
UTMSU EMERGENCY BOARD OF DIRECTORS MEETING #2 AGENDA



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, 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 | No | No | 2/3 Majority |
| Overturn the ruling of the chair | I challenge 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 | Yes | Majority |
| Postpone further discussion on a motion until later in the meeting | I move that the motion be tabled 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 |
| 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. | Yes | 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 required, chair rules |
| Recess the meeting | I move that the meeting recess until.... | No | Yes | Only to time | No | Majority |
| End the meeting | I move that the meeting adjourn. | No | Yes | No | No | Majority |

Also See: <http://www.ucalgary.ca/gsa/about/docs/Roberts-Rules-Cheat-Sheet.pdf>

Agenda

Emergency Board Meeting #2 of the University of Toronto at Mississauga Students' Union
November 3rd, 2017 • Room 100 – Student Centre, UTM

Attendance

Executives
Salma Fakhry ✓
Yujia (Vikko) Qu ✓
Maya Tomkiewicz ✓
Jose Wilson ✓
Sagal Osman ✓
Felipe Nagata (non-voting) ✓

Division II
Zakk Dodge X
Melinda Ann Karen Callahan -
✓
Nour Shell X
Neisha Ghanie ✓

Division III
Mohammed Ali Al-Hassan ✓
Can (Shirley) Cui X
Xiao (Amy) Jin ✓
Jessica Marie Duggan ✓
Zahira Tasabehji ✓
Tsai-Ying (Kelly) Liu ✓
Rasha Al-Rammahi X

Executive Director:
Munib Sajjad (non-voting) ✓

UTSU Designate
Anne Boucher X

#1. CALL TO ORDER

Meeting called to order at 17:10

#2. APPROVAL OF THE AGENDA

MOTION Moved: S. Fakhry Seconded: Y. Qu

Be it resolved that the agenda be approved as presented.

VOTE
ALL IN FAVOUR
MOTION CARRIES

#3. STRIKING OF CLOSED COMMITTEE

MOTION Moved: S. Osman Seconded: M. Callahan

Be it resolved that Elections of the closed "Complaints Committee" be struck via secret ballot
Be it further resolved that the following Board of Directors be approved to sit on the UTMSU
Complaints Committee for the Fall semester of the 2017-18 academic year:

One (1) Director from any division: M. Callahan

S. Fakhry – The complaints committee is a committee where students who have complaints about the UTMSU can direct their concerns and have them dealt with. We need to re-strike as it was not formally struck in the last meeting.

M. Sajjad – To clarify, this committee deals with complaints such as workplace harassment, sexual harassment, or anything like that within the policy.

VOTE
ALL IN FAVOUR
MOTION CARRIES

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| #4. | DRAFT FINANCIAL STATEMENTS |
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MOTION

Moved: S. Fakhry

Seconded: N. Ghanie

Be it resolved that draft financial statements from 2016-17 be approved as presented.

M. Sajjad – Before the AGM, draft financial statements and bylaw amendments go through the board for members to see in order to vote for them at the AGM. This is merely an approval of the previous year, as in May 2016 to May 2017. These audited financial statements are pretty clear. The auditor has changed, as it used to be Charles Havill, but he sold his firm to DGW. Sales were good, beating 2016. Sales were 432 to 438. Cost of sales were a bit higher at 286. To be really clear, the Blind Duck did suffer a deficit last year of \$29,000. This was due to a loss in catering revenue. Furthermore, it is because we did not raise the prices on food. Last year the executives decided not to raise prices, despite the rising cost of providing food, and this is a continuing thing since 2 years ago. Despite minimum wage changes rising to about \$13, the UTMSU opted not to subsidize, and it means they will suffer the consequences of things like this. Now though, things are bouncing back, with sales this September up 20%, catering sales are up, pub sales are up, and all the previous mentioned information was for last year.

Now for the UTMSU in the 2016-2017 year, we see that we were at about a \$138,000 surplus for the 2016-2017 year. If you look further, orientation was at a surplus thanks to disputing some billings. If you look at Schedule A, you can see revenues going up because enrollment went up. The blind duck levy went up, also due to more enrollment. Expert levy went up by a thousand. Incidental fees went up by 44 thousand. Everything around that went up, except for the Info Booth which went from 205 to 187. Ticket sales are going down, especially as there were not really any blockbusters last year, MetroPass is becoming less favorable to Presto, We discontinued selling Ripleys tickets as demand was so low and we were taking a hit. The expenditures did not exceed it though. Expenditures went down to 113 thousand, as we cut back on spending for services, cut back on HR staff, and had less lockers available, so we paid less for what we did get. On that note, I want to mention that the University keeps shutting down lockers that we have, and giving them to staff. This is a systemic issue that we have been fighting, and the university is now creating more locker space in September and January.

