# 1. CALL TO ORDER

Call to Order – 5:09 PM

2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting takes place on the traditional, unceded territories of the Coast Salish peoples, including the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), Selíl̓witulh (Tsleil-Waututh), kʷikʷəƛ̓əm (Kwikwetlem) and Katzie Nations, on which we are privileged to live, work and play. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 Council Composition

Student Union Representatives

Archeology .... Kim Figura
Bachelor of Environment .... Mina Garlick (*via phone)*
Behavioral Neuroscience .... Ramsha Farooqui
Biology .... Nicolas Bonilla
Biomedical Physiology & Kinesiology .... Alamdeep Khehra (*via phone*)
Business .... Sarah Chan
Chemistry ....
Cognitive Science .... Marissa Lamb
Communications .... Trisha Ramakrishnan
Computing Science .... Ryan Vansickle
Criminology .... Mai Baptiste
Dance ....
Data Science ....
Earth Science .... Logan Garvin
Economics .... Christian Briones
Education ....
Engineering Science .... Gurvaani Dhani
English ....
Environmental Resource ....
Environmental Science .... Olivia Roberts
French .... Sharon Kim
Gender, Sexuality, and Women's Studies ....
Geography .... Winnie Wu
Health Science .... Harlene Salh
History ....
Humanities ....
Interactive Arts and Technology .... Cora Fu
International Studies .... Alex Aparicio
Labour Studies ....
Linguistics .... Tova Dang

Mathematics .... Leo Chen
Mechatronics System Engineering.. James Liu
Molecular Biology & Biochemistry..
Operations Research ....
Philosophy .... Nick Sheffield
Physics.. Manuel Rojas
Political Science ....
Psychology .... Tristan Raymond
Science Undergraduate Society (SUS).................................... Jason Spence
Society of Arts and Social Sciences (SASS) .... Jasmine Padam
Sociology and Anthropology... Basheer Buksh
Software Systems ....
Statistics and Actuarial Science (SASSA) ....
Sustainable Community Development...
Theaters ....
Visual Arts...
World Literature .... Kayla Tso

Constituency Group Representatives
Disability and Neurodiversity Alliance (DNA) .... Vivian Ly
First Nations Student Association (FNSA) ....
International Student Group (ISG)..
Out on Campus Collective (OOC) .... Victor Yin (*via phone)*
Residence Hall's Association (RHA)...
Student Athlete Advisory Committee (SAAC)......................................
Women Centre Collective (WCC) .... Simran Randhawa
Students of Caribbean & African Ancestry (SOCA) .... Jasmine Kitine

Board of Directors
SFSS Directors *(non-voting)*
President.. Giovanni HoSang
VP External Relations...Jasdeep Gill
VP Finance .... Tawanda Chitapi
VP Student Services...Christina Loutsik
VP Student Life ....Jessica Nguyen
VP University Relations...Shina Kaur
At-Large Representative ....Maneet Aujla
At-Large Representative ....Rayhaan Khan
Faculty Representative (Applied Sciences)..Nick Chubb
Faculty Representative (Arts & Social Sciences) ....Jennifer Chou
Faculty Representative (Business)...Andrew Wong
Faculty Representative (Communications, Art, & Technology) ....Fiona Li
Faculty Representative (Education)...Emerly Liu
Faculty Representative (Environment)...Julian Loutsik
Faculty Representative (Health Sciences)..Osob Mohamed
Faculty Representative (Science) ....Simran Uppal

3.2 Society Staff
Executive Director.. Sylvia Caecero

Campaign, Research, and Policy Coordinator .... Sarah Edmunds
Member Services Coordinator –Generalist .... John Tseng
Student Union Outreach Assistant .... Samantha Li

3.3 Regrets
French .... Sharon Kim
Behavioral Neuroscience .... Ramsha Farooqui
Mechatronics System Engineering .... James Liu

3.4 Absents
Archeology .... Kim Figura
Communications .... Trisha Ramakrishnan
Criminology .... Mai Baptiste
Earth Science .... Logan Garvin
Geography .... Winnie Wu
International Studies .... Alex Aparicio
Mathematics .... Leo Chen
Philosophy .... Nick Sheffield
Physics .... Manuel Rojas
Science Undergraduate Society (SUS) .... Jason Spence
Women Centre Collective (WCC) .... Simran Randhawa
Students of Caribbean & African Ancestry (SOCA) .... Jasmine Kitine

