



COUNCIL MEETING #6 2015/2016 - OCTOBER

25 November 2015

Community Room, UCC Room 269C, 7.30pm

1. **Call to Order**
2. **O Canada**
3. **Western Song**
4. **Roll Call**
5. **Approval of Minutes**
 - i. From 30 October 2015, 28 September 2015, 16 April 2015
6. **Presentations**
 - i. By-law #2 Changes (Jonathan English, 30 minutes)
7. **Approval of Agenda**
8. **For Action**
 - i. Senior Operations By-laws ([Annex 1](#))
 - a. By-law #2 Clarity Amendments ([Motion 1](#), Appendix 1 [see attached])
 - b. Adding a Vote of Confidence ([Motion 2](#), [Annex 2](#))
 - c. Elections Governance Committee Terms of Reference ([Motion 3](#), [Annex 3](#))
 - d. Rules of Elections Amendments ([Motion 4](#), [Annex 4](#))
 - e. Campaign Finances Procedure ([Motion 5](#), Appendix 2 [see attached])
 - f. Violations Procedure ([Motion 6](#), [Annex 5](#), Appendix 3 [see attached])
 - ii. Portfolio Audit and Review Committee
 - a. Public Arts Recommendations ([Motion 7](#), [Annex 6](#))
9. **For Information**
 - i. Executive Reports
 - i. Report of the Chair of the Board of Directors (10 mins)
 - ii. Western Student Senators (WSS) Report (5 mins)
 - iii. Standing Committee Reports
 - a. Local and Campus Affairs
 - b. Long Term Planning and Budget
 - c. Portfolio Audit and Review Committee
 - d. Provincial and Federal Affairs
 - e. Student Outreach and Communication
 - f. Senior Operations
10. **For Discussion**
 - i. By-law #1 Status Update, and Discussion (Appendix 4)
11. **Termination**



Annex 1



AGENDA REPORT TO SENIOR OPERATIONS ON BY-LAW #2

MEETING DATE: Wednesday November 18th 2015

Item:	Elections Timeliness and Process
Author:	Jonathan English, <i>Secretary-Treasurer</i>
Purpose of Report:	For Information and Discussion

Recommendation:

That the Senior Operations Committee recommend to Council that By-Law 2 be amended as presented.

Legislative History:

At the 16 April 2015 Special Council Meeting, there was a motion from Council to direct the USC Executive to find an arm’s length expert to conduct a review on By-law #2.

In June 2015, the Secretary-Treasurer with support from Government Services began dialogue with Matt Wilson, a lawyer, former USC Senator, and governance expert about fulfilling the mandate of the motion. The remaining summer months were a dialogue on the expectations, the issues and some proposed solutions.

In September 2015, it was established the scope of an extensive election reform would require a proper ground-up revision of By-law #2, and there was unfortunately not enough time for the external reviewer to create such before the November Meeting of Council. As such, Matt Wilson proposed the Secretary-Treasurer create a list of recommendations, of immediate and effective solutions, that can be worked on collaboratively for the November 2015 Meeting.

Executive Summary:

The following recommendations, motions 1 through 6, are each key aspects of improving the election process. They follow and expand upon the principles of By-law #2, notably,

- To ensure fairness and democracy.
- To allow any student to be a candidate in an election, regardless of financial status.
- To protect the reputation of the University and the USC in the city and elsewhere.

The proposed changes also endorse broader governance goals within the organization:

- Create more accessible and understandable systems and rules for students.
- Allow greater flexibility for the Elections team to meet the demands and emergencies of an elections cycle.



- Make contributions/expenses more clearly defined; increase the level of awareness surrounding finances, violations and hearings.
- Increase the level of transparency of the Elections team by making their procedures more public, and their reporting structures more automatic.
- Use plainer language, and eliminate contradictions and redundancies.

Motion 1 – Amendments for Clarity

The first motion makes numerous edits under the scope of increasing the accessibility of the document. Some of the edits include: a clear definition of a campaign volunteer, inclusion of a definition of fair market value, defining a proxy, clearer extension of the rules to off-campus activity, updating Elections team composition, replacing Governance Officer with Secretary-Treasurer, and legislating a grace period.

Motion 2 – Vote of Confidence

With the 2014-2015 Elections seeing a large amount of acclamations, many individuals have expressed ideas about including a Vote of Confidence system to ensure that even if there is one candidate, there is a degree of democratic legitimacy and student involvement in the election.

Motion 3 – Elections Governance Committee Terms of Reference

This motion is to change the title of Elections Committee to the Elections Governance Committee, which would be comprised of the Finance Subcommittee and Violations and Investigations Subcommittee. This switch is meant to empower those who “govern” the rules and procedures of elections to be the decision-makers of the elections.

