



Agenda

November 26th, 2019 - 5:30pm
Robert Sutherland Room, JDUC

5:39 pm called to order

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.



I. Adoption of the Agenda

A. Adoption of the Agenda

MOTION 26/11/19:01

BIRT SGPS Council adopt the Agenda for the November 26th, 2019 General Meeting.

Jeremy proposals:

- 1 – move up the audit report to the top
- 2 – adding motion proposing to amend the eligibility rules to the rector
- 3 – indigenous council position added

Unanimous pass



II. Minutes

A. Approval of the Meeting Minutes

MOTION 26/11/19:02

BIRT the SGPS adopt the minutes from the November 12th, 2019 Council Meeting.

Leo

Jeremy

Unanimous



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Auditor report:

Abel: Katie is here doing our audit report

Abel: Thanks for coming to look at the financial statements

Katie:

Brief overview of the financial statements

Pending approval at the meeting today:

Tomorrow management will give the signed statements, Katie will then acknowledge them and then the SGPS executive will post them on our SGPS website

First thing to note is that the audit report has changed—this isn't unique to this organization, it is for all 2019 audit reports because the Canadian Auditors standards have changed. For example, first thing in the report now is that there is a paragraph saying there are no disagreements or discrepancies were found.

Next is a balance sheet:

Highlights: cash position has increased from last year

Partially from the surplus generated every year, part from short-term investments coming due and long-term become short-term

Loan receivable has decreased

Amortization is responsible for the decreased assets

Accounts payable has changed because of the 116k payable to the AMS *[note: I believe this is for JDUC joint services]*

Everything else is very consistent



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Statement of operations, student fees have gone up: number of student fees and the rate have increased

Service provider is down 100k, because they changed service providers (lower premiums) *[note: I believe this refers in part to the change in health insurance]*

During last year, the organization changed from Aug 30th year end to April 30th year end to align with Queen's fiscal year. The expenses look quite a bit higher this year for last year because of this, when normalized it is consistent with last year.

Nothing unusual in statements and cash flows.

Financial statements give context--Notes have not substantially changed from last year

Pretty quick highlight of the Audit for this year:

No corrections, misstatements, nothing of note in the general control environment

Question: Do we have access to these?

A:

We cannot finalize them until they have been approved, hopefully in the next few days it will be published on the website

Motion to approve the financial statements:

Jeremy

Leo

No noted opposition



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III. Executive & Speaker Reports

A. Executive Reports

- a. President – Jeremy Ambraska (oral report)
- b. VP Graduate – Leo Erlikhman (no report)
- c. VP Professional – Ryan Adlem (report attached)
- d. VP Finance & Services – Abel Hazon (report attached)
- e. VP Community – Uchitta Vashist (no report)

B. Speaker Report

- a. Speaker – Laura Culleton (oral report)

C. Approval

BIRT SGPS Council approve the Executive and Speaker Reports.

MOTION 12/11/19:03

Jeremy

Apologies for not a written report, busy academic time of year

Motions to go through today:

Indigenous position has been discussed at the past two councils

Some SCI changes that still need to be passed (fee referenda, elections), complicated by the SCI loss in the courts: they have appeal and legislation of additional powers. We are therefore in a limbo part. I've talked to the DSA today about the options. I think moving forward we should pass now assuming that the SCI may come back. We can just appeal those at the end of the year if it goes away forever.

There is argument that the B&P makes reference to the SCI so it may be argued that we all know what happens if the SCI no longer exists.

If you are a fee slate member, we are discussing with the university about how to deal with that, we are hoping it will go back to the old way of doing mandatory fees.

We are talking about in the fall if there are issues, we can put an asterisk explaining the individual fees. This is a fee slate group discussion at that time (in the spring) – we are still having this conversation.



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On divestment [*from fossil fuels, following QBACC presentation at last meeting*], we have not forgotten about it. Right now, we should have a motion ready for January. We have lined up our investments so June 2020 we can have our own portfolio manager and therefore more control over where we have our portfolios. My preference is January when everyone is back to bring this forward.

Leo:

Quick overview of year to date

Graduate Peer Support center are doing bystander and sexual assault intervention training now

Please spread the word on the Peer Support service

There is uptake on the empower me [*online counselling*], although not a lot, there is some none the less. So we have really bolstered our mental health services

International tuition: we talked to the Dean of Grad studies, that group is working and should provide reports on the next meeting and meeting following. Hopefully in Dec or Jan we will have more to update on Courtney's report from the last council [*regarding potentially eliminating PhD or graduate tuition over the next few years*]

JDUC plans still moving forwards. Just finished utility-wise what is needed in each room

Question: about QBACC [*Divestment presentation from last council*]

Jeremy: board [*Queen's board of directors*] may have something before [*our*] Dec meeting. Feel free to reach out to them. I don't know if they [*QBACC*] are presenting to board. I presume it is an end-of-year goal for them, so we have time to bring our own [*motions to council at future councils*]

Brief discussion: yes, January when people are here to vote may be a better course of action to have our motion supporting them [*motion for SGPS to support QBACC*], unless they are going to board in Dec.



