
UTMSU BOARD OF DIRECTORS MEETING #6



RULES OF ORDER AT A GLANCE

To Do This:	You Say This:	May You Interrupt the Speaker?	Must You be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Majority is Required?
Object to incorrect procedure being used	Point of order	Yes	No	No	No	No vote taken, chair rules
Seek clarification from the previous speaker	Point of information	Yes, if urgent	No	No	No	No vote taken, chair rules
Object to something which prevents your continued participation (eg. excessive noise)	Point of personal privilege.	Yes	No	No	No	No vote taken, chair rules
Object to a motion being considered	I object to consideration of this motion.	Yes	No	No	No	2/3 Majority
Consider something out of its scheduled order	I move the agenda be amended in order to deal with the following item...	No	Yes	No	No	2/3 Majority
Overturn the ruling of the chair	I challenge the chair on...	Yes	Yes	Yes	No	Majority
Change a motion	I move that the motion be amended to read...	No	Yes	Yes	Yes	Majority
Have a motion studied more before voting on it	I move that the motion be referred to...	No	Yes	Yes	Yes	Majority
Postpone further discussion on a motion until later in the meeting	I move that the motion be tabled until...	No	Yes	Only to time	Yes	Majority
Postpone consideration of a motion until a future meeting	I move that the motion be postponed until...	No	Yes	Only to time	Yes	Majority
Raise a matter previously tabled	I move that motion...be lifted from the table.	No	Yes	No	No	Majority
Reconsider a motion already voted on earlier in the meeting	I move that motion...be reconsidered.	Yes	Yes	Yes (if original motion was)	No	Majority
End debate on a motion	I call the question.	No	Yes	No	No	2/3 Majority
Ask that everyone's vote on a particular motion be recorded in the minutes	I call for a roll call vote.	No	No	No	No	No vote required, chair rules
Recess the meeting	I move that the meeting recess until...	No	Yes	Only to time	No	Majority
End the meeting	I move that the meeting adjourn.	No	Yes	No	No	Majority

Attendance

Executives
Felipe Nagata
Yan Li
Andres Posada
Atif Abdullah
Leena Arbaji
Zahira Tasabehji (non-voting)

Division II
Valentino Gomes
Mingdong (Vincent) Chen
Santiago Gil Marin
Fizza Qavi

Division III
Zijin (Jean) Yang
Lilas Al Wafi
Marie-Rebecca Nimi
Aidan Rando
Oluwatobi Ajibode
Felix (Fan) Wang
Zeina Jamaledine

Executive Director:
Munib Sajjad (non-voting)

UTSU Designate
Tyler Biswurm

Division IV
Vacant

Division V
Vacant

#1.	CALL TO ORDER
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Meeting called to order at _____

#2.	APPROVAL OF THE AGENDA
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MOTION

Moved:

Seconded:

Be it resolved that the agenda be approved as presented.

**VOTE
MOTION**

#3.	Executive Reports
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MOTION

Moved:

Seconded:

**VOTE
MOTION**

#4.	MINUTES PACKAGE ADOPTION
Pg.9	Board Meeting #5

Pg.18	Clubs Committee Meeting #7
Pg. 20	Executives Committee Meeting #11
Pg.25	Executives Committee Meeting #12
Pg. 26	Bursary Meeting #2

MOTION

Moved:

Seconded:

Be it resolved that the Minutes Package be adopted as presented

VOTE

MOTION

#5.	2018 FALL 2018 ELECTION RESULTS
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MOTION

Moved:

Seconded:

Be it resolved that the UTMSU Board of Directors accept the report of the Chief Returning Officer for the UTMSU 2018 Fall Elections.(Page 30 in the board package).

Be it further resolved that the UTMSU Board of Directors ratify the results of the UTMSU 2018 Fall Elections.

VOTE

In Favor:

Opposed:

Abstentions:

#6.	DESTROY VOTING BALLOTS
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MOTION

Moved:

Seconded:

Motion to destroy the ballots after the meeting for confidentiality reasons.

VOTE

In Favor:

Opposed:

Abstentions:

#7.	STRIKING OF CLOSED COMMITTEES
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MOTION

Moved:

Seconded:

Be it resolved that Elections of the Closed Committees be struck via Secret Ballot.

VOTE

In Favor:

Opposed:

Abstentions:

a)	Executive Review Committee
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MOTION

Moved:

Seconded:

Be it resolved that the following Board of Directors be approved to sit on the Executive Review Committee of UTMSU for the Fall Semester of the 2018-19 Academic Year:

One (1) Director from Division I: _____

One (1) Director from Division II: _____

One (1) Director from Division III: _____

One (1) Director from Division IV: _____

Two (2) additional Directors from Division I, II and/or III: _____ and _____

VOTE

In Favor:

Opposed:

Abstentions:

b)	Executive Review Committee - Chair
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MOTION

Moved

Seconded:

Be it resolved that _____ be appointed by the Board of Directors as chair of the Executive Review Committee for the Fall Session.

VOTE

In Favor:

Opposed:

Abstentions:

c)	Budget Committee
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MOTION

Moved:

Seconded:

Be it resolved that the following Board of Directors be approved to sit on the Budget Committee of UTMSU for the Fall Semester of the 2018-19 Academic Year:

One (1) director from Division I: _____

One (1) director from Division II: _____

One (1) director from Division III: _____

One (1) director from Division IV: _____

One (1) additional directors from either division I, II and/or III: _____

VOTE

In Favor:

Opposed:

Abstentions

d)	Policy & Procedures Committee
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MOTION

Moved:

Seconded:

Be it resolved that the following Board of Directors be approved to sit on the Policy & Procedures Committee of UTMSU for the Fall Semester of the 2018-19 Academic Year:

One (1) Director from Division I: _____

One (1) Director from Division II: _____

One (1) Director from Division III: _____

One (1) Director from Division IV: _____

VOTE

In Favor:

Opposed:

Abstentions:

e)	Organizational Development & Services
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MOTION

Moved:

Seconded:

Be it resolved that the following Board of Directors be approved to sit on the Organizational Development & Services Committee of UTMSU for the Fall Semester of the 2018-19 Academic Year:

One (1) Director from Division I: _____

One (1) Director from Division II: _____

One (1) Director from Division III: _____

One (1) Director from Division IV: _____

One (1) Director from Division V: _____

VOTE

In Favor:

Opposed:

Abstentions:

f)	Clubs Committee
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MOTION

Moved:

Seconded:

Be it resolved that the following Board of Directors be approved to sit on the Clubs Committee of UTMSU for the Fall Semester of the 2018-19 Academic Year:

One (1) Director from Division I:

One (1) Director from Division II:

One (1) Director from Division III:

One (1) additional Directors from Division I, II and/or III:

VOTE

In Favor:

Opposed:

Abstentions:

g)	Green Grants Committee
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MOTION

Moved:

Seconded:

Be it resolved that the following Board of Directors be approved to sit on the Green Grants Committee of UTMSU for the Fall Semester of the 2018-19 Academic Year:

One (1) director from Division I:

One (1) director from Division II:

One (1) director from Division III:

One (1) director from Division IV:

VOTE

In Favor:

Opposed:

Abstentions:

h)	Bursary Committee
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MOTION

Moved:

Seconded:

Be it resolved that the following Board of Directors be approved to sit on the Bursary Committee of UTMSU for the Fall Semester of the 2018 -19 Academic Year:

- One (1) director from Division I:
- One (1) director from Division II:
- One (1) director from Division III:
- One (1) director from Division IV:

VOTE

In Favor:

Opposed:

Abstentions:

i)	Elections and Referenda Committee
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MOTION

Moved:

Seconded:

Be it resolved that the following Board of Directors be approved to sit on the Elections and Referenda Committee of UTMSU for the Fall Semester of the 2018-19 Academic Year:

- One (1) Director from Division I:
- One (1) Director from Division II:
- One (1) Director from Division III:
- One (1) additional Directors from Division I, II, III and/or IV: _____

VOTE

In Favor:

Opposed:

Abstentions:

#8.	STRIKING OF OPEN COMMITTEES
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a)	WUSC Committee
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MOTION

Moved:

Seconded:

Be it resolved that the WUSC Committee be stricken as an open committee by the UTMSU Board of Directors.

