



30 SEPTEMBER 2015 – 4th MEETING OF COUNCIL
University Community Centre Room 315 – Council Chambers – 7:00pm

30 September 2015

Senior Operations Standing Committee

1. **Call to Order**
2. **O Canada**
3. **Western Song**
4. **Roll Call**
5. **Approval of the Agenda**
6. **Approval of Minutes**
 - i. From 19 July 2015 (see separate document.)
7. **Comments from the Chair**
8. **Presentations**
 - i. OUSA Presentation – Spencer Nestico-Semianiw, OUSA President (30 mins)
9. **For Action**
 - i. Senior Operations
 - a. January Legislative Calendar Changes ([Motion 1](#), [Annex 1](#), Appendix 1 [separate document])
 - b. Voting Members Attendance Policy ([Motion 2](#), Appendix 2 [separate document])
 - c. Council Meeting Location Change ([Motion 3](#), [Annex 2](#),)
 - ii. Council Business
 - a. OUSA General Assembly Delegates Election ([Annex 3](#))
 - b. Appeals and Board Nominating Committee Selection (Appendix 3 [separate document])
 - c. Emergency Budget Taskforce Selection (Appendix 4 [separate document])
10. **For Information**
 - i. Executive Reports
 - ii. Report of the Chair of the Board of Directions (10 mins)
 - iii. Western Student Senators (WSS) Report (5 mins)
 - iv. Standing Committee Reports
 - a. Local and Campus Affairs
 - b. Long Term Planning and Budget
 - c. Portfolio Service Level and Program Review
 - d. Provincial and Federal Affairs
 - e. Student Outreach and Communication
 - f. Senior Operations ([Annex 4](#), Appendix 5 [separate document])
 - i. Mature and Transfer Students' Caucus
 - ii. Caucus Framework
11. **For Discussion**
12. **Termination**



Motion 1 – January Legislative Calendar Changes

Whereas, the Legislative Calendar is not always the most accommodating to candidates and inflexible to issues arising for the election.

Be it resolved, Council approve of the new Legislative Calendar changes, which includes the following date changes:

- All Candidates Meeting and Nominations close on the 22nd, not the 25th
- Campaigning begins on the 25th, not the 26th
- Campaigning ends on the 7th, not the 8th
- Polling opens on the 8th, not the 9th
- Polling closes on the 9th, not the 10th
- Results are delivered at 8pm on the 10th, 11th or 12th, not solely the 10th

(See also attached Annex 1, and separate Appendix 1.)

HARDY/Kiteley



Annex 1



January/February Legislative Calendar Changes

Item:	Council Report on Election Date Changes
Author:	Jonathan English, Secretary-Treasurer
Purpose of Report:	For Action

Background

The Legislative Calendar for the 2015/2016 year are approved at the 1st Meeting of Council. This typically occurs at a March or April meeting of the prior school year. In this year’s case, the Legislative Calendar was approved before the selection of the Secretary-Treasurer or the Chief Returning Officer. Thus, the Legislative Calendar does not always account for the next year’s election needs and expectations.

The New Calendar and Rationale

The new proposed Legislative Calendar changes and reasoning are provided below:

- Moving Closing of Nominations and All Candidates Meetings from January 25th to January 22nd -
 - To allow for more time candidates to prepare for the beginning of campaigning, and to create a more coherent campaign period.
- Moving the Beginning of Campaigning from January 26th to January 25th –
 - Starting on a Monday, instead of a Tuesday, creates a cleaner break and should be easier for candidates and the Elections Committee to navigate.
- Moving the End of Campaigning from February 8th to February 7th -
 - This is a key change to allow for polling to open on the 8th (Monday), explained more below.
- Moving the polling days from the 9th/10th to 8th/9th and releasing results at the discretion of the Chief Returning Officer on either the 10th, 11th, or 13th
 - This is the most significant change because it allows for three “grace days” to be implemented before Reading Week.
 - Elections are an event with many moving parts. By allowing more flexible and fluid dates for Elections Committee, the USC’s IT department, and other groups, can ensure that even *if* issues occur we have a period for resolution, and time to still announce the results before Reading Week.