3.5 Guests
Student .... Jeffrey Leung
Student .... Serena Bains

4. RATIFICATION OF REGRETS
Excuses or regrets will be kept track of by the chair of council. Missing two meetings without sending excuses (that are approved) will result in the removal from Council.
4.1 MOTION COUNCIL 2019-07-31:01
Vivian/Basheer
Be it resolved to ratify regrets from Ramsha Farooqui, Sharon Kim, and James Liu.
CARRIED

5. ADOPTION OF THE AGENDA
5.1 MOTION COUNCIL 2019-07-31:02
Basheer/Cora
Be it resolved to adopt the agenda as amended.
CARRIED AS AMENDED

6. PRESENTATION
6.1 Orientation: Introduction to Council– John
6.2 Orientation: Council Governance – Sarah

7. NEW BUSINESS

7.1   2019/2020 Council Chair – MOTION COUNCIL 2019-07-31:03
Basheer/Olivia

Be it resolved to appoint Olivia Roberts as the 2019/2020 Council Chair.

- CPRC explained the responsibilities of the Council Chair

CARRIED

8. ATTACHMENTS

8.1   Orientation-Introduction to Council.pdf
8.2   Orientation-Council Governance.pdf

9. ADJOURNMENT

9.1   MOTION COUNCIL 2019-07-31:04
Basheer/Tristan

Be it resolved to adjourn the meeting at 5:19PM

CARRIED

The Role and Function of Student Council

simon fraser
student society

+

The SFSS

Purpose

The Simon Fraser Student Society is a student-led organization that represents and advocates for the interests of the 25,000+ undergraduate students at SFU. The SFSS is your not-for-profit support network and voice at SFU and provides services and support to make student life better.

