



AGENDA - SRA 10K
STUDENT REPRESENTATIVE ASSEMBLY
Sunday, January 9, 2011, 6:30 p.m.
Council Chambers, GH 111
Hamilton, ON

PROCEDURE

Call of the Roll, Adoption of Agenda, Playing of National Anthem, Announcements from the Chair, Approval of Minutes 10J, Delegations from the Floor, Report Period, Information Period, Question Period, Business Arising from the Minutes, Business, Committee Business, Unfinished Business, New Business, Time of Next Meeting, Call of the Roll, Adjournment

ANNOUNCEMENTS FROM THE CHAIR

1. Ruling 10-01

DELEGATIONS FROM THE FLOOR

- | | |
|---------------------|---------|
| 1. CASA | Finkle |
| 2. General Assembly | Speaker |

REPORT PERIOD

- | | |
|-----------------------------|---------------|
| 1. Arts and Science Caucus | Campbell |
| 2. Commerce | Wadood |
| 3. Engineering | Wright |
| 4. External Affairs | Saeed |
| 5. University Affairs | Dillon-Leitch |
| 6. Executive Board | Finkle |
| 7. Vice-President (Finance) | Shorten |

BUSINESS

- | | |
|--|---------------|
| 1. Clubs Ratification 2011 | McIntyre |
| 2. Discussion on MSU General Assembly 2011 | Fisher |
| 3. Strike Ad-Hoc Committee | Dillon-Leitch |
| 4. SRA Blog Schedule | Kuzman |
| 5. Leave of Absence | Dillon-Leitch |
| 6. Discussion on Bylaw 14 - CASA | Saeed |

COMMITTEE BUSINESS

- | | |
|---|----------|
| 1. Bylaw 1 – Definitions | Bauman |
| 2. Bylaw 10/A – Electoral Procedures | Bauman |
| 3. Operating Policy 1.6.1 - MACycle | Campbell |
| 4. Operating Policy 1.7 – Food & Beverage Services | Campbell |
| 5. Operating Policy 1.7.1 – Central Liquor Facilities | Campbell |
| 6. Operating Policy 1.8 – Retail Services | Campbell |

MOTIONS

1. **Moved** by McIntyre, seconded by _____ that the SRA ratify the January list of clubs for the 2010-2011 academic year as circulated and attached.
2. **Moved** by Fisher, seconded by _____ to enter into Committee of the Whole to discuss MSU General Assembly 2011.
3. **Moved** by Dillon-Leitch seconded by _____ that the SRA strike an Ad Hoc Committee on MSU Executive Officer Supervision
4. **Moved** by Kuzman, seconded by _____ that the SRA adopt the SRA Blog Schedule for the remainder of the 10-11 session of the SRA (ending March 31st, 2011).
5. **Moved** by Dillon-Leitch seconded by _____ that the SRA grant Matthew Dillon-Leitch a leave of absence from his duties as SRA University Affairs Commissioner, from the time period of January 20 – February 5, 2010
6. **Moved** by Saeed, seconded by _____ to enter into Committee of the Whole to discuss Bylaw 14 - CASA.
7. **Moved** by Bauman to approve the changes to BYLAW 1 - DEFINITIONS as circulated and attached.
8. **Moved** by Bauman, that the SRA approve the changes to BYLAW 10/A - ELECTORAL PROCEDURES as circulated and attached.
9. **Moved** by Campbell that the SRA approve the amendments to Operating Policy 1.6.1 – MACycle as circulated and attached.
10. **Moved** by Smyth that the SRA approve the amendments to Operating Policy 1.7 – Food & Beverage Services as circulated and attached.
11. **Moved** by Smyth that the SRA approve the amendments to Operating Policy 1.7.1 - Central Liquor Facilities as circulated and attached.
12. **Moved** by Smyth that the SRA approve the amendments to Operating Policy 1.8 – Retail Services as circulated and attached.



Student Representative Assembly Meeting 10K
Sunday January 9, 2011 at 6:30 p.m.
Council Chambers, GH 111
Hamilton, Ontario

Call to Order at 6:31 p.m.

CALL OF THE ROLL

Present	Adkins, Bauman, Behdad, Campbell, Carrier, Chong, Cioci, Dillon-Leitch, DuBois, Fink, Finkle, Fisher, Huang, Kim, Koziol, Kuzman, Manos, Marlowe, McIntyre, Popescu, Ramirez, Rathbone, Sharma, Smyth, Stewart, Wadood, Wood, Wright
Absent	Ojo, Terzian
Late	Farjou, Saeed, Shorten, Tang
Others Present	Dave Moore (MSUAA), Jeff Wyngaarden (SASS Observer), Hilary Chase (FYC Advocacy Director), Greg Lagerquist (Observer), Maya Kanani (FIT Coordinator), A. Tutolo (Administrative Assistant)
Chair	Naheed Yaqubian (MSU Speaker)

ADOPTION OF THE AGENDA

Moved by McIntyre, **seconded** by Bauman to approve the agenda as amended.

Amendments

- Two amendments were proposed: striking Business #6 and moving Delegations from the Floor to after Report Period.
- Members suggested striking Business #6 because further discussion would not be helpful. Saeed noted that the External Affairs Committee had discussed the issue but had not had an opportunity to address the SRA. He felt the issue concerns the entire Assembly and a discussion should be held.
- Smyth felt everyone had a good understanding of what happened and that a discussion at the SRA was not appropriate. She suggested either moving forward with disciplinary action or dropping the matter altogether.
- Popescu wanted to make clear that having a discussion was not about pitting committee members against the Board of Directors (BoD). She felt a discussion should be held and the SRA should then move forward based on how the SRA feels about the actions of the BoD.
- McIntyre suggested that discussion focus on specific issues or violations rather than conduct in general. Following the rules of order ensures all rights are protected.
- Ramirez noted that subject was not discussed at the last meeting because Finkle was not present. He felt it needs to be discussed for the benefit of the organization as a whole.

Amendments Failed 6-22-4
(Abstained: Finkle, Huang, Stewart, Terzian)

Motion Carried by General Consent

ANNOUNCEMENTS FROM THE CHAIR

- The Speaker wished everyone a Happy New Year.
- Members are permitted to use laptops during the meeting.

Speaker's Ruling

The Speaker referred the Assembly to a modified ruling she had issued in the matter of Bylaw 14-CASA and delegates to a CASA conference (copy annexed to the minutes). In summary, the ruling stated that bylaw requirements had not been followed, Mr. Saeed should have been a delegate to the conference and there should be alignment of OUSA and CASA bylaw provisions. The Speaker also noted that disciplinary action was at the discretion of the SRA.

Moved by McIntyre, seconded by Bauman to appeal the ruling of the chair.

- McIntyre felt it was not within the scope of the Speaker's role to issue a ruling to require amendment of bylaws, because approval of bylaws is an SRA decision. In addition, he felt that it was not appropriate for a ruling to comment on disciplinary procedures as this was also an SRA prerogative.
- The Speaker stated that the actions which led to request for a ruling involved both miscommunication and negligence. She felt it is the role of the Speaker to uphold and interpret the Constitution and Bylaws, and to make rulings where there is ambiguity or conflict. As for disciplinary action, she was only stating what was in order if the SRA wishes to pursue it, not the advisability of doing so. It would be up to members if they wanted to bring a discipline-related motion forward.
- McIntyre stated that in appealing the ruling of the chair, he took issue with only the component ordering alignment of the OUSA bylaw with the CASA bylaw. He asked if it was possible to challenge just part of the ruling. The Speaker responded that a ruling of the chair is challenged in its entirety.
- Bauman stated that according the bylaws and the rules of order, judgment could not be passed. She cited Bylaw 14-CASA, Bylaw 3B-Assembly Procedure, and Bylaw 13-OUSA.
- Fisher asked how one could request a new ruling when an appeal motion is already pending.
- The Speaker said the appeal is before the Assembly and must be addressed first.
- Rathbone felt there was not an overt conflict between the OUSA and CASA bylaws, but rather a different approach taken with each organization. He felt this should be the choice of the SRA.
- Finkle advised that the OUSA Home Office specifically requests that the president of member associations attend conferences. He added that it is not necessary that Bylaws 13 and 14 align in direction who shall attend conferences of different organizations.
- Saeed observed that there are four conferences that are similar in nature, but that the OUSA lobby conference has a different character. This isn't addressed in the bylaw and that is an issue.
- Koziol stated that determination of delegates to conferences must be responsive to larger contexts and that the ultimate decision on delegate selection should made by the SRA.
- Farjou asked if the context had been known, would it have been in order to address the issue at an SRA meeting. The Speaker said it is ultimately the SRA's decision who is ratified as delegates.
- Smyth felt the SRA must decide whether ordering the alignment of bylaws is something appropriate for the Speaker to be doing.

Speaker's ruling sustained 19-7-4
(Abstained: Finkle, Fisher, Ramirez, Terzian)

ADOPTION OF THE MINUTES

Moved by Bauman, seconded by McIntyre that the minutes 10J be approved as amended.

- Bauman noted that she had previously circulated amendments by email (copy annexed to the official copy of the minutes).

Carried by General Consent

DELEGATION FROM THE FLOOR

1. Canadian Alliance of Student Associations (CASA)

- Finkle and Saeed made a presentation about a forthcoming recommendation that the MSU undertake full membership in CASA. A copy of their PowerPoint presentation is annexed to the official minutes.

Questions and Discussion

- Wright asked about the repercussions of not joining CASA.
- Finkle suggested that CASA and OUSA are like-minded alliances that are a good fit for the MSU.
- McIntyre felt that if the MSU joined CASA, there would be a heavier workload for the VP Education.
- Finkle said that as full members, MSU representatives would have an opportunity to run for CASA positions including committee chairs, board members, and regional representatives. The degree of increased workload would be dependent on how much an individual chose to be involved.
- Campbell asked why CASA's membership fees are so much less than those of the Canadian Federation of Students (CFS). It was noted that CASA focuses on post-secondary education issues has only 26 member associations. CFS includes a broader range of activity, including a services division, and a much larger number of members (including colleges).
- Campbell commented that the University of Guelph student government withdrew from CFS and replaced it with an independent lobbyist.
- Fisher asked about the philosophy of organizations and which of the three options (CASA, CFS, independent lobbying) provides the best opportunity for the MSU.
- Finkle stated that CASA is the best match for the MSU because policy and lobbying priorities are driven by the membership. He suggested there is benefit in being aligned with other like-minded schools. The MSU left CFS because it did not share what had come to be the CFS' philosophy. He emphasized that the MSU was not comfortable with the approach its members had taken to address post-secondary education issues.
- Saeed said that full membership entitles the MSU to a vote and an opportunity to take a greater leadership role in CASA and a greater opportunity to lobby for issues that are important to McMaster students.
- Finkle suggested CASA could move toward a policy process based on OUSA's approach.
- Wood commented that while improvements at CASA have been noted, he wondered whether this would continue.
- Finkle responded that while he wouldn't call last year a low point for CASA, it's fair to say that many people have contributed to a change in CASA's culture. The divide between large and small schools is being bridged. He felt OUSA's example provides hope for continued improvement.
- Saeed felt some of the issues would be ongoing. The size of schools, varying approaches among the provinces, fee structures, and resistance to new methodologies will always be issues. One of the largest ongoing issues is what is deemed an appropriate voting structure.
- Ojo inquired if CASA had an easy-in/easy-out membership policy.
- Finkle stated that the CASA constitution is being changed. Withdrawal requires 90 days notice so that the CASA can prepare for budget and other implications. The details of the McGill's attempted withdrawal from CASA and subsequent legal action by CASA are not known.
- Finkle stated that CASA can be expected to lobby effectively in the future. It doesn't just point out problems but recommends solutions. In a time of large government budget deficits, student organizations need to maintain their lobby presence. Smaller investments may be made when budgets are tight, but a continued presence supports larger investments later. Finkle felt that CASA's advice is taken seriously by all political parties.
- Saeed agreed that CASA has an effective approach and puts forward sensible proposals for students saving money.
- Huang asked what performance measures would be set to guide evaluation of CASA membership.
- Finkle said performance measures would be developed if the SRA opted for full CASA membership.
- Dillon-Leitch asked about vote eligibility and what will happen if the structure doesn't change.

- Finkle advised that voting structure will be discussed at CASA's annual general meeting in March. If CASA returns to an exclusively 1 member/1 vote process structure, it will be up to the MSU decide how to proceed. As a full member at the AGM, the MSU would be in a position to more credibly press for its priorities within CASA.
- Dillon-Leitch asked if the structure might change.
- Saeed indicated that there are different options under consideration.
- Wright noted that the internal document doesn't guarantee a board of directors seat.
- Finkle explained that MSU priorities are up to the SRA to set each year and this could include directing individuals to seek leadership roles externally. Being seen to want to contribute more to lobby organizations increases the MSU's credibility there.
- Shorten stated that the MSU's mandate is to enhance the student experience. If we feel this is part of the mandate, then yes. It will be up to the SRA to determine what falls within the MSU's mandate.
- Koziol suggested that if a decision is made to make CASA a priority, then it would be up to the executive to explain how decisions were made to support that priority.
- Wright stated that investing in full membership sets a strong direction. If the MSU VP-Education is to be externally focused for the next two years, it will take away from internal lobbying efforts.
- Finkle stated that full members are effective.
- Fisher noted that CASA's membership must accept applicants for full membership.
- Finkle said that as a member-driven organization, CASA leaves membership decisions to local student associations. CASA requires that it be informed in writing of changes to membership status. The MSU's fees as associate members will be fully paid for 2010-11. He reminded the SRA that the two-year associate membership status expires in April 2011.
- Wood asked about opportunity for MSU members at large to be involved in CASA.
- Finkle responded that members are needed to help the MSU's External Affairs Committee and to act in leadership roles through the MSU.
- Saeed added that CASA has a policy committee that meets by conference call every 2-3 weeks.
- Kuzman asked Finkle to explain the benefits the MSU members would gain from full CASA membership as opposed to maintaining observer status.
- Finkle stated that CASA will continue to be successful, but if the MSU is not a full member it will not be involved in decision-making. He felt that CASA needs the voice that the MSU would bring to the table and that being passive observers would not help the situation.
- Kuzman stated that being part of CASA is a very important message in itself. She felt that committing fully to the organization would send a message to students that the MSU is doing everything it can to support them in their education. Even though we may not be able to directly lobby the federal government, we would have an organization that is working in this capacity.
- Dillon-Leitch request a memo breaking down travel costs to enable a decision.
- Finkle answered that the cost will depend on where conferences are held. CASA conferences have about 50 delegates. Delegates who attend would be able to stay on campus in residence in some cases, but lobby conferences are more expensive as they involve accommodation in hotels.
- Dillon-Leitch asked about the amount of time CASA could be expected to draw on the VP-Education.
- Finkle advised that time away from office for conferences is concentrated in 3 weeks and 1 weekend in an effort to reduce costs.
- Sharma recommended undertaking full membership, with a review after one year to determine the need for full membership for the following year.
- Finkle stated that performance indicators were being set and recommended that this is a year to stay focused. A full membership review every 2 years instead of every year is an option given that change may not be seen in one year. He felt, however, that a lot of change will be coming in the future.
- Popescu asked why it's important that the MSU be there and how it would make a difference.
- Finkle explained that CASA's full members will be making important decisions about the structure of the organization and that the MSU would be in a position to influence this. Full members are taken very seriously, but associate membership is viewed as a lesser commitment. The MSU's vote, which would only come with full membership, could be critical for some of the issues.
- Saeed agreed that is important for the MSU to be at the table.
- Fisher asked what the change to fees would be if the MSU undertakes full membership or leaves CASA entirely. Would it make a stronger statement if the MSU were to leave CASA now, or to stay

and fight for the issues that are important to the MSU? Fisher asked that specific motions be brought to the next SRA meeting.

