Federation of Students’ Council Agenda

Regular Meeting

MC 4040, University of Waterloo

Chair: Jason Small  Secretary: Anjana Uthayakumaran

ATTENDANCE

Please convey regrets to the Speaker of Students’ Council at speaker@wusa.ca

Attendees:

- Small, Jason (Speaker)
- Yang, Edward (Assistant Secretary)
- Beauchemin, Michael
- Velling, Seneca
- Fitzpatrick, Amanda
- Gerrits, Matthew
- Rodney, Victoria
- Parboodial, Shelbee (President, AHSUM)
- McComiskey, Kaitlynn Angela
- Nasir, Syeda Shehnoor
- O’Meally, Taijah
- Riaz, Shazza
- Tait, Abigail
- Dack, Caroline (President, ASU)
- Town, Megan
- Lindstrom-Humphries, Delainey (President, EngSoc A)
- McGee, Ellen (President, EngSoc B)
- Wilson, Brendan
- Giesbrecht, Michelle (President, ESS)
- Mehta, Navya
- Chang, Diana
- Hunte, John
- Saleh, Rana
- Xu, June
- Malhotra, Rajat (President, MathSoc)
- Parkyn, Colin
- Lau, Mackenzie
- Roxas, Nikka (Niks) Ysabella
- Soo, Sebastian
- Chan, Veronica (President, SciSoc)
- Plante, Connor
ORDER OF BUSINESS

1 Preliminaries
   1.1 Call to order (Attention) ................................. 4
   1.2 Territorial Acknowledgement (Information) ............... 4
   1.3 Election of the Officers (Decision) ...................... 4
   1.4 Approval of the Agenda (Discussion) .................... 4

2 Approval of the Minutes (Decision) ............................ 5

3 Items for Adoption by Consent ................................. 5
   3.1 Student Refugee Program Fee Increase (Decision) ....... 5

4 Reports
   4.1 Executive Reports (Information) ......................... 5
   4.2 Board of Directors Report (Information) ................ 6
   4.3 Representative Reports (Information) ................... 6
   4.4 Officers of Council Reports (Information) .............. 6
   4.5 Standing Committees, Commissioners, or Services Reports (Information) . 7

5 Business Arising from the Minutes ............................. 7
   5.1 Election and Referendum Procedure (Decision) ......... 7
   5.2 Vote Penalty Provision (Decision) ....................... 7

6 General Orders
   6.1 Election to Committees and Panels (Decision) .......... 7
   6.2 Bylaws Article 4 Amendment (Decision) .................. 8
   6.3 Dissolution of the Volunteer Centre (Decision) ......... 8
   6.4 International News Coffee Advertisement (Discussion) . 9
   6.5 Accommod8u Maintenance Requests (Discussion) ....... 9

7 New Business ................................................................ 9

8 Announcements ...................................................... 9
   8.1 Next Meeting (Information) ................................. 9

9 Adjournment (Decision) ........................................... 9

Appendices
   Appendix A - Executive Reports ............................... 10
   Appendix B - Amended Procedure 6 ......................... 33
   Appendix C - Proposed Bylaw Amendment .................. 63
   Appendix D - Volunteer Centre Dissolution Proposal ....... 65
   Appendix E - Coffee Advertisement .......................... 67
   Appendix F - Accommod8u Maintenance Summary (from Reddit) . 68
   Appendix G - July Meeting Minutes ........................... 69
1 PRELIMINARIES

Adding items to the agenda requires a two-thirds vote, although new items of business can still be raised without needing that vote once the entire agenda is complete.

1.1 CALL TO ORDER

Be it resolved that the Speaker calls the meeting to order at 12:30 PM.

1.2 TERRITORIAL ACKNOWLEDGEMENT

Pursuant to Federation Policy 50, Indigenous Engagement and Inclusivity, the Federation of Students’ Council acknowledges:

The University of Waterloo is on the traditional territory of the Neutral, Anishnaabeg, and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, land promised to the Six Nations, which includes six miles on each side of the Grand River.

1.3 ELECTION OF THE OFFICERS

In accordance with Council Procedure 9, the Election of Officers shall supersede all other business. As such this item cannot be rearranged.

The previous Speaker of Council, Katherine Arnold, resigned effective September 1, 2019. Per Council Procedure 9 § B.II.9, "In the event of a casual vacancy in the office of Speaker, the Deputy Speaker shall automatically become Speaker." As the ambiguity of this provision has been raised, the below confirmation motion is presented to Council.

Be it resolved that Council confirms Jason Small, the Deputy Speaker at the time of the Speaker’s resignation, to succeed as Speaker for the remainder of the current governing year.

If the above confirmation motion carries, consideration will immediately turn to filling the position of Deputy Speaker, vacated through the succession of the Deputy Speaker to the Speaker position:

Be it resolved that Council elects ____ as Deputy Speaker for the remainder of the current governing year.

If the above confirmation motion fails, consideration will immediately turn to electing a new Speaker:

Be it resolved that Council elects ____ as Speaker for the remainder of the current governing year.

1.4 APPROVAL OF THE AGENDA

Be it resolved that Council approve the Agenda, as presented.

The Speaker assumes the motion to adopt the Agenda, as presented or amended
2 Approval of the Minutes

The minutes of a meeting are the official record of what happened at that meeting, and contain the authoritative versions of the actions taken at the meeting. If there are significant reservations about the minutes, the approval may be dispensed with, and the minutes will be returned at the subsequent meeting for approval.

Be it resolved that Council approves the minutes of the July 14, 2019 meeting, as presented in Appendix G.

3 Items for Adoption by Consent

In accordance with Council Procedure 9, items on the consent agenda will be considered in gross, without debate or amendment. Items will be moved from the consent agenda to the regular agenda upon the request of any member. The purpose of the consent agenda is not to suppress debate but to allow Council to quickly consider and approve uncontroversial items.

3.1 Student Refugee Program Fee Increase

This item has been included in the consent agenda because it is a procedurally-required ratification of a fee increase that Council has already indicated its support for through its August 17, 2019 recommendation to the Board of Directors.

Be it resolved that Council ratify the increase to the Student Refugee Program (SRP) Fee (from $1.03 to $4.95 per academic term) approved by the Board, in accordance with recommendations of the Students’ Council in the SRP plan at the 17 August 2019 Regular Meeting.

Submitted By: Seneca Velling.

4 Reports

Motions arising directly out of a report, including to adopt recommendations in the report, may be considered immediately after the report without having to wait until later in the meeting. No action is required to receive a report. If Council decides to adopt or accept a report, then it is endorsing the entire report and not just the recommendations.

4.1 Executive Reports

Each executive will highlight key aspects of their written reports in an oral report that lasts no longer than 2 minutes, to be followed immediately by a question period lasting no longer than 10 minutes per executive. The written reports can be found in Appendix A - Executive Reports.

1. President (Michael Beauchemin)

2. Vice President of Operations & Finance (Seneca Velling)
3. Vice President of Education (Matthew Gerrits)

4. Vice President of Student Life (Amanda Fitzpatrick)

4.2 Board of Directors Report

The Chair of the Board (Connor Plante) will highlight key aspects of their written report in an oral report that lasts no longer than 2 minutes, to be followed immediately by a question period lasting no longer than 10 minutes. The written report will be included in an addendum to this agenda to be sent out on September 10, 2019.

UPDATE (September 10, 2019): Written report added in Addendum 1.

4.3 Representative Reports

To be delivered orally or in writing by Councillors or the Constituency Caucus. Any questions relating to the report or any other matter may be asked following the oral report.

1. Applied Health Sciences Caucus
2. Arts Caucus
3. Engineering Caucus
4. Environment Caucus
5. Mathematics Caucus
6. Science Caucus
7. Cambridge
8. Kitchener
9. Stratford
10. St. Jerome’s
11. Renison

4.4 Officers of Council Reports

To be delivered orally. Any questions relating to the report or any other matter may be asked following the oral report.

1. Speaker (Jason Small)
2. Secretary (Anjana Uthayakumaran)
4.5 STANDING COMMITTEES, COMMISIONERS, OR SERVICES REPORTS

To be delivered orally or in writing by the Committee chair, Commissioner, or Service Coordinator. Any questions relating to the report or any other matter may be asked following the oral report.

5 BUSINESS ARISING FROM THE MINUTES

Business arising from the minutes is business carried on to a meeting from a previous meeting.

5.1 ELECTION AND REFERENDUM PROCEDURE

Speaker’s Note: The following item was considered by Council in August and was referred to PPC. PPC has made further amendments and has recommended approval as amended.

Be it resolved that Council amend Procedure 6, Elections and Referenda, to be as shown in Appendix B, with the exception of § VI(d)(2)(a).

Submitted By: Michael Beauchemin and Jason Small.

5.2 VOTE PENALTY PROVISION

Be it resolved that Council approves § VI(d)(2)(a) in Appendix B as an addition to Procedure 6, as recommended by PPC.

Submitted By: Michael Beauchemin and Jason Small.

6 GENERAL ORDERS

A general order is an item of business that is ordered to be taken up at a meeting. Time limits to discussions indicate the point at which the Speaker will end the discussion unless Council directs otherwise.

6.1 ELECTION TO COMMITTEES AND PANELS

Speaker’s Note: Consideration of this motion will only occur if item 5.1 above carries. Normally, at least two of the elected members of ERC shall be members-at-large. Under no circumstances shall any voting member of ERC be a candidate for an active Election or By-election, join a Referendum committee, endorse, or campaign on behalf of any candidate, team or referendum position.

Be it resolved that members _____, _____, _____, and _____ be elected to the Elections and Referenda Committee (ERC).

Be it further resolved that councillor _____ be elected to serve on the Chief Returning Officer Hiring Panel.

Submitted By: Michael Beauchemin and Jason Small.
6.2 BYLAWS ARTICLE 4 AMENDMENT

Speaker’s Note: The below motion constitutes Council’s approval of the bylaw amendment in Appendix C in accordance with Article 14.1(1)(b). This amendment will go into effect once approved by a majority vote of Council and a two-thirds vote of the Board of Directors, and will be subject to ratification at the next General Meeting.

Whereas the Student Choice Initiative policy directive of the Provincial Government requires the bylaws to be amended to allow for distribution of the Federation of Students’ Fee into buckets and that fees must be made optional, voluntary, refundable, or compulsory based on definitions set out by the policy directive as agreed to by the University and the Waterloo Undergraduate Student Association,

Be it resolved that Council accept the recommended proposal to amend Article 4: Dues, as presented in Appendix C;

Be it further resolved that Council permits editorial amendments to be made to the proposed bylaw amendment by the Board of Directors, as may be required;

Be it further resolved that Council recommend the bylaw to the Board of Directors for approval.

Submitted By: Seneca Velling.

6.3 DISSOLUTION OF THE VOLUNTEER CENTRE

See Appendix D for supporting documentation.

Whereas usage of the Volunteer Centre has declined, and coordinator hiring has become difficult;

Whereas the Volunteer Centre has not been able to deliver service in the way originally envisioned when the service was founded; and

Whereas many of the functions of the Volunteer Centre are being duplicated by upcoming upgrades to the capabilities of LEADS, and the existing capacity of the Kitchener-Waterloo Volunteer Action Centre.

Be it resolved that the Students’ Council approves the wind down and dissolution of the Volunteer Centre as a WUSA Service, and authorizes the Vice President, Student Life, to, at her discretion, direct the wind down during the Fall 2019 term.

Be it further resolved that the Vice President, Student Life will report back to Students’ Council when the wind down has been completed.

Submitted By: Amanda Fitzpatrick.
6.4 **INTERNATIONAL NEWS COFFEE ADVERTISEMENT**

*Discussion Item:* Insensitivity of an advertisement for "Waterloo Coffee Brand" (sold through International News) posted in the SLC (see Appendix E for a photo of the poster).
Submitted By: *Megan Town.*

6.5 **ACCOMMOD8U MAINTENANCE REQUESTS**

*Discussion Item:* The data on maintenance requests in buildings managed by Accommod8u posted on Reddit by u/Accommod8u (see Appendix F)
Submitted By: *Seneca Velling.*

7 **NEW BUSINESS**

*Any Councillor may raise any item of concern during new business. Generally, long discussions without a specific motion before Council should be avoided, and are technically against the rules of procedure. If a Councillor has any questions about the procedure, form, or content, they should ask the Speaker.*

8 **ANNOUNCEMENTS**

8.1 **NEXT MEETING**

The next regular meeting of Council is scheduled for October 6th, starting at 12:30PM, in the SLC MPR.

9 **ADJOURNMENT**

*Be it resolved that* the Chair adjourns the meeting no later than 11:59PM.
APPENDICES
APPENDIX A - EXECUTIVE REPORTS

President

*Michael Beauchemin*

15 September 2019

Waterloo Undergraduate Student Association

Formerly known as *Federation of Students, University of Waterloo*
1.0 Monthly Summary

A new term is beginning, and the University machine crawls back to life after a summer vacation break. Much has happened since the last meeting of Council, including a presentation on the Exec Action Plan to WUSA full-time staff, a visit to campus by the honorable Bardish Chagger, who announced ~$50k in funding to renovate and modernize the elevator in DWE, and Orientation Week, with all that that meant for staff and students. I had the great privilege to welcome the ~6900 new first year students to campus at Warrior Welcome, and I’ve had different opportunities to meet them during O-Week. It’s a bright and hopeful bunch of students, and many of them seem to be interested in governance, so I’m looking forward to the eventual joining of Council and its committees that many of them will want to do. I also had an interview with 570 News, live from the SLC, on Friday 6 August, where I talked about some general stuff relating to WUSA — the incoming first years, the rebrand, the services we offer to students, etc. Nominations for the AHS, Eng, and Env by-election are opening 23 September! Please let your constituents know! This is a great opportunity for First Year Students, especially those who are 8-stream. I feel like there’s something I’m forgetting but I’ll update you orally if I remember.

1.1 Senate
Senate is reconvening soon, so expect an update at the October meeting of Council.

1.2 Board of Governors
The Board of Governors is meeting for a Special Meeting on 24 September to review the University’s Strategic Plan. A Governor has invited the Undergrad Senators and a couple of others to consult with him on the Strategic Plan and any other undergrad issues that they want to bring up prior to the meeting of the Board.

1.3 Societies
Not much to update on Societies – Seneca’s been hard at work in this area so look to him to hear about tax law and SCI updates, which affect all of WUSA, including Societies. I am intending to bring to Societies some of the WUSA handbooks so that people don’t always have to come to the SLC to pick those up. There will not be a huge supply because we didn’t plan to do this initially, but we can probably do about 50 per Society.

1.4 Committee on Student Mental Health (CoSMH) (Feedback Form)
CoSMH did not meet since the last meeting of Council. The latest update I have is that 33% of the PAC-SMH recommendations are marked complete and another 39% are in progress. Completion is marked as of the issuance of recommendations to relevant parties in line with the demand from the PAC-SMH and is not marked as such for having completed an objective or quantitatively improved an outcome related to the recommendation. The scope of this body is to issue recommendations and not to carry out
completion of those recommendations itself, but the expectation from the admin level is that the issued recommendations are binding and will be completed.

1.5 Wellness Collaborative Advisory Committee
The Wellness Collaborative is still working to get its feet under it and most of the time of these first few meetings is being spent developing goals, terms of reference, and the like. If you’re interested in finding out more, you can check out their website (https://uwaterloo.ca/campus-wellness/wellness-collaborative). The committee is also looking for ‘low-hanging fruit’ for some attention over the next few months, such as ways of encouraging walking meetings or similar easy to do work to promote wellness on campus. **What are some things that would interest undergraduate students?**

1.6 Volunteer Discounts
As volunteers for WUSA, Councilors, Directors, and Society Executives are eligible for discounts at our Commercial Operations. Go to [request.feds.ca](http://request.feds.ca), click on IT Requests, and then Customer Discount. Once you fill in your information, the discount will go to me for approval and you will get 10% off at International News in the SLC.

