Federation of Students’ Council Minutes

SLC 1120/1121 (MPR), University of Waterloo

Speaker: Elizabeth O’Sullivan  Secretary: Seneca Velling

ATTENDANCE

The following members were present:

- Wu, Richard
- MacMillan, Kurt
- Richardson, Savannah
- Gerrits, Matthew
- Cadler, Ethan
- Tran, Tomson (AHSUM Representative)
- Chen, Junru*
- Cheng, Linyi*
- Small, Jason*
- Arnold, Katie (EngSoc B Representative)
- Shimoda, Mariko (EngSoc A Representative)
- Baik, Vincent*
- Mirles, Carly (ESS representative)
- Akhtar, Bilal*
- Hou, Yu Chen*
- Hua, Deon*
- Ourchane, Yussef*
- Saleh, Rana
- Lee, Alex (MathSoc representative)
- Easton, Benjamin
- Kocko, Christopher
- Velling, Seneca
- O’Sullivan, Elizabeth
- Richard, Austin (SciSoc representative)
- Cortes, Amandreo
- GBDA Society representative
- Renison University College representative
- SoPhs representative

* remote

The following members were absent:

- ASU representative
- SJUSU representative
- GBDA representative *
• German-Doucet, Jacque
• Mbandi, Joshua *
• Codini, Jack
• Mohan, Andrew

* excused

The following gallery were present and wished to recorded:

• Griffith, Sarah
• Beauchemin, Michael

PRELIMINARIES

CALL TO ORDER

A quorum being present for the conduct of business, Elizabeth O’Sullivan called the meeting to order at 12:51 PM.

APPROVAL OF THE AGENDA

Be it resolved that Council approve the November 18th, 2018 Meeting agenda, as presented.

Secretary Seneca Velling requested an amendment to the agenda to clarify that the Commissioner Policy enclosed was in fact a first reading the policy, in accordance with Procedure 9.

President Richard Wu and Secretary Seneca Velling requested an amendment to the agenda to strike “pending consultation with Director Plante” from proposed amendments to Policy 43, recommended to Council by PPC.

Secretary Seneca Velling and Speaker Elizabeth O’Sullivan requested an amendment to the agenda to include a potential amendment to Council Procedure 9, §F. Classes of Motions, Clause I. Policies, add a new Paragraph X:

"In the event that a policy is both Corporate and Advocacy in nature is shall be styled as a 'Corporate & Advocacy Policy' and shall be held to the standard for Corporate policies unless the question be divided, severing the policy into two portions."

Secretary Seneca Velling notified the Assembly that given renewed expression in the role of Deputy Speaker, he would like to resign from this position in order to allow interested parties to be elected by Council. The Secretary requested the agenda be amendment to include election of the Deputy Speaker.
Vice President Savannah Richardson proposed an amendment to the agenda for Councillor nomination to the vacant Internal Administration Committee seat.

EngSoc B President Katie Arnold requested an amendment to New Business for a discussion item on feedback from Council to the Executives.

**Be it resolved that** the assembly amend the agenda to include the above amendments proposed.

*Secretary Seneca Velling and Speaker Elizabeth O'Sullivan.*

**Motion is considered friendly and adopted**

With no further opposition, the Speaker adopted the agenda.

**ELECTION OF OFFICERS**

In accordance with Council Procedure 9, the Assembly held a special session for the Election of Officers of Council to fill the recently created vacancy in the Deputy Speaker role.

Secretary Seneca Velling informed the Assembly of the responsibilities and duties of the Deputy Speaker to be:

- The Deputy Speaker is the second presiding officer of Council. The Deputy Speaker shall preside whenever the Speaker is unable or unwilling to do so.

- The Deputy Speaker shall be prepared to take on the office of Speaker should a vacancy arise in that office.

- The Deputy Speaker shall assist the Speaker in fulfilling his or her duties.

- The Deputy Speaker shall be the Parliamentarian of Council, to advise the presiding officer and ensure debate is consistent with bylaws, policies, procedures, and parliamentary authority. In this role, the Deputy Speaker shall advise on procedural questions under the governing documents of the Corporation, rule, and precedent as well as preparing and compiling, with the consent of Speaker and assistance of Secretary, documentation of such to be made available to the members of Council. As Parliamentarian, the Deputy Speaker shall be responsible for advanced proficiency with parliamentary authority (RONR 11th Edition).

Council heard nominations for the following candidates for the role:

- Engineering Society A President Mariko Shimoda (self nominated) — Engineering Society A President Shimoda expressed that she loved everyone on Council and wishes to be more involved in Council governance.

- Mathematics Councillor Deon Hua (nominated by Councillor Councillor Yu Chen Hou) — Councillor Deon Hua noted that while this is his first year on Council, he loves learning about Council and the Federation and helping to draft motions. He wishes to use the position to continue to help other members and Councillors work on their motions and support their roles.
• Engineering Councillor Jason Small (nominated by Engineering Society President B Katie Arnold) — Councillor Jason Small noted that he is very knowledgeable about Feds governing documents, and conducts regular and in-depth review of minutes for every meeting. He wishes to see the role expand and continue to support its responsibility as Parliamentarian for Council, and he felt that he would be an asset to governance.

With no further nominations, Council proceeded to a ballot on this question. The Speaker appointed Vice President Savannah Richardson as the Scrutineer and ordered a ballot to be conducted by ranked voting.

**Ballot Results:** Councillor Jason Small wins the ballot for Deputy Speaker.

**Be it resolved that** Council ratifies the results of the ballot for the position of Deputy Speaker of Students’ Council.

*EngSoc B President Katie Arnold and Speaker Elizabeth O’Sullivan.*

**Motion carries** with Councillor Jason Small in abstention.

Councillor Jason Small requests the ballot results. In accordance with Council procedures, Speaker Elizabeth O’Sullivan instructed the Scrutineer to provide the results for the minutes as the Assembly would proceed with debate.

1. First Round — Councillor Jason Small (10), Councillor Deon Hua (8), EngSoc A President Mariko Shimoda (3); After the First Round of ranked ballots, EngSoc A President Mariko Shimoda was eliminated as a contestant.
2. Second Round — Councillor Jason Small (12), Councillor Deon Hua (9);

**Be it resolved that** the ballots be destroyed.

*EngSoc B President Katie Arnold and AHSUM President Tomson Tran.*

**Motion carries** unanimously

**TERRITORIAL ACKNOWLEDGEMENT**

Pursuant to Federation Policy 50, Indigenous Engagement and Inclusivity, the Federation of Students’ Council acknowledges:

The University of Waterloo is on the traditional territory of the Neutral, Anishnaabeg, and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, land promised to the Six Nations, which includes six miles on each side of the Grand River.
CONSENT AGENDA

APPROVAL OF THE MINUTES

Be it resolved that Council approves the minutes of the 21st of October 2018 Meeting, as amended.

Secretary Seneca Velling and Speaker Elizabeth O’Sullivan.

EngSoc B President Katie Arnold clarified the amendments heretofore provided by Councillor Jason Small and herself were included in the version being approved by Council. Secretary Seneca Velling noted this was correct and indicated he had made the corrections requested by EngSoc B President Katie Arnold and was discussing some of the changes requested by Councillor Jason Small with Speaker Elizabeth O’Sullivan.

President Richard Wu requested a clarification or Secretary’s Note be added to the minutes clarifying his statements regarding the website. The Secretary assured the President he was would oblige and in turn requested the proposed note be emailed to himself when the President was able.

Without further debate, the Speaker brought the motion to a vote.

Motion carries unanimously

EXECUTIVE REPORTS

PRESIDENT (RICHARD WU)

President Richard Wu began apologizing for the lateness of his report to Council. The President noted that the Federation is holding consultations regarding the SLC-PAC furnishings on Monday in the SLC Great Hall for any interested members or Councillors to attend. Committee updates are included in his report. He requested if Councillors have questions to please contact him or visit his office hours. The President additionally noted that the OUSA delegation has just concluded its work and a summary of this would be provided by the Vice President, Education.

EngSoc B President Katie Arnold noted that while she respects the amount the President does, she does not think that ten (10) hours of notice for a report for comprehensive review by Councillors procedurally proper nor useful for Councillors to have sufficient time for review to consider and question the President. The Assembly at large generally echoed the concerns of EngSoc B President Katie Arnold, and requested that the President remember that the reports serve purpose in the ability of Council to act in its oversight and accountability role. President Richard Wu noted he would prepare his reports in a timely fashion going forward so as to provide sufficient time for Councillors to reasonably review his work.
Vice President of Student Life (Savannah Richardson)

Vice President Savannah Richardson noted one minor update from her report, that being that the Internal Funding Committee has received a request at this point which the committee will be considering shortly. The Vice President, Student Life noted her report covered the rest of her actions and major updates over the last three (3) weeks and was happy to take questions or hear concerns or comments from Councillors.

Based on elements of Vice President Savannah Richardson’s report regarding leadership of Society Presidents for their caucus on Council, EngSoc B President Katie Arnold noted the she disagreed with some of the statements and sentiments regarding training of Societies’ leadership by the Federation discussed by the Committee of Presidents (COPs). EngSoc B President Katie Arnold acknowledged that she was not present at COPs when this was debated, but would like to see greater specificity on this item. Vice President Savannah Richardson noted that she would clarify her report and language used going forward and would be open to more discussion with the Engineering Society on this matter. The motivation for the EngSoc B President’s disagreement with the sentiment expressed in the report is that if the Presidents were the caucus leaders it would force more cohesion within the caucus with the societies, and historically some of the Feds Engineering Councillors do not communicate or work well with the Engineering Society.

Vice President of Operations & Finance (Kurt MacMillan)

The Vice President, Operations and Finance stated that his written report was provided to Council for consideration and that his oral presentation would focus on the Marketing Action Plan and the department’s emphasis on increased voter turn out. The Vice President, Operations and Finance informed Councillors that as of right now, posters are going through rotations, a Residence Don run is occurring already to present to first years, and the Promotional Team is creating nomination cheat sheets. Vice President Kurt MacMillan noted that he wishes to set up a Councillor shout-out for why Feds Elections matter. Council expressed interested in this idea.

The Vice President, Operations and Finance informed Council that the Promotional Team will be focusing on Political Science classes. Secretary Seneca Velling raised an objection to focused targeting on active voting classes and rather to faculties equally or based on population because targeted focuses on demographics already likely to vote would advantage specific candidates or specific sects of the undergraduate population.

Speaker Elizabeth O’Sullivan noted that if Executives are intending to re-run, then continuing to make Elections related decisions is a conflict of interest and a violation of Procedure 32, Councillor’s Code of Conduct.

EngSoc B President Katie Arnold highlighted an additional conflict of interest regarding Richard serving on the Elections & Referenda Committee if he intended to re-run. Elections Conflict of Interest Rulings: Speaker Elizabeth O’Sullivan issued a series of rulings in response to Councillor and member concerns expressed regarding numerous conflicts of interest in the Feds Elections, based on her interpretation of Elections bylaws and procedures:

- Feds Promo team members running in Feds elections cannot conduct class visits or any
elections/nominations related activities. If they cannot reasonably comply with this standard they shall be expected to either resign from the Promo Team or withdraw from the election.

- Council raised an objection to and ordered the organization not to conduct focused targeting on active voting groups (eg. the planned use of the Promo Team and Feds Marketing to target political science classes) and rather, as doing so would not advantage specific candidates by targeting only one sect of students, all elections marketing and promotions should be either:
  - Equally targeted to all Faculties, or
  - Targeted based on Faculty/population size so that all Members of the Federation are targeted equally.

- The Executives — if re-running — must recuse themselves from all elections and marketing related promotion, advertisement, and decision-making. If Executives do participate in these activities demerit points shall apply as though participating in campaigning outside of the campaign period, and dependent on demerit points accrued through these activities the Executives shall not be permitted to re-run. Election decisions or action by Staff shall not be decided by Executives, if re-running, but shall be decided by the Elections & Referenda Committee, ERO, and RPO.

- The President, if re-running, shall either: resign from service to the Elections & Referenda Committee (ERC); or be prohibited from re-running in this election if he chooses to remain on ERC.

Councillor Linyi Cheng congratulated the Vice President, Operations and Finance on becoming a Celebrity Chef (see report). The Councillor also noted that upcoming plans for marketing of elections and nominations are just drafts. Vice President Kurt MacMillan noted he would ensure a finalized report would be emailed to Council.

Councillor Linyi Cheng further inquired what marketing activities thus far have been conducted to promote the nomination period. Vice President Kurt MacMillan noted that Poster runs have been occurring since November 9th. Thus far there have been primarily discussions between Executive and Staff, Vice President Kurt MacMillan emphasized that marketing strategy was aimed at not saturating or droning-out student interest by over advertising. The nominations will scale up as the culmination of the nomination period is reached.

Councillor Linyi Cheng noted that few students are nominating themselves. The Councilor asked what metrics exist to measure marketing success on this matter. President Richard Wu noted that metrics for elections exist and are used. The Secretary asked for a report of this to be sent to Council. The President noted he would send such a report on metrics to Council.

EngSoc B President Katie Arnold noted that she had read the VP’s action plan and stated that no useful questions were able to be leveled because there was little to no substantive information contained in the report. The Councillor emphasized that being a celebrity chef is not an update on the Action Plan, their assigned duties from Council or the Board, or
of their regular work. EngSoc B President Katie Arnold expressed that if all an Executive has so little to report on their work as only being featured as a celebrity chef without any other substantive information in update to Council, then why are they paid nearly so much as currently. The Councillor noted that reports are meant to comprehensive high-level overviews of the day-to-day operations work, updates on Action Planning and other duties assigned by the Board and Council, and additional information of value to Council in oversight/supervision of the Federation.

Vice President Kurt MacMillan noted that he provided updates to the Board as well, and would ensure future reports had more detail.

The Assembly re-iterated concerns that there was little ability to ask informed questions or be reasonably appraised of ongoing actions of the Executive and the Federation if the reports provided were not detailed. The Vice President, Operations and Finance again expressed he would work to have more comprehensive reports going forward.

**Point of Information:** Councillor Linyi Cheng raised a point of information regarding whether his Elections Resolution could be discussed now as it was timely, Speaker Elizabeth O’Sullivan ruled that out of order under advisement of the Officers of Council. The Speaker encouraged Councillor Linyi Cheng to save such debate for the item on the regular agenda.

**Vice President of Education (Matthew Gerrits)**

The Vice President, Education provided an update on the OUSA lobbying week and general assembly’s (GA) decisions. Vice President Matthew Gerrits informed Council that the GA passed all presented policies including one on Freedom of Speech and Expression. Since then, the OUSA steering committee has participated in the Lobby Conference. This involved many meetings with MPPs, Staffers, and third parties as well. The focus this year was on relationship building with the new government and new MPPs, rather than putting dollar figures and policy heavy discussion in front of the members.

Vice President Matthew Gerrits highlighted that the new Academic Affairs Commissioner (AAC) selection will be wrapping up shortly, and the role of management of the Centre of Academic Policy Support (CAPS) would separated from the AAC position. The Education Advisory Council and Co-op Students’ Council is forwarding drafted policy to Council for discussion, prior to passing to PPC.

The Vice President, Education noted that the Federal lobbying week with Undergraduates of Canadian Research-Intensive Universities (UCRU, formerly AdvoCan). *Secretary’s Note:* an update on this can be found here from the Vice President.

Councillor Jason Small asked Vice President Matthew Gerrits about the co-op fee process and if any increase was expected in the co-op fee this year, and if such an increase is to occur when the amount of potential increase will be known. The Vice President, Education noted that the increases are confidential and he cannot speak to that currently, but noted that he was involved in discussion and metrics to warrant fee changes this year and that the any potential increase will become public after the next Co-op Education Council meeting.

Secretary Seneca Velling inquired as to why the co-op fee should be confidential, particularly given the prior history of lack of consultation with Students. If the process was more rigorous and metrics based this year, then sharing it and sharing justification for increases
would be wise. Vice President Matthew Gerrits disagreed and noted his support for the confidentiality of budgeting and fee increase process. The Vice President said confidentiality was important and standard across other University budgeting for various departments.

**Be it resolved that** Council task VPED to file FOIA request for disclosure of any potential CEE fee increases for co-op students, similar to what was conducted for the Waterloo works website in prior years.

*Secretary Seneca Velling and Councillor Linyi Cheng.*

Secretary Seneca Velling noted that in the past the FOIA process had been conducted by private members, and not the Federation. The Councillor noted that the Federation’s primarily obligation is to serve students first and then build relationships that further student objectives. Students wish to be informed, and Secretary Seneca Velling noted his belief that students have a right to all such information from both Feds and the University. He encouraged the assembly to make this standard practice for any confidentially held information affecting students that the University refused to make public.

Matt spoke against the motion citing the following primary reasons:

- Co-op has been extremely cooperative partner when it comes to the Fee Review, Feds has seen a commitment to further better fee governance and oversight with student involvement. Matt noted that co-op has acted in good faith with Feds, and such actions may hurt the relationship.