- Finkle explained that if the SRA opts for full membership, provisional acceptance would then be required from the CASA board of directors. Full membership by be ratified by CASA's membership at the CASA Annual General Meeting in March. The cost to go from associate to full membership for the balance of 2010-2011 would be about \$1,800 and would be accommodated within the MSU's budget. As a full member, the MSU would maximize its influence immediately.
- Wood asked if CASA was likely to accept a request from the MSU for full membership.
- Finkle replied that CASA has made McMaster a priority, including making a special trip just to McMaster in October. He was confident full membership would be ratified by CASA.

Moved by Dillon-Leitch, seconded by Shorten to amend the agenda to move Business Item #1 (Clubs Ratification) to before the remaining Delegation from the Floor.

Motion Carried

BUSINESS

1. Clubs Ratification

Moved by McIntyre, seconded by Koziol that the SRA ratify the January list of clubs for the 2010-2011 academic year as circulated and attached.

- McIntyre and Koziol ceded speaking rights to Brian Nixon and Gordon Chang, who requested that "The McMaster Gun Club" be changed to "The McMaster Fire Arms Association".
- The Speaker said the SRA may choose to amend the name in the motion. This amendment was accepted as friendly.
- Fisher questioned the appropriateness of the name as the only reason to send it back.
- Popescu felt the name sounds very professional and reflects the nature of the club.

Motion Carried 30-0-0

Moved by Shorten, seconded by Popescu to recess for 10 minutes.

Motion Carried 26-2-0

9:35pm – Call to Order

CALL OF THE ROLL

Present	Adkins, Bauman, Behdad, Campbell, Carrier, Chong, Cioci, Dillon-Leitch, DuBois, Fink, Finkle, Fisher, Huang, Kim, Koziol, Kuzman, Manos, Marlowe, McIntyre, Popescu, Ramirez, Rathbone, Sharma, Smyth, Stewart, Wadood, Wood, Wright
Absent	Ojo, Terzian
Late	Farjou, Saeed, Shorten, Tang
Others Present	Dave Moore (MSUAA), Jeff Wyngaarden (SASS Observer), Hilary Chase (FYC Advocacy Director), Greg Lagerquist (Observer), Maya Kanani (FIT Coordinator), A. Tutolo (Administrative Assistant)
Chair	Naheed Yaqubian (MSU Speaker)

DELEGATIONS FROM THE FLOOR

2. General Assembly

Moved by Fisher, seconded by Terzian to move into closed session, with observers permitted to stay.

Motion Failed 10-16-4

(Abstained: Ramirez, Saeed, Stewart, Terzian)

The Speaker made a brief presentation about planning for a MSU General Assembly in March. Discussion and questions followed.

- Farjou asked if audio-visual equipment would be needed from AvTek. Fisher advised that it's not possible to rent a single microphone and that a full system would have to be ordered. She added that it may be possible to borrow equipment from another gym.
- Kuzman asked what else might be done to promote attendance, including considering a more central location. The Speaker explained that the only facilities large enough are the MUSC Marketplace, the Michael DeGroot Centre for Learning & Discovery (MDCL), and the gyms in the David Braley Athletic Centre (DBAC).
- Tang asked if there would be video conferencing or other interaction. Fisher indicated a number of rooms in MDCL have the capacity and this is being investigated. Double screens and a chair in each room would be required or the chair would have to move between rooms.
- The Speaker agreed that having participants in different rooms poses a challenge for the chair. This is the reason the gym is preferred as a location.
- Terzian asked if MacTV was contacted. The Speaker advised that MacTV would be contacted to cover General Assembly. Social media will also be utilized.
- Wright stated this is the time focus the group and keep on track. MDCL cannot be used as a venue. The atrium is a fire hazard and cannot be used either. The only viable location is the gym. He felt the location can be determined later and that the SRA should be focusing on the issues.
- Wadood asked if it would be appropriate to use TwelvEighty discounts as an incentive to increase attendance. The Speaker said this would be checked with the manager and that she would continue to look into options for the location of the GA.
- Shorten expressed concern about the cost of the General Assembly.

Fisher made a brief presentation about potential agenda items for a MSU General Assembly in March (a copy of her PowerPoint presentation is annexed to the minutes). She noted that these were initial ideas and were subject to research. Discussion followed.

- Fisher said the issues came up at a focus group. The point is not to focus on pros and cons of individual issues, but rather methods of advertising to appeal to students who care about issues. She asked that members who feel strongly about one or more of the issues sign-up to help with the research that will support informed discussion at the General Assembly. She said there are plans for an article in *The Silhouette*.
- With respect to prayer space, the idea is to have the MSU take a leading role in meeting these needs of students. Wright indicated that prayer space is generic term that could mean a variety of things.
- Wood asked what a women's center is. Koziol stated that it is a safe space for women to go to when they have encountered any abuse or violence. The anti-violence group is looking into it for education resources, counsellors, etc.
- Rathbone referred to realignment of academic divisions on the SRA and asked what the implications of seat redistribution might be. Fisher indicated that seats would shift but that it would make for more equitable representation across the academic divisions.
- Sharma asked what would happen with the Arts & Science academic division. Fisher responded that this would be up to the SRA. The University is also currently considering where the Arts & Science Program fits within its structure and whether it should be within a Faculty.

- David Moore noted that the capital cost of the DBAC will not be retired until approximately 2036 and that even after that date, an operating cost fee would continue in perpetuity. He suggested this item be removed from the list.
- Bauman inquired about who collects the fee and how it gets distributed.
- Rathbone noted that if medical students were to be MSU members, that would raise a question of how they would be represented on the SRA.
- Fisher commented that bringing forward issues can be tricky. If people have concerns, they should also feel free to bring them forward as individuals.
- Fisher noted that the Speaker has lead for logistical planning for the General Assembly.
- McIntyre advised that he is willing to help out with advance preparation, but that he will not be at the General Assembly as he has booked a trip to Florida.

Moved by Wright, seconded by Dillon-Leitch to amend the agenda to place Business #3 (Strike Ad Hoc Committee) before Report Period so that the former SRA members in attendance may participate.

- McIntyre spoke against the motion. He said that the last time such a committee was created, the decision was made by the SRA.
- Rathbone spoke in favour of the motion. He felt that advice of former SRA members would be valuable, especially to new and inexperienced members.
- Dillon-Leitch suggested it would be helpful for former members to be present to respond to questions.

Motion Carried 26-3-0

BUSINESS

3. Strike Ad Hoc Committee

Moved by Dillon-Leitch, seconded by Bauman that the SRA strike an Ad Hoc Committee on MSU Executive Officer Supervision

- Dillon-Leitch said the ad hoc committee is intended to give the SRA a stronger role in a more effective accountability process. It is important that the Assembly understand the executive's jobs and have a mechanism so there isn't finger-pointing in the absence of knowledge.
- Bauman opposed the motion, stating supervision should be about all the officers and not just one person. She felt the president should not be included and that the Assembly should not be judging the performance of individuals elected by the SRA because each officer has a job description and appropriate self-evaluations.
- Dillon-Leitch asked why commissioners are not included. It was noted that commissioners are not considered officers in the context of Bylaw 4.
- Bauman said that evaluations are challenging and expectations should be limited to be realistic.
- Wood felt a document would give the SRA a better understanding and would help the SRA function better. He added that neither such a public document nor disciplinary procedures should public.
- Bauman requested an outline of recall procedures.
- Dillon-Leitch said commissioners could be added to the process if that is the will of the SRA.
- Wright spoke in favour of the motion, suggesting it could be an effective housekeeping tool. The purpose of this would be to use it as a positive tool, not to criticize, but to commend and make performance assessment more transparent.
- Bauman said supervision of officers is the responsibly of the full SRA. As a collective; processes need to be defined so SRA can make decisions. The same applies to the Bylaws Committee, CASA team, and external affairs team.
- McIntyre commented that the ad hoc committee is a good idea in principle and he hopes it works out. The board of directors doesn't often receive direct feedback and he noted that here has never been a successful recall of an MSU officer. This process would be facilitated by having job descriptions updated, as it would be difficult for the SRA to undertake evaluations at this time. McIntyre suggested

there is scepticism because ad hoc committees have already failed three times. One of the things to be successful is to follow proper channels.

- Popescu felt that measurable targets should be set.
- Dillon-Leitch indicated that year plans are important and should be part of the criteria. Establishing the committee now will give it time to scope out issues. Electing the effective people to serve on the committee would be important.
- Popescu commented that after speaking with Board members, there is a noticeable lack of trust between the SRA and the Board. She felt board members have a key role in transition for both boards and the SRA.
- Smyth commented that committees generally prove to be poor ways of getting things done. If an ad hoc committee is struck this term, there will be concerns about the next committee given the large number of graduating members who will not be returning to the next SRA. She cautioned that an ad hoc committee may not work out the way it was intended.
- Dillon-Leitch noted that the ad hoc committee's term would end with the SRA's term. He disagreed that committees don't get work done and suggested the key is to empower a committee.
- Koziol suggested that is the ad hoc committee is struck, and the next SRA chooses to re-strike it, that it be incorporated into existing structures. The Board of Directors believes that key mandates are in place and that job performance monitoring is done well.
- Popescu suggested it is also important to find more effective ways for communication between SRA and the Board of Directors.
- Ojo did not support moving forward with an ad hoc committee at a time when half the SRA would be retiring at the end of March.
- Dillon-Leitch said discussion is an example of the SRA not always functioning optimally. It is 11pm. We need to find some people who are dedicated to this task and to providing a basis for future work before they leave the SRA.
- Huang supported the motion as an organization should have a formal system to review the performance of the people it hires.
- McIntyre suggested there isn't sufficient time for an ad hoc committee to do more than make recommendations for the criteria and processes to be undertaken in future years.
- Kuzman felt that designing performance evaluations sometimes blur with the assessment of incumbents, but it is important to have effective processes in place to evaluate performance. She felt the motion should be postponed until more detailed criteria are developed.

Moved by Fisher, seconded by Koziol to commit the motion to the Operations Committee.

- Fisher stated this is a time sensitive issue and it is important that it be addressed before the end of this SRA's term. She felt a report back deadline would be important.
- Koziol indicated that she had a chance to meet with the 3 people proposing the ad hoc committee prior to this meeting and is very much in favour of the idea. However, she felt that in order to make proper use of our committees that the majority of the preliminary work should be done by the Operations Committee.

Moved by Fisher; seconded by Koziol to amend the motion to add "with a report to be brought forward at SRA 10M."

- Fisher felt the Operations Committee is the appropriate body to address the issues. It will be directed to discuss the matter, develop options, and report back by SRA 10M. She felt this should be treated as a project in development where a framework would be designed for a committee that would be struck by the 2011-2012 SRA.
- In response to questions about the ability to elect a committee chair at this meeting, the Speaker stated that notice must be given through the agenda to elect members.
- Bauman agreed. Notice must be given to close seats.
- Dillon-Leitch suggested striking the committee and nominating a chair who could then work with the Operations Committee and the Bylaws & Procedures Committee to continue work.

- Dillon-Leitch ceded Greg Lagerquist. Lagerquist urged the SRA to strike the committee, elect a chair tonight, and empower the committee to do the work.
- Fisher suggested that someone on the Operations Committee would run for a seat, but that notice would still need to be given to close a seat. The committee couldn't be filled until the next meeting. She added that next steps include composition and mandate of the committee, from which committee a recommendation on these elements would be made, and report back to the SRA.
- Dillon-Leitch stated that a lack of confidence in the ad hoc committee process was not at issue. The proposal was offered as a high-level strategy. The Operations Committee should now be directed to develop the detail. He suggested that a delegation from the floor might have been a better approach than bringing forward a motion at this time. The point is to empower a committee, properly constituted, so that it may support the success of the organization.
- Farjou said that trust is put in committees to review issues, but if they are rushed, quality work is not done. If members have opinions, they should get involved, email, and come to meetings.

Moved by Fisher, seconded by Terzian to call to question on the amendment.

Call to Question Carried 23-1-5

(Abstained: Campbell, Kuzman, Marlowe, Saeed, Tang)

Amendment Carried 20-3-7

(Abstained: Carrier, Dillon-Leitch, Huang, Kuzman, Popescu, Ramirez, Shorten)

Moved by Fisher, seconded by Terzian to call to question on the motion to commit.

Call to Question Carried 28-1-2

(Abstained: Kuzman, Shorten)

Motion to Commit Carried 20-2-9

(Abstained: Carrier, Dillon-Leitch, Kuzman, Marlowe, Popescu, Ramirez, Rathbone, Saeed, Shorten)

Moved by Shorten, seconded by Bauman to recess for 5 minutes.

Motion Carried 26-2-0

11:55 p.m.

12: 10 a.m. – Call to Order

CALL OF THE ROLL

Present	Adkins, Bauman, Behdad, Campbell, Carrier, Chong, Cioci, Dillon-Leitch, DuBois, Fink, Finkle, Fisher, Huang, Kim, Koziol, Kuzman, Manos, Marlowe, McIntyre, Popescu, Ramirez, Rathbone, Sharma, Smyth, Stewart, Wadood, Wood, Wright
Absent	Ojo, Terzian
Late	Farjou, Saeed, Shorten, Tang
Others Present	Jeff Wyngaarden (SASS Observer), Hilary Chase (FYC Advocacy Director), Greg Lagerquist (Observer), Maya Kanani (FIT Coordinator), A. Tutolo (Administrative Assistant)
Chair	Naheed Yaqubian (MSU Speaker)

REPORT PERIOD

- 1. Arts & Science Caucus – Campbell presented**
 - Campbell summarized his written report.
- 2. Commerce – Wadood presented**
 - Wadood summarized his written report.
- 4. External Affairs – Saeed presented**
 - Saeed summarized his written report.
- 5. University Affairs – Dillon-Leitch presented**
 - Dillon-Leitch summarized his written report.
- 6. Executive Board – Finkle presented**
 - Finkle summarized his written report.
- 7. Vice-President (Finance) – Shorten presented**
 - Shorten summarized his written report.

Questions

- Wadood asked about MUSC fees. Shorten advised that meetings continue to be held with the University as documents and projections are reviewed.
- Wright asked about the apportionment of promotional costs for TwelvEighty which are being paid as billable hours in Campus Events. He was concerned that expenses properly booked against TwelvEighty were unduly inflating Campus Events expenses.
- Shorten advised that there is not a set agreement in place between TwelvEighty and Campus Events in this regard. The Campus Events department runs a large number of activities and so long as they are appropriately provided for in the budget, the attribution of expenses by department has not previously been broken out. He added that he would look into it as a future consideration.
- Wadood suggested that costs directly related to TwelvEighty should be charged to that department so that the total expenses for TwelvEighty are a more accurate reflection of that operation.
- Manos felt margins are not as healthy. Shorten stated that the margins are spending to make money. Margins are very sensitive and problematic.
- Popescu asked about the Food and Beverage Manager recruitment, whether resumes had been received and when the vacancy would be filled. Shorten stated that an external recruiting company was hired to seek out qualified candidates. There have been a number of interviews, but they are still looking for applicants with the right fit. He felt the process might take another month or so, but that it would be done by the end of April.
- McIntyre commented that there is an ongoing discussion at the board level about the appropriate management structure at TwelvEighty. Given the importance of the decision, it is not being rushed.
- Saeed asked about the margin for club nights. Shorten responded that there will be improvement in cover charges and that liquor sales are at a great margin (30%). Club nights are successful when sales volume is there.
- Dillon-Leitch asked about monthly statements, or alternatively having statements by quarter or by academic term. Shorten responded that only few persons were contacted about it. A 6-month statement with a projection based on previous months and years would be possible.
- Wright commented that the MSU's inclusion of fee revenue in its statements from fees that are paid through to third parties (e.g. MUSC and HSR) has the effect of inflating the seeming size of the MSU's operational budget. He suggested such revenue be shown separately when discussing the size of the MSU's budget. Shorten agreed to review the reporting of fee revenue in this context.

