



## Agenda

February 15<sup>th</sup>, 2017 - 5:30pm  
B201 MacCorry Building  
Winter General Meeting

The Society of Graduate and Professional Students recognizes the traditional and ancestral territories of the Anishinaabe and Haudenosaunee Nations on whose lands we gather on today.

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### Adoption of the Agenda

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#### A. Adoption of the Agenda

**MOTION 02/15/17:1**

Moved: Saba Farbodkia ([president@sgps.ca](mailto:president@sgps.ca))

Seconded: Stuart Clark ([vp.finance@sgps.ca](mailto:vp.finance@sgps.ca))

BIRT the SGPS General Meeting adopt the Agenda for the February 15<sup>th</sup>, 2017 Winter General Meeting.



### Executive & Speaker Reports

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#### A. Executive Reports

- a. President – Saba Farbodkia (no report submitted)
- b. VP Graduate – Sebastian Gorlewski (no report submitted)
- c. VP Professional – Kishan Lakhani (no report submitted)
- d. VP Finance & Services – Stuart Clark (report attached)
- e. VP Campaigns & Community Affairs – Anastasiya Boika (report attached)

#### B. Speaker Report

- a. Speaker – Jennifer Williams (oral report)

#### C. Approval

**MOTION 02/15/17:2**

Moved: Saba Farbodkia ([president@sgps.ca](mailto:president@sgps.ca))

Seconded: Stuart Clark ([vp.finance@sgps.ca](mailto:vp.finance@sgps.ca))

BIRT SGPS General Meeting approve the Executive and Speaker Reports.



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## Financial Report

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- A. **Financial Report** - VP Finances & Services – Stuart Clark (financials attached)
- B. **Approval** **MOTION 02/15/17:3**  
Moved: Saba Farbodkia ([president@sgps.ca](mailto:president@sgps.ca))  
Seconded: Stuart Clark ([vp.finance@sgps.ca](mailto:vp.finance@sgps.ca))

BIRT SGPS General Meeting approve the Financial Report.



## SGPS and University Committee Reports

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- A. **Trustee Report** – Graduate Student Trustee – Adam Ali (no report submitted)
- B. **Commissioner Reports**
  - a. Athletics Commissioner – Lindsay Ruitter (report attached)
  - b. Equity & Diversity Commissioner – Tahseen Chowdhury (report attached)
  - c. International Students Affairs Commissioner – Chiedza Pasipanodya (report attached)
  - d. Social Commissioner – Yann Grand-Clement (report attached)
- C. **Committee Reports**
- D. **Other Reports**
  - a. University Rector – Cam Yung (report attached)
  - b. Chief Returning Officer – Annie MacGregor (oral report)
- E. **Approval** **MOTION 02/15/17:4**  
Moved: Saba Farbodkia ([president@sgps.ca](mailto:president@sgps.ca))  
Seconded: Stuart Clark ([vp.finance@sgps.ca](mailto:vp.finance@sgps.ca))

BIRT SGPS General Meeting approve the Trustee, Commissioner, Committee & Other Reports.



## Senator's Report

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- A. **Senator Report** – Graduate Student Senator – Ciara Bracken-Roche (no report submitted)



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VI.

## Other Reports

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VII.

## Main Motions

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### A. Executive Oversight Committee

Motion 02/15/17:5

Whereas SGPS Council is responsible for oversight of the SGPS Executive, and

Whereas many issues facing the proper functioning of the SGPS Executive can be sensitive and of a private nature, and

Whereas over the years, there have been calls for enhanced transparency and accountability of the Executive that have gone unanswered,

BIRT the SGPS accept the following Policy, establishing an Executive Oversight Committee.

x.x.1. Purpose:

The Executive Oversight Committee shall be responsible for providing a constructive review of the performance of elected Executive members of the SGPS, and for facilitating resolution of concerns about the functioning of the elected SGPS Executive.

x.x.2. Membership

- a) The Executive Oversight Committee shall be composed of four (4) SGPS members-at-large, as well as the Speaker, who shall be Chair.
- b) No two members of the committee may be from the same Representative Group, as defined in Bylaw.
- c) SGPS Council will nominate and elect SGPS members to the committee at the March Council meeting of each year. Membership on the committee will commence on May 1, and terminate on April 30 of the following year.
- d) All members shall receive Conflict Resolution training, at a minimum matching the level required of the SGPS Executive.



