of bias or perceived bias when voting to fill graduate student seats on University bodies and to fill vacancies within the GSA Standing Committees. The ED is an employee of the GSA, and as such there may also be a conflict of interest. **[NOTE FROM GSA MANAGEMENT: Because of the reasoning developed above, the President and ED have, in the past, only voted in instances in which a tie needs to be broken and have abstained from voting in all other instances – see also point "a" under the next heading].** It is more appropriate for GSA members (ie graduate students) to decide who represents graduate students on various bodies. The history of the GSA NoC and further rationale on the change in the ED's role on the GSA NoC may be found in a letter written by Ellen Schoeck *[see above]*.
- b. Rationale for non-voting advisory roles: The President and ED have the full-time roles of engaging the University Central Administration, the provincial government, other GSAs across the country, and the U of A graduate student body as a whole on many broad issues. Through this work, these two members have institutional knowledge and contexts that are valuable for the GSA NoC, which other members otherwise would not have access to. Thus as non-voting advisory members, the President and the ED can provide context that assists GSA NoC members to search for and identify the most appropriate nominees.

Maintain the total number of voting members at five (5), by adding two positions for graduate student members.

- a. Rationale: If the voting powers of the President and ED were removed, the number of voting members would be reduced to three. In practice, the President and ED have abstained from voting, or in the case of the ED, have expressed that they feel it is inappropriate for theirs to be the deciding vote in the event of a tie. Functionally, these situations then became a vote among three members, a number that, in the opinion of current and former GSA NoC members should be increased. Adding two positions for graduate students would bring the current composition to five (5) voting members who are graduate students, with the President and ED as non-voting advisory members. It is the opinion of the GSA NoC that five (5) voting members would be able to function better should a member be unable to vote, and would still be an appropriate number to continue conducting GSA NoC business over email in a timely manner.
- b. Currently three (3) GSA Councillors are voting members on the GSA NoC. To increase the diversity of voices on the GSA NoC, it is the opinion of the former GSA NoC Administrative Chair (Michele DuVal) that these two new positions be filled by graduate students who may or may not be members of GSA Council (ie vacancies will be advertised to all graduate students)."

As always, I am happy to answer any questions you have and look forward to discussing this at the next GSA Council meeting.

Sincerely,

Sarah Ficko
GSA President and Chair of the GSA Governance Committee

cc
GSA NoC members
Former GSA ED (and current Director-at-Large), Ellen Schoeck

Outline of Issue (GSA Council)

Proposed Changes to GSA Policy on the Composition of the GSA Nominating Committee

Suggested Motion for the GSA Council:

That the GSA Council, on the recommendation of GSA Governance Committee, **APPROVE** the proposed changes to GSA Policy on the composition of the GSA Nominating Committee, as shown in the attached double column document and effective immediately.

NOTE 1: The proposed changes apply to Section E: Nominating, GSA Policy, GSA Standing Committees, GSA Nominating Committee

NOTE 2: Substantive changes that GSA Council is asked to consider are highlighted in yellow

Background:

The attached proposal regarding changes to the composition of the GSA Nominating Committee (GSA NoC) was proposed by the former Administrative Chair of the GSA NoC, Michele DuVal, and the former Executive Director (ED), Ellen Schoeck. This matter, specifically the removal of the GSA President and the GSA ED as voting members of the committee, was discussed and endorsed by the GSA NoC at their meeting on October 18, 2016. The GSA Governance Committee (GSA GC) voted, at a meeting on October 31, 2016, to recommend the proposed changes to GSA Council. The GSA GC also approved editorial changes to GSA Policy on the GSA Nominating Committee at the same meeting.

Please see the attached draft cover letter for additional information.

Jurisdiction:

Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Section F.POL.3.2.a
"The GSAB is the senior administrative authority of the GSA as delegated to it by GSA Council."

Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Section F.POL.4.2.a.i
 The GC will *"advise GSA Council on the GSA Bylaws, matters of policy not in the purview of any other Standing Committee, or other governing issues and provide a report on recommended changes at the next scheduled GSA Council meeting."*

Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Section F.POL.4.2.a.ii
 The GSA GC will *"make any routine or editorial changes to the governance documents as deemed necessary by the Committee."*

GSA Nominating Committee

Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
Section E: Nominating, GSA Policy, GSA Standing Committees, GSA Nominating Committee	<i>No change.</i>
E.POL.7 Composition	<i>No change.</i>
E.POL.7.1 The President, or designate, will chair the GSA Nominating Committee (GSA NoC).	<p><i>Proposed change to standardize the structure of GSA Policy on Standing Committees (long-term goal to restructure all sections on GSA Standing Committees to include "Composition," then "Eligibility," then "Mandate," then "Meetings," and for the chairs of each committee to be listed at the end of the "Composition" section).</i></p> <p><i>Removal of the President as a voting member on the recommendation of the former GSA ED, the former GSA NoC Administrative Chair, the President, and other GSA NoC members (see below and attached cover letter to GSA Council). Removal of the ED as a voting member on the recommendation of GSA NoC members; the President and ED retained as non-voting members.</i></p>
E.POL.7.2 E.POL.7.1 GSA Council may elect up to three (3) Three (3) voting members, including alternates, of GSA Council elected by GSA Council to the GSA NoC, normally including the three (3) members appointed by GSA Council to the GSAB GSA Board and two (2) additional members of the GSA voting graduate student members elected by GSA Council as voting members.	<p><i>Proposed change to standardize language throughout GSA Policy on Standing Committees (see above) and replace the President and ED as voting members with members of GSA Council.</i></p> <p><i>Renumbering.</i></p>
<p>E.POL.7.3 The GSA President will appoint an Administrative Chair from amongst the three (3) members elected by GSA Council, or may put forward an additional graduate student to GSA Council for election as Administrative Chair.</p> <p><u>E.POL.7.2 Two members (2) from amongst the five (5) voting members of the GSA NoC will be elected by the GSA NoC to serve as Chair and Vice-Chair for the duration of their time on the GSA NoC or until they resign their positions as Chair and Vice-Chair. The persons elected will be reported to GSA Council.</u></p>	<p><i>An Administrative Chair is no longer needed if the President no longer chairs the GSA NoC (as this set of changes proposes); rather, provision is made for the election of a Chair and Vice-Chair.</i></p> <p><i>IF APPROVED, ALL OF GSA BYLAW AND POLICY WILL BE CHECKED FOR REFERENCES TO THE "ADMINISTRATIVE CHAIR" AND AMENDED TO "CHAIR;" LIKEWISE, THE SECTION OF GSA ADDRESSING THE PRESIDENT'S PORTFOLIO WILL BE AMENDED.</i></p>
E.POL.7.4 E.POL.7.3 The President and the Executive Director or designate will be a member of the GSA NoC, as non-voting members.	<i>See above. Renumbering.</i>
E.POL.8 Eligibility	<i>No change.</i>
E.POL.8.1 All members of the GSA Council are eligible to serve on the GSA NoC unless they intend to run in the GSA General Election or By-Election, intend to support a position in an upcoming referendum, or they have run in the previous GSA General Election or By-Election or supported a position in the last referendum. If standing for election to the GSA NoC, GSA NoC candidates	<i>Members of the GSA NoC will not exclusively be members of the GSA Council, see E.POL.7.1 above.</i>

Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
agree not to campaign for or endorse any individual running in the GSA General Election or By-Election, and not to campaign for or endorse any referendum campaign.	
E.POL.8.2 If a GSA NoC member intends to run in a GSA General Election or By-Election, campaign in an upcoming referendum, campaign for or endorse any individual running in the GSA General Election or By-Election, or endorse any referendum campaign they shall resign from the GSA NoC.	<i>No change.</i>
E.POL.9 Mandate	<i>No change.</i>
E.POL.9.1 The GSA NoC is responsible for the selection and replenishment of graduate student representatives to councils, committees, and bodies requiring such representation other than <i>ex officio</i> representation by the President and Vice-Presidents (VPs).	<i>No change.</i>
E.POL.9.2 The GSA NoC leads an annual initiative each October called the Early Call for Talent and Training. During this “Early Call” any graduate student interested in running for elected office is invited to a get-to-know dinner and is encouraged to participate in a series of training sessions on such topics as University governance, GSA 101, budget and audit basics, collective bargaining, major GSA services, and more. Information is provided about the President’s and VPs’ portfolios and the time commitments involved. These sessions provide a basic set of information that the GSA sees as essential for the effective leadership of its corporation and for the carrying out of its fiduciary duties.	<i>No change.</i>
E.POL.9.3 In the case of a resignation or other vacancy (as determined by the GSA ERC) in the Chief Returning Officer (CRO) or Deputy Returning Officer (DRO) positions during any GSA Election, By-Election, Referendum, or any other associated election or referenda matter, the GSA NoC may take necessary action to fill the vacancy, including direct appointments, or appointments of former CROs, to ensure an Acting or Interim CRO and/or DRO is appointed.	<i>No change.</i>
E.POL.9.4 The business of the GSA NoC will be conducted according to the GSA Nominating Policy.	<i>No change.</i>
E.POL.10 Meetings	<i>No change.</i>
E.POL.10.1 Notwithstanding Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Section F.POL.2.1, “Unless otherwise specified, quorum of GSA Standing Committees will be four (4) members of that committee”, <u>Quorum for an in-person meeting is of the GSA NoC is the Chair (or Administrative Chair) and two (2) additional three (3) members including either the Chair or Vice-Chair.</u>	<i>Proposed change to standardize language throughout GSA Policy on Standing Committees (see above) and removal of reference to the Administrative Chair.</i>

Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
<p>E.POL.10.1.a Under urgent circumstances, in the absence of two (2) members (eg by means of illness, field trips, etc), quorum will be the Chair (or Administrative Chair) and one (1) other member is two (2) members including either the Chair or Vice-Chair.</p>	<p><i>Proposed change to standardize language throughout GSA Policy on Standing Committees (see above) and removal of reference to the Administrative Chair.</i></p>
<p>E.POL.10.2 Notwithstanding Section E: Nominating, GSA Policy, GSA Standing Committees, GSA Nominating Committee, Sections E.POL.10.1 and E.POL.10.1a, any two (2) members of the GSA NoC may agree on a candidate to fill a vacant position for which the GSA's rules and regulations are otherwise silent.</p>	<p><i>No change.</i></p>
<p>E.POL.10.3 Most business of the GSA NoC will normally be conducted via phone or e-mail.</p>	<p><i>No change.</i></p>

GSA NOMINATING COMMITTEE (GSA NoC)
GSA ELECTIONS AND REFERENDA COMMITTEE (GSA ERC) (2 POSITIONS): 1 NOMINEE

Suggested Motion for GSA Council:

That GSA Council **DECLARE ELECTED** to the GSA Elections and Referenda Committee the graduate student below:

Runzhi Xu (Chemical and Materials Engineering)

NOTE: The bio and resume for this graduate student was circulated to GSA Council with the call for additional nominations on November 10, 2016.