Governance vs Operations
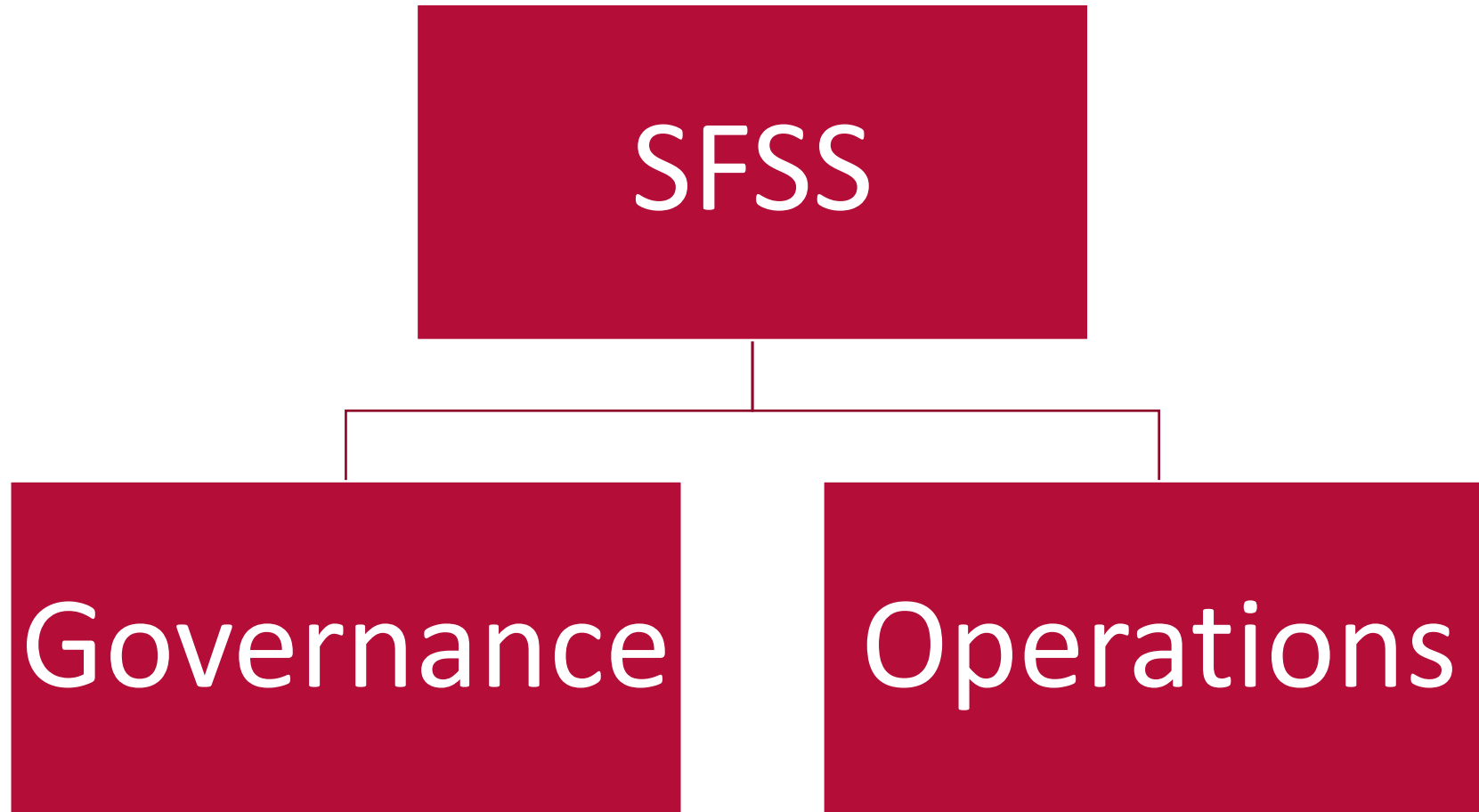
SFSS Governance
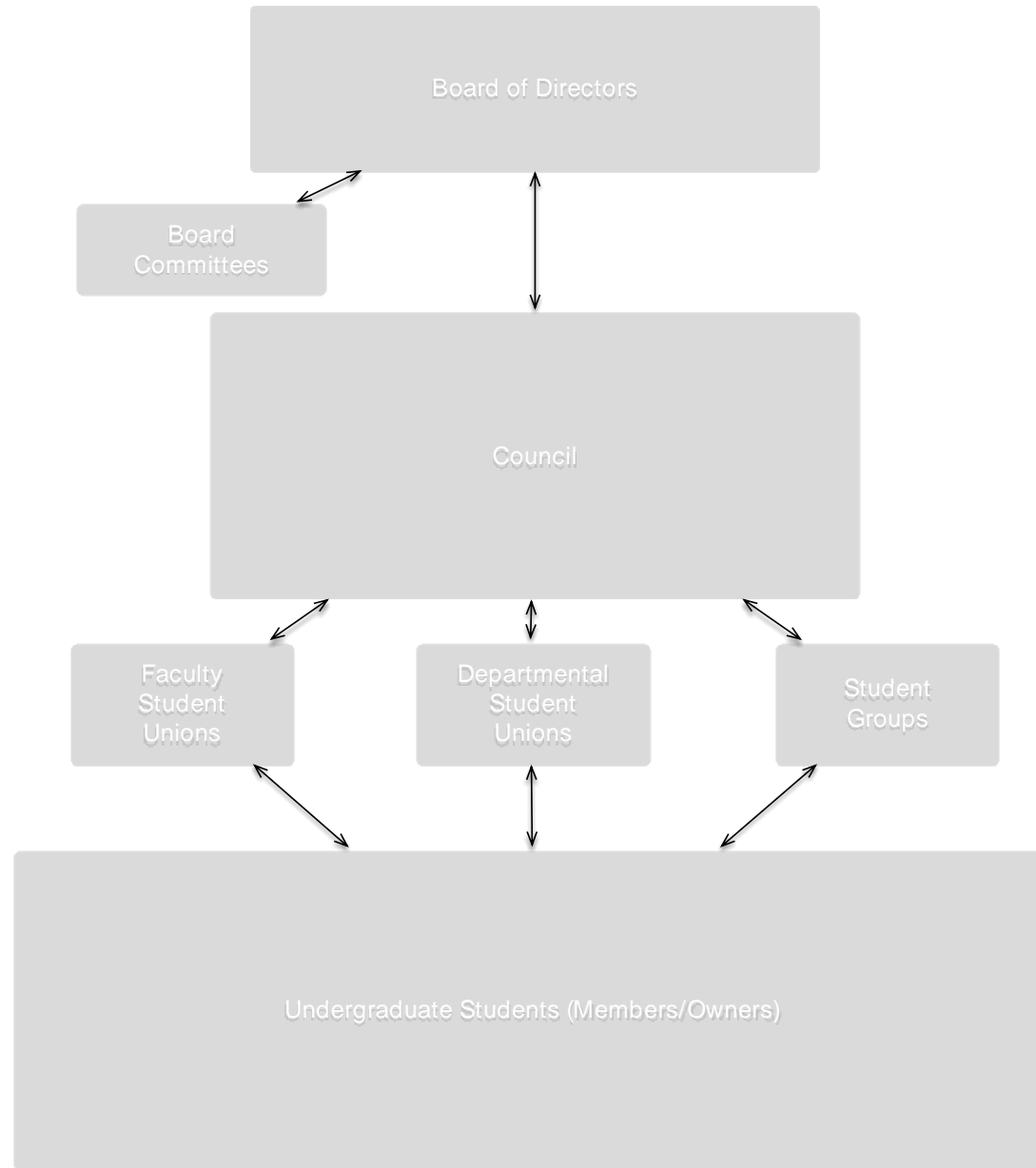
