



SPECIAL MEETING OF COUNCIL 2016/2017

30 November 2016

USC Community Room  
7:00 PM

1. Call to Order
  2. O Canada
  3. Land Recognition
  4. Western Song
  5. Roll Call
  6. Approval of Agenda
  7. Approval of Minutes
- Meeting of Council – 26 October 2016
8. Presentations
    - i. Mental Health at Western University Presentation – *Name, Title*
    - ii. Sexual Violence Policy Presentation – *E. Ross, Communications Officer*
    - iii. Annual Report Presentation – *E. Avila, President*
  9. For Action
    - i. Constituency Council President Terms of Reference ([Motion 1](#), [Appendix 1](#)) – *Name, Title*
    - ii. Annual Budget Review Sub-Committee ([Motion 2](#), [Appendix 2](#)) – *Name, Title*
    - iii. Standing Resolution of Council ([Motion 3](#)) – *Name, Title*
    - iv. Advocacy Policy Paper Topics ([Motion 4](#)) – *Name, Title*
    - v. Western University Sexual Violence Policy ([Motion 5](#), [Appendix 3](#)) – *Name, Title*
    - vi. Election of (2) Councillors to the Student Awards Committee ([Motion 6](#)) – *Name, Title*
    - vii. Food Support Services Report and Recommendations ([Motion 7](#)) – *J. Whelan, Councillor*
  10. For Information
    - i. Executive Reports (45 minutes)
    - ii. Report of the Chair of the Board of Directors (10 minutes)
    - iii. Report from the Chair of the Student Senators (10 minutes)
    - iv. Report from a Representative from Strategic Planning (10 minutes)
    - v. Report from Standing Committee Chairs (10 minutes)
      - a) Governance and Finance Standing Committee
      - b) Advocacy Standing Committee
      - c) Student Experience Standing Committee
      - d) Agenda and Council Operations Standing Committee
  11. For Discussion
  12. New Business
  13. Termination



Motion # 1

Constituency Council President Terms of Reference

Whereas, the USC currently does not have any terms of reference for the position of Constituency Council President;

Whereas, it is the duty and responsibility of the USC to accurately represent the expectations, duties, roles and responsibilities of Constituency Council Presidents;

Be it resolved that, Council approve the Constituency Council President Terms of Reference.

MOVER/Seconded



## Appendix 1

### Constituency Council President Terms of Reference

Effective:  
Last Reviewed:

USC Council  
To be Reviewed: January 2018

#### 1. Mandate

Constituency Council Presidents are leaders within their respective constituencies, and within the University Students' Council. Within the University Students' Council, constituency Presidents are treated as Councillors, except with minor differences in responsibility. As Councillors, they are part of the Legislative Branch of the USC and are responsible for making, amending and repealing USC policies related to Executive Officers, advocacy, and student-interests and positions.

#### 2. Duties and Responsibilities

1. Be a representative of the undergraduate students of Western University and the students of your constituency.
2. Be prepared for, and attend monthly Council meetings.
3. Debate and vote on items coming to Council.
4. Facilitate communication between your constituency and the USC; use student feedback to inform your debate, and voting.
5. Inform your constituents of USC activities, events, and opportunities.
6. Ensure Executive members are acting in the best interests of students.
7. Act as a member of the Corporation of the Western University Students' Council.
8. Act at all times to maintain and embody the mission and vision of the USC.
9. Sit on one of Council's standing committees (Advocacy, Student Experience, Governance and Finance) if you choose to.
10. Act as a leader and a mentor for USC Councillors, especially those within your constituency.

#### 3. Accountability

1. Accountable to constituents:
  - a. Councillors must accurately represent their constituents (students, faculty, etc.) when speaking or voting.
2. University Students' Council:
  - a. Councillors must follow any applicable rules or laws, including the Standing Orders, Policies, By-Laws, Letters Patent, and any applicable Law of Ontario, or Canada.
3. Accountable to Council:
  - a. Councillors have a duty to their fellow Councillors to be prepared for all meetings. This means attending meetings, having reviewed all documents beforehand, and asking for clarification where it is needed.
  - b. Councillors are responsible for informing the Speaker of meetings they will not be able to attend, or sending a proxy member in their place.

