

Federation of Students Council

Agenda for the meeting of December 4, 2016 @12:30pm
 Student Life Centre Multi-Purpose Room

Speaker:	Alexander Wray
Secretary:	Sacha Forstner
Expected Attendees:	Christos Lolas, Sarah Wiley, Brian Schwan, Tomson Tran, Antonio Brieva, Alexa Fuentes, Antonio Clarke, Denton Liu, Spencer Dobrik, Midori Armstrong, Matthew Gerrits, Alex Liu, Tristan Potter, Patrick Melanson, Charles Teasdale, Razan Qaoud, Muhammed Tahir, Norman Hu, Mistry Harsh, Aryeh Fortinsky, Marcus Abramovitch, Deanna Priori, Jeremy Spira, Illia Sucholutsky, Injeong Yang
Excused Attendees:	Quentin Cheung, Adrian Machado, Natasha Crasto
Remote Attendees:	Alexa Fuentes Valdez

Approval of the Agenda

Resolved, Council approves the agenda of the meeting as presented.

Consent Agenda

Resolved, Council moves to approve and accept for information the following items:

1. Minutes of the November 20th meeting
2. Report of the President
3. Report of the Vice President, Internal
4. Report of the Vice President, Operations & Finance
5. Report of the Vice President, Education
6. Report of the Engineering Councillors
7. Report of the Internal Administration Committee
8. Report on the International Students Working Group
9. Report of the Academic Affairs Commissioner
10. Report of the Government Affairs Commissioner
11. **Motion:** Resolved, Council approves the list of Service Coordinators for the Winter 2017 term as presented; granting an exception to the student status requirement for _____ appointment to ICSN.
12. **Motion:** Resolved, Council sets the dates of the regular meetings for the Winter 2017 term as: January 15, February 5, March 5, and April 2.

Reports and Updates

Council hears the following items for information:

1. Executive Updates

2. Officers Updates
3. Delegations to Council
4. Standing Committee Reports
5. Special Committee Reports

General Orders

Motion: Resolved, Council elects _____ to the International Students Working Group.

Mover: Wiley

Motion: Resolved, Council approves the Commercial Services Policy as presented.

Mover: Schwan

Motion: Resolved, Council revokes the current Clubs procedure, and replaces it with the new Clubs procedure as presented.

Mover: Priori

Motion: Resolved, Council tasks the Vice President Education with developing a policy to prevent housing companies from marketing unfinished buildings in the SLC;

Further resolved, Council tasks the Vice President. Education with exploring the creation of a Feds approved housing program for landlords and rental companies;

Further resolved, Council tasks the Vice President, Education with delivering a campaign on the following items:

- Renting unfinished buildings and the dangers this presents.
- Tenants rights (no withholding key deposits, subletting rights, etc.)
- Advice upon moving in (video/pictures documenting the state of the apartment upon moving in to protect against damage claims, etc.);

Further resolved, the Vice President, Education should report on the progress towards these tasks as part of their updates to Council.

Mover: Abramovitch

Motion: Resolved, Council tasks the President with communicating to all undergraduate students in the Winter 2017 term on how and where to secure a refund for the Waterloo Public Interest Research Group fee.

Mover: Armstrong

Motion: Whereas, Council believes student representation is integral part of the Federation of Students' general meetings;

Whereas, Students have expressed interest in participating in general meetings but are prevented from doing so due to heavy course loads, particularly around the time of the meetings;

Whereas, Student Councillors have a demonstrated interest in accurately representing their constituents and are some of the best points of contact for obtaining their constituents' opinions;

Resolved, the Federation of Students officially supports Student Councillors holding multiple proxies for students within their constituencies, providing an equal opportunity for busy students to participate in decision making;

Further resolved, Student Council requests the Board of Directors draft an amendment for Section V Sub-Section E of the bylaws to allow for Student Councillors holding multiple proxies within their constituencies, to be presented for review and approval at a future Council meeting, no later than one meeting before the next scheduled General Meeting.

