

SCARBOROUGH CAMPUS STUDENTS' UNION

Board of Directors Package

Monday October 23, 2017

6:00PM

University of Toronto Scarborough Campus,
Student Centre - SL232

RULES OF ORDER AT A GLANCE

To do this:	You say this:	May you interrupt the speaker?	Must you be seconded?	Is the motion debatable?	Is the motion amendable?	What majority is required?
Object to incorrect procedure being used	Point of order.	YES	NO	NO	NO	No vote taken, chair rules
Seek clarification from the previous speaker	Point of information.	YES	NO	NO	NO	No vote taken, chair rules
Object to something which prevents your continued participation (eg. excessive noise)	Point of personal privilege.	YES	NO	NO	NO	No vote taken, chair rules
Object to a motion being considered	I object to consideration of this motion.	YES	NO	NO	NO	2/3 majority
Consider something out of its scheduled order	I move that the agenda be amended in order to deal with the following item . . .	NO	YES	YES	YES	2/3 majority
Appeal the ruling of the chair	I appeal the ruling chair on . . .	YES	YES	YES	NO	Majority
Change a motion	I move that the motion be amended to read . . .	NO	YES	YES	YES	Majority
Have a motion studied more before voting on it	I move that the motion be referred to . . .	NO	YES	YES	YES	Majority
Postpone further discussion on a motion until later in the meeting	I move that the motion be postponed until . . .	NO	YES	Only to time	YES	Majority
Postpone consideration of a motion until a future meeting	I move that the motion be postponed until . . .	NO	YES	Only to time	YES	Majority
Defer consideration of a motion temporarily	I move that motion...be laid on the table	NO	YES	NO	NO	Majority
Raise a matter previously tabled	I move that motion . . . be lifted from the table.	NO	YES	NO	NO	Majority
Reconsider a motion already voted on earlier in the meeting.	I move that motion . . . be reconsidered.	NO	YES	YES (if original motion was)	NO	Majority
End debate on a motion	I call the question	NO	YES	NO	NO	2/3 majority
Ask that everyone's vote on a particular motion be recorded in the minutes	I call for a roll call vote.	NO	NO	NO	NO	Majority
Recess the meeting.	I move that the meeting recess until . . .	NO	YES	Only to time	YES	Majority
End the meeting	I move that the meeting adjourn.	NO	YES	NO	NO	Majority

Attendance

Last Name	First Name	Constituency or Position
Williams	Lavelle	Director of Anthropology and Health Studies
Sithamparanathan	Gobika	Director of Biological Sciences
Vanessa	Vigneswaramoorthy	Director of English
Touman	Sarah	Director of Psychology
Mohamed	Nafisa	Vice-President Campus Life (ex – officio)
Srithas	Sitharsana	President
Frimpong	Nana	Vice-President Equity
Stojanovski	Sylvie	Director of Arts, Culture and Media
Hassan	Deena	Vice-President Operations
Weaver	Curtis	Director of Physical and Environmental Sciences
Zakir	Kubra	Vice-President External
Gupta	Radhika	Director of Critical Development Studies
Arayata	Christina	Vice-President Academics & University Affairs
Morris	Ashley	Director of Sociology
Gupta	Rahul	Director of Computer & Mathematical Sciences
Caluag	Claire	Director of French & Linguistics
Jahangir	Hania	Director of Historical & Cultural Studies
Don	Justin	Director of Human Geography
Rosia	Nouri	Director of Management
Ali	Seyed	Director of Philosophy
Dang	Raymond	Director of Political Science

Agenda

1. Call to order

The meeting is called to order at __: __

2. Announcements

3. Approval of Agenda

Motion Moved: Srithas Seconded:

Be it resolved that the agenda for the October 23rd, 2017 SCSU Board of Directors meeting be approved as presented.

4. Equity Statement

5. Approval of Minutes

Motion Moved: Srithas Seconded:

Be it resolved that the October 23, 2017 minutes package including the following documents be approved as presented:

- a) Board of Directors Meeting Minutes
 - i. September 2017 on Page 11
- b) Executive Committee Meeting
 - i. September 19th, 2017 on Page 19
 - ii. September 28th, 2017 on Page 21
 - iii. October 2nd, 2017 on Page 23
 - iv. October 12th, 2017 on Page 25
- c) Clubs Committee Meeting
 - i. October 16th, 2017 on Page 26
- d) Finance Committee Meeting
 - i. October 17th, 2017 on Page 28
- e) SCSU Commission Meeting
 - i. October 16th, 2017 on Page 30

6. Approval of Financial Statements

Motion Moved: Srithas Seconded:

Be it resolved that the 2016-17 Financial Statements be approved as presented.

7. Approval of CRO Report (Page 35)

Motion Moved: Srithas Seconded:

Be it resolved that the CRO report for the SCSU 2017 Fall By-Election be accepted as presented.

8. Ratification of First Year Directors

Motion Moved: Srithas Seconded:

Be it resolved that Hanna Hamzai and Armaan Sahgal be ratified as First Year Directors for the 2017-18 fiscal year.

9. Executive Report

Motion Moved: Srithas Seconded:

Be it resolved that the Executive Report be accepted as presented.

10. Director updates

11. Adjournment

Motion Moved: Srithas Seconded:

Be it resolved that the May 25, 2016 SCSU Board of Directors meeting be adjourned.

Executive Report

Services & Operations

Scarborough Campus Students' Union (SCSU)

INCOME STATEMENT

	Sep-17	Description of Accounts
REVENUE		
Student Fees	\$0.00	Health & Dental fee, SCSU Membership fees
Student Levy's	\$0.00	Levies collected on behalf of other societies/organizations
Space Rental Income	\$20,783.14	Tenant fee's and conference rooms rental
Services Revenue	\$108,951.41	Metropasses, discounted tickets and other services
Event Sales	\$13,969.96	Orientation, Spring Formal & other event ticket sales
Vending Commissions	\$70.00	Vending machine commissions
Advertising Revenue	\$0.00	Student Center advertising and agenda book ad revenue
Other Income	\$0.00	All other revenue
TOTAL REVENUE	\$143,774.51	

EXPENSE

Salaries, Wages & Benefits	\$75,871.44	Salaries, wages, honorariums, and benefits
Supplies	\$808.00	Office, computer, photocopier, and general supplies
Student Levy's	\$0.00	Levies submitted to other societies/organizations
Services	\$82,519.14	Metropasses, discounted tickets, liability insurance, payroll costs
Phone & Telecommunications	\$500.00	Website, cell phone allowance, e-mail hosting
Capital Renewal	\$0.00	Repair and maintenance costs
Event Costs	\$26,992.48	Orientation, Spring Formal & other event costs
Elections	\$1,059.24	Elections supplies and promotion materials
Meetings	\$396.18	Conferences and events attended/hosted by the SCSU
Programming Costs	\$5,136.32	Clubs/DSA Funding, campaigns, agenda books and newsletter
Professional Fees	\$0.00	Legal, Consulting, auditing fee's
Professional Dev & Travel	\$804.24	Health & Safety training, transportation and continuity costs
TOTAL EXPENSES	\$194,087.04	

NET INCOME	-\$50,312.53
-------------------	---------------------

Campaigns & Advocacy

Mental Health Understood Fair

On October 3rd, SCSU tabled at the Mental Health Understood Fair organized by Health & Wellness. It was a space for various groups to talk about the mental health support they provide on campus.