- As a matter of practicality, the Vice President informed the Assembly that the next CEC meeting is on Wednesday, and so this information is, in all likelihood, to be made public this next Wednesday. Thus, the amount of time when CEC will discuss this information and between the CEC meeting’s approval and the BoG approval period would be insufficient for the FOIA request to be processed.

- The Co-op department has shifted the entire time-table for this up so there can be more consultation and involvement. Co-op has increased lead time for students and other stakeholders to see potential fee increases already.

Given the above, Vice President Matthew Gerrits noted that motion was not prudent for financial and practical reasons.

Secretary Seneca Velling agreed with the Vice President on the basis of practicality and noted he would withdraw the motion, but would in the future bring policy forward for regular FOIA requests to be issued against University committees and departments that operate in complete secrecy on matters directly pertaining to and affecting the quality of student experience on campus.

Councillor Linyi Cheng agrees to withdraw the motion.

**Motion was Withdrawn from Consideration by Council**

**REMAINING QUESTIONS FOR THE EXECUTIVE**

Councillor Linyi Cheng noted that with less than 1% quorum requirement of the total membership population, the Annual General Meeting (Fall 2018 AGM) still failed to meet and
maintain a quorum. The Councillor inquired what was being done and what lessons has the Federation learned that will ensure this does not happen in the future. President Richard Wu clarified that the Fall 2018 AGM did meet electronic quorum\(^1\) for approximately 15 minutes, and then quorum was called and was found to have been lost. The President noted that the *Task Force for General Meeting Engagement and Council of Delegates* (TF) would be doing a GM post-mortem to discuss what occurred and how to improve the process in the future.

Lenny asked for copies of such report for Council. President Richard Wu noted that TF would be working on this, and would provide an update as soon as feasible given exams and holidays approaching.

Councillor Christopher Kocko asked what would become of Councillor proxies given the loss of quorum and default of confirmation by the Fall 2018 AGM to pass the new bylaws. Secretary Seneca Velling clarified that Councillor proxies would not be permissible, and were not prior to this because that bylaw change had to be confirmed by the General Meeting prior to coming into force. The Secretary noted that the Board was considering other methods, such as multiple proxies for all parties, and would be asking Task Force to look into that as well.

Science Society Designate Austin Richard expressed frustration with the handling of the Fall 2018 AGM by the President, and noted that meeting had been a disaster. He stated he expected something to be presented as to how to improve this, and thanked the Task Force for their work already. He noted it seemed there was desire for the meeting to fail to meet quorum and fail to conduct business.

Councillor Christopher Kocko asked if regular students could have multiple proxies. Secretary Seneca Velling and President Richard Wu suggested bringing these conversations up offline, but re-iterated they would pass these along to the Task Force.

**Reports from the Board of Directors**

The Chair of the Board provided an oral report to Council highlighting major aspects of the Board’s work in the last month, beyond what had been addressed by the Executives.

The Chair updated the Assembly regarding Board Action on Council Legislative Orders:

- Chairperson Velling informed Council that the Value-for-Money Procedure is being implemented as requested (see Board Procedures on the *Feds Library* webpage).

- Procedures to comply with *Freedom of Information & Secrecy in Corporate Governance* policy are being developed currently and will be brought to Board for consideration in the coming months.

- Chairperson Velling highlighted that the Board is conducting an environment scan of commercial operations public disclosure (for budgets, bottom lines, strategy, etc.) across Student Unions, with a focus primarily on other OUSA schools. Per the Board’s Annual Plan, we will at the very least be developing closed form and easily digestible

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\(^1\) *Secretary’s Note:* electronic quorum is quorum as achieved by electronic sign-in.
bottom lines for commercial operations budgets to be published to compare against auditor’s statements for the shareholders. The Chair noted that the Board is actively invested in increasing transparency in decision making and information generally regarding Commercial Operations to Students’ Council, the Budget & Appropriations Committee, and members-at-large.

Regarding Annual General Meeting items which the Board acted upon due to loss of quorum by the Fall 2018 AGM:

- The Chair noted that the Board adopted a resolution for procedural changes to empower the Students’ Council Budget & Appropriations Committee (BAC) to review all budgets in the organization (from General Office and Commercial Operations to the regular public General Operating budget). The procedural changes would prohibit the Board from voting on a budget that had not been recommended by the BAC first. Some of these budgets will remain confidential, but they will be reviewed by a student committee with at-large and Council membership and reported on and vetted in an accountable manner.

- The Chair expanded on a discussion item from the Vice President of Operations & Finance from the prior Council meeting regarding UPASS and the Health/Dental Plan for Part-Time students. The AGM was scheduled to hold a discussion regarding allowing UPASS and Health/Dental options for Part-Time Students with permanent disabilities. The Board has mandated that better information be provided on the Feds website clarifying how to access these services through Feds and AccessibilityServices. Further, the Board aims to increase awareness of these resources from the Federation, and has requested the Executives work with the University to increase awareness of these resources to students who require them as well.

Speaker Elizabeth O’Sullivan requested that the Chair of the Board complete their report. The Chair requested permission to provide some additional updates to Councillors to better inform them, but added that any outstanding questions related to his prior report about the Bombshelter, or other matters discussed could always be raised via email or in-person if Councillors had further inquiries.

Chairperson Velling also noted other items the Board was working on, including a Governance Calendar to which all Councillors, Directors, and Staff will have read access, but Officers will have write access. This will include policy and Fiscal deadlines, procedural reviews (eg. OUSA membership review), and other corporate and governance planning items (eg. the Board Annual Plan or Executive Action Plans). The Chairperson also noted that the Board has approved a General Meeting Proxy Procedure to better regulate proxies and deadlines for submission after mistakes were made for when deadline of proxy submission in the Fall AGM.

Chairperson Velling highlighted that the Board has approved a three (3) year business plan for all Commercial Operations (confidential document). In addition, a summary of Year-to-Date expenditures was conducted recently, the Board is pleased to report nearly all items are on track for projected use well within budgeted amounts; the 2018 Audited Statements have been approved by the Board and were presented to the AGM. These will
be provided to Council by the VPOF. The Chairperson noted that due to loss of quorum at the Fall 2018 AGM, the Board will be legally obligated, under section §94(2) of the Ontario 
Corporations Act, to re-appoint last year’s Auditor.

It was highlighted that the Board has created an *ad hoc* Committee on Organizational Transition to explore best practices and reform Board/Executive transition for better legal, corporate, human resources, etc. training and provide more support during turn-over. The Chair expressed strong support regarding Council’s desires to keep the Board more accountable, and noted that better training that emphasized the Board and Executive responsibilities to membership and Council was essential to this goal.

Speaker Elizabeth O’Sullivan on behalf of the Assembly thanked the Chair of the Board, but requested conclusion.

The Chair of the Board requested additional time from the Speaker to address one matter that Council must be aware of based on contractual agreement. The Chair noted that the Engineering Society claimed, rightfully so, a breach of the MoU between Feds and the Societies. After this was brought up at Council at the October meeting the matter was not resolved, and in accordance with the adjudicative mechanisms outlined in the Societies’ MoU, the breach of contract claims were elevated to the Board of Directors. Chairperson Velling noted that the Board has agreed to the following:

- Procedural rules and internal protocols for notice of auditing for societies;
- Procedural rules for payment of societies dues in a timely and complete manner within limitations imposed by the MoU;
- Review of Feds payment timelines and capability for waiver of timelines given consent of both parties during the MoU renegotiation in Winter term; and
- Strengthening internal protocols for receipt of fees to societies and ensuring fees collected by the Uni is accurate to prevent incorrect payment amounts.

In conclusion, the Chair felt it prudent to inform Council that the Board has ordered more of the Feds contractual agreements to be made publicly accessible on the Feds website to best comply with Council-approved corporate policy.

The Chairperson took questions and comments. EngSoc B President Katie Arnold requested this report be provided in writing in the future. The Chair of the Board noted that while he is not required to issue a report to Council in writing (only orally) he agreed it would be most prudent given the in depth nature of this commentary. He apologized for a lack of written report and noted that the oral report would be entirely reflected in the minutes for Councillors. The Chairperson also expressed that it was his belief that the Board should be procedurally mandated by Council to issue reports to Council monthly.

EngSoc B President Katie Arnold and EngSoc A President Mariko Shimoda requested the Board’s "Letter of Apology" regarding the breach of MoU be attached to the minutes for Councillors to review.
REPORTS OF THE OFFICERS OF COUNCIL

SPEAKER OF COUNCIL (ELIZABETH O’SULLIVAN)

The Speaker noted she had nothing to report currently.

SECRETARY OF COUNCIL (SENeca VELING)

Secretary Seneca Velling noted that he had made a mistake in recording Councillor attendance with respect to the Environment Students Society President Carly Mirrlees. He noted that he had become aware of this mistake thanks to EngSoc B President Katie Arnold and AHSUM President Tomson Tran and encouraged Councillors, if aware of errors, particularly those pertaining to their own attendance, to inform him and they would be corrected.

REPORTS OF COUNCILLORS

APPLIED HEALTH SCIENCES CAucus

AHSUM President Tomson Tran and Councillor Ethan Candler informed Council that a Fair event with bulletin boards asking 6 different questions about what students want to see about Feds, University, Student Societies, etc., was planned.

ENGINEERING CAucus

EngSoc B President Katie Arnold noted on behalf of Engineering Society B that Co-op Safety issues are being addressed. EngSoc B President Katie Arnold noted that her VP Academic, Ben Beelen, is working with the Co-op Department is working on adding a safety question to the e-checkin for Co-op Students. Other developments include having more workplace hazard/safety questions. VP Beelen will be chairing the new Mental Health focus group for Engineering which has open attendance. VP Clark is working with AHSUM for co-society events in the Winter after Science Society turned Engineering Society down. Michael Beauchemin is working on the setup of the newest engineering society run service which will be an electronics store in E7 run by paid students, 5 days a week including Saturdays, but excluding Tuesday. Current tasks for the Society including updating the sponsorship policy to allow EngSoc sponsorship to be directly applied to RidgidWare and the Tool Loan Program. VP Mitchel is working with the CEC chairs to facilitate the hosting of this national campus this winter term, from the Yukon where he currently is.

In addition, Councillor Linyi Cheng and Councillor Junru Chen have been doing research into Voter Turnout, and have reached out to multiple sources and conducted review of some engineering students. They have proposed a resolution which is a separate item on this agenda as a by-product of this research. Some of this work included consultations with students about visibility of Feds nominations, with a large emphasis on remote students on co-op or otherwise not on campus for the term.
**MATHEMATICS CAUCUS**

Councillor Rana Saleh presented on behalf of the Mathematics Caucus and noted that a Reddit thread on the Bomber issues was created. The Caucus conducted a Reddit Q&A and held office hours for cost-review and produced some ideas like moving Bomber Wednesdays. Some students noted that it took too long to get into first and last Bomber events. In addition, students are not well aware about specials at Bomber and are generally dissatisfied with the slow food delivery from the Kitchen and service experience.

Councillor Deon Hua encouraged the Board to disclose more information if it was available regarding the Bombshelter. Secretary Seneca Velling requested that any such feedback, further questions, and information to be sent to chair@feds.ca and vpof@feds.ca. Councillor Deon Hua continued regarding an assessment of *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31, one of the laws which restricts certain budgets from being made entirely public. He noted his belief that a student-centric organization should have entirely public information.

**SCIENCE CAUCUS**

Councillor Benjamin Easton, Councillor Christopher Kocko, Speaker Elizabeth O'Sullivan, and Secretary Seneca Velling noted that they had been having caucus meetings with Science Society Designate Austin Richard and Science Society President Kiana Walden as recently they had been unable to attend Society Board meetings.

**Point of Information:** Councillor Jason Small inquired as to which Councillors were currently online. Speaker Elizabeth O'Sullivan noted the Councillors in online attendance.

**BUSINESS ARISING FROM THE MINUTES**

**TASK FORCE RELATED RESOLUTION**

**Be it resolved that** Procedure 6 (Election and Referenda) and Procedure 30 (Councillor’s Code of Conduct) be amended as attached and go into effect as amended immediately;

**Be it further resolved that** the Electoral and Referenda Officer shall be directed to enforce sections 6.3.1 and 6.4.1 of Procedure 6 as amended for the current general election cycle by producing a form containing the applicable statement that shall be distributed to all councillor and executive candidates at the end of the nomination period and must be returned signed by them no later than the end of the interim period in order for them to remain a candidate;

**Be it further resolved that** Council gives leave to introduce for first reading the attached Selection and Vacancies of Directors Policy and Selection and Vacancies of Directors Procedure;

**Be it further resolved that** Council refers the Selection and Vacancies of Directors policy and procedure to the Policy Procedures Committee (PPC) to make revisions;
Be it further resolved that PPC shall submit the revised Selection and Vacancies of Directors policy and procedure to Councillors via the mailing list no later than December 1st;

Be it further resolved that the Speaker shall forward the Selection and Vacancies of Directors Policy to the Chair of the Board and invite the Board of Directors to provide their opinion on the policy no later than December 1st;

Be it further resolved that Council authorizes the final approval of the Selection and Vacancies of Directors policy and procedure to occur via online vote during the month of December with a notice period of 5 days (where the revised policy and procedure as well as the comments by the Board shall accompany such notice) followed by a voting period of 48 hours; and

Be it further resolved that, if and when the Selection and Vacancies of Directors policy and procedure be fully approved, all remaining procedural amendments proposed by the Task Force at the September 16th meeting shall be deemed to have been retracted. Councillor Jason Small and Secretary Seneca Velling.

Councillor Jason Small introduced the motion and noted that in September there were many procedural amendments along with bylaw amendments which Council was recommending to the Board. Due to loss of quorum at AGM, these procedures are now in a state of limbo, because Council passed them on the condition of passage of the bylaws, but the bylaws are not yet in force. Some of the items presented, Councillor Jason Small noted, are changes Council can implement independently using its policy and procedural powers. Some minor changes have been made to comply best with the current bylaws and the Act.

Councillor Jason Small further explained that that because the election nomination period has already begun, the statement in the nominations forms is not doable, but could be conducted at another point. Secretary Seneca Velling offered that these signatures be collected during the All Candidates meeting, as candidates can sign the agreement to fill out a Conflict of Interest form for the coming governing year. Councillor Jason Small noted that the time-line for the Selection and Vacancies of Directors policy was expedited given this should be implemented by Winter Term.

Secretary Seneca Velling supported the agenda items and noted it was going through the standard process for policies and procedures to be reviewed by the Policies and Procedures Committee and the Board, in the case of the policy. The Secretary also noted that the Conflict of Interest changes were consistent with Council procedural orders and he advised supporting that item if the question were to be divided.

Vice President Kurt MacMillan moved to divide the question from the first two Resolutions from the rest.

Be it resolved that the assembly divide the question into the first two resolutions and the remaining six resolutions.

Vice President Kurt MacMillan and President Richard Wu.
Councillor Jason Small and Secretary Seneca Velling expressed opposition to this motion, citing the importance of First Reading of the policies presented.

Science Society Designate Austin Richard asked Vice President Kurt MacMillan to clarify his decision, to which the Vice President noted this was adoption of a new policy which was not part of what Council in letter at the September meeting.

Speaker Elizabeth O’Sullivan noted that while in letter different, the matter was in substantively similar to what was debated and approved in September.

The assembly asked the Officers to clarify if this mechanism was following standard process. Secretary Seneca Velling noted this item was following the standard policy framework, with one exception that a final confirmation vote following First Reading and PPC approval would be conducted by electronic ballot due to the examination period and lack of desire for a special meeting during this window or during the holidays.

Motion fails

Vice President Savannah Richardson offered an amendment to Change December 1\textsuperscript{st} to December 4\textsuperscript{th}, in order to allow Board to discuss the policy at its next regular meeting.

\textbf{Be it resolved that} Council strike replace December 1\textsuperscript{st} with December 4\textsuperscript{th} in the resolution.

\textbf{Motion is considered friendly and adopted} to Councillor Jason Small and Secretary Seneca Velling.

\textbf{Be it resolved that} Council table the item to the next regular meeting.  
\textit{President Richard Wu and Vice President Matthew Gerrits.}

Secretary Seneca Velling discouraged this course of action and suggested PPC consider the item prior to such action. The Secretary noted that if PPC recommended against approval, the item would not go to electronic ballot as the resolution is currently structured. Speaker Elizabeth O’Sullivan confirmed this interpretation.

It was also noted that this aligned well with the Board’s prior amendments regarding the best direction for the Corporation as it respects the bylaws.

President Richard Wu and Vice President Matthew Gerrits withdrew the motion.

\textbf{Motion carries} with Councillor Jason Small, Speaker Elizabeth O’Sullivan, Secretary Seneca Velling, Councillor Benjamin Easton, and AHSUM President Tomson Tran noted in Favour.