Mover: Clarke Seconder: Armstrong

Amendment: Resolved, all instances of the words "Student Councillors" be struck and replaced with "students";

Further resolved, the phrase "for students within their constituencies" be struck.

Mover: Mistry Seconder: Melanson

Motion: Resolved, Council accepts the report of the Research and Policy Officer on the Election and Referenda Officer's report to Council;

Further resolved, Council amends the Elections and Referenda procedure as presented

Mover: Lolas

Motion: Resolved, Council appoints _____ as the Councillor representative, and _____, _____ as the at-large members to the Elections and Referenda Appeals Committee for the Winter 2017 election.

Mover: Lolas

Other Business

Adjournment

**Federation of Students
STUDENTS' COUNCIL
November 9, 2016, SLC MPR**

Present: Alexander Wray† (Chair), Sacha Forstner† (Secretary), Reba Nauth† (Assistant Secretary), Christos Lolas, Deanna Priori, Sarah Wiley, Alexander Liu, Antonio Brieva, Antonio Clarke, Charles Teasdale, Harsh Mistry, Hayley Barnes, Jeremy Spira, Marcus Abramovitch, Matthew Gerrits, Midori Armstrong, Norman Hu, Patrick Melanson, Razan Qaoud, Spencer Dobrik, Tomson Tran.

Phone-In: Alexa Fuentes Valdez, Brian Schwan, Ilia Sucholutsky, Tristan Potter.

Absent: Adrian Machado*, Aryeh Fortinsky*, Denton Liu*, Muhammed Tahir*, Natasha Crasto*, Quentin Cheung*.

†Non-Voting Member

**Excused*

CALL TO ORDER

The regular meeting of Students' Council assembled at 12:30 in the SLC MPR. Speaker Alexander Wray took the Chair, and Sacha Forstner acted as Secretary. The Chair verified the meeting was properly constituted in accordance with the Corporation's bylaws, policies, and procedures, that due notice had been given to all members, and that a quorum was present.

The Chair called the meeting to order at 12:38.

I. APPROVAL OF THE AGENDA

Council heard a motion to approve the agenda for the meeting as circulated.

Lolas and Spira.

Wiley and Lolas move to amend the agenda such that reports precede the presentation from the Ontario Undergraduate Student Alliance, and the OUSA policy discussion immediately follows the presentation.

The Chair sought and found unanimous consent for the amendment.

The question was called on the primary motion as amended, and it carried.

II. CONSENT AGENDA

Council heard a motion to approve all items on the consent agenda, including:

1. The minutes from the October 16 2016 Council meeting;
2. All submitted reports;
3. A motion to task the Policies and Procedures Committee with developing revisions to Feds Policy 24 in accordance with feedback received from Councillors.

President Lolas clarified that any revisions made to Policy 24 by the PPC would be brought back to Council for final approval.

Brieva and Qaoud. Carried.

III. REPORTS

President Lolas

The Annual General Meeting was unable to achieve quorum. The Board is currently discussing strategies for achieving quorum reliably in the future.

FOC hiring has been completed for Orientation 2017.

Feds was recently in Ottawa lobbying the federal government, and met with over 60 politicians and staffers.

Councillors asked questions regarding the General Meeting's quorum failure, noting that the March meeting tends to achieve quorum reliably. Lolas responded that a written report is being prepared for Board, but noted his suspicions that the poor timing of the October meeting may be a factor.

Councillors requested a follow-up regarding the status of the proposed university policy on sexual violence prevention. Lolas informed Council that the policy passed, but the corresponding protocols have had their approval deferred due to minor concerns involving faculty-related processes.

Councillors asked about the way forward for the recommendations in the submitted reports from the Fall referendum committees. Lolas confirmed that the Research and Policy Officer is currently reviewing the recommendations, and the Policies and Procedures Committee will be proposing revisions at a future Council meeting.

Councillors expressed concerns about the brevity of the President's written report to Council. Lolas responded that much of the work this month has been devoted to day-to-day operational matters, and cited the importance of keeping the report confined to high-level issues.

Vice President Internal Priori

The colleges survey has concluded. Preliminary results indicate that the main knowledge gap exists with respect to the Feds commercial services.

