

**SLC Committee Transparency Procedure**  
*Students' Legislative Council (75.34)*  
Passed: March 27, 2018 (75.57)



## Definitions

*Active Member* means a student at the University of Calgary who meets the qualifications for membership as defined in the Union Bylaw.

*Ad-hoc Committee* means a Committee that is formed by a Students' Legislative Council (SLC) Resolution which is intended to continue as long as it is needed to fulfill its mandate as indicated in the Committee's Terms of Reference.

*Committee* means a Standing or Ad-Hoc Committee established in the Union Bylaw or created by an SLC Resolution that has a Terms of Reference establishing its purpose and functions.

*In-Camera* means a session of SLC or any Committee which covers information that will remain confidential, not be reflected in the minutes, and is not available to the public.

*Fiduciary Duty* means representatives' overriding duty to protect the welfare of those they represent, such as SLC's duty toward the undergraduate student body.

*Guest* means an Active Member or other individual who the Chair permits to attend a Committee meeting that is closed to the public. Guests are typically excused for In-Camera discussions.

*Standing Committee* means a Committee which is formed by Referendum, Union Bylaw or SLC Resolution intended to continue beyond a single session of SLC.

## Authority and Scope

- 1 (1) Section 93(3) of the Post-Secondary Learning Act mandates the students' association of a public post-secondary institution to provide for the administration of student affairs, including the management of student committees, the development and enforcement of rules relating to student affairs and the promotion of the general welfare of the students consistent with the purposes of the public post-secondary institution.
- 2 (1) The Students' Legislative Council (SLC) empowers Standing and Ad-Hoc Committees to attend to elements of its mandate, in keeping with principles and practices established by Union Policy.
  - (2) This procedure is a Union Policy which applies to all SLC Committees; if a Committee's Terms of Reference do not speak clearly to a specific point, this procedure shall serve to clarify and expand upon the Terms of Reference.
  - (3) If a Committee's Terms of Reference conflict with this policy, the Terms of Reference shall prevail until the conflict can be resolved.

## **Purpose**

3 (1) The purpose of this procedure is to:

- (a) Provide clarity and consistency regarding public right of access to SLC Committees, as well as their minutes, reports, and past and future agendas;
- (b) Standardize and give substance to access and reporting requirements found in Committee Terms of Reference; and
- (c) Outline the process for members of the public to access Committee minutes, including any necessary redaction of confidential information.

## **Principles**

4 (1) The Students' Union believes that transparency is crucial to responsive and accountable decision-making processes. Within the bounds of confidentiality as required by SLC's Fiduciary Duty, the Students' Union believes that SLC and its Committees should make their minutes, meetings, and reports accessible to the public whenever possible.

(2) Confidential information includes, but is not limited to, the following categories:

- (a) Personal information, such as human resources matters, award applications, or Student Hardship Fund requests;
- (b) Financial information, such as details of club finances or contracts involving the Students' Union; and
- (c) Strategic information, whose safekeeping may affect the welfare of the Students' Union and all Active Members, such as details of policies or agreements which have not yet been finalized.

## **Confidential Meetings**

5 (1) The Students' Executive Cabinet and the University and Government Relations Committee (UGRC) are closed to the public in keeping with their mandates, and their minutes are considered confidential. Their reports are issued to SLC as laid out in their Terms of Reference.

6 (1) SLC and any of its Committees may discuss confidential matters In-Camera, as per the Union Bylaw. Minutes of In-Camera sessions, if any, will maintain a sensitive and prudent level of detail.

## **Public Access to Meetings**

7 (1) Any member of the public may attend Students' Legislative Council meetings and participate as outlined in Union Policy or at the discretion of the Speaker.

8 (1) At the discretion of the Chair, Guests may attend any of the following Committees:<sup>1</sup>

- (a) Clubs Committee;
- (b) Committee of 10,000;
- (c) Nominations Committee;

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<sup>1</sup> The Committees listed in this section often handle confidential information, in keeping with their mandates and legal obligations. Students who request to attend these Committees should understand that they might only be able to be present for portions of these meetings, if at all.

- (d) Operations and Finance Committee;
- (e) Policy Development and Review Committee;
- (f) Quality Money Committee;
- (g) Refugee Student Board; and
- (h) Teaching Excellence Awards Committee.

(2) Any Guests permitted to attend a Committee under section 8(1) may participate as outlined in Union Policy or at the discretion of the Chair.

### **Access to Meeting Minutes**

9 (1) Any Active Member may request the minutes from any meeting of the following bodies.<sup>2</sup>

- (a) Clubs Committee;
- (b) Committee of 10,000;
- (c) Nominations Committee;
- (d) Operations and Finance Committee;
- (e) Policy Development and Review Committee;
- (f) Quality Money Committee;
- (g) Refugee Student Board;
- (h) Students' Legislative Council; and
- (i) Teaching Excellence Awards Committee.

(2) The Students' Union shall provide timely and complete access to any past or current minutes requested under section 9(1), and may establish suitable operational methods for the submission and processing of such requests. Timely access is defined as:

- (a) Within five business days; or
- (b) As necessitated by special circumstances.

(3) Notwithstanding the previous section, the appropriate Students' Union authorities shall redact any confidential information as defined in section 4(2), including any matter discussed In-Camera.

(4) At its discretion, the Students' Union may opt to fill especially large information requests (e.g. all Committee minutes from a given year).

(5) At its discretion, the Students' Union may opt to fill information requests from individuals other than Active Members.

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<sup>2</sup> The Committees listed in this section handle confidential information at each meeting, in keeping with their mandates. Students who request these minutes should understand that verbatim minutes may need significant redaction due to legal liability.