#9.	OTHER BUSINESS
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#10.	ADJOURNMENT
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MOTION

Moved:

Seconded:

Be it resolved that the meeting be adjourned at _____

VOTE

In Favor:

Opposed:

Abstentions:

VALIDATION			
Felipe Nagata President			November 2 nd , 2018
NAME AND POSITION		SIGNATURE	DATE

UTMSU BOARD OF DIRECTORS MEETING #5



RULES OF ORDER AT A GLANCE

To Do This:	You Say This:	May You Interrupt the Speaker?	Must You be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Majority is Required?
Object to incorrect procedure being used	Point of order	Yes	No	No	No	No vote taken, chair rules
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End the meeting	I move that the meeting adjourn.	No	Yes	No	No	Majority

Attendance

Executives

Felipe Nagata ✓

Yan Li ✓

Andres Posada ✓

Atif Abdullah ✓

Leena Arbaji X

Zahira Tasabehji (non-voting) ✓

Executive Director:

Munib Sajjad (non-voting) ✓

UTSU Designate
Tyler Biswurm

Division I
Vacant

Division II

Valentino Gomes ✓

Mingdong (Vincent) Chen ✓

Santiago Gil Marin ✓

Fizza Qavi (Proxy - Y. Li)

Division III

Zijin (Jean) Yang (Proxy- Y. Li)

Lilas Al Wafi ✓

Marie-Rebecca Nimi ✓

Aidan Rando ✓

Oluwatobi Ajibode ✓

Felix (Fan) Wang ✓

Zeina Jamaledine ✓

Division IV
Vacant

Division V
Vacant

#1. CALL TO ORDER

Meeting called to order at 4:22 PM

#2. APPROVAL OF THE AGENDA

MOTION

Moved: F. Nagata

Seconded: L.Arbaji

Be it resolved that the agenda be approved as presented.

VOTE

ALL IN FAVOUR

MOTION CARRIES

#3. Executive Reports

MOTION

Moved: L. Al Wafi

Seconded: F. Wang

Y. Li - Since the last Board Meeting, we have done a lot of things. We have hosted our Frosh, I did Chinese Orientation week which was a big success. We asked professors to come and talk to students, and about 200 people showed up. The professors were very happy with this result and were interested in collaborating with the UTMSU in the future. I have also been handling a lot of HR stuff, such as hiring individuals for InfoBooth and the Blind Duck Pub. I have also been working towards hiring the CRO and DRO for the Fall Bi-Elections. I will also be conducting interviews for the Poll Clerks, and dealing with

nominations throughout next week. I am also planning for the Chinese Culture Week, which is going to run during the third week of October. It will be a collaboration between all the Chinese Clubs on campus to shed more light on the culture.

A. Posada - It was great to finalise the Academic Advocacy Week which ran simultaneously to 'SaugaFest. We had a lot more attendance because of this, as it was just a heavier week. We prepared for that by providing a lot of free stuff, which is a great way to encourage people to come, and it allows us to have time to have conversations with them about what Academic Integrity and what it looks like and how to be successful in University. This involved different partners ranging from the RGASC, to the Career Centre, to downtown legal services, the Part-Time Students Association, ourselves, and other partners that we invited. It was a great week, and we also had chances to speak out during events held by academic societies. We have also been working on updating the course retake policy, and that there is a process being followed to hopefully get it approved this year. We are also working towards a Mental Health campaign, and coming with different recommendations that it would entail. For example, self-assigned sickness would be a proposed asks, making sure that we're looking out for mental health in forms, including ways that are difficult to detect symptoms and therefore are difficult to diagnose. I have also been working on the Mentorship Programme, and am looking to launch it in October.

A. Abdullah - Since our last board meeting, I have been getting ready to receive the WUSC student who was coming in near the end of August. This transition to university life has been going smoothly, settling in. I've also been very busy with Frosh, which is followed by Welcome Back Week. This time involves a lot of outreaching and recruiting volunteers to join the UTMSU. We also worked with the IEC on an International Students Orientation, followed by an International Students Social. The next thing being worked on is the upcoming Municipal Elections, which includes a Mayoral Candidates Debate Panel that will be hosted at UTM.

Z. Tasabehji - The past couple months have been very busy for me with Orientation. We managed to have 1200 first year participants, which happens to be a new record for UTM. We got a lot of feedback for it and found that generally everyone had fun. Then there was Welcome Back Week and 'SaugaFest. There was also the Tory Lanez concert, which was a big concert held in collaboration with Scarborough Campus, which was on the Friday of 'SaugaFest. I have also been working on the promotions and logistics for the upcoming Camping Trip in collaboration with MESA. I have also been in planning the year with clubs, seeing how we can collaborate for different events throughout the year.

F. Nagata - I will also provide an update on what Leena has been up to. She has been working DisOrientation Month, which started with XAO, a Self-Defence Workshop. The theme of XAO was combating gender-based violence, particularly against women. Then we proceeded to the Queer Orientation Week which is a Tri-Campus initiative. We had our BBQ, with extremely high attendance for a Queer event. Harrison Brown, who is the first trans-athlete in hockey, also came to pay us a visit. We had a collaborative party at Hart House downtown in collaboration with LGBT Out which is a levied group from downtown. There is the Take Back the Night march coming up. It is mainly for survivors, but allies are welcome. We also have Environment week, which had a Tree Planting, and are due to have another one. There is also the Farmer's Market. The theme for environment week is Zero Waste.

For me, as the President, the Orientation took a lot. I don't want to repeat what the other folks have said, but I have been involved with a lot of it. I personally was working on the Student Centre expansion. Also, I was dealing with a pipe that burst, which incidentally is why the last Board Meeting had to be cancelled. We have also created working groups, which folks are encouraged to join. We will be talking about next steps for the student centre expansion, and communicating that with the membership. I'm also working on the free breakfasts.

VOTE
ALL IN FAVOUR
MOTION CARRIES

#4.	MINUTES PACKAGE ADOPTION
Pg.6	Board Meeting #4
Pg.12	Clubs Committee Meeting #5
Pg. 25	Executives Committee Meeting #8
Pg.27	Clubs Committee Meeting #6
Pg. 30	Policy and Procedures Committee Meeting #1
Pg. 35	Budget Committee Meeting#1
Pg.39	Executive Committee Meeting #9
Pg.41	Executive Committee Meeting #10
Pg. 44	Bursary Committee Meeting #1
Pg. 47	Emergency Board Meeting #2
Pg. 52	Bursary Meeting #2

MOTION

Moved: Y. Li

Seconded: F. Nagata

Be it resolved that the Minutes Package be adopted as presented, not including the Policy and Procedures Committee Meeting #1

VOTE

ALL IN FAVOUR

MOTION CARRIES

V. Gomes - I would like to externalise Policy and Procedures Committee Meeting #1

MOTION

Moved: V. Gomes

Seconded: L. Al Wafi

Be it resolved that the Policy and Procedures Committee Meeting #1 be adopted as presented

V. Gomes - During that meeting, we were having discussions about policies and procedures, but also during those discussions, we came across one section that pertained to Executive responsibilities and details about executives. When we were actually going through it, it listed information about wages and hours for the executive team. The policy stated that they are expected to work at most 30 hours per week, but after seeing how they have been working throughout the years, and also especially during orientation, it has been seen that the executive team works more than their 30 hours. The policy committee had agreed it was necessary to extend the 30 hour limit to 40 hours. During this discussion, we also mentioned this in terms of wages for the executive team. Since our UTMSU as a whole embraces fair wages in terms of our employees in places such as The Blind Duck, the Duck Stop, etc., it was noticed that executives were not in a sense actually being adequately paid themselves. This change is simply a shift to be respectful of fair wages for everyone at UTMSU. However, I wanted to bring this notion to the entirety of the Board of Directors, because during that meeting, I was the only Board of Director there, and the executives in attendance naturally have a conflict of interest. I felt it would not be

right for me to vote on this issue alone, without representing the whole board, and having an open discussion about this situation and how you guys feel about the proposed changes.