2.0 Initiatives and Objectives

2.1 Elections Review
Taken to PPC and is now coming back to Council for approval.

2.2 Embed and Enable Better Mental Health and Peer Supports
Walter Mittelstaedt is back from vacation and has thus far eluded me – I think we are to have a meeting in the week preceding Council to discuss possible developments of MATES and other services that offer some level of peer support or counselling.

2.3 Governance Process and Organizational Impact
I have added to procedure 13, as requested, material concerning the initiation of name and logo changes (rebranding), per Council’s request. It is sitting right now with some of my staff and will go to PPC for discussion and review. Once we have an agreed upon model there, I will set my sights on broader organizational changes.

2.4 Long-Range Plan
We now have a consultant for the Long-Range Planning process. We have agreed on next steps within the scope of the initial proposal and will be presenting those to the LRP Committee at our next meeting. I have also reached out to Institutional Analysis and Planning for the University’s Strat Plan data and have
looked over the results from the Student Experience Review and am looking for other recent data sets that may help with the LRP process.

2.5 Marketing Rebrand
There is little outstanding to do right now – there is some need to follow up with Societies and other campus partners with whom we need to update our name/branding on their websites, and in the Winter or Spring term there will be a review of the process and outcomes to date. Already we have had a much larger presence during O-Week than we typically do, and First and Upper Years are engaging well with it.

2.6 Organizational Prioritization
The primary activity being done and presented to Board, we will be consulting with our full time staff over the next few months to develop a true organizational priority listing, which contrasts with what we have already done, which was an Operations Prioritization rather than an org-wide one.

2.7 Policy and Procedures Updates
More updates will be forthcoming following the 10 September meeting of PPC, where I will no doubt see updates from members of PPC who were assigned Policy or Procedure to Update. Also look to EAC for updates on their own Policy and Procedure Update Process, initiated at PPC’s request.

2.8 Satellite Campus Engagement
During Orientation week, I had the opportunity to go down to Architecture at Cambridge Campus and meet with Arch Eng and Architecture students (incoming first years and leaders, mostly). We discussed ways we can better include folks from Cambridge in the main campus community, which I will be working to enact with help from the Societies and VP FitzPatrick.

2.9 Societies Memorandum of Understanding
I received an update from our legal counsel for the MoU – her review of the item is expected back to us mid-week preceding Council. Initial discussions with legal suggested that there may be alternative forms to the agreement, which we will review with COPs once we have concluded the current review.

2.10 University Policy Review
In a couple of weeks, there will be a meeting of the reconvened Cannabis Working Group, to review Policy 29: Smoking. If you would like to comment on the Policy, please consult your constituents and send me an email.
3.0 Committee Updates

3.1 Ad-Hoc Committee on General Meeting Engagement [Joint]
GME has not had a subsequent meeting by 8 September and is set to have biweekly meetings on Tuesdays offset by one week from the PPC’s Tuesday, biweekly meetings. Next meeting is 17 September.

3.2 Ad-Hoc Committee on Organizational Transition [Board]
This committee met on 3 September and discussed the Committee’s past iteration and previous work. Choosing a chair was postponed until all committee members had a chance to bring themselves up to speed with the committee’s materials. The committee has a central file storage location and is looking forward to completing one of last year’s extended objectives in reviewing Executive Transition. The committee anticipates that it will do such work in consultation or in tandem with a committee focused on reviewing the Executive’s structure.

3.3 Committee of Presidents (COPs) [Council]
No Meeting of COPs has occurred as of 8 September – Presidents are particularly unavailable over summer break and during Orientation week as everyone settles into their role and responsibilities. Hope to have next meeting sometime in the week either preceding or following Council.

3.4 Policies and Procedures Committee [Council]
PPC has spent the time since the last Council meeting poring over the Elections and Referenda Procedures proposed by ex-President, Richard Wu. We had a few meetings and got some input from non-PPC members. The procedures are coming back to this meeting of Council for approval and so that they can take effect for the General Election. Next meeting is 10 September.

3.5 Waterfowl Mascot Committee [Council]
The Waterfowl Mascot Committee (WMC – pronounced WIMEC) now has a new draft terms of reference that the committee will be considering at the next meeting of WMC.

3.6 Honorary Lifetime Membership Committee [Council]
Committee has not yet met.

This report was completed 2019 – 09 – 08 at 11:58 AM.
Vice President, 
Operations & Finance

Seneca J. Velling

15 September 2019
1.0 Monthly Summary

1.1 Human Resources
The Stakeholder Relations Officers (SRO) role will be reposted as a permanent on-going role, contingent on funding. The Office of the Vice President, Operations & Finance remains committed to implementing the Board’s directive that the organization return to being a primarily advocacy organization. The SRO role being made permanent on-going rather than contract is a commitment to this directive.

As a last step of the Organizational Restructure approved by the Board, the Personnel Committee has approved job descriptions which have been submitted to UW Human Resources. Once graded and reviewed, the final structure and job functions will be presented to the UW Staff Relations Committee for final approval.

1.2 Student Choice Initiative
The Office of the VP Operations & Finance has been furnished with optional fees data both in aggregate and on a per student basis from UW Finance to ensure verification/policing capacity for optional fees is possible. In addition, the IT department in conjunction with accounting has built the necessary infrastructure (which remains to be trialed on a large scale) for opt-ins. Continued improvements on this file will be provided when more information is available. Societies, affiliated groups, and various approved undergraduate third parties are being provided information they require under condition of non-disclosure until the information is made publicly available or provided to the Students’ Council as part of the FY2019-2020 Budget report being provided in October. A Memorandum of Understanding is being reviewed by UW Finance as to the exact nature, use of, and access to data on a more ongoing basis.

1.3 Budget & Appropriations Committee
The Committee has discussed commercial budgets in summary since the last Council meeting, however no further in-depth meetings were conducted until budgets were finalized. Per Council’s directives the Office of the Vice President, Operations & Finance, has moved the costs of the Commercial Operations Manager and one-third of the budget costs of the Director of Operations & Development which includes this commercial function as well as other student-centric functions to the business units’ own cost centre. Bottom lines for businesses will be published, as directed by the Board of Directors, for review by the Students’ Council and inclusion in the FY2019-2020 Budget Report.

The Committee continues to monitor organizational cash flow, expense levels, and revenue streams. The Office of the Vice President, Operations & Finance remains confident in the organization’s position as Student Choice Initiative (SCI) takes effect.

Administrative overhead charges on the administered funds are well placed to offset some losses. However, the Budget & Appropriations Committee as well as the Board of Directors should use SCI as a learning opportunity to assess what students desire and determine how to best provide services and
resources that students are interested in funding. The organization has an opportunity to learn from this experience and should view it as such an opportunity.

The Office of the VP Operations & Finance is finalizing budget drafts for the Committee who will review, amend, and recommend for approval budgets as well as develop the Budget Report for Council and the Board.

1.4 Internal Funding Committee
The Committee has approved measures for funding guidelines, assessed marketing rules for the funds, and reviewed applications for funding since the last meeting. Management has been directed to implement fund rebranding with the organizational rebrand.

1.5 Student Life Centre Management Advisory Committee (SLCMAC)
Committee has not yet met, however information has now been received from the SLC/PAC Expansion Project Team regarding a consolidated list of spaces that are available or have already been designated for other purposes (e.g. GSA and Imprint space in the SLC). The committee will be provided a list and recommendations for the SLC plan.

1.6 Business Operations & Fair Competition
Following up from a meeting with Associate Provost, Students, the Director of UW Food Services and the Director of Print & Retail Solutions will be meeting with WUSA to discussed the development of high-level principles on fair competition and business practices both on-campus and in the SLC specifically.

Thus far, UW Food Services remains opposed to re-opening of business operations in the former Campus Bubble/Wasabi space, despite reasonable requests to review proposals for the space by WUSA. The VP Operations & Finance will continue to push for business operations to resume in some capacity in that space, as there are overhead and salary costs that must be covered within the mean time without any revenue. As a note to Council, per the SLC Operating Agreement (2013) the UW Food Services reserves right of refusal on all hospitality and food operations of WUSA.

Separately, the Bomber report is under development. Marketing data has been finalized and reviewed. And a business plan for next steps will be developed in consultation with business consultants.

1.7 Student Life Endowment Fund Bylaws and Funding Committee Restructuring
No Update.

1.8 Two-Ply Toilet Paper
As part of a campus procurement process for paper products and soap products, WUSA and Plant Operations, Environmental Services division, are conducting an Request for Proposal for main campus and satellite campuses. This will include two-ply toilet paper. The RFP will go out in early October likely and will be open throughout the fall for review of proposals. A decision should be made before the new year with building by building upgrades occurring early in the 2020.
1.9 SLC/PAC Expansion Construction
The SLC/PAC Expansion will be further delayed in completion due to strikes over the spring term and additional requirements. The construction is currently accelerating and there are a healthy number of workers on site to meet new target deadlines. Completion should be expected for Winter 2020.

2.0 Contractual Affairs

2.1 Legal Protection Service
The Legal Protection Service has come into effect! As of September 1st, all students paying the program’s fees are eligible for access to legal protection services and representative services.

Marketing materials are launching for new program and information will go out via a teleconference to co-op advisers and housing advisers for the program.

2.2 Student Assistance Program through Health Plan
Quotes have been received in the quasi-procurement process for a provider for the Student Assistance Program (SAP). EmpowerMe from Aspiria and Keep Me Safe from Morneau Shepell x Guard.me are being considered. A third proposal was considered and removed from the procurement consideration as it was not a comparable product. It will be considered separately following SAP implementation and will be sent to the VP Student Life for consultation with MATES and the President for consultation with CoSMH. A review will look at program service levels and offerings as well as cost to the student.

3.0 Initiatives and Objectives

3.1 Safety & Risk Assessment Program
The newly developed Safety & Risk Assessment program from the University has entered into effect. All Federation departments, including societies, are required to comply and develop hazard registries and have safety persons who report to the Waterloo Undergraduate Student Association Health & Safety Coordinator on these matters. This includes mandatory training for anyone in a FT of PT supervisor role that oversees other parties. Volunteers are not required to complete this training, but we are encouraging our service coordinators to complete it as well.

3.2 WatCard as a Service
Conversations have begun with WatCard and the Office of the Associate Provost, Students who oversees WatCard to bring the ancillary to a student services model under the Student Services Fee, set by the Student Services Advisory Committee or via a WUSA WatCard fee. This is by no means a guarantee that this course of action will be taken, but discussions are underway about service models and how to best provide access to WatCard as a service to students rather than as a source of income. This will potentially reduce costs for students purchasing items on campus, allow expansion of the off-campus WatCard approved-merchant network, reduce costs to the student association for using WatCard, and allow more consistency to the student user. Next steps will be discussion with the AP Students’ Financial Officer.
3.3 Business and Service Plans

The student association has developed a consolidated business and service plan for improvement of student experience as part of membership management, opting students back in, and general improvement in the back-end of delivery to support student programming and groups. Consolidated POS and Accounting software as well as business intelligence is being employed to improve how we do things on the back-end to support students on the front-end in terms of user experience. This initiative will be multi-year with major improvements this year, and will include online cheque request and reimbursement.

This infrastructure will enable policing of fees, opting-in students online, and much more. Part of this plan will include the infrastructure of POS upgrades to Societies’ CnDs and offices, beginning with Mathematics Society. Societies will be asked to contribute to the costs of the upgrades for their spaces. The costs of the program infrastructure and staff time for those portions related to opting-in and policing will be paid out of a 20% surcharge on the fees charged to students opting-in fees. For opt-ins to Societies’ fees, 5%-points will be retained by WUSA directly for these costs while 15%-points will supplement losses to Societies’ revenue streams. This has been determined in consultation with Societies and through consolidated need for centralized services.

3.4 Traffic Safety Improvements (Region & City)

In Winter 2019, the Students’ Council led the effort for the Region of Waterloo to make improvements to pedestrian and biker safety along University by including a traffic signal at the Lester intersection. Some students and councillors even partnered with Vision Zero (forming Vision Zero Waterloo) to conduct a review of the collision/police report data to put a traffic signal crossing at both the University intersection with Lester and with Sunview. Those students were: Student Eddy Ionescu, Councillor Yu Chen Hou, Councillor Deon Hua, Councillor Bilal Akhtar. You can read their article exploring the data on pedestrian and biker collisions and near misses that were reported: https://medium.com/visionzerowaterloo/fixing-university-avenue-58e46c35e5. Following a student death a petition garnered more than 520 signatures from students to put in such a traffic signal as well (https://www.change.org/p/region-of-waterloo-redesign-the-university-lester-intersection). Two weeks ago, the City Council accepted the Report of Corporate Services: Treasury Services (Procurement) division (report # COR-TRY-19-91) that one of these traffic signals, the one at University Ave and Lester intersection, be funded to be installed. The Region of Waterloo Council voted to accept the recommendation on installation of the “separated cycling lane pilot” project, which included the installation of the pedestrian traffic signal. Council’s Agenda and the attached report on page 16: https://calendar.regionofwaterloo.ca/Council/Detail/2019-08-22-1900-Council/006dc95e-673c-472c-8ab3-aab100f69066, as can be seen in Table 1 on page 18 of the agenda, a “new traffic signal installation” for $81,500 +/- $100 was approved in the 2019 budget allocation for the project to be charged against the Roads Regional Development Charges Reserve Fund. You can watch the video of the Council Meeting where it was approved here: https://www.youtube.com/watch?v=v2SMwYwmZjo. In addition, regarding Columbia Street West & Beechlawn Drive (near CLV), the Region & City have agreed to install 3 mid-block road crossing through existing grassed medians to align with transit stops.
at locations along Columbia Street in high-density University areas. The mid-block road crossings offer a safer way to cross Columbia Street to get to transit locations because now pedestrians don’t have to cross 4 lanes of road ways. The crossing is 2-stage, meaning pedestrians and bikers only need to view traffic from one direction at a time. This action was requested by Sophia Capo (UWOSS President) and other Optometry students and CLV residence students.

3.5 Fair Trade Launch Event on September 19th
On September 19th at the Arts Quad there will be a Fair Trade Launch even as part of the Toonie Picnic hosted by UW Sustainability Office, Food Services, Print & Retail Solutions, GSA, Sustainable Campus Initiative (a WUSA Service) and WUSA itself.

Learn more and sign up to attend here: https://www.eventbrite.ca/e/proud-to-be-a-fair-trade-campus-panel-and-vendor-showcase-tickets-71803065903
Matthew Gerrits

Vice President Education

Report

September 2019

Federation of Students
University of Waterloo
0.0 Announcements

None of note.

1.0 University & Association Committees

1.1 Feds Committees:

Education Advisory Council
Responsibilities: To advise the Vice President Education on academic issues facing Waterloo students.
Synopsis: Has not had a meeting since the last report.

Co-op Students Council
Responsibilities: To advise the Vice President Education on co-op related issues, and to serve as an opportunity to interface with the Co-op Experience Staff.
Synopsis: Has not had a meeting since last report.

1.2 University Committees:

Co-operative Education Council
Responsibilities: A forum to review and to advise Co-op at UW.
Synopsis: Does not typically hold July or August meetings.

Senate Undergraduate Council
Responsibilities: To consider questions involving academic quality and undergraduate studies and provide recommendations to go forward to Senate
Synopsis: Does not typically hold July or August meetings.

CEPT2/CTAPT
Responsibilities: Investigating how course evaluations are done and how to improve them, and how to develop complementary methods.
Synopsis: Both are on hiatus for the summer, but are reinitiating.

Provost Advisory Committee on Timetabling
Responsibilities: Look into scheduling and in particular the new scheduling system.
Synopsis: Has not met since last report. I have followed up with the Registrar on the committee.
Verification of Illness Forms Working Group
Responsibilities: Explore options for reform of the Verification of Illness Form and consideration process.
Synopsis: Has not had a meeting since last report.

Open Scholarship Committee
Responsibilities: Promote open learning on campus.
Synopsis: Has not had a meeting since last report.

Fall Reading Week Steering Committee
Responsibilities: Discuss the implications and things that have to happen as a result of the shift in schedules to allow for a Fall Reading Week,
Synopsis: Had not had a meeting since my last report.