INFORMATION PERIOD

- Koziol circulated memo explaining why the website launch had been delayed. The main issue relates to the integration of MAC ID with the site but this is now being addressed. A draft of *The State of the Union* has been circulated. Koziol thanked members for their comments and noted that the formal presentation will be made on January 17 (2-4pm) in the MUSC Marketplace. In response for requests for distribution of the document, an executive summary is being created. An email will be sent out next week once the final version is available.
- Wadood commended Koziol on the report, commenting that it was a fantastic way to explain what the MSU is to first year students.
- The Google email system is to be implemented after Reading Week.
- McIntyre stated that online voting would be used for the MSU presidential election and referenda.
- "MSU Who Day" was successful and actively engaged over 200 people.
- Swipe card access has been installed at The Silhouette.
- Part-time manager positions have been posted on the MSU web site to facilitate recruitment.
- Terzian advised that MacTV has been launched. Its website will be up on Tuesday and a teaser video is on YouTube.
- Koziol advised:
 - Delegates attending the OUSA Lobby Conference met with 70% of the government caucus and a number of high level civil servants. She had 7 meetings a day.
 - On Jan 28, the HSR will make a presentation in the MUSC Marketplace, including providing maps and plans with the intent of inviting comment.
 - The first meeting this term of the Student Academic Council is on January 16 at 4pm.
 - The OUSA Campus Coordinator is being changed to Advocacy Coordinator as of May 1st, and will be responsible for street teams, etc. It will be a paid position.
- Saeed provided an update from the Systems Renewal Committee. Its work is a long term project and includes issuing period Requests for Proposals (RFPs) for various positions such as Program Director, Consultant, and software firms. He added that there will be regular conferences and meetings throughout this term. In the fall of 2011, there may be an opportunity for the MSU to conduct open houses and focus groups to gather student input for the construction of a new IT system.
- Manos advised that Charity Ball tickets are now on sale. The event is on February 4.
- Smyth advised that the Operations Committee would meet on Tuesday at 3:30 pm in the small MSU boardroom to discuss policy reviews and the Ad-Hoc Committee.
- Ramirez provided updates about the open forum and the Social Sciences radio show at 3pm on Fridays. He commented on the Hospitality Services labour dispute and noted there is considerable student sympathy and support for the workers' position. While some student leaders had been aware of the potential for a labour disruption for some time, many students woke up on Friday morning without any knowledge that there would be picket lines. He suggested there needs to be better communication about these issues. Ramirez noted that TA and RA contracts are up for renegotiation and stressed the importance of urging the parties to come to a resolution so as to prevent another labour disruption.
- Fisher advised that the Science Society and Faculty of Science are seeking a \$15 fee increase and a referendum will be held on January 20 and 21. She added that further information will be posted on a referendum web site this week.
- Stewart commented there have been negative comments from all sides in relation to the strike. She recommended talking to people on the picket lines and find out both sides of the issue.
- Huang felt the Google email system will bring everyone on the same page.
- Koziol said that a survey will be posted on the website to provide members of the MSU with an opportunity to provide comment on the State of the Union.
- Saeed suggested that SRA members read and promote his SRA blog post on systems renewal and share with students what McMaster is doing on the issue. Many people hope for a quick fix to MUGSI issues, however, this is a long-term project.
- Dillon-Leitch suggested that Ramirez work with Kuzman on labour relations issues.

Moved by Fisher, seconded by Popescu to recess for 5 minutes.

Motion Carried

1:00 a.m.

1:05 a.m. – Call of Order

CALL OF THE ROLL

Present	Adkins, Bauman, Behdad, Campbell, Carrier, Chong, Cioci, Dillon-Leitch, DuBois, Fink, Finkle, Fisher, Huang, Kim, Koziol, Kuzman, Manos, Marlowe, McIntyre, Popescu, Ramirez, Rathbone, Sharma, Smyth, Stewart, Wadood, Wood, Wright
Absent	Ojo, Terzian
Late	Farjou, Saeed, Shorten, Tang
Others Present	Dave Moore (MSUAA), Jeff Wyngaarden (SASS Observer), Hilary Chase (FYC Advocacy Director), Greg Lagerquist (Observer), Maya Kanani (FIT Coordinator), A. Tutolo (Administrative Assistant)
Chair	Naheed Yaqubian (MSU Speaker)

QUESTION PERIOD

- Manos asked McIntyre what service won MSU Who Day. McIntyre advised that QSCC and MacGreen won TwelvEighty gift certificates.
- Fisher if the MSU was currently posting only part-time positions. McIntyre said this was the case, but that full-time student opportunity positions would be posted on January 19.
- Popescu if students could vote in the MSU presidential election from home. Koziol confirmed that students will be able to log-in from anywhere using the same id as last term's email survey.
- Kuzman asked if it could be known how many students voted in the municipal elections.
- Wood asked if the chip wagon would be open during the day while Hospitality Services strike was on.
- Bauman asked if the unfilled seats on SRA are being opened. The Speaker advised that here is one empty seat.
- Manos asked if the budget reflected an increase in the number of items bought for TwelvEighty. Shorten advised that expenditures are within the budget.
- Popescu for information on the strike at the University. Finkle advised that the most up-to-date information is posted on the University's web site.
- Koziol advised that people on the picket line had told her they expected the strike to last for three weeks. No talks are currently scheduled.
- Finkle advised that he had been told there was an increase in the number of eligible electors registered for the municipal election, but the City official was unable to say whether the increase was permanent residents or students.
- Sharma if an easier way could be established to register for federal elections. Finkle responded that there is no guarantee about poll placement in federal or provincial elections. The MSU will continue to call for ease of student access to voting.

BUSINESS ARISING FROM THE MINUTES

None.

BUSINESS

Moved by Fisher, seconded by McIntyre to postpone Business #2 (Discussion on MSU General Assembly) to SRA 10L.

Carried by General Consent

4. SRA Blog Schedule

Moved by Kuzman, seconded by Smyth that the SRA adopt the SRA Blog Schedule for the remainder of the 10-11 session of the SRA (ending March 31st, 2011).

- Kuzman explained that the blog update schedule was designed so each SRA caucus would be responsible for posting on a regular, rotational basis.
- Smyth felt the schedule is reasonable.
- Campbell commended Kuzman. He suggested the blog would be a place to note the availability of minutes and student opportunities including committee vacancies.
- Fisher noted an April 3 deadline in the blog schedule, but the current SRA's term ends on March 31. Kuzman stated that this is an error and will be corrected.
- Rathbone commented he did not know SRA members had access to the blog.
- Wadood encouraged members to send a faculty email for your blog, adding that few do at this time.
- DuBois suggested not worrying about the schedule. Blogs can be updated twice monthly.
- Wright asked about training on the new website and the blog capability.
- Koziol advised that training would be available once the site was ready. She added that the SRA blog will be prominently placed on the MSU web site.
- Huang asked how many people read the blog. Koziol said she was unsure if the software was set up to track this. McIntyre said he will ask the Network Administrator and report back to the SRA.

Motion Carried 28-0-0

5. Leave of Absence

Moved by Dillon-Leitch, seconded by Koziol that the SRA grant Matthew Dillon-Leitch a leave of absence from his duties as SRA University Affairs Commissioner, from January 19, 2011 to February 5, 2011.

- Dillon-Leitch advised that Tang would serve as University Affairs Commissioner in his absence.
- Fisher asked if an interim commissioner was a paid position. McIntyre clarified that it was not.

Motion Carried 27-0-3

(Abstained: Carrier, Dillon-Leitch, Tang)

6. Discussion on Bylaw 14-CASA

Moved by Saeed, seconded by Finkle to enter into Committee of the Whole to discuss Bylaw 14-CASA.

Substitute Motion:

Moved by Saeed, seconded by Koziol to move into Closed Session with observers permitted to stay.

Motion Carried 28-0-0.

RETURN TO REGULAR SESSION.

COMMITTEE BUSINESS

1. Bylaw 1 – Definitions

Moved by Bauman to approve the changes to BYLAW 1 - DEFINITIONS as circulated and attached.

Motion Carried 28-0-1
(Abstained: Huang)

2. Bylaw 10/A – Electoral Procedures

Moved by Bauman, that the SRA approve the changes to BYLAW 10/A – ELECTORAL PROCEDURES as circulated and attached.

- Dillon-Leitch referred to section 3.2.1, which permits a candidate to hand in a form that does not meet all requirements and have a day after the deadline to fix it. He felt the proposed amendment had drawn attention to the problem rather than fixing it.
- Bauman stated that candidates would have to submit a complete nomination form, but if an element of it was found not to be in order, they would then be given one day to fix and re-submit the form.
- Saeed felt scrutineers should be present when the CRO/DRO receives voting results from UTS.
- Bauman noted that there are two scrutineers per candidate and eight voting members of the Election Committee. It is not realistic to have that many people go to UTS.
- Dillon-Leitch spoke in favour of the proposed change to section 7.8. He felt it is not realistic to have a full Elections Committee meeting and that the decision is properly delegated to the returning officers.
- McIntyre clarified that the delegated authority to returning officers is for technical complaints.

Motion Carried 26-0-4
(Abstained: Dillon-Leitch, Ramirez, Saeed, Wright)

Moved by Campbell, seconded by Wright to postpone Committee Business #3-6 (Operating Policies) to SRA 10L.

Carried by General Consent

NEW BUSINESS

1. President's Academic Course Load

Moved by Koziol, seconded by McIntyre that the SRA waive the course load restrictions of the MSU President (as per Bylaw 2.1.5) for the Winter 2011 Semester, allowing up to a maximum of 6 units per semester.

- Koziol advised that she is registered in a three-unit physics course and also wished to take a three-unit finance/accounting course this term. She suggested the latter would also provide professional development that would support her work as president.
- Wadood commented it is a lot of work; either to concentrate on two courses or the job.
- Koziol asked the Assembly to have faith in her time management skills.
- Wright asked how the cost would be paid. Koziol advised it would be covered by a scholarship.
- Wood inquired if taking the additional course would hinder job performance.
- Bauman said she had faith that Koziol would effectively balance course work and job responsibilities.

Moved by Huang, seconded by Smyth to call to question.

Call to Question Carried 24-4-2
(Abstained: Koziol, Rathbone)

Main Motion Carried 23-1-5
(Abstained: Koziol, Manos, Ojo, Ramirez, Saeed)

CALL OF THE ROLL

Present	Adkins, Bauman, Behdad, Campbell, Carrier, Chong, Cioci, Dillon-Leitch, DuBois, Fink, Finkle, Fisher, Huang, Kim, Koziol, Kuzman, Manos, Marlowe, McIntyre, Popescu, Ramirez, Rathbone, Sharma, Smyth, Stewart, Wadood, Wood, Wright
Absent	Ojo, Terzian
Late	Farjou, Saeed, Shorten, Tang
Others Present	Jeff Wyngaarden (SASS Observer), Hilary Chase (FYC Advocacy Director), Greg Lagerquist (Observer), Maya Kanani (FIT Coordinator), A. Tutolo (Administrative Assistant)
Chair	Naheed Yaqubian (MSU Speaker)

ADJOURNMENT

Moved by Dillon-Leitch, seconded by DuBois to adjourn.

Motion Carried

Meeting adjourned at 3:42 a.m.

/at



MEMORANDUM FROM THE SPEAKER

Re: Ruling 10-01 Appeal Procedures

Members of the Student Representative Assembly:

The Speaker's role within the McMaster Student Union (MSU) is the supreme judge and arbiter of all matters, and her interpretation is considered final. The legislative assemblies and judicial bodies of an organization are supposed to provide each other with checks and balances, as seen with the Supreme Court of Canada, the Canadian Senate and the House of Commons. The House of Commons does not have the constitutional right to overturn decisions made by the Supreme Court of Canada, perhaps rightly so. Despite this, any and all appeals within this Assembly will be welcomed, as permitted within Robert's Rules of Order (Newly Revised) (*RONR*), and in the name of free and fair discussion as well as the precedent established by the governing bodies of the McMaster Students Union.

As per *RONR*, appeals may be made for any decision the Speaker makes, unless another appeal is pending, and only at the time the ruling is made. Appeals are seconded, debatable, and no member is allowed to speak more than once except the presiding officer, who "may at the close of the debate answer the arguments against the decision." The Assembly will then vote on whether the decision of the Speaker shall be sustained.

That said, not all rulings may warrant an appeal. I look forward to your careful consideration of the attached document.

Sincerely,

Naheed Yaqubian
Speaker, McMaster Students Union 2009-2011
January 4, 2011





RULING OF THE SPEAKER

Re: CASA Bylaw

Whereas the Speaker of the McMaster Students Union was approached with a question regarding the possible breach of Bylaw 14, Section 6, intentions behind the possible breach and further action and recommendations, should a breach be found.

Applicable References

1. MSU Bylaws

Bylaw 14 – Canadian Alliance of Student Associations

6. REPRESENTATION

6.1 The MSU shall send **two (2) delegates** to the CASA General Meeting, Policy and Strategy Conference, and Lobby Conference each year.

6.1.1 The primary delegate shall be the Vice-President (Education), or designate.

6.1.2 The **secondary delegate shall be the External Affairs Commissioner or designate.**

6.2 The SRA shall have final authority to appoint MSU delegates.

6.3 Any delegate representing the MSU shall act in the best interests of the MSU, and **delegates shall strive to ensure that fair and effective representation is upheld.**

Bylaw 3/B – Standing Committees of the Student Representative Assembly

9. ASSEMBLY STANDING COMMITTEE ON EXTERNAL AFFAIRS

9.1 The Assembly Standing Committee on External Affairs shall monitor external bodies and events which may have an impact on the academic or non-academic life of McMaster students, **aid the Assembly in taking appropriate responses, and proactively participate in external organizations and lobbying efforts that further the interests of the MSU and its members;**

9.2 The Assembly Standing Committee on External Affairs, without limiting the generality of the foregoing, shall therefore:

9.2.1 Advise and assist the Vice-President (Education) on matters related to the MSU's external interactions;

9.2.2 As necessary, **advise and assist other MSU officials** (including the President and Student Community Support Network Director) **on matters related to the MSU's external interactions;**

9.2.3 Oversee MSU relations with the Ontario Undergraduate Student Alliance (OUSA), the Canadian Alliance of Student Associations (CASA), and other external organizations that the committee or Assembly deems appropriate;

9.2.4 Promote the work of OUSA and CASA to the McMaster community.

2. Past Minutes of the Student Representative Assembly

i. SRA 09F – September 20th, 2009 at 6:30 PM

Call of the Roll

Present: Ali, **Bauman**, Boccaccio, Caterine, **Finkle**, **Fisher**, Gandhi, Hodgson, Lanteigne, Martin, McCormack, **McIntyre**, McNutt, Mohtashami, Park, Polania, **Smyth**, Stevens, Taunton, Tenenbaum, Tiwari, Tran, Voloshenko, Wade, **Wright**

Others Present: Naheed **Yaqubian** (MSU Speaker Candidate)

Committee Business #1 – Approval of Bylaw 14

Moved by Tenenbaum that Bylaw 14 – Canadian Alliance of Student Associations be approved as circulated and attached.