\section*{PPC Referred Items}

\textbf{Resolution on Invitation of Newsgroups}

\textbf{Be it resolved that} Council adopts the Resolution on Invitation of Newsgroups to Council. (recommended for rejection by PPC)  
\textit{President Richard Wu and Vice President Savannah Richardson.}
**Point of Information:** Councillor Benjamin Easton inquired if the motion was to reject the item or to adopt the item. Speaker Elizabeth O'Sullivan noted it was for adoption of the item, but that PPC had recommended against adoption for a number of reasons. The Speaker noted that PPC had provided recommended amendments if the assembly wished to adopt the motion against the advisement of PPC.

President Richard Wu noted that much of this resolution has already been implemented or was standard practice for years. In addition, the remaining points were accomplished by adding news groups to the Council Mailing List. The administrative burden on the Press staff and the Secretaries would be very high as well.

Councillor Linyi Cheng spoke to the motion and noted that if much had already been accomplished, what was the point of rejection. Approval would be very similar to rubber stamping and formalizing the prior actions. Speaker Elizabeth O'Sullivan noted that these long standing practices were due to prior orders of Council. Secretary Seneca Velling noted he invites Imprint, Iron Warrior, and MathNEWS to every Council meeting and that he has invited the Executive Editor of the Imprint to Council in person on a number of occasions. These media are independent entities and must make their own decisions if they choose to attend.

Councillor Linyi Cheng noted that this could be adopted (with moderate language change) as a procedural amendment then to formalize the practice in procedure, which is the responsibility of procedure anyhow according to Council Procedure 9. Secretary Seneca Velling concurred this was an appropriate use of procedure.

**Point of Order:** Councillor Benjamin Easton rose to a point of order as to whether this change from resolution approval to Procedure made during approval of the agenda, and whether the change was out of order. Speaker Elizabeth O'Sullivan concurred that the change was out of scope of the original resolution’s approval.

Councillor Linyi Cheng requested to table the item to formulate it into a procedure or procedural amendment to be brought back before Council.

**Be it resolved that** Council table the resolution indefinitely.

**Motion Tabled** indefinitely.

**Committee Transparency Policy**

**Be it resolved that** Council adopts the Committee Transparency Policy recommended for Adoption by PPC, as amended, *with the proviso* that Council revisit the second resolution.

*President Richard Wu and Vice President Kurt MacMillan.*

President Richard Wu noted that the Policies and Procedures Committee made some substantive amendments to the item. The President spoke to some of the changes and reducing administrative burden imposed.

Vice President Matthew Gerrits spoke to circulation on the Council mailing list and whether Councillors might consider such circulation to be spam.

Speaker Elizabeth O’Sullivan noted that a few emails per week would not be that bad.
Motion carries, and the corporate policy came into immediate effect.

Attendance Transparency Policy

Be it resolved that Council adopts the Attendance Transparency Policy recommended for Adoption by PPC, as amended.

President Richard Wu and Vice President Kurt MacMillan.

President Richard Wu noted that changes had been made to the original policy. Instead of having one department specifically, PPC opted for general staff at the advice of the Executives.

Secretary Seneca Velling noted that an appeal mechanism for incorrect information had been added.

Vice President Kurt MacMillan asked Council to be cognizant that overworking Officers with respect to handling these requests, particularly since the Secretary is unpaid. Secretary Seneca Velling thanked the Vice President, Operations and Finance, but noted there were procedural requirements for much of this already. The Secretary thanked Vice President Kurt MacMillan for the warning though and noted that the duties of Officers were increasing substantially.

Motion carries unanimously, and the corporate policy came into immediate effect.

Society Presidents and Designates on Council Policy

Be it resolved that Council adopts the Society Designate Policy recommended for Adoption by PPC, as amended.

President Richard Wu and Vice President Savannah Richardson.

President Richard Wu noted that he would like Secretary Seneca Velling to introduce the motion. The Secretary obliged and noted that the amendments were primarily superficial, save Section IV of the Policy which had been directed to the Committee of Presidents for further consideration. The remaining amendments were focused on legal compliance requirements as Councillors are corporate delegates of the membership in the opinion of legal counsel.

Vice President Savannah Richardson asked for Society Executives or their staff or student members to be restricted to be designates. Secretary Seneca Velling stated this may be treading on Societies toes and right to choose their own representatives, as the bylaws are very open about who a representative of the Society may be. EngSoc B President Katie Arnold asked Feds to best respect Feds-Societies Memorandum of Understanding as it specifies not to interfere with Societies business, and stated she believed the proposed change to be against the spirit of the MoU. Science Society Designate Austin Richard, as the only representative on Council who is a designate, noted that the proposed change by Vice President Savannah Richardson would restrict former executives of societies, potentially, and thereby prevents qualified and less busy members of the Society from filling the role on behalf of Society Executives. Vice President Savannah Richardson rescinded her statements and noted she had not made a formal amendment.
Councillor Linyi Cheng noted his support for Sections I, II, and III, but stated that he opposed Section IV. Speaker Elizabeth O’Sullivan ruled out discussion to Section IV as it was not being considered.

**Motion carries** and the corporate policy came into immediate effect.

**Point of Order:** EngSoc A President Mariko Shimoda rose to a point of order that, per the Societies Designate Policy that just passed, vacancies on Council can be temporarily filled by Societies’ in a manner determined by Societies and as the Engineering Societies has named their presidents the representatives on Council, Katie Arnold should be filling the vacancy in the Engineering Caucus. Speaker Elizabeth O’Sullivan confirmed this interpretation of the adopted policy was valid.

**Naming of a Designate:** In accordance with the recently adopted Societies Presidents & Designates on Council Policy, EngSoc A President Mariko Shimoda named EngSoc B President Katie Arnold to fill the vacancy in the Engineering Caucus on Council. The Speaker ruled that EngSoc B President Katie Arnold may fill the vacancy temporarily. **Secretary’s Note:** The Engineering Society’s Board of Directors endorsed this appointment and named the vacancy to be filled in the Winter Term by EngSoc A President Mariko Shimoda.

**Amendments to Commercial Services Policy**

**Be it resolved that** Council adopts Policy 43 Commercial Services Amendments recommended for Adoption as amended.

*Vice President Kurt MacMillan and President Richard Wu.*

President Richard Wu expressed a desire for greater consultation on the amended policy with the rest of the Board, not just Director Plante and those interested Councillors.

**Be it resolved that** Council refers Policy 43 amendments to the Board of Directors for approval.

*President Richard Wu and Vice President Kurt MacMillan.*

Secretary Seneca Velling expressed concern with delegation of authority from Council to Board, as Board was accountable to Council this was a devolution of authority that undermined accountability. The Secretary proposed an amendment:

**Be it resolved that** the assembly replace “approval” with “consultation”.

*Secretary Seneca Velling and Vice President Savannah Richardson.*

Vice President Savannah Richardson expressed support and noted she intended to make a similar amendment if the Secretary had not.

**Motion is considered friendly and adopted**

Speaker Elizabeth O’Sullivan expressed desire to see the policy not be overly delayed as such referral may be of dilatory effect, particularly if this policy change may impact current operations. Secretary Seneca Velling suggested a mandate to return the policy for the January regular meeting.

**Be it further resolved that** the policy shall return to Council not later than January’s regular meeting of Council.

*Speaker Elizabeth O’Sullivan and Secretary Seneca Velling.*
Motion carries with abstention from MathSoc President Alex Lee

Councillor Linyi Cheng spoke to a minor grammatical error in the policy regarding an 'and' versus 'or' statement. Science Society Designate Austin Richard disagreed with that this was an error. Speaker Elizabeth O’Sullivan noted that this debate was out of scope of the motion to refer and asked Councillors to share these thoughts with the President following the meeting.

Motion carries

Motion was referred to: the Board of Directors for consultation to be returned to Council for consideration by January’s regular meeting.

Councillor Linyi Cheng returned to the point of grammatical distinction between 'and' and 'or'.

Point of Order: Vice President Matthew Gerrits rose to a point of order that the item had been referred and thus was no longer on the table for debate. The Vice President requested the Speaker abridge any further discussion of the item and proceed with the Agenda. Speaker Elizabeth O’Sullivan concurred with the Vice President and ruled discussion out of order. The Speaker ordered consideration of the next Agenda item.

Amendments to Procedure 10

Be it resolved that Council adopts Procedure 10 Amendments recommended for adoption by PPC.

President Richard Wu and Vice President Savannah Richardson.

Vice President Savannah Richardson noted that with adding to new Council Committees to her plate (ie. a planned Services Advisory Committee and expansion of the duties of the Campus Life Advisory Committee), she thinks the change in chairpersonship of this committee from herself to the Vice President of Operations & Finance was appropriate.

Point of Information: Councillor Jason Small rose to a point of information as to whether Procedure 24, which was included in the attachment, was also being voted on. Vice President Savannah Richardson and President Richard Wu informed the Assembly that PPC was still deliberating on amendments to Procedure 24, and only Procedure 10 amendments were being considered.

Councillor Linyi Cheng asked why this Committee did not have proper scheduled meeting requirements (ie. monthly meeting mandate or termly meeting mandate). Vice President Savannah Richardson explained that the Committee meets to address proposals as they are submitted by members.

Secretary’s Note: Vice President Kurt MacMillan left the room at 14:29.

Motion carries unanimously

Point of Order: Vice President Savannah Richardson rose to a point of order that Council may call for recess after one (1) hour of continuous sitting, in accordance with Procedure 9. The Speaker permitted a recess for 10 minutes beginning at 14:50.
Council Reconvened at 3:00 PM at the Call of the Speaker.

Secretary’s Note: Vice President Kurt MacMillan returned at the reconvening of Council, and Vice President Savannah Richardson did not return due to illness.

GENERAL ORDERS

COMMITTEES OF STUDENTS’ COUNCIL PROCEDURE AMENDMENTS

Be it resolved that Council Procedure 2 (Student Appointment to Committees) and Council Procedure 10 (Committees of Students’ Council) be amended as attached.

Councillor Jason Small and Secretary Seneca Velling.

Councillor Jason Small introduced his proposed changes to these procedures and noted that the purpose was that appointments made to University Committees by the President should be done in a manner that requires consultation with the Council’s appointed Presidential Advisory Committee, instead of being simply a unilateral appointment. The Councillor also noted this outlined a mechanism for OUSA delegation appointments, based on this year’s mechanism through Education Advisory Council review and selection rather than the current procedure.

Vice President Matthew Gerrits spoke in opposition to the procedural amendments. He noted that while supporting external delegations going to appropriate committees, he believes the procedural changes on consultation with UW Senatorial and University Committee appointments to be in contravention of the bylaws’ conferred powers of the President. The Vice President emphasized his belief in maintaining the UW Senate and other governance structures as independent from the Federation.

President Richard Wu noted that the appointments of Senators and at-large members to University Committees by himself is done at the beginning of the governing year. This year he organized an informal vote of the Senate Undergraduate Caucus and just appointed based on the results. The President noted that student positions for committees should be a guideline not a procedural rule.

AHSUM President Tomson Tran echoed that this should be a guideline instead of a formalized procedure.

Seneca Velling spoke to bylaw conflicts, noting that while the President has this power currently, Council, as representatives of the membership, has the right to set policy interpretations of the bylaws and procedural rules that enable this. The Secretary requested a consideration by the Speaker on the correctness of this interpretation, but stated that he believed this procedures could come into force and effect if Council were to pass a policy regarding this matter. Speaker Elizabeth O’Sullivan concurred with this assessment. The Secretary continued that Senators require substantially more accountability checks to students and to the elected student government; Secretary Seneca Velling believed this was an effective method of such accountability.

Councillor Benjamin Easton asked the Vice President, Education to clarify why he felt the Senate should be more independent from the Federation. Matt noted that the Senate
is an interesting and unique body for academics at Waterloo. Students who sit on the UW Senate are there by virtue of the University of Waterloo Act. The Vice President noted that student Senators are not meant to be accountable to or representative of students; Feds is there as a representative of students and for students. Secretary Seneca Velling strongly dissented from this opinion, and noted that the existence of Student Senators was because the Federation had lobbied to create senatorial positions for undergraduates many years prior and had sold this effort to students as having student representation on the Senate. The Secretary reiterated his belief in greater accountability of elected student senators to Council and to students-at-large.

Secretary Seneca Velling noted that in March, Council had tasked the Presidential Advisory Committee (PAC) to deal with this matter, and motioned to refer to PAC this matter and any discussions arising.

**Be it resolved that** Council refer this item to the Presidential Advisory Committee (PAC).

*Secretary Seneca Velling and President Richard Wu.*

**Point of Information:** EngSoc B President Katie Arnold rose to a point of information as to whether this item will return to Council. Speaker Elizabeth O’Sullivan noted the item should return to Council.

**Motion carries** with Councillor Jason Small and Councillor Bilal Akhtar in favour.

**Motion was referred to:** PAC for consultation and amendment.

**APPOINTMENT OF ELECTIONS & REFERENDA OFFICER**

**Be it resolved that** Council approves Poonam Kaur Furmah as the ERO.

*Speaker Elizabeth O’Sullivan and Secretary Seneca Velling.*

Councillor Linyi Cheng asked why we have appointed more than one ERO as there was one being appointed. Speaker Elizabeth O’Sullivan clarified the former ERO resigned, and this appointment was conducted through the hiring process and is recommended by Aisha Shibli, the Federation’s Research & Policy Officer.

**Motion carries** unanimously.

**NEW POLICIES**

**Commissions Policy**

**Be it resolved that** Council gives leave for introduction of the Commissions Policy for First Reading to be referred to the Policies & Procedures Committee for amendment; and

**Be it further resolved that** Council directs that the policy be provided to the Board for comment.

*Secretary Seneca Velling and EngSoc B President Katie Arnold.*
Secretary Seneca Velling spoke to the policy and consultation that went into the policy development with the Education Commissioners and with prior Commissioners and Executive. The Councillor noted that Commissions are heavily responsible to Council, but little to no accountability measures exist, not even effect regular reporting, for such accountability.

Vice President Matthew Gerrits spoke in opposition to elements of the policy, but noted he supported some portions. The Vice President noted that the budget process is accountable already through the Budget & Appropriations Committee (BAC), and so this may add new requirements to BAC which can make future appointments and funding of Commissions more challenging. The Vice President, Education also opposed the proposal for "Chartered Commissions" as this may restrict the ability of the Executives from removal of such commissions at their leisure. Vice President Matthew Gerrits expressed further concerned regarding Council having the power to disestablish commissions, and expressed that generally more practical considerations ought to be worked into the policy to ensure it satisfies budget process. The Vice President inquired how much discretion should go into policy on this and how much flexibility should Council leave to Executives. Secretary Seneca Velling agreed with some of the Vice President, Education's criticisms, but noted that currently Commissioners are ratified (based on precedent but not procedure) and very unaccountable for their work. Often Commissioners do not attend meetings even if the elements of the Agenda directly pertain to their portfolios. Commissioners, the Secretary stated, are funded by and responsible to Council even if they report to the Executive. Effective supervision, and advising where appropriate, is essential.

Science Society Designate Austin Richard, as Vice Chair of PPC, expressed interest in seeing the policy discussions unfold at PPC.

Vice President Matthew Gerrits asked for Executive action plans to set-out Commissioner goals and action plans, rather than having separate planning requirements in the policy. Secretary Seneca Velling agreed and noted this was more appropriate, but the policy was, after all, only a first draft.

Motion carries with Vice President Matthew Gerrits in opposition, and Councillor Benjamin Easton in abstention.

Online and Open Learning Policy

Be it resolved that Council gives leave to introduce for first reading the attached Open and Online Learning Policy; and

Be it further resolved that Council refers the policy and procedure to the Policy & Procedures Committee (PPC) to make revisions.

Vice President Matthew Gerrits and Science Society Designate Austin Richard.

Vice President Matthew Gerrits was happy to introduce an open and online learning policy for first reading. Pulling ideas from existing OUSA policy research and having passed through EAC for input and reform, he believed the policy to be an excellent first step to address open and online learning at Waterloo. The Vice President noted
that currently everything is organized in "Principle-Concern-Recommendation" structure, which would likely require reformatting into WHEREAS/BIRT structure by PPC.

Vice President Matthew Gerrits noted the policy has multiple sections and encouraged Council to vote in favour.

Science Society Designate Austin Richard expressed support for the decision at EAC to send this to Council and he’s excited to see this advance in the policy process.

**Motion carries** unanimously, Vice President Matthew Gerrits noted in favour.

**Co-operative & Experiential Education Policy**

**Be it resolved that** Council gives leave to introduce for first reading the attached Co-operative Education and Experiential Education Policy; and

**Be it further resolved that** that Council refers the policy to the Policy & Procedures Committee (PPC) to make revisions.

*Vice President Matthew Gerrits and Secretary Seneca Velling.*

Vice President Matthew Gerrits told Council it was his pleasure to introduce for first reading a policy drafted by the Co-op Students’ Council (CSC). The policy was initiated by Hannah Beckett last year, but went on the back-burner during the Co-op Fee Review. The policy is being revived, and given the total lack of Co-op or Experiential references in the advocacy policy library, this would set the stage for policy work in this area. As such this was continued and CSC has developed recommendations for future and continued advocacy.