Transition Committee Meeting
Responsibilities: Reviewing executive and directorial transition in the organization
Synopsis: Had an initial meeting where we reviewed our terms of reference.

2.0 External Committees

2.1 Municipal/Regional-level
Town & Gown Steering Committee, City of Waterloo
Responsibilities: Has not met since last report.

Unsanctioned Public Gatherings Task Force, City of Waterloo
Responsibilities: Represent UW students in ongoing discussion about large unsanctioned gatherings happening in the City of Waterloo
Synopsis: Has had a second meeting to assess potential measures to address UPGs, as well as the timeline for submission of an interim report to City Council.

2.2 Provincial-level
Ontario Undergraduate Student Alliance (OUSA)
Responsibilities: Represent UW students to the provincial government through an alliance of like-minded undergraduate student associations. For more information on OUSA visit: www.ousa.ca.
Synopsis: Had a meeting in which we discussed our upcoming OSAP campaign and approved the process for the upcoming Request for Proposals for auditors.

2.3 Federal-level
UCRU
Responsibilities: To advocate on behalf of students to the Federal Government. UCRU is made up of student leaders from U15 schools across Canada.

Synopsis: Has had recent electronic correspondence regarding a national letter that we have signed onto.

3.0 Stakeholder Meetings

3.1 University-level:

Rob Esselment, AVP Government Relations
Notes: Had a wide ranging meeting on a number of topics, including those related to the upcoming election.

James Rush, Provost and VP Academic
Notes: As per the last meeting, I had a meeting with the Provost regarding the university’s approach to implementation of the tuition cap for international co-op students.

3.2 Municipal/Regional-level:

None of note.

3.3 Provincial-level:

None of note.

3.4 Federal-level:

The Honourable Bardish Chagger, House Leader, Government of Canada: Met briefly during Orientation Week

3.5 Other:

None of note.
4.0 Other Activities

4.1 Correspondence:

None of note.

4.2 Research:

Research for OUSA Ancillary Fees Policy Paper

Key Methods and Findings: Further research for the writing of the ancillary fees paper has begun in earnest. Research has been conducted on various ancillary fees at different institutions.

4.3 Writing:

None of note.

4.4 Engagement:

None of note. Beginning two consultations that should hopefully be in a subsequent report.

4.4 Media:

CBC Morning Interview Circuit

Notes: Was interviewed on five different stations across Ontario on the transition between high school and university.

University World News

Notes: Was interviewed on changes to the Ontario Student Assistance Program, and was quoted in an article titled “Student aid and tuition fee cuts increase inequity” by Nathan Greenfield.

Waterloo Region Record

Notes: Wrote a letter to the editor on changes to OSAP, which was titled “OSAP not a free ride”.

4.5 Other:
Orientation
Notes: Participated in Orientation week activities.

5.0 Upcoming Activities

5.1 University and Association Committees

5.1.1: CTAPT is having an upcoming meeting.

5.2 External Committees

5.2.1: Upcoming Town and Gown Steering Committee
5.2.2: Upcoming Steering Committee Meeting

5.3 Stakeholder Meetings

5.3.1: None of note.

5.4 Other Activities

5.4.1: Giving a speech at the official opening of new library spaces that will have occurred by the time Council occurs.
5.4.2: Field house opening
5.4.3: Many similar activities to the last report, which have not yet been accomplished.
Vice President Student Life

Amanda Fitzpatrick

September 2019

Waterloo Undergraduate Student Association
Formerly known as Federation of Students, University of Waterloo

wusa.ca
200 University Ave W, Student Life Centre, Room 1116, Waterloo, ON N2L 3G1
1.0 General Update

1.1 Services
1.2 Clubs
1.3 Orientation
1.4 Miscellaneous

2.0 Committee updates

2.1 Internal Administration Committee
2.2 Campus Life Advisory Committee
1.0 General Updates

1.1 Services
The start of the term is a great time for services to reach out to new and returning students to get them more involved and engaged. Volunteer training for most of the services will be happening in the next couple weeks.

A big thing I want to do this term is work with the essential services to refocus their mission. Since our essential services are in the “Health and Safety” bucket I want to ensure that we focus on providing supports related to the health, wellbeing, and safety of students on campus. This will be done by cutting down on special events and increasing the amount of educational programming, workshops, and advocacy projects. By taking these steps I hope our services will be able to better serve students on campus as well as maintain their current protections as essential services.

1.2 Clubs
Clubs day is quickly approaching so now is the best time to be raising awareness about our clubs system and the value of having clubs on campus. Since most of the clubs funding has been marked optional I will be continuing to work with marketing to show its value.

We are still working out how we will be regulating club membership based on who has paid the WUSA Clubs Fee. Our three rules so far are if you have not paid the fee you cannot join a club, start a club, or be in a leadership position.

1.3 Orientation
Orientation has wrapped up for the year and it ran smoothly with relatively no issues. Thunderstorms were somewhat disruptive but our Orientation Team had rain plans in place, allowing the events to continue. Two of the biggest changes for this year’s orientation were switching from our classic casino night to a silent disco. This new event went extremely well and students had a great time. Next we did a complete rewrite of the Single and Sexy script. This included removing a simulated assault scene and less stigmatizing conversations on substance use. Our marketing team also helped to create a new brand and logo for the show.

1.4 Miscellaneous
I have been dealing with quite a few issues with students related to sexual violence, stalking, and mental health concerns. With a larger amount of students dropping by my office hours I’m planning on keeping stock of more resources for on and off campus supports.

2.0 Committee Updates

2.1 Internal Administration Committee
No big updates. More clubs have been approved and disciplinary action has been taken against others.
2.2 Campus Life Advisory Committee
CLAC will be planning its first meeting this month.
I. **Purpose and Scope**
   a. The purpose of the Elections and Referenda Procedure is to provide a set of guidelines, rules, and regulations to govern all Elections and Referenda associated with the Federation of Students in a fair, independent, and consistent manner.
   b. Students’ Council is given authority to establish procedures for Elections and Referendum not contrary to the by-laws of the corporation or the rules and regulations set by the University of Waterloo, as may pertain to University Senatorial elections. In the event of discrepancy between this procedure and the by-laws, the by-laws shall always supersede this procedure.
      a. This procedure shall also apply to Elections of undergraduate student representatives to the University Senate, subject to Senate By-law 3.
   c. No changes or suspensions of these rules may be made to the Elections and Referenda Procedure during any active Electoral Event unless any section expressly provides for suspension.
      1. In accordance with Section XX of these procedures, an active Electoral Event is defined to run from the first day of the Nomination Period until the results of such an Electoral Event are ratified, inclusive.

II. **Elections and Referenda Code of Conduct**
   a. It is expected that all candidates, members of referenda committees, members of non-arm’s length parties, and Administrators understand and abide by the rules and regulations set herein, and by the Federation of Students at all times.
   b. In spite of any differences or disagreements that may arise during a particular Election or Referendum, all participants, all non-arm’s length parties, and Administrators are expected to maintain decorum at all times, and to be polite, courteous, respectful, and refrain from discrimination. Ultimately, individual conduct and behaviour may be considered a direct reflection of the candidate’s suitability to lead and represent their peers.
   c. All campaigns are to be conducted in good faith, and in the spirit of fair play. In addition to upholding the principles of honesty, mutual respect, and fair competition, examples of bad faith behaviour or actions that violate this Code include, but are not limited to, the following:
      1. Sabotage of the campaigns of opposing candidates or referendum committees;
      2. Repeated frivolous or vexatious complaints, allegations and/or appeals, where the complainant ought to know that the complaints have little to no reasonable chance of success;
      3. Defaming or knowingly misrepresenting the statement or character of another individual;
      4. Making, condoning, or endorsing derogatory statements or messaging, spoken, written, or electronic;
      5. Abuse of benefits acquired by virtue of a candidate’s Office;
      6. Aggressive campaigning, harassment, or otherwise engaging in behaviour that is either known, or ought reasonably to be known, to be unwanted by any other individual;
7. Knowingly or purposefully engaging in behaviour that would result in the assignment of Demerit Points, as outlined in Section VI of these procedures. Demerit Points are intended to deter certain behaviours that are deleterious or damaging to the spirit of the Elections process or to the University community and should never be used as a tool to bolster or further a campaign;
8. Persistent attempts to undermine the ability of the CRO, ERO, ERC, or any Administrator to carry out their responsibilities
9. Any attempt to undermine the electoral process

d. Proven violations of this or of any other provision, in part or in whole, of any governing document of the Federation of Students will be subject to sanctions as deemed appropriate by the ERO or CRO, in conjunction with the Elections & Referenda Committee (ERC). The ERC is expressly empowered to, based on a positive result of an investigation, faithfully assign penalties enumerated herein or disqualify a candidate, campaign team, or a referendum committee from an active Election, By-election or Referendum.

III. Definitions
a. “Administrator” shall refer to any staff member or volunteer of the Federation of Students directly or indirectly involved in the operation of any Electoral Event hosted by the Federation of Students. This may include the Federation’s President, the Chief Returning Officer, each Election & Referendum Officer, members of the Elections & Referenda Committee, and Polling Clerks.
b. “Allegation” shall refer to an official claim that a candidate, campaign team, or a referendum committee has, in part or in whole, violated these or any other procedure, by-law, or policy of the Federation of Students or of the University of Waterloo.
c. “Appeal” shall refer to an official request made by any member of the Corporation to review a ruling of the ERO in response to a duly submitted allegation.
d. “Arm’s length party” shall refer to any individual or group of individuals not involved in any way with a candidate, campaign team, or referendum committee.
e. “Campaigning” shall refer to any activity or attempt to solicit votes in favour or against a candidate, campaign, or referendum position during any Electoral Event. Campaigning can occur even in the absence of active campaigning, or of campaign materials electronic, physical, or otherwise.
f. “Campaign Team” shall refer to a group of two (2) or more candidates in any active Electoral Event, including non-arm’s length party members. The number of candidates on any campaign team running for the same position may not exceed the number of available vacancies in a given Election or By-election. All material branded with a shared Identifying Mark will be equally expensed to all team members.
g. “Complainant”, in these procedures, shall refer to any individual or group of members from which the ERO has received an official complaint, allegation, or appeal during any Electoral Event.
h. “Electoral Event” shall refer to any Election, By-election or Referendum executed by the Federation of Students.
1. “Election” shall refer to a formal voting process by which the members of the Federation of Students designate an individual to hold office;
   a) “Election Period” shall refer to the Council-approved days when an Electoral Event is underway. These days include nomination period, interim period, campaign period, and polling period;
   b) “Nomination Period” shall refer to the period in which undergraduates are self-selected or selected by their peers for an available position;
   c) “Interim Period” shall refer to the period that prospective candidates are prohibited from campaigning or engaging in any activity that may be construed as campaigning;
   d) “Campaign Period” shall refer to the only period in which campaign activities are permitted, as determined by the Elections and Referenda Officer;
   e) “Polling Period” shall refer to the period that eligible voters are allowed to cast a ballot;
2. “General Election” shall generally refer to an Election held, typically in the winter academic term, in which all executive, council, and some undergraduate Senate seats are open;
3. “By-election” shall refer to an election that occurs outside of the General Election period;
4. “Referendum” shall refer to an event conducted by the Federation of Students in which all of its members are posed a question with a “Yes” or “No” answer, or such other answers as may be determined by the Students’ Council;
   i. “Executive” shall refer to the President and Vice Presidents of the Corporation.
   j. “Fair Market Value” shall refer to the lowest price of a product or service, without special concessions or discounts, from a set of at least three prices from merchants in Waterloo Region or easily accessible electronically. Discounts that are allowed must be easily accessible by all other candidates and committees and include, but are not limited to, sales and group deals.
   k. “The Federation”, the “Waterloo Undergraduate Student Association (WUSA)”, the “Corporation”, or another business operating name or similarly derived terms shall all collectively refer to the Federation of Students, University of Waterloo.
   l. “Frivolous Allegation”, “Frivolous Appeal” or similarly derived terms shall, for the purposes of these procedures, refer to those proceedings initiated without merit, a sufficient basis on which to argue or sufficient evidence or proof, whether physical, anecdotal, documentary, or otherwise.
   m. “Governing Year” shall mean the period between May 1st and April 30th of the following calendar year.
      1. “Full Week” refers to a 7 calendar-day period beginning on a Sunday and ending on a Saturday.
   n. “Identifying Mark” shall refer to any mark, symbol or combination of marks and symbols that can be used to clearly identify or distinguish a candidate or team from any other candidates or campaign committees in their Election, By-election or
Referendum. Identifying marks include, but are not limited to, the candidate’s name, URL, design, picture, logo, or team affiliation.

o. “Instant Runoff Voting” (IRV) refers to a ranked choice voting system for single-winner elections. IRV shall be used for Executive and Senate candidate races;

p. “Member of the Federation of Students” or similarly derived terms in this procedure shall be congruent with all provisions, terms, and considerations as stipulated in the bylaws of the Federation of Students.

q. “Nomination Form” shall refer to the official document indicating the intention of any member of the Federation of Students to run for a vacancy in an Election or By-election. The Form must indicate, at minimum, the following:

1. The Nominator and the Nominee, both of whom must be members of the Federation;
2. The Nominee’s legal and preferred name(s);
3. The Nominee’s desired position of candidacy;
4. The Nominee’s faculty and year of study;
5. The Nominee’s student identification number;
6. The signatures of verified undergraduate members;
7. The Nominee’s local and permanent addresses; and
8. If applicable, the team with which the nominee will identify during the applicable Campaign Period

r. “Non-arm’s length party” shall refer to any individual or group of individuals who have volunteered, supported, or provided assistance in any way to a candidate’s or referendum committee’s campaign. Activities of “non-arm’s-length party” members shall also include, but are not limited to, the following:

1. Public campaigning with a candidate, campaign team, or referendum committee,
2. Campaigning using the official materials of any candidate, campaign team, or referendum committee
3. Performing any task that supports or assists a campaign that is not considered campaigning, exempting services that are available to the public and purchased at fair market value.

s. “Respondent”, in these procedures, shall refer to any party named in a complaint, allegation or appeal received by the ERO during any Electoral Event.

t. “Signature” shall refer to either a written signature on a physical nomination form, or an authenticated electronic signature on an online nomination form.

u. “Single Transferable Vote” (STV) refers to a voting system where eligible voters rank all candidates in order of preference. STV aims to achieve proportional representation and shall be used to confirm undergraduate representatives on the University Senate and on Students’ Council;

v. “Vexatious Act” shall refer to any act or proceeding initiated with an intention to harass, delay, overwhelm, or embarrass any candidate, campaign team, non-arm’s length party, any member of a referendum campaign committee, any voting member, or any Administrator.

IV. Independent Commission for Elections and Referenda
a. The Commission shall be composed of a management committee, known as the Elections and Referenda Committee, an independent Commissioner, and the appropriate staff relevant to the planning, administration, and execution of Elections and Referenda.

1. The Commission shall be headed by the Elections and Referenda Committee and shall be responsible for the oversight of all Electoral Events.
2. The Commission shall act through its executive officer, the independent Commissioner, who shall be the Chief Returning Officer;

b. The Commission shall report to the Secretary of the Corporation, and exist within the purview of the President as an autonomous division of governance.

c. The Commission shall be empowered to use the full resources of the Federation, including necessary and appropriate staff support. The CRO and/or RPO shall normally request resources and staff support through the Vice President, Operations & Finance, in consultation with the President, who shall not unreasonably refuse such requests.

d. Commission Structure

e. Elections and Referenda Committee (ERC)

1. The Elections & Referenda Committee (ERC), through the Chief Returning Officer (CRO) of the Federation of Students, is responsible for the oversight, and the fair and impartial execution of all Elections, By-elections, and Referenda administered by the Federation of Students.
2. In the execution of their roles, the ERC shall:
   a) Act impartially and shall not show or promote bias towards any candidate, campaign team, or referendum committee during any Electoral Event for which they are a member of the ERC;
   b) Not sign any nomination form of any candidate or any document related to a referendum position during any Electoral Event for which they are a member of ERC.
3. The ERC shall have the following membership:
   a) four (4) full members of the Corporation as elected by Students’ Council, and the Chief Returning Officer, who shall be Chair.
      (1) Normally, at least [2] of these members shall be at-large members of the Federation of Students. Under no circumstances shall any voting member of ERC be a candidate for an active Election or By-election, join a Referendum committee, endorse, or campaign on behalf of any candidate, team or referendum position.
      (2) The President, the Speaker of Council, and the Research & Policy Officer (RPO), as non-voting resource members. If either the Speaker or the President is a candidate for election in a given Electoral Event, they shall withdraw themselves from the ERC and appoint a designate, who shall not be a candidate for an active Election or By-election, join a Referendum committee, endorse, or
campaign on behalf of any candidate, team or referendum position.