GSA Members Staying the GSA Elections and Referenda Committee: Leigh Spanner (Political Science), Sarah Prescott (Resource Economics and Environmental Sociology), Jennifer Bertrand (Physical Education and Recreation), Kurtis Broda (Mechanical Engineering), Carolyn Gibson (Renewable Resources), Ahmed Najjar (Renewable Resources)

GSA Council Members Leaving on the GSA Elections and Referenda Committee: Axel Perez Trujillo (Modern Languages and Cultural Studies)

Background:

In the October 28, 2016 GSA Newsletter, the GSA Nominating Committee advertised for two (2) vacant positions on the GSA Elections and Referenda Committee (GSA ERC). The deadline to receive nominations was November 7, 2016 and one (1) nomination was received. A call for additional nominations was emailed to GSA Council on November 10, 2016. The deadline to receive additional nominations was November 16, 2016 at 12:00 PM and no additional nominations were received. The remaining vacancy will be advertised again in January.

The mandate of the GSA ERC (as per GSA Bylaw and Policy, Section I: Elections, GSA Policy, GSA Standing Committees, GSA Elections and Referenda Committee) includes: consulting with the Chief Returning Officer (CRO) on all matters pertaining to GSA Elections, By-Elections, and Referenda; meeting at least one month prior to the opening of nominations for the GSA General Election to assist the CRO in the planning of election events; and reviewing GSA Elections and Referenda Bylaws and Policies annually and making any recommendations for change to GSA Council.

Jurisdiction:

GSA Bylaw and GSA Policy, Section I: Elections, GSA Policy, Standing Committees, GSA Elections and Referenda Committee, Section I.POL.18.2.c.

The composition of the GSA ERC is *"a total of eight (8) graduate student members, including at least one (1) Councillor, elected by GSA Council."*

GSA NOMINATING COMMITTEE (GSA NoC)
GSA AWARDS SELECTION COMMITTEE (GSA ASC) (5 POSITIONS): 4 NOMINEES

Suggested Motion for GSA Council:

That GSA Council **DECLARE ELECTED** to the GSA Awards Selection Committee the graduate students below:

Honey Bhatia (Civil Engineering)
Alix Clarke (Dental Hygiene)
Bahador Rashidi (Electrical and Computer Engineering)
Mostafa Tawfeek (Civil Engineering)

NOTE: The bios and resumes for these graduate students were circulated to GSA Council with the call for additional nominations on November 10, 2016.

GSA Council Members Staying the GSA Awards Selection Committee: Grant Norman (Neuroscience), Krista McFadyen (Educational Policy Studies/Law), Margot Challborn (Political Science), Nafisa Abdulhamid (Political Science), Rebecca Horne (Human Ecology)

GSA Council Members Leaving on the GSA Awards Selection Committee: Afshan Amjad (Elementary Education)

Background:

In the October 28, 2016 GSA Newsletter, the GSA Nominating Committee advertised for five (5) vacant positions on the GSA Awards Selection Committee (GSA ASC). The deadline to receive nominations was November 7, 2016 and four (4) nominations were received. A call for additional nominations was emailed to GSA Council on November 10, 2016. The deadline to receive additional nominations was November 16, 2016 at 12:00 PM and no additional nominations were received. The remaining vacancies will be advertised again in January.

The mandate of the GSA ASC (as per GSA Bylaw and Policy, Section P: Grants, Awards, and Bursaries, GSA Policy, GSA Standing Committees, GSA Awards Selection Committee, Sections O.POL.5.1 and O.POL.5.1.a) includes: selecting the recipients of GSA Recognition Awards and the Government of Alberta Graduate Citizenship Award and reviewing GSA Bylaw and Policy regarding GSA Recognition Awards..

Jurisdiction:

GSA Bylaw and Policy, Section P: Grants, Awards, and Bursaries, GSA Policy, GSA Standing Committees, GSA Awards Selection Committee, Sections O.POL.3.1.c

The composition of the GSA ASC is *"up to twelve (12) graduate students, elected by GSA Council."*

GSA NOMINATING COMMITTEE (GSA NoC)

**GSA APPEALS AND COMPLAINTS BOARD (GSA ACB) (12 POSITIONS: 4 positions for GSA Departmental Councillors,
Alternates or Recent Former Departmental Councillors, and 8 positions for Graduate Students):
7 NOMINEES**

In the October 28, 2016 GSA Newsletter, the GSA NoC advertised for five (5) vacant positions on the GSA ACB. The deadline to receive nominations was November 7, 2016 and two (2) nominations were received. The two (2) nominees were then interviewed by GSA NoC Administrative Chair Radim Barta and recent former Administrative Chair Michele DuVal, both of whom have been trained in procedural fairness by the GSA and have a record of demonstrating impartiality through their work on the GSA NoC. During the interview, nominees were asked a series of questions aimed at assessing nominees' awareness of the basic tenets of procedural fairness and their ability to adjudicate potential cases in accord with those tenets (note as well that all individuals elected to the GSA ACB will receive training in procedural fairness). Following these interviews and ensuing discussion, the GSA NoC agreed to forward both nominees to GSA Council with the call for additional nominations.

The call for additional nominations was emailed to GSA Council on November 11, 2016. The deadline to receive additional nominations was November 16, 2016 at 12:00 PM (noon) and no additional nominations were received.

Also, as reported in October, on October 13 the GSA NoC contacted all current members of the GSA ACB to inquire whether they wished to continue their service on the GSA ACB. As per GSA Policy, GSA Council is asked to vote on both the newly-approved nominees and members seeking an additional term.

There will be a paper ballot vote held at the November 21, 2016 GSA Council meeting.

If you and your alternate are unable to attend the November 21, 2016, meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday November 21, 2016, in order to cast your vote in advance of the GSA Council meeting.

GSA ACB Election by GSA Council: GSA Nominating Committee Procedures

The Ballot

- There will be one ballot with candidates listed in reverse alphabetical order.
- For each candidate, there will be a "yes" box and a "no" box.

Voting

- The voter ticks one box per candidate, or abstains by not voting for a particular candidate (both boxes are left empty).

Counting

- If a candidate has more "no" votes than "yes" votes, the candidate is eliminated.
- If after the elimination round, there are **fewer candidate(s) or an equal number of candidates as there are positions**, the candidate(s) with at least one "yes" vote is/are successful.
- If after the elimination round, there are **more candidates than positions**, the candidates with the highest number of "yes" votes, equivalent to the number of positions, are the successful candidates.
- If after the elimination round, there is a **tie for last place** in the number of "yes" votes, the candidate with the fewest number of "no" vote is successful. If the tied vote has the same number of both "yes" and "no" votes, the Speaker will draw one name from a hat.

The names and biographies received (seven (7) nominees) are BELOW on pages 9.3 – 9.7. Biographies are presented as received (ie not edited).

Biographies and Resumes of Nominees
(Nominees will be listed in reverse alphabetical order on the ballot)

GSA Councillors (4 Nominees)

1. Radim Barta

Radim Barta's Bio:

I was born in Czech Republic and have spent most of my life in British Columbia. I completed undergraduate studies at UBC obtaining a BSc in Physics and Mathematics in 2014. I participated in the physics society (physsoc) at UBC and spent a year as part of the elected board. At the UoA, where I am completing an MSc in Medical Physics, I have gotten involved with the GSA and enjoy giving my time to help graduate students.

I like to participate in different events around Edmonton such as the Edmonton Regional Science Fair and the Reading Week where individuals read to and share their career with elementary school classes. I enjoy reading and writing for pleasure in addition to doing so for classes and research. I also enjoy swimming and playing computer games, which usually fills the bulk of any free time I find.

Radim Barta's Resume:

I think I would be well suited for the GSA Appeals and Complaints Board because of my past experience serving on the board. I have served on the board for a year and I have received the training sessions on appeal procedures, decision writing, and how to ensure a fair hearing. I believe I am able to act and think in an impartial manner, and I am capable of identifying possible bias. I have developed these abilities by sitting on the Nominating Committee where every week numerous decisions have to be made on which nominees are the best fit for the many graduate student position that we fill. I am practiced in making informed decisions based on submitted information, removing personal leanings from decision making, and abstaining from the decision process when I recognize my own bias. I have also had the opportunity to judge projects at three separate science fairs, where not only did I judge projects based on the presentations, but I also gave feedback, focusing on giving it in a way that was honest, while at the same time being respectful, constructive, and clear. This I believe will help with writing ACB decisions.

My personal research is the development of radiologically transparent magnetic resonance detectors, which can be used in a combination radiation therapy (linac) and MRI unit (linac-mr). I am conducting my research in the Department of Oncology as part of the Medical Physics MSc/PhD program, with the career goal of becoming a medical physicist when I complete my degree program.

I am enjoying my current balance of research and volunteering, I know I have the time necessary for this committee having served on it for a year. I also know I will be in Edmonton during the elections, when time sensitive decisions need to be made. I hope you will consider me for this committee.

Radim Barta currently serves on the following committees:

GSA NOC, GSA Board

2. Antonio Bruni

Antonio Bruni's Bio:

As a resident of Northern Ontario, I completed my undergraduate studies at Lake Superior State University, where I received a Bachelor of Science degree in Biology with a minor in Chemistry (2006---*Cum Laude*). While attending LSSU, I served as a tutor at the school's Learning Center, as well as a Supplemental Instructor for the first year Biology course. In my final two years of study, I served as Co-President of the Pre-Professional Society and was a member of the Student's Council Finance Committee. Within the community of Sault Ste. Marie, I volunteered with numerous organizations including Program Read, a non-profit organization aimed to improve literacy in adults within the community, and was an active mentor with Big Brothers Sault Ste. Marie for two years. In 2007, I relocated to London, Ontario. While in London, I was actively involved with the Boys and Girls Club where I served as a tutor and mentor in the after-school My Action Plan for Success program. As an employee of Sernova Corp, I spearheaded the company's corporate volunteer involvement in the Telus Juvenile Diabetes Research Foundation

(JDRF) Walk for the Cure as Fundraiser Team Captain for two consecutive years. In September 2013, I moved to Edmonton to initiate Graduate studies at the University of Alberta. Aside from serving as the Department of Surgery's GSA Councilor, I have also become involved with various academic and community programs, including the Department of Surgery's Research Committee (Graduate Student Representative), the FGSR Graduate Student Professional Development Committee, a member of StemCellTalks Edmonton Organizing Committee, as well as a member of NextGen Edmonton's IGNITE Organizing Committee.

Antonio Bruni's Resume:

As a Graduate student within the Department of Surgery, I have the privilege of pursuing diabetes and islet transplantation research in Dr. James Shapiro's laboratory. My passion for diabetes research was ignited in my previous career opportunity with Sernova Corp in London, Ontario. It was there that I became involved in the preclinical development of the Cell Pouch™, a medical device that would serve as an alternative site for islet transplantation. As an effective member of Sernova's Research & Development team, I had the unique opportunity to immerse myself in an innovative research environment that fostered strong scientific, communication and project management skills, paramount in transitioning the Cell Pouch to a Health Canada---approved clinical trial at the University of Alberta.

Subsequent to my endeavours in industry, I secured the Alberta Diabetes Institute (ADI) Graduate Studentship to initiate my studies in the Shapiro Laboratory undertaking research aimed to improve islet transplantation outcomes in diabetic recipients. Thus far, I have secured numerous studentships and travel awards and have had the privilege of sharing my research at local, provincial, National and International conferences. In February 2014, I became an inaugural Academic Trainee in the Canadian National Transplant Research Program, and recently transferred into the PhD stream after securing a PhD Recruitment Scholarship on behalf of the Department of Surgery.