Goals and Objectives

There are three goals to legislative calendar changes:

1. To create a simpler progression of events to make it easier on candidates.
2. To give more discretion and flexibility to the Chief Returning Officer, Elections Committee, USC’s IT Department, and others, to solve problems as they arise.
3. To ensure the Election Results are still announced before Reading Week, to ensure all other selection timelines (Executive, AVPs, Coordinators and otherwise) occur in a timely manner.



Motion 2 – Voting Member Attendance Policy

Whereas, the Voting Member Attendance Policy of Council remains outdated and last ratified in October 2011.

Be it resolved, with the recommendation of Senior Operations Standing Committee, Council consider and select one of the following updates to the policy.

- Standing Committee demerit points have different assigned value:
 - Missed Meeting, with no Regrets or with Decline Regrets: 0.75 (currently 1.5)
 - Missed Meeting, with approved Regrets: 0.25 (currently 0.5)

OR

- The Voting Member Attendance Policy of Council does not change.

(See also Appendix 2.)

SUSSMAN/Farfan



Motion 3 – Meeting Location Change

Whereas, a straw poll was conducted at the 19 July 2015 Summer Meeting of Council, and the majority in attendance believed Council Chambers was not the most effective meeting space.

Whereas, Senior Operations at their 26 August 2015 meeting deferred the decision of moving the meeting time to Council.

Be it resolved, all mentions of “Council Chambers” be struck from the Standing Orders of Council policy.

Be it further resolved, all subsequent meetings of Council be held in the Community Room on the 2nd floor of the UCC, unless due notice is given to Council of alternative meeting space (i.e., potentially hosting AGM in the Wave, etc.).

(See also attached Annex 2.)

MOVER/Secunder



Annex 2



January Legislative Calendar Changes

Item:	Senior Operations
Author:	Jonathan English, Secretary-Treasurer
Purpose of Report:	For Action

Background:

Council Chambers has been the space for USC General Meetings for many years, but the noted amphitheatre-style of the space has not always been found conducive to running an effective meeting. Councillors, the Executive, Gazette reporters, and the public, have all expressed the inefficiencies of Council Chambers. Following the success of the 16 April 2015 meeting in Mustang Lounge West, the inadequacies of the current meeting space are more apparent.

Action:

Instead of the having USC holding their General Meetings in Council Chambers, the meetings space would instead be held in the Community Room, on the second floor of the University Community Centre. (See below for the proposed layout.) The proposed change will have the following impacts:

- The space is better suited for a meeting environment, by having a more “round table” format.
- Council members will be able to maintain eye contact with one another, and make debate feel less like an awkward lecture hall, but more suited to governmental proceedings.
- From a perspective of best practice in governance, the Community Room is better suited to facilitate discussion and debate, whereas the current Council Chambers stifles both.
- Audio/visual, livestream, and recording capacities of Council meetings will remain. In fact, the quality may improve for these services.

Council Chamber Consequences:

Currently, the USC Council uses Council Chambers a fractional amount, in comparison to its total usage (current numbers approximate between 1-5% of its usage is by USC Council). The Secretary-Treasurer, in collaboration with Event Services, is having ongoing discussions about the feasibility of potential change to occur this year. Because Council Chambers is booked majority by outside groups, the potential to go on under space change is currently undetermined.