Wrap-up week is underway, and events are thus far well-attended.

Feds hosted a panel at the Centre for Innovation in Campus Mental Health conference, on the topic of promoting wellness on campus.

Councillors expressed minor concerns about the ability of Feds' events to meet the volume of demand for them. Priori responded that wellness-based events are targeted to weeks that students are under the most stress, and affirmed that Feds is always exploring ways to accommodate the growing number of participants.

Vice President Operations and Finance Schwan

No report was delivered at this meeting, but Councillors were encouraged to refer to the written report, and to participate in the nightlife survey at survey.feds.ca.

Vice President Education Wiley

Recently, Feds sent a delegation to the Ontario Undergraduate Student Alliance's Fall General Assembly, where three papers were passed.

The Education Advisory Committee passed a stance on Saturday Midterms, as per its submitted report.

Progress has been made on student housing efforts, including questions asked in the legislature by Waterloo MPPs, and a letter written to Minister Ballard at Feds' request by the University President, which received a tepid response.

Along with seven other U15 schools, Feds recently travelled to Ottawa to lobby on issues of undergraduate research and indigenous access to PSE.

Councillors asked questions regarding specific provincial policy priorities regarding student housing. Wiley responded that Feds is aiming for a review of the Residential Tenancies Act in order to protect tenants pre-occupancy and to streamline and empower the Landlord Tenant Board. The current challenge is putting the issue on the policy agenda at all.

Councillors asked for an update regarding International Tuition. Wiley responded that efforts to lobby the University have gone well, and a positive announcement is expected in the near future.

Speaker Wray

The Speaker drew Councillors' attention to the report on attendance circulated with the agenda. It was confirmed that, of the three Councillors with two unexcused absences, two had illness-related reasons for their absences, and have since been excused. However, Councillor Mistry's absences have not been excused, and thus he remains up for removal as per Council Procedure 9 and Section 12 of the Federation of Students' Bylaws.

Council heard a motion to remove Councillor Harsh Mistry from his seat pursuant to Section 12 of the Bylaws.

Armstrong and Tran.

Councillor Mistry spoke in his own defence, citing the fact that he was on coop in the Spring outside of the travel bubble, and efforts made to reach out to constituents and contribute to Council activities in spite of the distance.

The question was called via secret ballot, and the motion failed.

IV. SPECIAL ORDER – PRESENTATION BY THE ONTARIO UNDERGRADUATE STUDENT ALLIANCE

Council received a presentation from Zak Rose and Jamie Cleary, Executive Director and President (respectively) of the Ontario Undergraduate Student Alliance (OUSA).

OUSA is a non-profit in which Feds holds membership and a voting Board seat. Other than Waterloo, its other members include the undergraduate student unions from Brock University, Laurentian University, McMaster University, Queens University, Trent University – Durham, and Western University. OUSA is a government relations organization that operates on the principles of student-driven operations, evidence-based research and policy, easy membership, and full member autonomy. Its core activities involve research, policy development, and sector-wide lobbying of the Ontario Government, with which it maintains a high profile. All OUSA

advocacy is based on the principles of accessibility, affordability, accountability, and quality, and only occurs based on OUSA's established policies passed by its student members. The advocacy process uses proven government relations practices intended to produce results. It is governed by a student Board of Directors, which meets monthly, a General Assembly which meets twice a year to approve policy, and a Home Office staff of five that conduct research, maintain lobbying relationships, and produce OUSA's publications.

Rose and Cleary updated Council on OUSA's recent achievements, including: OUAC and eInfo updates, OSAP modernization, the OSG creation, tuition regulation, and a \$12 million MHIF extension. OUSA is currently participating in negotiations regarding the new tuition framework, advising the Funding Formula Reporting Team, and sitting on the boards of various government agencies and affiliates, including the CICMH, the eCampus Ontario Student Advisory Committee, the ONCAT Student Advisory Committee, and the Sexual Violence Reporting Advisory Committee. Priorities for the year include oversight of OSG implementation, the new tuition framework, data collection & reporting, student supports and services improvement, sexual violence prevention & response, and Work Integrated Learning Expansion.