Councilor Jim Hart Community Meeting

On October 10th, President, VP Equity and Director of English attended a community meeting on the issue of multi-tenant housing. Representatives spoke on student concerns and safety when it can to regulating and legalizing rooming houses in the community. If you are interested in getting involved and being a part of these conversations, contact president@scsu.ca.

Solidarity with College Faculty

The SCSU offers its full support toward more than 12,000 Ontario public college faculty and members of the Ontario Public Service Employees Union (OPSEU), who are striking for fairness since Monday October 16th. We encourage students, University of Toronto faculty, and other members of the community to support Ontario college faculty through the following means:

- 1) Sign the petition - <http://www.collegefaculty.org/petition>.
- 2) Contact your local MPP - http://www.collegefaculty.org/call_mpp.
- 3) Send a letter in support - http://www.collegefaculty.org/letters_of_support. For more information, contact president@scsu.ca.

Pray for Somalia

On October 19th, SCSU along with MSA, RSC and DSL came together for a prayer and vigil honouring the Mogadishu, Somalia victims. Over 300 people were killed and hundreds injured when a truck exploded on Saturday October 14th at a busy intersection in the Somali capital Mogadishu. The bombing, the single deadliest attack in Somalia's history, shook the nation and reverberated around the world.

Meeting with Department Chairs

Throughout the month of October the VP AUA has met with multiple department chairs to discuss our goals throughout the year as well as for support for advertising and peer reviewing research for the Undergraduate Research Symposium.

DSA Council

On September 25 the VP AUA conducted DSA Council. At this particular meeting we discussed the following: Frosh (feedback), DSA events and services, and areas for collaboration throughout the month. It was also in this space where the VP AUA brought up the following initiatives: Study Jam, Academic Advocacy Day, and the Undergraduate Research Symposium.

Your Campus Your Space

On September 27 the VP AUA and the VP Equity in partnership with APUS, SOS, SELF, Women and Trans Centre, and Health and Wellness Centre came together to revisit the conversations surrounding the sexual violence policy from last year. Both the VP AUA and VP

Equity facilitated these conversations. They are now in the process of taking the information gathered through student consultation to create a recommendations report to present to the University Administration.

Meeting Curtis Cole

On Tuesday October 3 the VP AUA and President had a meeting with Curtis Cole and Friorella. We discussed the following: lecture halls as prayer space/study space, credit/no credit deadline extension, student rights within ACORN and Blackboard, and Registrar's fees. Conversations will continue throughout the year as monthly meetings have been solidified.

Academic Advocacy day

On October 17 the VP AUA conducted Academic Advocacy Day Outreach. This is to go along with the report that the VP AUA has been working on since the Summer Term "Creating an Accessible Campus: Guidelines for the University of Toronto (/Scarborough)". During this outreach day we have had 193 students sign this petition in support of the following items: 5% Cap-off on late penalties, Credit/No-Credit extension until the final day of the study break, student rights in every syllabus and online platforms such as ACORN or Blackboard, self-declared sick notes, and removal of all laptop policy bans.

Meeting with the Library

On October 18 the VP AUA and President met with Lola and Elizabeth Head of Strategic Initiatives. To discuss the ways in which the Library and the SCSU can collaborate on such as the Undergraduate Research Symposium. We also discussed the different resources available to students and the ways the Library can further reach out to students and provide supports. This includes: having power bar sign outs, 24/7 library hours for midterm season, accessibility furniture, and large print textbooks.

By-Laws Committee Meeting

On October 12th, Vice-President Equity and Vice-President External attended the first By-Laws Committee Meeting of the year. Several items were discussed at the meeting including part-time and residence representation on the CSS committee. If you would like more information on the items that were discussed, feel free to contact the execs that attended.

Equity and Diversity Advisor Interviews

On October 2nd and 3rd, Vice-President Equity sat on the hiring panel for the new Equity and Diversity Advisor at UTSC. There is yet to be a final decision made on the newest Advisor, but more information will be released in the coming months.

Sexual Violence Climate Survey Advisory Committee

On October 19th, Vice-President Equity attended the first Sexual Violence Climate Survey Advisory Committee Meeting at Simcoe Hall. The Province has been working on developing the Sexual Violence Climate Survey for all post-secondary institutions in Ontario. As it stands now, the timeline is that the survey will be ready in Winter 2018. If you have any questions or would like to offer input, contact Vice-President Equity.

Gender Inclusive Washroom Outreach

On September 27th, outreach for Gender Inclusive Washrooms took place. Students were asked to sign a petition of support for the implementation of gender inclusive washrooms and voted from one of two examples of signage for the washrooms. For more information about the campaign, contact Vice-President Equity.

Bi-Talks

On September 29th, SCSU in collaboration with SC:OUT hosted the first ever "Bi-Talks" series to talk about the importance of gender inclusive washrooms on campus. The event took place in the SC:OUT Lounge and was facilitated by SC:OUT Executives.

Residence Anti-Oppression Training

Vice-President Equity and the President conducted Anti-Oppression Training for the Residence Advisors this month. Folks spoke about how to create an inclusive residence community and what it means to work with an anti-oppressive lens in their respective positions.

Events & Programming

Unforgettable Boat Cruise

SCSU's annual boat cruise happened on September 28th, at the Lady Yankee Cruise Ship. This boat cruise was in collaboration with Caribbean Connections, African Students' Association, MESA, UNITY, Indian Students' Association, and the Tamil Students' Association. The Cruise provided dinner and went around Lake Ontario, while attendees danced.

Clubs Training

On October 20th, SCSU held its second round of clubs training, which is needed for clubs to be able to book space and access funding. Presentations consist of Anti-Os, budgetting, and event management.

ISC Thanksgiving Dinner

On October 7th, President and VP Equity attended the Thanksgiving Dinner organized by International Student Centre along with international students and members of the UTSC community.

Diwali Celebrations

On October 18th, SCSU tabled at the Diwali Celebrations that took place in the meeting place organized by the International Student Centre. On October 19th, the President attended the Diwali celebrations that took place in the Residence Centre.

Women's Writing Circle

The first Women's Writing Circle of the year was held on October 5th, 2017. This event is held in collaboration with the Women's and Trans Centre with support from the Equity and Diversity Office. Approximately 15 self-identified women participated in this unstructured creative writing space. The next session will take place on October 24th. Contact Vice-President Equity for more information on how you can get involved with the writing circle in the future.

No More Stolen Sisters - Moment of Silence in RSC

Every year on October 4th, people across Canada gather to honour Missing and Murdered Indigenous Women and Girls through the Native Women's Association of Canada Sisters in Spirit (SIS) Vigil event. On October 4th, this event came to UTSC through the Racialized Student Collective in collaboration with the Amnesty International at UTSC.