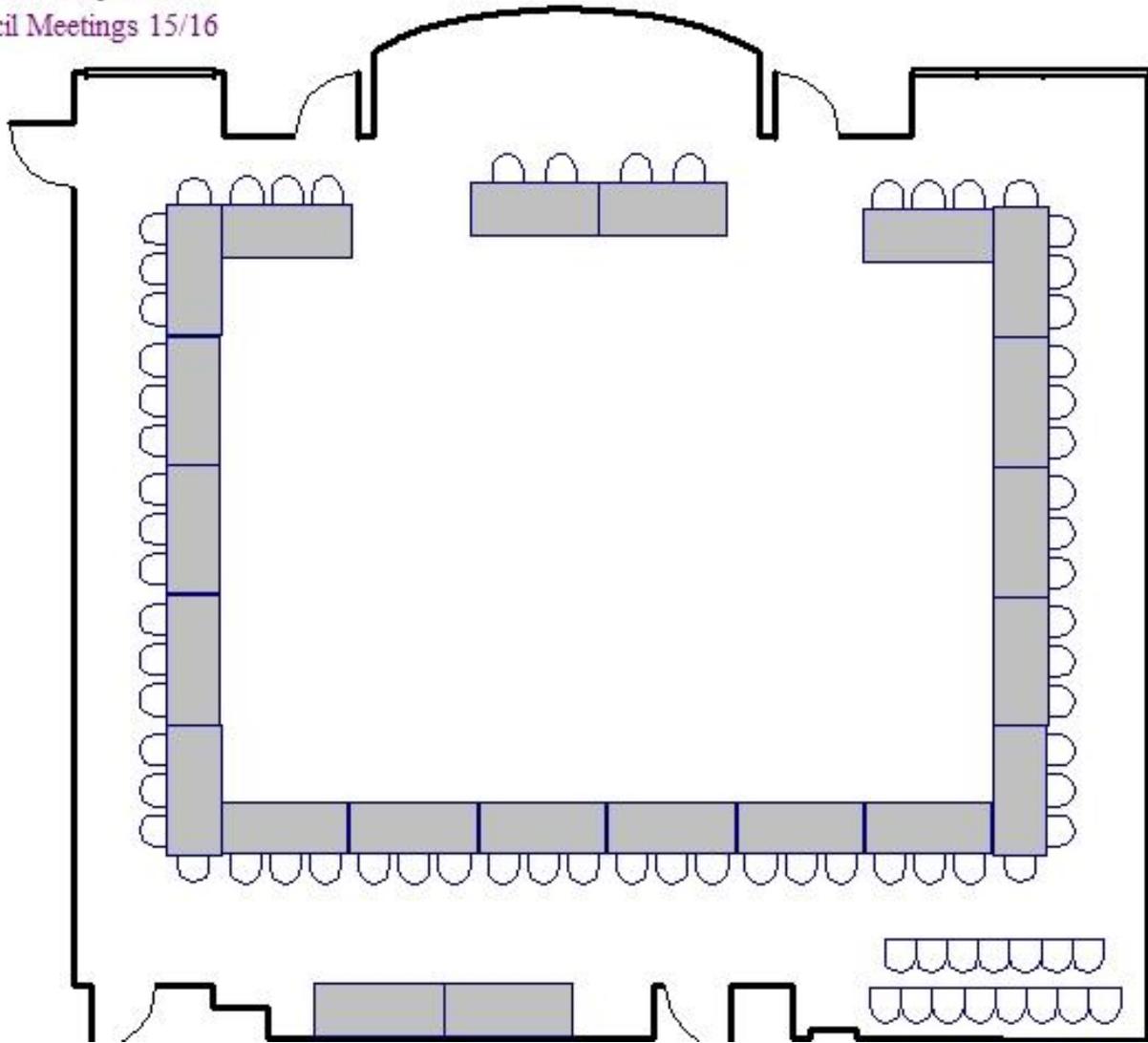
Currently, Council Chambers is less expensive than the Community Room to operate for meetings. The Community Room will incur expenses to ensure its tech requirements are at par, and the costs from Event Services will be higher. However, the investment for equipment will be multi-purpose for all users of the Community Room.

Policy Changes:

In the “Standing Orders of Council” policy, all references to “Council Chambers” would be removed.



COMMUNITY ROOM
Council Meetings 15/16





Annex 3



OUSA Delegation Application Form

Item:	OUSA Delegation Application Form Process
Author:	Lindsee Perkins, Vice-President External
Purpose of Report:	For Information

Background:

The Ontario Undergraduate Student Alliance (OUSA) is a coalition of student associations from across Ontario. We have come together to protect the interests of Ontario’s undergraduate students by providing research and ideas to governments on how to improve the affordability, accessibility, accountability and quality of post-secondary education in the province. The organization approaches its goal of advancing the needs of undergraduate students through five means: direct lobbying, public advocacy, issue awareness campaigns, research & policy solutions and building partnerships.

Each year, OUSA holds two general assemblies to discuss and update policy to be lobbied on by the steering committee. Each institution is allowed to bring a certain number of delegates to each assembly. At Western, we chose our delegation from council through a nomination and voting process during one of the council meetings.

