



SCARBOROUGH CAMPUS STUDENTS' UNION

Board of Directors Package #9

Friday December 19th, 2014

3:00pm

UTSC Student Centre, SL-232

ROBERT 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	Request for Information	Yes, if urgent	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 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 of the 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, advisability of referral only	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 further discussion on 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 taken from the table	No	Yes	No	No	Majority
Reconsider a motion already voted on earlier in the meeting	I move that the 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	No vote taken, chair rules
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

Board of Directors, Scarborough Campus Students' Union

<input type="checkbox"/>	ANWAR	AHRAR	PHYSICAL AND ENVIRONMENTAL SCIENCES
<input type="checkbox"/>	AZRAQ	SABRINE	VP EQUITY
<input type="checkbox"/>	CHEN	CALVIN	FIRST YEAR DIRECTOR
<input type="checkbox"/>	CHOWDHURY	TAHSIN	PRESIDENT
<input type="checkbox"/>	DIONISIO	NICOLE	VP ACADEMICS & UNIVERSITY AFFAIRS
<input type="checkbox"/>	FAIRBAIRN	GLENDA	PSYCHOLOGY
<input type="checkbox"/>	FAYSAL	BARRAH	POLITICAL SCIENCE
<input type="checkbox"/>	JULIUS	LOUISA	FRENCH & LINGUISTICS
<input type="checkbox"/>	JIANG	ANASTACIA	HISTORICAL & CULTUREAL STUDIES
<input type="checkbox"/>	KHAN	NOOR	CRITICAL DEVELOPMENT STUDIES
<input type="checkbox"/>	LEE	HANMOUI	FIRST YEAR DIRECTOR
<input type="checkbox"/>	MULATU	KALEAB	VP OPERATIONS
<input type="checkbox"/>	NASIRI	FEROZAN	ANTHROPOLOGY
<input type="checkbox"/>	NAVAN	SANOJ	VP CAMPUS LIFE
<input type="checkbox"/>	NEHRIN	RANZIBA	ENGLISH
<input type="checkbox"/>	PARIKH	VIVEK	MANAGEMENT
<input type="checkbox"/>	RAMOUDITH	BRANDON	COMPUTER & MATHEMATICAL SCIENCES
<input type="checkbox"/>	YAACOUBIAN	GARINE	PHILOSOPHY
<input type="checkbox"/>	YOUSSEF	RANY	BIOLOGICAL SCIENCES

AGENDA

Board of Directors Meeting #9 of the Scarborough Campus Students' Union
Friday December 19th, 2014 | 3:00pm | SL232, UTSC Student Centre

1. CALL TO ORDER

2. ANNOUNCEMENTS

3. APPROVAL OF THE AGENDA

MOTION Moved: Chowdhury Seconded:

Be it resolved that the agenda for the December 12th, 2014 SCSU Board of Directors meeting be approved as presented

4. EQUITY STATEMENT

5. APPROVAL OF THE 2015 WINTER GENERAL ELECTIONS SCHEDULE

MOTION Moved: Chowdhury Seconded:

Be it resolved that the following dates be approved for the 2015 Winter General Elections Schedule:

- Nomination Period: January 5, 2015 – January 14, 2015
- Campaign Period: January 21, 2015 – February 5, 2015
- Voting Period: February 3, 2015 – February 5, 2015

6. AMMENDMENT OF OPERATIONAL POLICY - ELECTIONS AND PROCEDURES CODE

MOTION Moved: Chowdhury Seconded:

Be it resolved that the Operational Policy – Elections and Procedure Code, subsection "Elections and Referenda Committee" be amended such that the Elections and Referenda Committee will be empowered to:

- Hire a CRO.
- Recommend election dates to the Board.
- Publicize important election dates and information.
- Oversee logistics of the elections.
- *Attend the all candidates meeting*
- Study the recommendations of the CRO and ensure they are fully considered; review good practices from previous elections and be responsible for implementing any recommendations approved by the Board.
- Secure office space outside of the SCSU offices for the CRO to work.
- Members of the Elections and Referenda Committee are not permitted to seek office with the Union and must remain neutral during the election process.
- *Oversee the logistics of the elections and the final CRO report*

Be it further resolved that the subsection "Campaigning" be amended to:

All candidates must abide by the following rules relating to conduct and behavior of candidates during campaigning and assume responsibility for those campaigning on behalf of candidates.