Meeting Minutes of Board of Directors Meeting #5 of the Scarborough Campus Students' Union
Friday September 22nd, 2017 | 6:13 PM | SL-232, UTSC Student Centre

Board of Directors, Scarborough Campus Students' Union

LAST NAME	FIRST NAME	CONSTITUENCY OR POSITION
Williams	Lavelle	Director of Anthropology and Health Studies
✓ Sithamparanathan	Gobika	Director of Biological Sciences
✓ Vigneswaramoorthy	Vanessa	Director of English
✓ Touman	Sarah	Director of Psychology
✓ Mohamed	Nafisa	Vice-President Campus Life (ex – officio)
✓ Srithas	Sitharsana	President
✓ Frimpong	Nana	Vice-President Equity
✓ Stojanovski	Sylvie	Director of Arts, Culture and Media
✓ Hassan	Deena	Vice-President Operations
Weaver	Curtis	Director of Physical and Environmental Sciences
Zakir	Kubra	Vice-President External
✓ Gupta	Radhika	Director of Critical Development Studies
✓ Arayata	Christina	Vice-President Academics & University Affairs
Morris	Ashley	Director of Sociology
Gupta	Rahul	Director of Computer & Mathematical Sciences
Caluag	Claire	Director of French & Linguistics
✓ Jahangir	Hania	Director of Historical & Cultural Studies
✓ Don	Justin	Director of Human Geography
Nouri	Rosia	Director of Management
✓ Ali	Seyed	Director of Philosophy
Dang	Raymond	Director of Political Science

Meeting Minutes of Board of Directors Meeting #5 of the Scarborough Campus Students' Union
Friday September 22nd, 2017 | 6:13 PM | SL-232, UTSC Student Centre

1. Call to order

A quorum being present, the Chair called the meeting to order at approximately 6:13 p.m.

2. Roll Call

3. Announcements

Srithas announced that she sent the next Board of Directors meeting dates, which were determined based the Doodle Poll and the availability that Board Members gave her. Srithas noted that the October Board of Directors meeting date was switched from October 31st to October 23rd due to programming conflicts. Srithas will send an email containing the updated list of upcoming Board of Directors meetings. The list is also posted on the SCSU website.

Srithas stated that the SCSU Boat Cruise will take place next week. Tickets are \$40 and the Early Bird tickets are sold out. If you have any questions, contact the VP of Campus Life, Nafisa Mohamed.

Srithas stated that the SCSU is collaborating with SOS to host an event on Wednesday September 27th from 5pm-7pm in Rex's Lab. Srithas stated that members of SOS and the Sexual Violence Centre will be discussing "Your Campus, Your Space", the sexual violence policy, how folks feel about the sexual violence policy and the next steps. Dinner will be provided.

4. Approval of Agenda

MOTION

Moved: Srithas

Seconded: Don

Be it resolved that the agenda for the September 22nd, 2017 SCSU Board of Directors meeting be approved as presented.

Vote: All in favour

CARRIED

5. Equity Statement

Frimpong read the Equity Statement and the Acknowledgement of the Lands we occupy of the Mississauga New Credit First Nation.

6. Approval of Minutes

MOTION

Moved: Srithas

Seconded:

Vigneswaramoorthy

Be it resolved that the September 22nd, 2017 minutes package including the following documents be approved as presented:

- Board of Directors Meeting Minutes
 - a. August 21st, 2017 on Page 9
- Executive Committee Meeting
 - b. August 15, 2017 on Page 22
 - c. September 12, 2017 on Page 23
- Commission Meeting Minutes
 - a. September 11th 2017 on Page 25

Vote: All in favour

CARRIED

7. Orientation Report (supporting document on page 29)

MOTION

Moved: Srithas

Seconded: Jahangir

Be it resolved that the 2017 Orientation report be received as presented.

Sithamparanathan asked why the Opening Ceremonies of Orientation was not held at TPASC.

Michelle stated that at TPASC, we do not have full control of all the features of venue such as the light fixtures, seating, etc. This year, we wanted a fun and intimate space so we purchased a tent and held the Opening Ceremonies in the Outer Lot.

Touman asked how much money was spent on Orientation.

The Executive Director stated that just under two hundred thousand dollars was spent on Orientation, and a more precise figure would be mentioned in the Executive Report.

Vote: All in favour

CARRIED

8. Executive Report

MOTION

Moved: Srithas

Seconded: Jahangir

Meeting Minutes of Board of Directors Meeting #5 of the Scarborough Campus Students' Union
Friday September 22nd, 2017 | 6:13 PM | SL-232, UTSC Student Centre

Be it resolved that the Executive Report be accepted as presented.

Services & Operations

Hassan speaks on August Income Statements

Hassan explained that the net income is negative because the SCSU did not receive fees this month. Hassan reminded the Board that the SCSU only receives these fees four times a year.

Hassan speaks on Food Centre Launch

SCSU launched their first official fully functional food bank through Daily Bread on Tuesday, September 19th 2017 from 4pm - 7pm in SL210A. If you have any questions contact operations@scsu.ca. Spread the word!

Hassan speaks on Food Centre Volunteer Hiring and Training

The Vice President Operations, Campaigns and Advocacy Coordinator, and the Food Centre Coordinator completed a day of volunteer hiring for Food Centre Volunteers. Fifteen volunteers were chosen and asked to attend a two and a half hour training that consisted of an anti-oppression training and a discussion about how to ration and give out food, and the general operations of the food centre. Volunteers began their first shift during the week of September 11th with their first delivery on Friday September 15th 2017. If you have any questions contact operations@scsu.ca.

Campaigns & Advocacy

Frimpong speaks on Racialized Student Collective Volunteer Hiring and Training

The Vice President Equity, Campaigns and Advocacy Coordinator, and Racialized Student Collective Coordinator completed two days of volunteer hiring for RSC Volunteers. In the end, eight volunteers were chosen and asked to attend a two and a half hour training that consisted of an anti-oppression training and a discussion about the collective goals for the space. Volunteers began their first shift during the week of September 11th.

Frimpong speaks on International Student Centre BBQ

On Friday, September 15th, Vice President Equity, Vice President Campus Life, Vice President Operations, and Vice President External tabled at the International Student Centre's annual barbeque on the HW Patio.

Frimpong speaks on Bursaries and Grant Launch

The official launch of the SCSU Bursaries was launched this month. The committee will begin meeting in the early parts of October to go through applications.

Frimpong speaks on Armenian Students' Association: "Open Wounds: Armenians, Turks, and a Century of Genocide" Book Launch

Meeting Minutes of Board of Directors Meeting #5 of the Scarborough Campus Students' Union
Friday September 22nd, 2017 | 6:13 PM | SL-232, UTSC Student Centre

On September 8th, the President and Vice President Equity attended the book launch for "Open Wounds: Armenians, Turks, and a Century of Genocide" that was hosted by the Armenian Students' Association.

Arayata speaks on **DSA Council**

On Thursday August 24 the VP AUA conducted DSA Council. This was a space where DSAs shared the work they were doing on campus some of these conversations surrounded co-op the creation of journals, and updates for Orientation. We also discussed possible areas for collaboration for the year such as an SCSU and DSA Halloween event, Undergraduate Research Symposium, Study Jam, and Solidarity Day. If you have any questions please contact academics@scsu.ca.