Council Governance Structure & Cycles
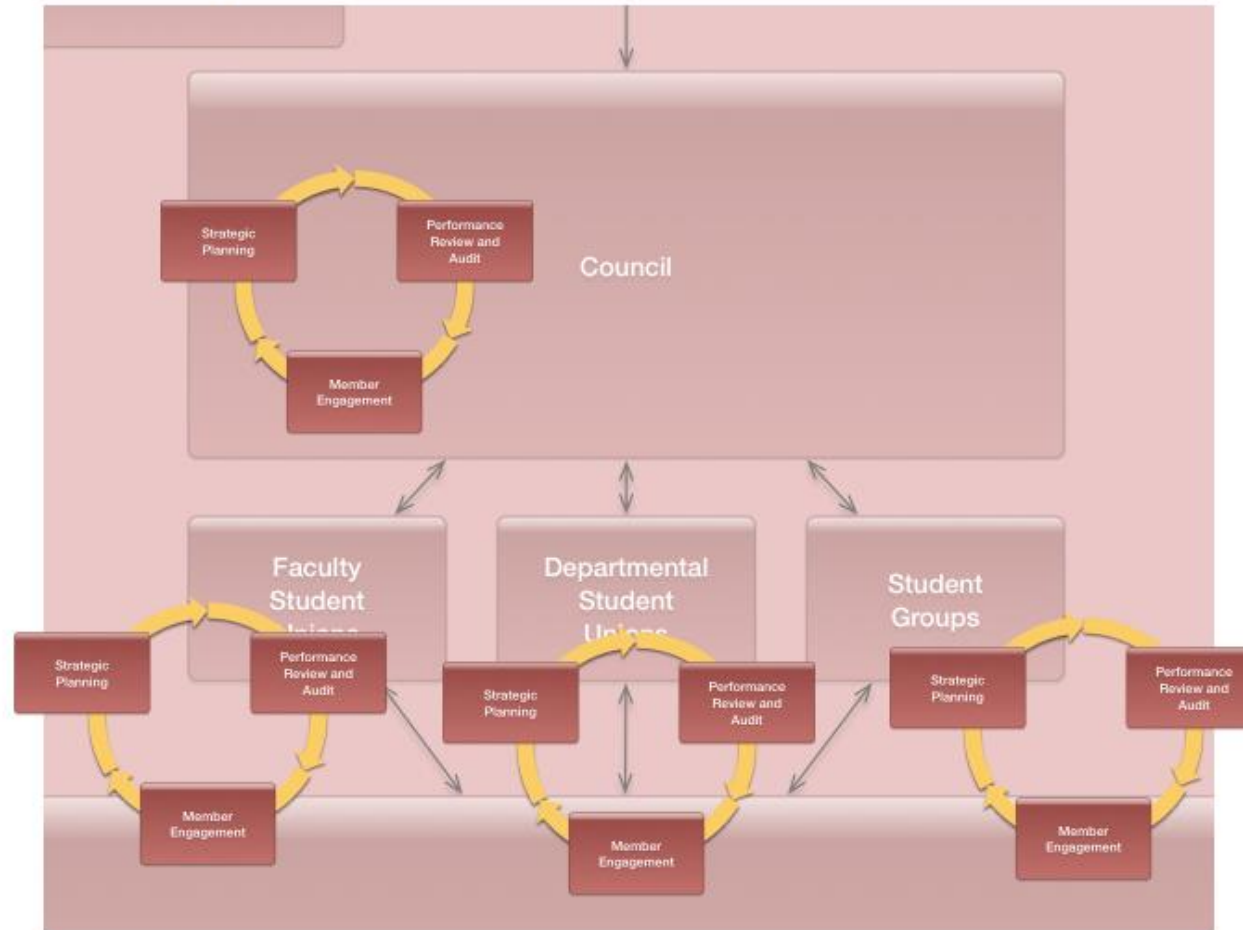
Relevant By-Laws