#### 4. Powers

1. Powers of Councillors are outlined in the USC's By-Laws and the Standing Orders of Council. Listed are a few of the powers outlined within those documents.



- i. Move and second a motion on Council floor (introduce an idea for debate and consideration).
- ii. Elect the Council Speaker
- iii. Elect Standing Committee Chairs
- iv. Elect the Student Programs Officer
- v. Ratify the USC Board of Directors

## 5. Limitations

1. Limitations of Councillors are outlined in the USC's By-Laws and the Standing Orders of Council. Listed are a few of the limitations outlined within those documents.

- i. Constituency Council Presidents may not instruct their fellow Councillors on how to vote on any given item.
- ii. Councillors may not disclose any information deemed confidential at any time (doing so may result in loss of position, or legal action).
- iii. Councillors shall not, where possible, debate or vote on items that should be under the purview of the Board of Directors.
- iv. Councillors may not issue directives to Executive members without a successful motion of Council
- v. Councillors are subject to all requirements of the Voting Members Attendance Policy
- vi. Councillors must follow directions from the Speaker (but may issue a challenge of the Speaker's ruling if they believe it to be unfair)

## 6. Composition and Term

1. Council is comprised of undergraduate representatives from each faculty and affiliate college. These members are elected in accordance with By-Law #2.
2. The current composition of Council can be found in By-Law #1, Section 11.4.

## 7. Context and Enactment

1. Documents Repealed –
2. Supporting/Related Documents – By-law #1: Corporate By-law, By-Law #2: Elections By-Law, Standing Orders of Council, Voting Member Attendance Policy
3. Date Passed –
4. All previous Amendments -



Motion #2

Annual Budget Review Sub-Committee

Whereas, the Annual Budget Review Sub-Committee is redundant given that its responsibilities are completed by the Governance and Finance Standing Committee;

Whereas, the composing members of the Annual Budget Review Sub-Committee are already involved in the creation and review process of the USC Operating Budget without the Annual Budget Review Sub-Committee;

Be it resolved that, Council dissolve the Annual Budget Review Sub-Committee.

MOVER/Seconder



Appendix 2



University Students' Council of the University of Western Ontario  
**ANNUAL BUDGET REVIEW SUB-COMMITTEE**

EFFECTIVE:	23 November 2011	SUPERSEDES:	undated
AUTHORITY:	Finance Committee	RATIFIED BY:	Council 23 November 2011

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RELATED DOCUMENTS:		PAGE   6 of 14
	Terms of Reference – Finance Standing Committee	

PURPOSE:

This document shall establish terms of reference for an Annual Budget Review Sub-Committee. The committee plays an integral role in the annual budget creation and review process, as it focuses on an in depth level of understanding and analysis of the budget over the course of the year. The committee also assists Council by advising it of the financial implications of matters raised for consideration at Council. The committee is guided by its commitment to ensure the USC makes sound financial decisions at align with the organization's mission statement and strategic plan and are in the best interests of the organization and its stakeholders.

1.00 MANDATE

1.01 Review and analyze the annual USC Operating Budget before it is presented to Council.

(1) The Committee shall prepare a report to management containing the following:

- i. Any analysis completed and observations drawn by the committee; and,
- ii. Recommendations to management on amendments to the budget.

(2) The committee's report shall be provided to Council at the same time that budget information is provided so that management may identify the following:

- i. What recommendations are reflected in the budget; and,
- ii. What recommendation are not reflected in the budget and the rationale for not including the in the budget.