4. The Students’ Council shall always reserve the right to remove or replace any member of ERC due to a real or perceived conflict of interest, misconduct, or breach of any of the rules and regulations set herein.

5. Additional duties and responsibilities of the ERC shall include, but not be limited to, the following:
   a) Final adjudication and ruling on all appeals to decisions made by the Federation’s CRO during an active Electoral Event
   b) Ruling on all allegations for which the recommended or determined penalty is disqualification or rescission of a member’s candidacy in an Electoral Event
   c) Having sufficient and adequate knowledge of the Elections & Referenda Procedures of Students’ Council to review and rule on all appeals to decisions made by Elections & Referenda Officers and the Chief Returning Officer
   d) In conjunction with the President, CRO, EROs, RPO, and all other relevant persons, reviewing the Elections & Referenda Procedures and suggesting amendments to or rescission of any portion of these procedures, as necessary, to the Policies and Procedures Committee for consideration
   e) Working in conjunction with the Chief Returning Officer and other relevant Officers of the Corporation or Council to propose solutions to issues arising during an active election, by-election, or referendum
   f) Determining Referenda wording, and ensuring that fair, unbiased language is used
   g) Approving the timelines and dates of each Election, By-election, and Referendum
   h) Providing feedback on other aspects of Electoral Events, as necessary
   i) In accordance with the Bylaws, referring all matters relating to Electoral Events of substantial controversy to Students’ Council
   j) Assisting the Chief Returning Officer in the execution and operation of Electoral Events

f. Chief Returning Officer (CRO)
   1. There shall be a Chief Returning Officer (CRO), who shall be the Chair of the ERC and provide day-to-day supervision of the execution of Elections, By-elections, and Referenda.
   2. Responsibilities and duties of the CRO of the Federation shall include, but shall not be limited to, the following:
      a) Being an authority on interpretations of the Federation of Students Elections and Referenda Procedure, subject to the
policies and by-laws of the Federation of Students and any interpretations thereof
b) Receiving any and all appeals on rulings made by any of the Federation’s EROs during an active Electoral Event and where necessary convening the ERC to execute its duties
c) Conducting independent reviews and appeals of any rulings of EROs and issuing an appellate decision for the matter in question
d) Ensuring that the Elections & Referenda Procedures and all relevant rules and regulations of the Federation and the University are upheld during any and all Elections, By-elections, and Referenda
e) Running any All-Candidates Meetings with the support of any EROs
f) Together with the appropriate officers and staff, preparing the transition and orientation of their replacement, ensuring continuity of the role, with consideration of the needs of the incoming CRO
g) Planning regularly schedule Electoral Events, in consultation with relevant staff and compliance with procedure
h) Normally serving as the Chair of the Elections & Referenda Committee (ERC), and executing those duties associated with and required of a Chairperson
i) Approving all informational packages and content, issued by the Federation, for all candidates and referendum campaign committees
j) Notwithstanding the President as the primary spokesperson of the Federation of Students, being the official spokesperson for the ICER, and for those responsibilities delegated or required of ERC
k) In conjunction with the appropriate Administrators, preparing a debrief report, including a summary of all allegations and appeals, of the any Elections, By-elections, and Referenda for public access and, if necessary, presentation of the same, within sixty (60) days of the conclusion of such Electoral Events
l) In conjunction with the RPO and one (1) additional member of the ERC, serve as a scrutineer for the initial viewing of results of all Electoral Events after its associated Polling Period
m) In conjunction with relevant Administrators, confirm and publish for ratification at the next possible General Meeting or meeting of Students’ Council the official results of the Electoral Event
n) Other duties arising from or relating to the above, as required.

3. The Chief Returning Officer shall be hired by a panel consisting of the Secretary of the Corporation or the RPO, President, and one elected Councillor selected by Students’ Council
a) Normally the CRO shall be hired at the beginning of the governing year, after the first meeting of Students’ Council

b) Under no circumstances shall the CRO be a candidate for an active Election or By-election, join a Referendum committee, endorse, or campaign on behalf of any candidate, team or referendum position

c) Moreover, the CRO shall sign a statement of intent not to participate in any other capacity in an Electoral Event, except for casting their ballot

g. Electoral and Referenda Officer (ERO)

1. There shall be at least one (1) Electoral & Referenda Officer (ERO) per Electoral Event, who is a full undergraduate member of the Federation of Students, and who shall be hired by and liaise with the Federation of Students’ Chief Returning Officer and Research and Policy Officer for the period of one Electoral Event at a time, unless otherwise determined by the CRO.

2. Under no circumstances shall any ERO be a candidate for an active Election or By-election, join a Referendum committee, endorse, or campaign on behalf of any candidate, campaign team or referendum position.

3. Responsibilities and duties of the ERO shall include the following:
   a) Being an authority on interpretations of the Federation of Students Elections and Referenda Procedures, subject to the policies and by-laws of the Federation of Students, and interpretations and rulings of the CRO
   b) Determine whether a candidate, team of candidates or campaign committee has violated the Election & Referenda Procedures,
   c) With the assistance of the RPO and CRO, ensuring that candidates, campaign teams, and referendum committees are informed and aware of these procedures, and any other by-laws, policies, and procedures, as it pertains to Elections & Referenda
   d) Supporting the CRO with running any All-Candidates Meetings in pursuit of the above
   e) Adjudicating allegations of misconduct or breach of any provision provided in this procedure
   f) Assessing penalties against candidates, campaign teams, or referendum committees found to have been acting in violation of any portion of these procedures

   (1) In all cases where the resulting penalty is disqualification or any other decision which may result in the rescission of a member’s candidacy, the matter shall be referred to the CRO for resolution as soon as feasible
g) Enforcing reporting of and verifying all campaign spending by all candidates, campaign teams, and referendum committees and reporting the same to the CRO

h) Assessing Fair Market Value, determining campaign reimbursements, and ensuring compliance of Section VI of these procedures, Budgets & Spending Limits

i) Remaining impartial and unbiased in all Elections and Referendum matters and ensuring that the Elections and Referenda are fairly run,

j) Assisting the CRO in settling, recording, and publishing all allegations and disputes between candidates and teams, and

k) Additional duties and responsibilities as assigned by the CRO and/or the ERC

h. Polling Clerks

1. There shall be multiple polling clerks hired to ensure the smooth operation of each polling location for the duration of the Polling Period.

2. All Polling Clerks shall be hired by and liaise with the Federation of Students’ Chief Returning Officer and Research and Policy Officer. This shall not exclude the use of the Federation’s promotional teams serving in such capacity.

3. Under no circumstances shall any Polling Clerk be a candidate for an active Election or By-election, join a Referendum committee, endorse, or campaign on behalf of any candidate, team or referendum position. Nor shall Polling Clerks be any full-time staff member of the Federation of Students.

4. The duties of the Polling Clerks shall include:
   a) Being familiar with and upholding Section XI of these procedures
   b) Being the first point of contact and a resource for all voters
   c) Verifying the eligibility of all voters
   d) Administering online and paper ballots, and enabling voters to cast their vote,
   e) Monitoring the voting area to which they are assigned
   f) Assisting students with voting process on the days of elections, and
   g) Other duties assigned by the Chief Returning Officer and Research and Policy Officer.

i. Research & Policy Officer (RPO)

1. The Research & Policy Officer (RPO) shall serve as a resource for all electoral matters of the Federation, and shall assist the CRO in serving as the main point of contact with candidates and committees in any electoral event.

2. The RPO’s duties and responsibilities as it pertains to Elections & Referenda shall include the following:
   a) Serving as a non-voting resource member of the ERC.
b) Supporting the hiring, oversight, and adequate and sufficient training of all Polling Clerks  
c) Assisting the CRO with oversight of the operation of all polls during the Polling Periods of all Electoral Events  
d) Assisting the CRO in the preparation and execution of the All-Candidates’ Meeting  
e) The Preparation of any informational materials and packages for approval by the CRO  
f) Verifying Nomination Forms for all Electoral Events  
g) In conjunction with the CRO and one (1) additional voting member of the ERC, serve as a scrutineer for the initial viewing of results of all Electoral Events after its associated Polling Period  
j. Role of the President in Electoral Events  
   1. In addition to those duties and responsibilities specified in the by-laws, policies, and procedures of the Federation of Students, the President shall oversee the marketing and promotions of all Electoral Events and shall aim to maximize member engagement in all Electoral Events  
   2. In the event that an incumbent President is or wishes to be a candidate in an upcoming Electoral Event, the duties and responsibilities set herein shall be delegated to another Executive or Officer at the discretion of the ERC.  
      a) Unless expressly permitted by the Students’ Council, the President shall always remain impartial and unbiased in all Referenda, and shall not serve as a member of any Referendum committee.  
   3. The President’s duties and responsibilities as it pertains to Elections and Referenda shall include the following:  
      a) Serving as a non-voting resource member of the ERC  
      b) Publicizing and promoting all Electoral events operated by the Federation of Students\(^1\)  

V. By-elections and Referenda Outside of the General Election & Referendum Period  
a. For an Electoral Event occurring outside of the Annual General Election, the Nomination Period shall ordinarily only occur during the following periods  
   1. Between May 1st and August 31st of each year, inclusive  
   2. Between the beginning of the third (3rd) Full Week of September to the end of the first (1st) Full Week of October  

b. Under extraordinary, or otherwise extenuating, circumstances Students’ Council may call an Electoral Event outside of the guideline provided above  
c. It is recommended that each phase of an Electoral Event be conducted at minimum in accordance with the following guidelines:

\(^1\) This clause covers all Electoral Events endorsed and executed by the Federation, and should not be construed to mean all votes hosted on the Federation’s electronic platforms and executed by other student groups.
1. Nomination Period: 7 days
2. Interim Period: 2 days
3. Campaign Period: 5 days
4. Voting Period: 3 days
   a) At least two (2) days of the Voting Period shall occur on full business
days of the Corporation.
   b) The voting period is recommended to coincide with the end of the
Campaign Period

d. Handling of Vacancies on Students' Council
   1. In accordance with Policy 55: Society Presidents and Designates on Council,
the appropriate constituency society may select a designate to serve in a pro
tempore capacity on the Students’ Council to fill a vacancy until such time as
a by-election has determined the elected candidate to fill such a vacancy

   2. Section V(a) of these procedures shall ordinarily be used to determine the
timing of By-elections to fill a vacancy of one or more seats on Students’
Council

e. Handling of Executive Vacancies
   1. In accordance with Policy 56: Selection and Vacancies of Directors, in the
event of a vacancy of an Executive, the Board may determine an appropriate
course of action until such time as a By-election called by Students’ Council
is carried out. Such a course of action may include, but are in no way limited
to, the following:
   a) Appointing an Executive pro tempore to fill the role
   b) Leaving the role vacant, and dividing the responsibilities thereof
amongst the Directors as it deems necessary

   2. Section V(a) of these procedures shall ordinarily be used to determine the
timing of By-elections to fill Executive vacancies.

   3. In the event that one or more Executive seats continue to remain vacant
after the Annual General Election period, a By-election shall be called to fill
these vacancies at the earliest possible convenience.
   a) Notwithstanding the above, and given Section V(f)(1) of these
procedures, the decision to call a By-election should be made in
consideration of the current capacity and remaining resources of the
Corporation and its departments to do so.

f. Handling of Vacancies of Undergraduate Seats on the University Senate
   1. Section V(a) of these procedures shall ordinarily be used to determine the
timing of By-elections to fill a vacancy of one or more undergraduate seats
on the University Senate

   2. In the event that one or more undergraduate seats on the University Senate
continue to remain vacant after the Annual General Election & Referendum
period, a By-election shall be held to fill these vacancies before the May
sitting of the Senate.

VI. Allegations, Decisions, Penalties, Appeals
   a. Allegations
1. By submitting an allegation form, a member of the University Community alleges that a candidate, campaign team or referendum committee, or any of Non-arm’s length party, has violated portions of this procedure, or any relevant by-law, policy, or procedure of the Federation of Students.

2. General Rules for Submission of Allegations
   a) All allegations pertaining to an active Electoral Event shall be submitted in writing via an online submission form found on the Federation of Student’s website or main office. Allegations submitted via any other means will not be accepted.
   b) Normally, allegations must not be submitted anonymously, and all Complainants must agree to identify themselves to the ERO or CRO. Anonymously submitted allegations may be dismissed at the discretion of the CRO.
   c) Submissions of allegations will be accepted by the ERO until two (2) hours after the conclusion of the Polling Period. Any allegations submitted after this deadline will be considered for review at the discretion of the CRO.

3. Once an allegation is received, the ERO shall notify the complainant(s) of its receipt.

4. Candidates, campaign teams, and referendum committees shall be immediately notified by the ERO of any allegations made against them, and shall be permitted to present a defense or pieces of counterevidence against the allegation to the ERO. At the discretion of the CRO, the ERO may withhold information regarding the complainant from the respondent. All pieces of counterevidence and/or an accompanying defense shall be prepared and submitted no later than forty-eight (48) hours after being notified of an allegation.

5. The ERO shall normally endeavour to process individual allegations and come to a ruling within seventy-two (72) hours of its receipt, but may take as much time as reasonably necessary where permitted by the CRO.

6. All allegations shall be kept strictly confidential by all involved parties until a decision has been rendered and publicized by the ERO.

7. The ERO reserves the right to dismiss any allegation which causes reasonable suspicion that the allegation was made Frivolously or Vexatiously or for purposes that violate, in letter or spirit, any portion of this procedure.

8. Any candidate, campaign team, or referendum committee may file a grievance against an ERO or the CRO alleging failure to enforce procedure and uphold and apply rules fairly and equitably to the CRO or ERC, respectively. All such allegations shall be provided to the ERC for information or decision, respectively.

b. Decisions

1. The ERO shall separately inform the complainant and the respondent of their decision within two (2) hours of having made said decision, and shall make accessible to all members of ICER all documents associated with that particular allegation, and the rationale behind the ruling.
2. The ERO shall, within four (4) business hours, inform the public of their decision after informing the complainant and respondent. At minimum, the ERO shall prepare for publication on the Federation’s website a listing of the allegation, including all parties involved, all relevant pieces of evidence, the decision of the ERO in light of the evidence presented, a summary of the rationale behind the decision, and the determined penalty.

c. Appeals

1. After receiving the decision of the ERO, the respondent or complainant may appeal the decision to the CRO by submitting an online submission form found on the Federation of Students’ website or a completed, written form delivered to the main office.
   a) Appeals must be submitted to the CRO within twenty-four (24) hours of receiving notice of the decision of the ERO or within two (2) hours of the end of the polling period. Any appeals submitted after this deadline will be considered for review at the discretion of the CRO.
   b) Appeals shall be kept strictly confidential by all involved parties until a decision has been rendered and publicized by the CRO.

2. A decision of the ERO shall be considered appealable if the appellant, which must either be the complainant or respondent named in the original allegation, is able to reasonably establish any or all of the following:
   a) There is evidence that a procedural error or a set of procedural errors were made significant enough to alter the final decision made by the ERO.
   b) There is reasonable belief that portions of this procedure has been improperly applied in letter or spirit.
   c) There is reasonable suspicion of bias during any portion of the decision-making process.
   d) There is new information relevant to the original allegation that was not originally discovered or presented, especially pieces of information that could alter the final decision.
   e) That the determined penalty exceeds the nature of the violation or offense.
   f) That inadequate consideration was given to the provided evidence.
   g) If a complaint was dismissed as Frivolous or Vexatious and the appellant believes themselves to have a reasonable case.

