

## Expectations for the AGM

### *Adapted from the NCA Credo for Ethical Communication*

- **"We advocate truthfulness, accuracy, honesty, and reason as essential to the integrity of communication. "**
  - All information shared in this space should follow this guideline. All information the members hear should be the honest truth.
- **"We endorse freedom of expression, diversity of perspective, and tolerance of dissent to achieve the informed and responsible decision making fundamental to a civil society. "**
  - In this space there should be no discrimination what so ever. As members, everyone should feel comfortable to express themselves and their beliefs.
- **"We strive to understand and respect other communicators before evaluating and responding to their messages."**
  - In this space, everyone should be allowed to speak freely on their opinions or ideas for the organization. If one person does not like the idea, they should still show them respect and kindly listen to them before critically evaluating their idea or opinions.
- **"We promote access to communication resources and opportunities as necessary to fulfill human potential and contribute to the well-being of families, communities, and society."**
  - In the space, members should have access to whatever resources they require in order to participate fully. Members should not prevent access to these resources through, but not limited to: excessive noise, verbal interruptions or procedural showboating.
- **" We promote communication climates of caring and mutual understanding that respect the unique needs and characteristics of individual communicators. "**
  - Within the context of Robert's Rules of Order, the space should accommodate communication styles to fit everyone personally, rather than having every member adjust to the one form of communication.
- **"We condemn communication that degrades individuals and humanity through distortion, intimidation, coercion, and violence, and through the expression of intolerance and hatred. "**
  - Communication should be civil at all times. No one should be talked down to or degraded in a violent manner. Everyone in the space should be treated with the upmost respect.
- **"We are committed to the courageous expression of personal convictions in pursuit of fairness and justice."**
  - Members should stick to their own morals and convictions. They should be able to participate in an atmosphere that suits them morally.
- **"We advocate sharing information, opinions, and feelings when facing significant choices while also respecting privacy and confidentiality. "**
  - Members should be comfortable enough with each other to express how their feeling. No personal information should be shared about a member without the consent of said member.
- **"We accept responsibility for the short- and long-term consequences for our own communication and expect the same of others. "**
  - It is important that everyone understand they are responsible for their actions and know they will be held accountable for the repercussions of their actions.

## Parliamentary Procedure for Meetings

**Robert's Rules of Order** is the standard for facilitating discussions and group decision-making. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier.

### BASIC ELEMENTS

**1. Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A motion must then be seconded (the Speaker will ask "is there a seconder?" - if you second the motion, raise your placard) After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass. No new motions may be introduced at an AGM.

- a. A main motion must be moved, seconded, and stated by the chair before it can be discussed.
- b. If you want to move, or speak to a motion, approach a microphone and address the chair.
- c. If you approve the motion as is, vote for it.
- d. If you disapprove the motion, vote against it.
- e. If a motion has several parts, and you wish to vote differently on these parts, move to divide the motion.

**Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Approach a microphone and wait for recognition by the Chair, and make the following motion: "I move to amend the motion on the floor," and state your amendment. This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In the UTSU, an amendment is "friendly" if the person who made the original motion agrees with the suggested changes. In this case, the amendment is adopted without a vote.

**Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. If an appropriate committee exists, the motion must go to that committee. If not, a new committee is established.

**Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

**Postpone Definitely:** To postpone a discussion or motion definitely is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to postpone this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to postpone the item being discussed.

**Table:** The motion to Postpone Definitely should not be confused with a motion to table a motion on the floor. Tabling a motion sets it aside temporarily, so that another urgent item of business may be immediately taken up. This motion will likely not occur at the AGM, as no new motions may be added.

**Adjourn:** A motion is made to end the meeting. This motion must be seconded. A majority vote is then required for the meeting to be adjourned (ended).

### NOTES:

- If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example, if #5, a motion to table the discussion is proposed, it must be voted on before #3, a motion to amend, can be decided. Not all motions are in order when another is on the floor: see the "Parliamentary Procedures at a Glance" on page 5 for the

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order of precedence - a motion is in order only if it is higher in the order of precedence than the one currently on the floor.

- Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. **Parliamentary procedure should not be used to prevent discussion of important issues.**

## Discussing Motions

### DEBATE OR DISCUSSING THE MOTION:

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- Whenever practical and/or necessary, the Chair will endeavour to alternate between those “for” the motion and those “against” the motion.
- The discussion should be related to the pending motion.
- All questions should be directed to the Chair.
- A member may speak only once to a motion, unless everyone who wishes to speak has already spoken once. No member may speak more than twice to a motion.
- Asking a question or a brief suggestion is not counted in debate.