Now in Schedule B, you'll see we underspent under Ministries. In 2016 we saw a deficit, we saw spending go down in spending to \$42,000 for all the different ministries. Orientation went down from 223 to 201, which was good, as we still had good turnout of about 1300 people. We saved some money on orientation by disputing bills, as there were some late deliveries, and figuring out you don't have to pay for things that you never get. Most of the time, events we host are free, except for Orientation. This is why

you won't normally see us make revenue back. The WUSC programme also so a deficit, which is acknowledged by the university. We took in a student from Syria in light of the conflict happening there, and as we accepted a new student halfway though the year, the university said they would not take on any costs for that student, and so the UTMSU took care of the costs. This is still something we are covering, with expenses such as tuition or small things like a laptop or jacket. This will be an ongoing thing, and we want it to be known that these costs are not eating into anything besides surpluses from previous years. Next year, that student won't be needing as many subsidies from us anymore, as they now qualify for OSAP. Looking at Schedule F now, which discusses the Duck Stop and it's first year in operation since it opened in January 2016. It ran a deficit of about \$7700, which was the result of a couple of issues. The heating in the room was making products go off at a higher rate or even melt, but this issue has now been resolved to some effect. There was even a point in time where we had to aim fans directly onto chocolate to prevent it from melting. We also hired a new Member Services Coordinator, and as things were new, it took some time to determine what people liked and capitalize on trends. It also does not have much storage capacity, which is a challenge when trying to balance having products on the shelves and trying not to have them expire before they are bought. This year, sales have gone up and likely end in a surplus.

It is worth noting that we do not normally have so much in surplus. We normally are and have been spending money well at the benefit of students. A couple years ago, we paid a huge expense to fix the boiler which was around \$150,000, but have seen expenses calm down since. We are still paying attention to student centre maintenance, and are aware of issues with the roof, but it appears to be okay at the moment.

VOTE
ALL IN FAVOUR
MOTION CARRIES

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| #5. | PROPOSED BYLAW AMENDMENTS |
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MOTION

Moved: S. Fakhry

Seconded: M. Al-Hassan

Be it resolved that the proposed Bylaw amendments be approved as presented to be sent to the UTMSU AGM 2017

S. Fakhry – At the AGM we normally have bylaw amendments. These are just some structural and housekeeping changes. Bylaw 11 used to be Commissions and Committees, but due to restructuring of the Commissions, Commissions are much more significant. Bylaw 11 is for Committees, and Bylaw 13 is for Commissions. There's a new bylaw 17, which is grievances. Anything in blue is added or amended, and red or crossed out is removed. There are just some language changes, such as capitalizations of Committee, and abolishing of Ministries. Starting of with Section A, language used to read that it was undergraduate members of the union and those who have paid. We simplified this, as students naturally have paid their membership, as the fees are not conditional. We just capitalized the words in Executive Committee. In Section C, General Meetings can be signed by no less than 250 union members, but it is now 10%. This is because the bylaw was written when 250 was a decent percentage of union members, but this is no longer the case. Grammatical changes to sections pertaining to the university email, website, and newspapers. Removed language stating that a reminder shall be given no less than 2 business days prior to a meeting. We felt this should be more of an informal thing we follow strictly, instead of making it so a

failure to send a reminder would actually constitute as breaking the law. We already do this, just informally. We have decided to have the positions known as VP Internal and VP University Affairs, and removed the wordiness of “And Services”, and “Academics”. Internal has services, and University Affairs has Academics under their umbrella terms. For non-voting members of the board, we have the Executive Director, the Speaker, and the VPs, Presidents, and Designates of student societies. We just removed elected full-time undergraduate student representative of the University of Toronto governing council, because we really are autonomous from that part of the University. It just did not make much sense to have them come to board meetings a non-voting member. Just removing end services. With regard to nominations, particularly to Division IV and part-time directors. You now no longer need 10 nominees to be nominated or able to run for that position. What this used to mean was that nominees needed to find 10 other part-time students to help with their nomination. This was a task typically too difficult, as part-time students are not that plentiful on the campus itself, resulting in the position being vacant. We have now reduced it down to 5, which is the same as the Medical Academy of Mississauga. Removed a redundant statement about the roles of President as the service chair of a Commission, as it is already stated elsewhere. The president will also serve as the grievance officer as stated in the new bylaw. The Orientation Finance Committee does not exist anymore, it is now just the Orientation Committee and falls under Campus Life. Fixed a grammatical error, by removing that the VP Campus Life Chair Designate, a chair for the UTMSU's promotional squad. The UTMSU does not always have UTMSU have a promotional squad, so it felt unnecessary to have them in the bylaws. Some language around the VP Part-Time, which was a position removed 2 years ago. Some background for Bylaw 11 which used to pertain to Commissions and Committees, is that the UTMSU used to have Committees that Board of Directors sit on, Ministries that are now Commissions, and Commissions which used to be like Town Hall meetings. Now, we just have Committees and Commissions. Committees are unchanged, and Commissions are now the same as having 3 ministries. There are Student Life, Services, Campaigns and Advocacy, which are separated into two different bylaws. We changed the language around Committees, and removed their need to submit an annual report to the joint board meeting, as this is no longer a thing that happens. Some of this language will be put into Bylaw 13. We have removed the Part-Time affairs committee, and the role is now taken on by APUS, as the VP Part-Time was disintegrated. WUSC is a new committee, which is open to all members of the UTMSU. WUSC Committee shall have oversight over the WUSC program at UTM, shall work with the UTMSU executives to lobby administration for support on the SRP Programme, to ensure consistent support for all students in the Student Refugee Programme, and shall be an open committee to all UTMSU members. Moving forward, we'll talk about Committee procedures. Committees are no longer obligated to meet once a month, as it is unnecessary most of the time for some committees. Instead, it is twice per semester, or more as deemed necessary.