- **McIntyre – Who have you consulted regarding this bylaw?**
- **Tenenbaum- Almost the entire committee was in attendance when we reviewed the bylaw.**

Moved by Wade, seconded by McNutt to amend section 6.1.2 to read, “**The secondary delegate shall be the External Affairs Commissioner or shall be appointed by the Vice President Education or from the MSU membership (including SRA members).**”

- **Wade – This would be the normal way that we appoint delegates.**
- **Park – Usually the general defacto delegate is the Vice President Education and the secondary delegate is the President.**
- **Martin – Yes but CASA is member driven and autonomous. We can direct how we run within CASA.**
- **Gandhi – I don’t like the idea of putting the External Affairs Commissioner in the policy. It should be open to all members.**
- **Tiwari – The Vice President Education wants to make sure that they are bringing someone who knows what they are doing.**
- **Park – The bylaws should be left a little open. If we are getting too specific in the bylaws then it might be a problem.**
- **Lanteigne – Naturally the External Affairs Commissioner would be a good person to send; however, down the road it might be too restricting if we specify it in the bylaw.**
- **Martin – I am comfortable with the amendment.**
- **McIntyre – Every year we elect two experts in external advocating. The SRA will have elected the External Affairs Commissioner, so that means they have confidence in that person’s abilities.**

Vote on Amendment

In favour: 12 Opposed: 9 Abstain: 1 Abstain: Tran
Motion Carried

Moved by Tenenbaum, seconded by Hodgson to amend section 6.1.2 to read, **“The secondary delegate shall be the External Affairs Commissioner or designate.”**

- **Tenenbaum – Having the External Affairs Commissioner outlined in the section was approved in principle by our last vote. This wording is just cleaner and more productive.**
- **Hodgson – It is consistent with section 6.1.1 and makes the section easier to understand.**

Vote on Amendment

In favour: 23 Opposed: 1 Abstain: 0 **Opposed: Gandhi**
Motion Carried

Vote on Main Motion

In favour: 24 Opposed: 0 Abstain: 0
Motion Carried

3. Memorandum – Joe Finkle, November 22nd, 2010

I would like to express my sincere apologies to the assembly for this oversight. **I was completely unaware of this requirement. While ignorance of the bylaws should not be a reason for violating them, I wish to make it clear that had I known of these conditions prior to the conference, I would have faithfully abided by them.** In order to rectify the situation I have thoroughly reviewed the other bylaws pertaining to conferences and will ensure they are followed to the letter.

Summary

The External Affairs Commissioner and the External Affairs Committee were informed by Joe Finkle, Vice-President (Education), at their October 7th, 2010 meeting that the External Affairs commissioner *may* be brought to CASA LobbyCon in November; however, that CASA did not sanction extra delegates. The External Affairs Committee agreed unanimously that their Commissioner should be present at the conference.

Huzaifa Saeed, External Affairs Commissioner, was not invited as a delegate to the CASA conference. Mary Koziol, President, was taken in his place, and this has been found to be a violation of Bylaw 14, Section 6.1.2, 6.2, and 6.3 by Mr. Finkle. Furthermore, as Mr. Finkle was present in the External Affairs committee when this bylaw was discussed, as well as in attendance at the SRA meeting where this bylaw was approved, and as the role of his office concerns external relations with organizations such as CASA, adequate knowledge of this bylaw must have been acquired.



RULING OF THE SPEAKER

Re: CASA Bylaw

Whereas the Speaker of the McMaster Students Union was approached with a question regarding the possible breach of Bylaw 14, Section 6, intentions behind the possible breach and further action and recommendations, should a breach be found.

The Speaker hereby rules:

Mr Finkle contravened Bylaw 14 – Canadian Alliance of Student Associations (CASA) with *knowledge* of its contents, however, without *intent* to do so, as he stated in his memorandum of November 22nd. Mr. Saeed should have been the second delegate to the CASA conference, as the purpose of his committee is to evaluate and enhance the participation of the MSU in external organizations, and such bylaw violations undermine the credibility of himself and his committee.

The Speaker hereby orders that Bylaw 13 – Ontario Undergraduate Student Alliance to be updated to include provisions for the External Affairs commissioner (or designate) to attend conferences, to provide consistency with Bylaw 14.

Any potential disciplinary action is a decision to be made by the Student Representative Assembly.

Sincerely,

A handwritten signature in black ink, appearing to read "Naheed Yaqubian", with a stylized flourish at the end.

Naheed Yaqubian
Speaker, McMaster Students Union 2009-2011
January 4, 2011



REPORT

From the office of the Arts & Science Caucus

TO: Members of the Student Representative Assembly
FROM: David Campbell, Arts & Science Caucus Leader
SUBJECT: Caucus Update – SRA 11K
DATE: January 9, 2011

Dear Members of the SRA,

With return to school the Arts & Science caucus has returned to work. Myself and Mr. Wyngaarden will be meeting soon to review the effectiveness of projects we took on last semester, and decide on goals for the upcoming months. Our office hours will be starting this week, as we continue to promote awareness of the MSU within the Arts & Science program.

As always, feel free to contact Mr. Wyngaarden or myself with any questions or comments.

Sincerely,

David Campbell
SRA Arts & Science Caucus Leader
McMaster Students Union
sraartsci@msu.mcmaster.ca



REPORT

From the office of the...

TO: Members of the Student representative assembly
FROM: Ali Wadood, Commerce Caucus Leader
SUBJECT: Caucus Update – SRA 10K
DATE: Januray 9, 2010

Dear Members of the SRA,

I am currently working on two projects within the Commerce faculty

I am meeting with CBCD to try to integrate international internship positions by possibly working with various groups in the university. There are many international students that are unable to work in Canada due to their residency status. This may create an opportunity to allow international students and students interested in working outside with some international experience.

The DCS is also working on integrating a whiteboard system where featured news will be displayed on the screen. Depending on when the funding will be provided and when the whiteboard will be up, I will either start running SRA news on it this year or I will emphasis the importance of using it in my transition report for next year.

After Mary, the commerce committee, and I presented in the 1PA0 class, I had quite a few responses from students interested in getting more involved with the MSU. If anyone needs any volunteers, please send me an email so I can forward it to the commerce students. I will also be including this in my transition report with a strong recommendation to have a presentation in the 1PA0 class for next year.

Sincerely,

Ali Wadood
SRA Commerce Caucus Leader
McMcaster Student Union
sracom@msu.mcmaster.ca



REPORT

From the office of the...

External Affairs Commissioner

TO: Members of the Student Representative Assembly
FROM: Huzaifa Saeed, External Affairs Commissioner
SUBJECT: SRA Report
DATE: January 9th 2011

Dear Assembly,

This Report covers the activities of the committee and myself from 17th October 2010 to this SRA meeting. It also outlines the upcoming projects and direction of the committee for the rest of the year.

CASA Review

Part one of this review will be presented at this SRA meeting. As outlined in my platform and earlier reports myself and the committee attempted various methods to compile a comprehensive review. To empower committee members and give them direct insight into the review in the run up to our vote on CASA I divided up two projects equally between committee members.

- 1) Contacting Student Union Executives with Interview Questions: Almost all CASA Members were contacted via email by my committee as well as the VP Ed with a standardized set of questions
- 2) CASA Policy Review: Several criteria were identified and committee members critically analyzed almost every policy in the CASA repository. We've also had active discussions at committee level during our meetings on our overall thoughts on CASA and for example visit of CASA Home Office. I have also personally analyzed CASA Minutes, Policies and other nuances in the run up to the vote.

CASA Policy & Bylaws Committee

I have continued to attend Conference calls for both committees though compared to the other members I have found it increasingly hard as the term went on to be a contributing member at an equal footing because of my other commitments as a full time student.

OUSA Research Projects & Supporting the newly formed “Campus Research Council” & GA

I am continuing my independent research to OUSA Student Success Paper on the topic of Collaborative Learning on Campuses. One of my committee members Justin Neves is also doing a separate section on work study programs. We will be submitting early drafts of our work in February.

The OUSA focus groups on first generation, aboriginal, low income and rural area students and were a tremendous success. Ambitiously I attempted to host focus groups for all four categories and was successful in getting an ideal number of participants for each (average of 6-7). I was also informed that McMaster was the only campus to host more than one focus group and subsequently the only campus to have focus groups on Aboriginal, Northern & Rural & Low Income Students. This research was directly used in the subsequent OUSA Policy Paper.

I also attended OUSA Fall GA and was a very vocal and active participant during breakout sessions and plenary.

Municipal Relations

For the Municipal Elections I compiled a comprehensive and researched list of questions that I submitted to all candidates. Unfortunately only three candidate's responded and only one of the three frontrunners was amongst them. This was disappointing especially since I made every effort to contact and remind them via email and telephone. This might possibly be a reflection of the supposed low priority students had as an electoral force for most candidates. Efforts were also made through class talks and canvassing on Election Day in libraries but unfortunately I wasn't able to help the MSU significantly increase turnout.

MYAA, Differentiation & Access Copyright

The above three are long term technical issues that I have made an effort to become educated on. For the latter I have been in regular contact with CASA home office to get weekly updates. We have also had discussions on these issues at committee level. There is an understanding that there is nothing the MSU can do to significantly alter the course of these developments in the near future, however it is my belief that as student

representatives it is our responsibility to be well versed on them should an opportunity arrive to influence stakeholders.

MSU Advocacy Think Tank

The MSU Advocacy Think Tank will formally begin in the second term. So far Think Tank members have been marginally engaged in the CASA review and I have received Policy analysis from students at large that comprise the Think Tank. I believe this is an important first step in completing the mandate I envisioned of regular unelected students actively participating in MSU Advocacy efforts.

Meeting with MP's & Minister Milloy

I was once again actively involved in discussing the agenda for and lobbying these decision makers as a member of MSU Delegation. I specialized in deferred maintenance for upgrading classroom technology as well as expansion of McMaster Work Study Program, possibly into Hamilton.

As for the next few months, preliminary discussions have already begun on designing and promoting a revamped "My City" Survey on student perspective and issues concerning Hamilton, we are also considering policy papers on differentiation, access copyright, myaa's and so on. Another idea that we will be discussing is research into improving elections promotions with the upcoming provincial elections in mind.

Sincerely,

Huzaifa Saeed

MSU External Affairs Commissioner 10/11

SRA Social Sciences '10/11



REPORT

From the office of the...

University Affairs Commissioner

TO: Members of the Student Representative Assembly
FROM: University Affairs Commissioner
SUBJECT: University Affairs Committee Report
DATE: January 9, 2011.

Dear Members of the SRA,

The University Affairs Committee is currently working on a few projects.

Firstly following the presentation to the SRA Lisa Bifano has continued to compile a list of courses that could potentially have its courseware printed off at Underground. This was intended to be a year long project and so again if there are any courses you may know of that have courseware that could be printed at Underground let Duncan know.

Secondly Miss Kuzman is working on a program closure and labour dispute communication strategy that we are expecting to have ready for the end of the year. She will not only be working closely with the committee on this project but also Mr. Finkle.

Thirdly the University Affairs committee is currently reviewing the method in which the Quality of Education survey is completed and will be creating a new model to be launched next year. I would like to thank the both Theresa and Andrew for their work on this project and look forward to the results.

Lastly Access Copyright and differentiation are both important topics for the University Affairs Committee and our MSU member Daniel Picone will be providing a brief on these issues for our committee shortly.

On another note on December 6th Miss Koziol and I met with John Kearney to discuss the email initiative. It was confirmed at this meeting that students new email system would be Gmail and Google Apps. From that point we have been working closely with UTS to discuss possible launch strategies and are working towards a second semester launch.



REPORT

From the office of the Executive Board

TO: Members of the Student Representative Assembly
FROM: The Executive Board
SUBJECT: Update
DATE: Sunday, January 9th, 2011

Dear Members of the SRA,

Since our last report, the Executive Board has conducted the following open session business on November 25th and December 2nd.

During the meeting on November 25th the EB received a report from the SCSN Coordinator, approved the delegates for the OUSA Student Advocacy Conference and discussed security issues at 1280.

The December 2nd meeting saw the EB receive reports from MAC Breadbin, the Marmor and SWHAT. In addition, the job descriptions for the MACycle Coordinator, Maroons Coordinator and SCSN Coordinator changed to better reflect their responsibilities.

The EB has also been meeting and discussing informally the strategic direction of the organization.

Executive Board meetings for second semester will be held on Wednesday's at 2:30.

Please do not hesitate to contact any of your Executive Board members with any questions, concerns or comments you may have. Our next meeting is Wednesday, January 5th at 2:30pm in the MSU Boardroom if you are interested in attending.



REPORT

From the office of the...

Vice-President (Finance)

TO: Members of the Student Representative Assembly
FROM: Nick Shorten
SUBJECT: Vice-President (Finance) Report # 1
DATE: October 17th, 2010

Dear SRA,

Below I have written my second report to the SRA. I have essentially commented on my year plan and added more information to projects where I feel necessary. If you have any questions please feel free to contact me!

Underground Contract:

I'll start with a bit of good news to make my report more cheerful. We were able to negotiate a new contract for Underground with Xerox regarding our printing needs. They have given us a fantastic deal whereby we have received new and better printers while reducing the cost we pay to print. The deal is essentially arranged whereby we do not own the printers but pay a "cost-per-copy" at a rate much lower than previously. It is estimated that that the savings will be approximately 40% of our cost of goods for photocopying. We will be maintaining our current printing prices but I will be proposing macro level changes to the SRA in preparation of the budget which I will talk about below.

MUSC:

President Mary Koziol and SRA Representative Matt Wright and I have continued discussions with the University over the makeup of the MUSC fee for future years. Though the talks are ongoing the fee will be significantly lower than our current \$3.00 per/unit fee to roughly \$0.60 cents per unit though this number could marginally increase as we negotiate. The agreement the MSU signed into in 1999 stipulates that following the retirement of the MUSC term loan the MSU is only responsible for paying operating costs associated with its commercial operations. Any changes to this agreement will be required to be ratified by the SRA through a 2/3rds majority according to By-Law 12.

The \$1.192 million that was originally discussed several months ago still has not reached a conclusion. I responded to the University's explanation in regards to my questions before the holiday break and am expecting a response shortly.

Budget Process:

As the new year begins so does the budget process for next fiscal year. Myself, Maggie Gallagher (our beloved Comptroller), John McGowan and the SRA Finance Committee will be implementing a similar budget process. Given the substantial amount of work that was done over the summer, especially by then Finance Commissioner James Steels, we have a strong base from which to work and much of the work will largely be going over our previous numbers and determining how we each department can improve while conservatively managing our expectations.

As mentioned in the budget presentation, I will be providing the SRA to give macro level decisions to our organization. This discussion essentially boiled down to providing the SRA with material changes to the business plan to improve the budget. I will be presenting a few options over several weeks related to 1280, the Underground and Student Fees. I strongly encourage you to bring forward your own ideas to me and we can work out a way to bring them to the SRA. These decisions will provide macro level input that can have a big impact on our budget for next year.

The budget process will have many steps. First, we will be taking capital requests from our departments and having the Finance Committee review them. The capital process will also be completed by removing all those items fully depreciated to be removed from the amortization schedule and will be assessed if they need to be replaced.

Second, we will be meeting with department managers to review their budgets and set expectations for the upcoming year. Though we will not be fully done the fiscal year we should be able to complete a regression analysis based on data from previous years and the preceding months to project what the end of the year totals will be. The core of these discussions will be focused on ensuring that our expectations are realistic and match a plan we can agree on with the managers. The data we can pull from our accounting software can be the focal point of where we can make improvements to both make the budget more reflective of our operations and ensure we are getting the best value for our services.

Third, we will be organizing the information presented into a similar format that was delivered previously for the new SRA. We will be using the information previously provided as a template to build on by adding more supporting documentation. This can primarily be done simply by asking managers to add further detail to the slides and by other individuals involved with creating the budget. I feel this point in the budget process which will add the most value to the budget. When the budget was previously created it was largely not done through managers who had been through the role and this process will allow managers who have gone through the role to add their two cents.