New Changes:

To become an OUSA delegate for the 2015/16 year, any undergraduate student can apply. To do so, they must file out an application involving five students’ signatures and an explanation as to why they would like to be a Western delegate. Afterwards, selected candidates will present in front of council and a vote will be cast to determine the delegates for the assembly. This process will take place before each OUSA assembly.

The “why”:

This process has been changed to allow more students to get involved with our provincial lobbying efforts and to inform more students about OUSA as an organization. Opening the application process allows more students to get involved with our provincial lobbying efforts. In the past, we have struggled with engaging students on provincial policy and this new process allows for all students to be directly connected to creating and building policy. To add, having the student body more involved in the process will allow OUSA and the USC to directly engage with not just the delegates but their peers, friends and roommates. A more diverse delegation will increase recognition of OUSA.



Annex 4 – Senior Operations – Mature and Transfer Students' Caucus and Caucus Framework

MATURE AND TRANSFER STUDENTS' CAUCUS TERMS OF REFERENCE

July 19th 2015

USC Council

1. Objective

The Mature and Transfer Students' Caucus (MTSC) is a formalized group dedicated to acting as a forum and think-tank for the concerns and opinions of mature and transfer students on campus, as well as an opportunity for collaboration, event-planning, and advocacy.

2. Mandate

The Mature and Transfer Students' Caucus shall,

1. Act as a voice and forum for discussion of issues that concern mature and transfer students at Western University.
2. Serve as a think tank, to aid in the development and creation of recommendations to be presented to the USC.
3. Garner feedback on these issues from various members of the Western community, in order to address issues of relevance to mature and transfer students.
4. Present recommendations to Council which are not binding upon Council or the Corporation.
5. Present to the Vice-President Internal of the University Students' Council concerns related to issues affecting mature and transfer students and shall encourage resolution of these concerns.

3. Composition

1. The MTSC shall be an arm's-length body composed of non-members of Council.
2. This caucus shall be created or dissolved, or their terms of reference changed by a majority vote of the members of the caucus which is subsequently affirmed by a resolution of the Council.
3. The membership shall be as follows:
 - i. Ten (10) mature and transfer students-at-large,
 - ii. The Associate Vice-President Campus Affairs, *ex-officio*
 - iii. The USC Vice-President Internal, *ex-officio*
4. Membership selection shall be conducted by the following method:
 - i. Applications for membership of the MTSC shall be received by the USC's Volunteer Resources Department.
 - ii. Applications for membership of the MTSC shall be received no later than September 30th of the academic year.
 - iii. ***Applications for membership shall be reviewed by the Local and Campus Affairs Standing Committee.

4. Duties of Members

1. All members shall attend all duly-called meetings of the MTSC, and must attempt to attend one (1) Council meeting per year.
2. All members shall assist the Chair in both the development of the biyearly report of the MTSC and regular agendas.



3. All members shall be responsible for bringing forth relevant ideas and concerns facing Western's mature and transfer students. In addition, all members shall discuss strategies to implement new initiatives, or overcome previous hindrances.

5. Duties of Officers and Selection of Officers

1. There shall be two (2) officers of the MTSC: the Chair, and Vice-Chair.
2. The members of the MTSC shall elect amongst themselves the Chair and Vice-Chair via preferential secret ballot.
 - i. The Election of the Chair shall occur no later than the second duly-called meeting of the MTSC.
 - ii. Only the membership (excluding the AVP Campus Affairs and Vice-President Internal) are eligible to serve as Chair.
 - iii. ***The Chief Returning Officer (CRO) shall serve as the administrator for the MTSC elections.
 - iv. Candidates running for Chair shall be given a maximum of two (2) minutes to address the membership of the MTSC prior to voting, at the discretion of the CRO.
 - v. The AVP Campus Affairs and Vice-President Internal shall not vote in the election of Chair.
3. The duties of the Chair of the MTSC shall be:
 - i. To call all meetings of the MTSC.
 - ii. In consultation with MTSC members, set the agenda for meetings of the MTSC.
 - iii. Be responsible for the enforcement of this terms of reference.
 - iv. Provide an oral report of MTSC business at the beginning of each MTSC meeting.
 - v. Be responsible for the coordination of the membership.
 - vi. Provide an annual report to Council before the Annual General Meeting.
 - vii. Provide updates to Council on the agenda and initiatives of the MTSC once per semester.
 - viii. Submit copies of all MTSC minutes and other documentation to be filed at the USC office.
4. The duties of the Vice-Chair of the MTSC shall be:
 - i. Chair of meetings of the MTSC in the absence of the Chair.
 - ii. Assist the Chair as required and assume all other duties assigned by the Chair.
 - iii. Be responsible for recording the minutes of the MTSC meetings.
 - iv. Be responsible for maintaining records of all MTSC correspondence in conjunction with the Chair.
 - v. Maintain a record of attendance at MTSC meetings.