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Council restructuring:

Next week / next two weeks, a committee will be struck for formal options to vote on to start in January. Given the changes to SCI, there are some changes which are up in the air / in a holding pattern.

Any questions on the four items above? *None seen*

Ryan:

Happy to take questions, gave an update since May on what I've been working on [*in written report*].

Point of information / addition to report:

Statement – Jeremy:

Today senate / provost Harris are striking a committee on what a Graduate College might look like

Abel:

My report contained a utilization report for all the grants and bursaries that we offer. We are mostly on track this year for the same as last year

International student bursary, which only opened at the end of Sept, is essentially depleted.



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I also encourage you to use the new grand for Health and Wellness

- New this year
- 4000\$ total has been budgeted for the grants
- any initiative
 - o cooking, yoga, going for runs, any initiative that promotes health and wellness

looking forward to questions and suggestions

Q: consideration for how money is being distributed for next year (re international student bursary)

Is there any way to restructure in the future to better meet the needs *[of international students]*?

Especially with many more people in the fall

Abel:

We also saw an increase in emergency bursaries, and most have been from international students. We try to offer additional supports

- this seems to have been a particularly bad fall
- we have options to increase the student bursary, something we can consider in the future

Laura:

Agenda for tonight:

We are putting the indigenous position back on, that's my bad, because we have to do the second reading

- misunderstanding between bylaw and constitutions stuff

To be clear about the SCI:

- we are going forward *[with our previous plan to change fees according to the SCI]*. We are going to do it because of things above



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POI: Jeremy:

Let's just leave it in because they [*the government of Ontario*] can always legislate extra things [*i.e. bring back legislation for SCI rather than just an executive order*]

We also do have a new elections timeline

Motion to adopt the reports

Leo

Ryan

Passes unanimously



IV. Senator, Trustee, Commissioner, Committee & Other Reports

- A. Senator Report** – Graduate Student Senator – Courtney Bannerman (report attached)
- B. Trustee Report** – Graduate Student Trustee – Leena Yahia (no report)
- C. Commissioner Reports**
 - a. Athletics Commissioner – Quentin Tsang (report attached)
 - b. Equity & Diversity Commissioner – Penny Zhang (oral report)
 - c. International Students Affairs Commissioner – Claudia Hirtenfelder (report attached)
 - d. Social Commissioner – Anthony Lomax (no report)
- D. Committee Reports**
- E. Department Reports**
- F. Other Reports**
 - a. University Rector – Alex da Silva (no report)
 - b. Chief Returning Officer – position vacant (no report)
 - c. Supervisor – position vacant (no report)



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G. Approval

MOTION 26/11/19:04

BIRT SGPS Council approve the Senator, Trustee, Commissioner, Committee & Other Reports.

Courtney is not here, report is attached

Quentin:

Nothing to add

Anthony and I are running an event Dec 12 that is going to be snowman building

Going to try and get the St Johns therapy dogs

It's going to be a fun ride

Penny:

You may receive emails from our committee members to try and build groups or clubs with lots of graduate student involvement

If you know who is in your own department, please reach out to me with them

We are also consulting with how SGPS can better reach out to students

If you have thoughts on that, please reach out to me too

There is a call for nominations for Tri-awards from the human rights office

Accessibility café is happening tomorrow in Robert Sutherland hall—talking about accessibility, especially accessibility for new residences [*possible new student residences currently under proposal*]



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Claudia:

- Not much has changed since November
- Just gave an overview of the semester agenda
- Monday night at QUIC – three different researchers (cookies and coffee) talking about Ghana

- Podcast on international scholarship still going well

- Big thing, the conference in Feb
- All the main presenters have been filled
- 1-2 panels have spots for 1-2 speakers
 - o could be methodological questions
 - o boundaries you face as a masters or PhD student
- we have 16 volunteers, we've had the first meeting last week and split into committees
- if you've got any ideas for things you might want to see at the conference, reach out

Anthony:

- a few social events coming up
- Dec 5 – tour of the phyto-dome (on top of BioSci complex)
- Dec 12 – snowman building contest
 - o Looking for a judge for it
 - o Probably head inside for HC and maybe a movie
 - o Also trying to get the therapy dogs in there
 - o “take it out on your snowman I guess”
 - o prize TBD, maybe
- Personal note: I recently brought Claudia's International student rep to my department and we are considering making a position for that
 - o We have seen a response from international students in our program
 - o This has been a gap in our policy and communication
 - o Claudia and I are looking to see equity and international student issues in departments
 - o If you notice a hole, even if it's not directly related to you, please reach out