Councillors asked questions regarding: data collection, OUSA's priorities regarding student financial aid, and specific policy issues regarding ancillary fees and sexual violence prevention. Current discussions regarding data collection are in relation to what can be done to collect and report all categories of data efficiently. Regarding the now-defunct tax credits, OUSA previously identified three core problems, specifically their extreme underuse, their non-refundable status for those who didn't make enough to pay taxes, and the fact they were considered a form of student financial aid despite not being means-tested. Extensive research indicated that the vast majority of students – particularly students in financial need situations – would gain substantively if the credits were repurposed to direct financial aid. The Government accepted this course of action with the creation of the Ontario Student Grant, and OUSA is currently scrutinizing the implementation of that grant going forward. Regarding the policy questions, OUSA highlighted its belief in a transparent, accountable framework for fees, and its general commitment to developing sound policy based on evidence.

Council was encouraged to bring further questions to Vice President Wiley. Students wishing to get involved in OUSA may contribute by writing posts for the OUSA blog, participating in the #myWILis campaign, and applying to attend the General Assembly in March.

Wray yields the Chair to Vice President Priori with Council's consent, and leaves the meeting.

Forstner yields primary secretarial responsibility to Assistant Secretary Nauth.

V. OUSA POLICY DISCUSSION

Councillor Mistry led a discussion regarding the Ontario Student Grant, noting that most of his questions and concerns regarding the grant had been addressed during the earlier presentation. A Councillor asked whether OUSA lobbied against tax credits for coop students and employers, and was informed that is not the case.

Councillors noted that the OUSA policies regarding student financial aid were primarily authored by representatives from Feds, including the previous VP Education. It was noted that Feds usually gets the things it asks for from OUSA, and subsequently suggested that there may be a benefit to later discussions regarding the process by which advocacy priorities are set within Feds.

Nauth yields primary secretarial responsibility to Secretary Forstner.

VI. CENSURE OF THE PRESIDENT

Council heard a motion to censure President Lolás based on his actions following the referendum on the WPIRG fee.

Mistry and Clarke.

The Secretary provided background information for Councillors regarding the meaning and general purpose of a censure.

Councillor Mistry presented his motion, citing a perceived lack of action by the President following the recent referendum, and the announcement that the WPIRG fee will not be removed from students' fee statements until the Spring term, rather than the Winter one.

President Lolás spoke in his own defence, noting that he has been in contact with many senior university administrators, who have all insisted there is not enough time to remove the fee for the Winter. Based on his experience, he informed Council that nobody else could have achieved an alternate result.

Councillors discussed the motion. It was noted by some that even if there was more the President might have been able to do, that might not be a reason to censure. Others pointed out that the issue at hand may be one of miscommunication or the lack of communication, rather than mismanagement. Councillors asked for and were provided with clarification regarding the standard process for fee changes.

Dobrik and Abramovitch move to call the question. *Carried unanimously.*

The question was called, and the motion failed.

Noted opposition: *Clarke, Fuentes Valdez, Potter, Sucholutsky.*

Noted abstention: *Mistry.*

Lolás and Gerrits move to recess for five minutes. *Carried.*

Council recesses from 14:39 until 14:49.

VII. APPOINTMENT OF THE ELECTIONS & REFERENDA OFFICER

Council heard a motion to ratify the appointment of Reba Nauth as Elections & Referenda Officer for the 2017 General Election, pursuant to Council Procedure 10.

Lolas and Abramovitch. Carried.

VIII. GENERAL ELECTION DATES 2017

Council heard a motion to set the dates for the 2017 election as presented in the agenda.

Lolas and Wiley.

President Lolos explained that the dates previously set by Council may not be used since those dates required bylaw changes that were not ratified by the Annual General Meeting due to the meeting's lack of quorum.

Councillors asked questions regarding the promotion of the election dates and the timing of the elections debates. Lolos committed to attempts to maximize elections engagement.

The question was called, and the motion carried.