I believe my previous and current experiences immensely contribute to my growth as an individual. As a young scientist, I have developed transferable skills to think critically and independently, and to utilize knowledge acquired to make impartial, informed decisions. These skills are imperative when serving on a committee such as the Appeals and Complaints Board. I hope that this opportunity provides me with another opportunity to grow as an individual while serving the Graduate student body here at the University of Alberta.

Antonio Bruni currently serves on the following committees:

- Department of Surgery Graduate Research Committee
- FGSR Graduate Student Professional Development Committee
- GSA Department of Surgery Councilor
- NextGen IGNITE Committee (external To UofA)

3. Justin Leifso

Justin Leifso's Bio:

I was born and raised in Southern Saskatchewan. I received my BA Honours in Political Science (2006) from the University of Regina, after which I began a career in the Saskatchewan public service. I spent 2007/08 teaching English in Korea, received my MA in Political Science at the University of Alberta (2011) and, in 2013, returned to Edmonton to pursue my PhD. I have served on the board of the Saskatchewan Festival of Words, the executive of the Political Science Graduate Student Union, and volunteered with a number of organizations including the Edmonton Christmas Bureau. In addition to my current role as vice-chair of the Appeals and Complaints Board (ACB), I have served the GSA as a member of the Dean of Arts Review Committee, Dean of Students Search Committee, Elections and Referenda Committee (ERC), the General Faculty Council (GFC) am currently a member of the GSA's Governance Committee.

Justin Leifso's Resume:

I am now a fourth year PhD student in the Department of Political Science, currently developing my dissertation proposal. Before moving to Edmonton to pursue my PhD, I was a Manager of Performance Audits in the Office of the Provincial Auditor of Saskatchewan and a Senior Policy Analyst in the Saskatchewan Ministry of Health.

The Appeals and Complaints Board (ACB) serves as a crucial piece of the GSA's governance structure. As the existing vice-chair of the committee, I believe my experience makes me a suitable candidate for the position.

Justin Leifso currently serves on the following committees:

GSA Council, Appeals and Complaints Board (Vice-Chair)

4. Sarah Prendergast

Sarah Prendergast's Bio:

I am from central Alberta and moved to Edmonton three years ago. I finished my BSc in Biological Sciences and Economics and returned this year as a graduate student at the Alberta School of Business. I have volunteer experience working primarily with Immigrant Associations such as CAIWA (Central Alberta Women's Immigrant Association) in Red Deer and EISA (Edmonton Immigrant Services Association) in Edmonton. I was also involved with the Neighborhood Place community charity in Blackfalds, Alberta and central Alberta Adopt a Family program.

Sarah Prendergast's Resume:

I am a first year Masters student at the Alberta School of Business. Previously I worked in the Cell Biology Department at the University of Alberta in Dr. Simmonds lab studying changes in gene expression in common breast cancer pathways. Prior to returning to full time studies in University I was involved in a variety of different workplaces and have earned an array of practical skill sets. Notably, I have extensive experience in sales and management, as well as training in motivation, objection handling, and leadership skills. I am interested in the Appeals and Complaints Board because conflict resolution is of considerable interest to me. It is an excellent opportunity for additional training and practice to hone skills particularly useful for in conflict resolution from a public policy or governance perspective. I have a schedule that is flexible enough to accommodate training requirements and potential issues that may require the committees attention.

Sarah Prendergast currently serves on the following committees:

None

Councillors, Alternates, and/or recent former Councillors (3 Nominees):

1. Hajar Amidian

Hajar Amidian's Bio:

My life has mostly involved a lot of traveling from one province to another in Iran, where I was born, or to other countries. This has given me the opportunity to meet and socialize with people from diverse backgrounds and pick up on their languages, like Farsi, English, and some French and Arabic.

I've been always astonished by meeting people from around the world and seeing the common threat that relates us all together. This led me to become actively involved with the United Nations through the 6th UNESCO youth program in Paris as an elected representative, where I presented a summary of articles on youth and social media and helped achieve a comprehensive report of the conference for the Secretary General. Later I became involved with the UNESCO office in Tehran where as a member of a youth group we tried to establish a youth desk. Also, here at the UofA I volunteered at the International Center and assisted in tutoring programs and other activities like the long night against procrastination for students. I have also been a member of the FGSR Academic Appeals Committee since 2012.

Hajar Amidian's Resume:

I am a PhD candidate in political science in the areas of international relations and Canadian politics at the University of Alberta. The working title of my thesis is: "Rentier State and Authoritarianism: A Critical Study of Post-Revolutionary Iran", which attempts to advance the understanding of the correlation between authoritarianism and rentier theory in post-revolutionary Iran. I hold a M.A in North American Studies and a B.A in English Language and Literature from the University of Tehran. I have extensive teaching and research experience in the areas of international relations, international organizations, Canadian politics, North American Studies, and energy policies. I have full professional proficiency of English and Farsi, a limited working proficiency of French, and elementary proficiency of Arabic.

I am interested to be re-elected for one year as a member of the GSA Appeals and Complaints Board, because I want to step beyond the mere academic experience that I can gain by completing a program at the UofA and learn what makes this University maintain the high standing that it does. In addition, while I experienced sitting in at an appeal's meeting as a

graduate student representative, I realized that the process involved in decision makings is somewhat related to what I do in my field of study. Hence I want to learn more about this process.

I am currently focusing on completing my PhD thesis. Therefore, I am on campus and available most days of the week and have a very flexible schedule.

I can be reached at my cell phone, (780)902-0981 or by email at amidian@ualberta.ca. Thank you for your time and consideration.

Hajar Amidian currently serves on the following committees:

FGSR Academic Appeals Committee

2. Sarang Gumfekar

Sarang Gumfekar's Bio:

I was born in India and completed my Bachelor of Engineering degree at the University of Pune, India in 2009. During my undergraduate studies, I became a student head of the technical activities in the institute and coordinated the organization of an annual technical event. Further, I moved to Canada to pursue my master's degree (MAsc) in chemical engineering from University of Waterloo, Ontario where I held International Masters Student Award for 2 years. I also obtained a Certification in Fundamentals of University Teaching from the University of Waterloo. Currently, I am a fourth year PhD candidate in Chemical and Materials Engineering at the University of Alberta, conducting research on development of flocculants to reduce the environmental footprint of mining operations.

Sarang Gumfekar's Resume:

I have been actively involved in student governance since my master's studies. During my study at Waterloo, I served as a Vice President-Finance, and Health and Safety representative of the departmental graduate students association. I have also been a student council member of MITACS organization. In the University of Alberta, I have been actively involved in student governance and served as a Councillor-at-Large (CAL) Graduate Students Association, a Faculty of Graduate Studies and Research (FGSR) Councillor, a member of the International Activity Fund (IAF) Adjudication Committee and a member of the International Students Advisory Committee (ISAC). Currently, I am serving as a member of GFC-Campus Law Review Committee (CLRC) for two consecutive years. Apart from the governance, I was involved in organizing the ABCampus Career Conference, which took place in March 2015. I look forward to being a part of GSA Appeals and Complaints Board (GSA ACB).

Sarang Gumfekar currently serves on the following committees:

- Member of GFC-Campus Law Review Committee (2015-16 and 2016-17)

3. Liam Heffernan

Liam Heffernan's Bio:

I was born in Ireland, and completed my Bachelor of Science and Master of Science at University College Cork and University College Dublin (both Ireland) respectively. I moved to Edmonton in 2015 to attend the University of Alberta, where I am enrolled in a PhD program with Dr. David Olefeldt in the Department of Renewable Resources. My BSc. and MSc. were primarily focused in plant biology, whereas now my main focus of research is soil science. I was lucky enough to have the opportunity to conduct undergraduate research in School of Biological, Earth and Environmental Sciences, University College Cork. Following graduation I entered into my MSc in the Department of Plant Biology, UCD, where I had the pleasure of working on a MSc. thesis with Dr. Renou-Wilson. I then spent 6 months working in the Ecological Systems Laboratory, École Polytechnique Fédérale de Lausanne, Switzerland. In May 2015 I began my PhD in Soil Science. I am involved with the Dept. of Renewable Resources GSA, where I am the Director of Seminar Events, running bi-weekly graduate student seminars.

Liam Heffernan's Resume:

I come from a background in environmental research where my primary focus was plant biology. However due to the experiences I have gained through working with some amazing scientists I have diverted my research focus to soil. As such I am currently a PhD student. My experiences during my PhD in Canada and MSc. in Ireland has given me insight on the current issues facing graduate students, such problems faced as an international student, how to change discipline/research area, and

how to develop and maintain a healthy student/supervisor relationship. I am running for the position of GSA Appeals and Complaints Board (GSA ACB) member as I believe that my past experiences will allow me to objectively complete the tasks associated with this position.

Liam Heffernan currently serves on the following committees:

Renewable Resources Graduate Students' Association, Director of Seminar Events

GSA NOMINATING COMMITTEE (GSA NoC)
**GSA Appeals and Complaints Board (GSA ACB) Chair and Vice-Chair
 NOMINEES**

As set out in GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, Section H.POL.8.3:

“GSA Council will elect one (1) member of the GSA ACB as Chair and one (1) member of the GSA ACB as Vice-Chair on the recommendation of the GSA Nominating Committee (GSA NoC), for a term of office, also recommended by the GSA NoC, not to exceed two (2) years. Members may stand for re-election as Chair or Vice-Chair.”

In recommending these nominees, the GSA NoC considered their previously conducted interviews (as per GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, Section H.POL.10.4), their experience relevant to the position of Chair and Vice-Chair of the GSA ACB, and their knowledge of fair process. Both nominees were members of the GSA ACB in 2015-2016.

As per GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, Section H.POL.6.1, the mandate of the GSA ACB is as follows:

“The GSA ACB is responsible for hearing and deciding appeals of GSA Chief Returning Officer decisions and complaints about GSA Officers as allowed by Section 94(3) of the Post-Secondary Learning Act.”

There will be a paper ballot vote held at the Monday, November 21, 2016 GSA Council meeting.

If you and your alternate are unable to attend the Monday, November 21, 2016, meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday, November 21, 2016, in order to cast your vote in advance of the GSA Council meeting.

Nominees for Chair of the GSA ACB:

1. **Antonio Bruni (Surgery) for a one (1) year term**

Nominees for Vice-Chair of the GSA ACB:

1. **Justin Leifso (Political Science) for an additional one (1) year term**

Please note that the results of this vote rely on the results of the previously held GSA ACB membership vote; that is, if the nominee for Chair or Vice-Chair are not voted to serve as members of the GSA ACB, they will not be eligible to serve as Chair or Vice-Chair and a new nominees will be sought by the GSA NoC from amongst the members of the GSA ACB for GSA Council's consideration.

The names and biographies received of the nominees are **BELOW on pages 9.9 and 9.10**. Biographies are presented as **received (ie not edited)**.