Currently, the entire Elections Committee renders decisions, with only half of the committee actually conducting hearings and deliberations. To ensure the most informed are making the best decisions, we are proposing a realignment of the committee.

Motion 4 – Rules for Elections Amendments

These amendments change some of the concrete rules around campaigning. Notably, there are more exact rules for on and off-campus campaigning, with ensuring all campaign teams have proper compliance while off-campus campaigning and also creating more concrete rules for on-campus campaigning. There is also an addition of “fair play” – there were no rules before surrounding malicious action in a campaign period.

A more significant change, however, would be the new rules on post-campaigning, and campaigning during polling. Even though through a CRO-initiated USC Council survey held in the summer months of 2015 led to the conclusion many Members wanted more regulation on post-campaigning, it is the recommendation of the Secretary-Treasurer that we move towards more deregulation. The two core ideas,

1. While polls are open, there can be no physical campaigning (i.e., rallies, handing on material, door-to-door, etc.).
2. While the polls are open, online and social media campaigning can continue.



Motion 5 – Finance Procedure Amendment

The lengthiness of financial procedures involving the election resulted in the removal of section 11.11 from By-law #2, and the creation of a Campaign Finances Procedure instead.

There are clearer rules, more examples, and a greater emphasis on creating universal systems for tracking expenses and contributions. The Manager of Election Finance will have a more involved role in supporting candidates with their receipts, reimbursements and expenses, and empowers the individual to have a more involved and educated role in managing election finances.

The substantial change is the combination of Expenses and Contributions into an overall Spending Limit – no longer are expenses and contributions tracked independent of one another.

Motion 6 – Violations Procedure

Arguably the most contentious, the new Violation Procedure (also removed from By-law #2 into a separate document) sets out to redefine the steps for violations, investigations, hearings and deliberations. Notably, it adds newer and more comprehensive criteria for violations.

To ensure the appropriate emphasis, there is a separate report outlining its new changes and rationale.



Motion 1



2015/2016 University Students' Council

Meeting # 5

November 25, 2015

Motion #1 – By-law #2 Amendments for Clarity

Whereas, the Executive were tasked with ensuring By-law #2 was reviewed by an arms-length party of the organization;

Whereas, the arms-length review has produced a number of minor, yet necessary, amendments, omissions and introductions to By-law #2 to enhance its clarity and limit its contradictions;

Be it resolved, that Council approve the new changes to By-law #2.

A. SUSSMAN/ Pillon



Motion 2



2015/2016 University Students' Council

Meeting # 5

November 25, 2015

Motion #2 – Adding a Vote of Confidence

Whereas, the amount of acclaimed positions was a point of concern in the 2014/2015 election;

Whereas, a vote of confidence will ensure candidates must campaign, even if there are no competitors;

Be it resolved, Council approve a new section of By-law #2, being the addition of a Vote of Confidence.

KITELEY/ Farfan



Annex 2

BYLAW 2 – Adding Section 19, “Vote of Confidence”

1. If ~~only one~~ no candidate stands to be elected for a PVP position, faculty president, or divisional position, the CRO may at her discretion re-open the nomination period for a defined number of days.
2. In the event only one candidate stands to be elected following the close of the nomination period (whether it was re-opened or not), the CRO shall initiate a vote of confidence for the applicable positions on the ballot during the polling period.
 - i. For a PVP position, the candidates shall be acclaimed if a simple majority of all those who voted for the position vote in favour (i.e., “Yes, I support this candidate”) of the acclaimed candidate.
 - ii. For a faculty president, the candidate shall be acclaimed if a simple majority of all those who voted in the applicable constituency vote in favour (i.e., “Yes, I support this candidate”) of the acclaimed candidate.
 - iii. For a divisional candidate, the candidate shall be acclaimed if a simple majority of all those voted in the applicable constituency vote in favour (i.e., “Yes, I support this candidate”) of the acclaimed candidate.
3. In the event a candidate fails to receive a vote of confidence as outlined in section 19.00 of this By-law, the position shall remain vacant until the Fall By-election.



Motion 3



2015/2016 University Students' Council

Meeting # 5

November 25, 2015

Motion #3 – Elections Governance Committee Terms of Reference

Whereas, Elections Committee comprised of those who ran the election, and those governed the election;

Whereas, the entire Elections Committee was responsible for rendering judgment, while only half the Committee conducted investigations, studied By-law #2, and held deliberations;

Whereas, the uneven balance of priority and knowledge amongst Committee members has led to ineffective governance;

Be it resolved, Council approve a new Elections Governance Committee, to ensure those who conduct the hearings are the ones who make the decisions, and thus approving the new Terms of Reference.