3. A decision of the CRO may be further appealed to the ERC if the appellant, which must either be the complainant or respondent named in the original allegation, is able to reasonably establish any or all of the requirements set out in the foregoing provision or requests independent review by the ERC.

4. The appellant must include in their appeal, the following information:
   a) All relevant case information, such that the CRO or ERC, as the case may be, will be able to accurately identify the allegation in question.
   b) A description of and the reasoning for appeal, including grounds for appeal.
5. The CRO shall immediately notify the ERO or ERC, as the case may be, the respondent and the complainant that an appeal has been received.

6. Within twenty-four (24) hours of receiving the appeal, or twelve (12) hours after the end of the polling period, the CRO or ERC, as the case may be, shall make its decision. The CRO or ERC may, in consideration of all evidence gathered and presented, do any of the following:
   a) Uphold the original decision
   b) Alter the penalty of the original decision, within the limits of this procedure
   c) Refer the ERO or CRO, as the case may be, to review a decision in light of new information or with consideration to a specific section of this procedure
   d) Overturn the decision and present an alternate ruling, thereby eliminating the decision’s penalties so received

7. All rulings rendered by the ERC with respect to a further appeal of a decision made by an CRO shall be final.

8. Notwithstanding any provisions within this section, the ERC shall be empowered to initiate a review of any decision of the CRO or ERO at any time until the conclusion of the Electoral Event.

d. Penalties

1. The ICER and its agents shall have the discretion to assign demerit points for confirmed allegations made against a candidate, campaign team or referendum committee not exceeding those limits stipulated in s. VI(e): Demerit Point Schedule.

2. Candidates or campaign teams shall have a maximum of ten (10) demerit points. If a candidate receives eleven (11) demerit points or more, they shall be disqualified from the election, thereby voiding their candidacy and forfeiting 100% of their potential reimbursement for incurred campaign expenses²
   a) If a candidate or campaign team receives between two (2) and ten (10) (inclusive) demerit points, then the number of votes that they receive shall be reduced by two percent (2% additive) of the total votes cast in the race(s) (excluding declined votes) for each demerit point. This deduction shall occur following the initial vote count and may not result in any candidate having a final result of less than zero votes cast.

3. Referendum committees shall have a maximum of ten (10) demerit points. If a referendum committee receives eleven (11) demerit points or more, they shall be disqualified from the referendum.

² See Section VII of these procedures for additional information on reimbursement reductions.
a) Any referendum committee disqualified for any reason shall not be reimbursed for any referendum expenses and shall be prohibited from further campaigning. The committee will be required to remove all posters and campaign materials, and shall not participate in public forums. The ICER and its agents will not set up interviews with newspapers, or any other forms of campaigning as decided by the CRO. Upon disqualification and during the polling period, signs will be posted and the Federation’s website will be updated, informing voters of the disqualification.

b) Notwithstanding s. VI(d)(iii) and s. VI(d)(iii)(1), the referendum option associated with a disqualified referendum committee shall remain on all ballots.

e. Demerit Point Schedule

Any penalty that would singularly and immediately disqualify any candidate or referendum committee must be confirmed by a two-thirds (2/3) vote of the ERC.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Penalty (maximum penalty, per infraction)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spending over the allotted budget</td>
<td>2 points for every $15 over the allowable budget, rounded up</td>
</tr>
<tr>
<td>Failure to declare campaign expenditures</td>
<td>2 points</td>
</tr>
<tr>
<td>Purposefully and significantly misrepresenting a candidate’s own character or statement(s), or the character or statement(s) of another candidate, campaign team, or committee</td>
<td>10 points</td>
</tr>
<tr>
<td>Impersonation of another candidate or committee</td>
<td>11 points</td>
</tr>
<tr>
<td>Campaigning outside of campaign period</td>
<td>2 points, up to a maximum of 8</td>
</tr>
<tr>
<td>Speak to or email a class without the permission of the instructor</td>
<td>2 points</td>
</tr>
<tr>
<td>Directly providing a method of voting to voters during polling period, or campaigning to a voter while voting</td>
<td>3 points</td>
</tr>
</tbody>
</table>

3 See Section VII of these procedures for a full listing of budgets
<table>
<thead>
<tr>
<th>Violation</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribute money, drugs, or alcohol, or any other form of bribery, for campaign purposes</td>
<td>11 points</td>
</tr>
<tr>
<td>Enter into contractual obligations with any group(s) on or off campus that may affect the Federation of Students during their term in office</td>
<td>11 points</td>
</tr>
<tr>
<td>Lying to, or intentionally misleading ICER or its agents regarding matters pertaining to their role(s) or allegations and appeals</td>
<td>11 points</td>
</tr>
<tr>
<td>Making a public allegations that another candidate, campaign team or referendum committees has violated any rules before a decision has been delivered and made public by the commission or its agents</td>
<td>5 points</td>
</tr>
<tr>
<td>Receiving or soliciting funding or monetary equivalent from students or other individuals.</td>
<td>8 points</td>
</tr>
<tr>
<td>Receiving funding and staff, volunteer, or material support from external political/advocacy organizations or external unions/associations (e.g. funding from CUPE, CFS, OUSA, or other schools’ student associations)</td>
<td>No fewer than 11 points</td>
</tr>
<tr>
<td>Serious breach of democratic process (e.g. intentionally compromising ballots, etc.)</td>
<td>11 points</td>
</tr>
<tr>
<td>Minor contravention of the spirit, or indirect or implicit violation of these or any other relevant bylaw, policy or procedure of the Federation of Students</td>
<td>6 points</td>
</tr>
<tr>
<td>Major contravention of the spirit, or indirect or implicit violation of these or any other relevant bylaw, policy or procedure of the Federation of Students</td>
<td>11 points</td>
</tr>
</tbody>
</table>

### VII. Budgets and Spending Limits

#### a. Spending limits for all Electoral Events shall be the following:

<table>
<thead>
<tr>
<th>Seat</th>
<th>Spending Limit (Canadian Dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councillor</td>
<td></td>
</tr>
</tbody>
</table>

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4 As distinguished from a campaign promise  
5 The ERO or CRO shall have discretion in determining if a violation is minor or major based on the other described violations.
### Executive
- Single (1) Candidate: 375
- Two (2) Candidates: 400
- Three (3) Candidates: 425
- Four (4) or more Candidates: 450

### Senator
- Faculty Candidate: 150
- At-large Candidate: 250

### Referendum Committee
- 500

1. In accordance with Senate Bylaw 3, all campaign costs for undergraduate senatorial candidates seeking Senate membership shall be borne by the candidate and will not be reimbursed by the University of Waterloo. The senatorial candidates may request reimbursement for all campaign expenses through the ICER.

b. Declaration of Campaign Expenses
1. Candidates, campaign teams, and referendum committees must submit to the CRO and ERO a complete, categorized listing of all campaign expenditures with accompanying receipts no later than the End of Business one (1) day after the end of the polling period. Photocopies or non-original receipts of expenditures may be accepted at the discretion of the Federation of Students' Accounting Department or Vice President, Operations and Finance.

2. Candidates or referendum committees that do not have any expenditures are still required to indicate to the ERO that no campaign expenses were incurred. Written or electronic communication to this effect is sufficient to satisfy this provision.

c. Spending Limits for Candidates Seeking Multiple Positions
1. The spending limits stipulated in Section VII(a) may not be combined. An individual may use the greatest spending limit available to them, and must still submit a complete, categorized listing of campaign expenditures, which includes expenditures shared for both positions sought.

d. Rules Regarding Reimbursements
1. Upon receipt of a candidate’s, campaign team’s, or referendum committee’s listing of campaign expenditures, the CRO or ERO shall tally and prepare a cheque request totaling all approved campaign expenses which shall be made payable to the candidate, or to a representative member of the campaign team or referendum committee.
2. In case of disagreement, the CRO shall have final say as to what will be considered a campaign expense.

3. The Fair Market Value of all donated or significantly discounted campaign materials and gifts-in-kind will be assessed by the ERO or CRO and will count towards the candidate, campaign team, or referendum committee’s Spending Limit.
   a. Notwithstanding the above, only the net cost incurred to acquire a product or service will be reimbursed.

4. Candidates, campaign teams, and referendum committees accruing three (3) or more demerit points in any Electoral Event shall receive a reimbursed amount reduced by the following amounts:

<table>
<thead>
<tr>
<th>Accrued Demerit Points</th>
<th>Reimbursement Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>1</td>
<td>0%</td>
</tr>
<tr>
<td>2</td>
<td>0%</td>
</tr>
<tr>
<td>3</td>
<td>20%</td>
</tr>
<tr>
<td>4</td>
<td>30%</td>
</tr>
<tr>
<td>5</td>
<td>40%</td>
</tr>
<tr>
<td>6</td>
<td>50%</td>
</tr>
<tr>
<td>7</td>
<td>60%</td>
</tr>
<tr>
<td>8</td>
<td>70%</td>
</tr>
<tr>
<td>9</td>
<td>80%</td>
</tr>
<tr>
<td>10</td>
<td>90%</td>
</tr>
<tr>
<td>11+</td>
<td>100%</td>
</tr>
</tbody>
</table>

VIII. Nominations & Nomination Period

a. During the nomination period, Nomination Forms shall be made available in the Federation of Students office and on its website. Nomination forms and informational packages shall normally be reviewed and approved by the CRO prior to an Electoral Event.

b. Any undergraduate member of the Federation of Students may run for any Executive or Students’ Council position.

1. Executive Seat
   a) Nominations for Executive positions shall require the signature of the candidate and the signature of, at minimum, one hundred (100) members of the Federation of Students.
b) Nominations for an Executive position shall also require the candidate to indicate their agreement to the following statement: “I understand that, as an Executive, I will be expected to balance the best interests of the undergraduate student body and those of the corporation. I understand that, if elected, I will be required to complete Conflict of Interest Declaration forms and to follow all other responsibilities indicated in Council and Board Procedures, as well as the policies and bylaws of the Corporation.”

2. Students’ Council Seat
   a) Nominations for a Students’ Council position shall require the signature of the candidate as well as the signature of, at minimum, twenty-five (25) other members of the Federation of Students from the appropriate constituency.
   b) Nominations for a Students’ Council position shall also require the candidate to indicate their agreement to the following statement: “I understand that, as a Councillor, I will be expected to act in the best interests of my constituents. I understand that, if elected, I will be required to complete a Conflict of Interest Declaration form and to follow all other responsibilities indicated in Council Procedures and the Corporation’s bylaws”

3. University Senate Undergraduate Seat
   a) Nominations for an undergraduate faculty seat on the University Senate shall require the signature of the candidate as well as the signatures of twenty-five (25) other members of the Federation of Students from the appropriate constituency.
   b) Nominations for an undergraduate at-large seat on the University Senate shall require the signature of the candidate as well as the signatures of one hundred (100) other members of the Federation of Students.
   c. Submitted nomination forms shall not be open for public inspection. However, the names of nominated candidates shall be public.
   d. All team names and their associated Identifying Marks are subject to approval by the Chief Returning Officer or designate with the following criteria:
      1. Team names cannot be similar, to the point where a reasonable voter would confuse one with another,
      2. Teams shall not unreasonably associate themselves with the branding of the University of Waterloo or the Federation of Students, including any colours or mascots thereof, and may not outright assume the colours of any constituency for the purposes of election to that constituency, and
      3. Team names should not include overly offensive language.
   e. If more than one team submits a nomination form with the same name, the team that first submitted a completed nomination form shall have right of that name.
   f. The CRO, or designate, with the assistance of the RPO, shall check the validity of each Executive, Councillor, and Senate nomination form.
1. Qualifications for undergraduate members of the University Senate are set out in the bylaws of the University of Waterloo Senate.

2. The CRO, or designate, shall additionally inform the University Secretary of the validity of each Senate nomination form.

g. If a nomination is found to be invalid, the nomination shall be rejected and the candidate shall be notified. Candidates may correct and resubmit rejected nomination forms, provided that they are successfully resubmitted by the end of the second (2nd) business day following the close of the Nomination Period.

h. Unopposed Candidates

1. Executive Candidates
   a) If, by the conclusion of any Election or By-election Nomination Period, there is only one nomination for any Executive position the members who submitted the valid and complete nomination forms for seats for that Executive position shall be subject to a confirmation vote during the Polling period of the same Election or By-election. For such a case, eligible voters shall be given the chance to vote “yes”, “no”, or abstain for that candidate. The candidate shall be elected to that Executive position if the number of “yes” votes exceeds the number of “no” votes.

2. Students’ Council Candidates
   a) If, by the conclusion of the General Election Nomination Period, the number of nominations for any Students’ Council position is less than or equal to the number of seats available for that position, all members who submitted valid and complete nomination forms for seats for that Students’ Council position shall be subject to a confirmation vote during the Polling period of the same Election. For such positions, eligible voters shall be given the chance to vote “yes”, “no”, or abstain for each candidate. A candidate shall be elected if the number of “yes” votes exceeds the number of “no” votes.

   b) If, by the conclusion of a By-election Nomination Period, the number of nominations for any Students’ Council position is less than or equal to the number of seats available for that position, all members who submitted valid and complete nomination forms for seats for that Students’ Council position shall be subject to a confirmation vote during the Polling period of the same Election. For such positions, eligible voters shall be given the chance to vote “yes”, “no”, or abstain for each candidate. A candidate shall be elected if the number of “yes” votes exceeds the number of “no” votes.

3. Undergraduate Senate Candidates
   a) If, by the conclusion of any Election or By-election Nomination Period, the number of nominations for any undergraduate Senate position is less than or equal to the number of seats available for that position, all members who submitted valid and complete nomination forms for that undergraduate Senate seat shall be
subject to a confirmation vote during the Polling period of the same Election. For such positions, eligible voters shall be given the chance to vote “yes”, “no”, or abstain for each candidate. A candidate shall be elected if the number of “yes” votes exceeds the number of “no” votes.

i. Exclusivity
1. A member of the Federation of Students may not run concurrently for two Students’ Council positions. This shall be taken to include the candidacy of an Executive concurrently with that of a Councillor. Additionally, members of the Federation of Students may not concurrently run for or hold two positions with Students’ Council within the same governing year.
2. Members of the Federation of Students running for an Executive position or Students’ Council seat may concurrently run for any one undergraduate vacancy on the University Senate unless prohibited by the Chief Returning Officer of the University.

j. Special Rules Concerning Incumbents
1. Anyone holding a paid, unpaid, elected, or volunteer position within the Federation is expected to continue to execute the duties and responsibilities required of their current role during all Electoral Events.
2. Candidates, members of Referendum committees, and Non-arm’s length parties are not permitted to use their position(s) to gain advantage in elections. This includes, but is not limited to:
   a) Use of official social media for campaign purposes
   b) Abuse of powers of office to influence voters (e.g. promising or awarding of prizes or money).
3. No Council meeting may be held during the campaign or voting period, with the exception of Committees as needed. Exempting the Executive and Elections & Referenda Committees, it is not recommended that committees meet during the campaign or voting periods unless required for expedient execution of business. It is further recommended that no Board meetings be held during the campaign or voting period.
4. Candidates who are members of the Internal Funding Committee and the Internal Administration Committee are expected to take a leave of absence during the Interim, Campaign, and Polling periods.
5. The Board of Directors may overturn the above and require an Executive to carry out specific duties pertaining to their role, as necessary, with notice provided to the CRO for the same.