Secretary Seneca Velling noted he strongly supported the policy and intended to vote in favour.

EngSoc B President Katie Arnold noted that Engineering Society B is strongly in support as well.

Councillor Linyi Cheng noted it is a great policy and thanked Co-op Affairs Commissioner Connor Plante and Vice President Matthew Gerrits for bringing this policy forward. He noted that that on paper this was great, but expected to see actionable achievements from it in due time. The Councillor also noted a specific section of the policy regarding WaterlooWorks replacing Jobmine. The Councillor noted that WaterlooWorks cost $5.7M dollars over two build and launch attempts. This information was made public by FOIA request. All students, even non-co-op students, paid for WaterlooWorks. Councillor Linyi Cheng stated that both his personal opinion, but more importantly that of his constituents, was that this system is terrible in all manners, be it from infrastructure, to performance, to user interface. He further noted that during the Vice President, Education’s tenure, the Co-op Department has disbanded a WaterlooWorks consultation committee, further compounding the impression of lack of care or concern for student input. Councillor Linyi Cheng noted that CEE/CECA is 'talking the talk' and even 'walks the walk' when students are upset about fees, but as soon as students moved on the Department ceases to care. The care therefore, concluded the Councillor, is an expression of reaction to student dissatisfaction much more so then genuine desire to
improve. Councillor Linyi Cheng noted the post-request system for the tool was awful. Referring to the system’s architecture in language uncivil for these minutes, he inquired why there was any thought that this was good value-for-money of student dollars. He noted that students care substantially about wasted resources at the Bombshelter which is only a $250k dollars loss, but when compared to this expense is negligible. Councillor Linyi Cheng expressed that WaterlooWorks is very different in the level of failure, and given the two attempts and multiple millions of dollars, this failure of the contractor or the responsible department for its construction and loss constitutes gross negligence or outright incompetence. He noted that this screams of corruption and asked for greater oversight going forward and investigation into this failure.

**Point of Order:** President Richard Wu rose to a point of order to thank the Councillor for his passionate words, but requested a formalized letter would be appreciated, rather than a monologue. Speaker Elizabeth O’Sullivan agreed with President Richard Wu and noted her intention to reclaim the floor from the Councillor.

**Appeal of the Ruling of the Chair:** Councillor Benjamin Easton rose to appeal the ruling of the Speaker on the grounds that President Richard Wu’s point had not in fact been a *Point of Order*, and the Speaker did not have the permission of the assembly to reclaim the floor and allocated speaking time of the member in question. Secretary Seneca Velling was asked to advise on this matter by the assembly. Secretary Seneca Velling informed Speaker Elizabeth O’Sullivan that Councillor Benjamin Easton was correct, and noted that as the assembly had standing orders in procedure allowing speaking for 10 minutes in first round and 5 minutes in second round, then these rules could not be waived without a suspension of procedure which could only be conducted upon the next speaker’s time. Speaker Elizabeth O’Sullivan apologized for the misruling and withdrew her ruling. She noted that President Richard Wu’s *Point of Order* was not appropriate use of such a tool and only constituted an interruption of the Councillor’s speaking rights. Speaker Elizabeth O’Sullivan informed Councillor Linyi Cheng he may resume, but reminded the Councillor to be courteous of Council’s time.

Councillor Linyi Cheng thanked Secretary Seneca Velling and Speaker Elizabeth O’Sullivan, and continued. He noted that the University bureaucrats who approved this reckless use of money should be looking of jobs right now. Councillor Linyi Cheng stated that WaterlooWorks was the manifestation of a total lack of financial discipline by the University. He requested it be noted that "WaterlooWorks does not work", and, in conclusion, would like some context when the policy states nonchalantly that "significant financial investment" in WaterlooWorks had occurred as to what is meant? He also noted he supported this policy and found Feds to be failing in its responsibilities that this was not something that had been prepared heretofore.

**Secretary’s Note:** During the continued statements of Councillor Linyi Cheng, the President requested the Secretary revise in kinder language the portion of this discussion from the Councillor. The Secretary refused, informing the President his editorial and clerical powers regarding minutes did not extend so far as to change the nature of a Councillors statements, but stated he would remove vulgarities and note as much in the minutes.
The Secretary then inquired to the Speaker if the request issued by the President should be recorded in the minutes due to the irregularity of two parties speaking simultaneously; the Speaker instructed the Secretary to include the request in the minutes as a note.

Vice President Matthew Gerrits noted that $5.7M is a significant amount of money and that is what this language in the policy referred to. That being said, the Vice President, Education stated that he did not know how to turn the speech into an actionable, he suggested Councillor Linyi Cheng contact him for further discussion on what he would like done regarding WaterlooWorks.

Vice President Matthew Gerrits suggested Speaker Elizabeth O’Sullivan repeated the question.

Councillor Linyi Cheng clarified he was only asking rhetorically and he supported the policy.

EngSoc B President Katie Arnold requested Secretary Seneca Velling note for the record that EngSoc A President Mariko Shimoda face-planted into the wall while leaving the Council chambers to accept a phone call.

Motion carries unanimously with Councillor Linyi Cheng, EngSoc B President Katie Arnold, Vice President Matthew Gerrits, Secretary Seneca Velling, Science Society Designate Austin Richard in Favour.

Accountable Bylaw Amendment Process Policy

Be it resolved that Council gives leave to introduce for first reading the attached Accountable Bylaw Amendment Process Policy; and

Be it further resolved that Council refers the policy to the Policy & Procedures Committee (PPC) to make revisions and record of debate.

Be it further resolved that the Policy be provided to the Board of Directors for consultation and opinion.
Secretary Seneca Velling and Councillor Jason Small.

Secretary Seneca Velling spoke in support and described the consultation process for development of this policy. The Secretary noted that the policy was undergoing only a First Reading and was something the Board has expressed strong support for in the past. This formalizes in policy what could not be considered in bylaws at the AGM due to default of confirmation from loss of quorum.

Motion carries

Time limit on subsequent speaking times: Speaker Elizabeth O’Sullivan requested permission of the assembly to impose speaking time limits at will before each item. The Speaker noted she would not treat speech of Councillors differently and speaking allocations would be per item discussed.
ELECTIONS NOMINATIONS RESOLUTION

Be it resolved that Council adopts the Resolution on Increasing Candidate Nominations for Feds Elections.

Councillor Linyi Cheng and Councillor Junru Chen.

Councillor Linyi Cheng appealed to the chair for additional time (4 minutes not 2 as imposed by the Speaker), Speaker Elizabeth O’Sullivan permitted this for the item given interest from other Councillors.

Councillor Linyi Cheng noted that councillors had expressed concerns with the resolution, but that Engineering caucus’ consultation with students, primarily on co-op, was that students did not know about nomination period. The Councillor made an analogy to Keynesian economics that his resolution would be akin to injecting emergency marketing to the fallen economy of nominations for the Feds elections. The item was presented as an emergency stimulus package for marketing and elections, so to speak.

Secretary Seneca Velling noted that he supported increasing Marketing & Communications around the Election, but that under advisement from professional marketing experts and staff that this was not the appropriate way to do so. The Secretary spoke strongly in opposition and noted he trusted marketing staff to effectively market the Election. Secretary Seneca Velling disliked the prescriptive nature and lack of consideration to the ongoing work of professional marketing personnel.

Vice President Kurt MacMillan expressed concern for the manner in which this was conducted and noted that marketing staff had expressed concerns. Vice President Kurt MacMillan invited greater dialogue with the Councillors prior to seeing this resolution adopted, particularly in its current form.

Secretary Seneca Velling formally requested the Councillors withdraw or table the motion pending discussion between Kurt, Marketing Dept Director, and the councillors in question.

Councillor Linyi Cheng and Councillor Junru Chen noted that this resolution is symptom of an outstanding issue which required redress. Councillor Linyi Cheng also noted that both he and Councillor Junru Chen had attempted to reach out but were prohibited from speaking with the Marketing & Communications Department by the Vice President, Operations and Finance. They had only been able to consult with Aisha Shibli, the Research & Policy Officer, who provided useful insight into what other Universities and Colleges do in terms of marketing of elections for their student unions.

Science Society Designate Austin Richard agreed completely with the Secretary and reiterated the suggestion to withdraw.

Vice President Kurt MacMillan and President Richard Wu restated that the Marketing Department produced a report on Elections Marketing, which they would be happy to disseminate, or have Marketing disseminate, to Council.

Be it resolved that Council table the motion.

Councillor Linyi Cheng and Vice President Matthew Gerrits.
EngSoc B President Katie Arnold noted that tabling without a deadline is tabling indefinitely.

**Motion carries** with Councillor Jason Small, Councillor Junru Chen, Councillor Linyi Cheng, and Councillor Deon Hua in abstention and Secretary Seneca Velling in favour.

**Be it resolved that** Council lift from the table the Marketing Report and enter into the record the report.
*Vice President Matthew Gerrits and EngSoc B President Katie Arnold.*

**Motion carries** unanimously
The Secretary noted the report will be added to the minutes.

**Motion to lay on the table** indefinitely.

**INTERNAL ADMINISTRATION COMMITTEE VACANCY**

**Be it resolved that** Council appoints _____ to the Councillor seat of the Internal Administration Committee.
*Speaker Elizabeth O’Sullivan and Secretary Seneca Velling.*

EngSoc B President Katie Arnold nominated EngSoc A President Mariko Shimoda, who accepted the nomination.

With no other candidates, EngSoc A President Mariko Shimoda is acclaimed to the position.

**Be it resolved that** Council ratify the acclamation of EngSoc A President Mariko Shimoda to the vacant Councillor position on the Internal Administration Committee.
*Vice President Matthew Gerrits and EngSoc B President Katie Arnold.*

**Motion carries** unanimously

**Motion carries** unanimously

**PROCEDURAL AMENDMENT PERTAINING TO POLICIES**

**Be it resolved that** Council approves the amendment to Procedure 9, Section §F. Classes of Motions, Clause I. Policies, add a new Paragraph 2:

"In the event that a policy is both Corporate and Advocacy in nature it shall be styled as a 'Corporate & Advocacy Policy' and shall be held to the standard for Corporate policies unless the question be divided, severing the policy into two portions."
Secretary Seneca Velling and Vice President Matthew Gerrits.

Secretary Seneca Velling introduced the change to clarify the distinction to help PPC issue policy classifications to current policies. As example, the Secretary highlighted that the current Gender Neutral Washrooms policy has both Corporate and Advocacy Elements. Principally, the corporate element required Feds to maintain Gender Neutral Washrooms in Feds owned and operated spaces, whereas the Advocacy portion required Feds to lobby the University for Gender Neutral facilities in each building. This dichotomy of classifications requires PPC to have shared classifications (ie. "Corporate & Advocacy Policy" as the label), but which policy framework would such a policy proceed through. The Secretary suggested to hold any policies containing corporate elements to the standard of a Corporate policy to avoid confusion.

Motion carries unanimously

Executive Feedback Session Discussion

EngSoc B President Katie Arnold informed Council she wished to be introduce a motion at the December meeting to hold a feedback/accountability session for Executives to see progress on Action Plans, on Board tasked items, on Council tasked items, and other business addressed by the Executives. Executives would be permitted to present and discuss this material, then would recuse themselves and leave the chambers as the Council moves into a committee of the whole following adjournment of the regular agenda to issue feedback in closed session.

EngSoc B President Katie Arnold noted that such feedback sessions occur at each level of Engineering governance from university societies to national groups. EngSoc B President Katie Arnold outlined what occurs being that executives present a status report on their action items (and use this as a benchmark, eg. Action plans). She also noted that items that comes up or are tasked by governance bodies and others that may be taking up substantial time that are not in their action plans are reported on. Executives would come in and present their work, they would leave, Council would discuss and provide unbiased feedback to be delivered to Executives after being filtered for singularly constructive comments. This provides feedback going into the Executive’s final term of office. Katie asked for Council’s thoughts on this idea.

Secretary Seneca Velling noted both he and AHSUM President Tomson Tran would recuse themselves from any such session if conducted because of conflict of interest as they are responsible for Executive discipline as Officers of the Corporation (Chair and Secretary respectively).

President Richard Wu likes the idea overall because it gives the opportunity for Council to relay feedback or concerns. However, the President expressed concerns with the Executives being required to leave the room. In the spirit of open communication and transparency President Richard Wu expressed belief that the Executive should be present.

Vice President Matthew Gerrits noted that while he has not had a chance to discuss this as an Executive team, he is not opposed. The Vice President, Education noted that
his availability to be in person will not be great during December however, and suggested an early January time frame.

Secretary Seneca Velling asked whether such a report was a pre-written report with update/status items, or if this if it was an in person presentation. EngSoc B President Katie Arnold noted that it is often a written report and then presented in addition (giving time for Councillors to frame questions and thoughts, but also get personal delivery from Executives).

AHSUM President Tomson Tran questioned whether this is best at Council or at the Board. The assembly had consensus that as Council is responsible for Executive oversight in the bylaws and oversight of the Board and the Federation generally, this was appropriate to remain at Council.

EngSoc B President Katie Arnold responded to Richard’s concerns that reading written and digested feedback on a page can sometimes uncomfortable, but that does not mean it is not useful. In addition, EngSoc B President Katie Arnold noted that if Councillors are uncomfortable having conversations or criticism of Executives in front of Executives, then valuable feedback may not be heard. Furthermore, the point of the feedback session is not intended to have Councillors make a point and Executives defend their actions, that would be an argument not a feedback session. The parallel was made between such a feedback session and course critiques, which are similarly anonymous because you want honest feedback and do not want revenge against the persons saying the statements. As much as Executives and Councillors are equals in the context of Council deliberation, there is a power disparity between the roles (or the appearance thereof) which can lead to some feedback not being provided.

EngSoc B President Katie Arnold is open to this being in December or January, so that this feedback can be useful for the Winter term. Councillors expressed that having feedback for the final term is essential, so that planning can be conducted and the feedback can be useful.

EngSoc B President Katie Arnold suggested that the Chair of the Board be a Feedback Officer and deliver the filtered constructive feedback to Executives.

Speaker Elizabeth O’Sullivan asked if this was best done as a survey or a session. EngSoc B President Katie Arnold noted that the benefit of a session was to have discussion and debate because sometimes disagreement is strong and having similar or dissimilar items is best in a conversation.

President Richard Wu noted that Executives not being in the room gives more leeway in terms of speaking. The President stated that a lot of the time the decisions that get made are the result of a lot of thought, even if not popular. If Council dislikes a position taken or item, there may be a context lacking in the discussion that can warrant the Executives being present. President Richard Wu stated he understood not wanting it to become a defensive debate session.

AHSUM President Tomson Tran echoed EngSoc B President Katie Arnold’s point about having this be in person with Councillors only. AHSUM President Tomson Tran stated that it seemed as though President Richard Wu truly opposed having something like a laundry list of negatives, but this is a healthy discussion about meeting goals and is focused on constructive feedback.

Seneca Velling spoke to supporting Executives leaving the room but noted this was
difficult procedurally and he would have to consider this.

Vice President Matthew Gerrits asked how this would work, perhaps as a Special Orders. Vice President Matthew Gerrits asked Officers of Council to think about how to order this so it does not impact regular meeting length or require Executives to be present then leave and the return to chambers. Vice President Matthew Gerrits asked Council to solicit feedback on Execs from constituents if EngSoc B President Katie Arnold does forward with this idea. Vice President Matthew Gerrits asked Officers be let known in advance so they can do consultation and their constituents can raise concerns.

EngSoc B President Katie Arnold noted that Council seemed to like the idea, but suggested perhaps a Committee of the Whole in camera be the mechanism. Secretary Seneca Velling noted that may be a violation of the Act, and he would work with the Speaker to determine the best mechanism to execute this if Council were to pass such a motion.

EngSoc B President Katie Arnold expressed understanding for the desire to defend oneself. She noted that she has been on the other side of this as an Executive in Engineering Society and other bodies, but the purpose is not to defend oneself. EngSoc B President Katie Arnold stated that if there is a contentious item you really dislike with respect to the feedback, you can address it after in your report or oral report to Council, or via email to the Council mailing list. The point is to give Council the floor to talk about the Executive and refine the feedback to the Executives in a constructive and actionable manner.

Secretary’s Note: Chris Kocko leaves at 16:16.

Be it resolved that the Council suspends the procedure 9.D(II) Order of Business to allow discretion with Order of Business as it pertains to the potential organization of a Feedback session.

Secretary Seneca Velling and EngSoc B President Katie Arnold.

The Secretary proposed this in the interim to permit flexibility for Speaker Elizabeth O’Sullivan, Deputy Speaker Jason Small, and himself on implementing such a decision if adopted in December.

Motion carries by consensus

President Richard Wu noted for the assembly that a similar session at the Board of Governors of the University is given in camera but placed after the meeting to allow greater discretion to debate for as long as they wish.