M. Sajjad - I'm speaking because this is something that Valentino and I pursued. Obviously, what Valentino brought up was really important, about having the entirety of the Board being 'in the know' of what this is, and obviously the impacts financially, and obviously the concerns brought up behind that. To give some larger context, if you look at what's happening in the province right now, and what is possibly going to change, but under the previous provincial government, there was Bill 148 which was passed. This pretty much made provincial wide changes on minimum wage which was raised to \$14. That has been cleared for everyone here. There was going to be a proposal to change it to \$15, but since the new Doug Ford government has come in, there have been announcements made to remove that. While no legislation has passed to change that yet, but that is what Bill 148 passed previously. In our pursuit of understanding equity in wages, we have always taken pride in advocating for fair wages for students, particularly those that are marginalised. In the pursuit of us investigating our own practices, we got a legal opinion about whether executive stipends fall under this bracket as well. In that legal consultation, executives are deemed as management, but it is something discretionary to the board to see what are fair wages and what is fair to them. To be even more clear, which is already in the minutes for the Policy Committee Meeting, the executive increase of not just the hours, but the overall calculation was \$15 per hour for 40 hours a week. This may not seem like a whole lot, but it equates to somewhere between \$3000-\$4000, I forget exactly but it is in the minutes.

V. Gomes - Before it would have been around \$26,000. It would come up to around \$31,600.

M. Sajjad - As you can see, the difference is nominal, and it creates some implications, but nothing negative. Thankfully, the budget already depicts what the Executive Stipends are, which are set at \$190,000. This is a figure that was passed by the Board of Directors at the first board meeting when you entered office. This would mean that everything falls well within those parameters, as the executive stipend is already included in that, because, as it so happens as a probable consequence of oversight, the former position of the Vice President Part-Time Affairs salary was already included in that line. As a result, there is no change to the budget, and it will not impact any other service, any allocation for clubs funding, or anything that has already been chartered out for. We wanted to make it very clear that this was the pursuit of what our investigation was. We wanted to be transparent and open and accountable to the board. It's important for you all to know, and if you have any thoughts or questions, that you should be able to share them.

L. Al Wafi - So your wages will increase to \$15? Or will increase by \$15?

M. Sajjad - They will be increased to \$15. If you were to consider how much executives actually work in relation to their current wage, they were actually making less than \$10 per hour. That is why it was important for it to be both \$15 with a 40 hour maximum per week.

L. Al Wafi - Why was this never brought up before, seeing as it's within the budget and not taking from anything else?

Motion to move into camera at 4:41 PM.

Moved: V. Gomes

Seconded: A. Abdullah

VOTE

ALL IN FAVOUR

MOTION PASSES

Motion to leave camera at 4:44 PM

Moved: V. Gomez

Seconded: F. Nagata

**VOTE
ALL IN FAVOUR
MOTION PASSES**

In Favor: ALL

Opposed:

Abstentions: Y. Li, F. Nagata, A. Abdullah, Z. Tasabehji, A. Posada

#5.	Discussion
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- Robert's Rules of Order Workshop
- Campaign Points Discussion Meeting

F. Nagata - We had our Board and Staff Retreat during the summer. However, some folks were not here, other people were busy, so we postponed this workshop and meeting. The meeting was for breaking down campaign points and how to achieve them, and what help the UTMSU can provide. We wanted to know when and if you folks wanted to do it, or perhaps if it needed to be rescheduled. Would it be a

whole day where it is like a Board Retreat 2.0, or if it should be a quick thing. It depends on when everyone is available. Do you folks even want to have these workshops? They are not mandatory.

T. Biswurm - I don't see how Robert's Rules of Order would need more than an hour.

M. Sajjad - In general, it seems like Robert's Rules could be discussed in an hour, and the campaign points could be a half-day thing with dinner afterwards. That could be what we do, just to get everyone on the same page, especially as a lot of international students were out of town. Get everyone on the same page and work towards our advocacy efforts.

F. Nagata - We should probably wait for the First-Year Reps to get elected. Perhaps in the future, Board meetings could also be scheduled around workshops.

EMERGENCY MOTION

Moved: A. Abdullah Seconded: Y. Li

Be it resolved that the UTMSU pursue termination of the UTSU/UTMSU Memorandum Agreement, established in 2008, pending final negotiations and settlement

A. Abdullah - This had to be an emergency motion, as we only received word about this at 4PM. We had to bring this up now as it is time sensitive. The motion itself talks about the separation of the membership agreement between the UTSU and the UTMSU. This is a public document signed back in 2008, and since then, it has been in effect for about 10 years. A couple months ago, the UTSU publicly mentioned that they wanted the UTMSU to leave. Since then, the last two executive teams over the last couple years have been working on negotiations up till this point, where we are at a point where a decision is to be made.

Motion to move into camera at 4:59 PM.

Moved: A. Abdullah

Seconded: F. Nagata

VOTE
ALL IN FAVOUR
MOTION PASSES

Motion to leave camera at 5:19 PM

Moved: A. Abdullah

Seconded: V. Gomes

VOTE
ALL IN FAVOUR
MOTION PASSES

A. Abdullah - Any details discussed today are very sensitive and are still in the process of being finalised, and so I would ask that those in the room to not share anything or to take documents outside of the room. Again, any details discussed today and these documents, we ask that it does not leave this room.

Motion to make an amendment to the Emergency Motion.

Moved: F. Nagata

Seconded: Z. Tasabehji

Make an amendment to the emergency motion to read "and settlement" at the end of the motion.

VOTE
ALL IN FAVOUR
MOTION PASSES

VOTE
ALL IN FAVOUR
MOTION CARRIES

T. Biswurm - So what I'm going to recommend is that everyone gets a thorough reading of this document. At the next board meeting, that there is a presentation about all the responsibilities that come out of this, and cover some of the things that are forward thinking. This is on the agenda, it will be presented at your next general meeting, so it will be included on the agenda there with the amendments that were made. The portion about negotiations and settlement should be an ongoing conversation with updates at every board meeting coming up, as there is always wiggle room to ensure that the settlement best reaches the needs of the UTMSU, but for all intents and purposes, the UTMSU will be pursuing the termination of this agreement in as best faith as possible. What this means is that there is to be no undermining of the negotiations going forward.

#6.	Other Business
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- Feedback on September Mega Commission

F. Nagata - A Commission Meeting is simply a Board Meeting that is open to all students. Directors are elected, but Commissions open up to the general membership to have them come up with projects or action plans for future events, services, or campaigns. We have about thirty commissioners which struck some working groups. We also struck the WUSC Open Committee. There are a bunch of people helping us with numerous projects. For instance, the Halloween

working group will be helping with Halloween. We also have the Mental Health Roundtable, which is going to be starting soon as well, as well as the Student Centre working group. I would advise all folks to come to these commissions, and we are having one the Halloween Student Life Commission as soon as we come back from reading week. Commissions are the spaces where we can talk about the campaigns, services, and events. For instance, we had an Orientation Commission as a debrief and to come up with action plans beyond orientation. Commissions can look like anything, whether it be to discuss, Campaigns and Advocacy, Student Life and Student Services, or Events, but it can be for anything like a project or an initiative.

As for the Commission itself, we started with Student life. They struck a committee, and secured funding for the camping trip. Student Services had the biweekly services presentation, and struck a food centre working group which has finally opened. We also had the campaigns and advocacy, where we talked about Mental Health, and also struck the WUSC Committee. We also struck the Student Centre Expansion Working Group.

V. Gomes- I felt that the Mega Commission was too rushed to have in depth discussions. Is there a plan to rework them to make them more practical?


F. Nagata - The purpose of the Mega Commission was to introduce the idea of commissions to everyone and give them a taste of what it entails. In the future, commissions will be scheduled to have an entire hour, and not be held in the same sessions but instead with dedication to a single commission at a time. We did it this way so that folks would have an opportunity to understand commissions, and to have exposure to all the different types. Now that we have an arranged list, we can schedule meetings and dedicate more time to each.