6. Meetings and Report Mechanisms

1. There shall be at least three meetings each semester, to be held in the months between October and April.
2. The first meeting shall be held no later than October 31st of each academic year.
3. The MTSC shall make written recommendations to the USC through the Local Campus and Affairs Standing Committee of Council.



4. The MTSC shall generate a report presented to Council by the Chair, before the Annual General Meeting. This report will address issues of importance to mature and transfer students decided upon by the MTSC.
5. Through the Chair, the MTSC will provide status updates and agenda initiatives to Council once per semester.

7. Finances and Budget

1. Funding for the MTSC shall be provided by the USC, under the portfolio of the Vice-President Internal, to a maximum of two hundred and fifty dollars per year.
 - i. This funding shall be used to organize feedback, consultations, surveys, and forums to assist the MTSC in their agenda.
2. All requests for additional financial support shall be made to the Vice-President Internal.

[CONTEXT AND ENACTMENT]

1.
[Documents Repealed – if any]
2.
[Supporting/Related Documents]
3.
[Date Passed]
4.
[All previous Amendments]



Framework for the Creation of Undergraduate Student Caucuses

26 August 2015

USC Council

Objective

To ensure responsible creation and governance practices of University Students' Council caucuses.

Scope

1. A caucus is a group of undergraduate students mandated by the University Students' Council to act as a think tank and forum for discussion about issues affecting an on-campus community.
2. A caucus will discuss issues and recommend actions and/or policies that the USC can take. These recommendations will come to Council through the appropriate standing committee.
3. Each caucus shall give a minimum of one formal report to Council. The nature of that formal report will be specific to that caucus' individual terms of reference.
4. As the USC's chief advocacy officer, the Vice-President Internal shall sit as an *ex-officio* non-voting member of each caucus.
5. The Secretary-Treasurer shall provide training, governance, and administrative support.
6. The terms of reference of each caucus shall be created in the spirit of the Caucus Template, embodied in the terms of reference for the First-Year Student Caucus.

Caucus Creation Process

1. On-campus interested party (IP) identifies a need.
2. IP completes USC Caucus Creation Petition (including group name, preferred mandate, and 20 signatures from students-at-large; attached) and delivers the petition to the Vice-President Internal and Secretary-Treasurer.
3. The Vice-President Internal shall meet with the IP in order to discuss the group's objectives.
4. The Vice-President Internal will recommend the most appropriate action to the IP and notify Council.
5. The Vice-President Internal and Secretary Treasurer create a working draft of the new caucus mandate and terms of reference.
6. Mandate and terms of reference undergo a period of consultation with community members, campus stakeholders, members of the Local and Campus Affairs Standing Committee, and other relevant parties.
7. Mandate and terms of reference finalized by Vice-President Internal, Secretary-Treasurer, and IP.
8. Mandate and terms of reference will be forwarded to Council for ratification.

Eligibility of Interested Parties

1. Any group identified to have a special interest not presently addressed by a USC club or service that can be demonstrated to impact the on-campus quality of life for that group.
2. Parties focused primarily on activism and the raising of awareness are ineligible for caucus creation, insofar as the scope of caucuses is to focus on tangible policy development.

Context and Enactment

1.
[Documents Repealed – if any]



2.

[Supporting/Related Documents]

3.

[Date Passed]

4.

[All previous Amendments]