**NEW BUSINESS**

**INFORMATION ON ADVOCACY EFFORTS**

Vice President Matthew Gerrits referenced that a member today felt uninformed to the advocacy arm of Feds is doing. Vice President Matthew Gerrits encouraged that if any Councillors are confused or feel under-informed to please feel free to reach out and ask questions. Particularly if Councillors feel they are not informed sufficiently so as to
exercise their duties as Councillors, then please let the Executive know or ask Officers to relay concerns or questions if they are embarrassed.

**Sustainability Policy and Plastic Water Bottles during Exams**

Vice President Kurt MacMillan brought up the Sustainability Policy, and requested that an exemption be made to allow sales of plastic water bottles during the exam period.

Vice President Kurt MacMillan moved to amend the agenda to include such an item. Richard seconded. Motion carries with Jason abstaining.

**Be it resolved that** Council amend the Agenda to include discussion on temporary suspension of the Sustainability Policy.

*Vice President Kurt MacMillan and President Richard Wu.*

**Motion carries** with two-thirds ($\frac{2}{3}$), the item is added to the Agenda for discussion.

Secretary Seneca Velling requested the privilege of the Board to make business decisions at a business level and not at a legislative level from Council with respect to items like this. The Chair of the Board noted that sometimes legislative mandate is essential, but typically business decisions are best left to the Board under advisement from professional staff and external advisers.

Councillor Jason Small noted that he moved the amendments policy at Council. He does not see the solution being overriding the policy but rather selling reuse-able metallic or clear plastic water bottles.

**Point of Order:** Vice President Matthew Gerrits rose to a point of information regarding the amount of votes required to amend a policy. Speaker Elizabeth O’Sullivan deferred to Secretary Seneca Velling who notified the assembly that a motion to amend or rescind a policy is considered to be a form of the "motion to Rescind or Amend Something Previous Adopted", and thus carries a two-thirds ($\frac{2}{3}$) threshold for adoption. The Secretary noted this may be made on its own, or as part of amendments to be made to the policy. The Secretary also took the time to inform the assembly that Procedure 9 now allowed for temporary suspension of Policies.

'*A motion to temporarily suspend a policy shall require a majority vote for adoption if it does not make amendments to that policy and notice. Temporary suspension of corporate policy shall require the opinion of the Board of Directors pursuant to this procedure. Temporary suspension shall last not more than two (2) months and may be renewed by Council no more than twice, after which it shall be automatically put into force or a vote to remove the policy shall occur. If the policy fails to be re-suspended or can no longer remain suspended by this procedure, it shall be automatically put into force.'*

As this change had been brought before the Directors already for discussion, such a suspension would require only 50% + 1 of the voting members of the assembly.

AHSUM President Tomson Tran noted that boxed water was not actually very sustainable but rather green-washing and is lined with plastic, which can be just as bad for
the environment. ESS President Carly Mirlees agreed and noted that plastic coatings on these can be far worse for generation of micro-plastic waste.

MathSoc President Alex Lee noted that some cultures do not support drinking water that is not bottled, or otherwise distrust it due to water quality.

Speaker Elizabeth O’Sullivan clarified if the question was to be selling transparent plastic water bottles vs selling plastic bottles generally. Vice President Kurt MacMillan clarified this was for selling transparent plastic water bottles during the exam period.

Vice President Kurt MacMillan moves to temporarily suspend the policy for this exam period.

**Be it resolved that** Council *temporarily suspend* the Sustainability Policy.

*Vice President Kurt MacMillan and Vice President Matthew Gerrits.*

Secretary Seneca Velling expressed concerns that temporarily suspension should include appropriate suspensions, and not be a blanket measure.

Vice President Kurt MacMillan agreed and moved to amend the motion of suspension of the policy to be as it pertains to plastic water bottles and only during the Fall 2018 exam period.

**Be it resolved that** Council amend the motion to read:

Be it resolved that Council *temporarily suspend* the Sustainability Policy as it pertains to plastic water bottles and only during the Fall 2018 Exam Period.

*Vice President Kurt MacMillan and Secretary Seneca Velling.*

Motion carries

Motion carries with Councillor Jason Small notably opposed.

**December and January Regular Meetings**

Councillor Jason Small noted that the bylaws require monthly meetings, and no meeting had been scheduled for December.

Secretary Seneca Velling moves to suspend procedure and set the next regular meeting in December before exams.

**Be it resolved that** Council suspends Procedure 9, and

**Be it further resolved that** Council sets the December regular meeting to occur on December 2nd, 2018.

*Secretary Seneca Velling and Councillor Jason Small.*

Councillor Jason Small suggested the 23rd of December as a *pro forma* meeting (procedurally possible), but not as a recommendation. The assembly strongly opposed this suggestion.

AHSUM President Tomson Tran suggested Christmas in jest.

President Richard Wu asked if there would be substantive items, Secretary Seneca Velling and Speaker Elizabeth O’Sullivan noted that there would be substantive items for business (OUSA panel, EngSoc B President Katie Arnold’s feedback session motion, and
any other items Councillors wish to submit). President Richard Wu noted this was okay, but stated Vice President Matthew Gerrits and himself could not be in attendance given the UCRU Federal lobbying week occurring over that period.

**Motion carries** with two-thirds ($\frac{2}{3}$), AHSUM President Tomson Tran noted as present and not-voting.

**Be it resolved that** Council sets the January regular meeting to occur on January 13th, 2019.

*Secretary Seneca Velling and Councillor Jason Small.*

**Motion carries** with MathSoc President Alex Lee abstaining.

**Be it resolved that** Council schedule the remainder of the Winter 2019 Term meetings as: _____, _____, and _____.

*Councillor Jason Small and Science Society Designate Austin Richard.*

**Motion was Withdrawn from Consideration by Council**

**ADJOURNMENT**

**Be it resolved that** Council adjourn until the next meeting.

*Speaker Elizabeth O’ Sullivan and Secretary Seneca Velling.*

The president requested to know which society presidents would be on term in Winter 2019 for purposes of placards for Councillors.

With no new business the meeting was called to adjourn at 16:40.

**Motion carries** unanimously.

*Secretary’s Note:* the next scheduled meeting of Council shall occur on 2 December 2018 at 12:30 PM.
1. **University Affairs**
   
   A. **Committees and Meetings**
      
      a. **Senate**
         
         The Federation of Students voted in the affirmative for a new 3-year full-week fall break pilot at the October 15th Senate meeting. With the near unanimous consent of other Senators, the fall break pilot will begin in fall 2019.
      
      b. **Board of Governors**
         
         Requested increases in the Studentcare dental fee, at $3.09 / $6.53 for regular / co-op, and the EngSoc fee, at $16.40 were approved. President Hamdullahpur also highlighted the following items in his update:
         
         - **Campus Wayfinding Project**
           
           Out to tender, aiming for implementation starting in April 2019
         
         - **Strategic Planning**
           
           Halfway through consultation sessions; SPAC has convened to have a cursory look at emerging themes from discussion at consultation sessions
         
         - **Province-mandated Free Speech Policy**
           
           President Hamdullahpur noted a Free Speech Policy for the University is in the works, though it was also emphasized that the University already has practices that uphold the highest standards of academic freedom and freedom of speech.
         
         - **Student Campus Experience**
           
           As noted in the President’s Report to the Board of Governors, though 74% of first-year respondents are satisfied with the concern shown to them by the University, only 42% of graduating students are satisfied with the same.
      
      c. **Committee on Student Mental Health (CoSMH)**
         
         A forum was recently held at Hagey Hall to discuss the current state of Student Mental Health on campus. In addition to discussing the current and future work of the Committee on Student Mental Health, which was struck to implement recommendations put forward by the President’s Advisory Committee on Student Mental Health, the Okanagan Charter was officially adopted at this forum. The Federation of Students will work with campus partners to ensure that the University acts on these commitments.
      
      d. **Office of Human Rights, Equity, and Inclusion**
         
         Currently working with Amanda Cook, the Sexual Violence Response Coordinator, to work on bringing Upstander training to campus for students, faculty and staff. Other projects with the SVRC include coordination of a Consent Week for the University and 16 Days of Activism against Gender-based Violence.
e. **Policy 33 & 42 Review Committees**  
Both committees have nearly completed their initial drafts. Should there be any specific questions, please do not hesitate to send me an email.

B. **Building Projects**  

a. **Needles Hall Student Centre**  
Construction has been moving along, with a grand opening either late January or early February. Once open, this student centre will become a central hub for University services commonly accessed by students, including letters showing Proof of Enrolment, Student Awards and Financial Aid, etc.

b. **SLC/PAC Expansion**  
Construction has been moving as expeditiously as possible. According to the SLC/PAC project team, a late spring 2019 completion date continues to be realizable. An increase in the amount of construction on the exterior of the expansion is expected in the next couple of weeks as new materials are being ordered and shipped.

Additionally, furniture consultations are being planned as they are being finalized, and will take place in the Great Hall on the 19th and 20th of November so that students are able to provide feedback on what type of furniture they would like to see in the new expansion project. Consultation dates and times are as follows:
- Monday, November 19th from 12:00 – 13:00 in the SLC Great Hall
- Tuesday, November 20th from 15:30 – 16:30 in the SLC Great Hall

2. **External Affairs**  

A. **OUSA General Assembly: McMaster University**  
11 undergraduate delegates from the University of Waterloo participated in policy discussions on Teaching & Assessment, Tuition, Tech-enabled Learning, and on the Ontario PC Government’s mandate for Universities to adopt a Freedom of Speech policy by the end of 2018. In particular, the OUSA General Assembly voted in favour of lobbying the Provincial Government to withdraw the directive. The Vice President, Education and I will be in Toronto between the 11th and 15th of November to carry out the agreed upon recommendations of the General Assembly.

B. **OUSA Advocacy Week: Queen’s Park, Toronto**  
Student union Executives from all of OUSA’s member institutions, including myself and Vice President Gerrits, travelled to Toronto from Sunday, November 11th to Thursday, November 15th to advocate for a number of different undergraduate issues at Queen’s Park. Preventing and responding to sexual violence on campus, increasing mental health supports for students, open educational resources, tuition and OSAP were all topics of discussion in over 60 meetings with Ministers and MPPs from all parties.
Kurt MacMillan
Vice President Operations & Finance
Report

November 18, 2018

Federation of Students
University of Waterloo
1.0 General Update

Miscellaneous

Participated in a United Way Soup Kitchen during THRIVE week as a celebrity chef. 
Continued weekly meetings with department managers. 
Met with Laurier’s VP Finance and Administration to learn more about each other’s SUs and bounce ideas off of each other for SU growth. 
Completed Value for Money procedure to comply with Value for Money policy. 
Actively been working with the Research Marketing Specialist to view recent survey results within our Commercial Operations.

2.0 Committee Updates

Budget Committee
Summary of expenditures with committee went very well. We are projected to meet the approved budget.
Savannah Richardson
Vice President Student Life
Report

October, 2018

Federation of Students
University of Waterloo
1.0 General Update

Special Events:
- Volunteer Appreciation is undergoing a review to understand how we can continue to appreciate volunteers
- We are making some changes to the Feds Awards to provide opportunities for more public displaying and recognition
- In the preliminary steps of bringing an event to Cambridge and having discussions about hosting an event at the Cambridge campus

Services
- We are finalizing our online Learn Coordinator training

Societies
- Society Relations Commissioner and I are beginning to attend society exec meetings when we can
- Finalizing details of the society executive training

Clubs
- Exploring how we can move Club President and Exec training to Learn

Miscellaneous
- Organized and facilitated a few Thrive Week engagements (e.g. the Lego Artist and other passive things)
- Been in conversations with Campus Wellness on increasing communication to students with regards to initiatives they work on (e.g. training to provided trans health care)

2.0 Committee Updates

**Internal Administration Committee**
IAC has reviewed many club applications and reviewed the Feds Awards nominations.

**Campus Life Advisory Committee**
CLAC reviewed and discussed the proposal to amalgamate MATES and Foodbank.

There are subcommittees continuing to collect data and come up with standards for service evaluation, and coordinator experience.

**Internal Funding Committee**
IFC hasn’t received any funding proposals since the last council meeting. I am working on compiling the documentation on who has been allotted the funding this fiscal year.

**Committee of Presidents**
COPs met for a second time this term. One of the discussion items was about Presidents leading their constituency caucuses. Due to the high demand of the President role, they do not believe this is an effective use of their time as a president knowing that they already oversee an entire society.
Service Coordinator Advisory Committee (Name TBD)

Our second meeting is scheduled for November 22nd.

Service Advocacy Committee (Name TBD)

We will be having our first meeting on November 13th. This committee will consist of advocacy directors from each services or another relevant position. Matt will sit on the committee in order to provide joint support in their advocacy efforts. Similarly, the Student-Run Service Support Coordinator will also sit on the committee owing to overseeing three of our equity seeking services.
0.0 Announcements

OUSA General Assembly: The OUSA general Assembly was held at McMaster over the first weekend of November. Ten Feds delegates attended with me, and the General Assembly in a marathon session approved policy papers on tuition, tech-enable learning, and teaching and assessment. Additionally, the General Assembly approved a stance on Free Speech.

OUSA Lobby Week: Between now and Council, myself and President Wu will be attending OUSA’s Student Advocacy Week. We will be lobbying on six student priorities taken from OUSA policy, ranging from economic to social issues.

Academic Affairs: Currently wrapping up hiring a new Academic Affairs Commissioner

1.0 University-Related Activities

1.1 Feds Committees:

Education Advisory Council
Responsibilities: To advise the Vice President Education on academic issues facing Waterloo students.
Synopsis: This committee has had a meeting since the last report, in which it reviewed the open policy and the undergraduate learning submission for the university. Additionally, the Council had a discussion about work term reports and a potential future research project into this topic.

Co-op Students Council
Responsibilities: To advise the Vice President Education on co-op related issues, and to serve as an opportunity to interface with the Co-op Experience Staff.
Synopsis: I was not present at the most recent Co-op Students’ Council, however, discussion was largely centered about the rollout of Co-op’s cannabis policy, and the update of the Co-op Fee Review project.

1.2 University Committees:

Co-operative Education Council
Responsibilities: A forum to review and to advise Co-op at UW.
Synopsis: The most recent CEC meeting included a review of grad co-op programs, and discussions on the co-op fee timeline, student employment rate calculations, and a competency framework for co-op.

Senate Undergraduate Council
Responsibilities: To consider questions involving academic quality and undergraduate studies and provide recommendations to go forward to Senate
Synopsis: Nothing of note to report from the last SUC meeting.

CEPT2/CTAPT
Responsibilities: Investigating how course evaluations are done and how to improve them, and how to develop complementary methods.
Synopsis: Had an update from CEPT2 chair Dr. Dave DiVidi, and got caught up to speed on the project, was briefed on the upcoming research project to help study and calibrate the new student course perceptions. Had an initial meeting with the newly hired researcher for CTAPT to review a work plan for study.

Co-op Comprehensive Review Committee
Responsibilities: Study and develop recommendations surrounding process with regards to the Co-op Fee.
Synopsis: Has not had a meeting since the last meeting, as work is being done to get documents out the door, as well as to compile materials for phase 2 of the project.

Provost Advisory Committee on Timetabling
Responsibilities: Look into scheduling and in particular the new scheduling system. Synopsis: Has not met since last report.

Student Technology Council
Responsibilities: Look into scheduling and in particular the new scheduling system.
Synopsis: Has not been constituted, however, I have an upcoming meeting with the university CIO.

Teaching and Learning Spaces Committee
Responsibilities: Look into improving teaching and learning spaces on campus
Synopsis: Was again not able to make the most recent meeting, which again involved going over a 3-year strategic plan for the committee, including funding asks of the university to finance the committee’s work.

2.0 External Activities

2.1 Municipal/Regional-level
Town & Gown Steering Committee, City of Waterloo (Benjamin Easton)
Responsibilities: Bring together a smaller group of municipal stakeholders to assist with direction-setting for the broader Town & Gown Committee. Synopsis: Has met, with the main point of discussion being rollout of cannabis.

Unsanctioned Public Gatherings Task Force, City of Waterloo (Benjamin Easton)
Responsibilities: Represent UW students in ongoing discussion about large unsanctioned gatherings happening in the City of Waterloo
Synopsis: Has not met since last report, will meet in November.

2.2 Provincial-level
Ontario Undergraduate Student Alliance (OUSA)
Responsibilities: Represent UW students to the provincial government through an alliance of like-minded undergraduate student associations. For more information on OUSA visit: www.ousa.ca.
Synopsis: The SC had a meeting in the last week of October, as well as a brief one at the General Assembly for which I was not present due to late arrival.

2.3 Federal-level
UCRU
Responsibilities: To advocate on behalf of students to the Federal Government. UCRU is made up of student leaders from U15 schools across Canada.
Synopsis: Has not met since last report.

3.0 Other Stakeholder Meetings

3.1 University-level:

Judene Petti, WatCACE: Had a meeting to discuss the competencies project that co-op will soon be embarking upon.
Catherine Newell-Kelly: Met regarding some issues around systems, the Centre, and other issues.
CEE Services Team: Met with some members of Co-op and the CEE Services team to discuss the co-op fee process.