HARDY / Farfan



Annex 3
ELECTIONS GOVERNANCE COMMITTEE TERMS OF REFERENCE

26 November 2015

USC Council

1. Mandate

The mandate of the Elections Governance Committee (EGC) shall be,

1. Administer **By-law #2** and uphold its Vision and Principles.
2. Oversee the Spring and the Fall Elections in accordance with the provisions of By-law #2.
3. Develop and maintain a clear set of criteria and considerations to be used by the Committee when making decisions relating to elections.
 - i. The Committee may release Regulations detailing how By-law #2 will be interpreted and applied during an election period. The Regulations shall be binding as though they were a part of the by-laws, provided that:
 - a. The Regulations are consistent with the by-laws; and,
 - b. The Regulations are openly available to candidates at the start of nominations.
 - c. The Committee recommends to Senior Operations Committee any by-law amendments related to Regulations issued as soon as possible following the end of the polling period.
4. Make recommendations to Council on all matters, including by-law amendments that relate to USC Elections.
5. Not seek office in an election, support any candidate, or endorse a position in a referendum. Failure to comply with this requirement will result in the immediate removal from the Elections Governance Committee.

2. Composition

The Elections Governance Committee shall be composed of:

1. The Chief Returning Officer (CRO), *ex-officio*, as chairperson, voting;
2. The Deputy Returning Officer (DRO), *ex-officio*, as vice-chairperson, voting;
3. Up to nine (9), minimum five (5), undergraduate students of the University, voting;
4. The Secretary-Treasurer, *ex-officio*, non-voting, resource, and;
5. The Coordinator of Council Services, non-voting, resource.

3. Structure and Subcommittees

1. The Elections Governance Committee shall have the following sub-committees and each sub-committee shall have the member proscribed:
 - i. Finance Subcommittee (at least 1 member)



- ii. Investigations and Violations Subcommittee (at least 5 members)
2. The Finance Subcommittee, and the Investigations and Violations Subcommittee shall be chaired by a Manager as appointed by the Chief Returning Officer.
3. Each subcommittee shall report to the Elections Governance Committee on a regular basis.
4. Elections Committee shall have the final authority to approve any and all decisions unless specified in **By-law #2** or the Elections Governance Committee's written procedures.

4. Meetings

1. Meetings shall be called by the CRO and be held at a location specified by the CRO.
 - i. For meetings held during the campaign period and voting days the CRO shall book space specifically for the Elections Governance Committee to hold meetings and all meetings shall be held in this space.
 - ii. For meetings held outside of the campaign period the CRO shall book space on a per meeting basis.
2. The CRO shall give the following notice to the Elections Governance Committee members prior to a meeting of the Elections Governance Committee:
 - i. During the campaign period and voting days the CRO shall give the members six (6) hours notice.
 - ii. Outside of the campaign period the CRO shall give the members forty-eight (48) hours notice.
3. All meetings of the EGC shall be closed to members of the public unless specifically invited by the CRO.
 - i. The EGC shall produce reports and a record of decisions no later than forty-eight (48) hours following the end of the meeting and these reports shall be available to the public.
4. Quorum shall be a majority of the voting members of EGC.
 - i. Where the EGC fails to reach quorum, any items of discussion that require a decision shall be postponed to the following meeting.
 - ii. Any meeting of the EGC that fails to preserve quorum shall be subject to section 4.4.1 above.
 - iii. In the event that a meeting fails to reach quorum the CRO shall inform all invited guests of this occurrence as soon as reasonably possible.

5. Voting



1. Unless otherwise specified, each voting member shall cast one (1) vote on a given question.
2. All questions shall be decided by a simple majority except in the following circumstances. The following decisions shall require a Two-Thirds ($\frac{2}{3}$) vote in favour:
 - i. A decision to disqualify a candidate.
 - ii. A decision to invalidate an election.
 - iii. A decision to approve a series of regulations meant to supplement the rules contained in **By-law #2**, and;
 - iv. A decision to modify the duration or nature of the elections calendar (i.e., campaign period, voting days, nomination period, etc.) insofar as such is permitted by **By-law #2**.
3. Unless a poll is called for a vote by a voting member, every question shall be decided by a show of hands. Where a poll is called, the voting member shall specify the method of polling to be used, being either a roll call or secret ballot. The call for a poll may be withdrawn.
4. Unless a poll has been called for, a declaration by the CRO that a recorded resolution has been carried or not carried is sufficient, without proof of the number of votes in favour or against.
5. All votes cast shall be tabulated by the CRO or designate(s).
6. In the event of a tie, the CRO shall cast a vote to break the tie.