Arayata speaks on **Undergraduate Research Symposium**

Throughout the summer the VP AUA has been working on the Undergraduate Research Symposium. A theme has been set: Reclaiming Derivatives, and a callout for submissions have been released. The VP AUA has also been reaching out to department chairs to talk about possible collaboration. The volunteer team will continue to meet throughout the year. If you have any questions please contact academics@scsu.ca.

Arayata speaks on **Academic Advocacy**

Throughout the summer the VP AUA has been working on an Academic Advocacy and Integrity campaign. Posters have been created with the goal of educating students about the rights that have been released. If you have any questions please contact academics@scsu.ca.

On behalf of Zakir, Srithas speaks on **Canadian Federation of Students Ontario General Meeting**

SCSU Executives attended the Ontario General Meeting (OGM) which took place from Thursday August 17th to Sunday August 20th. At this meeting, student representatives attended several workshops on challenging racism, colonialism, islamophobia, homophobia, transphobia, xenophobia, ableism, and various other systemic barriers in our institutions. Students across the province discussed and passed motions, and were able to have productive conversations on student concerns and issues leading up the Student Day of Action, February 1st, 2018. SCSU's motion for CFS and other student unions to support the Justice For Soli campaign was also passed at this meeting.

Srithas speaks on **Terms of Reference Meeting for Mental Health Network**

VP External met with representatives from Mental Health Network to discuss the conditions used to operate the network. We edited and changed the terms of references to shift from short term solution to address student mental health to more long term solution, noting that

Meeting Minutes of Board of Directors Meeting #5 of the Scarborough Campus Students' Union
Friday September 22nd, 2017 | 6:13 PM | SL-232, UTSC Student Centre

the Mental Health Network must start advocating for accessible, intersectional, and diverse mental health supports on campus.

Srithas speaks on **Week of Resistance**

From September 11 - 15, SCSU hosted its first Week of Resistance, from a successful commissions space for students to voice their own concerns, to a panel on decentering whiteness in academia, to talking about fighting our fees, a Solidarity Day: Social Justice Block Party with many non-profits and grassroots organizations present, to a community jummah (Friday) prayer for all Muslims and allies to counter myths and misconceptions of the Muslim community in the rise of the current hate rhetoric and the political climate. The purpose of the Week of Resistance was to get students thinking and start asking questions and having conversations around unity and solidarity and what that truly means.

Srithas speaks on **Fight the Fees Campaign**

As part of the Week of Resistance, executives dedicated a day of the week to talk to students about the high tuition prices and costs of education. We successfully brought a lot of students on board for the Fight the Fees Task Force which will be held later on this month, for more information contact Kubra, external@scsu.ca

Srithas speaks on **15 and Fairness Ontario Campus Assembly**

On September 16th, Board of Directors of Psychology and Management attended the 15 and fairness Ontario Wide Campus Assembly on showing solidarity with workers across the province who continue to fight their rights for decent work.

Srithas speaks on **Online Voting Research**

As part of the Canadian Federation of Students Ontario board, VP External joined a working group on Online Voting to discuss a motion submitted on the topic to the General Meeting in January 2017 that got pushed to the Ontario Executive Committee. The Working Group met twice to gather research to bring forth a recommendation to the General meeting on the topic of Online voting, so local members can make an informed vote on the CFS 'Online Voting' motion in the annual Ontario general meeting in January.

Srithas speaks on **Meeting With Novelty UTSC Chinese Students Association**

On September 9th, VP External met with executives from NCSA to discuss a collaboration for their orientation/frosh on September 30th at UTSC. For more information, contact Kubra, external@scsu.ca

Events & Programming

Mohamed speaks on **Clubs Week**

Meeting Minutes of Board of Directors Meeting #5 of the Scarborough Campus Students' Union
Friday September 22nd, 2017 | 6:13 PM | SL-232, UTSC Student Centre

Clubs week this semester has went on for two weeks, from September 11th - 22nd, with over 30 UTSC clubs tabling daily. This is the perfect opportunity for students to get involved, and clubs essentially gain a lot of their membership through this.

Mohamed speaks on **SCSUFest**

On September 5th, SCSU had a miniature festival in the ARC quad, giving out goodies and agendas. We also had inflatables, where students had the opportunity to play.

Mohamed speaks on **We the East Frosh**

Throughout the summer, extensive planning has been going on to ensure first years first event at UTSC would be memorable. We had over 1200 participants this year, which includes first years and volunteers who had various events to participate in. We had started the three days of programming, with clubs, DSAs, campus resources tabling across the campus, with interactive games or activities, such as a bonfire by Residence, Party in MW, dirty bingo in Rex's. Second night, we ended with a glow in the dark party, and finally the third night we had the We The East carnival, with Roy Woods as our headliner. The following week, on September 6th was the tri-campus parade, which we lead and ended off our frosh with.

9. Director Updates

Vigneswaramoorthy, Don and Gupta had no updates.

Sithamparanathan met with Arayata to discuss having access to the library 24/7 during midterms. Since Arayata sits on a Library Council, she will bring up this topic during the next Library Council Meeting.

Stojanovski stated that quite a few ACM students found that their lectures, which are traditionally 3 hours long, are now 2 hours long; now ACM students have more work to do in between classes as opposed to time spent in-class. Stojanovski noted that this is happening across the board for ACM students but they do not know why.

Arayata suggested contacting ARTSA to see if ARTSA sits on a curriculum committee. Arayata recommended Stojanovski to ask ARTSA whether they have information on past curriculums and ask whether this issue was discussed in a previous meeting.

Ali had 2 updates. Ali stated that the Philosophy department would hold its Annual Meet & Greet on Tuesday September 26th from 4pm-6pm. Ali stated that this event would be produced by UTSC philosophy students. Ali explained that Philosophy professors and students would have lunch together while they discuss various topics and issues.

Meeting Minutes of Board of Directors Meeting #5 of the Scarborough Campus Students' Union
Friday September 22nd, 2017 | 6:13 PM | SL-232, UTSC Student Centre

Ali was invited to an international peace festival in South Korea as a representative of Toronto and UTSC. Ali noted that he was the only Canadian present at the conference. Ali stated the purpose of the conference was to promote peace and unity globally and to have mutual understanding for all cultures and religions of different nations.

Jahangir stated that she attended the HCSSA General Meeting on September 14th, and 4 major points were discussed during this meeting. The first initiative of the HCCSA was to initiate study groups for first and second years because tutorial funding was cut in multiple departments. This project is in the works but they hope to have it up and running soon.

Another initiative mentioned was the creation of a multi-disciplinary undergraduate journal for students by students. Jahangir stated that HCSSA wants to collaborate with different departments, and mentioned that synthesis was a potential theme for the journal.

Jahangir stated that it is difficult to get jobs after school or jobs tailored to students in History and Women's Studies, and African Studies. Jahangir mentioned the idea of creating volunteer internships where students can work with professors, and these could lead to future employment opportunities. Jahangir stated that this idea is still new and she is working it. Jahangir mentioned that there are a lot of events that are still in the works.