Campaigners are bound by the same rules as candidates.

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Board of Directors Meeting #9 of the Scarborough Campus Students' Union

Friday December 19th, 2014 | 3:00pm | SL232, UTSC Student Centre

- a. No campaigning shall take place before the nomination period and before the start of the campaigning period.
- b. Candidates shall campaign in accordance with the rules of fair play. Breaking the rules of fair play shall include, but are not limited to: breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, malicious and/or intentional breach of elections policy, any attempt to undermine the electoral process and misrepresentation of fact.
- c. It is the responsibility of the Candidates that all campaign materials and/or advertisements conform to all policies and regulations of the Union, as well as with all municipal, provincial, federal laws, and individual campus residences.
- d. All campaign materials and/or advertisements needs approval by the CRO in advance of posting or distribution. All submissions made to the CRO shall be returned with or without approval within two (2) business days. Campaign material shall include, but are not limited to: posters, leaflets, banners, websites, new media (e.g. Facebook, Twitter, and MySpace), clothing, buttons, stickers, logos, audio & video recordings, and publications created and/or provided by a candidate or campaign volunteer. Tactics for the distribution of campaign materials are not subject to approval and are permitted.
- e. All campaign materials, where feasible, must contain the following phrase somewhere in plain sight on the material: "Please recycle after the election."
- f. A limit on the quantity of posters shall be the following:
 - i. Executive Candidates 100
 - ii. Director Candidates 50
- g. The following shall also apply to candidate posters and relevant campaign materials:
 - i. Poster size shall not exceed 8.5"x14"
 - ii. No more than 2 banners are allowed, and are not to exceed 8'x 3'.
 - iii. No laminated posters are allowed.
 - iv. Each candidate's poster may not overlap another candidate's poster.
 - v. Each candidate may not post one of their posters within one (1) foot of another one of their own posters.
 - vi. All posters may only contain information that is relevant to the election.
 - vii. All posters must be removed within 72 hours after the close of the voting period.
 - viii. The only adhesive allowed for affixed campaign material shall be masking tape.
- h. Campaign materials shall not:
 - i. Overlap or be attached to a campaign material already affixed to something.
 - ii. Be posted in classrooms or seminar rooms.
 - iii. Be removed from any posted location, legally or illegally, without the authorization of the CRO or designate, except a candidate's own materials removed by that candidate or person(s) authorized by that candidate to remove such materials.
- i. Restrictions regulating campaigning, that are unique to the following, shall be followed. It is the responsibility of the candidates to familiarize themselves with the different rules that govern each of the aforementioned entities such as:
 - i. No campaigning of any form is permitted in the Union offices, or any area that can be perceived to be under the jurisdiction of the Union unless otherwise stated by the CRO.
 - ii. Campaigning within a classroom is forbidden without the expressed permission of its presiding faculty member(s). To campaign in a classroom, a candidate must obtain consent from the professor/lecturer before the start of class.
 - iii. Campaigning is allowed within the Student Centre.
- j. Restrictions concerning Union polling stations include:

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Board of Directors Meeting #9 of the Scarborough Campus Students' Union

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- i. Campaigning shall not take place within ten (10) metres of a designated polling station during the election voting days.
- ii. Any and all campaign materials found within ten (10) metres of a designated polling station shall be removed during the election voting days.
- iii. Designation of polling station is at the discretion of the CRO.
- k. Candidates are not entitled to use in their campaign, any service or monies, conferred onto them by virtue of holding any position in any campus organization unless such services would still be available to them otherwise. This includes, but is not limited to, office supplies, equipment, advertising space and staff.
- l. *Cross campaigning is allowed only between consenting candidates for executive positions in the election governed by this Code.*
- m. *Campaigning on University of Toronto Scarborough Campus grounds (UTSC) for executive or director positions can only be completed by members of the Scarborough Campus Students' Union*