#7.	Adjournment
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MOTION Moved: L. Al Wafi Seconded: Z. Jamaledine

Be it resolved the meeting be adjourned at 5:27

VOTE
ALL IN FAVOUR
MOTION CARRIES

VALIDATION		DATE
Felipe Nagata President		September 31 st , 2018
NAME AND POSITION	SIGNATURE	DATE

Clubs Committee Meeting #7 -

Clubs Committee Meeting #7 of the University of Toronto at Mississauga Students' Union
Friday September 28 2018 • UTMSU Office, Student Centre, UTM Campus

Attendance:

Zahira Tasabehji – VP Campus Life (Chair) ✓

Yan Li - VP Internal & Services ✓

Felipe Nagata—President ✓

Valentino Gomes —Division II Board Member ✓

Lilas Al-Wafi —Division III Board Member X

Aidan Rando —Division III Board Member X

Ramzi Thabit—Clubs Coordinator (non-voting) ✓

Munib Sajjad -- Executive Director (non-voting) X

#1.	CALL TO ORDER
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Meeting called to order at 2:18PM

#2.	APPROVAL OF THE AGENDA
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MOTION

Moved: Z. Tasabehji

Seconded: F. Nagata

Be it resolved that the Agenda for Friday September 28 2018 UTMSU Clubs Committee Meeting #7 be approved as presented.

VOTE

ALL IN FAVOUR

MOTION

#3.	Re-Recognition
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MOTION

Moved: Z. Tasabehji

Seconded: V. Gomes

Be it resolved that all clubs listed in Appendix 14 be recognized by the UTMSU from September 28, 2018 to April 30th 2019

R. Thabit - Clubs under this appendix were looking for re-recognition. Their documents are in order, and if there were any discrepancies, they had been penalised appropriately. After this approval, there are likely to be a couple more clubs still to be approved, but they are still being processed as they submitted their documents extremely late.

VOTE

ALL IN FAVOUR

MOTION

#4.	New Club Recognition
------------	-----------------------------

MOTION

Moved: Z. Tasabehji

Seconded: Y. Li

Be it resolved that all clubs listed in Appendix 15 be recognized by the UTMSU from September 28, 2018 to April 30th 2019

R. Thabit - These are new clubs. Their documents are in order. There are two clubs of note. There is the UTM African Students Association. There used to be the Erindale Campus African Students Association (ECASA), but that no longer exists. Seeing as there was still a need for an African Students Club which this would satisfy, they are applying to be a new club. Had they applied in time, they would have received the New Club Funding, and they will be eligible to receive the "New Club Funding" next year, regardless of ECASA having existed. The Teaching Education Studies Association was an Academic Society that is no longer an academic society due to the fact that the programme no longer exists, and exists only as a minor. What we wanted to do to continue to ensure the success of students both in that programme and interested in participating in that academic society, was to recognise them as a club instead. This also ensures a smooth process to having them recognised.

Y. Li - What are UTM Against Dragons and Tedish?

R. Thabit - UTM Against Dragons is a Dungeons & Dragons Club. It pertains to a very popular strategy board game franchise. Tedish is a club that wants to mimic what Ted Talks do. They have a larger goal of bringing TedX to come to UTM consistently.

VOTE**ALL IN FAVOUR****MOTION**

#5.	Funding – In Camera
------------	----------------------------

MOTION

Moved: Z. Tasabehji

Seconded:

Be it resolved that all clubs Teaching and Education Studies Association be approved for \$650 in funding

Motion to move into camera at 2:24 PM.

Moved: F. Nagata

Seconded: V. Gomes

VOTE**ALL IN FAVOUR****MOTION PASSES****Motion to leave camera at 2:44 PM**

Moved: F. Nagata

Seconded: V. Gomes

VOTE**ALL IN FAVOUR****MOTION PASSES**

VOTE
ALL IN FAVOUR
MOTION

#6.	Office Space
------------	---------------------

MOTION Moved: Z. Tasabehji Seconded: F. Nagata
 Be it resolved that Chinese Undergraduate Association receive an office in the Student Centre for the 2018-2019 Academic School year.

VOTE
ALL IN FAVOUR
MOTION

#7.	ADJOURNMENT
------------	--------------------

MOTION Moved: Z. Tasabehji Seconded: Y. Li

Be it resolved the meeting be adjourned at 2:45 PM

VOTE
ALL IN FAVOUR
MOTION

VALIDATION			
Zahira Tasabehji VP Campus Life			Friday September 28 2018
NAME AND POSITION		SIGNATURE	DATE

Executive Meeting #11

Executive Meeting #11 of the University of Toronto at Mississauga Students' Union
Friday, September 28th, 2018 • UTMSU Office, Student Centre, UTM Campus

Attendance:

Felipe Nagata – President ✓
Yan Li - Vice President Internal & Services ✓
Leena Arbaji – Vice President Equity X
Andres Posada – Vice President University Affairs & Academics ✓
Atif Abdullah – Vice President External ✓
Zahira Tasabehji – Vice President Campus Life ✓
Munib Sajjad – Executive Director (non-voting) ✓

#1. CALL TO ORDER

Meeting called to order at 1:25pm

#2. APPROVAL OF THE AGENDA

MOTION

Moved: F. Nagata

Seconded: Y. Li

BIRT the Agenda for the September 28th, 2018 U.T.M.S.U. Executive Committee meeting #11 be approved as presented.

VOTE

ALL IN FAVOUR

MOTION

#3. EXECUTIVE REPORT BACKS

A. Abdullah - We had the International Students Social last week with a turnout of about 40 people. Prepping for the Mayoral Candidate panel next week and promoting it. We also have our first WUSC meeting on Tuesday

Z. Tasabehji - Working on the Leader Appreciation. Worked with associates and Ramzi to prepare for Halloween. Met with clubs to prepare for events next week. Working on the camping trip and promoting it.

A. Posada - Meeting with Department Chairs and setting up meetings for throughout the year. Also meeting with certain Vice Deans. I have been working to move forward a new course retake policy. Destressors are going to start soon, right after reading week. I have been creating a schedule for those two weeks hectic weeks when lots of midterms take place. I am also looking at the possibility of expanding our mental health services and the policies that tackle mental health issues of students. For example, consider policies like one for self-assigned sickness.

Y. Li - Felipe, Munib, and I have decided on a CRO and DRO for the upcoming First-Year Representative elections. We also have scheduled interviews for poll clerks. We also have to create and release the nomination packages, as

nominations begin next week. I have also been working on Chinese Culture week. After talking to several Chinese clubs, they have all agreed to collaborate together to make it a great event.

F. Nagata - I will also be giving a quick synopsis of what Leena was up to. She had numerous events going on throughout UTM. For instance, we had the self-defense workshop and the Tree Planting Day. We also had Queer Orientation, with a great fair and BBQ with high turnout. We also had our Cheers to the Queers event at the Pub with Harrison Brown, the first trans athlete in hockey. Coming up, we have 'Take Back the Night', which is the last event for XAO, followed by a bunch of events for Environment Week, like Farmer's Market.

For me personally in my portfolio, I have been working a lot on the proposed Student Centre Expansion. I have finished going through the entire document, and my associates are setting up meetings, which will be taking place soon. I've also been working on governance stuff and engaging students. We also had commissions, which had good turnouts and where many policies were passed and working groups were made.

#4.	ORIENTATION COMMITTEE
------------	------------------------------

MOTION

Moved: F. Nagata

Seconded: A. Abdullah

BIRT that the following honorarium be given to the following individuals from the Line Item 4.10 Orientation Week Budget

Mitra Yakubi - \$550, Anmol Chahal - \$500, Tanya Sahayanathar - \$500, Ashley Camacho - \$500, Celeste Yuyitung - \$550, Krisna Candelario - \$500, Phub Dorji - \$1200

Motion to move into camera at 1:31 PM.