Touman did not have updates about the Psychology department. Touman mentioned that a Muslim student, who also identifies as a LGBTQ person, went to SC: OUT and they felt very unsafe in that space although it claims to be a safe space. Touman asked if anything could be done with SC: OUT to make this space more inclusive to Muslim people.

The Chair suggested to discuss this issue more in depth offline.

Srithas mentioned the possibility of including speakers during the Board of Directors meetings to facilitate discussion.

10. Adjournment

MOTION

Moved: Srithas

Seconded: Touman

Be it resolved that the September 22nd, 2017 SCSU Board of Directors meeting be adjourned.

Vote: All in favour

CARRIED

The meeting was adjourned at 6:48 p.m.

MINUTES – SCSU EXECUTIVE COMMITTEE

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students
Tuesday, September 19th, 2017 | 11:30am | UTSC Student Centre, SL – 108

1. Call to Order:
 - a. Present: Arayata, Srithas, Frimpong, Hassan, Mohamed, Siewrattan
 - b. Absent: Zakir

***BIRT the September 19th Agenda be approved as presented
APPROVED***

2. Tenant Rights Meeting
There is another consultation meeting happening on October 10th from 6:30pm-9:00pm. The President and VP Equity will be attending and provide further updates.
3. Lights on the Student Centre
Every year Health and Wellness hang lights off of the student centre. They have requested hanging lights again for Mental Health Awareness Month. ArtSideOut has also requested to put lights on the student centre. Therefore there will be one day where the lights will be pink and the remainder of the month will be green. The President will be in contact with both parties.
4. ACM Meet and Greet
The executive will be in attendance of this Meet and Greet on September 20th from 5-8pm after the CSS meeting.
5. Mayor Meet and Greet Proposal
The President has worked on a proposal to have a meet and greet with several politicians at various governmental levels. The breakdown of the event and day was discussed and the date will be confirmed at a future meeting.
6. Racial Justice Film Week
Grace CRC Scarborough will be holding a Racial Justice Film Week and have asked that the SCSU Promote it. The executive have agreed to promote this on Facebook.
7. FTF Updates
There will be a GTA Coalition meeting soon. Folks who are on the Task Force listserve will be invited to attend as well.
8. Campus Council
The council has asked for the SCSU to make a presentation. The presentation will be happening on October 3rd from 4pm-5pm. The President, VP Operations and VP Campus Life will be making the presentation.
9. AGM

MINUTES – SCSU EXECUTIVE COMMITTEE

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students
Tuesday, September 19th, 2017 | 11:30am | UTSC Student Centre, SL – 108

The deadline to submit reports is the first week in October. The financial statements should also be available at that time.

10. Clothing Drive

The Principal has expressed interest in having a clothing drive for UTSC Students. The Executive have also expressed interest in this initiative.

11. Islamic Heritage Month

A City Councillor has expressed interest in connecting with student groups for IHM. The executive will be working closely with the councilor to support in this initiative

***BIRT the September 19th meeting be adjourned
APPROVED***

MINUTES – SCSU EXECUTIVE COMMITTEE

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students
Thursday, September 28th, 2017 | 11:00am | UTSC Student Centre, SL – 108

1. Call to Order:

- a. Present: Arayata, Srithas, Frimpong, Hassan, Mohamed, Siewrattan, Zakir
- b. Absent:

***BIRT the September 28th Agenda be approved as presented
APPROVED***

12. Halloween Pub Night

Caribbean Connections would like to have a pub night as a fund raiser for the Caribbean. They would like to have games and a pub night this event will happen on Oct 26th.

13. Health and Wellness & ASO Banner

The executives have approved the ASO and Health and Wellness banner being hung in the food court.

14. Academic Forum and CAO Forum

The executive will be attending the CAO Forum and Academic Forum. There will be discussions about the agenda items due on Oct 2nd. A few items that should be brought forward are left over food from the farmers market, being made available for the food bank, gender inclusive washroom signage.

15. Principal Hiring Committee

Nominations for the hiring committee for the principal of UTSC have opened.

16. Silent Party

There was interest from UNITY to have a silent party. There was research done to obtain a quote for the headphones. There will be further follow up on the event.

17. ROBAM

SCSU will be supporting this conference by assisting to solicit sponsors. The nature of the collaboration will be clarified. Currently SCSU is playing an advisory role.

18. OSG Panel

There is an event with panelists planned for November 1st. The panel will dispel the myths of the Fight the Fees campaign. There will also be more clarification on the international student perspective.

19. Mental Health Proposal

MINUTES – SCSU EXECUTIVE COMMITTEE

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students
Thursday, September 28th, 2017 | 11:00am | UTSC Student Centre, SL – 108

There is a group on campus that is discussing a mental health course. There will be a meeting with the working group to determine what the proposal will be. There are plans to have updates at the next ECM.

20. Young Muslim Space

A few students have reached out about support on an event called young muslim space. They are also interested in getting into contact with MSA and seeking support in the form of tokens for transportation.

21. Mental Health Outreach

There will be an outreach day on Mental Health. Executives will be scheduled for outreach and to help complete a survey. The goal is to have enough conversations to identify the barriers of Health and Wellness. There was a discussion to have the questions more quantifiable.

***BIRT the September 28th meeting be adjourned
APPROVED***

MINUTES – SCSU EXECUTIVE COMMITTEE

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students

Monday, October 2nd, 2017 | 3:00pm | UTSC Student Centre, SL – 108

1. Call to Order:
 - a. Present: Arayata, Srithas, Frimpong, Hassan, Mohamed, Siewrattan, Zakir
 - b. Absent:

BIRT the October 2nd Agenda be approved as presented
APPROVED

2. Fight the Fees Task Force Meeting

This meeting will be happening on Tuesday from 6-8pm. VP External will be in attendance.

3. Mental Health Understood Fair

This fair will be happening on Wednesday 4th October from 12pm-2pm. The ball pit will be present as well as the street team. There will be mental health cards given out during this time as well.

4. Sisters in Spirit Vigil

The executives will be in attendance of an event hosted by the Women and Trans centre. The event will be happening from 2-3pm on Oct 4th.

5. Anti-War Event

RSC is committed to an event every month. The Coordinator has expressed interest in doing an anti-war event. The date to have this event is yet to be decided. There will be a follow up with a proposal

6. Let's Talk about Sex Event

The Women and Trans Centre have expressed interest in hosting an event about sex, this will be part of other conversation events they will be having. The event is set to take place on November 7th from 5-7pm.

7. Dog Therapy

This event will be happening on Thursday from 12-2pm. Executives will be present, there will also be coloring books, play-doh, etc.

8. CAO Forum

The survey on food will be brought up at the next CAO Forum Meeting, next semester.

9. Academic Advocacy Day

There will be a doodle poll to have street team available for outreach. A myth/fact sheet will also be developed for the street team.

MINUTES – SCSU EXECUTIVE COMMITTEE

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students
Monday, October 2nd, 2017 | 3:00pm | UTSC Student Centre, SL – 108

10. ROBAM

The executive discussed participation in the Ryerson ROBAM Conference. In order to be considered a partner, SCSU would need to contribute 1000 towards the conference.