Be it further resolved that the subsection "Voting Process" be amended to:

- a. The method for voting in the Election Process shall be through a paper ballot voting process; valid identification from members is required for voting.
- b. Each ballot will be numbered.
- c. The names of candidates for each Executive and Director candidate will appear alphabetically.
- d. The Team names where applicable will appear under each candidate's name.
- e. *All sealed and empty ballot boxes shall be stored in a location to which no other individual student, administrator or Elections and Referenda Committee official other than the CRO would have access to. Locations may include but not be limited to the Ombudspersons Office or campus security. The ballots will be removed by the CRO when the vote is to be counted.*
- f. If the University Administration fails to provide the Elections and Referenda Committee with an up-to-date voters list to verify the identity of a voter, a double envelope system will be used.
- g. Those with accessibility needs shall be instructed to contact the CRO who will ensure the appropriate voting accommodations are made.
- h. Ballots for each election year shall have a different design.

7. AMMENDMENT OF OPERATIONAL POLICY - ORIENTATION COORDINATOR HIRING POLICY

MOTION

Moved: Chowdhury

Seconded:

Be it resolved that the Operational Policy – Orientation Coordinator Hiring Policy, subsection "Preamble" be amended to:

Orientation is the first opportunity that the Union has to make an impression on incoming and returning students. It marks the beginning of a new academic year and offers the ability to welcome new and returning members to the university by offering them a showcase of campus life and increasing student spirit. The Orientation Coordinator of the Union has the responsibility of planning and hosting the Union's annual Orientation as well as carrying out the responsibilities stated in this policy.

The Union shall hire an Orientation Coordinator to carry out Orientation as well as other delegated duties.

The Orientation Coordinator shall report directly to the Vice President Campus Life and indirectly to the SCSU Clubs & Events Coordinator.

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8. AMMENDMENT OF OPERATIONAL POLICY - SUBMISSION AND ADOPTION OF UNION POLICY

MOTION Moved: Chowdhury Seconded:

Be it resolved that the Operational Policy – Submission and Adoption of Union Policy be amended to:

Any member, commission, committee, Director or Executive may submit policy to the Policy & By-Laws Committee.

The Policy & By-Laws Committee will meet to consider proposed policy not more than three (3) weeks following its receipt.

The Policy & By-Laws Committee will submit a recommendation of adoption or defeat of the proposed policy to the Board of Directors for final approval.

9. AMMENDMENT OF OPERATIONAL POLICY – POSTERING POLICY

MOTION Moved: Chowdhury Seconded:

Be it resolved that the Operational Policy – Postering Policy, subsection “Guidelines” be amended to:

The duration in which posters can be posted on bulletin boards at any one time shall not exceed two (2) weeks without the approval of the SCSU Office Manager (additional fees may be applied).

A maximum of twenty (20) 8 ½“x 11” posters (or smaller) or ten (10) 8 ½“x 14” / 11” x 17” posters can be submitted at any one time by any individual or group. At no time, should any poster that does not fall within these specifications be granted approval for posting.

The SCSU Internal Coordinator may at any time refer poster content to the SCSU President and/or the SCSU Vice President Operations for approval.

The individual or group must make every effort to ensure their poster is accessible to all students.

Events run by external organizations but supported or sponsored by a student group must include the sponsoring student group’s name.

Under no circumstances should any materials infringe or be posted over other materials on any bulletin board.

Be it further resolved that subsection “Permitted Posters” be amended to:

SCSU recognized student groups, external organizations and University departments and offices are permitted to advertise posters publicizing events and services on SCSU bulletin boards.

Emergency or regulatory notices to the community containing “need to know” information about an urgent issue regarding facility or security shall be temporarily posted on bulletin boards in high traffic areas. The posting of such emergency or regulatory notices shall be approved by the SCSU President and shall be removed immediately following the emergency period.

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At no time will any poster that portrays discriminatory material as defined as by the Ontario Human Rights Code and SCSU policies be allowed to be posted on bulletin boards. Failure to abide by these restrictions will result in such posters being rejected and confiscated by the SCSU and (in the event of excessively discriminatory material) being forfeited directly to UTSC Campus Police.