IX. All-Candidates’ Meeting & Interim Period
a. The Interim Period of any Electoral Event is intended to allow all candidates, campaign teams, and referendum committees to prepare and finalize their campaigns and campaign strategies. Absolutely no campaigning may occur during this period, and until the beginning of the Campaign Period. This provision shall be strictly enforced by the CRO.
b. During the Interim Period, the CRO and ERO shall hold a meeting to explain the rules for the election, by-election and/or referendum. At this meeting, the ERO shall, at minimum, distribute summaries of the most recent version of the Elections and Referenda Procedure and other documents to candidates and committees, as well as how to obtain other informational resources.

c. All candidates and committee members are required to attend this meeting in person or online, or send a proxy on their behalf to receive the necessary information and documentation.
   1. The ERO must be notified forty-eight (48) hours prior to the meeting if a candidate or committee member is unable to do not attend or send a proxy on their behalf.
   2. It is then the candidates and/or committee’s responsibility to thoroughly read the Procedures and notify the ERO that they have read, understood, and will abide by all rules and regulations.
   3. Candidates and committee members will be prohibited from campaigning until they have satisfied this the above requirement.

d. A mailing list of all candidates, campaign committees, and all campaign support persons shall be created by the CRO. The list shall additionally be made available to the ICER and its agents, and shall be used to communicate important updates to all candidates, and their agents and supports as necessary. It is the responsibility of each candidate and campaign committee member to ensure that they are receiving all elections- and referenda-related communications from the ICER and its agents, that they are kept apprised of important updates, and that they report any problems they might encounter in this regard to the EROs immediately.

X. Campaign Rules & Regulations

A. Campaigning may consist of, but is not limited to, any and all activities undertaken by an individual candidate, a campaign team, a campaign committee, or a non-arm’s-length party that serves to influence voters in favour or in opposition of a particular candidate, group of candidates, or referendum position during an Electoral Event. Such activities may include, but are not limited to, the following:
   1. Promotion of a candidate’s or campaign team’s candidacy during an Election or By-election
   2. The distribution and/or posting of any and all forms of advertising or communication likely to influence voters towards a particular candidate or Referendum option;
   3. Speeches, rallies, or any other form of public demonstration or campaigning.

B. The following is not considered campaigning:
   1. Publicly declaring an intention to run in an upcoming Election;
   2. Wearing branding associated with a team or Referendum position;

C. All candidates, campaign teams, and referendum committees shall publicly declare, and have readily available a listing of, all members of their campaign, including their agents and supports, for the entirety of the Campaign Period.

In addition to holding a physical listing, the aforementioned list shall additionally:
1. Be posted in an easily accessible location on the Federation of Students website, and on the candidate’s, campaign team’s, and referendum committee’s website, if applicable.
2. Be readily available for inspection if requested by any member of the Federation of Students

D. Physical materials such as posters, signs, and banners, are permitted at the discretion of University of Waterloo Plant Operations. As such, there are restrictions to these materials to ensure compliance with Plant Operations. At any time, candidates may receive notice either directly from Plant Operations or from the ERO requiring alterations to physical materials.

E. All printed campaign materials will not be hung up on walls or surfaces with harmful materials, this includes, but is not limited to, duct tape, glue, etc.

F. The CRO shall provide all candidates with a digital copy of the official Feds Elections logo, which shall be used on all election-, referendum- and campaign-related materials. The CRO, in consultation with appropriate marketing staff, shall obtain permission from University of Waterloo Plant Operations to physically post campaign and elections-related materials on campus for the duration of the Campaign Period, and shall notify all candidates of applicable posting restrictions and requirements.

G. Candidates, campaign teams, and referendum committees shall be responsible for ensuring that all social media postings organized by the candidate, their campaign team or their committee follow the rules outlined in this procedure.

XI. Polling Procedures & Regulations

A. The voting period for any Electoral Event shall last at least forty-eight (48) hours.

B. Each vote shall have the value of one (1) and shall represent a unique, eligible voter

C. The CRO, in conjunction with the RPO and Marketing Specialist for Elections, shall decide where to place physical polling stations on the University campus during each election cycle. The CRO will endeavor to place polling stations in areas frequented by sizeable concentrations of undergraduate students and ensure that the locations of polling stations will allow equitable access to students from each faculty.

1. Each physical polling station shall be set up to accept physical paper ballots, and include portable electronic devices to allow voters to submit online ballots

2. There shall be at least one physical Polling Station during any Electoral Event, and at least one physical Polling Station shall be situated in an easily accessible location within the Student Life Centre

3. Societies are expected to make at least one online polling station available in a location of their choosing, upon request of the Federation of Students. Societies that are reasonably unable to comply with this request should notify the CRO of the same.

D. Polling Stations for the General Election will be held in various locations on the University of Waterloo main campus for the duration of the Polling Period.

E. The Elections & Referenda Committee shall have the power to extend the voting period no more than seventy-two (72) hours beyond the date and time previously
established, in the event of extenuating circumstances where inclement weather, mass power or internet connection failures occur during elections, or similar, which, in the measure of the committee requires extension to ensure fair and equal right to suffrage.

1. In the case of a voting period extension, if there are not adequate resources for staffing a polling station (e.g. polling clerks unavailable), the requirement for a polling station is waived.

F. No member of the ICER, save only the CRO, may have access to live polling data during the polling period that is not generally accessible to all members of the Federation.

G. Electronic & Paper Ballots
   1. Ballots for elections, whether electronic or paper, shall list, in random or alphabetical order, the preferred name(s) of the candidates, surname(s) first, if applicable. If a candidate has declared their affiliation with a particular Campaign Team, the Team name should also be listed, in parentheses, following the preferred name(s) of the Candidate.
   2. The CRO, in conjunction with the IT Department of the Federation of Students, shall ensure that electronic ballots are functional prior to the first day of the Voting Period
   3. Each paper ballot shall be uniformly marked with a distinctive sign that indicates its validity.

H. Online Voting Platform
   1. The online voting platform shall be usable only by members of the Federation of Students.
   2. The online voting platform shall ensure that voters cannot cast more votes than they are entitled to cast.
   3. The online voting platform shall use the list of voters prepared by the CRO, in conjunction with the RPO and IT Department, to validate voters.
   4. The online voting platform shall provide immediate feedback to voters about the status of the ballots that they have cast.
   5. The online voting platform shall allow a voter to decline the ballot.
   6. The online voting platform shall store each vote and the time that the vote was cast in an electronic medium.
   7. Votes cast shall not be traceable to the voter who cast them.
   8. The results of the electronic vote shall be stored in a non-electronic medium.

I. Voting Methods and Eligibility
   1. For all elections and by-elections, votes shall be tallied using Instant-Runoff Voting (IRV) for single-seat elections and by-elections, and BC Single Transferable Vote (BC-STV) for multi-seat elections and by-elections.
   2. For Senator elections and by-elections, each full member of the Federation shall be eligible to vote once in for each constituency in which they are registered, and once for any at-large candidates.

J. Members Unable to Vote Online
   1. Voters who are not on the list of voters approved by the CRO and could not successfully vote online shall, if they can show that they are members of the
Federation of Students or a constituency thereof, be eligible to vote via paper ballots at a physical polling station during the Voting Period.

K. Polling Stations
1. Polling stations shall be staffed by two (2) polling clerks.
2. Polling clerks shall act impartially and shall not show or promote bias towards any candidate, campaign team, or referendum committee during any Electoral Event in their capacity as a Polling clerk, even if those opinions are solicited.
3. Physical polling stations shall have at least one electronic device that is connected to the Internet.
4. Polling clerks may assist voters with online voting, but are prohibited from voting or casting a vote on behalf of another voter, except where requested to do so by a voter for the purposes of a physical accommodation.

L. Voting at the Polling Station
1. Paper ballots shall be counted and signed out by the Chief Returning Officer at the start of the polling period and counted upon their return.
2. To vote by paper ballot, students must present a valid University of Waterloo student ID card.
3. Polling clerks shall initial ballots for qualified electors.
4. The voter shall mark the ballot in private, seal the ballot within a marked envelope provided by the Polling Clerk, and place it in the ballot box under the supervision of the polling clerk.
5. A voter who has received a ballot and returns it to the polling officer declining to vote forfeits the right to vote and the polling officer shall immediately write the word “declined” upon the back of the ballot and preserve it. The declined ballot is to be returned to the CRO, who shall note it in the official vote count.
6. If a voter marks the ballot incorrectly, the student may request another ballot. The polling clerk must, under the scrutiny of the student, destroy the original ballot immediately but must keep a record of destroyed ballots.

M. Counting Ballots
1. The CRO, one (1) additional voting member of the ERC, and RPO shall be responsible for overseeing the counting of paper ballots.
2. Only the CRO, the voting member of the ERC named above, and the RPO shall be present during the counting of paper ballots.
3. A paper ballot shall be considered spoiled if:
   a) It is not obvious which candidate or option was the voter’s choice;
   b) It is not initialed by a polling clerk;
   c) Any marks signifying the identity of the voter are present; or
   d) It is not appropriately stamped.
4. All paper ballots shall be retained until the ratification of the election; at which time they shall be destroyed in accordance with this procedure. Spoiled ballots shall be held separately, and the number of spoiled ballots shall be reported by the CRO with the announcement of election results.
5. Any candidate or committee shall be entitled to a recount of the paper ballots if they request it from the CRO within seventy-two hours of the announcement of the election results.

6. Following the counting of the ballots, the ERC shall issue a statement certifying the election and its fair conduct (known as the ‘unofficial results’). Unofficial results shall be published on the Federation’s website within two (2) Business Days following the conclusion of the Polling Period and shall be noted as unofficial results, pending ratification.

7. All disputes regarding the counting of ballots shall be received by the Elections & Referenda Committee (ERC) via the CRO and shall be settled before the ratification of the results of the electoral event(s) in question.

8. Notwithstanding any portion of these procedures, the results of any and all Electoral Events shall remain unavailable and inaccessible until the conclusion of the Polling Period, save only for the CRO.

N. Ties

1. Normally, in the event of a tie, a run-off vote will be held as soon as is practical, in which only those candidates or referenda options with the most votes will be eligible.

2. Otherwise, in any Electoral Event where all members of the Federation of Students may vote, the CRO shall hold their ballot for the duration of the polling period. If, at the end of the Polling Period, there exists a tie, the CRO shall determine the result of the vote with their ballot.

3. Notwithstanding these provisions, the Students’ Council may, prior to the beginning of any Electoral Event, determine the method by which a tie is handled, and may choose to hold a vote of Council in the event of a tie. In such a case, Councillors maintain the right to vote in the election and in the vote of Council.

O. Rules for Candidates and Committees During the Polling Period

1. Candidates, campaign volunteers, and referendum committees may still campaign during the polling period.

2. Candidates, campaign volunteers, and referendum committees are not permitted to provide a mechanism of voting (e.g. laptop, tablet, phone) to any eligible voters.

3. Candidates, Non-arm’s length parties, and referendum committees shall not be present and shall not in any way influence a voter’s decision while a voter is in the process of voting.

P. Ratification of Results

1. Results of all Electoral events shall only be finalized and considered official once confirmed at the next available General Meeting of the Corporation or meeting of Students’ Council.

2. Ratified results shall be provided to the Secretary of the Corporation as soon as reasonable following ratification.

XII. Referenda

a. Scope
1. The purpose of this section is to outline additional rules and regulations that specifically concern referenda hosted by the Federation of Students. Unless explicitly stated, all rules and regulations that normally govern Elections and By-elections conducted by the Federation of Students shall also apply to referenda endorsed and conducted by the Federation.

b. General Rules for Referenda

1. A referendum, other than a recall referendum, may be initiated by any one of the following methods:
   i. A Requisition or Petition as defined in the bylaws;
   ii. A General Meeting;
   iii. Students’ Council;
   iv. The President; or,
   v. The Board of Directors.

2. A referendum pertaining only to a constituency may also be initiated in accordance with the constituency Society’s governing documents, provided the referendum shall only concern and impact members of such constituency, and shall not alter the nature of the relationship of such constituency with the University of Waterloo, the Federation of Students or other constituencies thereof.

3. Exempting requisitions or petitions for referenda from the membership, referenda shall not normally be called for any matter that can reasonably be considered or approved by the Students’ Council, unless referred by Council to ballot.

4. Only members of the Federation of Students, as outlined in the by-laws of the Federation of Students, may be a member or chairperson of an ERC-approved referendum committee. Only members of referendum committees may campaign on behalf of a referendum position.

5. In accordance with s. X(D) of these procedures, the chairperson of each committee shall publicly declare, and have readily available a listing of, all members of their campaign, including Non-arm’s length parties, for the entirety of the Campaign Period.

6. Rules governing referendum campaigns shall not impede any officer or member of the corporation from carrying out duties reasonably incident to their portfolio.

c. Recall Referenda

1. In accordance with the bylaws, a recall referendum of an Executive may be initiated only by a petition signed by at least 2900 or ten percent (10%), whichever is fewer, of the voting members of the Federation of Students.

2. A recall referendum of a Councillor may be initiated only by a petition signed by at least 500 or ten percent (10%), whichever is fewer, of the voting members of the respective constituency of the Councillor as defined in the bylaws.

6 Students’ Council reserves the rights to ratify any such referendum itself and to quash the execution of any such referendum if it has already been ratified by the constituency Society, but shall not do so unreasonably.
3. All recall referenda are subject to the following:
   i. The question of all recall referenda shall be “Should [name] be removed from the office of [office]?”;
   ii. The results of a recall referendum do not carry unless the number of votes in favour of removing an Executive or Councillor is at least the number of votes cast in favour of electing that Executive or Councillor in the most recent Election or By-election;
   iii. All recall referenda shall be ratified by Students’ Council, however recall referenda for the removal of an Executive shall not be ratified without the Board of Directors first providing reasonable assurance of the continuity of day-to-day operations of the Federation of Students to the Students’ Council;
   iv. Ratification for recall referenda shall not be unreasonably withheld by Students’ Council; and,
   v. Notwithstanding normal Elections & Referenda Procedures, polls during a recall referendum shall be open for no fewer than seventy-two (72) hours.

d. Requisition or Petition Process for Referenda
   1. A petition shall be considered valid if it collects the number of signatures required by the By-laws, and if it is submitted within the same academic term as when it was reviewed, excluding those signatures found to be invalid. Unless explicitly exempted by ERC or Students’ Council, petitions with signatures collected in a previous academic term must be reviewed and re-approved.
   2. All petitions to hold a referendum must be submitted in writing or electronically and must include, at a minimum for each signatory, the following information:
      i. Name,
      ii. University of Waterloo Student ID,
      iii. Program,
      iv. Term,
      v. University of Waterloo email,
      vi. Date signed, and
      vii. Signature or electronic equivalent;
2. The CRO, or a suitable designate, shall ensure the validity of the petition and of each signature upon the submission of the petition. Validity of digital and physical signatures will, at a minimum, require legibility, accuracy and completeness of the petition contents listed above, and membership of the signatory in the Federation of Students. The submission of a petition, and the collection of signatures for the petition must be completed within the same academic term, unless otherwise permitted by ERC or the Students’ Council. If any of these conditions is unmet for a signatory, their signature will be considered invalid for the petition.
3. Electronic and physical petitions must clearly state the general nature of and intent for the referendum, any proposed text for ballot questions being
requested, and a reasonable effort shall be made to inform each potential signatory of the above prior to their signing of the petition.

4. All remaining valid signatories of petitions shall be sent an official email from the CRO, or a suitable designate, confirming that they indeed signed this petition and did so of their own free will. If any signatory replies in the negative, then their signature will not count towards the required number for the petition to be considered valid.

f. Referenda Questions
   a) If a petition garners the necessary number of valid signatures under the above conditions, the Elections & Referenda Committee will be responsible for interpreting the text and spirit of the petition and, if appropriate, selecting an appropriate, unbiased Arm’s-length party to consult on writing an unbiased question for the resulting referendum.
      i) The Committee will normally strive to develop positively-worded questions that are simple and may be answered in a clear “yes” or “no” manner, where “yes” denotes agreement with the spirit of the question.
      ii) Notwithstanding the foregoing, Council may draft, reject, or otherwise amend any language for a referendum developed by the Elections & Referenda Committee provided at least one-third (1/3) of Councillors file a notice with the President or Speaker of Council for the same. Upon receipt of such a request, the President or Speaker shall promptly call a special meeting of Council for consideration of the item.
   b) If a referendum is initiated in any way other than a petition, then the Elections & Referenda Committee will be responsible for interpreting the text and spirit of the proposed question and if appropriate selecting an appropriate, unbiased Arm’s-length party to consult on writing an unbiased question for the resulting referendum.
   c) The text, method of voting, and timeline for all referenda approved or developed by the Elections & Referenda Committee, or another committee or body as charged by Council, shall be subject to approval by Council before the measure proceeds to ballot.
   d) If Council deems a proposed referendum question not to be in line with any law, bylaw, procedure, or policy, or deems it to be misleading, open to misinterpretation, discriminatory in any way against any group of students, factually incorrect, or unrelated to matters of the Federation, and they cannot amend it to be compliant with these criteria, then Council shall not ratify such a referendum and the Board of Directors shall not include within any General Meeting agenda the ratification of such a measure.