Biographies and Resumes of Nominees

Nominee for the Chair of the GSA ACB:

Antonio Bruni

Antonio Bruni's Bio:

As a resident of Northern Ontario, I completed my undergraduate studies at Lake Superior State University, where I received a Bachelor of Science degree in Biology with a minor in Chemistry (2006 --- *Cum Laude*). While attending LSSU, I served as a tutor at the school's Learning Center, as well as a Supplemental Instructor for the first year Biology course. In my final two years of study, I served as Co-President of the Pre-Professional Society and was a member of the Student's Council Finance Committee. Within the community of Sault Ste. Marie, I volunteered with numerous organizations including Program Read, a non-profit organization aimed to improve literacy in adults within the community, and was an active mentor with Big Brothers Sault Ste. Marie for two years. In 2007, I relocated to London, Ontario. While in London, I was actively involved with the Boys and Girls Club where I served as a tutor and mentor in the after-school My Action Plan for Success program. As an employee of Sernova Corp, I spearheaded the company's corporate volunteer involvement in the Telus Juvenile Diabetes Research Foundation (JDRF) Walk for the Cure as Fundraiser Team Captain for two consecutive years.

In September 2013, I moved to Edmonton to initiate Graduate studies at the University of Alberta. Aside from serving as the Department of Surgery's GSA Councilor, I currently serve as the Graduate Student Representative on the Department's Graduate Research Committee and Graduate Research Advisory Committee, the FGSR Graduate Student Professional Development Committee (PD4Grads), the Faculty of Medicine and Dentistry Graduate Coordinator's Committee, the FoMD Graduate Student Advisory Committee (Dept. of Surgery Rep), the GSA Appeals and Complaints Board, as well as a member on the GSA Nominating Committee. I have served as the Graduate Student Representative on Search and Selection Committees for the Chair of two Departments, and was elected on behalf of the GSA as the Graduate Student Representative on the FoMD Dean Selection Committee.

Antonio Bruni's Resume:

As a Graduate student within the Department of Surgery, I have the privilege of pursuing diabetes and islet transplantation research in Dr. James Shapiro's laboratory. My passion for diabetes research was ignited in my previous career opportunity with Sernova Corp in London, Ontario. It was there that I became involved in the preclinical development of the Cell Pouch™, a medical device that would serve as an alternative site for islet transplantation. As an effective member of Sernova's Research & Development team, I had the unique opportunity to immerse myself in an innovative research environment that fostered strong scientific, communication, project management and administrative skills, paramount in transitioning the Cell Pouch™ to a Health Canada-approved clinical trial at the University of Alberta. Indeed, these skills have been instrumental in my transition to pursuing graduate studies at the UofA, and facilitated my success throughout my studies. I have been fortunate to secure numerous studentships and awards, as well as opportunities to share my research at local, provincial, national and international conferences.

In parallel to my academic achievements, I have immersed myself in numerous Departmental-, Faculty- and University-level Committees, serving as a conduit for the students in which I represent. Many of these positions have provided me with the opportunity to have an understanding of the policies within each entity and how they impact the student body. I believe I have gained effective leadership and communication skills which will be of benefit serving as a member of the

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Appeals and Complaints Board, and prospectively as its Chair. This is most notably highlighted through my recent involvement with such committees including the President's Visiting Committee, an external committee that reviewed the research activities of the FoMD, the Graduate Student Representative on the FoMD Dean Selection Committee, as well as serving as the Graduate Student Representative for the Chair Search & Selection Committees of two separate Departments within the FoMD. These experiences have provided me with tangible skills demonstrating the ability to make informed, impartial decisions. With a passion to serve the students at the UofA, I am keen to be re-elected to a one year term to serve as a member of the ACB, and diligently as its Chair, if granted support by the members of the GSA.

Antonio Bruni currently serves on the following committees:

- Dept. of Surgery Graduate Research Committee
- Dept. of Surgery Graduate Research Advisory Committee
- Dept. of Anesthesiology and Pain Medicine – Chair Search and Selection Committee
- FGSR Graduate Student Professional Development Committee (PD4Grads)
- Faculty of Medicine and Dentistry (FoMD) Graduate Coordinator's Committee – Grad Student Representative
- FoMD Graduate Student Advisory Committee – Dept. of Surgery Representative
- GSA Appeals and Complaints Board
- GSA Department of Surgery Councilor
- GSA Nominating Committee
- NextGen IGNITE Committee (external to UofA)

Nominee for the Vice-Chair of the GSA ACB:

Justin Leifso

Justin Leifso's Bio:

I was born and raised in Southern Saskatchewan. I received my BA Honours in Political Science (2006) from the University of Regina, after which I began a career in the Saskatchewan public service. I spent 2007/08 teaching English in Korea, received my MA in Political Science at the University of Alberta (2011) and, in 2013, returned to Edmonton to pursue my PhD. I have served on the board of the Saskatchewan Festival of Words, the executive of the Political Science Graduate Student Union, and volunteered with a number of organizations including the Edmonton Christmas Bureau. In addition to my current role as vice-chair of the Appeals and Complaints Board (ACB), I have served the GSA as a member of the Dean of Arts Review Committee, Dean of Students Search Committee, Elections and Referenda Committee (ERC), the General Faculty Council (GFC) am currently a member of the GSA's Governance Committee.

Justin Leifso's Resume:

I am now a fourth year PhD student in the Department of Political Science, currently developing my dissertation proposal. Before moving to Edmonton to pursue my PhD, I was a Manager of Performance Audits in the Office of the Provincial Auditor of Saskatchewan and a Senior Policy Analyst in the Saskatchewan Ministry of Health. The Appeals and Complaints Board (ACB) serves as a crucial piece of the GSA's governance structure. As the existing vice-chair of the committee, I believe my experience makes me a suitable candidate for the position.

Justin Leifso currently serves on the following committees:

GSA Governance Committee, GSA Council, Appeals and Complaints Board (Vice-Chair)

GSA President
Report to GSA Council for the November 21, 2016 Meeting

To: GSA Council
From: Sarah Ficko
Date: November 18, 2016

Dear Councillor Friends and Colleagues,

Aaaaand it's November already. I hope everyone had a bit of time to relax over the Fall Reading week! As you can see, I've attended a lot of meetings this past month, many of which are to do with potential changes in tuition next year. Like Firouz, the majority of my monthly report will be on these changes, essentially as a briefing note to help prepare for the Special Council meeting on tuition on December 12. As you may know or remember, the Provost and VP (Academic) and the VP (Finance & Administration) are normally invited to attend our September meeting to present on tuition for the upcoming academic year. This year, the government was very slow to announce their plans for tuition and funding to the universities, (which was announced as a continuation, for a third year, of the tuition freeze for domestic students in late October). At the same time, the government formally launched a review of tuition and post-secondary funding in the province. The Speaker, GSA Board, myself, and the management team discussed when to invite the Provost to speak to you at length, and decided it would be best for us to have a special Council meeting such that there is sufficient time for everyone to ask all their questions as the November Council already had a very full agenda.

Domestic Student Tuition Fee Update

Currently, domestic student tuition in Alberta is regulated by the Government of Alberta under the Tuition Fees Regulation (TFR). The TFR limits the total average of tuition increases at an institution to the Consumer Price Index (CPI), which allows the universities to maintain a relatively stable budget with respect to tuition and fees (typically, approximately 40% of a university's budget is drawn from tuition and fees). CPI is calculated annually based on factors including costs for food, shelter, clothing, transportation, health care, recreation, and alcoholic beverages and tobacco products. Universities have different main drivers of their costs including things like union/association negotiated faculty and non-academic staff salaries, benefits, and merit pay and various contracts associated with infrastructure maintenance that have built in annual cost increases. Increases in these costs resulted in the recently coined 'academic price index,' or API, and this is the percentage increase calculated for the Mandatory Non-Instructional Fees funding formula) and also generally means that annual increases to the University's expenses are greater than CPI.

During the initial two-year freeze on tuition (2015 to 2017), the government provided backfill funding to each university to offset the loss of revenue normally expected from CPI increases, mandatory non-instructional fees, and market modifiers (though only for the first year for the latter two fees). However, the government has not yet committed to providing backfill funding for the third year of the tuition freeze, which could mean a cut in the University's budget of upwards of \$4 M for the 2017/2018 academic year.

International Student Tuition Fee Changes

Currently, tuition for international students (those who are not citizens or do not have Permanent Resident status) is not regulated in Alberta. As such, universities are able to make individual recommendations on international tuition, which appears as an international differential fee (IDF), at the U of A, and may or may not be paid by a graduate student's supervisor, depending on their program of study.

The rationale for why international tuition functions differently than domestic tuition is based on taxation principles: it is assumed that domestic students (and/or their parents/guardians) are paying taxes that go toward supporting public education (most of the funding for Alberta's universities comes from the provincial government). As international students have not paid into the public system through taxes (and there is no guarantee they will stay and begin to do so upon completion of their degrees), it is argued that international tuition must more accurately account for the true cost of a student's education. In essence, international tuition is the "true tuition" while domestic tuition is considered to be subsidized through provincial taxation.

Given costs are continuing to increase above CPI, and tuition for domestic programs is frozen, all universities in the province have very few levers to pull to help offset their costs, other than cutting people or components of programs (which impacts quality), increasing revenue from professional programs (several of which have yet to be certified by the government), or by increasing international student tuition fees. The former VP (Finance & Administration) (prior to retiring) made a recommendation that tuition for international students *should* increase by a substantial percentage amount over the next three years for the University's budget to balance, but this was vetoed by the Provost who recognized that it would cause significant distress and hardship for most, if not all, international students. Instead, it has been proposed that international tuition for all international students (graduate and undergraduate) will increase by API (or 3.02%) for the 2017/2018 academic year, and likely future years will use this formula if the government leaves international tuition unregulated after their review. While it is higher than CPI, it does provide a more predictable model for fees for international students on an annual basis, and the formula was developed with student consultation (though not originally for this purpose). In general, this is an approximate \$200-300 increase this year per international graduate student (though it is approximately \$600-900 for international undergraduate students as their fees are much higher).

The second part of the proposal directly affects international graduate students, in the form of an 'international graduate student adjustment fee,' which would be to add a \$4,000 sticker price increase to international graduate student tuition (though it would be a net zero cost to students as it would be immediately rebated, at least for 2017/2018). The University is pushing the idea that because tuition for international students is the 14th lowest in Canada compared to our main competitors (the other top 15 research intensive universities in Canada), it is negatively affecting the perception of the quality of a U of A grad degree in other countries. I do not agree with this position for several reasons. First, this is a University, with a strategic plan called 'For the Public Good', and thus I do not support unilaterally applying consumerist practices such as marketing wisdom onto educational institutions. Second, in my experience, factors prospective graduate (often thesis-based) students use to pick their programs include selecting a university that offers a program or has a supervisor doing the work that fits with their interests, the presence of a supervisor will be a good mentor, whether the university has high QS, THE, Macleans, or other rankings, the existence of funding packages that allow a reasonable standard of living, and the location of the university. Third, the U of A is currently ranked as the 4th best Canadian University (after McGill, UofT, and UBC) in international rankings, AND we currently have the second highest number of international graduate students at the U of A, second only to USaskatchewan which was the university with slightly lower tuition fees than us for international students.