SFSS By-Laws 7 & 8

- Member in good standing of the SFSS
- Quorum
- No vote by proxy
- Electing a chair
- Meetings at least once a semester
- Establishing new Council seats
- Advising Board
- Council shall serve as the primary medium of discussion for:
  - Issues of importance to members in different faculties, departments or schools at SFU
  - Advocacy and other general interest matters of SFSS members

DUTIES AND RESPONSIBILITIES

Council Representatives

- Council Representatives are encouraged and expected to participate in the work of the Society, including but not limited to:
    - informing students in their departments, faculties or constituency groups of Society activities,
    - forwarding to the Board of Directors issues that are of concerns to the members of their student union or constituency group,
    - assisting with advocacy projects and campaigns of interest to the Society and its members, and
    - facilitating communication between the Society and its members.
- Council representatives shall:
    - attend all Council meetings and general meetings called by the student union or constituency group called during the semester
- Council representatives are strongly encouraged to be a member of the advisory committees and working groups
    - Either as Council reps or student at-large members on Board committees

Working Groups and Advisory Committees

Providing Advice

- By-Law 8 allows Council to strike Board advisory committees with terms of reference and appoint members

- Working groups and advisory committees existed in the past
  - Offline, outside of Council meetings
  - Small groups
  - Bring action items (in the form of motions!) to Council meetings

- The Board has many different committees that Council can potentially sit on as a student at-large member

Meetings

- The goal is simple! Council and student unions and groups make decisions…

AS A GROUP

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Robert's Rules

How can they help Council?

- Chair sets a meeting date (must convene at least once a semester as per By-Law 8)
- Call for agenda items: motions or discussion items
  - Moving away from discussion --> motions (action!)
- Council approves agenda OR makes amendments and approves agenda
  - Good practice to submit your agenda items beforehand
- Motions are adopted if they are carried
- Motions can help introduce student union voices

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Robert's Rules

- A proposal that the Council make a decision on behalf of the organization.

- Example
  - "Whereas…"
  - "Be it resolved to/that …"
  - "Be it further resolved to/that…"
  - Always include the 'who', 'what', 'when', 'where', and 'why'.

Robert's Rules

Types of Motions

- Primary motion
  - Move
  - Second
  - Discuss
  - Vote
    - Carried, carried with amendments, not carried
- Types of secondary motions
  - Amend
  - Postpone
  - Recess
  - Refer to committee
  - Call the question

Robert's Rules

Best Practices

- Speak to the motion

- Would this serve the mission of the SFSS?

- Would this bring us closer to the vision of the SFSS?

- Is this in keeping with the values of the SFSS?

Examples of Motions

MOTION Forum 2012-02-29:06

Warwick/Warren

Be it resolved that Forum Strike a SUB Oversight Policy Development Task Force to meet bi-weekly until the last Forum meeting of Summer Semester whereupon the Task Force must submit (a) Policy Paper(s) with the explicit purposes of establishing principles, standards and further actions and referendum question recommendations to address the oversight challenges raised by the SUB project specifically around matters of meaningfully inclusive consultation processes, transparent decision-making processes, disclosure of financial and other relevant information and procedural criteria for regular performance reviews of the Board members primarily responsible for the SUB project.