6. Polling Period for Referenda
   a) The rules concerning the polling period for all referenda shall be congruous with those for General Elections, unless otherwise determined by Council. Generally, referenda conducted by the Federation of Students shall always be congruous with the by-laws.
b) Normally, Instant-Runoff Voting (IRV) will be used as the voting method of all referenda in which a single outcome is required. BC Single-Transferable Voting (BC-STV) will normally be used as the voting method of all referenda in which more than two (2) outcomes are permissible.

c) Votes in referenda will be tallied according to the voting methods above, with the option receiving the most votes declared the winner.

h. Quorum of Voters

a) Quorum for any referendum question open to all members of the Federation of Students shall normally be 5% of the total membership of the Federation of Students. In addition, the Students’ Council may separately determine the quorum for any question, in an amount not less than 5% of the membership of the Federation of Students, provided the level of quorum is commensurate with other similar referenda questions.

b) Normally, in the event that a question impacts only a particular voting demographic, and not the entirety of the membership of the Federation, only those parties shall be queried. Quorum for any such referenda questions shall normally be 5% sum total of those members, unless otherwise determine by the Students’ Council. If a constituency Society has determined quorum requirements, they must meet this minimum standard or receive exemption on a case-by-case basis from the Students’ Council.

i. Ratification of Referenda Results

a) All referenda conducted by the Federation shall normally be ratified by the Students’ Council. Referenda occurring in conjunction with the General Election may be ratified by the next available General Meeting.

b) All referenda of a constituency Society may be ratified by the Students’ Council, however, such referenda shall normally be ratified in accordance with the Society’s governing documents.

c) Ratification shall not be construed as consideration of the outcome of a referendum, but rather agreement that the referendum and ballot for the question was conducted in a fair and accessible manner.

d) Ratification for referenda shall not be unreasonably withheld by Students’ Council; any such refusal or failure to ratify must be justified and provided in writing to the membership and posted across the Federation’s media platforms.

i) In the event of failure or refusal of Council to ratify the results of a referendum, the ICER will conduct a review of the referendum, the polling process, and any peculiarities that may have warranted such action and provide a summary report to Council. The results of such a review shall be similarly made public.

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7 E.g. A referendum may involve only part time students or members of a particular constituency.
APPENDIX C - PROPOSED BYLAW AMENDMENT

Resolution for Compliance with the MTCU’s Tuition Fee Framework and Ancillary Fee Guidelines Publicly-Assisted Universities

Background / Spirit:
The Ministry of Training, Colleges, and Universities’ (MTCU) Tuition Fee Framework and Ancillary Fee Guidelines Publicly-Assisted Universities requires that student fees determined not to be essential by the Student Association and the University in accordance with its guidelines must not be charged on a compulsory basis (i.e. must be optional). The policy, known as Student Choice Initiative (SCI) also requires that fees not be unreasonably bundled so that students know what they are paying for in a fee.

The Board has precedent of multiple interpretations of the bylaws in addition to resolutions that identify that Council is responsible for determining the apportionment of the Federation of Students’ Fee into such optional buckets that collectively represent the suite of fees formerly known as the Federation of Students’ Fee. In addition, Council — the governing body of the Federation of Students — has upheld that it apportion the fee in a manner consistent with provisions of the bylaws and procedure regarding budgeting. In accordance with those resolutions and precedents, the Budget & Appropriations Committee this Spring 2019 Term voted to approve the suite of fees, their classification as optional or compulsory, and the amount apportioned to each fee, on behalf of the Students’ Council.

However, albeit this apportionment decision was necessary to comply with the policy directive and have fees assessed, it may present concern of contravention of the Bylaws of the Corporation. Currently government directive and legislation, both of which the Corporation is bound to, conflict. This means currently the Board has accepted the risk of potential non-compliance with the bylaws in order to comply with the policy directive of the MTCU in order to ensure the Corporation was able to meet its obligations without significant risk.

In order to rectify this matter, it is recommended that the following bylaw amendments be adopted, which in accordance with standing orders and precedent would empower the Students’ Council to otherwise determine how the Federation of Students Fee might be apportioned as a suite of fees and whether those parts may be made compulsory or optional. The proposal includes a requirement that while conducting such actions, Council comply with the agreement the Corporation has bound itself to with the University as to the collection and remittance of the collected fees, which is taken to include what is defined by the government as the Fee Protocol.

Resolution:

WHEREAS the Students’ Council is responsible for the apportionment of member dues, budgeting, and expenditure of member dues;
WHEREAS the Student Choice Initiative policy directive of the Provincial Government requires the bylaws to be amended to allow for distribution of the Federation of Students’ Fee into buckets and that fees must be made optional, voluntary, refundable, or compulsory based on definitions set out by the policy directive,

WHEREAS the Corporation, acting reasonably to ensure its best interests and uphold its obligations to its members, has a duty to comply and must therefore amend its bylaws,

WHEREAS it is the responsibility of the Board of Directors to negotiate and approve contracts and agreements of the Corporation, including those with the University of Waterloo,

AND WHEREAS if the policy directive is ever modified or amended, the proposed bylaw amendments would enable accountable, student-led adaptation to the changing policy environment,

BIRT in accordance with Article 14: Amendments, the Assembly ratifies the following approved amendments to the Bylaws of the Corporation:

1. Article Four: Dues, Section 1: Collection —
   (1) The Corporation shall enter into agreement with the University of Waterloo, in order that a Federation of Students’ fee may be collected by the University from each undergraduate student, at the time of registration each academic term, and that these fees may be awarded to the Corporation on a fee-per-student basis at the beginning of each academic term.
   (2) The fee assessed to part-time students shall be 30% of that assessed to full-time students.
   (3) Unless otherwise determined by the Students’ Council, payment of the Federation of Students fee is compulsory for all undergraduate students of the University of Waterloo, and may not be refunded. Further, nothing shall prohibit the Students’ Council from determining the apportionment the Federation of Students fee into a suite of distinct fees, subject to the aforementioned agreement with the University of Waterloo.

BIFRT the Assembly directs the Students’ Council, or a committee thereof charged with matters pertaining to policies and procedures, to develop a comprehensive ancillary fees policy governing the fees assessed to undergraduate students.
Appendix D - Volunteer Centre Dissolution Proposal

Over the past several terms, the usage of the Volunteer Centre website has declined. The peak was between Fall 2016 and Fall 2017. Interest has waned over the past two years. The original vision for the centre was to have a physical location for people to seek opportunities. Although that was offered during the first two years of existence, the number of visitors was less than 10 per term. In addition, the system we use is a bit out of date and is in need of a major overhaul for both branding and usability. This will cost a larger amount of money than we are able to provide, particularly as they are an opt-out service under the new system. Overall we are providing a minimal service to the student body that they can easily obtain through the currently existing sites of leads and the KW Volunteer Action Centre.

Therefore, based on this information and the information below, it is recommended that the Volunteer Centre service be discontinued based on the timeline to follow below. This will allow us to focus on services that are not duplicated and provide a more meaningful experience for the undergraduate student.

Below are the search numbers per term since the creation of the service:

- Spring 2019 - 702
- Winter 2019 - 1034

Fall 2018 – 1016 searches
- Spring 2018 – 690 Searches
- Winter 2018 – 3214 searches

Fall 2017 – 1211 searches
- Spring 2017 – 1222 searches
- Winter 2017 – 750 searches

Notes

- It has been difficult to hire Coordinators for the last few terms for this centre. Applications are minimal and we often are hiring closer to the end of the term or into the next term. Volunteers for the centre are also hard to get and we are each term recently having to rely heavily on only a few volunteers and exec to accomplish the tasks. Whenever we are not up to date and ensuring our data is the same as Leads, we are immediately providing a lesser service than simply going to leads directly

- After having connected with the person responsible at the SSO and the IST person for moving the new LEADS system forward, the update is as follows on the implementation timeline for the new Leads System. “No worries, I think a lot of people are eager to know what’s going on with LEADS! Portal has developed an event registration system that we are currently piloting with a few SSO programs. This seems to be going well, so we can hopefully retire the “events” portion of LEADS very soon. Progress on the volunteer/job application side has been a little slower. We are still planning to have something in place, but haven’t quite received full confirmation of what that will be yet. I should know more this month and would be able to give you a firmer answer on the plan/timeline.”

- Based on the above information, the current leads system is working well enough and our system simply duplicates what already exists. We have tried many times over each term to encourage new users to utilize our system exclusively but the experience we are offering them isn’t better than the current Leads system and is simply more work for them to enter data. Therefore the usage isn’t what we had hoped for volunteer opportunities being posted to our site.

- I have spoken with the person who runs our website for us and he has suggested that the usage isn’t ideal and that shutting down the system is very easy to accomplish. Shutting this down
prior to the end of August will allow us to not incur any further fees as we have paid until Aug 31st, 2019.

• I have spoken with the folks at the Volunteer Action Centre and they agree that the site isn’t producing as much as they had though it might and the simple redirection to their direct site via our opportunities page would be more than sufficient in ensuring students have access to volunteer opportunities outside of campus and in the community.

Recommendations:
- The Volunteer Centre end as a service as of the end of September 2019.
- The Volunteer.feds.ca website be redirected to https://feds.ca/opportunities/
- Update https://feds.ca/opportunities/ to include a permanent link to leads.uwaterloo.ca to encourage volunteers to check that site for more on campus opportunities
- Update https://feds.ca/opportunities/ to include a permanent link to the KW Volunteer Action Centre to encourage volunteers to check that site for more off campus opportunities
APPENDIX E - COFFEE ADVERTISEMENT
APPENDIX F - ACCOMMOD8U MAINTENANCE SUMMARY (FROM REDDIT)

Speaker’s Note: The data shown here was publicly made available on Reddit by a user with the handle /u/Accommod8u. More details can be seen in the Reddit post [reddit.com/r/uwaterloo/comments/d1a5t4/massive_data_leak_of_accommod8u_maintenance](https://reddit.com/r/uwaterloo/comments/d1a5t4/massive_data_leak_of_accommod8u_maintenance). The Federation of Students had no involvement in the data breach resulting in this data becoming available and does not condone the breach.

![FUCOMMOD8U Massive Data Leak of Accommod8u Maintenance Requests](image1)

**Portal Exploit**

The Accommod8u maintenance request portal stores maintenance requests, with a URL containing the case ID. Anyone with login credentials can see any maintenance request simply by changing the case ID in the URL.

**Data Collection**

A simple Python script was used to pull data from each case ID and store it in a CSV file. In total 6166 maintenance requests were pulled over a period from December 2017 to August 2019, less than 2 years.

**Issue Types**

The cases were tagged with 4 categories: mold, fire/carbon monoxide alarms, vermin, and heating issues. The breakdown per building is shown in the graph on the right. There are thousands of complaints in total, 1007 of which are especially serious or flouting the law. The 2 buildings with the most heating and mold issues are newly-built and advertised as "luxury" units.

**Resolution Times**

For requests marked “Completed”, resolution times were calculated by comparing the date of request creation to the date of its most recent status change. Out of all requests marked “Completed” a full 30% took two weeks or more to complete and 9% took over a month. Note that this does not include issues that are still pending.

The longest wait times were over 6 months.

**Repeat Requests**

Many tenants submitted multiple requests for issues that were either not resolved or were ignored. Below are three maintenance requests by the same person about the same issue.

- Case ID 101, Jan 2, 2018, marked “completed”
- Case ID 555, Mar 6, 2018, marked “completed”
- Case ID 717, Mar 17, 2018, marked “completed”

**Testimonials**

- “I’m replying to the request as it has been OVER A MONTH of these leaks, no response has been given we have even called in” - Case ID 5660
- “This service request has been open since [TWO MONTHS PRIOR] and it still has not been resolved. My health has now suffered due to this mold situation and I need to get out of this apartment ASAP” - Case ID 395
- “The heating system in my unit doesn’t work properly and the unit is not warm... I am so worried about tonight, which is expected to be extremely cold... because my pregnant wife is feeling very. Case ID 22

Find the data and documentation at [bit.ly/fucommod8u](https://bit.ly/fucommod8u)
Federation of Students’ Council Minutes

July Regular Meeting

SLC MPR, UNIVERSITY OF WATERLOO

Chair: KATHERINE ARNOLD  Secretary: YOMNA SERAG ELDIN

ATTENDANCE

The following members were present:

- Arnold, Katherine (Speaker of Students’ Council)
- Beauchemin, Michael (President)
- Chang, Diana *
- Chiang, Evan (President, AHSUM)
- Dack, Caroline (President, ASU)
- Fitzpatrick, Amanda (Vice President, Student Life)
- Gerrits, Matthew (Vice President, Education) *
- Hunte, John *
- McGee, Ellen (President, EngSoc B)
- Mehta, Navya *
- Parkyn, Colin
- Plante, Connor (Chair of the Board of Directors) *
- Saleh, Rana †
- Serag Eldin, Yomna (Secretary)
- Small, Jason (Deputy Speaker)
- Town, Megan
- Velling, Seneca (Vice President, Operations and Finance)
- Xu, June
- Yang, Edward

* remote  †late

The following members were absent:
Alves, Ayla (Society Designate, ESS)
Easton, Benjamin
Hasan, Zahra (Society Designate, SciSoc) *
Lau, Mackenzie *
Li, Alan (President, MathSoc) *
Malenfant, Josee-Claire (St. Jeromes)
McComiskey, Kaitlynn
McGuire, Kevin
Nasir, Shehnoor
O'Meally, Taijah *
Riaz, Shazza *
Rodney, Victoria *
Roxas, Nikka (Niks)
Shimoda, Mariko (President, EngSoc A) *
Soo, Sebastian *
Tait, Abigail *
Wilson, Brendan *
* excused

PRELIMINARIES

CALL TO ORDER

A quorum being present for the conduct of business, Speaker Kathrine Arnold called the meeting to order at 12:40 PM. The Speaker directed the Deputy Speaker to check attendance. Attendance was recorded in the register.

APPROVAL OF THE AGENDA

Be it resolved that Council approve the July 14th, 2019 Meeting agenda, as presented.
President Beauchemin requested to add item 4.6 being the amendments to Procedure 27 that was sent as well as an item before item 4.1 on ratification of the rebranding that was tabled to a special meeting, which did not achieve quorum.

Be it resolved that Council amends the agenda and adds the following items: (1) Council adopt amendments to procedure 27, commissions, as presented, (2) Add item before 4.1 on ratification of rebrand.

Vice President Velling and Vice President Fitzpatrick.

Motion Carries with Councillor Hunte in abstention.

With no further opposition, the Speaker adopted the agenda, as amended.

TERRITORIAL ACKNOWLEDGEMENT

Pursuant to Federation Policy 50, Indigenous Engagement and Inclusivity, the Federation’s Council acknowledges:

“The University of Waterloo is on the traditional territory of the Neutral, Anishnaabeg, and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, land promised to the Six Nations, which includes six miles on each side of the Grand River.”

APPROVAL OF THE MINUTES

Be it resolved that Council approves the minutes of the June 9, 2019 Regular Meeting, as presented.

Item withdrawn from consideration at this meeting as minutes were not yet ready.