2.00 MEMBERSHIP



- 2.01 The Annual Budget Review Sub-Committee shall be composed of:
- (1) The Vice-President Finance, ex-officio, as chairperson;
  - (2) A minimum of three (3) and a maximum of seven (7) Voting Members of the Finance Standing Committee, representing at least two (2) different constituencies, voting;
    - i. At least one of the Voting-Members must be a first year councilor;
  - (3) Four (4) Students, who are not Voting Members of Council, voting;
  - (4) The General Manager, ex-officio, non-voting as a committee resource;
  - (5) The Senior Manager Finance, ex-officio, non-voting as a committee resource.
- 3.00 ROLES AND RESPONSIBILITIES OF EX-OFFICIO MEMBERS
- 3.01 The Chairperson shall:
- (1) Set the agenda for each scheduled meeting;
  - (2) Ensure quorum is maintained, and to otherwise adjourn the meeting;
  - (3) Oversee all committee meetings in a way that is consistent with the By-Laws and Roberts Rules of Order;
  - (4) Ensure that the committee has relevant information and documentation in advance of the meeting;
  - (5) Ensure that no conflicts of interest are present during any meeting, and that confidentiality is maintained by the Committee where necessary; and,
  - (6) Prepare written reports of decisions taken by the Committee, and submit motions and supporting materials to Secretary of Council for inclusion on the next agenda of the Council Operations and Agenda Committee (COCOA.)
    - i. The chair may choose to appoint a recording secretary to minute committee deliberations and decisions.
- 3.02 The Vice-President Finance shall:
- (1) Ensure that the committee is informed about any pertinent information relating to the capital budget;
  - (2) Provide the committee with any additional information that is required to provide a better analysis of the budget;
- 3.03 The General Manager shall:



- (1) Ensure that recommendations of the committee are accurately and effectively communicated to management.

3.04 The Senior Manager Finance shall:

- (1) Act as a resource for the Committee;
- (2) Ensure that pertinent information is accurately provided by the Vice-President Finance and provide additional pertinent information to ensure the committee is fully informed when discussing matters.

4.00 COMMITTEE RESOURCES

4.01 The committee shall be provided with a recording secretary, who shall take meeting minutes at the request of the chair.



### Motion #3

#### Standing Resolution of Council

Whereas; the nature of executive appointments are problematic for a variety of reasons, including but not limited to a lack of transparency, accountability, and a fair process;

Whereas; executive appointments are usually to committees of large significance, are presently not public, and often outlast the terms of the executive who appointed them, more structure and oversight is needed;

Let it be resolved; Council adopt the following as a Standing Resolution:

"Any committee position within Western University that handles academic or campus affairs, where the USC Executive would have previously appointed a student who is not an executive member, to be subject to an open call for nominations and/or applications;

The USC Executive will select the top five (5) applicants, or top three (3) if fewer than five apply, in accordance with standing Human Resource policies and will forward their names as candidates to Council.

Each candidate will have three minutes to highlight their credentials after which the USC Council shall make the appointment(s) by a preferential ballot election.

Prior to each election outlined above, the USC Executive (or their designate) shall present information to Council on the role and responsibilities of the position being elected."

Let it be further resolved; That the USC Representative to the Student Services Committee be elected by students at large during the general election period.

Let it be further resolved; That due to time constraints the first election of the USC Representative to the Student Services Committee be during the Fall by-election period in 2017.

DIBRINA/Seconder



#### Motion #4

#### Ratification of the Advocacy Policy Paper Topics

Whereas, the University Students' Council has a responsibility to put forward issues of student interest and concern;

Whereas, the Advocacy Standing Committee has reviewed and approved the following policy paper topics for the 2016-2017 Council term:

- Mental Health on Campus
- Pedestrian Safety on Campus
- Student Mobility in London

Be it resolved that, the University Students' Council ratify the policy paper topics, as approved by the Advocacy Standing Committee.

DIBRINA/Waltenbury



Motion #5

Western Sexual Violence Policy

Whereas, the University Students' Council believes that all students should be safe and free of violence while attending Western University;

Whereas, the students of Western University have overwhelmingly requested an increase in the campus community understanding of sexual violence;

Whereas, the students of Western University have requested the development and enhancement of existing policies and protocols aimed at preventing and responding to sexual violence on campus;

Be it resolved that, The University Students' Council of Western University endorse the Sexual Violence Policy.

MOVER/Seconder



Western Sexual Violence Policy

Available on November 28<sup>th</sup>, 2016



Motion #6

Election of (2) Councillors to the Student Awards Committee

Whereas, the University Students' Council has had Councillors participate in the Student Awards Committee annually;

Be it resolved that, Council elected two (2) Councillors to the Student Awards Committee for the 2016-2017 awards cycle.