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Motion to adopt the reports

Jeremy

Quentin

Passes Unanimously



V. Question Period & Departmental Issues



VI. Business Arising from the Minutes



VII. Main Motions & Discussion

A. SECOND READING – Amendments to Policy 1.2 Student Fees and Referenda

MOTION 12/11/19:05

BIRT the SGPS Council approves the proposed amendments to Policy 1.2 Student Fees and Referenda

Jeremy:

This is reflected of the maybe-dead SCI. As mentioned before, we used to be able to pose this to students. I say let's adopt these, see if it stays dead, and repeal it back later if it stays dead. All the changes here are the SCI in general. If there is anything specific that you want to know about.



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Jeremy
Tamara

Unanimous pass

P.1.2.2 General

- a. From time to time, the SGPS shall establish, increase or cancel Student Activity Fees (“**Fee**”), paid by members, related directly to the upkeep and maintenance of campus student life and the SGPS at large.
- b. The SGPS may only establish a new Fee, or increase an existing fee, if there has been an open, honest, and fair referendum on the establishment, or increase, of that Fee.
- c. The payment expectation for a given Fee is either:
 - a. **Mandatory**, in which all members must pay the fee, or
 - b. **Optional**, where members have a choice to Opt-out of the fee during the designated opt-out period.
- d. The classification of Student Fees into the categories of Mandatory and Optional is governed by the Government of Ontario’s Ministry of Training, Colleges and Universities “Tuition Fee Framework and Ancillary Fee Guidelines for Publicly-Assisted Universities”.

P.1.2.3 Eligibility

- a. Only eligible groups are entitled to establish or receive a Fee.
- b. The eligibility of a group to receive a Fee is determined by the Finance and Services Committee (“**Committee**”) and is assessed each year for both prospective Fees and pre-existing Fees.
- c. The following conditions restrict eligibility:
 - i. No athletic team is eligible to receive a Fee;
 - ii. No SGPS, AMS or University committee is eligible to receive a Fee;
 - iii. No group, except for the SGPS itself, shall be eligible for more than one Fee;
 - iv. No group, except for the SGPS itself, shall be eligible to obtain a fee for the purposes of a single, one-time capital purchase;
 - v. No commercial or otherwise for-profit group or organization may be eligible for a Fee.
- d. Where a group does not meet eligibility requirements as determined by the Committee, the VP Finance & Services shall notify the group with reasons for the decision and offer the group forty-eight (48) hours to amend and resubmit its fee proposal for reconsideration by the Committee.



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- a. This shall not permit any group from extending a deadline for elections or referendums as set out by the SGPS CRO.

P.1.2.4 Establishing and Increasing Student Activity Fees

- a. A referendum on a Fee is required in order to:
 - a. Establish a new Fee; or,
 - b. Increase the dollar value of an existing Fee.
- b. **Fee referendums must** be held at the same time and on the same system as the annual SGPS executive election as outlined in B.10
- c. **Optional** fees require a simple majority to pass; mandatory fees require a simple majority to pass, unless quorum, which shall be fifteen percent (15%) of the ordinary members of the SGPS, is not met. If quorum is not met, **mandatory** fees require a 2/3 majority to pass.
 - a. A fee that fails to achieve the requisite threshold in a referendum is cancelled **effective the following academic year**, with any uncollected or withheld funding reallocated to the SGPS Bursaries and Grants Program.
 - b. For further clarification, the length of the campaign, validation and nomination period are subject to the regulation of the SGPS Chief Returning Officer (“CRO”).
- d. Fees **for University services, AMS services, clubs ratified by the Queen’s Clubs Office, and organizations external to Queen’s** shall expire after three (3) academic years following a successful referendum result.
 - a. During any academic year of a Fee’s collection, the group may apply under either P.1.2.4.f or P.1.2.4.g to establish a new Fee or increase an existing Fee for the next three (3) academic years following that referendum.
 - b. For further clarity, should a group with an existing student fee apply under either P.1.2.4.f or P.1.2.4.g, to establish a new Fee or increase an existing Fee, but fail to achieve the required votes in a referendum, the existing Fee shall continue uninterrupted until the conclusion of the original three (3) academic years.
 - c. **Fees for University services, AMS services, clubs ratified by the Queen’s Clubs Office, and organizations external to Queen’s do not renew. They must undergo the process to outlined in P.1.2.4.f – “Establishing New Student Activity Fees”.**
- e. Fees **that are strictly limited to the upkeep and operation of the SGPS, SGPS programming, and capital projects shall be known as SGPS Fees and shall** have unique rules that govern the expiry of Fees, establishment of new Fees, and increases in existing Fees.
 - a. Non-Expiration of SGPS Fees – SGPS Fees shall not expire and shall not be subject to renewal by referendum.
 - b. Establishment of New SGPS Fees – The process for establishing a new SGPS Fee shall be conducted in accordance with P.1.2.4.c and follow the ratification procedures as set out by P.1.2.4.f.