My concerns with this proposal are 1) lack of consultation with students (we were informed about the proposal in the Tuition and Budget Advisory Committee meetings, but did not have sufficient time to review and consult before it was pushed through the governance processes), and 2) a clear rationale with quantifiable research demonstrating that this scheme will indeed bolster our perception of quality, and indeed attract 'better' students, rather than just wealthier ones, has not been provided. We are concerned this scheme will have further negative impacts on student financial situations (e.g. if the rebate is not automatically applied, or if the rebate is rescinded at a future date for course-based masters programs. Any

changes like this could have significant negative repercussions on the U of A's reputation as current students will not speak positively about these kinds of changes to tuition during their degree program.

At this point, the proposal passed through the General Faculties Council Academic Planning Committee (despite student objections), and will move to the Board Finance and Property Committee (BFPC) on November 21, before passing to the Board of Governors for final approval on December 16. I will continue to speak strongly against the adjustment fee, and we will be developing a petition to circulate next week if the proposal does pass through BFPC. When we send this out, I will encourage you to sign it and pass it on to your departmental colleagues.

Provincial Tuition and Funding Review

Over the next few days you will be receiving a survey developed by ab-GPAC (the provincial lobby group the U of A GSA belongs to), as we develop a submission to the government about what graduate students want and need in terms of tuition and funding. I strongly encourage everyone to fill it out, and please pass it out to your colleagues in your department and encourage them to complete the survey too. The survey asks detailed questions about your financial situation, but it will remain anonymous, and will help us advocate more strongly to the government on behalf of our members.

Ultimately, I believe that the creation of equitable funding packages that support a sustainable and reasonable standard of living along with education and award opportunities should be the long term goal of all post-secondary institutions. If the U of A can do this first, it will make us a recognized leader in graduate education. At this point, my current recommendation is that all thesis-based graduate students should receive at least \$30,000 per year throughout their programs. To achieve that goal, I continue to push Senior Administration to conduct a review of graduate student funding on campus to allow a better understanding of the current amount and range of financial support graduate students receive throughout their degree programs, and the amount that is lacking and requires lobbying for better support from the provincial government, and/or requires a re-allocation of money on campus.

Other highlights

On October 28, Ali and I attended the Killam Luncheon, which honoured some amazing graduate students, post docs, and professors on our campus. I'm continually in awe of the range and extent of programs and areas of research that people are doing on this campus!

Firouz and I attended the Canadian Association of Graduate Studies (CAGS) conference November 2-4. It was a great opportunity to meet with other student leaders and interact with Deans, Associate Deans, and administrators involved in graduate studies and programs across the country. A few highlights include a keynote on how to support and include indigenous students in graduate programs, a discussion around the utility of the Comprehensive/Candidacy Exam (many people no longer understand the value of it in its current form), the value of a PhD program, and a session where the student leaders were able to highlight their concerns and recommendations to the Deans of the Faculty of Graduate Studies. I presented on behalf of the students along with the Dean from Queen's University and it made for a lively and interesting discussion!

Sasha and I presented to the Board Human Resources and Compensation Committee on November 14th. We focused on the issues around supervision and funding, and it was again well received (similar to the one Colin More and I gave last year). The committee has agreed to spend time at their next meeting discussing how to support and improve supervision on campus.

Masoud and I continue to sit on the Residence Life Task Force. We recently selected Academica as our proponent to conduct the survey on behalf of the Task Force. If you have lived in residence or worked as a residence assistant over the past 5 years, you will likely receive an email around the start of December with questions about your thoughts on your experiences.

Finally, and as Ali also reports, our annual Early Call for Talent and Training program is currently going on. Each year, as per GSA Policy, the GSA Nominating Committee is charged with the responsibility of actively seeking out graduate students for the positions of GSA President, Vice-President Academic, Vice-President Labour, Vice-President Student Services, and Vice-President External. The Early Call for Talent and Training program is designed to provide training and information to students considering running for elected office. We have a handful of students who have been diligently attending the various sessions, and hope more students will express an interest in learning more about these positions!

While I didn't have time to make a vlog, I will leave you with a picture of me holding a painting a student made to express their thanks for the GSA's support over the last 6 months!



Warmest regards,

Sarah, GSA President

Please find below a list of meetings I attended between October 24, 2016 and November 21, 2016. The meetings were accurate at the time of printing.

October 25	Meeting with the Provost
October 25	Meeting with the Registrar
October 25	Residence Life Task Force
October 26	GSA Budget and Finance Committee
October 26	General Faculties Council Academic Planning Committee
October 26	Early Call Dinner
October 27	Meeting with the Dean of the Faculty of Graduate Studies Research
October 27	Meeting with a General Faculties Council Member
October 27	GSA/Faculty of Graduate Studies and Research PD Info Fair
October 27	Meeting with Students' Union President
October 27	Tuition Budget Advisory Committee
October 28	Meeting with the Dean of Students
October 28	Killam Luncheon
October 31	Meeting with a Department
October 31	GSA Governance Committee
October 31	General Faculties Council Executive Committee
October 31	Meeting with C Swindlehurst
November 1	Meeting with Graduate Students
November 2-4	Canadian Association for Graduate Studies (CAGS) Conference
November 7	Early Call External Advocacy
November 7	Tuition Budget Advisory Committee
November 8	Meeting with the Vice-President (Facilities & Operations) A Sharman
November 9	Mandatory Non-Instructional Fees Oversight Committee
November 10	Meeting with Graduate Students
November 10	Meeting with an Associate Dean
November 14	PSLA Labour Consultation
November 14	Presentation to the Board Human Resources and Compensation Committee
November 15	Meeting with the Dean of the Faculty of Graduate Studies and Research
November 15	Multi-faith Prayer and Meditation Space MoU Review
November 16	Equity, Diversity, and Inclusion Roundtable with Global Affairs
November 16	General Faculties Council Academic Planning Committee
November 16	Board Safety, Health and Environment Committee
November 16	UAlberta Honorary Degree and PhD Recipients Reception
November 17	Meet a Board of Governors Member
November 17	Residence Life Task Force
November 17	Welcome Reception for New U of A Vice-Presidents
November 18	Meeting with the Non-Academic Staff Association President (and Board of Governors representative)
November 18	Meeting with Graduate Students
November 21	Meeting with the Graduate Ombudsperson
November 21	Board Finance and Property Committee
November 21	General Faculties Council

**GSA Board (GSAB)
Report to GSA Council for the November 21, 2016 Meeting**

To: GSA Council
 From: Courtney Thomas, Executive Director and Coordinator of the GSA Board; Heather Hogg, Director of Operations; and Julie Tanguay, Associate Director
 Date: November 18, 2016

The GSA Board (GSAB) reports regularly to GSA 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. Open session Minutes are available upon request. The President, Vice-Presidents, Director of Operations, Director of Services and Governance, and I will be happy to answer any questions or provide more information at the GSA Council meeting. Also see the weekly Management Reports to the GSAB in Item 20 (Executive Director's Report to GSA Council) on pages 20.1-20.3.

26 October 2016 GSA Board Meeting

Main Agenda Items:

International Week: Request for an External Grant; GSA Health and Dental Plan; Presentation on For the Public Good (FPG): Performance Indicators

Motions and Agreements:

MOTION: That the GSA Board **APPROVE** an external grant of \$800 for International Week 2016, as requested in the attached letter from the Director, Global Education, UAI. **SF Moved. AT Seconded. CARRIED.**

Members **AGREED** to explore the possibility of having a special meeting at which the Provost could present on tuition.

Members **AGREED** that the accidentally removed reference to tuition increases beyond Alberta CPI in the GSA Board's SWP should be added back.

Members **AGREED** that they supported NASA's petition to the government to regulate dental fees in Alberta and SF noted that she would write to NASA to that effect.

9 November 2016 GSA Board Meeting

Main Agenda Items:

GSA 2016-2017 Budget and Expenditure (Quarterly) Report; Special Meeting of GSA Council: December 12, 2016; GSA Health and Dental Plan: Annual Claims Report 2015-2016 and Change of Coverage Report Fall 2016; Proposed Changes to GSA Bylaw and Policy on Elections and Referenda: For Review and Onward Transmission to GSA Council; Proposed Changes GSA Policy on the Composition of the GSA Nominating Committee: For Review and Onward Transmission to GSA Council; GSA Health and Dental Plan

Motions and Agreements:

MOTION: That the GSA Board **RECEIVE FOR INFORMATION AND FORWARD TO GSA COUNCIL (FOR INFORMATION)** the GSA 2016-2017 Budget and Expenditure (Quarterly) Report. **SF MOVED. SvK Seconded. CARRIED.**

MOTION: That the GSA Board **REQUEST** that the GSA Speaker call for a special meeting of GSA Council on December 12, 2016 for the purpose of inviting the Provost and Vice-President (Academic) and the Vice-President (Finance and Administration) to discuss graduate tuition fees for 2017-2018. **SF MOVED. AT Seconded. CARRIED.**

MOTION: That the GSA Board **RECEIVE FOR INFORMATION** the attached Annual Claims Report 2015-2016 and Change of Coverage Report Fall 2016, as prepared by Studentcare. **SF MOVED. SvK Seconded. CARRIED.**

16 November 2016 GSA Board Meeting

Main Agenda Items:

GSA Health and Dental Plan; Graduate Students Tuition

Motions and Agreements:

No Motions at this time.

**GSA Budget and Finance Committee (GSA BFC)
Report to GSA Council for the November 21, 2016 Meeting**

To: GSA Council
From: Sarah Ficko
Date: November 18, 2016

Dear Council Colleagues,

On October 26, the GSA Budget and Finance Committee (GSA BFC) met to review the GSA's quarterly financial statements for the second quarter of our fiscal year. They are before you for the November 21 meeting and I encourage you to read the associated cover letter and the statements themselves for additional information.

The GSA BFC will be meeting next on December 13 as it begins the process of developing the operating budget for next year.

I am happy to answer any questions.

Sincerely,
Sarah Ficko, GSA President and Chair of the GSA Budget and Finance Committee

GSA Governance Committee (GSA GC)
Report to GSA Council for the November 21, 2016 Meeting

To: GSA Council
From: Sarah Ficko
Date: November 18, 2016

Dear Council Colleagues,

The GSA Governance Committee (GSA GC) met on October 31 to review and approved, as per its mandate, editorial changes to GSA Bylaw and Policy (including incorrect punctuation, typos, and matters of non-standardized naming conventions). Specific changes include replacing “shall” with “will” (“shall” being grammatically incorrect in the context of third person usage), adding “GSA” where needed as a precursor to the names of standing committee, etc, and ensuring consistency of acronym usage.

At that meeting, the GSA GC also approved several editorial changes to the proposed changes to GSA Bylaw and Policy on Elections and Referenda and the composition of the GSA Nominating Committee (currently before GSA Council).

Sincerely,
Sarah Ficko, GSA President and Chair of the GSA Governance Committee

**GSA Nominating Committee (GSA NoC)
Report to GSA Council for the November 21, 2016 Meeting**

To: GSA Council
From: Radim Barta
Date: November 18, 2016

Dear Council Colleagues,

The report from the GSA Nominating Committee (GSA NoC) this month is a summary of discussions/decisions the GSA NoC has made since its last report, together with a list of all vacancies filled and those which will be filled shortly.

GSA Policy governing the GSA NoC is located in Section E: Nominating. As provided for in its Terms of Reference, the GSA NoC has been conducting business via e-mail and also met in person on November 2 (see below).

