

Basic Meeting Rules

SFSS General Meetings follow a set of rules called “Robert’s Rules of Order”. This is meant to keep things running smoothly. Discussion during the meeting should be orderly, polite, and to-the-point. The Chairperson is in charge of enforcing this, and running the meeting overall. In order to participate in the meeting, you’ll need to know the basics of “Robert’s Rules”:

The process for each resolution (“motion”): (1) Someone will “move” (propose) the resolution. (2) Someone will second the resolution. (3) The Chairperson will state the resolution. (4) The assembly will discuss the resolution. (5) The assembly will vote on the resolution. The resolutions on the agenda are “Special Resolutions” under the Society Act of BC, and therefore will require a 3/4 vote to pass.

To make a comment: Go to the microphone at the front of Convocation Mall, and then wait for the Chairperson to acknowledge you. Try to keep your comment short, and bring up points that no one else has already made.

To stop the discussion and go immediately to a vote: when the Chairperson acknowledges you, say “I call the question”. The assembly will vote on whether to stop discussion. A 2/3 vote is required to stop the discussion.

To ask a question (for clarification on something that has been said): You don’t need to wait for your turn on the speaker’s list. Go to the front of Convocation Mall and loudly call out “point of information”. Wait for the Chairperson to acknowledge you and then ask your question.

If you can’t hear, or have similar problems: You don’t need to wait for your turn on the speaker’s list. Go the front of Convocation Mall and loudly call out “point of privilege.” Wait for the Chairperson to acknowledge you and then explain the problem.

If you think that the chairperson isn’t following the rules properly: You don’t need to wait for your turn on the speaker’s list. Go to the front of Convocation Mall and loudly call out “point of order.” Wait for the Chairperson to acknowledge you and then explain the problem.

To vote: If you agree with the resolution, raise your hand when the Chairperson says “all in favour”. If you disagree with the resolution, raise your hand when the Chairperson says “all opposed”. Make sure you raise your hand high in the air so that it is easily visible to the people counting votes. Leave your hand up until you are sure it has been counted or until you are told you can put it down.

organized by the **simon fraser student society**
visit www.sfss.ca/agm for more information

simon fraser student society ANNUAL GENERAL MEETING

organized by the **simon fraser student society**

General Information about the AGM

Come early to avoid line-ups. Registration booths open at 1:30pm. The meeting will start at 2:30pm.

Bring your student ID card. In order to make sure that you are eligible to vote, meeting organizers will check your ID card before you are allowed to enter the meeting.

Ask questions before the meeting. To keep the meeting to a reasonable length, the Chairperson may limit the length of debate on resolutions. Therefore, ask questions about the resolutions beforehand – from SFSS Directors, your Forum or GIC rep, and other students. For questions about the AGM itself, email agmoutreach@gmail.com. More information resources are listed on the AGM website: <http://www.sfss.ca/agm>

Dress warm. The meeting is being held outside, in Convocation Mall, and will likely take about an hour (or a little more). Wear warm clothes, and consider bringing a thermos with a hot drink.

Latecomers welcome. Members are allowed to enter the meeting at any time. If you can’t come at the start of the meeting, please join us as soon as you’re able. At least 500 people need to be present throughout the meeting.

wednesday, october 10
CONVOCATION MALL 2:30PM
Registration starts at 1:30pm. Bring your ID & dress warmly!

The SFSS Annual General Meeting Agenda

1. Appointment of the Chair
2. Agenda and Review of Meeting Rules
3. Adoption of Previous Meetings' Minutes
4. New Business

1. Motion to Remove Graduate Students

Be it resolved that the Constitution and By-Laws of the Society be amended as written in Appendix A to reflect a solely undergraduate society.

2. Motion to amend By-Laws by referenda

Be it resolved that By-Law 13.1 be amended to read:

The Constitution and By-Laws may be amended by special resolution passed at an Annual General Meeting, at a Special General Meeting, or by indirect voting via referendum held in accordance with Bylaw 17.

Be it further resolved that By-Law 13.3 be amended to read:

Amendments may be initiated by:

- a. The Board
 - b. Forum
 - c. Any member in good standing of the Society:
 - i. if twenty-one days notice of the actual wording of the proposed amendment is given in writing to the Society prior to the Annual General Meeting;
 - ii. ~~Any member of the Society~~ requesting a Special General Meeting for the consideration of a proposed amendment, provided that the proposed amendment shall be accompanied by a petition setting out the text of the proposed amendment and requesting a Special General Meeting for its consideration and accompanied by the signatures of not less than five percent of the members in good standing of the Society
 - iii. in accordance with Bylaw 17.3 when special resolutions are to be considered via indirect voting by referenda.

3. Motion to reduce quorum

Be it resolved that By-Law 10.3 be amended to add:

- e. **Electronic memoranda to all active members of the Society, unless the University is unable or declines to provide the necessary access to student electronic contact lists.**

Be it further resolved that By-Law 10.6 be amended to read:

If within fifteen ~~thirty~~ minutes from the time appointed for the Annual General Meeting a quorum is not present, quorum shall be twenty members in good standing of the Society, and the meeting shall transact only such business as is specifically referred to in By-Law10(2)[a]- [f].

Be it further resolved that By-Law 10.9 be amended to read:

Quorum for the Annual General Meeting and any Special General Meeting shall be ~~five-hundred~~ two hundred and fifty (250) members in good standing of the Society.

5. Receipt of Report of the Board of Directors
6. Receipt of Report of the Ombudsperson
7. Receipt of Report of the Treasurer
8. Receipt of Report of the Auditor
9. Appointment of the Auditor for the coming year
10. Adjournment

The Effect of the Resolutions

Removing References to Graduate Students: The Graduate students at SFU have incorporated their own student society which represents the unique experiences and interests of Graduate students. The effects of this resolution will see the By-laws of the SFSS changed to reflect the Society as a solely undergraduate society. The full text of the by-laws that will be affected by this motion is available at www.sfss.ca/agm.

Amending By-laws by referenda: Until 2001 it was possible to change the Society's By-laws at the same time as an election. Since 2001, the only way to change the Society's By-laws is to hold a General Meeting. In order to make By-law changes, over 500 people must attend the meeting. Unfortunately, this is difficult to achieve, and the By-laws have not been amended at an AGM since 2001. Voting in favour of this would allow for the entire student body to vote in favour or against proposed By-law changes at the same time as they vote for candidates running for office.

Reducing Quorum: Since Graduate students are forming their own society, it is important to have quorum (the number of people present to be able to conduct business) be a representative and achievable number of SFSS members. Currently, there are no rooms at SFU which can hold 500 people. Reducing quorum to 250 from the current 500 people will also mean that future annual general meetings can be held indoors.

Receipt of Reports: This is normal business that takes place at every annual general meeting. The reports from the various groups will show the work that has been done by the Society since the last annual general meeting, and will show the financial position of the Society for the last fiscal year.

Appointment of the Auditor: It is necessary to choose the auditor for the coming year. The Board of Directors recommends the Society's current Auditor, Tompkins, Wozny, Miller & Co., be retained for the 2007-2008 fiscal year.