Bylaw 13 now uses the new definition for Commissions. We removed Objectives, as it is embodied in the first sentence. We just added the Campaigns and Advocacy Commissions, Student Services, and Student Life. Commission composition used to have a very internal structure, and have now eliminated this. Commissions are really a space for students who are not really a contributing member of the union to give their input and shape the actions of the UTMSU. Commissions assistant will remain. The intention of the grievance policy is to make the UTMSU an open and safe space for all of its members. The grievance policy adds a structured mode for dealing with grievances, where any violation of the union's bylaws can be addressed. This channel allows for problems with the UTMSU executive to be addressed, other than problems pertaining to workplace harassment, sexual harassment, and discrimination, by filing a report and submitting it to the UTMSU grievance officer who is the President. In order to be valid, it needs to be sent within 30 days of the occurrence. The officer will ask for a written response from the person responsible for the grievance, which must be made within 14 days of the request. The officer will meet with both parties within 2 of receiving the

response from the second person. From this meeting, a mutually satisfactory resolution will be made. Complaints about staff go to the executive committee. If it is a complaint about the Executives, it gets sent to the executive review committee. Any complaints about board members will be directed to the Executive Committee. Any grievances that are harassment, sexual harassment, or discrimination, are handled by the policy which has its own separate complaints committee. Resolutions will be made by majority votes of the committee members present at the meeting.

J. Wilson - The WUSC section should really read as:

Point 1, "Shall review the SRP programme at UTM on aspects including but not limited to, the adequacy of support for WUSC students."

Point 2, "Shall advise VP External on aspect including but not limited to, the allocation of the WUSC budget and the overall direction of the WUSC program at UTM"

Point 3, "Shall work to bring awareness to the initiatives and campaigns of WUSC through events and outreach to members of the UTMSU, the U of T community, and community members"

Point 4, is fine.

With regard to what happens to be my position in the bylaws, it should make some changes.

For instance, points that needs to be fixed should read as:

Part 1, "Shall be the chief liaison to all unions and organizations, such as student and labour unions and organizations external to the University of Toronto community on issues of common concern."

Part 3 should be replaced with "Chair of the WUSC Committee"

It is advised to J. Wilson that he make these technical and grammatical amendments later, and that it would've been better if he brought his concerns up much sooner. The intention of the original wording of the bylaws is to be general and avoid specificities, as that is cohesive with the nature of open-committees and volunteerism. Bylaws are prone to change all the time, and are used as reference material for the positions they are outlining, and it is not recommended that they be as specific as Jose is suggesting. The Bylaws as they are now do not in any way prevent a person from fulfilling the role in a productive and successful manner. Changes can be made within the committee, and then have them ratified in the next Board Meeting.

J. Wilson - I feel that because this is an open committee, the term oversight sounds too similar to management. Normally, we just do outreach and promotion, and we really just review the program and making advisements for budget, and not making any management decisions.

It is advised to J. Wilson that the wording of the Bylaw really is appropriate for saying that the committee is responsible for the smooth operation of said committee. The actions of people in the committee does not need to get so specific and outline every little action. All the things mentioned in Jose's proposed amendments is permissible under the original wording.

S. Fakhry - Jargon burdens down the committee. Keeping it open-ended and broad allows the committee to have some liberty with what they want to do, instead of unintentionally binding yourself by your own rules.

An informal vote is conducted to see if Jose's proposed amendments should be sent back to be reviewed by the Policy Committee. The consensus is that the bylaw does not need to be reviewed at this exact moment in time, as everyone better understands the intention of keeping the wording as general as it is.