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- c. Increases to Existing SGPS Fees – The VP Finance and Services may unilaterally increase the amount for an existing SGPS Fee on the coming year’s fee slate only if:
 - i. **The increased fee** is for the purpose of funding membership to a provincial or national student advocacy group and the increase is less than or equal to five per cent (5%);
 - ii. **The increase to the fee is less than or equal to five per cent (5%)**
 - 1. **The only exception to the five per cent (5%) limit is when the fee is for the purpose of funding the SGPS Health and Dental Plan. Increases to Health and Dental plan fees are governed by plan usage and cannot be limited.**
 - iii. All other increases to existing SGPS Fees not enumerated under the conditions set by P.1.2.4.e.c.i shall conform with P.1.2.4.c and follow the ratification procedures as set out by P.1.2.4.f.

P.1.2.5 Continuous Reporting Obligations, Cancellation, and Reallocation of Fees

- a. All Groups required to report materials including annual reports, financial statements, yearly budgets, etc. under P.1.2.5.b to the Committee must do so no later **than January 10th** of each year. **(LC: WAS PREVIOUSLY MARCH 1ST).**

P.1.2.6 Collection of Fee Cheques

- a. **Only individuals authorized by their organization to collect their fee cheque are allowed to do so.**
- b. **Any changes to the individuals who are authorized by their organization to collect their fee cheque must be reported to the SGPS Executive Director within two weeks of their occurrence.**
- c. **Individuals who are authorized by their organization to collect their fee cheque are required to provide government-issued photo ID when picking up their fee cheque.**
- d. **Individuals who are authorized by their organization to collect their fee cheque are required to sign a document, provided by the SGPS, when picking up their fee cheque that affirms the following:**
 - i. **The fees collected will be used for the purpose to which a group has applied for their creation;**
 - ii. **The fees collected will be used within the year they are collected.**
- e. **Any fee groups that allow their cheques to remain uncollected to the point that they become stale-dated will be reported to the Finance and Services Committee with the recommendation that the fee be suspended.**

B. SECOND READING - Amendments to Policy 1.3 SGPS Health and Dental Opt-In/Opt-Out MOTION 26/11/19:06

BIRT the SGPS Council approves the proposed amendments to Policy 1.3 SGPS Health and Dental Opt-In/Opt-Out

Jeremy
Penny



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Unanimous - Noted abstention (Claudia)

P.1.3.2 Principles of Enrolment

- a. As per the Government of Ontario's Ministry of Training, Colleges and Universities "Tuition Fee Framework and Ancillary Fee Guidelines for Publicly-Assisted Universities", all full-time students who are assessed the SGPS fee slate are to be enrolled in both the Health and the Dental Plans, unless they provide proof of pre-existing coverage.
- b. If a student who would be assessed the SGPS Health and Dental fee is not automatically enrolled due to late enrolment but wishes to be, they must enroll during the September Opt-In period, the January Opt-In period, or within 30 days of starting their program.
- c. If a student who is on the SGPS Health and Dental plan wishes to enroll their spouse or children (hereafter referred to as "dependents") onto the plan, they must do so during the September Opt-In period, the January Opt-In period, or within 30 days of starting their program. If their spouse or children arrive outside of these periods, they student must contact the SGPS office within 30 days of their arrival.
- d. Students with part-time or off-campus status and students who are on a University approved leave who would be assessed the SGPS Health and Dental fee if they were full-time students, must enroll during September Opt-In period, the January Opt-In period, or within up to 30 days after changing registration status unless they can provide legitimate reasons for not doing so.
- e. If a full-time student who is assessed the SGPS fee slate loses alternate coverage, e.g. aged out of their parents plan or lost benefits through their spouse's plan, they will be permitted to opt-in within 30 days of losing their alternate coverage
- f. Permanent staff members of the SGPS who are not students at the University may opt in to the SGPS health and dental plan.
- g. Members have the right to appeal their case with regard to these policies to the VP Finance and Services as outlined in Policy P.1.3.4.