What has been accomplished thus far is based largely on my own conversations and those concerns of our staff. Myself and our Comptroller have been reviewing our statements monthly. We will not be preparing a formal "Budget Review" as we have been fulfilling the crucial need of monitoring our budget and discussing issues with managers as they arise. Instead we decided to move the information accumulated to the budget for next year. Though,

we released the 6 months statements as well to ensure that the SRA was also informed of these decisions.

Audit RFP:

We have received seven proposals from different firms to become our auditors next year. Myself and the Comptroller have narrowed down this list to three and we expect to have a new auditor by the end of the month. We will be contacting the references of the remaining three and will be asking more detailed questions to each of these firms if the need arises. We would like input from the Finance Committee and our accounting staff to ensure expectations are set. After the audit firm is selected we will begin to develop a more concrete plan to set dates and targets to begin the work on the audit.

1280:

As we roll into the New Year we are hoping to build off of our successes in the previous months. Currently, we have been searching for a new Food & Beverage Manager and we are hoping to have the individual selected soon but are waiting on the right candidate. The management team is working well with the Kitchen Manager, Richard Haja, assuming a dual role for the time being with instruction being based on group consensus. Moreover, John McGowan and I have been meeting with the team twice a week to help build this group consensus.

We have decided to have the majority of our marketing efforts to be under the auspicious of Campus Events. This decision allows for a more specialized effort to be made in regards to marketing for our club events. The marketing of restaurant operations will continue to be performed by our management team. Thus far, they are working on and implementing projects to promote the new menu.

Financially we are approximately \$36,000 under budget through 7 months of financial statements. Though we're still not at breakeven we are improving on our forecasts and are working towards breakeven.

Our margins are not as healthy as I would like. They average approximately 45% overall. This margin is largely due to the expected lack of success in the summer and these have greatly improved since September to 42% in November which is 1% off our overall goal. An improvement in our margins is especially noted with Food. Despite being 52% overall, it has improved to 44% in November inching closer to our goal of 38%. I believe the main reason this goal has not been achieved is because of a slow adjustment to building towards our business plan of using fresh ingredients in combination with improving the menu which can quickly raise our costs of certain items don't sell.

On a happier note, our margins for our alcohol sales are either right on target or better: 50% for Bottled Beer, 50% for Draught, and 30% for liquor. Also, for the month of November our wages have improved to our goal of 40% of sales by achieving 43%. The only credit I can take

is asking the management team to improve these numbers and they have slowly done so and I will continue to set this direction.

Overall, I'm rather happy with the successes the team has made as of late and I will be continue to monitor their operations very closely to ensure issues are brought up and addressed rather than left to the wayside.

Personal Note:

I'm happily done my undergraduate thesis on credit rating agencies, the governmentality of risk management and the financial crisis. If anyone is interested in reading it please let me know☺ (it's not as boring as it sounds...ok yes it is).

This year has gone by very fast and I've thoroughly enjoyed my experiences thus far. I would like to cordially thank all those who've helped me get here and taught me many valuable lessons along the way. Truly, it is the people within an organization that make it great so I hope everyone keeps smiling and endeavours to enhance student life and our organization.

January New Club Ratification List | 2011

The following clubs shall be granted ratification pending the successful completion of all application components:

- Hemoglobal at Mac
- *McMaster Gun Club*

Clubs Clarification Notes:

Hemoglobal at Mac

- The purpose of the club is to raise funds and awareness for Hemoglobal, a registered charity that provides life saving treatment to children with thalassemia, an inherited blood disorder, and to raise awareness in general about the children suffering from this disease around the world.

McMaster Gun Club

- Objective is to offer a friendly, collaborative environment for gun-interested students while promoting gun safety, history, and applicable legal data
- Members will be encouraged to share and discuss their individual questions, interests and opinions related to any aspect of firearms including political controversy
- **A representative from the club will be present at the meeting to discuss an appropriate name change with the SRA and to address any other concerns at this time*
- **Please see the attached letter from the MSU Clubs Administrator*

From: Brittani Metlin MSU Clubs Administrator
McMaster University Students Centre
MUSC 215, McMaster University,
Hamilton, Ontario, L8S 4S4

Phone: 905.525.9140, ex. 24113
Fax: 905.529.3208
E-mail: clubs@msu.mcmaster.ca
Web: www.msu.mcmaster.ca

To whom it may concern,

I would like to recommend the McMaster Gun Club for ratification as I know that they would represent the MSU in a way that adheres to our policies and mandate.

The purpose of this club is to give McMaster students the opportunity to discuss and learn about the topic of firearms with special emphasis on safety and applicable laws. By ratifying this club we are helping to provide a forum for thoughtful discussions to occur on such topics as gun control, history and regulations. Through talks with the club president Brian Nixon I am confident that this club will work both with the University and the MSU to negotiate standards to adhere to that all involved can be satisfied with. We have also contacted individuals from both Environmental and Occupational Health Support Services and Campus Security. We have met and both parties have deemed this group as acceptable for the McMaster campus.

Sincerely,

Brittani Metlin
MSU Clubs Administrator



Proposal:
Ad-Hoc Committee of the SRA on MSU Officer Supervision
McMaster Students Union Inc.
December 2010

Preface

The Student Representative Assembly (SRA) is tasked with the supervision of all MSU officers including. This includes: the Speaker, Vice President Finance & CFO, Vice President Administration & CAO, and Vice President Education & CO (here after referred to as “officers”). The SRA is also responsible for maintaining an indirect reporting line with the President & CEO.

In order to achieve this mandate, the SRA must periodically review officer performance in an unbiased, informed, and fully-scoped manner in order to ensure the oversight of the operations of McMaster Students Union (MSU) [Ref: MSU Bylaw 3].

Ensuring that the officers are held to a high level of performance that is aligned to the mission, vision and values of the organization is imperative to its short and long term success. The rewards of an effective officer evaluation process are great, and developing one that addresses both the officers’ individual needs and the needs of the MSU can be complex. The MSU has its own unique blend of personalities, strategy, history, and resources which rules out any standardized solution.

The SRA must fulfill their supervision mandate in a manner that is fair to both the SRA as well as officers, while being in the best interests of the MSU general membership. A performance review process serves to monitor the effectiveness of staff in meeting their goals & targets, as well as the effectiveness of fulfilling their job descriptions, and alignment to SRA set direction. This is one of the best ways to supervise and communicate. Performance reviews also serve as a tool for coaching, development, and rewarding. The key take away is that performance reviews must be built on sound fact, research, and due diligence to be fair to the employees and the organization as a whole.

Currently, the SRA has no formal process evaluation of officers they oversee. All feedback to officers is communicated through an unofficial, undocumented, and under researched avenue. The outcome is an incomplete and unclear assessment of performance. In order to best achieve this mandate and align the organization to the best human resource practices in industry, the SRA needs to adopt a formal performance evaluation process for officers and create an avenue so that research can be done. This research will permit members to make an informed decision and communicate performance accurately to officers.

Assigning direct supervision and the necessary activities associated with supervision to a body of thirty + individuals has resulted in ineffective performance management and has, by extension, limited the development of our officers and the effectiveness of the organization. This is not fair to our officers or our membership. Without communicating, the SRA is running the risk of not developing officer behaviour to align the direction mandated by the SRA. Having thirty members responsible for managing something as in-depth, important, and complex as performance reviews is ineffective. The responsibilities of supervision and communication are diluted and, as such, supporting research does not happen. A cohesive and official rating system of officers has not been established, and SRA members have not given comprehensive and co-ordinated measurement of performance to officers. This leads to disgruntled SRA members as well as disgruntled officers, as neither are giving or receiving proper communication.

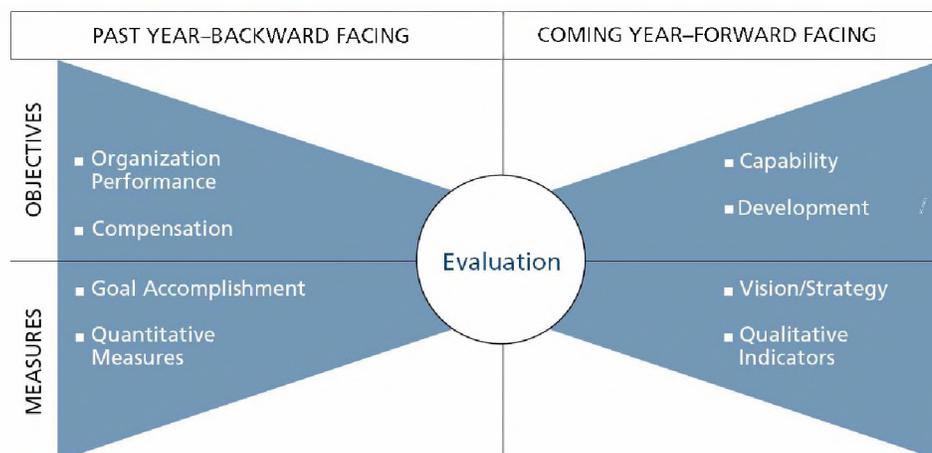
In order to achieve this mandate more effectively the SRA should strike an ad-hoc committee on officer supervision. This committee would be the body charged with observing, analyzing, and creating performance reviews for officers and recommending found results to the SRA.
Precedence for this action was taken at SRA 06D (Appendix A).

Reference: Primer, *Effective Officer Evaluation*, “The Canadian Association” *Delivering Content and Knowledge to Staff and Boards with amendments.*

Why evaluate officers of the Organization?

- *The performance of the officers, and the relationship between the officers and the SRA are critical factors in successful governance and fulfillment of the organization’s mission.*
- *Because the officers directly influence the success and financial performance of the organization, it is imperative for the SRA to set performance standards, and then objectively and fairly evaluate the performance of its officers against those standards. This should be one of the SRA’s key responsibilities.*
- *Yes, it may take up time and it could prove challenging for some SRA members, undertaking a regular and formal performance evaluation will ultimately save the SRA time and enhance the performance of the officers.*
- *There are many reasons for implementing a formal officers evaluation process. A well-designed and implemented process can:*
 - *Contribute to the SRA meeting its duty to effectively lead the organization.*
 - *Ensure organizational goals are being met.*
 - *Allow the Board and the officers to understand each other’s expectations about performance issues.*
 - *Highlight areas where the Board is insufficiently informed.*
 - *Ensure continued development of the officers to more effectively conduct his or her role.*
 - *Ensure a formal and documented evaluation process that meets standards of fairness and practicality.*
 - *Provide a written record of the Board’s impression of the officer’s performance.*
 - *Mirror the Board’s expectation that the officers will ensure evaluation of other staff*

Figure 1: Objectives of the Evaluation Process



Why do some evaluations don't happen?

There are numerous reasons why previous well-meaning and conscientious SRA do not implement a formal evaluation process:

- *SRA members may feel uncomfortable in a role that may involve criticism of an individual on whom the organization relies.*
- *A process of formal evaluation may be easily deferred by the pressures of immediate issues and day-to-day activities.*
- *In cases where evaluations have not been occurring, the officers may perceive the initiation of a performance evaluation as a sign that the SRA now lacks trust or confidence in his or her performance.*
- *Task-oriented SRA members may resist devoting time to a process of this nature.*
- *SRA members may lack the skills or tools to undertake effective evaluations.*
- *The officers do not request or insist on a formal evaluation.*
- *The whole organization generally lacks formal policies and processes.*
- *There is not an organizational emphasis on planning or evaluation – either of the SRA organization performance, or staff*
- *The SRA may be dysfunctional and/or experiencing high turnover.*
- *The officers may lack a job description and there may be no formal plan or performance targets.*
- *The officers may be dominating the SRA, rather than being accountable to the SRA.*
- *It wasn't effective the last time around so why do it.*

Getting by the obstacles to evaluating the officers is not enough. Unfortunately, it is not uncommon for the process to fail and/or participants in the evaluation process to be dissatisfied with the results. The failure to undertake an effective evaluation process can come at a significant cost to the organization, but so can the failure of an evaluation effort.

Tips for An Effective Process

- *Start the process with mutually understood expectations that are clearly articulated at the beginning of the evaluation period (based on job description, strategic plan, performance criteria, etc.).*
- *Commit to open and honest communication.*
- *Maintain strict confidentiality, because you are dealing a person's career.*
- *Be sure the process positively impacts the officers. Focus on the positive as well as areas for improvement.*
- *Strike a small committee of SRA members to take the lead in conducting the evaluation. Nevertheless, it is important that all Board members have input into the process (e.g. through an evaluation questionnaire).*
- *The process should begin with the officers submitting a self-evaluation to the committee.*
- *Separate the evaluation process from salary negotiations. Keep in mind that a key purpose of the evaluation process is performance improvement.*

- *Be careful before involving staff or other volunteers in the process (such as through a 360° evaluation process. If the source of feedback is expanded, it is best done in the context of an organizational review, and not just as a review of the officers. Of course, the officers can decide for themselves if he or she wishes to seek feedback from staff for their own personal and professional development.*
- *Use benchmarks of organizational success as indicators of your officer's performance (and with Policy Governance, the results of the Board's monitoring activities.)*
- *Take into account the officer's personal goals and needs regarding future leadership. If you only focus on the organization's needs, then the officers could seek to fulfill those needs elsewhere.*
- *Provide a written evaluation to the officers, but also hold an evaluation meeting with the officers to discuss the evaluation and ensure full understanding and future expectations.*
- *After the meeting, provide the full board with an oral in-camera report.*
- *The final step is to evaluate the process. Make it an objective to improve the process each year.*
- *And, of course, it is important to remember that ongoing feedback throughout the year is also essential. An annual evaluation is not sufficient!*

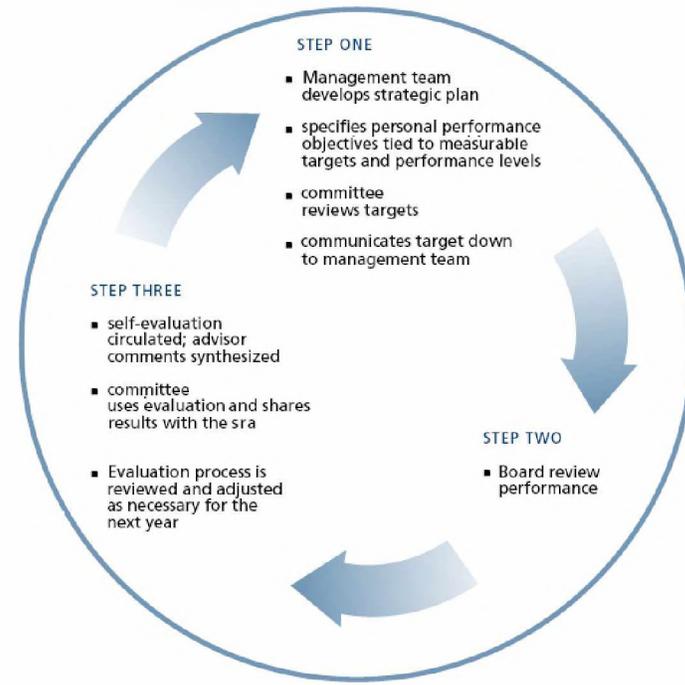
Strategy

Proposed is an Ad-Hoc Committee on officer supervision that will be responsible for assessing, but not managing, performance of MSU officers and report their findings back to the SRA. Two formal performance reviews are to be conducted semi-annually. Some examples of performance assessment structure are attached. The committee will develop a performance assessment that is tailored to the specific needs of the MSU. The committee is responsible for clearly defining criteria for evaluation that appropriately relates to the officers objectives outlined in their job description or mandates from the SRA.

The committee will use tools such as but not limited to: officer interviews, balanced scorecard results, observation, job descriptions, past performance reviews, recent mandates by SRA, SRA approved year plans, and day to day performance indicators to complete their mandate.