11. Mental Health Outreach

There will be an outreach day on Mental Health. Executives will be scheduled for outreach and to help complete a survey. The goal is to have enough conversations to identify the barriers of Health and Wellness. There was a discussion to have the questions more quantifiable.

12. Gender Inclusive Washroom Outreach

The outreach for this campaign went well overall. There was an event hosted by SC:OUT to have further discussions on the topic. A SWOT Analysis was completed and people generally reacted well.

13. Sexual Violence and Prevention

There were several suggestions given by students for the centre and the policy. These will be discussed in more detail with the Vice-Provost.

14. Social Justice Block Party in Winter

There is interest in having another event for students and community in the winter. This event will be in the meeting place. The concept of the event has the potential to clash with Mosaic events. This will be discussed in further detail.

BIRT the October 2nd meeting be adjourned

MINUTES – SCSU EXECUTIVE COMMITTEE

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students
Thursday, October 12th, 2017 | 2:00pm | UTSC Student Centre, SL – 108

15. Call to Order:

- a. Present: Arayata, Srithas, Frimpong, Hassan, Mohamed, Siewrattan, Zakir
- b. Absent: Hassan

***BIRT the October 12th Agenda be approved as presented
APPROVED***

16. Women and Trans Centre Conference

There is a conference being planned by the Women and Trans Centre. The theme will be Blossom. They would like sponsorship of \$1500 but there was a suggestion to seek out positive space funding as well.

17. Commission Agenda

There were a few submissions for commissions which were the following: Transit, Mental Health for International Students.

18. Fight the Fees Meeting Update

There was a SWOT analysis of the previous action. This year they are interested in having the day of action in the day and an art festival in the night. The next meeting will be happening on the 1st or 2nd.

19. Task Force Meeting

The Fight the Fees task force meeting is set to happen on Oct 19th. Agenda items are still being decided and the event page needs to go up.

20. OSG Panel

The details of this event will be discussed further at the Campaigns & Events meeting. There are currently discussions about bringing someone from CFS and a few others.

21. OPIRG

This group is interested in doing an event for Justice for Soli. They will reach out with further details of a proposal.

BIRT the October 12th meeting be adjourned

APPROVED

MINUTES – SCSU CLUBS COMMITTEE

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students
Monday, October 16th, 2017 | 4:00pm | UTSC Student Centre, SL – 219

Motion: Be it resolved that the SCSU **grant** Campus Church \$995.86 in funding for Frosh and Club Week.

Moved: Williams

Seconded: Srithas

Discussion:

Williams states that there needs to be a greater effort to find cheaper options for supplies.

CARRIED

Motion: Be it resolved that the SCSU **grant** University of Toronto Scarborough Pharmacy Association \$134.01 in funding for Coffee with Pharmacist.

Moved: Aina

Seconded: Frimpong

CARRIED

Motion: Be it resolved the SCSU **grant** Language Translation & Social Science Career Path Association \$331.69 in funding for Green Path Student Orientation.

Moved: Srithas

Seconded: Williams

CARRIED

7. Adjournment

Moved: Williams

Seconded: Srithas

MINUTES – SCSU FINANCE COMMITTEE

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students
Tuesday, October 17th, 2017 | 6:30pm | UTSC Student Centre, SL – 108

Srithas went through the Statement of Cash Flow.

Dang asks about accounts receivable,

Dang asks about how the union's is working to reduce expenses. Siewrattan about practices that

Jahangir asks whether SCSU provides funding for clubs. Siewrattan answers yes. Jahangir asks where is that depicted in the statements. Siewrattan answers it is depicted the General and Administrative line in the statement.

Dang asked where the Wheelchair Accessibility Projects funds go. Siewrattan stated it goes straight to Accessibility Services.

Dang and Jahangir both communicated concerns on reevaluating how some of student levies benefit UTSC students.

4. Adjournment

Moved: Jahangir

Seconded: Dang

CARRIED

MINUTES – SCSU COMMISSIONS

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students
Monday, October 16th, 2017 | 5:00pm | UTSC Student Centre, SL – 232

1. Call to Order – 5:19pm

2. Approval of the Agenda

Moved: Frimpong

Seconded: Arayata

CARRIED

3. Land Acknowledgement / Equity Statement

4. Attendance (voting & non-voting members)

Christina Arayata (voting)

Vanessa Vigneswaramoorthy (voting)

Joyce Estaris (voting)

Agnishwar Banvyei

Kubra Zakir (voting)

Anup Atwal

Sarah Abdillahi

Katie Konstantopoulos (voting)

Joshua Joachimpillai (voting)

Annie Sahayian

5. Transit Updates

Zakir presented interest in having a working team for Transit. The 198 was an area where there was a victory with increased service. There were meetings with YRT and contributions were made to their upcoming plans. There is a new survey that has been put out in collaboration with the University. The SCSU have met with several councilors to discuss the future of Transit and would like other students to get involved with these opportunities.

MINUTES – SCSU COMMISSIONS

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students
Monday, October 16th, 2017 | 5:00pm | UTSC Student Centre, SL – 232

Sahayian there was an email of the survey sent out and appreciates that there is movement to get information out there.

Abdillahi speaks about the UPASS and whether this is an initiative that is going to be implemented.

Srithas responds that there is a question about what the UPASS would look like on the survey.

Sahayian is this the same UPASS that would be related to other universities that are downtown?

Srithas responds that this will be part of the discussion, but this survey is very much related to Scarborough experiences.

Atwal discussed a petition to have a shuttle bus to go downtown.

Srithas responds with the issues for TTC and charging for transportation.

Konstantopoulos would like if the 198 ran until midnight because it is very difficult to get around at night. Generally the buses are infrequent.

Estaris lives in a region that uses the DRT. The DRT is very infrequent. There should be more advocacy to have them come at the time that is listed on the website. There used to be 2 buses that would come but this has stopped. There are several people who use this bus, not only students so there is definitely a need.

Sahayian talks about the 198. There are many people using the 198 when they could have been using several of the other buses. They should have some sort of pass to have it so that it is only for students.

Joachimpillai lives near one of the 198 stops and believes there could be benefits if there were more people. There were questions for the cross town east. There have also been discussions about DRT going to STC.

Srithas responds that there is no funding for this project and that there are still several debates about this project.

Estaris are they planning to keep the ellesmere stop for DRT and now it is at a different location.

Srithas responds that this is not a permanent change

MINUTES – SCSU COMMISSIONS

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students
Monday, October 16th, 2017 | 5:00pm | UTSC Student Centre, SL – 232

Estaris talks about how long it takes to get to the bus stop to wait for the DRT. There was also interest in getting the DRT passes and another presto loading station

Konstantopoulos pays money to go to sherbourne to get the student ID. Not sure why they don't come here.

Banvyie talks about how difficult it is to get to Wal-mart. There should be a bus to bring students to these groceries.

Frimpong discusses that there is a bus from residence

Vigneswaramoorthy also discusses the residence buses. There is a Food Basics and a few other stores. They only travelled on the weekends. It would also not go Wal-Mart.

Abdillahi asks whether this bus is available for all students or just residence students.