C. SECOND READING - Amendments to Policy 9.1 Elections in General Council and P.9.2 Nomination Rules

MOTION 26/11/19:07

BIRT the SGPS Council approves the proposed amendments to Policy 9.1 Elections in General Council and P.9.2 Nomination Rules

Jeremy
Collette

Unanimous - Noted abstention (Claudia)



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P.9.1 Elections in General

- a. The SGPS Elections Team shall be defined as:
 - (1) the SGPS Chief Returning Officer, who shall be responsible for the oversight and operations of the elections, and decision making with regards to penalties assessed; and
 - (2) the SGPS Speaker, who shall be responsible for interpretation of policy, oversight over the Elections and Referenda Appeals Committee, and providing support to the **Chief Returning Officer** in the running of the election.
- b. This policy is established pursuant to B.11 for the purpose of governing the conduct of SGPS elections and referenda. Pursuant to B.11 changes to this policy do not affect any election or referenda for which the dates have already been set at the time that the changes are approved.
- c. The Chief Returning Officer shall recommend dates for SGPS elections and referenda to Council, by bringing forth a motion to approve the recommended dates. This motion shall be brought no later than the **November** Council Meeting. Voting days may not take place on scheduled university holidays, during Reading Week in the School of Graduate Studies or the Faculty of Law, or during March Break or a practicum component in the Faculty of Education.
- d. The annual SGPS elections and referenda shall be completed no later than the end of **January**.
- e. The dates approved by Council for the SGPS elections and referenda shall be based on the following recommended table, **in alignment with the Executive election period for the** Alma Mater Society:

Day(s)	Day(s) of the Week	Event
1	TUES	Nominations Open
4	TUES	Advertisement of Uncontested Positions (1 or fewer valid candidates nominated)
8	TUES	Nominations Close (at 4:00 PM) Council Approval of Candidates/Referenda Questions (at 5:30PM)
9	WED	All Candidates Meeting Hosted (TBA)
10	THURS	Campaign Period Begins (at 12:00 AM)
16	WED	All Candidates' Debate
21	MON	Campaign Period Ends (at 11:59 PM)
22,23	TUES, WED	Voting Days

- f. Any ordinary member of the SGPS who believes that the Chief Returning Officer may have a conflict of interest with respect to an election or referendum should make the objection known to the Speaker, prior to the **start of the Campaign Period** (Day 10 of the suggested timeline in P.9.1(e)). The Speaker shall bring the objection to the Elections and Referenda Committee who shall determine if a conflict of interest exists, subject to an appeal to Council.
- g. All SGPS elections and referenda shall allow two (2) consecutive days of voting, via an electronic ballot.
- h. All SGPS election and referenda results shall be subject to ratification at the next Council meeting following the results.
- i. An all candidates debate shall be held during the campaign period (**Day 16, suggested timeline in P.9.1(e)**). The SGPS Speaker shall moderate the debate.



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- j. By-elections to fill Executive vacancies will be carried out in accordance with Bylaws and Policies on Elections, subject to the exceptions indicated in B.11 and based on the following shortened timetable:

Day(s)	Day(s) of the Week	Event
1	TUES	Nominations Open
7	MON	Nominations Close (at 4:00 PM) Council Approval of Candidates via evote (by 11:59PM)
8	TUES	All Candidates Meeting Hosted (TBA)
9	WED	Campaign Period Begins (at 12:00 AM)
11	FRI	All Candidates' Debate
14	MON	Campaign Period Ends (at 11:59 PM)
15, 16	TUES, WED	Voting Days

P.9.2 Nomination Rules

- a. SGPS Elections and Referenda shall be advertised through all available media for a minimum of two weeks prior to the opening of nominations, **except in the case of a By-election where the advertising period will be** between the approval of the election dates by Council and the opening of nominations. The SGPS Elections and Referenda **and By-elections** shall be advertised through all available media for the duration of the nomination period.
- b. In order to be nominated as a candidate for Executive, Graduate Student Senator or Graduate Student Trustee, a candidate must file a nomination form in the manner set out by the Chief Returning Officer, by the end of the nomination period.
- c. The nomination and **referendum packages** shall be made available on the SGPS website starting at 9:30 AM on the day nominations open. No prospective candidate **or referendum group** may collect signatures for a nomination **or a referendum** form before 9:30 AM on the day nominations open.
- d. The nomination form must include the following information:
 - (1) The candidate's name, student number, program, department/faculty and contact information;
 - (2) The position the candidate is being nominated for;
 - (3) A statement, signed by the candidate, that the candidate is an ordinary member and satisfies all eligibility requirements for the position;
 - (4) The name, student number and signature of not less than twenty-five (25) ordinary members indicating support for the nomination of the candidate;
 - (5) A statement identifying and providing contact information for the candidate's campaign manager, if the candidate chooses to designate a campaign manager;
 - (6) A statement signed by the candidate and campaign manager (if applicable) that all information contained in the nomination form is accurate, that the candidate and campaign manager (if applicable) are aware of the Bylaws and Policies governing conduct of the elections, and that the candidate and campaign manager (if applicable) agree to follow the Bylaws and Policies governing conduct of the elections;
 - (7) A statement of the candidate's position on issues of relevance to the position for which they have been nominated. This statement will be posted on the SGPS website at the end of the nomination period. This statement may be altered once during the election campaign. The Chief Returning Officer will set a deadline for submission of any alterations to the statement of