IX. GENERAL MEETING PROXIES

Council heard a motion to recommend that the Board amend the bylaws to allow Councillors to carry multiple proxy votes at General Meetings of the Corporation.

Clarke and Armstrong.

Councillor Clarke noted the recent General Meeting's failure to take place, and suggested his motion would allow Councillors, as representatives, to ensure that far more student voices were heard in a way that preserves proportionality between Faculties. He noted that certain Faculties are often underrepresented at General Meetings, and suggested his motion as a potential solution.

Councillors expressed concerns with the motion, noting the risk of selection bias by Councillors, and the difficulty of tracking proxies. Attention was drawn to the more general problem of low student engagement in general meetings, and it was suggested that remote participation and after-the-fact voting could be effective.

Mistry and Melanson move to amend the motion to change "student councillors" to "students" and to delete "for students within their constituencies."

Councillor Mistry suggested his amendment would be fairer than only allowing Councillors to hold multiple proxy votes.

Councillors expressed significant concerns with the amendment, highlighting the risk of special interest groups "hijacking" general meetings, and the ease with which multiple proxies may be collected.

It was agreed that a higher degree of background information is required to discuss the issue further.

Lolas and Tran move to table the motion and proposed amendment to the December 4th meeting of Students' Council. *Carried.*

X. DISCUSSION ON STUDENT RENTALS OF UNFINISHED BUILDINGS

Councillor Abramovitch expressed concerns about rental agencies leasing apartments to students in unfinished buildings, and suggested that Feds should post ads in the SLC specifying which buildings in Waterloo are currently incomplete. He further suggested that the VP Education should engage in student awareness campaigns.

Vice President Wiley confirmed that awareness campaigns are underway, and will be repeated in the Winter.

President Lolas specified that companies have been successfully told in past years not to talk about unfinished buildings. Abramovitch reiterated that activity in the SLC is implicitly endorsed by Feds, and thus Feds should control what is discussed.

XI. GENERAL MEETING PROXY DISCUSSION

Councillors discussed perceived issues with the collection of General Meeting proxies, specifically the fact that they must be submitted physically, and that the information collected on them is often personal.

President Lolas committed to looking into possible reforms and reporting back in December.

XII. UNIVERSITY BUILDING NAMING CRITERIA DISCUSSION

President Lolas outlined the University's current criteria for the naming of buildings, and asked Councillors if they had any preference regarding how students ought to be involved in the process.

Councillors were predominantly of the opinion that the process by which campus buildings are named is of low priority for students.

XIII. OTHER BUSINESS – DESTRUCTION OF BALLOTS

Council heard a motion to destroy the ballots cast during the meeting.

Gerrits and Abramovitch. Carried.

ADJOURNMENT

Adjournment was moved at 15:49.

Lolas and Melanson. Carried.

Chris Lolas President

December 2016

Federation of Students
University of Waterloo

Executive Report

SLC/PAC Expansion

Lighting maps have completed their first draft. This is where we zone each area of the building by the type of lighting required. So for example, all the lounge areas have a

specific type of lighting mechanism that will auto adjust small regions of the lounge based on the amount of sunlight reaching that area (this is updated real-time, not on timers). This keeps the lounges well lighted, but saves on energy when the sun is out. The large amount of windows helps let a lot of natural light in as well.

We've also near finished our access control maps, and spent a good deal of time sorting out the interaction with Watcard. Conduit will be installed at basically every door, so bookable spaces will be entered with your Watcard, not a physical key.

A draft of the security cameras has also been completed. All common areas will have cameras.

We've begun planning the groundbreaking ceremony as well, to take place in the Winter term.

I'll also go through in person the planned staging, if requested. This refers to what areas of PAC and SLC will be closed/open at what stage of the construction process.

UW Town Hall

I attended (and live-tweeted) the President's Town Hall on the 22nd of November. Overall, students would be happy with the content of the messaging. There was a great deal of focus on students in the opening, and throughout the discussion. Feridun is quoted as saying "We will stop talking about innovation", which was really about how UW wants to start being innovative without thinking about it. I encourage people to either watch it online, or scan through #UWth on twitter for a recap. The audience also spent a good deal of time on physical infrastructure on campus (accessibility, safety, general planning).

