



1815 Inner Circle Rd, Mississauga Road Mississauga, Ontario L5L 1C6| Tel: (905) 569-4676

UTMSU BOARD MEETING

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Your Guide to Robert's Rules of Order

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

Agenda

Board Meeting #2 of the University of Toronto at Mississauga Students' Union
Friday May 25th, 2018 • Room 100 – Student Centre, UTM

Attendance

Executives

Mitra Yakubi (Present)
Fahad Dayala (Present)
Anushka Sokhi (Present)
Lily Pan (Present)
Noha Farawi
Tarwah Afrah (non-voting)

Executive Director:

Mary Asekome (non-voting)
(Present)

Division I

Vacant

Division II

Liza Nasir (Present)
Sameer Naderi (Fahad Proxy)
Alvin Jeffrey Stanislaus
(Present)
Lai Wei (Present)
Aditya Chopra (Present)
Xiaodan (Silvia) Zhou
(Present)
Yiming (Micheal) Chen
(Present)

Laiba Khan (Present)
Aysha Qureshi (Joined Late)
Shehrabano Ali (Present)
Taarika Salariya (Present)

Division III

Vacant

Division IV

Vacant

#1.	CALL TO ORDER
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Meeting called to order at 4:13PM.

#2.	APPROVAL OF THE AGENDA
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MOTION Moved: A. Jeffery Seconded T. Salariya

Be it resolved that the agenda be approved as presented.

VOTE
ALL IN FAVOUR
MOTION PASSED

#3.	EXECUTIVE REPORTS
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MOTION Moved: A. Chopra Seconded M. Chen

Be it resolved that the Executive Reports for August 2020 be approved as presented.

F. Dayla: This past month has been super busy with orientation. This past month, I've been specifically working on figuring out how Upass is going to be delivered to the students in fall. We have been dealing with the T Card office and working closely with the Upass coordinator, which includes hiring Upass clerks, figuring out how we are going to distribute Upass in person, given that we're in the middle of a pandemic. And that includes ensuring that we're following proper safety procedures and protocols, including sanitisation, social distancing. Apart from that, we hired a full time staff

position for the campaigns and academic advocacy coordinator position this past month. I've been working on services

along with my associate and researching how we can have new research, how we can have new services. We have a couple of ideas we have and we have started looking into the possibility of those. So that is something we've started working on. I also have been working closely with the sponsorship coordinators for sponsorship for Frosh and that has been pulling up pretty smoothly. I've also started working on the operating operating budget this past month. It will be finalized by the end of August and early September. So the next board meeting will have that ready to be presented as well.

A. Sokhi: The past month has been quite heavy in society recognition that I'm just trying to make sure that they have all their documents and they have all the support that they need in case of any missing documents. I've been in touch with them and I've made sure that their recognition packages are complete. Other than that, I've also been working on making sure that any society past funding has been allocated to them or they know that they have checks to pick up. Other than that, we've also been working heavily on the education for our campaign, which has taken up quite a lot of time in the month of August. We've made sure to mobilize our students to make sure that the message gets across with the email. If folks have not sent an email yet. Please be sure to. That's been something that we've been working on. Other than that, like Fahad said, this month has been extremely heavy in kind of orientation. So just making sure that I'm there to support the organization committee.

L. Pan: As for the external panel, we've been also working on the research for all of our campaigns. And other than that, we've been working on our own budget department to support it, including the Wechat Team, which have also been having discussions on our budget and our and our planning, our Chinese orientation, which is happening at the beginning of September. And in addition, we think all the executives have been shooting videos, including our introduction video as we just put up the video for orientation.

M. Yakubi: It's been busy as that orientation is approaching, as you folks would expect. There's a lot of things that we need to work on as a team. So we've been orientation heavy this month. But we've also done a lot of other things, such as meeting with folks that are external to the UTMSU to discuss, like TTC and transit in general so that we can actually bring the needs of our students to the table. This conversation also is needed just because UTM is a commuter campus and there's a lot of meetings when it comes to transportation and our students. Another thing that we've been working on has been a lot about the Upass itself. As you folks may imagine what they call it, things are a lot more difficult. So myself, Farhod, as well as some full time staff and Upass coordinator has been working really, really heavily on figuring out a system that actually works best. It involves meeting with the figures, with administrative figures, as well as our internal team in order to determine what a safe protocol looks and how we can ensure that, folks, we're checking eligibility before. Signing up for Upass. So folks do have some questions, you can just visit our social media accounts because that's been posted yesterday, just outline step by step what you need to do to pick up your Upass essentially begins with the form and then you will be directed to a new page so you can actually book an appointment. So that's been very, very heavy. We've also had the opportunity to shoot our executive video. That's something that we've been working very, very heavily on as well. We will have a part for you starting tomorrow as well just to get that done.