3.2 Municipal/Regional-level:

Ken Seiling Retirement Dinner: Attended and delivered a thank you letter on behalf of WLUSU, Feds, and UW GSA.

3.3 Provincial-level:

Laura Mae Lindo: Visited member Lindo to speak about our advocacy priorities, and discuss which issues she felt are important to pursue that related to our advocacy issues.

3.4 Federal-level:

None of Note

3.5 Other:

None of Note

5.0 Upcoming Activities

OUSA Lobby Week: Around the 12th of November.
Federal Lobby Week: Around the 6th of December
Amendments to Procedure 6 (Elections and Referenda)

Section 6 (Nominations), subsections 6.3 and 6.4

6.3 Nominations for Executive positions shall require the signature of the candidate and the signature of one hundred (100) other members of the Federation of Students.

   6.3.1 Nominations for an Executive position shall also require the candidate to indicate their agreement to the following statement:
   “I understand that, as an Executive, I will be expected to balance the best interests of the undergraduate student body and those of the corporation. I understand that, if elected, I will be required to complete Conflict of Interest Declaration forms and to follow all other responsibilities indicated in Council and Board Procedures.”

6.4 Nominations for a Students’ Council position shall require the signature of the candidate as well as the signature of twenty-five (25) other members of the Federation of Students from the appropriate constituency.

   6.4.1 Nominations for a Students’ Council position shall also require the candidate to indicate their agreement to the following statement:
   “I understand that, as a Councillor, I will be expected to act in the best interests of my constituents. I understand that, if elected, I will be required to complete a Conflict of Interest Declaration form and to follow all other responsibilities indicated in Council Procedures.”

Section 6 (Nominations), subsection 6.10 (currently titled Acclamations) shall be fully removed and replaced with:

6.10 Unopposed Candidates

   6.10.1 If the number of nominations for any position is less than or equal to the number of seats available for that position, all members who submitted valid and complete nomination forms for seats for that position shall be subject to a confirmation vote during the polling period. For such positions, eligible voters shall be given the chance to vote “yes”, “no”, or abstain for each candidate. A candidate shall be elected if the number of “yes” votes exceeds the number of “no” votes.

   6.10.2 For clarity, all other sections of this procedure shall fully apply to unopposed candidates with the exception of any rules that contradict 6.10.1.
COUNCILLOR’S CODE OF CONDUCT

A. Overview

I. Purpose
This procedure:
1. Sets out conduct standards for councillors with regard to their duty to represent and consult their constituents; and
2. Establishes processes for declaring actual, perceived, or potential conflicts of interest with regards to meetings of Students’ Council and of committees of Students’ Council.

II. Application
1. All references to “councillors” in this procedure shall apply to all voting members of Council (including executives and constituent society presidents with regards to their participation in Students’ Council).
   a. In this procedure, executives shall be considered to be councillors with their constituency being the entire undergraduate student population and their constituency societies being all of the societies recognized by the Federation.
2. While non-voting members of Council and committee members that are not members of council are not generally subject to this procedure, they are expected to orally declare any actual, perceived, or potential conflicts of interest that relate to any item of business if they are participating in the discussion or voting of that item.
3. This procedure cannot be suspended.

III. Review
1. This procedure shall be reviewed at least every two years.

B. General Principles
2. As delegates of the students of their constituency, all councillors are expected to at all times act diligently and in good faith, with loyalty to the best interests of their constituents, and a view to the furtherance of their general interests.
3. Councillors shall be expected to consult their constituents and constituent society regularly.
   a. Consultation shall not imply that councillors must represent the views of their constituency society.
C. Declaring Conflicts of Interest

1. A councillor shall be considered to have an actual, perceived, or potential conflict of interest when the opportunity exists for the councillor to use the authority, knowledge, or influence of the Students’ Council, or a committee or body thereof, for individual benefit or to preferentially benefit any individual or organization with whom the councillor has a familial, personal, fiduciary, or financial relationship.

2. All directly-elected councillors and executives shall be expected to certify, prior to candidacy for election, that if elected they shall fulfil the responsibilities outlined in this procedure. Failure of a candidate for council or executive to certify the same shall render the individual ineligible for candidacy, per Procedure 6.

3. All councillors will be required to annually complete and submit a Conflict of Interest Declaration, which will be in congruence with the requirements of this procedure, to the Secretary of Council upon their election or reelection to Council.
   a. Directly elected councillors and executives must submit the form no later than the first council meeting of every Spring term.
      i. For executives, this required form shall be in addition to and separate from their requirements to submit conflicts of interest to the Board of Directors in accordance with Board Procedure 3.
   b. Councillors elected in a by-election must submit the form no later than the start of the first council meeting that they attend.
   c. Society Presidents must submit the form once per council year no later than the start of the first council meeting that year that they attend.

4. The Officers of Council shall ensure that copies of all submitted Conflict of Interest Declarations are available for inspection by any member of the Federation during any Council meeting. Additionally, the officers shall make arrangements upon request for a member of the Federation unable to attend a Council meeting to instead view the documents (without being able to preserve copies of it) at the Federation office.

5. Councillors who have an actual, perceived, or potential conflict of interest, with respect to any matter under consideration by Council, or a committee or body thereof, shall declare the nature and extent of the interest immediately and refrain from taking part in any vote in relation to the matter.

6. When Council, or a committee or body thereof, is of the opinion that a conflict of interest exists that has not been declared, Council or the committee or body thereof may declare by resolution, carried by two-thirds of its members present at the meeting, that a conflict of interest exists and the councillor thus declared to be in conflict refrain from taking part in any discussion or in any vote in relation to the matter.

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1 Constituent society presidents shall not be considered in violation of this procedure for furtherance of the goals of their constituent society on Students’ Council as ex officio members.
7.—At the start of any meeting constituted as a “Council of Delegates” (per Article 8.10 of the bylaws), the chair shall pose the following question:

“In relation to any of the items of business on the agenda for this meeting, does any delegate have an actual, perceived, or potential conflict of interest?”

a.—The secretary shall note any and all responses received in the minutes

D. Confidentiality

1. All meetings of Students’ Council shall be open to the public unless Council deems a matter to be in confidence in the interests of discussion; such a motion must be carried by two thirds of its members present at the meeting and confidential business shall still be recorded for publication. and, in accordance with §130(5) of the Act, no item of business at a meeting of Students’ Council may be held in confidence and no member of the Corporation may be prohibited from attending or participating in discussions at such meetings at the discretion of the Speaker. Maintenance of decorum, order in deliberation, or appointing a sergeant-at-arms for the same by the Officers of Council, or by order the assembly as a whole, shall not constitute undue prohibition on member participation in discussion. This clause shall be enforced in accordance with Procedure 9.

a.—Notwithstanding the foregoing, nothing shall prohibit the Officers of Council, or a committee of the whole assembly of Council, from enforcing order and maintaining decorum or appointing a sergeant at arms for the same.

b.—In accordance with the Act, no item of business at a Council of Delegate meeting may be held in confidence and no member of the Corporation may be prohibited from attending or participating in discussions at such meetings.

2. Save where otherwise noted in procedure, the meetings of any committees or bodies of Council shall be open to the public unless the committee determines that there is a need for confidentiality when considering a specific item of business. Confidential business shall still be recorded in committee minutes, but may be redacted at the consent of the chairperson of the committee and Speaker of Council.

a. Committee members will not disclose to any party or person, outside of the members of the committee, any written or oral information or materials disclosed or provided to the committee deemed to be confidential that have been redacted from the public record.

b. Joint committees or bodies with the Board of Directors, external groups, or the University of Waterloo shall be deliberated by the terms of reference of such committees or bodies. No terms of reference for joint committees or bodies shall be adopted that expressly violate Federation of Students’ Policies.

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*Maintenance of decorum or order in deliberation by the assembly’s officers shall not constitute undue prohibition on member participation in discussion and no member may be removed during any Council of Delegate meetings.*
3. Information deemed to be confidential by the Council, or a committee or body thereof, will be limited to those matters defined in Federation of Students’ policy.

4. Once a Councillor’s or any committee member’s term ends, confidential information and material obtained during that term will remain undisclosed to any party or person. Notwithstanding the foregoing, this nondisclosure will be exempt where:
   a. Consent to do so has been obtained by resolution of the Council and by any affected party or person; or
   b. There is a legal right or duty to disclose; or
   c. Disclosure is compelled by process of law; or
   d. Otherwise noted in procedure.

E. Breach of Code of Conduct

1. Accusations that a member of Council has violated any part of this procedure will be referred to the Secretary and Speaker of Council. Officers of Council shall be responsible for determining the most appropriate method to address the violation, including but not limited to a meeting with the Councillor in question, removal of the Councillor or member from any relevant committees, or referral of the matter to Council.
   a. The decision of the Officers of Council and any supporting information, if applicable, shall be included in the report of the Officers at the next regular meeting.
      i. Council may elect, by ¾-majority, to refer to recall referendum the removal of a directly-elected Councillor found in violation of this procedure by gross negligence or willful misconduct. This motion must be moved by a member of Council representing the same constituency.
   b. The decision of the Officers of Council may be appealed to the Council, not later than the next regular meeting of Council. Overturning the decision of the Officers of Council shall require a simple majority.

2. In the event that any Officer(s) of Council is/are accused of violating any part of this procedure, Council shall be responsible for addressing the violation in a manner consistent with §D-1.

3. No accusation or discussion of any violation of a part of this procedure by a councillor, officer, or at-large committee member of Council shall be conducted confidentially. This rule may not be suspended.
Letter of Apology

Mariko Shimoda & Katherine Arnold  
Engineering Society A & B  
200 University Avenue W.  
Waterloo, ON N2L 3G1

6 November, 2018

Re: Letter of Apology

Dear Presidents Shimoda and Arnold,

Thank you for bringing to the attention of the Board of Directors both claims and evidence supporting breach of the Memorandum of Understanding between the Federation of Students and the Societies (“Feds-Societies Agreement”) by the Federation. The Vice President of Operations & Finance has corroborated all claims of the breach of contract and the Board expressed serious misgivings with regard to both the seriousness of the late fee delivery and the incomplete amounts delivered. In addition, the Board wholeheartedly apologizes for the failure to provide notice for the arrival of the auditor in FY2017; we will ensure that in future fiscal years proper notice is issued.

Contractual matters are of the utmost seriousness to the Board of Directors and, as such, a review of the institutional failings that lead to these violations is being conducted. We would like to assure both the Engineering Societies that the following actions are being taken:

• Procedural rules for Notice of Auditing for all Societies are under development and internal calendars in the Federation will now reflect dates for advance notice to be provided for auditing;
• Procedural rules for payment of Societies’ fees to best comply with the current agreement and those amendments made in the coming agreement re-negotiation are being considered;
• Review of the Feds-Societies Agreement payment timelines during re-negotiation will occur, including mechanisms for waiver of timelines if consented to by both the Federation and the Society in question;
• Strengthening internal protocols regarding receipt of cheques by Societies and verification of faculty program fees collected by the University is accurate to avoid incorrect payment amounts in the future; and
• Better communicating Board of Governors meeting timelines to ensure the Federation can effectively lobby the University for increases to Society fees as required by the MoU.
The Board will ensure Societies remain part of this conversation on establishing more robust internal protocols and procedures to prevent repetition of these infractions in future years. On behalf of the Board, I apologize for any financial and administrative burdens the Federation’s breach of contract may have imposed. We are aware of the risks to staffing and funding for the Engineering Societies that our noncompliance may have caused.

Please do not hesitate to contact myself at chair@feds.ca, or the Board as a whole at board@feds.ca, with any further comments, questions, or concerns.

Yours sincerely,

Seneca Jackson Velling

Seneca J. Velling
Chair of the Board of Directors
INVITING NEWS GROUPS TO COVER STUDENTS' COUNCIL MEETINGS

WHEREAS Council aims to proactively engage with its constituents and recognizes the media’s role in conveying relevant information to its constituents,

WHEREAS constituents are interested to know more about discussions at Council meetings and the conduct of their Councillors and representatives,

WHEREAS the Students’ Council acknowledges that “an atmosphere of openness, integrity, accountability and transparency are highly valued and are crucial to the effective operation of the University”, as outlined in Policy 1, Secrecy in University Governance,

WHEREAS Council has already taken steps to increase transparency of Council meetings, including making agenda and minutes public and live-streaming Council meetings;

BIRT the Secretary of Students’ Council, with notice given to the appropriate Communications and Media Relations staff member, shall formally invite news groups on campus no later than three (3) days after the agenda is sent to Council, to cover the upcoming Council meeting. The invitation shall include:

- A copy of the agenda;
- Location and time of the meeting;
- At the secretary’s discretion, an explanation of the more substantive items of business deliberated on by Council.

BIFRT at the discretion of the Officers of Students’ Council, the Secretary of Students’ Council shall inform major news groups of important activities that occurred at Council meetings, especially if said news groups did not cover the meeting, such as:

- Discussions regarding proposed budgets;
- Ratification, adoption, or referral of key motions, policies, or procedures;
- Creation, elimination, or change of mandate of committees or subcommittees; or
- Other substantive items of business deliberated by Council.

Comment [2]: See above comments.

Comment [3]: Question of bias was raised (see above commented).

Ensure more clear wording is sought, if we want to take away explanation of more complicated motions; e.g. recent Policy 48 article in Imprint: discussion in the article about what Feds is trying to do, in particular whether wading into international politics is important. Imprint seemed to present that Feds was doing this for specific reasons. Though it was supposed to come from an impartial perspective, things in that article were certainly untrue.

As well, Imprint did not reach out to all relevant parties - could be presenting biased argument.

Suggested that Newsgroups continue to reach out by email to CMRS, since the CMRS is generally siloed, and therefore the most impartial.

Suggestion that there should be a 10-15 minute question and answer period after adjournment of Students’ Council meeting for newsgroups.

Set time cap, and suggesting that newsgroups are free to speak with Councillors.

Comment [4]: I suggest +austinric95@gmail.com and +rkwu@uwaterloo.ca suggest a BIFRT about this.

Comment [5]: I like these changes sure!

Comment [6]: Replace whole or parts of this clause with "pseudo press conference" idea.

Incentivizes newsgroups to come out. Though, removing the whole clause may bias towards those groups with more resources.
X. Internal Funding Committee

a. Responsibilities

1. Administer the Enterprise, Opportunity, and Innovation Fund and the Special Projects Fund in accordance with the appropriate procedures.

b. Membership

1. The Vice-President, Operations and Finance, who shall be chair;
2. Three (3) Councillors;
3. Two (2) students at-large; and
4. Those other members as determined by the voting membership of the Committee.

c. Meetings

1. This committee shall meet as needed to fulfill their duties.

d. Term of Office

1. The term of office shall be one (1) year.
Committee Transparency

WHEREAS members of Students’ Council and the Board of Directors are available on the Federation website,

WHEREAS Committees conduct important work and so members of Committees should be held accountable,

WHEREAS Council Procedure 10, Committees of Students’ Council, establishes that “all committee meetings shall be open to the public unless the committee determines that there is a need for confidentiality when considering a specific item of business. Confidential business shall still be recorded in committee minutes, and may be redacted at the consent of the chairperson of the committee and Speaker of Council”;

WHEREAS Council Procedure 10, Committees of Students’ Council, establishes that “any member of the Federation may request that the chair of a committee inform them of the time and location of meetings of that committee, and the chair shall honour such a request”;

BIRT the membership of Committees be published on the Federation website, including the member’s name and class of committee membership (viz., Councillor, Director, Executive, At-Large member);

BIFRT meeting agendas, locations, and times of public Committees of Council be circulated to the Council mailing list no later than one (1) business day prior to the committee meeting ;

BIFRT the chair of each Committee, or their designate, provide the agenda to the Secretary of the relevant governing body no fewer than two (2) days before the meeting;

BIFRT the Secretary of each governing body will be responsible for consolidating the agendas of Committees of their governing body;

WHEREAS attendance of key meetings is a quick quantitative measure of an elected or appointed official’s commitment to the role;

BIFRT the chair of each Committee, or their designate, shall notify the Secretary of the relevant governing body in the event of excessive absenteeism by a committee member in accordance with procedure;

BIFRT the description and the contact information of the chair, and vice chair where applicable, of each committee be published on the Federation page.
Attendance Transparency

WHEREAS attendance of meetings of the Board of Directors and Students’ Council are already publicly available, albeit not clearly, by reading the minutes of every Board and Council meeting,

WHEREAS attendance of key meetings is a quick quantitative measure of an elected official’s commitment to the role;

BIRT members’ attendance at Council and the Board be published on the Federation website, for all Council and Board of Directors meetings;

BIFRT this page be kept up to date within reasonable bounds, especially around elections;

BIFRT The Secretary of Council be responsible maintaining records and, in consultation with the appropriate staff, ensuring these records are kept up-to-date on the Federation’s website;

BIFRT The Secretary of the Corporation be responsible maintaining records and, in consultation with the appropriate staff, ensuring these records are kept up-to-date on the Federation’s website

BIFRT in the event of discrepancy, error, or belief of inaccuracy, any Councillor or Director may appeal the records kept by the Secretary to the Students’ Council or Board of Directors, respectively; such action should not be taken prior to first attempting to resolve the concern with the appropriate Secretary.
FEDERATION OF STUDENTS

POLICY

Number: 43

Effective:

Replaces: December 04, 2016

Commercial Services

Definitions

1. “Commercial Services” or “commercial operations” shall refer to any service that operates primarily as a business and sells goods and services to generate revenue.
2. “Competitive Prices” means prices that are comparable to the prices of market competition.
3. The Federation of Students’ commercial services include the following: Bombshelter Pub, Caffeine Dispensary Cafe & Lounge, Campus Bubble, Feds Used Book Store, International News, Maker’s Kitchen and Wasabi Sushi.