The committee will have a standardised performance assessment evaluation package that is relevant to each position. This standardization is to insure the process remains unbiased and fair to the officers of the organization and results are measurable and align to organizational strategy. The performance assessment sheets will focus on both qualitative and quantitative analysis to provide an overall performance ranking. These templates will be developed by the committee and be approved by the SRA to ensure appropriateness.

Figure : Evaluation Timeline



This committee will not be an oversight body to the officers. The committee's primary purpose is to provide the SRA with a body of dedicated experts to gather information and make an assessment on performance. If necessary the committee will also provide recommendations to the SRA where appropriate. This research and recommendation process ensures any actions taken by the SRA with respect to officers (censure, recall or reward) will be based on careful, thoughtful and through analysis. This practice is modeled in other committees of the SRA such as bylaws and procedures and finance.

As committee members are appointed by the SRA, they are accountable to the direction of and expected to act in the best interests of the SRA. In the event that the committee deviates from the SRA mandate it is the responsibility of the SRA to monitor and replace membership as appropriate. This models the expectation set in regards to other SRA committees.

This committee will be beneficial to the SRA because it gives structure and formality to an important duty of the SRA. Creating a committee effectively ensures the SRA performs its supervisory mandate consistently as they are dedicating resources solely focused on this matter. This will translate to benefits for the organization, increased officer employment experience, and creates a more effective SRA.

Committee Structure

Membership of the committee will consist of four SRA members at large and one chair appointed by the SRA. No MSU members will sit on the committee as the committee will be privy to organizational information that will be discussed in SRA closed session. Committee members will be required to have a strong knowledge of the organization and need to have expertise on evaluating performance indicators of the various officers. Additionally this is committee is strictly related to the supervisory function of the SRA, which is not the responsibility of MSU general membership.

For reference bylaw 3.6 is captured below.

6. AD HOC COMMITTEES OF THE SRA

6.1 The SRA may strike ad hoc committees to discuss matters which may fall outside the jurisdiction of a standing committee's responsibilities;

6.2 Ad hoc committees of the SRA shall:

6.2.1 Adhere in general to the same regulations as standing committees;

6.2.2 Not be bound to the same requirements as standing committees in regards to meeting or reporting frequency, membership or chair selection, and chair responsibilities or remuneration;

6.2.3 Adhere specifically to terms of reference, to be set by the SRA;

6.2.4 Cease to function once they have completed their mandate;

6.2.5 Cease to function, whether they have completed their mandate or not, at the end of the SRA's term of office; ad hoc committees may be re-struck with identical terms of reference by the subsequent SRA

The committee will consist one chair and four SRA members at large. The membership size of this committee is intended to be small to ensure that the committee can get together frequently and the does not contradict the original intention of the committee (to not dilute responsibility across the entire SRA).

Proposed Motion

Moved by _____, seconded by _____ that the SRA strike an Ad Hoc Committee on MSU Officer Supervision.

Appendix A – Precedence of Ad-Hoc Oversight Committee of Officer’s Performance

The following is the commentary provided in the Minutes of SRA 06D (June 11, 2006).

Ad-Hoc Committee on Board of Directors Board Performance

Moved by Dowell, seconded by Jones that the SRA form an ad-hoc committee on Board of Directors job performance.

Discussion

Dowell – We took this committee to the Executive Board for approval on the recommendation from past Board of Directors. It is the SRA’s responsibility to supervise the Board, and this is a proposed way to make the Board of Directors more efficient. I received no questions from the assembly about this committee prior to this meeting.

Jones – It is every SRA member’s responsibility to make sure that the Board of Directors are following the duties that are outlined in their job descriptions. The formation of this committee will increase communication, as the committee will recognize when things are not getting done. The committee will be a better way for SRA members to bring forth issues with the Board of Directors.

Kayani – Why wasn’t a general MSU member considered to be on the ad-hoc committee?

Dowell – The motion can be amended to add a general MSU member. I did not receive that suggestion prior to the meeting.

Amendment

Moved by Kayani, seconded by Lawlor that the SRA form an ad-hoc committee on Board of Directors job performance, including one (1) Chair, three (3) SRA members, and one (1) general MSU member.

Discussion

Kayani – The ad-hoc committee will affect general MSU members, so it is important to add one general MSU member to the committee to keep the SRA members in check.

Lawlor – As SRA members, we can get used to our way of doing things. General MSU members can notice things that we may not.

Vote on Amendment

In favour: 17 Opposed: 0 Abstain: 4
Abstain: Popham, Mitchell, Moran, Machèn
Motion Passes

Discussion on Main Motion

Kasmani – We spent a lot of time discussing this at the Executive Board. It should be the general duty of the SRA to oversee the job performance of the Board of Directors – this committee will make it more efficient. The committee will also help to avoid problem that have occurred in the past few years. The SRA members are still required to keep the Board of Directors accountable if there is a committee formed, or not.

S. Mitchell – I cede my seat to Joey Coleman.

Coleman – The reports coming from the ad-hoc committee need to be unanimous. I am glad to see a proposal for this committee coming forward. It was disappointing to see that there was no MSU representation at the Board of Governors meeting when the tuition issue was being discussed. Hopefully, this committee will be able to catch things before they happen in the future.

Park – It is the responsibility of the entire SRA to oversee the Board of Directors. If this committee is formed, some members of the assembly may feel that they are exempt from monitoring the Board of Directors job performance.

Moonsammy – I see this committee as being redundant. A suggestion would be to make it a short-term ad-hoc committee. The committee could present a template to the SRA of what Board of Directors members will be doing for the year.

Dowell – The purpose of the committee is not exclude SRA members from their duties. We want everyone to participate and report to the committee.

Kayani – Most Board of Directors have been around for some time. New incoming SRA members will not realize that Board members are doing something wrong until the end of the year.

Machèn – Having to report to another committee takes away time from other things. We would then be responsible to report to three different committees.

Kayani – If the previous history was clean, then we wouldn't need to form this committee. It is necessary to have a monitoring system. If the committee procedures become too cumbersome, then we can look to changing them. It is important to set something up initially.

D. Mitchell – I commend Dowell and Jones for doing a great job in putting this proposal together. Maybe there are some duties in my job description that I am overlooking, and I will spend my time where the SRA wants me to spend it. I would expect that we have committed members on committees. Do SRA members have time to commit to this committee?

Amendment

Moved by Dowell, seconded by Wyne to make the following amendments to the Terms of Reference for Ad-Hoc Committee on Board of Director Job Performance:

(1) The Committee Shall: Assign one committee member to be specifically responsible for a respective Board of Directors member. The Chair will be responsible for overseeing the entire Board of Directors.

In favour: 17 Opposed: 0 Abstain: 4

Abstain: Popham, Moran, Mitchell, Machèn

Motion Passes

Moved by Lawlor, seconded by Wyne to call the question.

In favour: 11 Opposed: 8 Abstain: 2

Abstain: Machèn, Moran

Motion Fails

Giwa – An ad-hoc committee would mean that trust would be vested in the committee to recognize problems. Maybe we could look at assigning specific actions to the ad-hoc committee to prevent redundancy.

Sharma – As a new SRA member, it was very hard to vote on the censures of last year's Vice-President (Education), and Vice-President (Finance).

Park – There is a core group among the SRA who are more involved than others. Why don't the people who want the committee just do their duty of monitoring the Board of Directors as an SRA member? The same results will happen either way.

Dowell – One of the committee's functions will be to take what Board of Directors members are doing, and comparing it their job description. The committee would then present to the SRA, so that all members have a better understanding of what is going on. Things would be done more efficiently.

Moved by Lawlor, seconded by Wiegman to call the question.

In favour: 15 Opposed: 2 Abstain: 3

Opposed: Jones, Kasmani

Abstain: D. Mitchell, Machèn, Moran

Motion Passes

Vote on Main Motion

In favour: 13 Opposed: 3 Abstain: 4

Opposed: Moonsammy, Park, Knopp

Abstain: Moran, Popham, Mitchell, Machèn

Motion Passes

RE: SRA BLOG Update Schedule 2011

The Student representative Assembly (SRA) Blog is a useful and necessary method of communication established by the SRA. It is used to update students on the current activity of their representatives as well as issues in the surrounding community which impact student life.

In an effort to utilize the SRA Blog to its fullest potential and to increase accountability within the SRA, I am proposing that the SRA pass a motion securing an **SRA BLOG update schedule**. The purpose of the schedule is to engage each caucus of the SRA to update the blog at least once after each SRA meeting on a rotational basis for the remainder of the term. As a result, the SRA blog would transform into a continual source of recent information for students to consult. Each caucus would have discretion over which details they wish to include in their update. However, it is expected that each update would contain a portion of information concerning the recent SRA meeting.

This schedule is not to deter caucus's or specific SRA members from updating the Blog whenever they feel inclined or when it is not their assigned week to do so. Rather, it is hoped that this schedule will raise awareness about Blog content and encourage caucus's and SRA members to update the blog more frequently throughout the remainder of the term.

It is my sincere belief that through committing to a structured *Update Schedule*, as is done with most other aspects of our organization (for example: caucus updates and committee updates), we can begin to see the SRA Blog become an increasingly relevant information source to students, and by extension an increasingly relevant method of communication for the McMaster Students Union as a whole.

This proposal is most certainly open to commentary, alterations and criticism. If members feel strongly about any particular aspect of this proposal or the entire proposal itself, please feel free to share your informed opinion, as any feedback is always appreciated.

Sincerely,

Tanya Kuzman
SRA Humanities
By-Laws and Procedures
External Affairs
University Affairs

SRA BLOG: Update Schedule 2011

Prefix: Members may observe the tentative SRA Blog *Update Schedule* below. I would like to direct the assemblies attention to several aspects of the schedule. To begin, the caucuses are listed in alphabetical order, just as they are on the MSU website. I would also like to point out that there are fewer meetings than there are caucuses this term. As a result I have left the Nursing, Science and Social Science caucus's out of this schedule. The reason I have made this decision is simply because these are the last three caucuses appearing in alphabetical order. That being said, if any member feels strongly about the absence of one or all three of these caucuses from the schedule, they are free to communicate any alterations they feel are appropriate. I would like to reiterate however, that this schedule is meant to raise awareness about SRA blog content and hopefully encourage caucus members to update the blog more frequently for the remainder of the term (regardless of whether or not they have been officially listed here). Thank you.

SRA BLOG: UPDATE SCHEDULE 2011

SRA MEETING	CAUCUS	Blog Update Timeline
January 9 2011	Arts and Science	Update SRA Blog before January 23 2011
January 23 2011	Commerce	Update SRA Blog before February 6 2011
February 6 2011	Engineering	Update SRA Blog before February 27 2011
February 27th 2011	Health Science	Update SRA Blog before March 13 2011
March 13 2011	Humanities	Update SRA Blog before March 27 2011
March 27 2011	Kinesiology	Update SRA Blog before April 3 2011



McMaster Students Union Notice of Motion

DATE: December 22, 2010
TO: Student Representative Assembly
FROM: Victoria Scott, Administrative Assistant
RE: **NOTICE OF MOTION**

The following motions will be discussed at the SRA meeting scheduled for Sunday January 9, 2010 (SRA 10K):

1. **Moved** by Bauman to approve the changes to BYLAW 1 - DEFINITIONS as circulated and attached.
2. **Moved** by Bauman, that the SRA approve the changes to BYLAW 10/A - ELECTORAL PROCEDURES as circulated and attached.

BYLAW 1 – Definitions

PURPOSE

To define terms found throughout the Constitution, bylaws, and operating policies of the MSU.

DEFINITIONS

Abstention:	When a voting member of a body chooses not to cast a vote.
Academic Division:	A faculty, school, department, programme, or other formal group of undergraduate students.
Academic Year:	From the first day of classes in September to April 30.
Accounting Department:	The MSU department through which receivables, payables, payroll and other accounting functions are administered.
Accounting Procedures Manual:	The accounting procedures to be followed by all MSU departments.
Ad Hoc Committee:	A committee appointed to carry out a specified task which ceases to exist upon the completion of the task or the end of its parent body's term of office.
Assembly, The:	All voting members of the Student Representative Assembly, excluding vacancies.
Assembly Present:	Voting members of the SRA present at a meeting.
Budget Category:	All budgets have named and numbered categories. These are on record in the MSU General Offices.
By-election:	An election called specifically to fill vacancies in elected office.
CFMU Radio Incorporated:	A corporation without share capital that holds the license for CFMU-FM and whose full membership is the Student Representative Assembly. A co-operative relationship exists between CFMU Radio Incorporated and McMaster Students Union Incorporated, two separately incorporated entities

within the Province of Ontario. Unless explicitly stated otherwise, by CFMU bylaws or operating policies or by explicit directive of the CFMU Board of Directors, CFMU Incorporated will be subject to all terms, conditions and covenants within the bylaws and operating policies of the McMaster Students Union.

Closed Session:	Shell refer to "Executive Session" as defined in the current edition of Robert's Rules of Order, Newly Revised.
Clubs:	Those clubs and societies that have been recognized by the MSU pursuant to the procedures set out in the Clubs Operating Policy approved by the SRA.
Conflict of Interest:	Members of MSU boards or committees, when discussing policies or other recommendations affecting organizations with which they are affiliated, shall declare a conflict of interest. The member may participate in the board or committee's discussions, but shall not cast a vote.
Consecutive Meetings:	Two or more successive meetings of the same body.
Corporation, The:	McMaster Students Union Incorporated, a corporation without share capital, whose full membership consists of the Student Representative Assembly.
Days:	For the purpose of notice requirements, days shall refer to regular calendar days.
Days, Business:	Regular Monday to Friday working days, with the exception of statutory holidays and other periods of official MSU office closings.
Days, Exam:	Those days inclusive of the first and last days of regularly scheduled examinations.
Days, School:	Days of the academic year during which classes are scheduled.
Departments:	The administrative divisions within the MSU, including services and operations as defined in Operating Policy 1 - Services, the committees of the MSU, and Central Support Services.
Elections:	A selection process to fill one or more positions. An election begins at the opening of nominations and closes with the final announcement of the successful

	party or parties. An election is not considered final so long as an extension of the polling period, a recount, or an appeal is possible.
Emergency Meetings:	Meetings called for the purpose of handling matters of urgency and importance, which cannot be delayed until a meeting for which proper notice has been served.
Ex-officio Member:	See " <u>Official</u> Observer".
Full Assembly:	For voting purposes, all the voting members of the Assembly (excluding vacancies).
General Assembly:	A meeting of the MSU membership.
Human Rights Requirements:	Conditions that must be met in order to comply with the Canadian Charter of Rights and Freedoms.
<u>Keys:</u>	<u>Any method to enter a physical space with restricted access. This can be a physical key, swipe card, punch code, etc. Keys will be maintained and distributed by the Administrative Assistant or individual department managers.</u>
Letters Patent:	The formal Charters of Incorporation for McMaster Students Union Incorporated and CFMU Radio Incorporated.
Majority:	Greater than 50% of the votes cast.
MSU Alumni Association (MSUAA):	An affinity branch of the McMaster Alumni Association, established in 1986.
<u>MSU Space:</u>	<u>Any space operated by the MSU</u>
Notice:	A required notification period preceding an event to allow preparations to be made.
<u>Official</u> Observer:	A member of a body granted speaking privileges but not voting rights.
Quorum:	The number of members needed to hold a duly constituted meeting. Fifty per cent of voting members (excluding vacancies and leaves of absence) will constitute quorum, unless otherwise required by the Constitution or a bylaw.
Recall:	The process through which an elected or ratified official is removed from his or her position.
Services:	The administrative divisions within the MSU, including those defined in Operating Policy 1 – Services, the Committees of the MSU, and Central Support Services.
Standing Committee:	A committee that is struck automatically every year

because its function carries over every year.