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- e) All members must sign a confidentiality agreement, which shall be identical to that signed by members of the Executive.
- f) No individual holding a position that reports to the Executive (eg. commissioners, coordinators, or staff members) shall be a member. The Executive shall ensure that staff (either full- or part-time) are available to the committee if relevant to the Committee's purpose.
- g) No Member of Council, excluding the Speaker, is eligible to be a member. If a member of the Committee is elected to represent their department or fulfill another obligation, as outlined in B.5.1, they shall cease to be a member of the Committee upon assuming the new responsibility.
- h) If the membership of the committee falls below that outlined in x.x.2(a), a new member, or members, will be elected at the next Council meeting.
- i) Members of the committee shall receive an annual salary amounting to \$1200.

#### x.x.3. Evaluation:

Without limiting the generality of the foregoing, the Committee shall:

- a) conduct an evaluation of the Executive which will include at a minimum a self, peer, and team evaluation, on a trimester basis (i.e., in each of the Summer, Fall and Winter terms). This will be achieved through the use of a survey that will be filled out, at a minimum, by the elected Executive Officers and the Director. Surveys are to be analyzed and constructive feedback will be provided regarding the performance of the elected executive as individuals and their performance as a team;
- b) present these findings (with appropriate level of detail): privately to each elected executive as relates to their position; to the executive as a team; and to Council in camera, as a summary of team performance. No less than two members of the Executive Oversight Committee shall be present at any feedback session. The delicate and confidential nature of the information shall be respected; and
- c) conduct the Winter term evaluation with the aim of ensuring a smooth transition to the next executive. The Winter term evaluation will establish if the following has been completed to the satisfaction of the committee and to that of Council:
  - i. completion of term,
  - ii. completion of year plan objectives,
  - iii. completion of transition report, and
  - iv. completion of all duties as outlined in Bylaw, Policy, employee contracts, relevant policy manuals, and other applicable guidelines.
- d) The committee shall not report to General Meetings. Any questions regarding the nature or proceedings of the Committee raised at General Meetings shall be addressed by the Speaker.



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x.x.4. The Executive Oversight Committee (as represented by at least two non-chair members at any time) shall observe at least one Executive Meeting per trimester.

x.x.5. Investigation: The Executive Oversight Committee shall be responsible for investigating performance concerns regarding the Executive, following one of two procedures:

- a) two parties approach the Executive Oversight Committee and request involvement, because they agree that they are unable to find a resolution or restore a working relationship after investing their own efforts to communicate and seek resolution; or
- b) the committee receives a formal letter of complaint. The complainant must submit a signed letter to the Chair of the Executive Oversight Committee outlining the nature of the complaint as well as providing preliminary evidence to document the nature of the situation (i.e. establishing a pattern of behaviour versus an isolated incidence) and prove that the complainant has attempted to communicate the problem to the defendant and to resolve the situation on their own without success. Maintaining impartiality to the best of their ability, the Committee will undertake the following steps after receiving a formal letter of complaint:
  - (i) meet with the complainant(s) to ensure that signed letter accurately reflects their concerns,
  - (ii) meet with the defendant(s) to deliver the letter of complaint and review the defendant's options,
  - (iii) allow the defendant(s) an appropriate amount of time in which to gather their own evidence documenting the falsity of the complaint, if they wish to contest the formal complaint,
  - (iv) alert Council that a formal complaint has been submitted, omitting all personal details until the Committee deems it in the best interest of all parties, and
  - (v) inform Council on either the closure of the complaint or any further course of action taken.

x.x.6. Documentation

All documents regarding evaluations and investigations shall remain confidential and be archived for the duration of 1 year after the completion of an executive term or resolution of the complaint, whichever is later. The documents shall be kept in a locked box to be stored in the SGPS office, to which only the Speaker shall have access.

X.x.7 Protection from Reprisal



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All reasonable steps consistent with the law and the rights of the complainant shall be taken by the committee and its members charged with investigation of a good-faith report of an alleged act to protect the position, reputation, privacy and confidentiality of an individual who has made a report. Any breaches of confidentiality shall be reported to the Chair who will in turn inform the complainant (if not anonymous) if confidentiality can no longer be maintained.

No person shall take any reprisal against an individual who files a complaint through this committee. Acts of reprisal will be subject to reporting and, where applicable, disciplinary action.