Senate and Other Meetings

The Senate met on the 21st. The Baccalaureate degree option was approved, we heard updates on campus space and campus wellness, and approved a controversial exception to the Nominating Committee for the new Dean of Engineering (added another faculty member; a small thing overall).

I joined VP Education Wiley in welcoming Her Honour the Honourable Elizabeth Dowdeswell, Lieutenant Governor of Ontario as she discussed with a group of students the [Lieutenant Governor's Visionaries Prize](#). I encourage you all to check this out, a great way to show off your innovative mind.



Deanna Priori Vice President Internal Report

December 2016

Federation of Students
University of Waterloo

A few items I am working on:

1. CLAC has updated the Service Review procedure, will be brought to Council for January meeting
2. IAC has finalized the Clubs Procedures and made recommendations, more procedure updates will be coming next term

Updates from the last two weeks:

- **Feds on Tour** visited BMH, Optom, Renison and AL bringing popcorn to students. Had some discussions on how to get involved with Feds, self-care and made a lot of students smile with popcorn!
- **COPs** EOT meeting was well attended – had great conversations regarding the Winter trip, as well as what different societies are hoping to do moving forward, and how Feds can help.
- Met with **Student Success Office**, brought forward questions about volunteer recognition, volunteer engagement and general student engagement. Will be working together to have a more thought out plan.
- The **Lieutenant Governor of Ontario** came to give a presentation on the Visionaries Prize, inviting students to write a short essay or brief video of one of 6 important topics.
- Met again with the Working Group on Sexual and Gender Diversity Matters, Undergrad Student Relations Committee and Student Services Advisory Committee
- **Service Coordinators** for next term have been hired! Two training sessions have happened, and there will be one more in January
- **Coordinator Appreciation Dinner** was last week and was a great opportunity to thank the service coordinators for all their hard work

Best of luck with your exams - please practice self-care while heading into this stressful time of the term! If you feel like you need to talk to someone, you can book an appointment with Mates or stop by their office hours. Feel free to connect with them at mates@uwaterloo.ca

If you have any comments, concerns, complaints or compliments about campus life (or anything about the university and Feds) feel free to reach out!

vpin@feds.ca | @uwFedsVPI | SLC 1104



Brian Schwan

VP Operations & Finance

December 2016

Federation of Students
University of Waterloo

Executive Report

- 1) Month Summary
- 2) Current Projects /Initiatives

Month Summary

The Bombshelter:

Night life Survey has closed, we have received 650+ responses and winner of the prize will be announced shortly. Update from Last Bomber to be given verbally.

International News

In house sandwiches have launched and we are continuing to add new sandwiches to the mix. The main items in the sandwiches have increased while prices continue to stay low.

The plan is to have a Hot Grab n Go counter in INews early in the winter term where students can buy hot fresh meals for an affordable price while still having the convenience of grabbing an item and heading to class or home.

Campus Bubble/Wasabi:

Nothing new to report.

Feds Used Books:

We have seen a lot of used books come in from students and are gearing up for the busy January. Remind students to sell their books through FUB!

Current Projects/Initiatives

3.A. Feedback on commercial services

We have launched a new way for students to provide feedback on commercial services. This is through emailing feedback@feds.ca. This goes directly to myself so I can review each piece of feedback given. We will be transitioning all of our labels and ads to have this email on it to encourage students to provide feedback.

3.B. Part Time training

The Bomber has started a new training technique called server seminars where managers and experienced servers will have seminars to help other servers develop their skills to offer better service. Only a few have been done and I will be following them closely to review their effectiveness.

3.B. SLC

A waste audit was done in the SLC in conjunction w/ the university. All waste was counted and recorded and the data will be used to help drive sustainability changes within the building. We are hoping to receive the results in February or March from the university.