6. Minutes and Records

1. The Vice-Chair of EGC, or appointed designate, shall be tasked with recording the minutes of EGC meetings.
2. A final draft of the minutes, and any or all reports, of a given meeting shall be produced no later than forty-eight (48) hours following the conclusion of the meeting.
3. The CRO, or DRO, and another member of the EGC present at the meeting will sign off on any minutes before they are made available to the public.
4. A copy of all finalized minutes and reports shall be sent to the Secretary-Treasurer immediately after they have been signed off on and the Secretary-Treasurer shall maintain a file with the minutes of all meetings of Elections Governance Committee.
 - i. The Secretary-Treasurer shall also maintain an index of decisions made by the EGC for the purposes of establishing precedent and record-keeping.

7. Context and Enactment



1. Documents Repealed – Elections Committee Terms of Reference
2. Supporting/Related Documents – By-law #1, By-law #2, Elections Governance Committee Campaign Finances Procedure, Elections Governance Committee Violations Procedure
3. Date Passed – N/A
4. Previous Amendments – N/A



Motion 4



2015/2016 University Students' Council

Meeting # 5

November 25, 2015

Motion #4 – By-law #2: Section 11, Rules for Elections Amendments

Whereas, some of the core issues of elections have been the unclear language surrounding the rules;

Whereas, the rules for elections have not been reviewed to reflect the modern context and challenges (i.e., technology and social media);

Whereas, the changes to the rules wants create more compliance to ensure the protection of the electorate, the public as well as candidates;

Whereas, the arms-length review has taken the stance of deregulation of post-campaigning;

Be it resolved, Council approve the new amendments to Section 11 of By-law #2.

PILLON / Hardy



Annex 4

BYLAW 2 Rules for Elections – Section 11

1. Fair Play

Candidates shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, ~~breaching generally accepted community standards~~, libel, slander, general sabotage of the campaigns of other candidates, misrepresentation of fact, and **malicious or intentional breach of this By-Law or applicable regulations.**

2. Responsibility of Candidates

Candidates shall be responsible for the actions, and violations stemming from such actions, of any volunteer(s) party unless the Candidate satisfies the Committee that he or she did not direct the action, and could not have reasonably foreseen that the action would occur;

- i. Candidates may dissociate themselves from any person or organization who would otherwise be considered a volunteer, provided that they give immediate notice to the CRO, in writing, and provided that the Committee is satisfied that the dissociation is genuine.
- ii. A candidate shall not be held responsible for the actions of any person or organization if the candidate has previously and adequately dissociated herself from that person or organization.

Candidates shall compile and maintain an up-to-date list of the names and email addresses of all campaign volunteers. The list shall be forwarded to the CRO within six (6) hours of the CRO's request.

3. Existing Policies

It is the responsibility of the Candidate to ensure that all campaign plans, materials, and/or advertisements, conform to all policies and regulations of the USC and University, and with all municipal, provincial and federal laws. Campaign displays and the distribution of literature on campus are also subject to the requirements of the **Facilities Management** and/or Reservations Office.

- i. Restrictions regulating campaigning that are unique to **King's University College, Brescia University College, Huron University College**, student residences, and buildings on campus must be strictly adhered to. It is the responsibility of the candidates to familiarize themselves with the different rules which may govern each of the aforementioned entities.

4. Benefits Acquired by Virtue of Office

Candidates and **campaign volunteers** are not entitled to use in their campaign any service or tangible benefits conferred on them by virtue of holding any position in any organization on campus. This includes, but is not limited to, mailing lists, office space, office supplies, equipment, advertising space, and secretarial services.



5. No Solicitation of the Executive

Candidates shall not solicit the aid or endorsement of any USC Staff or Executive member for the purposes of campaigning.

- i. Any unsolicited aid or endorsement received by a candidate from a Staff or Executive member is prohibited, and the candidate shall not be subject to penalty.

6. Approval of Campaign Materials and Activities

All campaign materials and advertisements, both digital and print, require approval by the CRO in advance of posting, printing and/or distributing.

All candidates are required to submit an event proposal to the CRO for approval for any USC elections-related events including, but not limited to, volunteer rallies, campaign rallies, campaign launch parties, and campaign social events. This shall be a requirement for events both on and off of the University's campus.

- i. The CRO shall provide an event proposal template to be used by candidates at the beginning of the campaign period.
- ii. Proposals shall be submitted to the CRO for approval at least forty-eight (48) hours prior to the intended event.

7. Pre-Campaigning

Candidates and prospective candidates are not permitted to influence or attempt to influence voters prior to the campaign period, including, for example, through the posting of material designed and/or likely to influence voters. Candidates and prospective candidates may engage in activities related to planning a campaign or assembling a campaign team and may answer questions from the media with regard to election plans.

- i. The Committee reserves the right to find a candidate or prospective candidate in violation of this By-Law if the actions taken by the candidate or prospective candidate in preparing for the campaign are adjudged to be designed/likely to influence voters.