Moved: A. Abdullah

Seconded: A. Posada

VOTE

ALL IN FAVOUR

MOTION PASSES

Motion to leave camera at 2:08 PM

Moved: Y. Li

Seconded: Z. Tasabehji

VOTE

ALL IN FAVOUR

MOTION PASSES

VOTE

ALL IN FAVOUR

MOTION

#5.	FAIR WORK COALITION OF PEEL
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MOTION

Moved: F. Nagata

Seconded: L.Arbaji

Be it resolved that the UTMSU endorsed the Fair Work Coalition of Peel

A. Abdullah - I've gone to some of their meetings, and discovered that they're a great coalition that does a lot of great work. They support a lot of great organisations, such as the \$15 and Fairness campaign. This organisation not

only does work for unionised workers, but also advocates for part-time non-unionised workers, which naturally includes a lot of students. It is also based out of Peel Region, which is where a lot of our students are based out of, which is why it further makes sense to support this organisation and work with them to bring more of their work to campus and support them in their advocacy efforts.

VOTE
ALL IN FAVOUR
MOTION

#6.	EXPERT DONATION
------------	------------------------

MOTION Moved: Z. Tasabehji Seconded: Y.Li

BIRT \$1000 be allocated to Expert for their work during Orientation Week from Line Item 2.4 Executive Committee Budget.

Z. Tasabehji - This is just a donation that we've decided to give to Expert to acknowledge all their efforts that they put in during orientation week, as they put in a lot.

VOTE
ALL IN FAVOUR
MOTION

#7.	DODGE FOR THE CURE DONATION
------------	------------------------------------

MOTION Moved: A. Posada Seconded: A. Abdullah

BIRT \$100 be allocated for the Dodge for the Cure Event from Line Item 2.4 Executive Committee Budget.

A. Posada - The Dodge for the Cure event is an event run by the Undergraduate Commerce Society, almost every year. It is in collaboration with two other clubs, and is a great opportunity for students to get involved with staff and faculty by making teams and playing dodgeball. Participants pay to participate, and that money goes towards a charity which they select each year. This donation will serve as our contribution and allow us to play our part.

VOTE
ALL IN FAVOUR
MOTION

#8.	CHINESE CULTURE WEEK
------------	-----------------------------

MOTION Moved: Y Li Seconded: A. Abdullah

BIRT \$1500 be allocated to the Chinese Culture Week from Line Item 8.6, the WeChat Committee Budget.

Y. Li - This is mostly due to Chinese breakfasts being kind of expensive. \$800 will be for food, and the rest of the \$700 will be for supplies, small giveaway gifts, and decorations to be put on the tables to attract people to have fun,

and for Chinese outfits.

**VOTE
ALL IN FAVOUR
MOTION**

#9.	UPCOMING EVENTS
------------	------------------------

F. Nagata - So we have the Take Back the Night March on October 1. It is a march for survivors and allies alike, and it is the first time it is taking place at UTM. The following day has the WUSC Orientation and Farmer’s Market.

A. Abdullah - With regards to WUSC orientation, we’re getting an idea of events for throughout the year, feedback on the programme, bringing out speakers for our upcoming events, and getting more students interested in volunteering for the committee.

F. Nagata - So again, we have the Farmer’s Market, and we also have another Tree Planting coming up. We also have the upcoming Mayoral Debate.

A. Abdullah - In the Kaneff Atrium, we are having a panel of the mayoral candidates. We have extended an invitation to the incumbent, Bonnie Crombie, as well as a few other candidates that will have the chance to come forward and speak. The audience will have a chance to ask questions and speak with these candidates to see who they feel is the best fit for the mayor of Mississauga.

F. Nagata - Upcoming in the next weekend is our Camping Trip.

Z. Tasabehji - For the camping trip, we are going to Rockwood Conservation Area, and we will be bringing about 100 people. It is going to be filled with activities, there will be barbeques, hiking, different things like that. This is another first for the UTMSU.

F. Nagata - We also have our recurring Free Breakfast Wednesdays


#10.	ADJOURNMENT
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MOTION Moved: F. Nagata Seconded: Z. Tasabehji

Be it resolved that the meeting be adjourned 2:15 pm

**VOTE
ALL IN FAVOUR
MOTION**

VALIDATION			
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Felipe Nagata President		October 4th, 2018
NAME AND POSITION	SIGNATURE	DATE

Executive Meeting #12 - Agenda

Executive Meeting #12 of the University of Toronto at Mississauga Students' Union
 Tuesday, October 4th, 2018 • UTMSU Office, Student Centre, UTM Campus

Attendance:

- Felipe Nagata – President ✓
- Yan Li - Vice President Internal & Services X
- Leena Arbaji – Vice President Equity ✓
- Andres Posada – Vice President University Affairs & Academics ✓
- Atif Abdullah – Vice President External ✓
- Zahira Tasabehji – Vice President Campus Life ✓
- Munib Sajjad – Executive Director (non-voting) ✓

#1.	CALL TO ORDER
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Meeting called to order at 11:14pm

#2.	APPROVAL OF THE AGENDA
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MOTION

Moved: F. Nagata

Seconded: A. Abdullah

BIRT the Agenda for the October 4th, 2018 U.T.M.S.U. Executive Committee meeting #12 be approved as presented.

VOTE

ALL IN FAVOUR

MOTION

#3.	EXECUTIVE REPORT BACKS
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A. Posada - This week I've mainly been working on destressors. We have about 9 events going on during this midterm season. We are also working on more collaborative events with clubs and societies. The more people you involve, the greater the sense of community, which is what we aim to do. We finalised the Mental Health campaign. We are also finalising everything to do with Course Retake. We also had Mentorship Training this week.

Z. Tasabehji - This week, I've been working on finalising the camping trip coming up in two days. I also worked with Andres in meeting with clubs to discuss how to proceed with destressor events. I have been working on Halloween events with our first working group today. We have our Clubs and Societies Training for auditing. Tomorrow there is a Leader Appreciation.

A. Abdulla - Mainly been focused on the Mayoral Debate panel which is happening today. We anticipate about 100 people.

L. Arbaji - We brought in the Farmers Market. Yesterday we had some panel discussions about climate change. We are also concluding DisOrientation Month.

F. Nagata - We are starting some of our student services, such as the Free Meditation sessions. I have also been working a lot with Part-Time Staff to schedule training and socials.

#4.	MAYORAL DEBATE
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MOTION

Moved: A. Abdullah

Seconded: Z.Tasabehji

BIRT that the up to \$2000 be allocated to the Mayoral Panel Event this Thursday, October 4th, from the line item 8.10 Campaigns & Advocacy Commission

A. Abdullah - We have a panel of mayoral candidates including the incumbent, Bonnie Crombie, visiting our school today to have a debate. We had to ramp up the costs due to rising security concerns with the protests and rallies happening from one of the candidates who was not invited. Furthermore, the Kaneff Atrium is an ideal and beautiful spot for this debate, but it is also a bit more pricey than other rooms. Considering the scale of this event, it made sense. There will also be light refreshments and snacks served.

VOTE

ALL IN FAVOUR

MOTION

#5.	ADJOURNMENT
------------	--------------------

MOTION

Moved: F. Nagata

Seconded: L.Arbaji


Be it resolved that the meeting be adjourned 11:23 am

VOTE

ALL IN FAVOUR

MOTION

VALIDATION			
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Felipe Nagata President		October 4th, 2018
NAME AND POSITION	SIGNATURE	DATE

Bursary Committee Meeting #1- Agenda

Bursary Committee Meeting #1 of the University of Toronto at Mississauga Students' Union
Friday September 21st, 2018• UTMSU Back Office, Student Centre, UTM Campus

Attendance:

- Leena Arbaji – Vice President Equity ✓
- Felipe Nagata – President - Chair ✓
- Yan Li– Vice President Internal & Services ✓
- Felix– Division #3 X
- Valentino – Division #2 ✓
- Rachel – Bursary Coordinator (non-voting) ✓
- Munib Sajjad – Executive Coordinator (non-voting) X
- Andres Posada- Vice President University Affairs X

#1.	CALL TO ORDER
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Meeting called to order at 1:41 pm

#2.	APPROVAL OF THE AGENDA
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MOTION Moved: L.Arbaji Seconded: V. Gomes

Be it resolved that the Agenda for the September 21st, 2018, UTMSU Bursary Committee Meeting #2 be approved as presented.