Banvyie talks about the food items on campus and how they open too early.

Srithas will be following up with students who would be interested in the Task Force. The townhall will be discussing this issue as well.

6. Fight the Fees

Zakir discusses the first meeting that will be happening on Oct 19th and invites everyone to attend. The students should come to the meeting with hope to shape the conversations.

7. Vigil for Somalia

Abdillahi discusses a recent attack in Somalia and this has killed hundreds and hurt many others. There are a few other students who would be interested in working on this. The event will be happening in the meeting place. There are also several GoFundMe links going around as well as donation boxes that are going around.

8. Other Businesses

Food Options Open Later

Abdillahi talks about INS that is a convenience store, the food is expensive and very limited.

MINUTES – SCSU COMMISSIONS

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students
Monday, October 16th, 2017 | 5:00pm | UTSC Student Centre, SL – 232

Konstantopoulos thinks that there should be a grocery available for students. There is no relevance for an organization like INS. Their lease should not be renewed.

Banvyie notices that the food is very expensive. For a student that is just buying into junk food culture. There are many students that eat instant ramen. They could invest in produce that is easy to be cooked.

Vigneswaramoorthy bought medicine at INS and it was very expensive. There are so many delivery drivers that show up due to the food availability. This is horrible during reading week and exam period.

Sahayan asks what is a dining hall.

Frimpong is to emphasize the issue with the dining hall. At midnight there are places to eat at UTM.

Vigneswaramoorthy talks about the dining halls downtown.

Proposal for South Asian Heritage Month

Atwal is a VP of SCPA and has spoken to ISA and would like to do a South Asian Heritage month in May. There are only 1 or 2 events in the year. They were wondering whether they could get some support to work on this.

Zakir talks about the Heritage Month and engaging people. There are not many people on campus at this time.

Atwal was also interested in proposing a campaign with SCPA and would like to have a dialogue in diaspora. They would like to have a series of events called peace builders. They discuss how the community promote human rights. The reconciliation movement would talk about treaties and reconciliation. This is not something that he is very familiar with. Visiting community centres and talk about what is this that makes up the Canadian identity.

Banvyie talks about using these events as fundraisers. There could be opportunities to raise money for different countries.

Srithas brings up February as Black History Month and suggests this dialogue as part of this programming.

MINUTES – SCSU COMMISSIONS

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students
Monday, October 16th, 2017 | 5:00pm | UTSC Student Centre, SL – 232

Atwal would like some more help in how to get this project going. There were questions about the clubs funding

Campus Survey on Food

Konstantopoulos has been working on a survey on food procarity. The food bank will need data from UTSC. This is something she would like to start pulling data together. There is interest in what should be addressed on the survey. Can a survey be launched and can people be in a room to discuss these items. There is a need for students that are interested in working on this issue.

Atwal suggests collaborating with a few other student groups that would also be interested in this initiative.

Konstantopoulos would like to have the survey running by the end of November. There are concerns on having this survey be left behind.

Srithas asks for suggestions on the survey and expressed interest

Mental Health

Abdillahi there was the student support group initiative suggestion. Many student groups exist but many are not doing very much

Banvyie talks about the issues with health and wellness counselling. There is interest in having accessibility services provided to the larger population for first years.

Atwal talks about the definition of mental health and how to access resources.

Konstantopoulos talks about how people have cut down services. They would like to streamline the process so that only extreme cases can be seen. Flourish now tracks how many people are accessing these services. The way mental health is seen on campus is problematic. They are trying to get rid of everyone that needs help.

9. Adjournment - MOTION

Moved: Frimpong

Seconded: Zakir

CRO REPORT

2017 Fall By-Elections

Introduction

As Chief Returning Officer (CRO) for the SCSU Fall By-Elections, it is my duty to present a complete and transparent report on all things relating to the election process.

This report will outline in detail all of the work involved in the election process.

It has been my pleasure working for the SCSU, and I thank all of the staff for their support.

Regards,

Mahir Zuber
Chief Returning Officer
2017 SCSU Fall By-Elections

Table of Contents

Introduction

Important Dates

Election Preparation

Advertising

Call for Nominations

Ballot Boxes and Voter Screens

Polling Stations

Deputy Returning Officer (DRO)

Poll Clerks

Nomination List

Voters' List

Ballot Box Storage and Security

Scrutineers

Verifying Nominees

Successful Candidates

All Candidates Meeting

Election

Voting Days

Scrutineers

Demerit Points

Ballot Counting

Unofficial Results

Recommendations

Conclusion

Important Dates

**2017 SCARBOROUGH CAMPUS STUDENTS' UNION ELECTIONS
IMPORTANT ELECTION DATES**

NOMINATION PERIOD

OPENS: September 18th, 2017 opening at 10am
CLOSES: September 27th, 2017 closing at 6pm

ALL CANDIDATES MEETING

DATE: October 4th 2017

TIME: 5pm

LOCATION: Rex's Lab

Any candidate that does not attend and also fails to send a designate to the all candidates meeting is automatically disqualified from the election.

CAMPAIGN PERIOD

OPENS: October 5th, 2017

CLOSES: October 19th, 2017

Campaigning is permitted through the end of the voting period.

VOTING (PAPER BALLOTS)

STARTS: October 17th, 2017

ENDS: October 19th, 2017

ELECTION EXPENSE REPORT FORM SUBMISSION

DEADLINE: Monday February 13, 2017

Election Preparation

Advertising

It is important that every aspect of the election process is openly advertised to the students so that every student is offered the same opportunities. Therefore, every step of the election process was advertised through the following methods:

- Posters were on display via the SCSU bulletin boards in various areas of the campus, with a concentration on areas with a high amount of student traffic
- The elections page on the SCSU website was updated with information pertaining to these Spring Elections
- An advertisement was put into the Underground (Student Publication)

Call for Nominations

The nomination period for the 2017 SCSU General Elections began on September 18th, 2017 and remained open until September 27th, 2017 at 6pm.

Nomination packages were available for pick up at the front desk of the SCSU office. The nomination packages included the following:

- A position-specific nomination form.
- A Proxy form for candidates to fill out if they cannot make the All-Candidates Meeting
- Important contact information.
- Important dates.
- Statement of Eligibility for Elections forms.
- A copy of the election by-laws.
- SCSU Elections Best Practices Manual

Director positions required a minimum of 50 valid signatures. Nomination forms and statements of eligibility were completed and returned by 6:00PM on September 27, 2017 and were then ratified after checking the candidate's' eligibility by the CRO. The eligibility check was done by cross-referencing the candidate's year and program with a masters list of all students obtained by the SCSU Executive Director from the Office of Student Affairs and Services.

Ballot Boxes and Voter Screens

Ballot boxes and voter screens are required for each polling station during the elections. In order to ensure that each station is equipped for elections, the ballot boxes and voter screens were ordered well in advance from Elections Canada. Each polling station was provided with one ballot box and two voter screen at the beginning of each voting day. All ballot boxes were labeled with their location, as well as sealed with seals provided by Elections Canada and signed by either (a) CRO + poll clerk or (b) DRO + poll clerk.