8. Cross-Campaigning

Campaigning as a slate in any Divisional Election is prohibited. Each candidate must maintain separate finances, produce unique campaign materials, and present campaign platforms distinct from other candidates. ~~Candidates may campaign together in campus buildings, so long as they present themselves as individuals.~~

9. On-Campus Campaigning

Candidates shall not campaign in the USC Main Offices (including the workspace or office of any Staff, Executive, or volunteer) or Council Chambers, or during any meeting of Council or the Standing Committees of Council regardless of location. This prohibition shall include but not be limited to the display of campaign materials, verbal campaigning and discussion of campaign logistics.



Physical campaign materials shall not be distributed to individuals without their consent. This includes, but is not limited to, the distribution of campaign materials in student residences.

i. Student residences shall include: Alumni Hall, Delaware Hall, Elgin Hall, Essex Hall, London Hall, Medway-Sydenham Hall, Ontario Hall, Perth Hall, Saugeen-Maitland Hall, and all residences of King's University College, Huron University College and Brescia University College.

Any and all campaign activities including, but not limited to, physical distribution of campaign materials in student residences will be done in compliance with any and all regulations released by the Committee in conjunction with Western University's Housing and Ancillary Services.

Approved campaign posters may only be posted on poster boards that are reserved by the Committee and designated as an elections poster board.

Physical campaign materials shall not be distributed to vacant surfaces throughout the University (i.e., candidates may not leave campaign materials on desks in libraries, or tables in eateries, etc.)

10. Off-Campus Campaigning

Candidates and their volunteers may campaign in locations off of the University's campus. These occurrences may include, but are not limited to, the physical distribution of campaign materials, volunteer rallies, campaign rallies, campaign launch parties, and campaign social events.

- i. Any and all off-campus campaign events must receive approval from the CRO as per section 11.6 of this By-law.
- ii. Physical campaign materials may not be distributed to any individual, residence, apartment complex, or place of business, without consent.
 1. Candidates and their volunteer(s) are required to seek and receive express written permission from the building manager of any apartment complex prior to attending said residence to campaign. This written permission must establish all relevant conditions, including but not limited to,
 - a. The time frame candidates and their volunteer(s) may visit;
 - b. The number of candidates and volunteer(s) that may visit; and,
 - c. The manner in which candidates and their volunteer(s) may distribute physical campaign materials to residents (i.e., whether or not consent is required from each individual resident before posting campaign materials on doors)



2. This permission must be submitted to the CRO prior to attending the residence.

11. Campaigning During the Voting Period

- i. While the polls are open candidates and their volunteer(s) are permitted to continue campaigning electronically (i.e., campaign websites and social media outlets.)
- ~~ii. While polls are open candidates are prohibited from telephone calls to campaign.~~
- iii. Candidates and their volunteer(s) shall not campaign at any location on or off of the University's campus. This prohibition includes, but is not limited to, the distribution of physical campaign materials, campaign rallies, and approaching students to solicit votes.

Candidates and their volunteer(s) shall not establish their own polling station to solicit votes.

Example 1

Candidates would be prohibited from approaching students with an electronic device and encouraging them to log on and vote



Motion 5



2015/2016 University Students' Council

Meeting # 5

November 25, 2015

Motion #5 – Finance Procedure Amendment

Whereas, the rules and procedures for campaign finances in By-law #2 were not scattered and not clear for either candidates or the Committee;

Whereas, contributions and expenses used to be tracked independently, unfairly incentivizing the importance of contributions;

Be it resolved, Council approve the campaign finances procedure be delegated by By-law #2, and include more straightforward processes, and consistency for expenses/contributions.

HARDY / Pillon



Motion 6



2015/2016 University Students' Council

Meeting # 5

November 25, 2015

Motion #6 – Violations Procedure Amendment

Whereas, allegations had to be classified by the Committee prior to any investigation, evidence or hearing;

Whereas, the criteria for violations was both limiting and insufficient;

Whereas, the processes for deliberations and hearings have never been detailed nor made public to candidates;

Be it resolved, Council approve the violations procedure to be delegated to by By-law #2, and resolve the stated issues.

PILLON / Hardy



Annex 5



AGENDA REPORT TO THE SENIOR OPERATIONS COMMITTEE

MEETING DATE: Wednesday November 18th 2015

Item:	Elections Governance Violations Procedure Reform
Author:	Andrew Chorney, <i>Chief Returning Officer</i>
Purpose of Report:	For Action

Recommendation:

That the Senior Operations Committee recommend to Council that By-Law 2 and the Elections Governance Committee Violations Procedure be amended as presented.