Summer Period:

May 1 to the first day of classes in September.

Terms of Reference:

Conditions under which a particular body is established.

Treasurer:

The Vice-President (Finance) shall act as the Corporate Treasurer and Chief Financial Officer of the McMaster Students Union Incorporated as defined in the Constitution and in the MSU corporate bylaws.

Vice-President:

When not otherwise qualified, refers to the Vice-President (Administration).

Year:

Unless otherwise specified, an academic year.

BYLAW 10/A – ELECTORAL PROCEDURE

1. PURPOSE

- 1.1 To define the procedures according to which MSU elections and referenda are to be administered

2. PROCLAMATION

- 2.1 The CRO, on behalf of the Elections Committee, shall issue a proclamation through available campus media at the discretion of the committee, not later than the day nominations are open, indicating:
 - 2.1.1 The place and time fixed for the nomination of candidates in the case of an election;
 - 2.1.2 The general nature on the issue pertaining in a referendum and the time and place fixed for sign-up of official referendum side representatives;
 - 2.1.3 The day (s) on which the poll is to be held;
 - 2.1.4 Any additional information deemed appropriate by the Elections Committee

3. CANDIDATE NOMINATION & SIDE REGISTRATION PROCEDURES

- 3.1 Nomination forms must be signed by the nominee and fifteen (15) members in good standing with the MSU, from the applicable constituency
 - 3.1.1 Constituency for a First Year Council election shall consist of all MSU members registered in Level ~~One~~ I of their program of study

REASON FOR CHANGE

To be consistent with what we have in our upcoming Style Guide, we specify that level designations are to be in roman numerals (IV instead of Four or 4).

- 3.1.2 Constituency for an SRA election shall consist of MSU members from within the same academic division as the candidate
- 3.1.3 Constituency for a Presidential election shall consist of all MSU members
- 3.2 Eligible nominees shall submit nomination forms to the Returning Officers, who shall validate the signatures of the nominators. Members of the Elections Committee shall assist in the validation of signatures at the discretion of the Returning Officers
 - 3.2.1 Any candidate whose nomination form is complete, but does not meet the validation requirements shall be given one (1) school day after the close of nominations to amend and resubmit the nomination form for final validation.

REASON FOR CHANGE

The Returning Officers expressed concern over section 3.2.1 being abused – candidates would turn in nomination forms half completed, and then be given an extra day to complete the form. Validating signatures is time consuming for both the ROs and the front desk staff; we should make a concerted effort that nomination forms be as complete as possible when they are turned in.

- 3.2.2 The content of nomination forms shall be treated as information privileged to the Returning Officers, Elections Committee members designated by the Returning Officers, and the Administrative Assistant until the finalized list of valid candidates has been posted.
- 3.3 Nomination forms and deposits, and side registrations, shall be accepted through the MSU Main Office for a period of at least five (5) school days for by-elections and referenda held concurrent to by-elections, and ten (10) school days for all other elections and referenda.
 - 3.3.1 If the number of valid nomination forms submitted is fewer than or equal to the number of available positions, the CRO shall declare all nominees duly elected by acclamation.
 - 3.3.2 Nominations for any remaining seats shall be re-opened for a period of up to five (5) school days.
- 3.4 A candidate may withdraw at any time after nomination and prior to the opening of polls by delivering to the Returning Officers written notice of their decision to withdraw.
 - 3.4.1 If after the withdrawal, there remain a number of candidates equal to or less than the number of elected positions available, the CRO shall declare the remaining candidate(s) duly elected by acclamation.
 - 3.4.2 If a candidate withdraws after ballots have already been printed, notice of the candidate's withdrawal shall be posted at all appropriate polls by the Returning Officers.

4. GRANT OF POLL

- 4.1 If the number of candidates nominated exceeds the number of elected positions available, the CRO shall grant a poll for the taking of votes
- 4.2 The CRO shall issue a Notice of Poll ~~via e-mail to all eligible voters~~ declaring the link to the polls (if applicable), location of poll stations, dates, and times of poll at least three (3) schools days prior to the first polling day.

REASON FOR CHANGE

We currently in negotiations with UTS to obtain email addresses for all MSU students. UTS can send out an email to all students, but that is not the most reliable method in disseminating information. In the interim, posters will be sufficient. The ROs have stated that a reminder that polling is occurring can go out DURING polling times, which is something they have done.

5. PREPARATION OF BALLOTS

- 5.1 The Elections Committee shall determine the type of ballot most suitable to each election or referendum.
 - 5.1.1 This includes, but is not limited to paper or online balloting, or single transferable vote or plurality ballots.

REASON FOR CHANGE

It was suggested that the bylaw be more clear as to where the decision for paper vs. online balloting can be made.

Thus, the addition of section 5.1.1.

For example, the ROs have had discussions with UTS, and they are unable to give us the option of voting by plurality (which is needed for SRA General Elections), and so that election needs to be run on paper ballots. This ensures that there is no confusion in where the decision for paper or online balloting can be made.

5.2 Each ballot shall state the name of the office for which the election is being held and shall provide appropriate instructions.

5.2.1 In elections in which a single transferable vote system is employed, ballots shall allow voters to indicate their candidate preferences sequentially.

5.2.2 In elections in which the plurality system is employed, ballots shall state the number of candidates for which the elector may vote.

5.3 The names of the candidates shall be shown alphabetically by surname on the ballot. The given name, (as submitted on the nomination papers), shall follow the surname. In cases where a discrepancy exists between the Registrar's records and the submitted names for a candidate, the CRO will use discretion in deciding which name shall appear on the ballot.

~~5.4 Referendum ballots may contain a preface, but must contain the operative referendum question(s) and an area for a yes, no, or abstention response.~~

REASON FOR CHANGE

Section 5.4 conflicts with BYLAW 10 – ELECTIONS Section 7.1 where it states "In elections for the office of MSU President, elections for the MSU First Year Council, or referenda in which the ballot offers more than two (2) options, a single transferable vote system shall be employed for the counting of ballots."

As section 5.4 is in conflict with the section in BYLAW 10 (which discusses Voting Systems in its entirety), I do not see a need to discuss referendum ballots specifically in this section. We can add the issue of a preface into 10 – Section 7.1 if needed.

Furthermore, not all referendum questions will be phrased as yes/no/abstain. By removing this, we are ensuring that no matter how the question is phrased, it will not be breaking the requirements set out in the bylaw.

6. PREPARATION OF THE POLLS

6.1 There shall be at least ~~two (2)~~ one (1) polling stations on campus.

REASON FOR CHANGE

It was brought to my attention that Section 6.1 seems a little excessive if there is only one election being run. For example, in the Soc Sci October by-election, two polling stations had to be set up, even though there was only one seat available. By changing the requirements to a MINIMUM of one polling station, it allows for the ROs to add more polling stations if needed.

6.2 ~~In the event of online polling, at least one (1) hyperlink to the polls must be displayed on the McMaster Students Union website homepage for the duration of polling.~~

~~Poll Clerks shall report to the MSU Main Office, or another place designated by the Returning Officers, thirty (30) minutes before the polls are scheduled to open.~~

REASON FOR CHANGE

When a poll clerk reports for work does not belong in a bylaw. They are hired by the DRO, and therefore we should

allow the time designation to be administered by their supervisor. All subsequent numbering in Section 6 have been changed.

- 6.3 Poll Clerks shall, before opening the polling station on campus, remove all campaign material from within sight of the polling station.
- 6.4 Written instructions regarding voting procedures shall be posted in a visible location at all polling stations on campus.
- 6.5 Prior to the opening of polls, poll clerks shall be supplied with all the necessary materials by the Returning Officers. Upon receipt, the poll clerks shall be responsible for the security and proper use of election materials, until they are returned to the Returning Officers at the designated time and place.

WHY THIS IS NOT CHANGING

While the time a poll clerk does not belong in the bylaw, we need to ensure that the poll clerk is accountable for the materials provided. By codifying that the poll clerks are responsible for the elections material, we ensure that this duty is not overlooked in the Election Rules, or job description.

- 6.6 Each candidate or referendum side may appoint one (1) scrutineer to observe the balloting procedure at each poll on campus. Nominations for scrutineers must be submitted to the Returning Officers two (2) business days prior to the opening of polls and must receive written certification by the CRO.

~~6.6.1 The absence of a scrutineer shall not invalidate any procedure of an election or referendum.~~

REASON FOR CHANGE

The absence of a scrutineer has been moved to Section 8.1.1 (under balloting procedures).

7. PROCEDURE AT THE POLL

- 7.1 In order for a polling station on campus to be open, there must be two poll clerks in attendance.
- 7.2 Poll Clerks shall not provide instructions to voters regarding voting procedures or who to vote for. All inquiries shall be directed towards the written instructions provided and/or the Returning Officers.
- 7.3 Poll Clerks shall not discuss any matter pertaining to an election or referendum with anyone except the Returning Officers.
- 7.4 Candidates are not to be seen or heard at any polling station on campus other than for the purpose of casting their own ballot.
- 7.5 No more than one (1) scrutineer per candidate or referendum side shall be permitted to remain at the poll on campus at any one time while the poll remains open.

~~Complaints from a scrutineer must be submitted in writing to the Elections Committee prior to the counting of ballots~~

- 7.5.1 Should the scrutineer contravene any election rule, ~~the poll clerk shall confiscate the scrutineer's certification and forward it to the Returning Officers~~ the Returning Officers shall confiscate the scrutineer's certification.

REASON FOR CHANGE

These two sections are contradicting other sections of 10/A (8.1.1 and 8.2.2). The deadline for complaints from EVERYONE is decided by the Elections Committee and outlined in their rules. Generally, it is before the close of polls. With the bylaw stating "prior to the counting of ballots," we are undermining the Elections Rules. We should leave it in the rules for the EC to decide when the complaints should be received by. Secondly, the poll clerk should NOT have the power to confiscate a scrutineer's certification. This is the responsibility of the ROs.

- 7.6 A differently abled voter shall indicate his or her preference to one of the poll clerks and the ballot shall be so marked.
- 7.7 If by any reason of emergency, a polling station does not open at the designated hour, or voting is interrupted during operation, the CRO shall extend polling hours or open the polling station on the following business day until a fair opportunity has been given for all eligible electors to vote.

In the case of online polling:

- 7.7.1 If any constraints prohibit online voting, the elections will move to paper balloting at the earliest time possible.

- 7.8 The Elections Committee will make a technical complaint form available on-line and at the MSU front desk. All concerns regarding the electronic voting system must be made through this form. ~~The Elections Committee will meeting within twenty four (24) hours after receiving the complaint. The Returning Officers will make a decision within twenty four (24) hours after receiving the complaint.~~ Any decisions must be conveyed to eligible voters within twelve (12) hours of making the decision.
- 7.8.1 All decisions made by the Returning Officers regarding technical complaints shall be subject to ratification by the Elections Committee.

REASON FOR CHANGE

Expecting the Elections Committee to be able to reach quorum within 24 hours of every complaint being received is an outlandish expectation. Many of the technical issues that may arise, such as a specific person not being able to access MacVote, do not require the entire Elections Committee to come together and make a decision. The majority of problems will involve the ROs dealing with UTS. However, having the EC ratify the decisions ensures that the majority of the Committee agrees with the decisions being made by the ROs.

- 7.9 In the event of a security breach, the Elections Committee must obtain a two-thirds affirmative vote for the election and/or referendum to ~~continue~~ be invalidated.

REASON FOR CHANGE

We generally speak in terms of invalidating, not in terms of whether to continue with an election. The term "invalidate" better represents the point Section 7.9.

8. **BALLOT COUNTING REPORT PROCEDURES**

REASON FOR CHANGE

"Ballot Report" can also refer to the report of the ballots if they have been physically counted. It is a better term for speaking about both the report that UTS provides to us, as well as if physical ballots are to be counted.

- 8.1 Each candidate may appoint one (1) scrutineer to oversee the ballot report approval for an SRA or FYC election, or up to three (3) scrutineers to oversee the ballot report approval for a Presidential election. Each referendum side may appoint up to three (3) scrutineers to oversee the ballot report approval. ~~Nominations for scrutineers must be submitted to the Returning Officers two (2) business days prior to the opening of polls and must receive written certification by the CRO.~~

~~Complaints from a scrutineer must be submitted in writing to the Elections Committee during the Appeals Period.~~

~~Should the scrutineer contravene any election rule, the Returning Officers shall confiscate the scrutineer's certification.~~

- 8.1.1 The absence of a scrutineer shall not invalidate any procedure of an election or referendum.

REASON FOR CHANGE

Section 8.1 – FYC wasn't included, and they are allowed to have scrutineers.

As previously mentioned, the Election Rules state by when complaints are received, so I have removed it from this section as well.

The sections that have been removed have been addressed in earlier, more appropriate sections of the bylaw.

Nominations of scrutineers are addressed under Section 6 (Preparation of the Polls), and confiscating certification is addressed under Section 7 (Procedure at the Polls)

The absence of a scrutineer during balloting makes more sense in Section 8 rather than where it was in Section 6 (Preparation of the Polls)

- 8.2 Only members of the Elections Committee, (including official observers of the Elections Committee who are not in a conflict of interest), and scrutineers may be present during the ballot report approval. Entry and exit shall be restricted.

REASON FOR CHANGE

"Official observer" is the terminology we have been using in our other documents, and this section applies to the "official observers" of the EC

- 8.3 The ballot report shall be approved and the results posted within forty-eight (48) hours of the close of the polls. If this is not possible as a result of extenuating circumstances, the CRO shall extend the period to such a time as a quorate Elections Committee meeting can be held.
- 8.4 In the case of a candidate declining his or her elected position within three (3) business days of the announcement of electoral results, the ballots shall be recounted and the declining candidate's name shall not be read.
- 8.5 In the event of a tie in an election or referendum, the poll(s) shall be extended for one (1) additional day to be scheduled two (2) school days following the last day of polling. The extension shall apply

only to referenda, the two leading Presidential candidates, or those candidates who are tied for the last SRA seat in an academic division.

9. PAPER BALLOTING

- 9.1 The sections of BYLAW 10/A – ELECTORAL PROCEDURE specifically pertaining to online voting procedures will be inoperative in an election or referendum where the Elections Committee has decided to use paper balloting.

REASON FOR CHANGE

By moving the previous 9.1.3 section to 9.1, it makes for an easier flow of information. The first thing under "paper balloting" SHOULD be that anything referring to online voting is irrelevant. All subsequent numbers have been changed.

- 9.2 If the Elections Committee decides that online voting has been compromised:
- 9.2.1 The Elections Committee must decide whether to invalidate the election and proceed with paper balloting beginning at nomination period or to continue with the election cycle with a notice of poll for paper balloting
- 9.2.2 The decision must be disseminated ~~via e-mail~~ to all eligible voters within twelve (12) hours. ~~This e-mail will also outline the voting procedure.~~
- ~~9.2.3 The areas specifically referring to online voting procedures in BYLAW 10A – ELECTORAL PROCEDURE are no longer binding for that election cycle.~~

REASON FOR CHANGE

Section 9.2.2 – If online voting has been compromised, there is no guarantee that we will be able to send out a mass email. What if the server is down? By removing the qualification of a mass email being sent out, we are ensuring that the bylaw is not broken in the case of crazy technological issues.

- 9.3 All ballots for election to the same office shall be of the same description and as nearly alike as possible. Ballots for election to different offices shall be issued in groups of fifty (50) in numbered and sealed envelopes.
- 9.4 There shall be at least one (1) polling station per electoral constituency in the case of SRA elections. In the case of Presidential elections of referenda, the number of polls shall not be less than the maximum number granted in an SRA General Election.
- 9.5 Each poll shall be supplied with one (1) ballot box per election or referendum.
- 9.5.1 Each ballot box shall be made of durable material and constructed so that ballots can be deposited therein but cannot be withdrawn without unlocking or otherwise disrupting the integrity of the ballot box.
- 9.6 When an elector declines to accept the ballot, the poll clerks shall write, "Declined" on the ballot and place it in the ballot box.
- 9.7 All eligible electors in line when the polling station is scheduled to close shall be permitted to vote.