Policy

WHEREAS no entity on campus, Feds or otherwise, should have a commercial monopoly on providing services to students,

WHEREAS the Federation of Students provides services to further enhance the student experience and to fill gaps in the student experience that are not filled by the university,

WHEREAS the Federation of Students recognizes that there is a distinction between student services as defined by Federation Policy 30, and Commercial Services as defined by this policy,

WHEREAS the Federation of Students recognizes the importance of student driven services and providing leadership opportunities for students is a key pillar of the Feds mandate,

WHEREAS the Federation of Students strives to offer commercial services that offer a high quality service at competitive prices to students while maximizing surplus from non-student sources of revenue,

THEREFORE, BE IT RESOLVED THAT commercial services will ensure that the overwhelming majority of employment opportunities are for undergraduate students;

BIFRT the Director of Commercial Operations and Vice President Operations & Finance must demonstrate to the Board of Directors that the hiring of any non-student personnel for
commercial services is essential due to the hours of operation, individual’s education, experience required for the position, or student interest\(^1\);

BIFRT the Federation shall publish business summaries and budgeted bottom lines for all commercial services, after operating budgets are approved by the Board;

BIFRT an annual report on commercial services, approved by the Board of Directors, shall be presented to Students’ Council accompanying the audited financial statements and made public to the membership and such report shall, at minimum, inform the membership of the nature of every commercial service and include a summary report of the overall financial performance, annual goals, ongoing capital improvements, and long-term strategy of said services;

BIFRT commercial services management shall be expected to develop viable budget targets and justifications to be presented to the Board of Directors during the budget approval process; pricing decisions for commercial operations should reflect target values;

BIFRT commercial services management will ensure that at least one commercial venue owned or operated by the Federation offers students access to food and retail services twenty-four (24) hours a day, seven (7) days a week;

BIFRT no money collected by the Feds Student Fee shall be used to pay for expenses, direct or indirect, incurred by commercial services, unless expressly authorized by the Board of Directors at the recommendation of the Vice President Operations & Finance;

BIFRT if surpluses are generated from commercial services, they will be reinvested back into students by transferring said surpluses to the Federation’s general operating fund, used to offset increases to the dues paid by members, used to offset any real accrued losses associated with business operation, used for capital improvements of and reinvestment in the commercial services, or such other purposes as deemed appropriate by the Board of Directors.

\(^1\) With the proviso that any currently employed personnel shall not be affected.
Society Presidents and Designates on Council

WHEREAS Article 8: Students' Council, Section 2: Membership of the bylaws, provides that each constituency Society President or a "designate selected in accordance with Procedure" shall be a voting member of the Students' Council,

AND WHEREAS no two voting society representatives on Council may represent the same constituency,

I. General Requirements:

Therefore, be it resolved that in each academic term of a governing year, the President of each constituency society recognized under the bylaws of the Federation of Students shall be the *ex officio* representative to Students' Council of that constituency society, unless a designate be selected for that term pursuant to this policy;

BIFRT in the event that the President of a constituency society cannot or chooses not to fulfil these obligations during an academic term, that society’s governing body shall be empowered to select a designate to serve as a representative of that constituency society at the Students’ Council;

BIFRT notwithstanding the foregoing, the governing body of each constituency society shall be entitled to name a designate in lieu of the President of its respective society should it so choose; and similarly shall be empowered to recall their designate who is serving as a representative of that constituency society at the Students’ Council;

BIFRT in the event that a designate resigns their station, that society’s governing body shall be empowered to select a designate to fill such a vacancy at the Students’ Council;

BIFRT in the event of vacancy on the Students’ Council, the appropriate constituency society may select a designate to serve in a *pro tempore* capacity on the Students’ Council until such time as a by-election has determined the elected candidate to fill such a vacancy;

BIFRT this policy shall be implemented to the fullest extent while maintaining and respecting the role of the proportional and directly elected representation of Councillors by their constituents as a whole; in the event of conflict, this policy shall be interpreted so as to protect the proportional and direct election of Councillors;

BIFRT a recognized constituency for which there is two or more societies shall be permitted to send a designate to attend Council in a non-voting capacity and may participate in discussion at the discretion of the Speaker; and
BIFRT the Board of Directors shall approve no bylaws that pertain to designates on the Students’ Council without the consultation and approval of Council.

II. Designate Qualifications:

WHEREAS the Students’ Council constituted under the bylaws of the corporation is considered, for the purposes of the Corporations Act, R.S.O 1990, c. C.38, to be a meeting of delegates of the corporation’s membership,

WHEREAS the Memorandum of Understanding between the Federation of Students and Societies (hereafter "Feds: Societies Agreement") constitutes the Committee of Presidents;

AND WHEREAS the Committee of Presidents, pursuant to Students’ Council Procedure 28, Committee of Presidents, maintains and upholds the Feds: Societies Agreement and has the explicit power to formulate its own policies and procedures in accordance with the Federation of Students policies and bylaws;

Therefore, be it resolved that, in accordance with section §130(3) the Corporations Act, R.S.O 1990, c. C.38, all members of the Students’ Council may have a maximum of one vote and are prohibited from naming a proxy or issuing votes by proxy;

BIFRT in compliance with the foregoing, should a designate be named for the reasons enumerated in this policy, the President shall cease to be a voting member of the Students’ Council and in their stead there shall be such designate as selected in accordance with this policy; and thus the selected designate shall not be considered a proxy¹;

BIFRT, in accordance §130(4) the Corporations Act, R.S.O 1990, c. C.38, no person shall be selected as a designate for a constituency society who is not a member of the corporation;

BIFRT no person shall be selected as a designate for a constituency society who is not a full member of the constituency society for which they shall serve as a representative;

BIFRT procedures for the qualification of and limitations in the selection of designates may be developed by the Committee of Presidents (COPs) pursuant to those requirements stipulated in this policy and elsewhere in the policies and procedures of the Students’ Council;

III. Ratification of Selected Designates:

¹ Viz., the President of a constituency society cannot simultaneously serve as a Councillor while a designate is selected; and once a designate is selected, the President or designate cannot fill this role at their leisure or otherwise proxy the role to any third party.
BIRT the selection of a designate by the governing body of a constituency society shall be ratificed by the Students’ Council at the first regular meeting following any such selection or, if Council is unable, by the Federation of Students’ Board of Directors; and

BIFRT the ratification of selection shall not be unreasonably withheld by the Students’ Council or, in the case that Council is unable, by the Federation of Students’ Board of Directors.

SECTION IV STILL UNDER REVIEW, NOT CURRENTLY RECOMMENDED FOR ADOPTION:

IV. Miscellaneous

WHEREAS the Engineering Society has two subsidiary society constituencies into and of themselves represented by the Engineering Society A and the Engineering Society B, both recognized by the Federation of Students as part of a collective constituency society under the Federation of Students: Societies Agreement.

WHEREAS Article 8.2 of the bylaws specifies that “no two voting society representatives on Council [may represent] the same constituency”, which thus requires Council to recognize only the on-term Engineering Society President or designate.

AND WHEREAS Article 11.3(2) of the bylaws expressly provides that Council shall resolve all matters of controversy in elections and referenda;

Therefore, be it resolved that the Students’ Council may, where applicable and in consultation with the respective constituency society, recognize the elections of constituency society presidents for constituencies with more than one society, so as to allow those elections to be considered Federation of Students elections for the purposes of Council membership;

BIFRT if Council has ratified a constituency society election, the Federation of Students' Board of Directors may reserve from the elected voting seats on Council, as described in Article 8.3(2) of the bylaws, no more than one seat for that representative;

BIFRT that such a reserved seat shall be considered an elected Councillor for the purposes of Council membership in the bylaws, independent of their role as a President of the constituency society.
BIFRT this policy shall be implemented to the fullest extent while maintaining and respecting the role of the proportional and directly elected representation of Councillors by their constituents as a whole; in the event of conflict, this policy shall be interpreted so as to protect the proportional and direct election of Councillors;

BIFRT the Board of Directors shall approve no bylaws that pertain to designates on the Students' Council without the consultation and approval of Council.
STUDENT APPOINTMENT TO COMMITTEES

1. In all cases where a committee, a delegation, a board, or any such group is formed either by the Federation of Students or the University of Waterloo to which students are to be appointed at large, students will be advised by the Federation of Students of the opportunity. Advertising of the opportunity shall occur, at minimum, through the Federation’s website and social media channels as well as through the Students’ Council and Board of Directors mailing lists.

   a. If a student must be appointed, the Federation of Students President or his/her designate shall appoint the representative(s). Such appointment must be done following the recommendation of the President’s Advisory Committee (PAC).
      i. If the appointment must be made in less than 10 days from when the President becomes aware of it, a consultation of PAC members by email with at least 48 hours to respond may occur instead.
      ii. If an appointment needs to be made at such time during which more than half of the PAC’s elected membership is vacant (such as prior to the first Council meeting of a governing year), an email consultation of all Councillors with at least 5 days to respond may occur instead.
      iii. Selection of undergraduate students for seats to be vacant on committees of the university Senate for the upcoming governing year shall occur through a meeting of the PAC to be held during the period of March 1-15 following a period of at least 7 days during which statements of interest are solicited from incoming and continuing senators and other interested and eligible students (as applicable for the given committee). The incoming President shall be invited to participate in this meeting.

   b. If a student must be elected, the Federation of Students Council or a suitable committee thereof shall elect the representative(s).
      i. Selection of delegates of the Federation to an assembly of the Ontario Undergraduate Student Alliance shall be conducted by the Education Advisory Council.
      ii. Notwithstanding any other procedure, a decision to delegate the election to a committee (excluding those delegations already stated in procedure) may be made either during a council meeting or through an online vote of
councillors lasting at least 48 hours with no advance notice needed prior to
the vote.

2. In all cases where a committee, a delegation, a board or any such group is formed either
by the Federation of Students or the University of Waterloo to which students from a
particular faculty are to be appointed in their capacity as students of that faculty, the
appropriate faculty society will be advised by the Federation of Students of the
opportunity such that the Society can make recommendations for these positions.
   a. In the event that there is no recommendation forthcoming from the appropriate
      faculty society within a reasonable period of time, the Federation of Students
      President or his/her designate shall appoint a representative in agreement with a
      majority of the councillors of that faculty constituency.
Amendments to Procedure 10 (Committees of Students’ Council)

Section V.b (Education Advisory Council, Responsibilities)

1. To review and recommend updates of Students' Council's standing policies relating to the Education portfolio to the Policy and Procedures Committee and Students' Council;
2. To propose policy stances, from time to time, to the Policy and Procedures Committee and Students' Council on issues of major and ongoing concern to students;
3. To make decisions, from time to time, as deemed appropriate by the Committee, on the Federation's stance on urgent matters of concern to students;
4. To serve as the primary forum and focus groups for the Vice-President, Education and for campus partners who wish to gather student feedback on academic issues, and for the review of draft research papers presented by affiliate organizations including, but not limited to the Ontario Undergraduate Student Alliance.
5. To select delegates of the Federation to any assembly of the Ontario Undergraduate Student Alliance.

Section VI.a (President’s Advisory Committee, Responsibilities)

1. Advise the President on decisions made regarding University representation including student services, undergraduate student issues, and business of the University Senate.
2. Make decisions on behalf of Students' Council relating to the Presidents’ portfolio. Such decisions may only be made when, in the opinion of the committee, they justifiably do not warrant the consideration of Students' Council and are approved by the Speaker.
3. Make recommendations to the President on Feds governance structures.
4. Provide advice and recommendation on student appointments by the President to University committees in accordance with Procedure 2 (Student Appointment To Committees).

Section VI.c (President’s Advisory Committee, Meetings)

1. This committee must meet at least once monthly, excluding the exam period.
2. This committee must meet at least once during the period of March 1-15 for the purpose of selecting undergraduate students for seats to be vacant on committees of the university Senate for the upcoming governing year. This meeting must follow a period of at least 7 days during which statements of interest are solicited from incoming senators and other interested and eligible students. The incoming President shall be invited to participate in this meeting.
Cooperative Education and Experiential Learning Draft Policy

**Principle:** All students enrolled in cooperative education programs at the University of Waterloo should feel empowered to resolve issues that occur at any time during the hiring and employment cycle.

**Principle:** All students need to know who they can talk to within the Co-operative Education (CE) Department depending on the issue at hand.

Concern: When students experience an issue during the employment cycle, they often do not know who to consult with or may not feel satisfied with the resolution after consulting their assigned student advisor.

Recommendation: A clear communication framework must be implemented to ensure issues are escalated effectively to resolve problems in a timely fashion.

**Principle:** The interview process is an essential part of the hiring cycle in the cooperative education program.

Concern: The current interview process prevents students from turning down interviews they are no longer interested in taking.

Concern: The current interview process does not allow students to communicate with employers outside of WaterlooWorks, which forces students to complete interviews despite having another job offer available that they have already accepted or have the intention of accepting, which disadvantages both students and employers.

Concern: The current interview process disadvantages other students in the hiring cycle who have been selected as alternates and do not get the opportunity to interview in place of a student who is unable to turn down the interview.

Recommendation: Empower students with the ability to manage interview conflicts proactively, including interacting directly and professionally with employers.

Recommendation: CE should work with external employers to insert their offer into the match sequence so that students are able to make informed decisions with all opportunities available.

**Principle:** Students face a variety of challenges in the workplace that they may not feel adequately prepared for, particularly during their first coop experience.

Concern: Students are more vulnerable in the workplace due to their lack of coverage under certain jurisdiction’s labour laws and related legislation.

Concern: Students may be inexperienced in workplace expectations, making it challenging to determine what is acceptable workplace behaviour.

Recommendation: Feds should work with CE to create a workplace resources module to outline important information that students should be aware of while in the workplace, including but not limited to:
- Basic employment laws;
- WHMIS;
- Identifying, reporting, and dealing with sexual and racial harassment;
- Workplace safety and WSIB

Principle: *WaterlooWorks was a significant financial investment in the cooperative education infrastructure as a replacement for Jobmine.*

Principle: *WaterlooWorks has been designed to enhance the hiring cycle process for students.*

Concern: WaterlooWorks has not shown the desired level of functionality expected from a program with an extended consultation and development period and the amount of financial investment that occurred.

Recommendation: Feds must remain involved in the ongoing development period for WaterlooWorks to ensure student feedback is incorporated as upgrades continue to be made.

Recommendation: Feds should hold CE accountable through the development process to ensure transparency and student visibility.

Principle: *Employer accountability is an essential component in ensuring students participate in a safe and educationally valuable experience.*

Principle: *Employers must adhere to expectations as set by their internal human resources policies and by the principles of Co-operative Education at the University of Waterloo.*

Concern: Some employers are providing inaccurate job descriptions that do not accurately portray the position they will be hiring for, misleading students during the application process.

Concern: Employers are failing to follow through on job offers as extended through the match function.

Concern: Some employers are creating work environments that are potentially unsafe or uninformative for their co-op students.

Concern: Students have limited recourse in addressing issues of this nature as they may be concerned about potential repercussions that may arise from speaking out.

Concern: Students may feel trapped in a situation due to the nature of their short tenure with a company, leaving them to suffer through a non-ideal situation.

Concern: The job search is a demanding process that takes significant amounts of time away from students that are enrolled in a full time course load and some employers place additional unrealistic expectations on students.
Recommendation: CE must implement a student-informed employer accountability model to ensure employers are providing experiences of an appropriate quality for the co-operative education program.

Recommendation: CE shall continue to allow students to sign off on job positions if the job description strongly deviates from the interviewer’s description of the position during the application process.

Recommendation: To protect future students and the reputation of the University of Waterloo, employers who have created poor working environments, including enabling harassment or abuse of power, be banned from posting on WaterlooWorks for a minimum of two terms and CE should work with the employer to see if issues can be resolved to an appropriate standard for students in the future.

Recommendation: To protect students against the potential repercussions from employers when they report workplace harassment, students who speak out will still receive their co-op credit and a performance evaluation of at least “Very Good” if upon investigation, CE finds the allegations to be credible.