Executive Summary:

These amendments to By-Law 2 and the Elections Governance Committee Violations Procedure strive to increase the fairness of the proceedings and decisions rendered by the Elections Governance Committee regarding violation allegations. The focus is on: clarifying and otherwise removing procedural ambiguity and increasing transparency. These revisions also include considerations for administrative capacity and efficiency in an effort to facilitate compliance and reduce the administrative burden on all parties.

This report is also intended to increase proactive transparency between the Office of the CRO and the Legislative Branch of the USC by informing the Senior Operations Committee of the administrative strategies and frameworks within which the Committee will operate during the upcoming spring elections.

Legislative History:

Elections at the USC are governed by several documents; principally By-Law 2 and the Elections Committee Violations Procedure. By-Law 2 is completely within the purview of Council and delegates the authorities of interpretation and administration to the Chief Returning Officer and the Elections Committee. Regulations of an administrative nature including the Elections Governance Committee Violations Procedure are typically amended and ratified annually by the Elections Committee in accordance with the provisions USC By-Law 2 s 3.03 (3). All documents governing USC Elections have been amended on an ad hoc basis based on the reports and recommendations of previous CROs and Members of the Elections Committee.



Report:

The proposed amendments to the Elections Governance Committee Violations Procedure reinforce the present goals of promoting safe, fair, and transparent elections by encouraging and facilitating compliance. These amendments include reorganizing the structure of the document to better reflect proceedings, clarifying and otherwise removing ambiguous clauses, articulating the candidate's position in the proceedings, and specifying the criteria that the Elections Committee will use in determining appropriate sanctions.

The new Violations Procedure is organized such that it reflects the chronological structure of proceedings, i.e. the order of sections 3.00-9.00 are listed in the order that they occur during regular proceedings (3.00, Receipt of Allegations – 9.00 Close of Investigation). This was motivated by the call to make the procedures more accessible to candidates and easier to follow for the Committee. Whereas previously there was a greater degree of risk that a provision could be overlooked, listing them in chronological order promotes awareness and facilitates ease of compliance for all parties.

The number of references to the candidate in the amended procedure have been increased with the specific intention of clarifying the role of the candidate throughout the proceedings. Similar to the structural reorganization these were made to reduce ambiguity and increase procedural accessibility for all parties in the pursuit of fairness.

Modifications to the Committee's criteria include both the criteria themselves and when and how they are used. The criteria can be reviewed in the attached procedure. The criteria are no longer divided such that the committee must first classify the violation based on the allegation but rather conduct deliberations after all of the evidence has been considered.

Attachments:

Elections Governance Committee Violations Procedure (2015)



Motion 7



2015/2016 University Students' Council

Meeting # 5

25 November 2015

Posted Motion# 7 Public Arts Recommendations

Whereas, the Committee has thoroughly completed its review of Public Arts, including analysis of a student-at-large survey (receiving 164 responses);

Whereas, the Committee has developed recommendations for Public Arts to be submitted to both the VP Student Events (Taryn Scripnick) and Public Arts Coordinator (Quinn Griffiths);

Be it resolved, the following recommendation be incorporated into the Public Arts program, with justifications outlined in the attached document:

- A) Addition of Executive position- "Community Liaison"
- B) Define role of Public Arts Coordinator and FIMS, Music, and Arts Councils in the planning/execution of Reverie
- C) Focus on increasing branding of Public Arts
- D) Create opportunities for volunteerism
- E) Increase number of smaller, walk-by art events

Be it further resolved, VP Student Events and/or Public Arts Coordinator follow-up with the Committee if any recommendations cannot be incorporated into the program, and provide justification for this decision.

HARDY/Whelan



Annex 6

University Students' Council of the University of Western Ontario

PROGRAM REVIEW TEMPLATE

EFFECTIVE: DAY MONTH YEAR SUPERSEDES: DAY MONTH YEAR

AUTHORITY: Program Audit and Review Committee RATIFIED BY: Council DAY MONTH YEAR

RELATED x Program Review Procedure PAGE | 1 of 2 DOCUMENTS:

PREAMBLE:

This document has been created as a supplement to the Program Review Procedure for the purposes of conducting a thorough and informative review of the USC's programs and services. This document contains a list of questions that should be answered by the Portfolio Service Level and Program Review Standing Committee and Students-At-Large over the course of a review, the answers to which should be included in any report on the program or service. This document should not be used independent of the Program Review Procedure.

Questions listed in this document may be either committee (designed for program review and discussion during committee meeting and/or review process) or students-at-large (designed for gathering of student feedback) focused. Appropriate measures should be taken to ensure that these questions are answered thoroughly.

The final section of this template (Review Metrics) is meant for the committee to complete to ensure that the review is being done to the standards of the committee.