- 9.8 For the period between the closing of the polls and the counting of ballots, the ballot boxes shall be taken by the Returning Officers, Poll Clerks, and scrutineers to be stored in the McMaster Security Office or another secure area as designated by the Elections Committee. Under extenuating circumstances, the CRO may make this decision on behalf of the Elections Committee.
- 9.9 Ballot boxes shall be inspected by the Elections Committee prior to the counting of ballots. The Committee shall ensure that all seals are intact and that the ballot box number corresponds to the recorded issue number.

10. APPEAL PROCEDURES

- 10.1 Any decisions of the Elections Committee may be appealed. Notice and grounds for appeal shall be submitted in writing to the Returning Officers no later than 4:30 ~~pm~~ ~~p.m.~~, five (5) business days after the Committee's ruling.

REASON FOR CHANGE

To be consistent with our upcoming Style Guide, we have decided that stating time we will use "am" and "pm" as opposed to "a.m." and "p.m." Section 10.3 has also been changed.

- 10.2 The Elections Committee shall first reconsider its initial decision. If the complaint is not satisfactorily resolved, notice of intent to proceed with the appeal must be received in writing by the Returning Officers within five (5) business days of the Committee's ruling. The Electoral Appeals Board shall then consider the case and its decision to be final.
- 10.3 Appeals for a recount must be received in writing by the Returning Officers by 4:30 ~~pm~~ ~~p.m.~~ two (2) business days after the initial counting of ballots.
- 10.4 Immediately after the resolution of all pending appeals, the CRO shall proclaim the successful candidate(s) duly elected.

Operating Policy 1.6.1 – MACycle Co-op

1. PURPOSE

1.1 To educate and inform the McMaster community about issues related to cycling as an alternative mode of transportation and to provide a resource, repair, parts, and maintenance co-operative centre for commuting and recreational cyclists. MACycle Co-op shall operate as a zero-cost centre under the MSU.

2. SERVICES

2.1 To best serve the needs of commuter and recreational cyclists, as well as providing incentives and skills to learn about bicycle repair, the MACycle Co-op shall focus on but is not limited to the following services:

- 2.1.1 Repair and Maintenance services;
- 2.1.2 Sales;
- 2.1.3 Seminars and Skills programs.

~~2.2.1 Repair bicycles for a fee; of Macycle members~~

2.2 As a full-service bicycle repair and maintenance shop, MACycle Co-op shall:

- 2.2.1 Provide a wide array of tools and stands for bicycle repairs, including cleaning and lubrication materials to users who choose to do their own repairs;
- 2.2.2 Provide technical support, pamphlets, repair guides, and electronic media designed to assist cyclists with their own repairs and maintenance;

~~2.2.4 Provide bicycle engraving and registration.~~

2.3 As a depot, MACycle Co-op shall:

- 2.3.1 Sell used and repaired bicycles;
- 2.3.2 Sell new, used, and refurbished basic parts to cyclists such as but not limited to, brake and derailleur cable and housing, inner tubes, as well as rear and front lights ~~as well as bicycle locks~~ on a cost recovery basis;
- 2.3.3 Accept donated bicycles from community members and the City of Hamilton.

2.4 As a resource centre, MACycle Co-op shall:

- 2.4.1 Provide basic and advanced workshops facilitated by technical staff and focusing on each system of the bicycle on a rotating basis;
- 2.4.2 Provide a "crash-course" in bicycle repair at least once per term;
- ~~2.4.3 Provide skills and training programs to local high school students with hands-on teaching with bicycles in need of repair. Bicycles repaired by these students shall be to members of the McMaster community.~~

3. PERSONNEL STRUCTURE

~~3.1 MACycle Co-op shall consist of:~~

- ~~3.1.1 The Director, hired by and responsible to the Executive Board through the Vice President (Administration);~~
- ~~3.1.2 The Shop, Business, and Programs Coordinator, selected by and responsible to the Director;~~
- ~~3.1.3 Volunteers, selected by and responsible to the Director and the Coordinators.~~

~~3.1 The MACycle Co-op Director, who shall:~~

- ~~3.1.1 Perform duties outlined in the MACycle Co-op Director job description;~~
- ~~3.1.2 Ensure that OPERATING POLICY 1 – Services, OPERATING POLICY 1.6.1 – MACycle Co-op, and OPERATING POLICY 1.6 –Environmental Sustainability is upheld;~~

- 3.1.3 Be hired by a hiring committee struck by the Executive Board which shall consist of:
 - 3.1.3.1 The outgoing Director;
 - 3.1.3.2 The Vice-President (Administration);
 - 3.1.3.3 One (1) Executive Board Member
- 3.2 The Shop Coordinator, who shall:
 - 3.2.1 Be responsible for developing and maintaining an organized tool and parts shop plan;
 - 3.2.2 Perform duties outlined in the Shop Coordinator job description;
 - 3.2.3 Be selected by the Director through an application and interview process
- 3.3 The Business Coordinator, who shall:
 - 3.3.1 Be responsible for the financial transaction, as well as maintaining sales information and point of sales transactions;
 - 3.3.2 Perform duties outlined in the Business Coordinator job description;
 - 3.3.3 Be selected by the Director through an application and interview process
- 3.4 The Programs Coordinator, who shall:
 - 3.4.1 Be responsible for recruiting volunteers as well as developing volunteer initiatives and incentives;
 - 3.4.2 Perform duties outlined in the Programs Coordinator job description;
 - 3.4.3 Be selected by the Director through an application and interview process
- 3.5 The MACycle Co-op Volunteers, who shall consist of:
 - 3.5.1 Technical Support Volunteers;
 - 3.5.2 Promotions Coordinator.
- 3.6 Technical Support volunteers shall:
 - 3.6.1 Staff the repair shop during his/her shift;
 - 3.6.2 Assist students with repairs or performing full service repairs for a TBD fee when requested;
 - 3.6.3 Sell memberships and parts;
 - 3.6.4 Set up a schedule of repair for bicycles left for full service;
 - 3.6.5 Be selected by and responsible to the Director and the Coordinators

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4. PERSONNEL SELECTION

- ~~4.1 The Director, who shall be hired by a hiring committee struck by the Executive Board which shall consist of:~~
 - ~~4.1.1 The outgoing Director;~~
 - ~~4.1.2 The Vice President (Administration);~~
 - ~~4.1.3 One (1) Executive Board member.~~
- ~~4.2 The Shop, Business, and Programs Coordinator's, who shall be selected by the Director through an application and interview process;~~
- ~~4.3 The volunteers, who shall be selected by the Director in conjunction with the Coordinators, through an application and interview process.~~

45. EXECUTIVE COMMITTEE

- ~~45.1 The MACycle Co-op Executive shall consist of:~~
 - ~~45.1.1 The Director;~~
 - ~~45.1.2 The Coordinator;~~
 - ~~45.1.3 Volunteers.~~

~~4.5.2~~ The Executive shall:

~~4.5.2.1~~ Meet weekly;

~~4.5.2.2~~ Be responsible for the preparation and presentation of the annual budget to the Vice-President (Finance);

~~4.5.2.3~~ Strike a selection committee for the purpose of selecting volunteers;

~~4.5.2.4~~ Assist the Director with the year plan, mid-year report, and year-end report;

~~4.5.2.5~~ Act as a disciplinary authority when disciplining volunteers.

6. DIRECTOR

~~6.1~~ The MACycle Co-op Director shall:

~~6.1.1~~ Oversee the day-to-day operations of MACycle Co-op;

~~6.1.2~~ Perform duties outlined in the MACycle Co-op Director job description;

~~6.1.3~~ Ensure that OPERATING POLICY 1 – SERVICES, OPERATING POLICY 1.6.1 – MACYCLE CO-OP, and OPERATING POLICY 1.6 – ENVIRONMENTAL SUSTAINABILITY is upheld;

~~6.1.4~~ Prepare a year plan, mid-year report, and year-end report and present it to the SRA;

~~6.1.5~~ Participate in transition with the outgoing Director and prepare transition for the incoming Director.

7. SHOP COORDINATOR

~~7.1~~ The Shop Coordinator shall:

~~7.1.1~~ Be responsible for developing and maintaining an organized tool and parts shop plan;

~~7.1.2~~ Perform duties outlined in the Shop Coordinator job description;

~~7.1.3~~ Prepare monthly shop use reports, mid-year reports, and year-end reports for the Director;

~~7.1.4~~ Participate in transition with the outgoing Coordinator and prepare transition for the incoming Coordinator.

8. BUSINESS COORDINATOR

~~8.1~~ The Business Coordinator shall:

~~8.1.1~~ Be responsible for the financial transaction, as well as maintaining sales information and point of sales transactions;

~~8.1.2~~ Perform duties outlined in the Business Coordinator job description;

~~8.1.3~~ Prepare a mid-year report and year-end report for the Director;

~~8.1.4~~ Participate in transition with the outgoing Coordinator and prepare transition for the incoming Coordinator.

9. PROGRAMS COORDINATOR

~~9.1~~ The Programs Coordinator shall:

~~9.1.1~~ Be responsible for recruiting volunteers as well as developing volunteer initiatives and incentives;

~~9.1.2~~ Perform duties outlined in the Programs Coordinator job description;

~~9.1.3~~ Prepare a mid-year report and year-end report for the Director;

~~9.1.4~~ Participate in transition with the outgoing Coordinator and prepare transition for the incoming Coordinator.

10. VOLUNTEERS

~~10.1 The MACycle Co-op Volunteers shall consist of:~~

~~10.1.1 Technical Support Volunteers;~~

~~10.1.2 Grants Coordinator;~~

~~10.1.3 Promotions Coordinator.~~

~~10.2 Technical Support volunteers shall:~~

~~10.2.1 Staff the repair shop during his/her shift;~~

~~10.2.2 Assist students with repairs or performing full service repairs for a TBD fee when requested;~~

~~10.2.3 Sell memberships and parts;~~

~~10.2.4 Set up a schedule of repair for bicycles left for full service;~~

~~10.2.5 Assist in the training of high school volunteers for the bicycle rebuild program.~~

511. DISCIPLINARY PROCEDURES

~~511.1~~ Discipline for the Director and Coordinators:

~~511.1.1~~ Refer to OPERATING POLICY 2.1 – EMPLOYMENT DISCIPLINARY PROCEDURES;

~~511.1.2~~ Complaints regarding the Coordinators shall be made to the Director;

~~511.1.3~~ Complaints regarding the Director shall be made to the Vice-President (Administration);

~~511.2~~ Appeals:

~~511.2.1~~ Probation, suspension, and dismissal may be appealed to the Executive committee. The Executive Board must ratify recommendations of the Executive committee.

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Operating Policy 1.7 – Food & Beverage Services

1. PURPOSE

- 1.1 The Food and Beverage policy shall set the parameters of MSU Food and Beverage operations. Food and Beverage operations are those services that focus specifically on the sale of consumable goods, whether in a catered or restaurant environment;
- 1.2 The purpose is to offer value priced food and beverages to the McMaster community while ensuring net revenue to the organization.

2. OPERATING PARAMETERS

- 2.1 All Food & Beverage services shall have an operating policy and shall operate under the parameters set down in those documents, subject to the direction of the SRA and the Executive Board;
- 2.2 All Food & Beverage services shall operate under the supervision of the Food & Beverage Manager as outlined in each service's Operating Policy;
- 2.3 All business transactions and accounting of Food & Beverage operations shall be administered through the Accounting Department;
- 2.4 Hours of operation shall be set by the Executive Board through consultation with the Food & Beverage Manager and General Manager;
- 2.5 The Food & Beverage Services, ~~in whole are in part of the McMaster Students Union~~ shall include, but not be limited to, the following:
 - 2.5.1 The Union Market;
 - 2.5.2 Twelve Eighty;
 - 2.5.3 Central Liquor Facilities.

3. PERSONNEL STRUCTURE

- 3.1 The Food & Beverage Manager, who shall:
 - 3.1.1 Be responsible for the financial viability and general operation of all Food & Beverage services of the MSU;
 - 3.1.2 Perform duties outlined in the Food & Beverage Manager job description;
 - 3.1.3 Be hired by and responsible to the Board of Directors through the General Manager.

Operating Policy 1.7.1 – Central Liquor Facilities

1. PURPOSE

- 1.1 To provide security and bar services to MSU Clubs and organizations in available rooms, excluding Twelve Eighty, in accordance with McMaster University's Canteen license.

2. OPERATING PARAMETERS

- 2.1 Central Liquor Facilities (CLF) shall operate at a break-even level;
- 2.2 No Central Liquor Facilities staff member shall wear his/her staff ~~shirt~~ shirt unless they are on duty;
- 2.3 Central Liquor Facilities shall ensure that clubs and organizations abide by all bylaws and regulations pertaining to licensed premises in Ontario.

3. PERSONNEL STRUCTURE

- 3.1 The Food & Beverage Manager, who shall:
 - 3.1.1 Be responsible for all operations under the Central Liquor Facilities;
 - 3.1.2 Perform duties outlined in the Food & Beverage Manager job description;
 - 3.1.3 Be hired by and responsible to the Board of Directors through the General Manager.
- 3.2 The Service Manager(s), who shall:
 - 3.2.1 Be responsible for staff and supplies;
 - 3.2.2 Perform duties outlined in the Service Manager job description;
 - 3.2.3 Be hired by the Food & Beverage Manager through an application and interview process.
- 3.3 The Security Staff, who shall:
 - 3.3.1 Be responsible for overall security of the premises;
 - 3.3.2 Perform duties outlined in the Security Staff job description;
 - 3.3.3 Be hired by the Food & Beverage Manager and/or Service Managers through an application and interview process.
- 3.4 The Bar Staff, who shall:
 - 3.4.1 Dispense beverages to patrons;
 - 3.4.2 Perform duties outlined in the Bar Staff job description;
 - 3.4.3 Be hired by the Food & Beverage Manager and/or Service Managers through an application and interview process.

Operating Policy 1.8 – Retail Services

1. PURPOSE

- 1.1 The Retail Services policy shall set the parameters of MSU retail stores;
- 1.2 The purpose is to offer valued priced goods and services to the McMaster community while ensuring net revenue to the organization.

2. OPERATING PARAMETERS

- 2.1 All Retail Services have an operating policy and shall operate under the parameters set down in those documents, subject to the direction of the SRA and the Executive Board;
- 2.2 The Retail Services, in whole or in part, of the McMaster Students Union shall include, but not be limited to, the following:
 - 2.2.1 Underground Media & Design;
 - 2.2.2 Undercovers Used Bookstore;
 - 2.2.3 MSU Short Stop – Sports & Nutrition.
- 2.3 While balancing the need to service the student community, opportunities should be explored to maximize profit from external clients;
- 2.4 The hours of operation shall be set by the Executive Board in consultation with the Retail Manager and the General Manager;
- 2.5 ~~Wherever possible p~~Prices should reflect good value;
- 2.6 All Retail services shall operate under the supervision of the Retail Manager as outlined in each services' Operating Policy;
- 2.7 All business transactions and accounting of retail operations shall be administered through the Accounting Department.

3. PERSONNEL STRUCTURE

- 3.1 The Retail Manager, who shall:
 - 3.1.1 Be responsible for the financial viability and general operation of all Retail Service of the MSU;
 - 3.1.2 Perform duties outlined in the Retail Manager job description;
 - 3.1.3 Be hired by and responsible to the Board of Directors through the General Manager.