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candidate's position. Any submissions received after this deadline will not be posted to the SGPS website. If the Chief Returning Officer does not officially set a date, the submission deadline for an updated statement must be received 3 days prior to the first day of voting. Where no statement is included with the nomination form, the candidate may still submit the updated statement during the campaign period; and

- (8) A photo to be placed on the website and accompany the statement of issues. Where no photo is included with the nomination form, the candidate may submit it later up until the deadline for updated statements referred to in subsection (1).
- e. Submission of a nomination or a referendum package to the Chief Returning Officer may be accomplished by delivery in person to the SGPS office no later than 4:00 pm on the day nominations close. Nomination and referendum packages must also be submitted via email to both the Chief Returning Officer and the Executive Director no later than 4:00 pm on the day nominations close.
- f. Nominations shall be validated by the Chief Returning Officer on a rolling basis throughout the nomination period as well as immediately following the close of nominations. Where a nomination is not validated, the prospective candidate must be notified of the deficiency no later than 4:00 PM on the business day following the day the nomination was received. Where a nomination received on the last day of nominations is not validated, the prospective candidate must be notified by 11:59 PM that day.
- g. Where a nomination is not validated because it is incomplete or contains information that is incorrect, a prospective candidate may submit a supplementary nomination form by the deadline for nominations that need contain only the additional or corrected information or the additional signatures. Upon receiving a supplementary nomination form, the Chief Returning Officer shall evaluate the original and supplementary form together as if they constituted one document, and all signatures in the original nomination form shall be applied to the supplementary form.
- h. A decision by the Chief Returning Officer not to validate a nomination may be appealed to the Elections and Referenda Appeals Committee within 24 hours of receiving this notice.
- i. If only one valid nomination for any position is received by the Chief Returning Officer by the close of nominations, the candidate's name for that position shall appear on the ballot in the following question: "Do you agree to the acclamation of (name of candidate) to the position of (name of position) of the Society of Graduate and Professional Students at Queen's University?"

D. SECOND READING - Amendments to Policy 9.3 Referendum Questions

MOTION 26/11/19:08

BIRT the SGPS Council approves the proposed amendments to Policy 9.3 Referendum Questions

Jeremy
Caroline

Unanimous - Noted abstention (Claudia)



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P.9.3 Referendum Questions

- a. The SGPS may conduct referenda on any matter within the jurisdiction of the SGPS. Valid results of referenda shall be binding on the SGPS and actively enforced by the Executive.
- b. Referendum questions may be submitted to the Chief Returning Officer by Council or by a petition bearing the signatures specified in P.1.2 Student Fees and Referenda of the ordinary membership of the SGPS.
- c. Eligible referendum questions must be submitted to the Chief Returning Officer no later than the day nominations close.
- d. 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.
- e. No question put to referendum shall include any statement about the consequences of the referendum's outcome.
- f. The following standard wording shall be used for referenda questions:
 - (1) For SGPS fees:
 - i. "Do you agree to the establishment of a mandatory student fee of [\$x]for [group]?"
 - ii. "Do you agree to a [decrease/increase] in the [group] mandatory student fee from [\$x] to [\$y], a [decrease/increase] of [\$z]?"
 - iii. "Do you agree to the establishment of an optional student fee of [\$x]for [group]?"
 - iv. "Do you agree to a [decrease/increase] in the [group] optional student fee from [\$x] to [\$y], a [decrease/increase] of [\$z]?"
 - (2) For non-SGPS mandatory fees:
 - i. "Do you agree to the establishment of a mandatory student fee of [\$x] for [group]? This fee is subject to triennial review."
 - ii. "Do you agree to a [decrease/increase] in the [group] mandatory student fee, from [\$x] to [\$y], a [decrease/increase] of [\$z]? This fee is subject to triennial review."
 - iii. "Do you agree to the continuation of a mandatory student fee of [\$x] for [group]? This fee is subject to triennial review."
 - (3) For non-SGPS optional fees:
 - i. "Do you agree to the establishment of an optional student fee of [\$x] for [group]? This fee is subject to triennial review"
 - ii. "Do you agree to a [decrease/increase] in the [group] optional student fee from [\$x] to [\$y], a [decrease/increase] of [\$z]? This fee is subject to triennial review."
 - iii. "Do you agree to the continuation of an optional student fee of [\$x] for[group]? This fee is subject to triennial review."
- g. In exceptional circumstances, SGPS Council may adopt language different from that prescribed in P.9.5 (e) & (f), upon a simple majority vote during the Council meeting in which the fee slate is approved. Rationale for deviation from language must be provided.