VOTE
ALL IN FAVOUR
MOTION carries

#3.	APPROVAL OF BURSARY APPLICATIONS
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MOTION Moved: Y. Li Seconded: V. Gomes

Be it resolved that \$800 be allocated from Budget Line Item: UTMSU - 9.20 Summer Needs Based Bursaries – UTMSU Operating Budget 2017/2018

Be it further resolved that \$0 be allocated from Budget Line Item: UTMSU - 9.3 Summer Book Based Bursaries – UTMSU Operating Budget 2017/2018

Be it further resolved that \$0 be allocated from Budget Line Item: UTMSU - 9.5 Summer Part Time Bursaries – UTMSU Operating Budget 2017/2018

Be it further resolved that \$350 be allocated from Budget Line Item: UTMSU - 9.10 Summer Child Care Bursaries – UTMSU Operating Budget 2017/2018

Be it further resolved that \$145 be allocated from Budget Line Item: UTMSU - 9.8 Summer Orientation– UTMSU Operating Budget 2017/2018

Be it further resolved that \$0 be allocated from Budget Line Item: UTMSU - 9.6 Summer Accessibility Bursaries – UTMSU Operating Budget 2017/2018

Motion to move into camera at 1:43 PM.

Moved: L. Arbaji

Seconded: V. Gomes

VOTE

ALL IN FAVOUR

MOTION PASSES

Motion to leave camera at 2:02 PM

Moved: V. Gomez

Seconded: F. Nagata

VOTE

ALL IN FAVOUR

MOTION PASSES

VOTE

ALL IN FAVOUR

MOTION CARRIES

#9.	OTHER BUSINESS
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L. Arbaji - We have the fall bursaries released. The deadline may be extended based on how many applications come in on time. We may extend it up to a week if there are many applications coming in beyond the deadline.

#10.	ADJOURNMENT
-------------	--------------------

MOTION

Moved: F. Nagata

Seconded: Y. Li

Be it resolved that the meeting be adjourned at 2:05 pm

VOTE

**ALL IN FAVOUR
MOTION CARRIES**

VALIDATION			
			Monday, September 21 st , 2018
NAME AND POSITION		SIGNATURE	DATE

**UTMSU Fall 2018 Elections
CRO Report
(Division 1 - First Year Representatives)**

**Athisaya Satgururajah
Chief Returning Officer**

October 29, 2018

Introduction

As dictated by the UTMSU Constitution and By-laws, the Fall by-elections are conducted by the union during each fall session, “The Administration of all elections to fill board of directors positions” (Bylaw VI, section 1). The ‘Elections Procedure Code’ is the governing document for all elections. The Elections and Referenda committee, along with the Chief and Deputy Returning Officers are charged with upholding the spirit and principles of this document. The Chief Returning Officer reports to this committee in administering the day-to-day activities of the elections.

For the 2018-2019 term, a Fall Elections was conducted to fill the following vacant positions:

- (2) Division I Directors at Large Candidates
- (2) Division IV Directors at Large Candidates
- (1) Division V Directors at Large Candidates

Notice

Notice of the Fall 2018 Elections was published on the UTMSU website, and the Student Center’s informational screens.

The notice included dates and locations for the nomination period, campaign period, and the voting period. The notice is attached to this report.

Nominations and Eligible Candidates

Division I Elections: Candidates

A total of 16 nomination packages were picked up and 9 completed submissions were made by the nomination deadline. The Elections Procedure Code, as well as the UTMSU Constitution and Bylaws determined the validity of candidate nomination forms.

Division IV & Division V

No nomination packages were picked up for Division IV & Division V. Therefore, these positions will remain vacant until UTMSU’s Spring 2019 General Elections.

Elections: All Candidates Meeting

This meeting was held on Friday October 5, 2018 at 4pm. Topics covered during this meeting are outlined in the Elections Procedure Code.

Hiring Procedure

The position of 'Poll Clerk' was advertised on the UTMSU website. All applicants were interviewed by VP Internal, Yan Li, as well as the CRO and DRO, Calvin Williams. Successful applicants were scheduled for training sessions that were held at various time slots and conducted by the CRO and DRO. The topics covered during this training are fully outlined in the 'Poll Clerk Procedural Guide'.

Voting Period

A total of five (5) polling stations were available to members from Monday October 22nd to Wednesday October 24, from 9am to 6pm.

Polling Stations

Davis (29 Ballots, 54 Votes) +/- 1 Vote
CCT (136 Ballots, 227 Votes) +/- 1 Vote
IB (65 Ballots, 96 Votes) +/- 1 Vote
Kaneff (42 Ballots, 66 Votes) +/- 1 Vote
DH (10 Ballots, 17 Votes) +/- 1 Vote

MAM was not utilized as a polling station as usual, given the lack of response from Tamara Breukelman (Operations Manager) to book a table.

Ballots were numbered in the same manner as the General Spring 2018 Elections. This was to assure that no ballots go missing. The distinction between ballots and votes was made to avoid ambiguity over a single ballot and a single vote. Voters were able to vote for two candidates (two votes), on a single ballot.

All opening Poll Clerks were instructed to meet at the UTMSU office 30 minutes prior to their morning shifts and walked to their assigned polling station with their partner 15 minutes prior to opening, for set up. Poll Clerks were instructed to set up their laptops and voting screens upon arriving to their designated polling station. The CRO and DRO went to each polling station afterwards to seal each ballot box. Each seal was initialed by the CRO, or DRO, and a Poll Clerk present.

Ballots for the elections were deposited into ballot boxes and were later separated during the ballot count. At the end of each voting day, ballot boxes were transported by the CRO and DRO, and stored in UTMSU's private storage space. All ballot boxes were held at this location until the end of the voting period. At the close of voting, ballot boxes were transported by the CRO, and members of the elections committee to the location for the ballot count (conducted in the Student Center Board Room).

Campaign Period and Elections Violations

Elections

The campaign period for the elections was from Monday October 15 from 9:00 am and spanned until voting concluded on Wednesday October 24 at 6:00 pm, 2018.

Campaign restrictions included a set of posting guidelines as provided by the CRO (i.e. designated posting areas), designated ‘no campaign zones’, and all other relevant guidelines as described in the Elections Procedure Code. Please contact Mark Overton 2 weeks in advance to election to secure poster space across campus.

All election violations have been posted on the wall of Transparency and are included at the end of this document. All ERC decisions have been included as well.

Double Envelope System

During the election, the double envelope system was used whenever an individual’s name was not verified by the T-Card Verification system. This occurred when a member was not in possession of their T-Card. When laptops lost power, or when there was no access to the T-Card verification, Poll Clerks were instructed to double envelope also. These individuals were given the opportunity to cast a ballot, and elections officials included their vote in the final count. Please contact Josh Hass well in advance to gain access to the T-Card Verification System.

5 Double Envelopes

Election Results

Results	DIV 1
92	Bryan Du
79	Sheri Hijazi
67	Richard Yang
61	Michelle Zhang
46	Kengu Black
35	Farid Annan
30	Evan Diab
23	Eswa Nadeem
13	William Laliberte
14	SPOILED

Expenses

Three candidates submitted their expenses and appropriate receipts within the time allotted by the CRO, and all candidates remained within the expense limit.

Ballot Count:

The CRO is confident that every member received each ballot they qualified for. All Poll Clerks were instructed to tell members to cast all ballots, even if left blank. The Poll Clerks were under

instruction to not touch a ballot once it's given to the voter. By observing this process, the Poll Clerk made sure that voters would always cast their ballot no matter how they voted and prevented them from walking away with ballots.

There is a +/- of roughly 5 votes. I place this solely on human error. The Excel Spread sheet of the ballot tally is attached to this report.

Recount

There was no request for a recount.