REVIEW QUESTIONS TOWARDS THE COMMITTEE:

- 1) Does the program successfully fulfill its mandate? Should it be revised?
a The Public Arts program needs to be expanded in some regards in order to fulfill its mandate, but the committee believes that following the suggested recommendations will allow the program to more accurately fulfill its mandate.
2) What are the strengths of the program? Are there ways in which the program goes above and beyond?
a The Reverie and Nuit Violette (which now falls under Public Arts) events have been enjoyed by many students in the past
b High interest in attending on arts-related events from students
c Large pool of students willing to contribute as a performer or student artist
3) What are the program's areas of improvement? Are there any concerns?



- a High lack of brand awareness on campus
 - b No Facebook page, no logo
 - c Lack of communication between Public Arts and other arts groups on campus
 - d Poor coordination of keystone events (Reverie) in the past
- 4) How could this program become more accessible to minorities and integrate with more groups on campus?
- a Coordinating with PSN and connecting with Disability Services or Ethnocultural could improve engagement with minority groups, however the program itself is accessible to all students
- 5) How could this program better attract/inform students?
- a Creating a Facebook page to centralize Public Arts's information is an important first step. Beyond that, keystone events like Reverie need to be more effectively promoted to students-at-large, as the committee learned from meeting with FIMS, Arts, and Music councils that most students who actually come to (non-walk-by) Reverie events are in the FIMS, Arts, or Music faculty. Distribution of rave cards for larger events as well as using social media to connect with the USC for smaller events will help to engage more students.
- 6) Is there anything stated in the Research Template that the committee disagrees with (e.g. committee doesn't agree with changes/initiatives that the coordinator plans to execute)?
- a N/A
- 7) What are further questions to be researched? Answers?
- a Feasibility of joint events between Public Arts and other groups on campus (i.e. VASA for a visual arts events, Indigenous services for a singing event, etc.)
- 8) **What are suggestions to be made to the program? Justification?**
- a Addition of Executive Position- "Community Liaison"
 - ⇒ New executive position with role of connecting, communicating, and coordinating with arts-related clubs on campus and FIMS, Arts, and Music Councils (but not limited to these groups; Theatre Western and other arts-related programs/groups would additionally be valuable connections)
 - ⇒ Addresses issue of "event overlap" between clubs, councils and Public Arts program; Community Liaison Executive responsible for scheduling events of Public Arts so that similar events being put on by clubs or faculties are not scheduled within narrow time frames, while encouraging collaboration between these arts groups if similar events are being executed by these clubs or faculties
 - ⇒ Community Liaison should be a "face" for Public Arts, establishing connections with arts-related clubs and FIMS, Arts, and Music Councils; enabling the Executive to act as a resource for advertising and/or supporting events brought forth by these art groups
 - ⇒ Connection with Arts clubs and FIMS, Music, and Arts Councils should be utilized for recruitment of performers for Public Arts events (Reverie and Nuit Violette)



- ⇒ There should be regular contact between the Public Arts Executive (through the liaison or through the relevant coordinators) and the FIMS, Music, and A&H Councils and arts-related clubs
- ⇒ Coordination of major Public Arts events (i.e. Reverie, Nuit Violette) should be overseen by the Public Arts Coordinator, while the Community Liaison and the Coordinators are more involved in the scheduling of year-long, smaller-scale art events
- ⇒ Feedback from Arts, FIMS, Music councils, as well as examining the existing structures of other USC programs, was used to make this final recommendation
 - This recommendation is based off the success of a Clubs Coordination executive member under the Ethnocultural Support Program. The committee would like to see Public Arts extend its collaboration and communication to the many current arts groups/clubs on campus that would enhance and add to the Public Arts program's ability to accomplish its mandate.
 - This recommendation would address the concern addressed by FIMS, Arts, and Music councils about lack of communication and collaboration between Councils and Public Arts, and how this collaboration will highly benefit all groups.
 - "Even if you don't fund other arts events, the USC has a lot of influence and power in promoting other events on campus. Extending a hand through other faculties to help with their promotions would be a great way to connect with them and more arts events." –Jenai, FIMS Council
 - "The lack they have had in contact with even our council shows the lack of proactivity of the Public Arts to connect and communicate." –Mel, FIMS Council
 - "Give the Public Arts Coordinator opportunities to connect with other arts-related groups on campus." –Arts Council

b Reverie

- ⇒ Define role of Coordinator and FIMS, Music, and Arts Councils
- ⇒ Councils develop and plan their own events/performances, and Coordinator acts as a manager/facilitator of these performances brought forth by the Councils (Public Arts Coordinator in charge of scheduling/organizing these performances with feedback/input from Councils)
- ⇒ Public Arts may plan own events for Reverie, but must collaborate these events with the planned Council events
- ⇒ Increase communication between Coordinator and Councils throughout planning of Reverie