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E. SECOND READING - Amendments to Policy 9.6, 9.7 and 9.8

MOTION 26/11/19:09

BIRT the SGPS Council approves the proposed amendments to Policy 9.6 Campaign Rules, Policy 9.7 Conducting Elections and Referenda and P.9.8 Demerit Point System & Elections and Referenda Appeals Committee

Jeremy
Quentin

Unanimous - Noted abstention (Claudia)

P.9.6 Campaign Rules

- a. The campaign period shall end at 11:59 pm before the first voting day.
- b. No campaigning shall occur for any election or referendum except within the campaign period and during the two (2) day voting period. All campaign material must be removed within three days after the end of the election.
- c. Candidates may, but shall not be required to, designate a campaign manager for their campaign. Referendum committees must designate one campaign manager for their campaign.
- d. No person who is not a candidate, candidate's campaign manager or referendum committee's campaign manager shall authorize the spending of money on campaign expenses.
- e. No SGPS resources shall be expended or used for the purpose of supporting or opposing any candidate or referendum question, **with the exception of SGPS specific fee referendum questions**. All candidates and **referendum committees** are required to submit any campaign material to the SGPS Chief Returning Officer for approval before use.
- f. The maximum amount that can be spent on campaign activities by any candidate or by the referendum committees on one side of a referendum question is \$100. All funds spent by candidates will be reimbursed to the candidate by the SGPS at the conclusion of the campaign. No reimbursement will be given to referendum committees.
- g. The cost of any expenditure that supports or opposes more than one candidate or referendum question shall be allocated equally among the relevant candidates and referendum committees.
- h. For the purpose of this policy, without limiting its generality, the following shall be included in the meaning of "campaigning":
 - (1) Placing posters, or leaving up posters already placed, that support or oppose any candidate or referendum question; and
 - (2) Sending e-mail communications supporting or opposing any candidate or referendum question; and
 - (3) Sending social media communications. Where possible, all accounts created for campaigning must be set to public, and **the Chief Returning Officer** must be added as an administrator; and



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- (4) Any other method of encouraging support or opposition for any candidate or referendum question.
- i. The following shall not be considered “campaigning”:
 - (1) Any communication encouraging members to vote in the election, so long as the communication does not encourage support or opposition for any candidate or referendum question; and
 - (2) Efforts made prior to the deadline for accepting nominations for the purpose of obtaining signatures in support of a nomination.

P.9.7 Conducting Elections and Referenda

- a. SGPS Elections and Referenda shall be conducted using the SGPS Online Voting system, or, when unavailable, paper ballots.
- b. The candidate’s name and the position for which they are running will be listed on **the ballot**.
- c. The **Chief Returning Officer** shall vote 24 hours in advance of an election or **referendum** and place the ballot in a sealed envelope. This envelope shall **only** be opened and the ballot cast only in the event of a tie vote. Should there be more than two candidates for one position, the Chief Returning Officer shall indicate order of preference on the ballot form. The Chief Returning Officer is not otherwise allowed to vote.
- d. The candidate receiving a plurality of votes cast shall be declared the winner.
- e. The Chief Returning Officer shall attempt to advise each candidate and a representative of each referendum committee of the results before publicly releasing the results of any election or referendum.
- f. **The Executive Director** shall keep the records from an election and/or referendum. **These records shall not be destroyed** for a period of not less than four months. After that time, they shall be destroyed after issuance of a directive to do so from Council.

P.9.8 Demerit Point System & Elections and Referenda Appeals Committee

- a. All parties participating in an election or referenda are expected to be familiar with the election procedures. Candidates are strongly encouraged to engage their campaigning in a clean, positive, and good faith manner. Candidates are encouraged to contact the **Chief Returning Officer** about a practice they are unsure about, beforehand.
- b. The **Chief Returning Officer** shall have sole authority to administer the aforementioned **election policies** and reserves the right to make rulings on issues and events not covered in these policies.
- c. Allegations of election violations to the Bylaw and Policy shall be submitted to the Chief Returning Officer in writing. Such allegations must be made within 24 hours of the incident occurring, and prior to the conclusion of the end of the voting days.
- d. **All candidates and referendum committees are afforded a maximum of five (5) demerit points, taking into consideration good faith errors. Once five demerit points is exceeded, the candidate or referendum committee will be disqualified.**
- e. If a candidate or referendum committee violates aforementioned Bylaw and Policies for elections and referenda, the **Chief Returning Officer** will determine, at their discretion, the appropriate number of demerit points to allocate, given the infraction. The **Chief Returning Officer** will communicate this decision to the candidate(s) and complainant within 24 hours.