CRO Recommendations:

1. The CRO recommends that the EPC be amended to add the destruction of confidential information. (I.E Nomination packages, Printed Ballots, Ballot Boxes, etc.)
2. The CRO recommends that a fraction of campaign expenses for Director Candidates be reimbursed, to assist in alleviating the financial burdens associated with campaigning.

Appendix A: Poll Clerk Procedural Guide

Fall 2018: Poll Clerk Procedural Guide

The following guide is of utmost importance to the fairness and transparency of the upcoming election and it is vital that all clerks read through the information carefully and abide by it fully.

Please note that the order of the procedures outlined below is crucial and has been designed to ensure a fair and efficient elections process – don't cut corners.

OPENING THE POLLS

- 1) Polls open at 9am. If you are opening the polls, be sure to be at the UTMSU office **no less than 30 minutes prior to the opening of the polls (8:30 am)**.
- 2) Once you arrive at the UTMSU office you will be provided with:
 - i) A materials box containing everything that you will need;
 - ii) A checklist. Go through the checklist and ensure that your box does in fact contain all necessary items.
- 3) Along with your supplies box, you will need to bring the following:
 - 1 ballot box
 - 1 voting blind
 - Voting screens

NOTE: The CRO or a DRO will construct a seal over the ballot hole before the polling station opens... Do not remove this seal.

- 4) Proceed directly to your poll station to set-up once you leave. Confirm the following:
 - All ballot boxes are in plain sight and not behind any voting screens
 - Most ballots are stored off of the table top, in the materials box and in a position that is easily accessible only to yourself and your associate Poll Clerk
 - Pens have been placed behind the voting screen.
 - Voters list is readily accessible, and in front of 'Poll Clerk A'

VOTING PROCEDURE

IMPORTANT: *Remember, polls cannot run with fewer than **two** Poll Clerks present at all times, so you need to stay at the poll station until your replacement arrives. If you need to take a short break, do not **leave your station** until a floater, DRO or the CRO relieves you.*

The following describes the voting procedure in a step-by-step manner. Consult the flow diagram for a pictorial description (Appendix A).

1. *Clerk A* asks the member to present their T-card and makes sure that they look like the person in the photograph.
2. *Clerk A* enquires whether the member is a full time or part time student. The Poll Clerk A Also enquires to see if the member is a MAM student.
3. *Clerk A* scans the T-Card of the person and ensures that the member is a registered member for the year.
4. *Clerk A* initials one ballot and passes it on to *Clerk B* for their initial. Each ballot must be initialed by both clerks in order to be valid. **Do not initial ballots ahead of time, but only as they are needed! Make sure you DO NOT provide MAM students with ballots for Director positions**
5. *Clerk B* provides verified member with a ballot and directs them to vote behind the voting screen.

6. The student then deposits folded ballots into the ballot boxes in plain sight of *Clerk B*.
Under no circumstances can a member take a ballot away from the polling station. They MUST vote at the station, and if they decide not to vote they still must deposit their ballot into the box.
7. **DO NOT hand over a ballot to a candidate until you have verified them.**

Important Note: Campaigning is not allowed within 6 meters of a polling station. Both clerks should be diligent in asking members to put campaign materials out of plain sight, or to deposit them in the provided garbage bin.

If Verification Fails

DOUBLE ENVELOPE PROCEDURE

1. If a student does not appear in the voters list, *Clerk A* verifies verbally that the student is a UTM undergraduate student.
2. If the student's record, after having double-checked, still does not appear in the list, and the student has stated that they are in fact an undergraduate student, hand out appropriate ballots, initialed by both *Clerks A* and *B*, along with two envelopes (envelopes 1 and 2).
 - Ask them to place the ballots in envelope 1. Place envelope 1 in envelope 2. Students sign the seal of envelope 2. Students will also clearly print their name, student number, faculty and division on envelope 2.
 - This doubly sealed envelope will be placed in the ballot box.

In simpler words, the envelope on the outside is the envelope with all the information - their name, UTorid and student number.

ENFORCING THE RULES

- Make sure that the only person at a ballot box is the person voting.
- There is no campaigning within 6 meters of the polling station. Inform campaigners that they must leave immediately should this happen. Report the incident to either the CRO or DRO immediately.
- Do not discuss the election or advocate for a campaigning group at any point during the referendum.
- Do not SIGN ballots unless you know someone is going to be voting.
- Make sure every ballot has two signatures - it becomes void if not.
- Make sure all campaign material has been removed.
 - Please reach your shift on time

- **You also will not be able to sign nomination forms or be part of someone's campaign - if someone asks you to help them please indicate that you are a Poll Clerk.**

CLOSING THE POLLS

- 1) Wait for the CRO/DRO/Chair to arrive and seal the boxes
- 2) Compile materials with the material box and take the box and the voting screen to the student center

Remember

- DO NOT place or remove ANY seals on/from the ballot boxes.
- ONLY Full-time and Part-time students are permitted to vote. MAM Students are not eligible to vote for First Year Reps.

Appendix B: Elections Complaint Form

Elections Complaint Form

Instructions

Fill out the form and attach any supporting documentation (e.g. e-mails, photos) you feel is relevant. Hand in the Complaint Form in person to:

UTMSU
Student Centre Rm. 100
Attn: CRO/DRO

This form is only to be used for complaints regarding the election process or candidates' conduct. Please use the Appeal Form to make an appeal of a standing ruling by the CRO or the Elections Committee.

Complainant's Contact Information

Name: _____

E-mail: _____

Phone Number(s): _____

Complaint Information: In a separate letter, briefly describe the matter that you wish to have reviewed. If the complaint is regarding a specific candidate or candidates, please include the name(s) of and the position(s) sought by the candidate(s).

OFFICE USE ONLY:

Date Received: _____ Time: _____

Received By: _____ Initials: _____

Appendix C: Elections Appeal Form

Elections Appeal Form

Instructions

Fill out the form and attach any supporting documentation (e.g. e-mails, photos) you feel is relevant. Hand in the appeal form in person to:

UTMSU
Student Centre Rm. 100
Attn: CRO/DRO

Please note that an appeal of a standing ruling by the CRO or the Elections Committee must be submitted within 48 hours of the said ruling.

Appeler's Contact Information

Name: _____

E-mail: _____

Phone Number(s): _____

Appeal Information: In a separate letter, please specify the following:

- Whether this is an appeal of a standing ruling by the C.R.O., or Elections Committee

- the date of the said ruling
- the outcome of the ruling (i.e. demerit points and/or fines issued)
- an outline of the grounds on which you are appealing.

If you are appealing a standing ruling by the Elections Committee, a \$30.00 CAD (thirty dollar) deposit should be included with this submission of appeal, unless the Elections Committee has waived this requirement.

OFFICE USE ONLY:

Date Received: _____

Time: _____

Received By: _____

Initials: _____

Appendix D: Notice of Election

Fall By-Election Notice

**The UTMSU is holding its Fall 2018 By-Election
for the following positions:**

First Year Representative (Division I) - 2 Seats
Part-Time Representative (Division IV) - 2 Seats
MAM Representative (Division V) - 1 Seat

NOMINATION PERIOD

Mon. Oct. 1, 2018 @ 10:00 AM to
Fri. Oct. 5, 2018 @ 4:00 PM.

SILENT PERIOD

Fri. Oct. 5, 2018 @ 6:00 PM to
Mon. Oct. 15, 2018 @ 9:00 AM.

ALL-CANDIDATES MEETING

October 5, 2018 @ 4 PM - 6 PM
Location: Student Centre Board Room

CAMPAIGN PERIOD

Mon. Oct. 15, 2018 @ 9:00 AM to
Wed. Oct 24, 2018 @ 6:00 PM

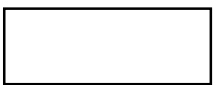
VOTING PERIOD

Monday, October 22, 2018 from 9 AM - 6 PM to
Wednesday, October 24, 2018 from 9 AM - 6 PM



For more information, questions, or concerns,
please contact CRO@utmsu.ca.