### VOTING ON A MOTION:

- Before a vote is taken, the Chair puts the question by saying “Those in favor of the motion that... (repeat the motion)... raise your placards now”. Followed by, “those opposed, raise your placards now” Wait, then say “The motion is carried,” or “The motion is lost.”
- Some motions require a  $\frac{2}{3}$  vote.
- If a member is in doubt about the vote, he may use a point of order to call for a recount. This is ruled upon by the Chair (whether or not a recount will be held), subject to appeal.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A  $\frac{2}{3}$  vote means at least  $\frac{2}{3}$  of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

## Parliamentary Procedures at a Glance

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER	MUST YOU BE SECONDED	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temperature, etc.*	Point of privilege	Yes	No	No	No vote
Suspend consideration of something to take up urgent business*	I move we table the motion on the floor	No	Yes	No	Majority
End debate	I move the previous question; or "I call the question"	No	Yes	No	$\frac{2}{3}$ vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No vote. Only in order when the current speaker has time left
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No Vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	$\frac{2}{3}$ vote
Take up a matter previously tabled*	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	$\frac{2}{3}$ vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

\*Not amendable

## Parliamentary Procedures at a Glance

		DEBATABLE	AMENDABLE	CAN BE RECONSIDERED	REQUIRES $\frac{2}{3}$ VOTE
Privileged Motions  Urgent matters that must be dealt with immediately, even if they interrupt pending business.	Fix Time at Which to Adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of Privilege	No	No	Yes	No
	Call for Order of Day	No	No	Yes	No
Incidental Motions  Relate in different ways to the business at hand.	Appeal*	Yes	No	Yes	No
	Point of Information	No	No	No	No
	Point of Order	No	No	No	No
	Suspend the Rules	No	No	No	Yes
	Withdraw a Motion	No	No	Yes	No
Subsidiary Motions  Affect the main motion being considered.	Lay on the Table	No	No	Yes	No
	Call to Question (close debate)	No	No	Yes	Yes
	Limit or Extend Debate	No	Yes	Yes	Yes
	Amend the Amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
Main Motion  Business brought before the assembly when no other motion is pending. This is the most common type of motion	Main or Procedural Motion	Yes	Yes	Yes	No

\* debatable only if the Chair's ruling concerns a motion that is also debatable

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

## AMENDMENTS

### Appropriate Amendments:

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

The "be it resolved" clauses of a motion may be amended, as they concern actions to be taken. The preamble, or "whereas" clauses, may not be amended. No amendment is in order that completely changes the scope of a motion in an attempt to avoid the previous notice requirements.

### Procedure:

A member rises, addresses the chair, receives recognition, and states the motion: "I move that..."

Another member seconds the motion.

The Chair repeats the motion and says, "Is there any discussion?"

To improve the motion, a member rises, receives recognition and says, "I move to amend the motion by..."

Another member seconds the amendment.

The Chair repeats the amendment and says, "Is there any discussion on the amendment?"

To improve the amendment, a member rises, receives recognition, and says, "I move to amend the amendment by..."

Another member seconds the amendment.

The Chair repeats the amendment to the amendment and says, "Is there any discussion on the amendment to the amendment?"

When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment raise your placard. Then, those who are opposed raise your placard."

If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amendment as amended?"

If there is no discussion, a vote is taken on the amendment. If the vote in the affirmative, the amendment is included in the main motion. The Chair then says, "Is there any discussion on the main motion?"

At this place, the motion can again be amended.

If there is no further discussion, a vote is taken on the amended motion.

Even though the amendments carried in the affirmative, the main motion as amended can be defeated. No amendment to an amendment to an amendment is in order.

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### 1. Call to Order and Statements

### 2. Approval of Agenda

#### MOTION

MOVED: J. WONG DENIKE                      SECONDED: M. MEMMEL

Be it resolved that the Agenda be approved as presented.

### 3. Approval of Minutes

#### MOTION

MOVED: M. MEMMEL                      SECONDED: J. WONG DENIKE

Be it resolved that the minutes from the 2015 UTSU Annual General Meeting be approved as presented.

### 4. Presidential Address and Question Period (25 min)

### 5. Receipt of Audited Financial Statements

#### MOTION

MOVED: M. MEMMEL                      SECONDED: J. WONG DENIKE

Be it resolved that the audited financial statements for 2015-2016 be approved as presented.

### 6. Appointment of Auditors

#### MOTION

MOVED: M. MEMMEL                      SECONDED: J. WONG DENIKE

Be it resolved that \_\_\_\_\_ be appointed as the external auditors for the University of Toronto Students' Union for the fiscal year ending April 30, 2017.