- ⇒ Reverie Committee should exist, with Coordinator as Chair, Council representatives as Vice-chairs, and members of Committee open to Students-at-Large
- c Increasing Brand Awareness of Public Arts
- ⇒ Create a Facebook page and focus on reaching out to students via social media
- ⇒ Create a logo for Public Arts
- ⇒ Connect Public Arts events to brand of Public Arts
- According to survey, 78% of students ranked awareness of Public Arts 1,2, or 3 on scale of 7, indicating a low awareness of the program. However only approximately 70% of students ranked awareness 1,2, or 3 of Reverie, and approximately 25% ranked awareness 1,2, or 3 for Nuit Violette. This shows an issue of branding of Public Arts, as there is a higher awareness of the events put on by Public Arts than the program itself. Public Arts should focus on connecting their events with the Public Arts brand, enabling an increase in awareness of the program and creating continuity between the program's events.
- ⇒ Be a resource for student performers to publicize their own brand (assist student performers in getting their name out to Western students) – through a Facebook/online function
- d Create Opportunities for Volunteerism
- ⇒ Create and advertise volunteer roles, open to students-at-large for major Public Arts events (i.e. set-up, take-down, and running Reverie, Nuit Violette...)
- e Increase Number of Smaller, Walk-by Art Events
- ⇒ Top 5 events requested by students through survey: -music in public space –interactive art –coffee houses –open mic –art exhibits and student films
- ⇒ Walk-by events enable students to experience art forms/performances without having to commit their entire night to an event (instead committing 5-10 minutes as students walk-by)
- ⇒ Public Arts should promote the student performers as they are performing (or art is being exhibited) through publically displaying the name of the individual/group
- i.e. display name of a student band on a whiteboard beside the group as they perform in the UCC atrium
- ⇒ Increase advertising of student art performance/exhibition opportunities for recruitment of performers
- Advertise opportunities heavily on Facebook page and USC website under “Volunteer Opportunities”

9) Who is responsible for implementing these recommendations?



a The Public Arts Coordinator (for both 15-16 fiscal year and future years) as well as the VP Internal are responsible for ensuring that the recommendations are followed – longer term recommendations (Community Liaison) should be implemented in the upcoming fiscal year, and short term recommendations (creating a logo and brand, increasing smaller events) should be enacted within the current fiscal year

10) Any financial implications of the suggestions?

a Increasing smaller events, as well creating Public Arts's logo and brand, may require a small increase to Public Arts's budget, but not in an especially significant way

REVIEW QUESTIONS TOWARDS STUDENTS-AT-LARGE:

Student-at-large survey: *refer to survey for questions*

Faculty councils:

- 1) Do you have any comments/concerns/questions that were not addressed in the survey?
- 2) How was the organization of Reverie in the past? How can it be improved? (participants, coordinators, attendees)
- 3) How well do you feel Arts is promoted to students-at-large in all faculties? How it can be improved?
- 4) What kinds of events do you want to see from Public Arts to increase education and showcasing of student artwork throughout the year and throughout campus?

University Students' Council of the University of Western Ontario PROGRAM REVIEW TEMPLATE

REVIEW METRICS:

- 1) What research methods were used to conduct the review?
 - a The chair and vice-chair of PARC met with the VP Internal and the Public Arts coordinator to discuss the Public Arts portfolio. The committee also created an online survey for students-at-large and held open discussions with the Arts, FIMS, and Music councils to discuss Public Arts, and specifically Reverie
- 2) What was the total number of students engaged in the review process?
 - a Between the survey and the council discussions, there were approximately 220 students engaged in the review process.
- 3) What was the timeline of the review?
 - a October 9 – Meeting with VP Student Events + meeting with Public Arts Coordinator
 - b October 14 – Debrief at PARC meeting; survey question brainstorming
 - c October 21 – Survey questions finalized
 - d October 26 – Survey is released to the public; staggered approach to social media promotion



- e October 28 to November 10 – Committee members drop in to Arts, FIMS, and Music faculty council meetings, hold discussions about Public Arts and Reverie
 - f November 9 – Survey is closed; 164 total respondents
 - g November 11 – PARC meeting; recommendations are finalized
- 4) Do you feel that the review was thorough and the research conducted was adequate? Is a larger review required?
- a The committee believes that the review was thorough, as both students-at-large (primary target of Public Arts events) and faculty councils (primary executors of Reverie, Public Arts' keystone event) were consulted. Along with information gathered from meeting with the VP Student Events and the Public Arts coordinator, the committee feels that the review was conducted effectively and within an appropriate timeframe
- 5) Are there any concerns you have with the review process or areas in which you feel it could be improved?
- a The survey process is getting slightly overdone; trying to find a more novel way to collect student feedback for future reviews