10. APPROVAL OF MINUTES

MOTION Moved: Chowdhury Seconded:

Be in resolved that the December 19th, 2014 minutes package including the following documents be approved:

- a) Policy and Bylaws Committee | December 16th, 2014
- b) Elections and Referenda Committee | December 16th, 2014

11. OTHER BUSINESS

12. ADJOURNMENT

MOTION Moved: Chowdhury Seconded:

Be it resolved that December 19th, 2014 Board of Directors meeting be adjourned.

MINUTES

Policy and Bylaws Committee of the Scarborough Campus Students' Union

Tuesday, December 16th, 2014 | 6:30pm | President's Office

1. CALL TO ORDER

Meeting called to order at 6:30pm

2. INTRODUCTIONS

The SCSU Policy and Bylaws committee is comprised of: two directors, two members at large and all executives of the Union except for the VP Campus life. The two members at large seats we're created at the 2014 SCSU Annual General Meeting in an effort to involve more students into the process.

This committee is the body that reviews all proposed changes to the policies and bylaws of the union prior to ratification at the Board of Directors.

3. AMMENDMENT OF OPERATIONAL POLICY - ELECTIONS AND PROCEDURES CODE

MOTION

Moved: Chowdhury

Seconded: Mulatu

Be it resolved that the Operational Policy – Elections and Procedure Code, subsection "Elections and Referenda Committee" be amended such that the Elections and Referenda Committee will be empowered to:

- Hire a CRO.
- Recommend election dates to the Board.
- Publicize important election dates and information.
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- p. Ballots for each election year shall have a different design.

CARRIED

4. AMMENDMENT OF OPERATIONAL POLICY - ORIENTATION COORDINATOR HIRING POLICY

MOTION

Moved: Chowdhury

Seconded: Mulatu

Be it resolved that the Operational Policy – Orientation Coordinator Hiring Policy, subsection "Preamble" be amended to:

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CARRIED

5. AMMENDMENT OF OPERATIONAL POLICY - SUBMISSION AND ADOPTION OF UNION POLICY

MOTION

Moved: Chowdhury

Seconded: Mulatu

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MINUTES

Policy and Bylaws Committee of the Scarborough Campus Students' Union

Tuesday, December 16th, 2014 | 6:30pm | President's Office

The Policy & By-Laws Committee will meet to consider proposed policy not more than three (3) weeks following its receipt.

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CARRIED

6. AMMENDMENT OF OPERATIONAL POLICY – POSTERING POLICY

MOTION

Moved: Chowdhury

Seconded: Mulatu

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CARRIED

MINUTES

Elections and Referenda Committee of the Scarborough Campus Students' Union

Tuesday, December 16th, 2014 | 1:30pm | Elections and Referenda Committee Chair Office

1. CALL TO ORDER

Called to order at 1:30pm

2. ANNOUNCEMENTS

3. APPROVAL OF THE 2015 WINTER GENERAL ELECTIONS SCHEDULE

MOTION

Moved: Mulatu

Seconded: Nasiri

Be it resolved that the following dates be approved for the 2015 Winter General Elections Schedule:

- Nomination Period: January 5, 2015 – January 14, 2015
- Campaign Period: January 21, 2015 – February 5, 2015
- Voting Period: February 3, 2015 – February 5, 2015

CARRIED

4. FEASIBILITY STUDY: ONLINE VOTING

Mulatu discusses that a motion was passed during the SCSU 2014 Annual General Meeting requiring a report be delivered to the Board of Directors and the membership regarding the feasibility of online voting. Mulatu further clarifies that the report will need the commitment of the whole board to research the pros and cons during the month of January.

Nasiri asks for clarification about the implementation process.

Mulatu explains that the Elections and Procedures Code govern the elections SCSU. As such, all changes to policy documents must pass through the Policy and Bylaws committee before it is sent to the Board of Directors for approval.

5. ADJOURNMENT

MOTION

Moved: Mulatu

Seconded: Nasiri

Be it resolved that December 16th, 2014 Elections and Referenda meeting be adjourned.

CARRIED