Sincerely,

Radim Barta, Administrative Chair, GSA Nominating Committee

Early Call for Talent and Training

GSA Policy states, "the GSA NoC will actively seek out potential candidates for all GSA Directly-Elected Officers and Council-Elected Officers positions" (Section E: GSA Policy: Nominating, Section E.POL.6.4). Likewise, as per Section E: Nominating, GSA Policy, GSA Standing Committees, GSA Nominating Committee, Section E.POL.9.2:

"The GSA NoC leads an annual initiative each October called the Early Call for Talent and Training. During this "Early Call" any graduate student interested in running for elected office is invited to a get-to-know dinner and is encouraged to participate in a series of training sessions on such topics as University governance, GSA 101, budget and audit basics, collective bargaining, major GSA services, and more. Information is provided about the President's and Vice-Presidents' portfolios and the time commitments involved. These sessions provide a basic set of information that the GSA sees as essential for the effective leadership of its corporation and for the carrying out of its fiduciary duties."

The training program (with a total of 5 different sessions) is currently ongoing. As GSA Council members are aware, engagement from graduate students is key to the success of the GSA, and so I encourage all members of GSA Council to share this information with their colleagues and to please contact gsanomco@ualberta.ca if you seek further information.

GSA Standing Committees

1) GSA Appeals and Complaints Board (GSA ACB) (5 Graduate Student Positions)

In the October 28, 2016 GSA Newsletter, the GSA NoC advertised for five (5) vacant positions on the GSA ACB. The deadline to receive nominations was November 7, 2016 and two (2) nominations were received. The two (2) nominees were then interviewed by GSA NoC Administrative Chair Radim Barta and recent former Administrative Chair Michele DuVal, both of whom have been trained in procedural fairness by the GSA and have a record of demonstrating impartiality through their work on the GSA NoC. During the interview, nominees were asked a series of questions aimed at assessing nominees' awareness of the basic tenets of procedural fairness and their ability to adjudicate potential cases in accord with those tenets (note as well that all individuals elected to the GSA ACB will receive training in procedural fairness). Following these interviews and ensuing discussion, the GSA NoC agreed to forward both nominees to GSA Council with the call for additional nominations.

The call for additional nominations was emailed to GSA Council on November 11, 2016. The deadline to receive additional nominations was November 16, 2016 at 12:00 PM (noon) and no additional nominations were received.

Also, as reported in October, on October 13 the GSA NoC contacted all current members of the GSA ACB to inquire whether they wished to continue their service on the GSA ACB. As per GSA Policy, GSA Council is asked to vote on both the newly-approved nominees and members seeking an additional term. There will also be a vote to elect the Chair and Vice-Chair of GSA ACB—the results of this vote will be dependent on GSA Council’s vote on the GSA ACB membership. The remaining vacancies will be advertised again in January. **See items 9ci and 9cii – Nominees for GSA ACB.**

2) GSA Elections and Referenda Committee (GSA ERC) (2 Graduate Student Positions)

In the October 28, 2016 GSA Newsletter, the GSA NoC advertised for two (2) vacant positions on the GSA ERC. The deadline to receive nominations was November 7, 2016 and one (1) nomination was received. A call for additional nominations was emailed to GSA Council on November 10, 2016. The deadline to receive additional nominations was November 16, 2016 at 12:00 PM and no additional nominations were received. The remaining vacancies will be advertised again in January. **Runzhi Xu (Chemical Engineering)** is declared elected to serve on the GSA Elections and Referenda Committee. **See item 9a – Nominees for the GSA ERC.**

3) GSA Awards Selection Committee (GSA ASC) (5 Graduate Student Positions)

In the October 28, 2016 GSA Newsletter, the GSA NoC advertised for five (5) vacant positions on the GSA ASC. The deadline to receive nominations was November 7, 2016 and four (4) nominations were received. A call for additional nominations was emailed to GSA Council on November 10, 2016. The deadline to receive additional nominations was November 16, 2016 at 12:00 PM and no additional nominations were received. The remaining vacancies will be advertised again in January. **Honey Bhatia (Civil Engineering), Alix Clarke (Dental Hygiene), Bahador Rashidi (Electrical and Computer Engineering), and Mostafa Tawfeek (Civil Engineering)** are declared elected to serve on the GSA Awards Selection Committee. **See item 9b – Nominees for the GSA ASC.**

Bodies External to the GSA

GSA Council has delegated to the GSA NoC the responsibility of filling positions on all committees external to the GSA. Normally, all vacancies are advertised. According to GSA Policy, “advertising may be waived in instances where, in the GSA NoC’s view, it is urgent to fill a vacancy” (Section E: Nominating, GSA Policy, Nominating, Section E.POL.5.2).

1) Faculty of Arts Academic Plan Working Committee (1 Faculty of Arts Graduate Student)

This position was advertised in the GSA Newsletter on October 28, 2016. The deadline for nominations was November 1, 2016. One (1) nomination was received. **Danika Jorgensen (Women and Gender Studies)** was elected to serve on the Faculty of Arts Academic Plan Working Committee.

2) ONEcard Student Advisory Group (1 Graduate Student)

This position was advertised in the GSA Newsletter on October 28, 2016. The deadline for nominations was November 4, 2016. One (1) nomination was received. **Anthony Owolabi (Business)** was elected to serve on the ONEcard Student Advisory Group.

Current Vacancies

As noted above, there are currently a number of remaining vacancies on the GSA ERC, GSA ASC, and GSA ACB. These vacancies will be advertised in January 2017.

Addendum – Administration of the GSA NoC

On November 2, 2016, members of the GSA Nominating Committee met to discuss feedback received at the October GSA Council meeting regarding asking follow-up questions to nominees addressing GSA Council for a position. Members discussed the logistics of implementing this idea and agreed that it would be more appropriate to invite GSA Council members on an ongoing basis to submit to the GSA NoC questions they would like to see asked of the nominees. GSA Council members are invited to submit questions to gsanomco@ualberta.ca.

**GSA Vice-President Academic
Report to GSA Council for the November 21, 2016 Meeting**

To: GSA Council
From: Firouz Khodayari
Date: November 18, 2016

Dear Council Colleagues,

We have had such a “long kind fall” till now, let’s hope that it will be followed by a “short nice winter”! As GSA Vice-President Academic, I have attended several meetings and been involved with some discussions during the last month which I will share the highlights with you in this report.

Tuition Budget Advisory Committee

As Sarah reports, the University Provost and Vice-President Academic and previous Vice-President of Finance and Administration have developed a proposal to increase the 2017-2018 tuition fees for international graduate students (the government has frozen domestic tuition for this period) and some details follow:

- Several proposals were discussed initially and the GSA was strongly against them.
- The current, and public, proposal which was then developed proposed an increase of 3.02% based on an API (Academic Price Index) calculation methodology. This is also the number which is being applied to mandatory non instructional fees (MNIF) increases (although these are also frozen for next year for all students).
- The proposal also includes an increase of \$4,000/year for full time (FT) international graduate students. Part-time international graduate students will pay 50% of the FT international graduate student increase (or \$2,000). This will be offset by a rebate of \$4,000 for FT international graduate student for the 2017-18 academic year (\$2000 for part-time international graduate students). The purpose is to create a net neutral cost ‘sticker price’ increase for international graduate student tuition.
- The GSA is strongly against this proposal for several reasons that we can discuss in GSA Council. Please note as well that the Provost will attend a special GSA Council meeting on December 12 to take your questions and I encourage you all to attend and engage him on this important issue.
- Their logic for having such an increase is their assumption that *there is a correlation between the quality of the university and the tuition fees*. There is no data to support this argument. We did some research and could find no solid evidence to support this correlation!
- Administration also says that international graduate students, when making a decision about choosing a university, look at the tuition fees and consider the ones with higher tuition fees as having a higher quality. We disagree with this argument, particularly as there is published literature which shows that the important factors for international students in choosing their

destination is the good reputation of programs, the university's reputation/ranking, future employment prospects, and climate or location of the university. Our perspective is that the current rate of tuition fees at the U of A (which is lower than most of the other top research intensive universities in Canada) is one of the **main reasons** that currently the proportion of international graduate students at U of A is 34% (higher than the proportion at the University of Toronto (15%), at McGill University (30%), and at UBC (32%) with have better rankings and, arguably, better locations and climates).

- The GSA is against this proposal, and we can discuss further in GSA Council. Please note as well that the Provost will attend a special GSA Council meeting on December 12 to take your questions. I encourage you all to attend and engage him on this important issue.

We believe that this proposal goes against values that the Institutional Strategic Plan (ISP) has been built on: *"We value diversity, inclusivity, and equity across and among our people, campuses, and disciplines"*. Such a proposal will result in losing the diversity that we currently have across campus. It is also against the objectives of the ISP; *"optimize our international recruiting strategies to attract well-qualified international students"* because not all well qualified international students are **rich!**

We currently have many international graduate students that are using food bank services and this tuition increase will likely increase this number. There are already many graduate students who have to work part-time to be able to live here in Edmonton and such a proposal will increase the numbers of these graduate students and the hours that they have to work to be able to pay their tuition, which means the quality of their research may decrease and their time to completion may lengthen – neither is in the best interest's of the University's reputation.

I look forward to our discussions about this and the discussion with the Provost on December 12.

FGSR Policy Review Committee

After long discussion surrounding the medical provisions at the last FGSR Council meeting, it was decided to have only the Policy for the Professional Experience Leave for approval at the next FGSR Council meeting. The new version of the other leave categories (including medical leave) will be brought back after January to ensure that we have the Professional Experience Leave Policy approved first so graduate students can use it sooner.

I am happy to answer any questions or comments that you might have regarding this report. Also I would be more than happy if you would like to share your suggestions or concerns on any academic related issues of the University.

Thanks,

Firouz Khodayari, GSA Vice-President Academic

12.2

Please find below a list of meetings I attended between October 24, 2016 and November 21, 2016. The meetings were accurate at the time of printing.

October 26	Early Call Dinner
October 27	GSA Coffee Break
October 27	PD4Grads Committee
October 27	Faculty of Graduate Studies and Research Policy Review Committee
October 27	GSA/Faculty of Graduate Studies and Research Professional Development Info Fair
October 27	Meeting with the Students' Union President
October 27	Tuition Budget Advisory Committee
October 28	Plasma Car Rally
October 29	Breakfast with Councillor Knack
October 31	Early Call Strategic Work Plan and Hot Topics
November 2-4	Canadian Association for Graduate Studies Conference
November 7	Tuition Budget Advisory Committee
November 8	Meeting with Vice-President (Facilities & Operations) A Sharman
November 8	GSA Coffee Break
November 9	Mandatory Non-Instructional Fees Oversight Committee
November 9	Academic Integrity Council
November 10	Fall Convocation
November 16	Days of Action
November 16	UAlberta Honorary Degree and PhD Recipients Reception
November 17	General Faculties Council Caucus
November 21	Faculty of Graduate Studies and Research Council Caucus

**GSA Vice-President External
Report to GSA Council for the November 21, 2016 Meeting**

To: GSA Council
From: Masoud Khademi
Date: November 18, 2016

Dear Council Colleagues,

Hope you are doing well in all aspects of your life. Usually at this time of year, students are pretty busy with their midterms. For those of you who still have to take midterms, or to wait for their exams results, I wish you all the luck.