EXECUTIVE REPORTS
PRESIDENT (BEAUCHEMIN)

President Beauchemin shared the presentation about the WUSA branding with the council. Based on feedback from the board, the logo is the one with the emphasis on the “S” and with straight edges. The professionalism of the logo is not of concern. President Beauchemin shows slides of the different versions of the letter “S” to act as a responsive logo, changing the color or pattern. President Beauchemin also showed the possible look of a social media account, and finally, asked for feedback, opinions, tweaks, and basic direction.

Councillor Town: What is the rationale behind the colour palette shown?

President Beauchemin: The idea was to use a brighter yellow rather than the gold. The colours are not finalized, the idea was to have something that would grab the attention of the eye.

Vice President Velling: This is just an example of the palette to see how it could possibly look like and of top-level thinking.

Councillor Xu mentioned that she liked the colours and the logo.

VICE PRESIDENT, OPERATIONS AND FINANCE (VELLING)

Vice President Velling explains that the budget has not really started yet because of privacy issues, including salary, so he is still debating on how to create a transparent budget without exposing salaries. He is leaning towards using last year’s budget, but changing the numbers, and decreasing it by the 30% expected opt out. He will be spending time with the budget committee to see how we will proceed with the budget in the future, it is difficult to restructure as well and change the approach of the breakdown.
Vice President Velling also reported that he will be meeting to help with full time students get assessed for full time fees, as they are currently not.

Finally, Vice President Velling requested an extension for submitting the bomber report, as it is not feasible for him to have it completed by the end of July due to other priorities.

Councillor Town: It is important to see this as a priority as it is important for the students, and I would be upset if you were to ask for another extension.

Vice President Velling: The marketing portion of the report is complete. I understand the importance. The options are restaurant theme, leasing the space, or creating a franchise that we draw ourselves. I hope I do not need another extension, but this is currently less important than other issues.

Councillor Town: Switching topics to GRT route changes, GRT is studying how the usage changes and if they are going to make appropriate changes, but students have already signed leases based on the current route, please take this into consideration.

Vice President Velling: I asked for a delay, but they rejected. Currently, they have buses on standby for support for additional routes as needed, and FEDS will be putting out a Q and A about the new route changes. In terms of leasing and access, I completely agree, I think the changed have been negative for UW. Students in some areas, especially for the amount of money that we contribute to UPASS, which is why I am putting an effort in collecting ridership/ population data and trying to make the argument on why we should pay the same, if not less, but I cannot promise anything.

Councillor Yang: What about the dispensary?

Vice President Velling: Pharm was paying 90% of FEDS fee and Pharmacy society does not agree with having to pay it all.

Councillor Yang: I was just concerned with the transparency of this report to the pharmacy students.

VICE PRESIDENT, EDUCATION (GERRITS)
Vice President Gerrits met in regard to international co-op tuition fees and any issues with those fees should be resolved as soon as possible. He also met with the Director of the Waterloo student center.

Councillor Town: In my report, I will reach out to you with letters about OSAP, I encourage council to do the same.

Vice President Gerrits: Local MPs will have a round table on OSAP changes July 23rd, I encourage students from Kitchener to go out and speak directly on how they are affected by these changes.

Councillor Hunte: Why are they being so slow to respond to the letter sent four months ago regarding the tuition issues?

Vice President Gerrits: They are working on a report not with only this, complexity about needing to look at the entire way community as a whole is for IEP.

Councillor Hunte: Please let them know that not receiving a response would be inadequate.

**VICE PRESIDENT, STUDENT LIFE (FITZPATRICK)**

Vice President Fitzpatrick announced that in terms of clubs, they are hiring a new clubs support manager shortly, and continuing to look into a collaboration between the student association and CRT by a merge.

ASU President Dack: Please elaborate on the services, based on a lot of concern and overall community, it is alarming that sustainable efforts were getting cut.

Vice President Fitzpatrick: We can’t decide what services we see as essential. The reason we were able to keep some is because under health and safety directly, they don’t see it that way. Hopefully we can market them the best way possible, so people don’t decide to opt out.
Vice President Velling: There is a lot of collaboration with the student sustainability office. Just a note that, even if the money doesn’t come from the students, there will be contribution by the university, as it is a part of their action plan and they now have a student sustainability office.

Councillor Town: How is the rebrand going to be communicated to orientation leaders?

Vice President Fitzpatrick: We started with the Ambassadors at the beginning of the term about the shift, which is an example of the initiatives we are taking, and this will be taken forward for first years and orientation through emails and events.

Councillor Town: FEDS talk introduced themselves as WUSUFA and that was taken very poorly, did you know about this?

Vice President Fitzpatrick: I am higher level, if I am unaware of it, it probably was not a big thing.

EngSoc B President McGee: What is happening with the clubs manager position?

Vice President Fitzpatrick: We are currently understaffed, so we need someone to fill that position until he comes back.

Councillor Xu: Does the website include the new branding?

Vice President Velling: In terms of operations, the website teams fall under marketing and IT, and they are actively working on the change of changing the website over. There has been stronger focus on marketing for opt out fees and OSAP support, which is priority number one, supporting students that experience financial items. This will be happening in the fall term with a new marketing style.

BOARD OF DIRECTORS REPORTS
Chairperson Plante is working on setting general committee, which was considered by the board, setting general meeting dates to the office of the president, and is working on a procedure with that for next year since this year was already set.

**REPRESENTATIVE REPORTS**

There are multiple representatives that are absent.

Councillor Hunte: There is no official response about tuition, which is inadequate, hopefully Matt will deal with that in a more diplomatic way.

**OFFICERS OF THE COUNCIL REPORTS**

**SPEAKER** (Katherine Arnold)

Nothing to report.

**DEPUTY SPEAKER** (Jason Small)

Deputy Speaker Small noted that there was an AMA on Thursday, and there was participation on a variety of topics, but the most discussed were the rebrand, student choice initiative, and a suggestion to pave a path next to the SLC. An officer feedback survey will be sent out to councillors, probably will be in the next week or so, on the training and onboarding process or any general feedback to carry forward to future meetings and for next year’s onboarding. Please expect and respond to it.

**SECRETARY** (Edward Yang)
Apologizes for the delay in producing the minutes.

STANDING COMMITTEE, COMMISSIONER, OR SERVICES REPORTS

STUDENT LIFE CENTRE MANAGEMENT ADVISORY COMMITTEE

The new committee has not been met as it is difficult to set.

Councillor Hunte: Are you aware that the delays in the SLC-PAC expansion process are hurting the budget?

Vice President Velling: Yes, and it is continuously being monitored. We are still hoping for completion for December, but more accurately January or February. Workers are on strike right now, which makes it difficult to move forward.

Deputy Speaker Small: The fee for the building is for when it is fully or partly open?

Vice President Velling: Winter 2020 since that’s when it’s open. I will check and make sure it is not in Fall 2019.

GENERAL ORDERS

RATIFICATION OF REBRAND (NEW ITEM):

President Beauchemin: At the special meeting, this did not happen.

Councillor Hunte: Why is it being brought back, we said we don’t want to give direction on this, marketing is free to do so, but council does not want to be involved, which was my interpretation from the special meeting. We don’t like this name, but marketing can do what they want but we will.

I left before that was agreed to, I’m disagreeing now but it does not matter.

Beauchemin: I can ask for permission for marketing to do its thing so it’s official.
Hunte: We do not want it to be official so it’s not council.

Vice President Velling: The direction from council was that it wasn’t a branding decision, it was a stylistic choice. I don’t appreciate that, council wants to control, but doesn’t like the outcome, so they don’t want to have anything to do with this so that they can point fingers at the executives.

Deputy Speaker Small: Procedurally speaking, there is a procedure that says we are FEDS and the result of what council is requesting is that you are asking executives to violate it.

Hunte: If council feels that this is the right action, then we can vote on the ratification

Be it resolved that Council ratify the Executives’ decision to brand Federation of Students, University of Waterloo as the Waterloo Undergraduate Student Association (WUSA).

Vice President Velling and Vice President Fitzpatrick.

Motion carries with Councillor Hunte opposed and EngSoc B President McGee and Councillor Town in abstention.

AMENDMENT TO PROCEDURE 13: FEDERATION PUBLICITY

Be it resolved that Procedure 13, Federation Publicity, be amended as attached [Appendix D], to go into effect upon the adjournment of the present meeting.

President Beauchemin and Deputy Speaker Small.

An amendment was moved to add the following to the motion:

Be it further resolved that the Policy and Procedure Committee be directed to propose amendments to the procedure reflecting governance processes for rebranding for the parent brand and sub-brands as well as publication requirements for services (and other entities not included in the current procedure) of the Federation.

Vice President Velling and President Beauchemin.

Amendment deemed friendly to the assembly.
Motion carries as amended with Councillor Hunte in abstention.

RESCINDING POLICY 37: ENGLISH LANGUAGE PROFICIENCY

Whereas Policy 37, English Language Proficiency, expired in April 2017;

Whereas with the English Language Proficiency Exam having now been discontinued (effective for all faculties Fall 2019) and replaced with faculty or department specific courses, the stances of this policy have now been fulfilled; and

Whereas for the above reason, the Policies and Procedures Committee recommends the rescission of this policy.

Be it resolved that expired Policy 37 be rescinded.

Deputy Speaker Small and President Beauchemin.

Motion carries.

POSTPONING RECEIPT OF THE BOMBER REPORT

Vice President Velling mentioned it will be poor performance on him to submit it in August and would like to submit it in September.

Be it resolved that Council delays the Bomber Report deadline to the end of August 2019.

Vice President Velling and Councillor Yang.

An amendment was moved to change “August” to “September” in the motion.

Vice President Velling and Councillor Yang.

Amendment deemed friendly to the assembly.

Motion carries as amended.
INTERPRETATION OF POLICY 25: SUSTAINABILITY

Vice President Velling requested council to note the motion right after this one as they conflict

Vice President Velling: This will give permission to sell the bottles during exam periods.

Councillor Hunte: I believe this is something the students want.

Deputy Speaker Small: Originally, this was brought up in Fall 2017, the alternative of boxed water arose instead, which was a poor choice. Instead, only reusable bottled should be sold.

ASU President Dack: You want to start selling again?

Vice President Velling: Yes, during exams. We lose money by not selling them.

ASU President Dack: Has there been complaints?

Seneca: Yes, lots of feedback.

ASU President Dack: Why did we only talk about water, there was a lot of other stuff that uses plastic

Deputy Speaker Small: Water is an essential public good that should be available all the time while soft drinks are value-added products.

Vice President Velling: Personally, don’t support this, but as a professional, we should use our business units to make money so we can survive better in SCI. Right now, I’m only focusing on the exam period. Selling cheap reusable materials is not a good solution. It all goes to waste, for example, like orientation. They are tough to have, cost us more, selling at reduced late. It is not a feasible option. Glass water is fine, but people are scared because of the shattering of glass bottles.

Be it resolved that Council interpret Policy 25, Sustainability, to not limit the sale of plastic water bottles beyond reason and in particular during examination periods.

Motion carries with Deputy Speaker Small opposed and EngSoc B President McGee in abstention.

AMENDMENT TO POLICY 25: SUSTAINABILITY
Whereas Policy 25, Sustainability, as amended February 11, 2018, calls for the Federation to "produce as little food waste as possible, including disposable containers, plates, cutlery, and bottles"; and
Whereas one of the intentions of the above clause by its mover was for it to serve as a stance against the selling of bottled water on campus; and
Whereas there is currently a lack of clarity on whether the selling of bottled water by the Federation’s commercial services is in fact prohibited by this policy; and
Whereas since the selling of bottled water at International News has ceased in Winter 2018, concerns have been raised on the ability of students to obtain bottles that they can bring into examinations under the University’s regulations, resulting in a suspension of the aforementioned policy during the Fall 2018 exam period; and
Whereas the selling of cheap reusable bottles at International News represents a possible option to resolve the above examination issue.

Be it resolved that Policy 25 be amended to include the following clause: BIFRT the Federation of Students and the University of Waterloo should not sell bottled water or any other disposable containers of water.

Be it further resolved that Council task the Vice President, Operations and Finance to consider having International News sell low-cost reusable water bottles meeting the requirements to be used in examinations, provided that such product is not sold at a loss.

Due to the passage of the previous item, this item was withdrawn by Deputy Speaker Small.

AMENDMENT TO PROCEDURE 27: COMMISSIONS

Be it resolved that Council adopt amendments to Procedure 27, Commissions, as presented.

President Beauchemin and Vice President Velling.

Motion carries.

NEW BUSINESS

1. Vice President Velling has been working on by-laws for the Student Life Endowment Fund as the constitution now requires it.

Speaker of Students’ Council Arnold: At what point do these documents become the law?

Vice President Velling: They’re a part of council procedure and to solicit funds area student life. When they pass it in the meeting, so August would be my hope. We also will propose a voluntary fee of less than $25, wants to do at-least $10 so it's tax deductible, but $25 is too steep. This will be done alongside the upcoming by-laws.
2. Last year, Speaker of Students’ Council Arnold had a proposal so that council can speak with executives outside of the room, which usually works really well when moderated. Overall goal was to give a wide variety of feedback. They tried to do last year, and Speaker of Students’ Council Arnold will present results. She wishes to do this in September.

Vice President Velling: Last year it went quite poorly, I don’t mean I don’t think it’s a good idea. Advice would be do not repeat last year and have the chair of the board be the moderator for discussion, which keeps the board’s role as HR and supervisory role, since speaker participates in discussion.

Speaker of Students’ Council Arnold: This is a heads up that this is coming. All questions will be addressed in the future.

ANNOUNCEMENTS

President Beauchemin informed council that the review of Procedure 6 (Elections and Referenda) is near completion.

ADJOURNMENT

Be it resolved that the Chair adjourn the meeting at 14:42.

Vice President Fitzpatrick and Vice President Velling.

Motion carries.
ADDENDUM 1 - CHAIR OF THE BOARD OF DIRECTORS REPORT

Added to agenda September 10, 2019

Board of Directors Report
Connor Plante
Chair of the Board

September 10, 2019

Federation of Students
University of Waterloo

www.feds.ca
Meetings of the Board

Since the last meeting of Council, the Board of Directors met for a Special Meeting on August 21st and for a Regular Meeting on September 9th.

Student Refugee Program Fee

A Special Meeting of the Board was called to consider Council’s recommendation to increase the Student Refugee Program Administered Fee. The Board concurred with the recommendation and approved an increase of the fee to $4.82/term and tasked the Vice-President, Operations & Finance to also apply the applicable administrative overhead fee on top of the approved amount.

In order to approve this fee, the Board had to suspend Procedure 13, Fee Increases, because the percentage amount of the increase was above the threshold we set out in our own Procedure. Therefore, the Vice-President, Operations & Finance has brought forward an item to this Council meeting asking Council to ratify the fee increase.

The Board has also approved an amendment to Procedure 13, Fee Increases, that adds Council as a ratification body for these increases.

Submissions to OUSA General Meetings

As a member of the Ontario Undergraduate Student Alliance (OUSA), the corporation has the right to submit items to be placed on the agenda of OUSA General Meetings. The Board has adopted a new Procedure to outline how this process will work. The full Procedure should be included in our Library at wusa.ca/shortly, but to briefly describe the process, potential agenda submissions will go through Council, who can then recommend favorable items for submission to the Board.

In passing the Procedure, the Board has also requested that Council develop a corporate policy that will govern the corporate relationship between external political organizations. Please refer to the exact text of the motion that passed below. I would recommend Council refer this to the Policy and Procedures Committee for development.

“BIFRT the Board requests Council develop a corporate policy governing the corporate relationship with external political organizations with which the corporation holds membership.”
Select Committee on Executive Structure Review

The Board has now formally approved a Select Committee on Executive Structure Review and the terms of reference for the committee. One thing to highlight, since there were no Councilors interested in being apart of the committee when I asked at the August meeting of Council, we have instead included one at-large member, who can be determined by the committee. If you, or any of your constituents are interested in being apart of the committee or would like more information, please do not hesitate to reach out to myself or Megan Town, whom the Board has appointed Chair of the committee.

As always, please do not hesitate to reach out to me at chair@wusa.ca or connor.plante@uwaterloo.ca.

On behalf of the Board of Directors,

Connor Plante
Chair of the Board