At the end of each voting day, ballot boxes were stored in a safe storage by Campus Police to ensure that they could not be tampered with. A total of nine (9) ballot boxes total were used; three (3) for each station for each of the three (3) voting days.

Polling Stations

The three designated polling stations were placed in the following locations:

1. EV Atrium
2. The Student Centre
3. BV Atrium

All polling stations were equipped with their own set of supplies as packaged in their poll kit. These supplies included:

- 1 Laptop

- 1 Extension Cord
- 1 Power Bar
- Poll Clerk + Scrutineer sign in forms
- Ballots
- Large white envelopes
- Small white envelopes
- 1 Box of pens
- 1 Roll of masking tape
- 1 Set of instructions on setting up the polling station.
- SCSU Election 2017 Polling Station signs.
- A folder from Poll Clerk training and a flow chart on (a) how to properly cast a vote and (b) the Double Envelope method

Deputy Returning Officer (DRO)

The DRO posting was posted during the same period CRO posting had been put up. There were three applications, which the CRO had held interviews to select the most qualified. The two (2) selected DROs as per the Elections Procedures Code for the 2017 SCSU Fall By-Elections were Khider Sidahmed and Reenas Mohamed.

The responsibilities of the DRO are as follows:

- Serve as a member on the Elections Committee
- Assist the CRO in their duties
- Adjudicate and enforce the election bylaws and policies
- Assist in the organization and operations of the Spring elections (voting days Feb 7-9), and if needed, run-off elections in the case of a tie
- Assist with the coordination of candidates during public forums, and other necessary meetings
- Publicize the election and referendum, and all related events pertaining to the elections
- Tally the ballots at the end of the elections and referendum
- Create the polling clerks schedules
- Oversee polling clerks in their duties
- Assist in the creation, submission, and presentation of a detailed report to the SCSU Board of Directors in consultation with the CRO following each election and each referendum

Poll Clerks

Positions for poll clerk positions were made available well in advance through the SCSU website. Applications required the students resume and cover letter and was to be submitted online or in person to the front desk of the SCSU office.

Poll Clerk Interviews took place on September 29th till October 5th. Interviews were conducted by the CRO and the DROs.

Training of the poll clerks is to be held prior to the voting days. Therefore, training was scheduled for October 10th.

During the training, Poll Clerks were guided through a powerpoint presentation that was also emailed to them along with the Elections Procedures Code to ensure information accessibility. Information included: important dates, contact information for CRO + DROs, Poll Clerk duties, typical voting scenarios, and poll clerk etiquette. Training was done by the DROs.

Nomination List

The following individuals submitted nomination packages to the CRO:

First Year Directors

Hanna Hamzai
Gwyneth Haig Ng
Rimsha Adiat Rahman
Aliya Shivraj
Bhavana Pagidela
Armaan Sahgal

Voters' List

A voter's list is required to confirm the name, year, program, and status of the SCSU membership to ensure voting eligibility for each constituency. The SCSU Executive Director obtained the voter's list from the Office of Student Affairs & Services.

All eligible undergraduate students were asked to present their T-Card however any government issued photo ID was still accepted, as long as the student knew their student number. Polling clerks then inputted the last four out of five digits into a real-time database to determine if the student was eligible to vote.

In the event that the student did not appear in the database but still met the above criteria, the poll clerks were then asked to manually input the student's information into the database and follow the Double Envelope Method to ensure safe and valid voting procedures.

Ballot Box Storage and Security

All empty ballot boxes were stored in the office of the CRO prior to the election days. On the days of the election the CRO and DROs assembled the boxes with seals at each voting station and signed each seal with one (1) poll clerk at each station.

Sharply after 6:00pm, the CRO or DRO sealed the ballot box at each location and signed the seal on the box. Systematically, all materials from each voting station were carried from the IC building, then to the Student Centre, and finally to the BV Atrium. After all the ballot boxes were together in the BV Atrium, the CRO, DROs, and late-shift poll clerks made their way to Campus Police and placed the boxes in a sealed room that was then accessed by the CRO at the end of voting on October 19th. Campus Police was notified of the need for storage in advance of voting.

Scrutineers

All candidates were presented the opportunity to submit one scrutineer to observe the polling station procedures as well as the counting process by October 19 by 4pm.

All Candidates Meeting

On October 4th, the All-Candidates meeting was held in Rex's Lab.

The CRO and DRO chaired the meeting, and guided candidates through both the All-Candidates Meeting PowerPoint presentation as well the Elections Procedures Code verbatim, with pauses for clarification and questions when prompted.

Election

Voting Days

The voting days for the 2017 SCSU Fall By-Election were on October 17, 18, and 19.

Scrutineers

No scrutineers were submitted to participate during the assembling of the ballot boxes for the three election days.

Demerit Points

There were no demerit points given out.

Ballot Counting

Following the closing of polls on October 19, 2017, the ballots were all transported by the CRO and poll clerks to the ballot counting room, SL283, in the Student Centre.

The ballot boxes were opened categorically, starting with all the ballot boxes for Days 1, 2 and 3 from EV, followed by Days 1, 2, and 3 from the Student Centre and finally, Days 1, 2, and 3 from the BV Atrium. Only one ballot box was opened and counted at a time. In this particular order, the CRO read out the ballots while both the DRO's tallied and filled out the appropriate ballot counting sheets. It was crucial that both DRO's ballot counting sheets matched up for each day and location. A separate ballot counting sheet was used for each location and day. Afterwards, the tallies from the ballot counting sheet were added to an Excel spreadsheet to sum up the totals, as well as calculate overall voting numbers for the Election.

Unofficial Results

Hanna Hamzai - 54

Gwyneth Haig Ng - 28

Rimsha Adiat Rahman - 31

Armaan Sahgal - 44

Recommendations

I recommend that the following individuals be ratified for the 2017 - 2018 First Year Directors of the SCSU Board of Directors:

Hanna Hamzai
Armaan Sahgal

Accessibility

During this election cycle, I ensured that all information presented to candidates were done both in-person and digitally to ensure information accessibility and reduce barriers between the candidates and the elections staff. I believe that this helped lead to a fair and well-conducted election, and believe that this is something that should continue with the new CROs/DROs. Thus, when hiring for these individuals, I recommend that accessibility, openness, flexibility, and willingness to listen should be key character traits necessary for these jobs.

Polling Stations

On the days of voting, we had trouble twice while opening the polling stations. On Day 1 of voting, EV atrium was not open till 11:30 due to there not being tables to set up the polling stations. I would like to recommend that for the future elections, that there should be follow up the day with facilities to ensure they are aware that tables and chairs were required. On Day 3 of voting, polling station in the Student center did not open till 10:30 because of wireless

connection would not connect. I would like to suggest that, set-up begins an hour before to make sure they can be properly opened at 10.

Conclusion

I have made recommendations in this report that I believe will enhance the election process in the near future. All recommendations were the results of feedback I heard or challenges I faced during the 2017 SCSU Fall By-Elections.

I would like to thank you for the opportunity to participate in these elections as CRO. It has been a great pleasure working with the SCSU this year.

Thank you,
Mahir Zuber
Chief Returning Officer
2017 SCSU Fall By-Elections