Examples of Motions, cont'd

MOTION FORUM 10-06-10:11: AMENDMENT

Lutener / Yeung

Be it resolved that the motion be amended to read: Be it resolved that the following questions be put to the membership in a non-binding plebiscite: Do you agree that external groups that collect a fee from all undergraduate students with a total value of more than $25,000 per year be required to submit a public, external and independent financial audit each year at the SFSS Annual General Meeting? Do you further agree that the SFSS should draft a question on this topic to be put to a binding referendum in the spring of 2011? (yes / no)

Examples of Motions, cont'd

MOTION COUNCIL 2015-01-28:06

Jovanovic/Amended Thompson

Whereas the Faculty of Arts and Social Sciences (FASS) has decided, due to budget constraints, to eliminate the position of Cognitive Science Adviser and Manager and have the program run under the administration of the Psychology Department instead; Whereas the Cognitive Science Student Society (CS^3) believes that this decision is not an efficient decision, and will have a much greater effect on the Cognitive Science program than anticipated, has decided to oppose this decision and attempt to reinstate the position of Cognitive Science Adviser and Manager; Whereas CS^3 has drafted an official letter to the dean of FASS, John Craig, opposing this decision in an attempt to revert it; Be it resolved that the Simon Fraser Student Society Council officially support the Cognitive Science Student Society on their mission to reinstate the Cognitive Science Adviser and Manager position.

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In Summary…

The roles and function of Council

- Role: To act as a liaison between student unions (and more broadly, members) and the SFSS (specifically the Board)

- Function: Meetings are decision-making tools where motions are passed. Working groups allow for the development of actionable items to be motioned at meetings

- Question: What are the priorities of the Council for 2019/2020?
  - Talk to your Student Union or Group!

- There is an opportunity to interact with the Board to a greater extent.
  - Thoughts?
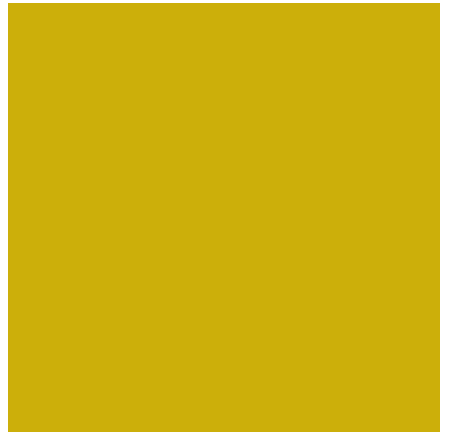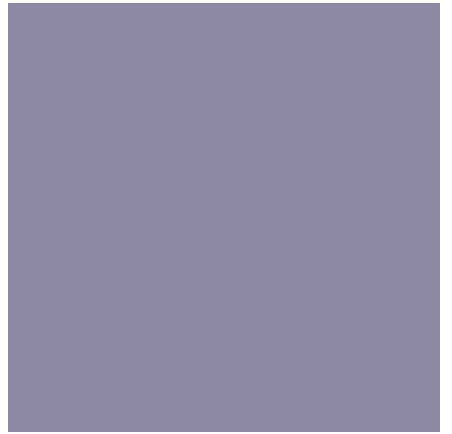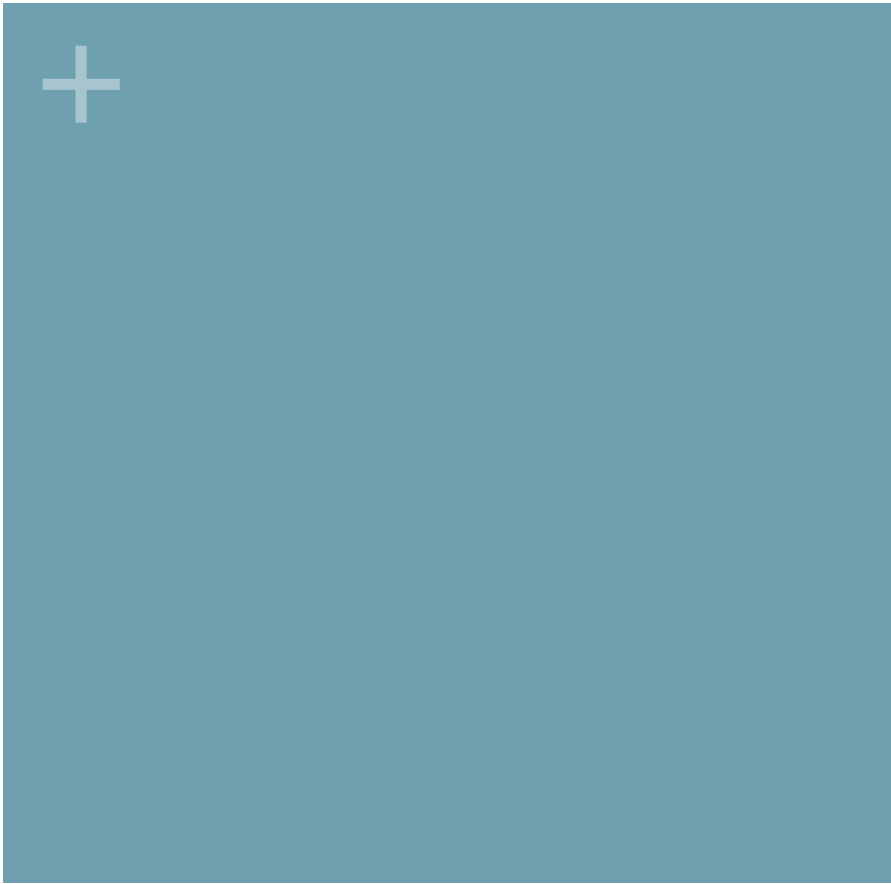
Council Orientation to SFSS Operations