The next thing that I've been working on is working really closely with my team just because there are quite a few of them and supporting them through the work that they do. We've been doing a lot of research for the Education for All campaign, preparing to lobby the administration and in September, essentially before school starts, because we need and we deserve accessible and inclusive education and we're going to make sure that when the faceprint fights for our students. I have been working very, very closely with my volunteer coordinators in organizing volunteers, in organizing volunteers for organizing volunteers for orientation, as well as for the year. So we're working on proposals for the or the year as well, just seeing how volunteers can be better branded. With my associate we've been

working a lot on the Pier Mental Health Support program, establishing those forms that can go out to members. So if they're interested in being a peer supporter, they can be part of the team. And there has always been a lot of work with our promotion coordinator as well, and has been heavily involved in the work that we do for Frosh, including taking videos, editing content, and also having brainstorming sessions with the executives so we can have a communications plan going forward. So I guess that's a little bit of what the executives have been doing. And I can also give a little bit of updates on Noha and Tarwah. And I know, Noha has been working very, very closely with folks to arrange some seminars. And they've been very busy with determining what the food center operations are going to look like as a team. So folks are looking for alternative ways to still give our services to our students during a pandemic. As for Tarwah, it's been orientation heavy, as you may imagine. She's the VP campus life. She's also been working very closely with my team and her associates in order to get the re recognition packages of the clubs done. As Anushka mentioned, there was an email that was sent out to both our clubs and as well as our societies that outline, hey, congratulations, you've been approved or, hey, you haven't been approved. And here's some of the next steps that you folks will have to take. So that's one of the things that the executives have actually done.

M. Yakubi: I would like to point out that Aysha has now joined the meeting.

**VOTE
ALL IN FAVOUR
MOTION PASSED**

#4.	MINUTES PACKAGE ADOPTION
	<ol style="list-style-type: none"> 1. BOD #4 Minutes 2. Clubs Committee #2 3. EARC Meeting #1 4. Bursary Committee #2 5. Executive Committee #6 Minutes 6. Executive Committee #8 Minutes

F. Dayala: Just to add one thing regarding item number two on its package adoption, the Hiring Reports. I just quickly gave a brief overview of the hearing report for the campaigns and academic advocacy coordinator position, which was hired this past month. So we had struck a hearing in the previous board meeting, which consisted of the president, the vice president and the vice president, Equidae, the executive director and two board of directors from Division two. We did the whole hiring process, which included in the advertising, the job posting for 14 days, which was done from 13th of July, to 27th of July. And the deadline to apply was on the 27th of July at midnight, received 27 applications for that position and four applicants were selected for an interview, which best for the job description and the roles for the position. We did interviews virtually, and then the hiring committee met and decided on which candidate to select. All of that happened virtually because we in a pandemic and meeting in person was unfortunately not possible. And then and then the hiring committee decided to hire Jihan Khateeb for the campaigns and academic advocacy coordinator position.

#5.	HIRING COMMITTEE
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MOTION Moved: F. Dayala Secinded: L. Nasir

M: Yakubi: I will give around two minutes for folks to decide if they're interested in being part of the hiring committee for this full time position.

Be it resolved that Taarika Salaria and Liza Nasir be appointed to the Hiring Committee for Campus Groups Coordinator.

VOTE
ALL IN FAVOUR
MOTION PASSED

#6. | HIRING REPORT

MOTION Moved: F. Dayala Secinded: A. Stanislaus

Be it resolved that the Hiring Report for Campaigns & Academic Advocacy Coordinator be approved by UTMSU Board of Directors

F. Dayala: We recently hired our new Campaigns and Academic Advocacy Coordinator. Attached in the Board package was the Hiring Report, discussing the entire hiring process. If folks have any questions regarding that, we can discuss now, otherwise we can move to take a vote on the approval of the report.

VOTE
ALL IN FAVOUR
MOTION PASSED

#7. | UTMSU WEBSITE ACCESSIBILITY

M. Yakubi: I wanted to take this opportunity to let folks know that we have now added an accessibility button on our UTMSU website. This is a step in the right direction because we need to prioritize accessibility, and consider the needs of all. Through this button, you can change the font, size, colour, etc of the website. I encourage you all to check it out at www.utmsu.ca

#8. | OTHER BUSINESS

M. Yakubi: If folks have anything to discuss here, please go ahead.

#9. | ADJOURNMENT

MOTION Moved: A. Sokhi Secinded: L. Pan

Be it resolved that the meeting be adjourned at 5:32pm.

VOTE
ALL IN FAVOUR
MOTION PASSES

AGENDA – PAGE 7

Board Meeting #5 of the University of Toronto at Mississauga Students' Union
Wednesday, August 26th, 2020 • UTMSU, Student Center, Room 100

VALIDATION		
MITRA YAKUBI PRESIDENT	<i>Mitra Yakubi</i>	AUGUST 26, 2020
NAME AND POSITION	SIGNATURE	DATE