MOVER/Seconder



## Motion #7

### Food Support Services Recommendations

Whereas, the Committee has completed its review of Food Support Services ;

Whereas, the Committee has developed recommendations for Food Support Services to be submitted to both the Student Programming Officer (Allie Adamo) and Food Support Services Coordinator (Michael Hong);

Be it resolved, the following recommendation be incorporated into the Food Support Services program, with justifications outlined in the attached document:

- A) Work to increase awareness of the program among students at large
  - (i) Increase promotional efforts outside of social media efforts
  - (ii) Increase reach on current social media platforms;
- B) Restructure the program's associates to better reflect the work they do;

The following structure has been recommended as a platform:

- Events Associate
  - Food Drives and Community Associate
  - Long-Term Operations Associate
  - Communications Associate
- C) Develop a better system for inventory management and establish this as a responsibility for the coordinator or an associate (one of the above or a new one).
  - D) Continue to develop new initiatives such as the food bank and Food for Thought Gala

Be it further resolved that, the Student Programming Officer and/or Food Support Services Coordinator follow-up with the Committee if any recommendations cannot be incorporated into the program, and provide justification for this decision.

WHELAN/Secunder

# Food Support Services Review Template

Questions are from the Review Template of the previous Program Audit and Review Committee

## 1. Does the program successfully fulfill its mandate? Should it be revised?

- The program does fulfil its mandate, though the current mandate does not reflect the full scope of the program's current activities. The mandate is in the process of being changed to better reflect the activities they perform.

## 2. What are the strengths of the program? Are there ways in which the program goes above and beyond?

- Food Support Services has been very successful in fulfilling its mandate in helping students who have problems with food security, and is set up to continue doing this. This program has also began to expand its scope to include more issues regarding food security and food waste.

## 3. What are the program's areas of improvement? Are there any concerns?

- Increasing awareness among students at large
- increasing capacity for student volunteers
  - there is a demand for volunteer opportunities but the program has no positions for these people
- Current structure is not as efficient as it could be, also division of labour is unclear

## 4. How could this program become more accessible to minorities and integrate with more groups on campus?

- This program is very accessible to any students who are in need of their services

## 5. How could this program better attract/inform students?

- See recommendations (section 8)

## 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)?

- There were no real conflicts addressed in committee.

## 7. What are further questions to be researched? Answers?

- The committee did not have the opportunity to run a student survey to obtain information from them, this was due to time constraints. This means that we were unable to obtain information from students at large, the most useful data that we missed would be awareness of the program among students.

## 8. What are suggestions to be made to the program? Justification?

- Work on increasing awareness of the program among students at large
  - The coordinator identified this as an area for improvement and based on their numbers in terms of social media and event attendance our committee agreed.
  - Generate awareness using advertising outside of social media
    - physical promotion
    - advertising in Western Planner

- Gazette advertorial
  - CHRW promotion
  - USC Website
- Continue to improve the reach of current social media platforms — the establishment of the Communications Associate will help
- Restructure the program
  - Coordinator stated that the current structure has not been as effective as it could be, and that the work for each associate currently is not well balanced. Working with the coordinator we developed a potential structure that should better distribute the work load and outline the tasks of each associate, while keeping the number of associates the same. The outline of the potential new structure follows:
    - Events Associate — responsible for the planning and execution of the different events run by the program
    - Food Drives and Community Associate — Responsible for the planning and executions of food drives the program runs as well as acting as a resource for groups looking to cooperate with Food Support to run their own food drives. Also responsible for keeping relationships with community groups and programs that Food Support has worked closely with.
    - Long-Term Operations Associate — Responsible for managing long-term operations of the Food Support Services Program such as the food donation boxes around campus.
    - Communications Associate — Responsible for promotions and social media accounts of the Food Support Services.
    - Each of these associates will also have the ability to establish their own committee of volunteers in the program for additional support.
      - this will simultaneously allow the program to adapt to any new stresses while opening up volunteer opportunities in Food Support Services.
- Inventory management is a concern shared by the committee and the coordinator, there are three possible resolutions the committee has recommended:
  - Inventory management added to the portfolio of one of the associates
  - Inventory managed by the coordinator
  - An additional associate position should be created with inventory management as one of its priorities.
- Recently the Food Support Services has began to develop new initiatives such as the joint run Food for Thought Gala with Envirowestern and the creation of a food bank style initiative. These are good initiatives and we recommend that the program continues to develop and establish them going forward.

**9. Who is responsible for implementing these recommendations?**

- The current and future coordinators of the Food Support Services will be responsible for the implementation

**10. Any financial implications of the suggestions?**

- There are no foreseeable financial implications based on these recommendations.