### 7. Bylaw Amendments

#### MOTION

MOVED: M. MEMMEL                      SECONDED: J. WONG DENIKE

Be it resolved that the Bylaw Amendments as presented in Appendix A (Bylaw Amendments since 2015 AGM) be approved as presented;

### 8. Motions Submitted by Members:

#### 8.1. Motion to Amend Budget Process

##### MOTION

MOVED: A. SWEENY                      SECONDED: J. HALL

Whereas a referendum is underway to add a levy charged at \$3.75 per session, ear marked to be spent solely on club funding, events and services of the Union;

Whereas there is currently no limit on salaries or executive honoraria;

Whereas this levy, if passed, should ensure that clubs, events and services funding is increased by that amount; and

Whereas this levy, if passed, should not enable any portion of the regular membership fee to be diverted away from clubs, events or services:

Be it resolved that Bylaw IX section 2, which currently reads:

*There shall be three budgets prepared (Preliminary, Operating, and Revised), all which must follow the Budgeting Planning Framework set in the Operational Policy Manual.*

Mathias Memmel 2016-10-25 11:53 AM

**Comment [1]:** At this point, the meeting formally begins. Two statements are read by the anti-harassment officer: the acknowledgement of traditional land and the equity statement. At this point the Anti-Harassment Officer and Speaker will outline their expectations for the meeting.

Mathias Memmel 2016-10-25 11:54 AM

**Comment [2]:** This item approves the agenda for the day. The Agenda is circulated to Members in advance of the meeting and, as such, no items may be added to it. However, members may re-order the agenda.

Mathias Memmel 2016-10-25 11:56 AM

**Comment [3]:** This item approves the minutes taken at the previous AGM. Its included in two separate parts because the meeting was divided over two days. Should your name be missing from the attendance list, you may let the speaker know during this item.

Mathias Memmel 2016-10-25 12:56 PM

**Comment [4]:** At this point, Jasmine Wong Denike, President will give a brief presentation on the efforts made by the UTSU this year and last. Members then may ask questions to the President or Vice-President Internal and Services.

Mathias Memmel 2016-10-25 11:58 AM

**Comment [5]:** As a corporation, the UTSU is required to conduct a yearly audit of the books and financial records. This motion is an approval of whether or not the financial statements are an accurate representation of what was spent last year.

Mathias Memmel 2016-10-25 11:59 AM

**Comment [6]:** At this point, the Auditors are selected for the next fiscal year. According to the CNCA, this must be done by the members. It is good practice to switch auditors every 4-5 years.

Mathias Memmel 2016-10-25 12:01 PM

**Comment [7]:** This item is a compilation of all bylaw amendments approved by the Board of Directors since the 2015 AGM. The Bulk of these amendments were done in the 2015-2016 year. Items come to the membership for approval as an accountability mechanism though the bylaws, with the amendments, have been adhered to since they were passed.

Mathias Memmel 2016-10-25 12:01 PM

**Comment [8]:** Members have the opportunity to submit motions for debate at General Meetings. All motions received were forwarded on to the AGM.

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**be amended to read:**

*There shall be three budgets prepared (Preliminary, Operating, and Revised), all which must:*

- a. Follow the Budgeting Planning Framework set in the Operational Policy Manual*
- b. Allocate no less than 25% of the gross revenue from regular membership fees toward student clubs, events and services; notwithstanding any additional amount allocated from other levies*

### 8.2. Motion to Amend Budget Policy\*

#### MOTION

MOVED: S. WARNER                      SECONDED: J. AFONSO

Whereas UTSU members pay a general \$37.31 fee per Fall/Winter semester that funds the UTSU's Operating Budget and its levy groups, as well as specific fees for the UTSU Health and Dental plan, and for the Student Commons, and;

Whereas the UTSU Operating Budget only accounts for money spent directly by the UTSU, and does not include the portion of the general fee that goes towards levy groups, and;

Whereas information on all of the UTSU's finances is available through Audited Financial Statements, which are less accessible and advertised to students than the Operating Budget.

**Be it resolved that Stage 4 of the Budget Policy, which currently reads:**

*The Budget Committee shall present the Operating Budget to the Board at the August Meeting. When preparing the Operating Budget, the Budget Committee shall rely on 1) the Preliminary Budget and 2) the budgets proposed by the various spending units.*

**be amended to read:**

*The Budget Committee shall present the Operating Budget to the Board at the August Meeting. When preparing the Operating Budget, the Budget Committee shall rely on 1) the Preliminary Budget and 2) the budgets proposed by the various spending units. The Operating Budget must also include the amount dispensed to each of the UTSU's levy groups.*

### 9. Other Business

### 10. Adjournment

#### MOTION

MOVED: J. WONG DENIKE                      SECONDED: M. MEMMEL

**Be it resolved that the meeting is adjourned.**

\* Non-binding

Mathias Memmel 2016-10-25 12:09 PM

**Comment [9]:** Note that this motion is considered non-binding because it is an amendment to a policy. Policies are guidelines that are considerably more flexible than Bylaws. For instance, policies do not need to be approved by the Membership, they only need approval by the Board. However, it is worth stating that the spirit of the motion is of some weight. If passed, the UTSU should present a document in or alongside the Operating Budget that includes funds collected and distributed to Levy Groups.

Mathias Memmel 2016-10-25 12:05 PM

**Comment [10]:** This is an opportunity for other items to be discussed.

Mathias Memmel 2016-10-25 12:06 PM

**Comment [11]:** The meeting is over and must be by 10pm.