As reported by Sasha, in the past month, just like the in the previous month, the GSA hosted a series of coffee breaks in several departments. In these breaks, I have had the opportunity to talk to many graduate students about their academic and personal lives, listen to their concerns, and update them about GSA services. If you have not had a chance to attend any of our coffee breaks, I sincerely encourage you to do so.

During the past month, I also attended the Residence Budgetary Advisory Committee (RBAC). The main issues discussed were the upcoming changes to the meal plan for students living in Lister Hall and finalizing the residence rates for the upcoming years. I should mention that the former issue mostly affects undergraduate students. At RBAC, the GSA, alongside the Students' Union, tried to make sure that student voices were always being heard by the University Administration.

In October, I attended the Dean's Advisory Committee. This new committee was established at the request of the new Dean of Students, Andre Costopoulos. In this meeting, beside representatives from the SU and the GSA, twenty students-at-large (both grad and undergrad) were invited to attend and talk about their daily issues. The main subject of the first meeting of this committee was introducing the services that are provided or supported by the Office of the Dean of Students (such as mental health resources and the Student Success Center) and making these services more accessible for students.

I have also attended some Early Call sessions. In those meetings, as reported by Ali, the GSA provides training and information sessions for students interested in participating in the General Election and running for a Directly-Elected Officer position.

I and other DEOs met with Andrew Sharman (Vice-President (Facility & Operations)) and his team. In that meeting they tried to give us a brief overview of their organization and their roles within the University structure. They also asked for our feedback regarding areas of improvement.

In the past week, I chaired the GSA Awards Selection Committee, which met to finalize the list of students who have been selected for the Alberta Graduate Citizenship Award. The list of successful applicants was finalized and sent to the Government of Alberta for final approval.

In the next few days, before the GSA Council meeting, I will attend some other meetings such as the Residence Life Task Force, and the Alumni Council, which I will be reporting on at the meeting. At the

end, just like every other month, if you need more information or have any questions regarding the meetings I attended this past month, do not hesitate to contact me.

Sincerely,

Masoud Khademi, GSA Vice-President External

Please find below a list of meetings I attended between October 24, 2016 and November 21, 2016. The meetings were accurate at the time of printing.

October 25	Residence Budgetary Advisory Committee
October 25	Athletics and Recreation Fee Policy Advisory Committee
October 26	Alumni Council
October 26	Dean's Advisory Committee
October 26	Early Call Dinner
October 27	GSA Coffee Break
October 27	GSA/Faculty of Graduate Studies and Research Professional Development Info Fair
October 28	Post-Secondary Education Task Force
October 29	Breakfast with Councillor Knack
October 31	Early Call Strategic Work Plan and Hot Topics
November 7	Early Call External Advocacy
November 8	Residence Budgetary Advisory Committee
November 8	Meeting with Vice-President (Facilities & Operations) A Sharman
November 8	GSA Coffee Break
November 8	Residence Budgetary Advisory Committee
November 10	GSA Awards Selection Committee
November 16	Fall Convocation
November 16	UAlberta Honorary Degree and PhD Recipients Reception
November 17	Residence Life Task Force
November 19	Alumni Council Major Session

**GSA Awards Selection Committee (GSA ASC)
Report to GSA Council for the November 21, 2016 Meeting**

To: GSA Council
From: Masoud Khademi
Date: November 18, 2016

Dear Council Colleagues,

The GSA Awards Selection Committee (GSA ASC) is responsible for adjudicating applications for the Government of Alberta Graduate Citizenship Award (AGCA) on behalf of the province. As was reported last month, the deadline for the GSA to receive AGCA applications was October 15, 2016. The GSA received 140 applications, up from the 123 received in 2015.

The members of the GSA ASC adjudicated these applications and, at their meeting of November 10, 2016, voted to recommend twenty nominees to the government. The list of nominees was provided to the Government of Alberta on November 10, 2016.

The names forwarded to the government for the 2016 AGCA are (note that recipients will be officially notified by the government in December):

Aisulu Abdykadyrova	Ty Kim
Kelsie Acton	Elly Knight
Eman Aldabbas	Angela Meyer
Edrick Andrews	John Wesley Paylor
Kelsi Barkway	Kyle Potts
Tarra Carter	David Shoults
Laura Castro de la Guardia	Rachel Skow
Lindsay Eales	Leigh Spanner
Sarah Ficko	Alireza Talaei
Rylan Kafara	Brayden Whitlock

Congratulations to those listed above and thank you to GSA ASC members for their hard work.

Best,
Masoud Khademi, GSA Vice-President External and Chair of the GSA Awards and Selection Committee

**GSA Vice-President Labour
Report to GSA Council for the November 21, 2016 Meeting**

To: GSA Council
From: Sasha van der Klein
Date: November 18, 2016

Dear Council Colleagues,

It's almost Christmas! At least, that's the feeling I get when I walk through stores. I'll be flying back to the home country for the holidays, so I actually don't mind being reminded this early about the fact that I get some time off soon!

This month, I have continued work on a case involving **discrimination and harassment** against students. There have been several developments, but it is not yet a good news story, unfortunately. On the positive side this month one of the students that we helped previously concerning supervisory issues has convocated. Additionally, a certain department has now started to be compliant with the Collective Agreement and begun handing out annual **performance reviews**. Furthermore, we helped **resolve a funding issue**. Apparently information about how students should be funded and how offer letters should be interpreted is not always flowing easily between different administrative layers, even within a department. Related to **compliance with the Collective Agreement**, I presented the highlights of the Collective Agreement this month to the Assistant Deans, a good audience as they are often directly involved with graduate student funding.

Concerning the Sexual Violence Policy Committee, we have finalized the **Sexual Violence Policy and Procedures**, which will now have to go through the governance structure. I will keep you updated about the approval process, but, as the higher governing bodies sometimes take extensive time to make decisions, it might take a while. Related to the **Mental Health Portfolio**, I have attended two of our coffee breaks (sponsored by an Unwind Your Mind grant aimed at wellness programming), quite a few people came out and took a break. We are always opened to receive feedback about these events, so please let us know if you have any suggestions! I also attended the first webinar of **Healthy Campus Alberta**, a collaborative initiative between the post-secondary institutions in Alberta to create a healthy campus environment for students. An example of this initiative is the "[Prethink your drink](#)" campaign, mostly, but not exclusively, aimed at undergraduates. However, the initiative also addresses mental health issues and suicide prevention, so during the webinar I stressed the tight situation graduate students can be in related to cultural backgrounds, stressful lab environments, financial issues, and/or supervisory relationships. As how I perceive it, a graduate degree cannot be obtained if your mental and/or physical health is suffering. This comment got some ears during the webinar, so I look forward to see how collaboration in this context can help us move forward.

That was November, hope it was as much a productive month for you as it was for me! Let me know if you have any questions, and feel free to contact me any time.

Thanks,

Sasha van der Klein, GSA Vice-President Labour

Please find below a list of meetings I attended between October 24, 2016 and November 21, 2016. The meetings were accurate at the time of printing.

October 26	GSA Budget and Finance Committee
October 26	ACCESS Grant Steering Committee
October 26	Early Call Dinner
October 27	General Faculties Council Campus Law Review Committee
October 27	GSA/Faculty of Graduate Studies and Research Professional Development Info Fair
October 28	Plasma Car Rally
October 31	Meeting with a Graduate Student
October 31	GSA Governance Committee
October 31	Early Call Strategic Work Plan and Hot Topics
November 1	Meeting with Graduate Students
November 1	Meeting with a Department
November 2	Meeting re a Graduate Student Issue
November 2	Meeting with Graduate Students
November 3	CA Presentation to Assistant Deans
November 3	Meeting with a Graduate Student
November 8	Meeting with Vice-President (Facilities and Operations) A Sharman
November 8	GSA Coffee Break
November 9	Career Symposium Keynote
November 10	GSA Awards Selection Committee
November 10	Sexual Assault Policy Discussion
November 14	PSLA Labour Consultation
November 14	Presentation to the Board Human Resources and Compensation Committee
November 15	Healthy Campus Webinar
November 16	Fall Convocation
November 16	Budget 101
November 16	UAlberta Honorary Degree and PhD Recipients Reception
November 17	Anti-Harassment Campaign Working Group
November 17	Meeting re Graduate Student Issues
November 21	General Faculties Council

**GSA Vice-President Student Services
Report to GSA Council for November 21, 2016 Meeting**

To: GSA Council
From: Ali Talaei
Date: November 18, 2016

Dear Council Colleagues,

Hope all is good and the academic life is treating you well. Moving forward during the semester, initiatives are getting shaped in the GSA and there is progress towards the objectives of the Board's SWP. Below are the highlights of my activities in the past few weeks:

There has been some progress regarding the Michener Park transit issue. I have been trying to advocate for it from different fronts (including through collaboration with the MPRA, negotiation with university administration and also, since recently, through Councillor Knack's office). The issue is very well understood by the different parties and I am hoping to have some good news very soon.

The UPass negotiation is getting to its final stages and the details of the new agreement, which I have shared previously, will be released in an official announcement on November 24. For now, at the GSA office, we are getting prepared to have a referendum on the new agreement early in 2017.

Having served on the Chair Selection Committee for the Campus Food Bank for the past few months, I am happy to report that the new CFB chair is now appointed as of earlier this month. The board members together with the staff and volunteers are excited to celebrate the 25th anniversary of the CFB and we are busy planning events and campaigns on that front.

I would also want to take the opportunity and thank those of you attending the Early Call sessions and the great participation from the grad student community. A special thank to the GSA NoC and the GSA management and staff for organizing the series of events. The Early Call sessions are crucial for those thinking about running for DEO positions to get to know the organization and become prepared for being grad students representatives. As a point of information, the Early Call sessions are still on going so for those of you who are interested, you can still participate.

Sincerely,

Ali Talaei, Vice-President Student Services

Please find below a list of meetings I attended between October 24, 2016 and November 21, 2016.

October 25	Michener Park Transit Discussion
October 26	Early Call Dinner
October 27	GSA/Faculty of Graduate Studies and Research Professional Development Info Fair
October 28	Killam Luncheon
October 28	Meeting with the Dean of Students
October 29	Breakfast with Councillor Knack
October 31	Early Call Strategic Work Plan and Hot Topics
November 1	Physical Activity and Wellness Centre Strategic Operating Committee
November 2	Physical Activity and Wellness Centre Lounge Décor Discussion
November 2	Early Call Services 101
November 2	General Faculties Council Committee on the Learning Environment
November 8	GSA Coffee Break
November 8	Meeting with Vice-President of (Facilities & Operations) A Sharman
November 9	U-Pass Advisory Committee
November 16	Meeting with the Campus Food Bank Chair
November 16	UAlberta Honorary Degree and PhD Recipients Reception
November 17	U-Pass Admin
November 17	Early Call Services 101

**GSA VP Student Services
Report to GSA Council for the November 21, 2016 Meeting**

To: GSA Council
From: Jane Traynor
Date: November 18, 2016

Dear Council Colleagues,

I have been placed on the Community Connection and Engagement and Honorary Degree Selection Committees for this year.

On November 9, I attended my first Community Connection and Engagement Committee meeting where we discussed potential communities to focus on reaching out to in the coming year. We generated a list to send to Chancellor Stollery and will wait for his response to determine which communities to prioritize visits to.