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- f. Demerit points will be issued at the discretion of the **Chief Returning Officer**, with consideration to severity, frequency, and intent, of infractions upon their investigation and verification.
- g. In the event a candidate has been disqualified during the voting days, the candidate with the second-most votes will be declared the successful candidate. In the event that the disqualification leaves no valid candidates, a by-election will occur as per the timeline set out in policy P.9.1 (j).
- h. All candidates and their representatives are strongly cautioned against committing any of the following infractions, as these will result in immediate disqualification:
 - (1) Harassment of candidates, SGPS members, or community members;
 - (2) Threats to a candidate or intimidation of voters
 - (3) Blatant discrimination, enumerated in the Ontario Human Rights Code
 - (4) Libel, slander, and gross misrepresentation of other candidates
 - (5) Misrepresentation of eligibility for position, as per B.11.2
- i. Decisions by the **Chief Returning Officer** will be communicated Zonly to the individual receiving demerit(s). However, if a candidate is disqualified, this decision will be posted publicly.
- j. If a candidate is unsatisfied with a formal decision by the **Chief Returning Officer** involving a demerit point, the point can be appealed to the Elections and Referenda Appeals Committee, through an email to the SGPS Speaker, within 24 hours of the decision being issued from the **Chief Returning Officer**. Each appeal must involve a single demerit point, and not multiple points or disqualification.
- k. The Elections and Referenda Appeals Committee will be comprised of the SGPS Speaker and two Council members who will be elected at the **November** SGPS Council meeting. **SGPS Executive members and staff cannot sit on the Elections and Referenda Appeals Committee**. The committee members must be present at the all-candidates meeting and be physically present in Kingston during the election period.
- l. The Elections and Referenda Appeals Committee will meet and come to a decision within 48 hours of receipt of an appeal to the SGPS Speaker. The decision of the Committee will be provided to the **Chief Returning Officer** and candidate; however, if the decision of the committee results in disqualification, it will be posted publicly.
- m. If a complaint is received prior to the conclusion of the voting days, the results of the election will be withheld until the complaint has been processed by the **Chief Returning Officer** and the candidate permitted the allowed hours to appeal the decision

F. SECOND READING – Addition of Commissioner Level Position for Indigenous students.

MOTION 26/11/19:10

BIRT the SGPS add a Commissioner Level Position for Indigenous students according to the following:

Jeremy
Collette

Unanimous - Noted abstention (Claudia)



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- The position will be titled by Indigenous students at Queen’s and be open to a self-identified Indigenous SGPS member.
- Once titled, the position will be entered into bylaw.
- The following is added under B.9.2 Commissioners, Officers and Deputy Commissioners:
 - (6) Indigenous Position (name to be later determined)
- that B.9.2.f is amended to read “Only ordinary members of the SGPS shall be eligible for these positions, with the exception of the Indigenous Position (name to be later determined) which will require that a student be a self-identified Indigenous person.

G. Proposed 2020/2021 Election Timeline

MOTION 26/11/19:11

BIRT the SGPS approves the following timeline for the upcoming 2020/2021 Election

Jeremy
 Justine

Unanimously passed

Day(s)	Day(s) of the Week	Date	Event
1	TUES	Tuesday January 7, 2020	Nominations Open
4	FRI	Friday January 10, 2020	Advertisement of Uncontested Positions (1 or fewer valid candidates nominated)
8	TUES	Tuesday January 14, 2020	Nominations Close (at 4:00 PM) Council Approval of Candidates/Referenda Questions (at 5:30PM)



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9	WED	Wednesday January 15, 2020	All Candidates Meeting Hosted (TBA)
10	THURS	Thursday January 16, 2020	Campaign Period Begins (at 12:00 AM)
16	WED	TBA	All Candidates' Debate
21	MON	Monday January 27, 2020	Campaign Period Ends (at 11:59 PM)
22,23	TUES, WED	Tuesday January 28, 2020 Wednesday January 29, 2020	Voting Days

H. Amendment to P.10.3 Nominations for Rector

Motion 26/11/19:12

BIRT the SGPS Council amends Policy 10.3.f to the following:

“Nominations shall be deemed valid only if signed by 100 members of the eligible AMS and/or SGPS student electorate (based on enrolment figures from the registrar’s office).”

Jeremy

Last couple of years, undergrads have been the rector. One of the reasons is that grad and prof students needed 4% of the total student body to just get onto the ballot. This gives a bigger advantage to undergrad students. This changes it to 100 members only. This member-non-member issue will not affect the Rector position.

We are just hoping that people in our programs can have an equal shot at the highest student position

Tamara seconds

Pass unanimously



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Other Business

A. International Student Working Group

Nothing to report

They have sent a note to Principal Deane to see if they can contact him directly, and I have been asked to join. For now, it has been done through Jeremy/the executive

Trying to focus on fee changes right now because of all the chaos



Notices of Motion & Announcements



Adjournment

A. Adjournment

MOTION 12/11/19:13

BIRT this meeting of SGPS Council be adjourned.

6:21 pm adjourned