simon fraser
student society

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What is Council?

The purpose

- Council is a campus-wide dialogue, coordinated by the SFSS, to advise the elected Board of Directors of student issues on campus

- Each month, Councillors discuss matters and motion on decisions that impact students during their time at SFU

- Discussion items can include a new Student Union Building, changes to parking and the U-Pass, the gondola movement, and much more

- Appointed representatives can speak out at Council meetings to ensure that these issues have proper student input

… More to come!

Part I – Who is a Councillor?

Appointments/Elections and Reporting Requirements

+ Who sits on Council?

■ Council is represented by students that are elected from their Departmental and Faculty Student Unions or Student Groups

Attend all regularly scheduled Council meetings
Reporting requirements
Attend all regularly scheduled Student Union meetings
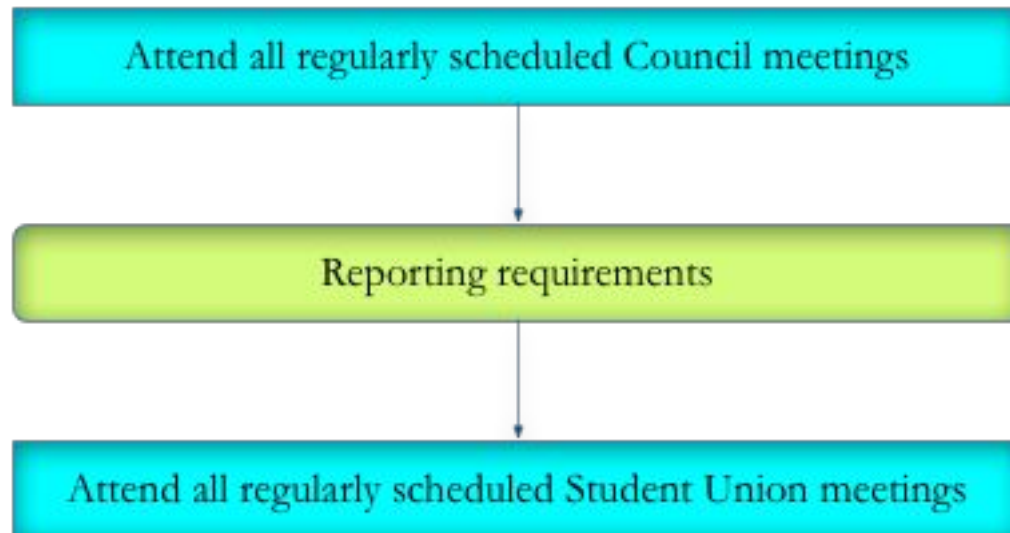
■ As per SFSS By-Law 7, members of the Board of Directors shall be designated as Honorary Members of Council.