For the December Plenary session there will be a dialogue on racism. If this is something which you feel passionately about or if there is a person, cause, or organization which deals with racism that you think I should know about in advance of Plenary, please let me know!

If you have any upcoming events that you would like to have Senate representation at or have an initiative you feel should be brought to the attention of the Senate, please do not hesitate to contact me.

Jane Traynor, GSA Senator

**GSA Elections and Referenda Committee (GSA ERC)
Report to GSA Council for the November 21, 2016 Meeting**

To: GSA Council
From: Leigh Spanner
Date: November 18, 2016

Dear Council Colleagues,

As discussed in my October report to GSA Council, the GSA Elections and Referenda Committee (GSA ERC) met on October 24 to finalize changes to GSA Bylaw and Policy on elections and referenda, which are currently before members. Following this meeting, the GSA ERC voted unanimously, via email, to recommend the proposal to GSA Council. The GSA Board received the proposal for information and onward transmission to GSA Council at their November 9 meeting. The GSA Board members made a small suggestion to the proposal which the GSA ERC agreed to, via email, on November 10, 2016.

Additional information can be found in the cover letter attached to this item.

In the upcoming weeks, the GSA ERC will meet to discuss the 2017 GSA General Election.

Sincerely,
Leigh Spanner, Chair of the GSA Elections and Referenda Committee

**GSA Executive Director
Report to GSA Council for November 21, 2016 Meeting**

To: GSA Council
From: Courtney Thomas, GSA Executive Director
Date: November 18, 2016

Dear GSA Council Members,

As was reported last month, the annual Early Call for Talent and Training, lead by the GSA Nominating Committee (GSA NoC), recently begun. As per the GSA's mandate in GSA Policy:

“The GSA NoC leads an annual initiative each October called the Early Call for Talent and Training. During this “Early Call” any graduate student interested in running for elected office is invited to a get-to-know dinner and is encouraged to participate in a series of training sessions on such topics as University governance, GSA 101, budget and audit basics, collective bargaining, major GSA services, and more. Information is provided about the President’s and VPs’ portfolios and the time commitments involved. These sessions provide a basic set of information that the GSA sees as essential for the effective leadership of its corporation and for the carrying out of its fiduciary duties.”

This year’s Early Call is going well and we had 21 interested graduate students come to the Get-to-Know Dinner on October 26. Additionally, the participants in the various training sessions offered thus far have been engaged, inquisitive, and motivated to learn as much as they can about the GSA.

As always, the detailed management reports to the Board are enclosed.

Best,

Courtney Thomas, GSA Executive Director

Management Report to the GSA Board, October 26, 2016

The following issues have dominated management's attention in the week since the last GSA Board meeting on October 19, 2016:

Strategic

- **Main Issues Dealt With in the Past Week:** Preparing for Early Call 101 sessions (Get-to-Know dinner is October 26); budget building for the 2017-2018 fiscal year; quarterly financial statements and a meeting of the GSA Budget and Finance Committee; action arising from a meeting of the GSA Elections and Referenda Committee (and planning for the next meeting); planning for an upcoming GSA Governance Committee meeting to review editorial changes to GSA Bylaw and Policy; planning for the fall PD event (now collecting RSVPs – 78 received thus far); ongoing delivery of the Unwind Your Mind GSA Coffee Breaks; support for the GSA Board's review of the GSA Health and Dental Plan; adjudication of the Alberta Graduate Citizenship Awards; lots of discussion and thought concerning graduate student groups; ab-GPAC fees, PAW fee discussions.
- **Bylaw and Policy Review:** a review of all Bylaws and Policies for inconsistencies and errors (the GSA Governance Committee will meet to consider a series of editorial amendments); ongoing review of GSA Bylaw and Policy on elections and referenda associated with GSA Elections and Referenda Committee meetings; review of the GSA Nominating Committee Composition (a draft has been prepared and the GSA Governance Committee will now consider recommending it to GSA Council); review of Board Policies on succession for the Chair of the GSA Board and for President (amendments pending).
- **Graduate Student Groups:** Lots of thinking and discussion of issues related to student groups; ongoing relationship building with Student Group Services; discussions concerning SU initiatives on student groups.

Grants and Operations

- Transfer of content to **Sitecore 3** (planned to be completed by November but may need to carry forward to December pending office workloads) and the possible creation of a **potential service agreement with IST** (IST will be providing a cost quote in the coming weeks).
- Facebook = 895 likes (up 6 from October 19); our Facebook posts reached 1,029 users this week and our "post engagement" count was 66. Twitter = 672 followers (up 3 from October 19); our tweets earned 2,400 "impressions" over the last week.

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATAs	\$91,636.14	\$53,470.23	21	76 (23 pending processing)
CCGs	\$94,989.85	\$23,989.85 CLOSED	0	48 (10 pending processing)
ASGAs	\$3,562.50	\$2,062.5	0	1 (1 pending processing)
EBs	\$100,625 (no periods)	\$87,504.00	0	8 (0 pending processing)

Week in Review – Office Operations:

- Supporting the **work of the GSA Nominating Committee** (planning for Early Call and preparation of related materials, Surgery GSA election, etc).
- Supporting the **work of the GSA Elections and Referenda Committee and the GSA Governance Committee.**
- Delivery of the **Unwind Your Mind GSA Coffee Breaks** and planning for the fall **PD event** and **Winter Orientation.**
- Receipt of applications for the **Alberta Graduate Citizenship Award** and assistance with preparing for adjudications by the GSA Awards Selection Committee.

Management Report to the GSA Board, November 9, 2016

The following issues have dominated management's attention in the two weeks since the last GSA Board meeting on October 26, 2016:

Strategic

- **Main Issues Dealt With in the Past Two Weeks:** Early Call 101 sessions (21 participants in the Get-to-Know dinner on October 26); discussions surrounding tuition for international graduate students; budget building for the 2017-2018 fiscal year; preparing for the GSA Council first mailing on November 10; action arising from a GSA Governance Committee meeting; human resources discussions and planning; debriefing the fall PD event (in common with past PD events, low attendance in comparison to the number of RSVPs received); ongoing delivery of the Unwind Your Mind GSA Coffee Breaks; adjudication of the Alberta Graduate Citizenship Awards; preparing for a meeting to discuss next steps re PaMS; early stage planning for the next PD event in February and for GSA Awards Night in March; forward planning for the GSA General Election; developing a timeline for the opening and adjudication of GSA recognition awards; making arrangements for a special meeting of GSA Council.
- **Bylaw and Policy Review:** The GSA Governance Committee met on October 31 and approved a series of editorial amendments to GSA Bylaw and Policy that focused on correcting punctuation, ensuring standardized use of terminology, etc); review of Board Policies on succession for the Chair of the GSA Board and for President (amendments pending); preparing recommended changes from the GSA Elections and Referenda Committee and the GSA Governance Committee to move forward to GSA Council for consideration.
- **Graduate Student Groups:** Lots of thinking and discussion of issues related to student groups; ongoing relationship building with Student Group Services; discussions concerning SU initiatives on student groups.

Grants and Operations

- Transfer of content to **Sitecore 3** (will carry forward to December due to office workloads) and planning to meet with IST to further discuss a service agreement with them after receipt of a cost estimate.
- Facebook = 897 likes (up 2 from October 26); Facebook posts reached 915 users this week and our "post engagement" count was 86. Twitter = 679 followers (up 7 from October 26); our tweets earned 828 "impressions" over the last week.

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATAs	\$91,636.14	\$44,155.19	9	97 (25 pending processing)
CCGs	\$94,989.85	\$25,989.85 CLOSED	0	47 (3 pending processing)
ASGAs	\$3,562.50	\$2,090.19	0	1 (0 pending processing)
EBs	\$100,625 (no periods)	\$87,504.00	0	8 (0 pending processing)

Week in Review – Office Operations:

- Supporting the **work of the GSA Nominating Committee** (in-person meeting, Early Call for Talent sessions, filling a vacancy on the Faculty of Arts Academic Plan Working Committee, etc).
- Supporting the **work of the GSA Elections and Referenda Committee and the GSA Governance Committee**.
- Delivery of the **Unwind Your Mind GSA Coffee Breaks** and planning for the **Winter Orientation** and **Winter Mixer**.
- Adjudication of applications for the **Alberta Graduate Citizenship Award** and preliminary preparation for the GSA Recognition Awards.

Management Report to the GSA Board, November 16, 2016

The following issues have dominated management's attention in the week since the last GSA Board meeting on November 9, 2016:

Strategic

- **Main Issues Dealt With in the Past Two Weeks:** Decanal selection committee in the Faculty of Native Studies and working with graduate students in the department with respect to representation on the committee, discussions and research surrounding tuition for international graduate students; early Call 101 sessions; budget building for the 2017-2018 fiscal year; Budget 101 session; preparing for the GSA Council mailings on November 10 and November 18; ongoing delivery of the Unwind Your Mind GSA Coffee Breaks (getting additional coffee for the remaining events); preparing for a meeting to discuss next steps re PaMS; early stage planning for the next PD event in February and for GSA Awards Night in March; forward planning for the GSA General Election; developing a timeline for the opening and adjudication of GSA Recognition Awards; troubleshooting issues with grants processing related to Peoplesoft (working with HRS).
- **Bylaw and Policy Review:** Review of Board Policies on succession for the Chair of the GSA Board and for President (amendments pending); ongoing review of several other GSA Bylaws and Policies (Officer Portfolios, etc).
- **Graduate Student Groups:** Ongoing strategizing related to student groups and residence associations; relationship building with Student Group Services; discussions concerning SU initiatives on student groups.

Grants and Operations

- Transfer of content to **Sitecore 3** (will carry forward to December due to office workloads) and planning to meet with IST to further discuss a service agreement with them after receipt of a cost estimate.
- Troubleshooting some issues with Peoplesoft (which we use to process ATAs and CCGs).
- Facebook = 901 likes (up 4 from November 9); Facebook posts reached 1119 users this week and our "post engagement" count was 97. Twitter = 683 followers (up 4 from November 9); our tweets earned 650 "impressions" over the last week.

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATAs	\$91,636.14	\$40,981.59	7	104 (32 pending processing)
CCGs	\$94,989.85	\$25,989.85 CLOSED	0	47 (2 pending processing)
ASGAs	\$3,562.50	\$2,090.19	0	1 (0 pending processing)
EBs	\$100,625 (no periods)	\$87,504.00 (no periods)	0	8 (0 pending processing) (no periods)

Week in Review – Office Operations:

- Supporting the **work of the GSA Nominating Committee** (Early Call for Talent sessions, filling a vacancies on the GSA Awards Selection Committee, the GSA Elections and Referenda Committee, and the GSA Appeals and Complaints Board, etc).
- Delivery of the **Unwind Your Mind GSA Coffee Breaks** and planning for the **Winter Orientation** and **GSA/Alumni Winter PD Mixer**.
- Adjudication of applications for the **Alberta Graduate Citizenship Award** (names forwarded to the Government of Alberta), preliminary preparation for the GSA Recognition Awards, and support for the GSA Awards Selection Committee.
- Troubleshooting issues associated with processing GSA grants and awards in Peoplesoft.