The filing of a complaint shall not constitute harassment within the terms of the SGPS Harassment/Discrimination Policy. Any complainant who believes that he or she has experienced a reprisal as a result of making a disclosure of an alleged act pursuant to this policy and these procedures should document the details and immediately inform the Chair of the committee. The Chair shall ensure that the allegation is investigated and, if justified, that the appropriate corrective steps are taken.

Moved: Christopher Cochrane

Seconders: Mark Asfar, Travis Skippon, Cailleigh Gruner

### **B. Investigation into Appropriate Mechanisms of Ensuring Executive Function and Accountability** **Motion 02/15/17:6**

Whereas the proper implementation of any oversight mechanism requires an intimate familiarity of the nature of the work performed,

BIRT the membership task the Executive with performing an investigation into appropriate mechanisms of ensuring Executive function and accountability,

BIFRT the investigation shall answer the following questions:

- How can Executive members be better held accountable to Council?
- How should Council be made aware of dereliction of duty by one or more Executive members, and what mechanisms can Council use to respond?
- What is the best way to provide performance reviews and feedback to Executive members throughout their terms in office?



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BIFRT the Executive shall provide a report to the March Council meeting, to provide adequate time for review and implementation of any novel mechanisms for oversight.

BIFRT the Executive shall seek input from the Executive-Elect, as appropriate.

BIFRT the Executive shall provide an interim report to the February Council meeting.

Moved: Christopher Cochrane

Seconders: Mark Asfar, Travis Skippon, Caileigh Gruner

### **C. Non-fee Referendum Questions**

**Motion 02/15/17:7**

Whereas the SGPS Executive has indicated problems understanding the views of their membership, and

Whereas the SGPS has a mechanism by which to directly ask the opinion of their membership during elections, and

Whereas the burden to add referendum questions currently requires a number of signatures comparable to the total participation rate in SGPS elections, and

Whereas there is already a quorum for acceptance of a referendum result at 10% of the total membership, and

Whereas it may be of value to allow for non-binding questions to be asked of the membership

BIRT P.9.5 be amended to read:

#### **P.9.5 Referendum Questions**

- a. The SGPS may conduct referenda on any matter within the jurisdiction of the SGPS.
- b. Referendum questions for the purposes outlined in P.1.2 shall be binding on the SGPS and actively enforced by the Executive.
- c. Referendum questions may be submitted to the Chief Returning Officer by Council or by a petition bearing the signatures of not less than twenty five (25) ordinary members of the SGPS.
- d. Eligible referendum questions must be submitted to the Chief Returning Officer no later than the day nominations for the election in which the question is to be asked close.



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- e. Referenda may only be held during the fall and winter terms and may only take place outside an ordinary election period if a special referendum date is approved by Council or to replace a previous referendum invalidated because of lack of quorum. No question may be submitted for referendum if a question on the same topic has been the subject of a referendum within the previous eleven (11) months, unless the prior referendum was invalid due to lack of quorum.
- f. Notwithstanding anything in this Policy, no question put to referendum shall include any statement about the consequences of the referendum's outcome.

Moved: Christopher Cochrane

Seconders: Mark Asfar, Travis Skippon, Caileigh Gruner

#### **D. Reporting of Election Demographics**

**Motion 02/15/17:8**

Whereas the recent 2017 AMS election had a voter turnout of 45.7% and

Whereas the 2016 SGPS election had a record-breaking voter turnout of 27.5%, and

Whereas it is likely that some bodies within the SGPS have very low engagement,

BIRT following the 2017 SGPS election, the SGPS elections team release a report outlining the proportion of votes cast per SGPS representative group.

BIFRT the report outline the barriers to disclosure of the aforementioned information, should disclosure or collection of data be restricted or impossible.

BIFRT the report contain, where applicable, recommendations on possible changes to the SGPS Election policy or procedure to eliminate these boundaries to collection or disclosure.



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Moved: Christopher Cochrane

Seconders: Mark Asfar, Travis Skippon, Cailleigh Gruner



## New Business

- A. All Candidates Debate
- B. Time to Completion Discussion – Adam Ali – Graduate Student Trustee
- C. Canadian Federation of Students Discussion – Mark Asfar



## Notices of Motion & Announcements

- A. None



## Adjournment

- A. Adjournment

**Motion 02/15/17:9**

Moved: Saba Forbodkia ([president@sgps.ca](mailto:president@sgps.ca))

Seconded: Stuart Clark ([vp.finance@sgps.ca](mailto:vp.finance@sgps.ca))

BIRT this SGPS Winter General Meeting be adjourned.