Appendix E: Division 1 Ballot



UTMSU FALL ELECTIONS – BALLOT 2018
BOARD OF DIRECTORS
DIVISION I (2)
TWO (2) POSITIONS AVAILABLE

Please select **TWO (2)**:

****Note: Selecting more than TWO will render this ballot invalid ****

Please Tick X inside the box of your choice

Kengu Latoya Black

Farid Annan

Michelle (Zhuoer) Zhang

Sheri Hijazi

William Keven Laliberté

Bryan (Wenchao) Du

Eswa Nadeem

Richard Yang

Evan Diab

NB. "University of Toronto Mississauga Students' Union" and/ or "UTMSU" refers to the Erindale College Student Union, Inc.

Violations(s):	Multiple Violations Within 10 Meters
Date:	October 25, 2018
Candidate Name	Bryan Du
Violations Made:	Multiple Violations Within 10 Meters
Demerit Points:	8

During the All Candidates Meeting, The DRO notified all candidates that campaigning within 6 meters was prohibited. The candidate was also warned regarding their continuous over-stepping of boundaries in guiding members to polling stations within 10 meters of the polling station.

The candidate was repeatedly seen by the CRO and Poll Clerks at the CCT polling station, guiding members to the stations and stepping in and out of the taped areas.

Multiple Violations Within 10 Meters – 8 Demerit Points

You have 48 hours to appeal this decision.

Total Demerit Points up to date | 8

Appendix F: Campaign Violations

Violations(s):	Post Campaigning
Date:	October 25, 2018
Candidate Name	Eswa Nadeem
Violations Made:	Post Campaigning
Demerit Points:	10

The CRO has noted this violation occurring on the Instagram app, where the candidate continued to have an Instagram Story prompting members to vote, despite the end of voting period.

Post Campaigning – 10 Demerit Points

You have 48 hours to appeal this decision.

Total Demerit Points up to date	10
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Violations(s):	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Date:	October 27, 2018
Candidate Name	Farid Annan
Violations Made:	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Demerit Points:	4
<p>According to the Elections Procedural Code, campaign receipts are expected to be submitted to the CRO within 24 hours of the close of campaigning period. The candidate failed to produce such receipts within the allotted timeframe.</p> <p><i>Failure to Submit Campaign Receipts/ or a signed statement of having no expenses – 4 Demerit Points</i></p> <p>You have 48 hours to appeal this decision.</p>	
Total Demerit Points up to date	
4	

Violations(s):	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Date:	October 27, 2018
Candidate Name	Eswa Nadeem
Violations Made:	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Demerit Points:	4
<p>According to the Elections Procedural Code, campaign receipts are expected to be submitted to the CRO within 24 hours of the close of campaigning period. The candidate failed to produce such receipts within the allotted timeframe.</p> <p><i>Failure to Submit Campaign Receipts/ or a signed statement of having no expenses – 4 Demerit Points</i></p> <p>Additional Fines Monetary fine of \$8.00 (\$2.00 per demerit point, over 10)</p> <p>You have 48 hours to appeal this decision.</p>	
Total Demerit Points up to date	
14	

Violations(s):	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Date:	October 27, 2018
Candidate Name	Bryan Du
Violations Made:	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Demerit Points:	4
<p>According to the Elections Procedural Code, campaign receipts are expected to be submitted to the CRO within 24 hours of the close of campaigning period. The candidate failed to produce such receipts within the allotted timeframe.</p> <p><i>Failure to Submit Campaign Receipts/ or a signed statement of having no expenses – 4 Demerit Points</i></p> <p>Additional Fines Monetary fine of \$4.00 (\$2.00 per demerit point, over 10)</p> <p>You have 48 hours to appeal this decision.</p>	
Total Demerit Points up to date	
12	

Violations(s):	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Date:	October 27, 2018
Candidate Name	William Laliberte
Violations Made:	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Demerit Points:	4
<p>According to the Elections Procedural Code, campaign receipts are expected to be submitted to the CRO within 24 hours of the close of campaigning period. The candidate failed to produce such receipts within the allotted timeframe.</p> <p><i>Failure to Submit Campaign Receipts/ or a signed statement of having no expenses – 4 Demerit Points</i></p> <p>You have 48 hours to appeal this decision.</p>	
Total Demerit Points up to date	
4	

Violations(s):	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Date:	October 27, 2018
Candidate Name	Richard Yang

Violations Made:	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Demerit Points:	4
<p>According to the Elections Procedural Code, campaign receipts are expected to be submitted to the CRO within 24 hours of the close of campaigning period. The candidate failed to produce such receipts within the allotted timeframe.</p> <p><i>Failure to Submit Campaign Receipts/ or a signed statement of having no expenses – 4 Demerit Points</i></p> <p>You have 48 hours to appeal this decision.</p>	
Total Demerit Points up to date	
4	

Violations(s):	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Date:	October 27, 2018
Candidate Name	Evan Diab
Violations Made:	Failure to Submit Campaign Receipts/ or a signed statement of having no expenses
Demerit Points:	4

According to the Elections Procedural Code, campaign receipts are expected to be submitted to the CRO within 24 hours of the close of campaigning period. The candidate failed to produce such receipts within the allotted timeframe.

Failure to Submit Campaign Receipts/ or a signed statement of having no expenses – 4 Demerit Points

You have 48 hours to appeal this decision.

Total Demerit Points up to date	4
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ERC Decisions

October 27, 2018

Be it resolved that the Elections and Referenda Committee uphold the ruling of the CRO against Bryan Du

Be it resolved that the Elections and Referenda Committee uphold the ruling of the CRO against Eswa Nadeem

October 29, 2018

Be it resolved that the Elections and Referenda Committee Uphold the ruling of the CRO against Farid Annan

Be it resolved that the Elections and Referenda Committee uphold the ruling of the CRO against Eswa Nadeem, including a monetary fine of \$8.00 (\$2.00 per demerit point, over 10).

Be it resolved that the Elections and Referenda Committee uphold the ruling of the CRO against Bryan Du, including a monetary fine of \$4.00 (\$2.00 per demerit point, over 10).

Be it resolved that the Elections and Referenda Committee uphold the ruling of the CRO against William Laliberte

Be it resolved that the Elections and Referenda Committee uphold the ruling of the CRO against Richard Yang

Be it resolved that the Elections and Referenda Committee uphold the ruling of the CRO against Evan Diab

CENTRAL DIRECTORS AT LARGE (First Year Reps): DIV. I (1) - 2 Seats

William Kevin Laliberte (R)	1004849970	4387227980	williamlaliberte@me.com
Sheri Adham Hijazi (R)	1004924825	6472727705	sheri.hijazi@mail.utoronto.ca
Evan Jean Luca Diab (R)	1005239261	6479695419	evan.diab@mail.utoronto.ca
Farid Annan (R)	1005298651	6478945276	farid.annan@mail.utoronto.ca
Muhamed Yaman Khabbaz	1004477522	6475424396	molchabbaz@mail.utoronto.ca
Rene Lobo	1005159819	6475150914	rene.lobo@mail.utoronto.ca
Kengu Latoya Black (R)	1005066296	4372406140	kengu.black@mail.utoronto.ca
Eswa Nadeem (R)	1005222858	6475720904	eswa.nadeem@mail.utoronto.ca
Bryan Wenchao Du (R)	1005364124	6479838466	bryanwenchao.du@mail.utoronto.ca
Annie Zhang	1005329119	6137166399	annie.zhang@mail.utoronto.ca
Richard Yang (R)	1004906275	4168328603	2549820562@qq.com
Omid Erfani	1005457961	6478686643	1omiderfani@gmail.com
Abhikhya Goel	1004909334	4379222412	abhikhya.goel@mail.utoronto.ca
Michelle Zhuoer Zhang (R)	1005053166	7782370327	michellezhang9026@gmail.com
Aymen Saqib	1005025018	6472488473	aymen.saqib@mail.utoronto.ca

Syed Rafaeel Ali Abbasi	1004742451	4168771915	syed.abbasi@mail.utoronto.ca
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PART-TIME DIRECTORS: DIV. IV (4) - 1 Seats			
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PROFESSIONAL FACULTIES - MAM: DIV. V (5) - 1 Seat			
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