Recommendation: Feds should work with CE to develop guidelines for employers on what constitutes a reasonable interview process taking into consideration factors such as number of interviews, length of interviews, and required travel distance to interviews.

Principle: There is a reasonable expectation to be informed of an expected compensation range when making the decision to apply for a job.

Concern: Some employers elect not to provide students with compensation information on job postings in WaterlooWorks.

Concern: Many students depend on earnings made during co-op terms to pay for tuition, accommodations and other related expenses.

Concern: During the application process, students are not able to make an informed choice on what jobs that can afford to apply to based on their personal financial situation.

Recommendation: All job postings on WaterlooWorks should include information on the expected compensation range for the position.

Recommendation: Feds should work with CE to develop guidelines on acceptable levels on minimum compensation that students receive while working in high cost of living regions.
Definitions:

Open Educational Resource (OER): An Open Educational Resource is a form of learning material which has less restrictive licensing terms than those sold by traditional publishers. Use of the resource is typically either free or nominal to cover the cost of replication.

eCampus Ontario Open Library: eCampus Ontario is an arms-length not-for-profit, funded by the Government of Ontario, and is responsible for promotion of open learning culture. One way this is facilitated is by the maintenance of the Open Textbook Library, a free hosting platform for various open license textbooks.

Policy 77: Policy 77 governs the tenure and promotion system of tenure track faculty at the University of Waterloo

Learning Management System (LMS): A Learning Management System is an online resource used to host educational content, and may also comprise functions of course administration such as uploading of assignments or tracking student progress.

Online Course: An online course is a course which has little or no traditional lecture based content, and content otherwise delivered by lecture is instead by an online medium. Most online courses use a Learning Management System to facilitate the course.

Section I: Promotion of Open

Principle: Students greatly benefit from affordability in education.

Principle: Open Educational Resources can represent high-quality instructional materials with more affordability for students than conventional textbooks.

Principle: A well-supported open ecosystem requires platform infrastructure, instructor buy-in, general awareness and institutional support.

Concern: Waterloo students paid an average of 635 dollars on textbooks in 2017

Concern: Adoption of OERs by university faculty has not occurred at a satisfactory pace

Concern: The culture surrounding OERs is one that requires continuing promotion

Concern: Students aren’t aware of Open Educational Resources

Recommendation: The Federation of Students VP Education will advocate for the promotion and adoption of OERs for university courses

Recommendation: The Federation of Students VP Education will broadly support high-quality open learning on and beyond the university campus

Recommendation: The Federation of Students VP Education will promote eCampus Ontario and its open library in provincial advocacy as a platform for the promotion of open licenses across Ontario

1 https://www.macleans.ca/education/most-expensive-books/
Recommendation: The Federation of Students supports explicit mention of OER development as a positive indication in University Policy 77 for purposes of evaluation in Tenure and Promotion.

Recommendation: The Federation of Students should promote knowledge of Open Educational Resources to students

Section II: Open Textbook Development

Principle: Open textbooks comprise one of the largest opportunities for cost savings for students

Principle: The university should be committed to tearing down barriers to an open culture and open adoption on campus

Concern: The university should be placing more resources behind open textbook development

Concern: First year students are told to expect to pay over $2000 in textbook and learning supply materials in their first year²

Recommendation: The university should support the production of at minimum three open educational textbooks each year

Recommendation: The university should consider the following when allocating resources to Open Educational Resources: access to a subject-matter expert to create the resource, departmental willingness to commit to using a prospective OER, cost of typical textbook typical enrolments in the course or courses where a textbook may be used, cost and time to produce the resource, and amount of money saved by students

Recommendation: Resources developed by Waterloo professors should be available to students for the cost of printing or the cost of hosting and online upkeep, according to its format.

Recommendation: The university should provide support for open resource development in the Centre for Teaching Excellence or Centre for Extended Learning, including design, reviewing, and editing services

Recommendation: Where possible, support should be given to enable interactive elements and supporting open courseware to supplement open textbooks

Recommendation: The university should identify and eliminate barriers to faculty wishing to create open resources

² https://uwaterloo.ca/future-students/financing/budget-calculator
Section III: Purchasable Digital Learning Resources

Principle: The Federation of Students supports the guidelines of the university secretariat on bundling and cost of learning resources.

Principle: Learning management systems and courseware should be provided in a cost-efficient manner

Concern: New technology poses new use cases for the secretariat’s guideline

Concern: Academic freedom and the emergence of multiple learning management and courseware tools may mean students may have to buy resources across multiple platforms which would have been unnecessary if there was a standard provider

Concern: iClickers represent a large hardware investment which are often only used in first year courses

Recommendation: The Federation of students supports adoption of courseware products if conducted in compliance with the secretariat guidelines on learning resources

Recommendation: The university should harmonize paid technology use across the university where possible

Recommendation: The university should explore more affordable options for in-class participation, including exploring a software or online option.

Section IV: Where Open Educational Resources not Available

Principle: Open Education Resources are not always available or represent the best value for students

Concern: University professors often do not take cost of texts into consideration when choosing course materials

Concern: High cost of textbooks can discourage students from taking courses or obtaining texts

Recommendation: Feds should advocate for instructors, departments and the university to consider both quality and cost in determining learning resources

Recommendation: Feds shall attempt to provide opportunities to make acquisition of conventional textbooks more affordable

Section V: Online Learning

Principle: Online courses represent a key development in technology in learning

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3 https://uwaterloo.ca/secretariat/guidelines-pertaining-learning-resources-and-field-trips
| Principle: Online learning should offer a similar level of quality to conventional instruction |
| Principle: High-quality online learning necessitates different approaches and practices than conventional teaching |
| Principle: Online learning increased flexibility in receiving instruction to students |
| Principle: Different modes of content delivery complement the diversity of ways of learning that students possess. |
| Concern: It can be easy for online courses to simply mirror presentations given in a lecture style |
| Concern: More resources may be needed to successfully address demand for online course design |
| Recommendation: The university should focus on creation of high-quality online courses |
| Recommendation: The university should continue and expand support to the Centre for Extended Learning, including promotion of using principles from CEL’s UXDL Honeycomb⁴ to all prospective online course offerings. |
| Recommendation: CEL should pursue opportunities to integrate high-quality online experiential learning opportunities into online courses, such as simulations, projects, or case-based learning. |

⁴ [http://cel.uwaterloo.ca/honeycomb/valuable.html](http://cel.uwaterloo.ca/honeycomb/valuable.html)
COMMISSIONS

I. Definitions:

“Commission” means a group of one or more part-time staff or volunteers under the direct supervision of the Executive, or in the case of independent Commissions by the Students’ Council, for the purpose of carrying out a specific function.

a. “Executive Commission” shall refer to any commission established by an Executive, in accordance with the bylaws of the corporation.

b. “Independent Commission” means any commission established by Students’ Council, in accordance with this policy, which aims to address a specific matters or supporting Council priorities independently.

c. “Chartered Commission” refers to any standing commission having existed more than three (3) years whose mandate has been included in procedures of Council.

“Commissioner” shall refer to an appointed a part-time or volunteer student responsible for a Commission who answers directly and exclusively to their respective Executive, or in the case of independent Commissions to the Students’ Council, and reports to supervisory or advisory Committees of Council associated with their portfolio.

II. General Policy:

Whereas historically commissions have been used as an extension of the Executive, to provide services that could not adequately scale into full Federation services, or to provide a channel for the engagement and representation of voices of a specific community,

Whereas the bylaws provide that Students’ Council is responsible for general oversight of the Executive, and thereby Commissioners,

Therefore, be it resolved that Commissioners shall be considered an extension of the Executive themselves and serve at the responsible Executive’s pleasure in those capacities for their Commission as charged by the responsible Executive and Council;

Be it further resolved that Commissions established by the Executive shall subject to the direct jurisdiction of the responsible Executive;

Be it resolved that the Executive Committee shall inform Council of the establishment or disestablishment of any Commissions, and provide the names of all appointed commissioners for ratification to Council; such notice shall at minimum:

a. Include the specific mandate of the commission,

b. Stipulate which committee shall provide oversight of and to which the Commission shall be accountable;

Comment [1]: Concerns brought up by Vice President Gerrits during debate on the floor.
Be it resolved that Council shall charter all Commissions in existence for more than three (3) years in procedure;

Be it resolved that each Commissioner shall assist the responsible Executive with the development of their annual action plan as it pertains to their commission’s mandate, which shall outline high-level objectives for the governing year and a path to achieving those objectives;

Be it resolved that Commissioners shall submit an end-of-term report, approved by their responsible Executive, to Council or a committee thereof charged with oversight of the Commission, outlining progress made towards those goals outlined in the Executive action plan or that may have otherwise arisen;

Be it further resolved that Commissioners appointed by an Executive may be styled as Associate Vice Presidents for their specific Commission or portfolio, at the discretion of the responsible Executive.

III. Restrictions:

Be it resolved that Council shall ratify the appointment of all Commissioners; and no appropriations shall be authorized for any Commissioner or Commission whose appointment has not been ratified by Council;

Be it further resolved that no Commissioners may simultaneously serve as Councillors, or vice versa; notwithstanding the foregoing, Commissioners shall be non-voting members of Students’ Council and afforded all speaking rights in chambers;

Be it further resolved that no Commissioners may simultaneously serve as Directors, or vice versa, save where a waiver to this rule of eligibility has been provided by both consent of the Students’ Council and the responsible Executive;

Be it further resolved that no Commission may be disestablished by Students’ Council, save for where exempted in this policy; disestablishment of chartered commissions by an Executive shall be ratified by Students’ Council, and such ratification shall not be unreasonably withheld.

IV. Independent Commissions:

Whereas Students’ Council is responsible for appropriations of collected member dues and has the power to establish such committees and procedures as required for the conduct of its business,
Whereas select or independent bodies offer effective accountability or operating mechanisms to address specific matters,

Be it resolved that only Students’ Council may establish and disestablish Independent Commissions for the purposes of addressing specific matters or supporting Council priorities independently, for a period of time specified in the terms of reference of the same;

Be it further resolved that such Commissions shall be wholly accountable to Students’ Council, or those committees, Officers, or persons as charged by Council; and shall have those powers and responsibilities granted by devolution of authority from the Students’ Council within the limitations imposed by the policies and bylaws of the corporation and procedures established by Council.
Accountable Bylaw Amendment Process

WHEREAS the bylaws of the corporation represent the constitution of the corporation and, second to the letters patent and supplementary letters patent, are the highest form of governing documents in the corporation,

WHEREAS object one of the letters patent notes the Federation is "to act as the representative of [undergraduate] students of the University of Waterloo" and object specifies that the Federation’s purpose is "to promote and maintain responsible student government",

WHEREAS amendments to the bylaws of the corporation should be open, transparent, and changes thereto should be done in an accountable manner,

WHEREAS the governing documents of the Corporation must be interpreted and implemented to uphold its policies to the fullest extent possible,

I. Consultation on and Approval of Bylaw Amendments:

BIRT the Board of Directors shall only consider and approve amendments to the bylaws of the Corporation, to take effect immediately or on a date set by the Board, through proper consultation with the membership’s duly elected representatives;

BIFRT the Board must receive the exact text of any proposed bylaw amendment no less than ten (10) business days prior to the meeting at which it is to be voted upon;

BIFRT all amendments to the bylaws of the corporation shall only take effect following approval by a two-thirds (2/3) vote of the Board, with Students’ Council having been given an opportunity to provide recommendations on the proposed amendments;

BIFRT amendments to Article 1: Interpretation, Article 3: Membership, Article 4: Dues, Article 5: General Meetings, Article 7: Board of Directors, Article 8: Students’ Council, Article 11: Elections and Referenda, Article 13: Membership in External Political Organizations, and Article 14: Amendments will only take effect once approved by a two-thirds (2/3) vote of the Board and a majority vote of Students’ Council;

BIFRT all other amendments may only take effect once approved by a two-thirds (2/3) vote of the Board;

BIFRT notwithstanding any other requirements in the policies, procedures, or bylaws of the corporation:
a. Nothing shall prevent the Board from placing a bylaw amendment protected under these provisions on the agenda for a General Meeting of the Corporation, provided the unanimous consent of all Directors, which shall not take effect until after it has been duly ratified by a General Meeting, and

b. The Board is permitted to pass temporary bylaw amendments subject to the limitations in the Act, provided the unanimous consent of all Directors, which shall not be eligible for ratification at a General Meeting; and

With the proviso that these conditions shall not be permitted to apply to the same bylaw amendment concurrently.

II. Ratification of Bylaw Amendments:

BIRT, in accordance with §129(2) of the Act, all amendments to the bylaws of the Corporation, including the repeal or re-enactment of any part thereof, shall require confirmation at the next General Meeting of the Corporation, or in default of confirmation thereat, shall cease to have effect at and from that time;

BIFRT a simple majority vote at a General Meeting shall be sufficient to ratify a Bylaw amendment passed under §129 of the Act;

BIFRT, in accordance with §130(2) of the Act, all amendments to the Bylaws of the Corporation respecting Students’ Council or powers, election, meeting or membership thereof, or such other matters pertaining to delegates as defined by the Act, shall be of no force or effect until receiving confirmation by at least two-thirds (2/3) of votes cast at a General Meeting of the Corporation duly called for considering those by-laws;

BIFRT in default of confirmation of any bylaws approved by the Board under §129 or §130 of the Act, no new bylaw amendments of the same or like substance to those shall have effect until confirmed at a General Meeting;

BIFRT, in accordance with §129(3) of the Act, the members may at the General Meeting confirm, reject, amend or otherwise deal with any bylaw approved by the Board and duly submitted to the meeting for confirmation in accordance with procedures of the corporation and this policy, but no act done or right acquired under such bylaw shall be prejudicially affected by any such rejection, amendment or other dealing; and

BIFRT no bylaw or bylaw amendment that has not received approval in accordance with this policy and those other procedures of the corporation may be considered for ratification at a General Meeting.
Resolution on Increasing Candidate Nominations for Feds Elections

Councillor Linyi Cheng - Engineering Caucus
Councillor Junru Chen - Engineering Caucus

Spirit
Many Executive, Councillor, and Senate positions are acclaimed or left vacant because voter turnout in Feds elections have been low. Why is voter turnout so low? One reason is because so few candidates run for elections. If positions are being acclaimed, it’s not because voters don’t want to vote, it’s because there’s nothing to vote on.

To increase election turnout, we must first increase the number of candidates who run for elections. This resolution calls on the Federation to increase nominations by informing students of the elections, educating them on the powers of Executive, Councillors, and Senate positions, and encouraging them to run in the elections.

Acknowledgement
We would like to acknowledge Aisha Shibli, Research Policy Officer, for her research about the positive impact incentivized voting had in increasing election turnout at other universities.

WHEREAS voter turnout in Feds elections have been low, leading to many positions being acclaimed,

WHEREAS low voter turnout erodes the accountability of and students’ faith in their student union. (Eg, outrage over Feds Hall takeover, #FedsDoesThat backlash, broken voting mechanism, MappedIn kiosks, etc.),

WHEREAS increasing the number of candidates who run for elections is a necessary, action to increase election turnout.

BIRT Council tasks Marketing & Communications to collaborate with the following groups to encourage their student members to run as candidates in the upcoming elections and inform them of the powers of Councillors, Senators, and Execs:
- Waterloo Residences and Residence Dons at Village 1, REV, UWP, CMH, MKV, CLV North & South, and Velocity
- Staff members who maintain UW Portal, Learn, and WaterlooWorks
- Faculty societies

BIFRT Council tasks Marketing & Communications to select representatives and request professors/lecturers to allow said representatives to briefly speak in seminars/lectures to inform students that election nominations are open;
**BIFRT** Council recommends *Marketing & Communications* to use ethical guerilla marketing tactics to encourage students to nominate themselves, provided that the necessary stakeholders approve, such as:

- Placing small pamphlets/pieces of paper at desks in the Silent Study sections of DP and DC libraries
- Placing a big billboard next to TC, encouraging students to nominate themselves
- Placing posters in unconventional areas, such as in bathroom stalls or above water fountains

**BIFRT** Council recommends each Councillor to inform their classes that election nominations are open;

**BIFRT** Council tasks the Executives to request University staff to include a blurb informing students that Feds nominations are open, at the following online locations:
- Central Authentication Service Login page, which students access to login to Learn
- Outlook main page, which students access to login to their emails

**BIFRT** Council tasks the Executives to work with the Registrar’s office to send at least two emails informing students that they can run for elections on:
- 1 week prior to the last day of classes for Fall 2018
- 1 week prior to the last day of the nomination period

**BIFRT** the Federation puts up at least 150 posters around campus with surface area of at least 93.5 square inches (8.5 * 11.5) that inform students of the roles of the election positions, or to encourage students to nominate themselves as candidates;

**BIFRT** Council tasks the Executives to look into the creation of an election committee comprised of students to provide election-related recommendations;

**BIFRT** Council advocates for creative, unorthodox, and out-of-the-box methods to increase the number of candidates running in elections, provided that said methods are legal and do not excessively harm the reputation of the Federation