+ Constituency Groups

What are they?

- Constituency Groups are student-run bodies that represent undergraduate students who share an experience of oppression, systemic discrimination, and/or other barriers.

- Despite not being a DSU or FSU, approved Constituency Groups have been granted a seat on Council and are able to vote in motions.

+ Appointments to Council

How does it work?

- Councillors may be selected through the election or appointment process

- Election Process:

Calling for election to set date of voting

↓

Submission of nomination (2 weeks)

↓

Day of election - voting by show of hands

↓

Submit meeting minutes to SFSS

+ Appointments to Council

How does it work?

■ Appointment Process:

Ratification of Election or Appointment

The reporting requirements

- The Member Services Coordinator, Student Unions and Groups must be informed of the election or appointment at msc.unions@sfss.ca

- Documentation for confirmation of process
  - Hold the election
  - Submit minutes confirming the election or appointment

- Coordinator will advise Council of any changes

+ Forget that, you're here now!

- Congratulations for getting past the election or appointment process for your Student Group.

- The term of office will expire on April 30th of next year.

+

Part II – What does Council do?

Summer 2019 to Spring 2020

+ Your Role

You are expected to:

- Act as an advocate for students' rights.

- Attend all regular Council meetings.

- Bring student needs and priorities to the attention of Council.

- Engage in dialogue with students from all other disciplines at the university.

- Advise the elected SFSS Board of Directors, as necessary.

- Report Council business back to your respective student groups.

… More to come!

Part III – Meetings

Summer 2019 to Spring 2020

+ Schedule of Meetings

- Meetings are scheduled for the last Wednesday of every month.

- It is required that the Chair announce the meeting **2 weeks** prior to the date of the meeting. It is at this time that Councillors will be asked for any agenda items.

- The full agenda will be emailed to Councillors prior to the start of the meeting.

- Bi-weekly meetings may be established upon the presentation of significant matters to Council.

Tentative Meeting Dates

Save the date!

- Summer 2019
  - July 31st, and August 28th(*)

- Fall 2019
  - September 25th, October 30th, and November 27th

- Spring 2020
  - January 29th, February 26th, March 25th, and April 29th

+ "What if I can't make a meeting?"

Life happens, but let us know

- Please contact the Council Chair at <u>council.chair@sfss.ca</u> to send in regrets of your absence.
    - When the Council Chair calls the meeting, they will establish a deadline to submit your regrets in case of any absences.
    - Councillors will not be penalized if the Chair has been contacted prior to the meeting.

- If Councillors miss two meetings (cumulative) without providing advanced notice, their term as Councillor will be terminated.

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Part IV – Council Stipend

Eligibility and Requirements

+ Stipends

- Stipend Eligibility Form

    - Your SIN number is required for tax purposes.

    - Must be submitted to the SFSS before the first meeting of the year.

- Stipend Distribution

    - Councillors are paid $35.00 for every meeting attended.

    - Stipends will be paid via EFT within two weeks of the meeting.

+ "What do I have to do, exactly?"

■ In order to get paid, you must sign the sign-in sheet at the start of every Council meeting.

■ When you sign in, please pick up a nametag and write:
  ■ Your name
  ■ Which student group you are representing

+ Did you submit this form yet?

+

Part V – Council Budget

For you to spend

+ 2019-2020 Council Budget

- The fiscal year runs from May 1st until April 30th of the following year.

- Council has a limited budget of $5,000 (SFSS Budget Line Item 815/20)

  - The use of funding is determined by Council as a whole, through resolutions (passed motions).

- Recommendations for Council:

  - Professional development workshops hosted through SFU

  - Board liaison role

  - Outreach events