Sarah Wiley **Vice President Education** **Report**

December 2016

Federation of Students
University of Waterloo

0.0 Announcements

LobbyCon: Antonio Brieva and I attended OUSA's LobbyCon in Toronto where we spent a week lobbying the Provincial Government on student issues.

Advocan: Chris Lolas and I attended Advocan's federal lobby week in Ottawa. The week was very successful and our recommendations were well received.

#myWILis: from the 21st to 25th OUSA ran a campaign about work integrated learning. The campaign could be found on social media and in person at OUSA member schools including Waterloo.

Lieutenant Governor of Ontario: Feds was honored to host The Honorable Elizabeth Dowdeswell. The Lieutenant Governor met with a small group of student leaders to discuss the Lieutenant Governors Visionaries Prize.

1.0 University-Related Activities

1.1 Feds Committees:

Education Advisory Committee

Responsibilities: To advise the Vice President Education on academic issues facing Waterloo students.

Synopsis: Has not met since last council meeting.

Government Affairs Advisory Committee

Responsibilities: To advise the Vice President Education on Feds lobby efforts and membership to external political organizations.

Synopsis: OUSA updates, Advocan week, and Town and Gown.

Co-op Students Council

Responsibilities: To advise the Vice President Education on co-op related issues facing Waterloo students.

Synopsis: Watched a demo of Waterloo Works, gave feedback on Co-op 2.0, and discussed co-op evaluations.

1.2 University Committees:

Undergraduate Student Relations Committee

Responsibilities: A forum to discuss undergraduate student issues in a broad sense at UW.

Synopsis: Has not met since last council meeting.

Co-operative Education Council

Responsibilities: A forum to review and to advise Co-op at UW.

Synopsis: Discussed how the co-op employment stat is calculated and Co-op 2.0.

Senate Undergraduate Council

Responsibilities: To consider questions involving academic quality and undergraduate studies and provide recommendations to go forward to Senate

Synopsis: Agenda and minutes can be found here: <https://uwaterloo.ca/secretariat-general-counsel/committees-and-councils/senate-undergraduate-council/senate-undergraduate-council-agenda-and-minutes>

Course Evaluation Task Force (Sacha Forstner)

Responsibilities: Investigating how course evaluations are done and how to improve them.
Synopsis:

Outstanding Academic Programming Theme Group

Responsibilities: Enhance the learning experience for all students, reshape the traditional classroom and expand the impact and reach of Waterloo programs.

Synopsis: Has not met since last council meeting.

Experiential Education Theme Group

Responsibilities: Build world-ready graduates who are at home in culturally diverse environments.

Synopsis: Has not met since last council meeting.

Provost Advisory Committee on Timetabling

Responsibilities: Look into scheduling and in particular the new scheduling system.

Synopsis: Has not met since last council meeting.

Student Technology Advisory Committee

Responsibilities: Look into scheduling and in particular the new scheduling system.

Synopsis: Has not met since last council meeting.

Undergraduate Operations Committee

Responsibilities: Makes non policy decisions on undergraduate issues.

Synopsis: This meeting is confidential.

Teaching and Learning Spaces Committee

Responsibilities: Look into improving teaching and learning spaces on campus

Synopsis: Continues to work via email on the best and worst classroom contest.

Academic Integrity Communications Working Group

Responsibilities: Fostering a culture of academic integrity on campus.

Synopsis: Has not met since last council meeting.

HeforShe Campus Advocates

Responsibilities: This committee consists on the HeforShe representatives who are not associated with a faculty. We discuss different ways of making Waterloo campus more inclusive to people of all genders.

Synopsis: Has not met since last council meeting.

2.0 External Activities

2.1 Municipal/Regional-level

Town & Gown Steering Committee, City of Waterloo (Antonio Brieva)

Responsibilities: Bring together a smaller group of municipal stakeholders to assist with direction-setting for the broader Town & Gown Committee.

Synopsis: Has not met since last meeting

Town & Gown Committee, City of Waterloo (Antonio Brieva)

Responsibilities: Represent UW students to all of the stakeholders involved in the Town & Gown Association, bring forward student concerns, and identify opportunities for integration in the community.

Synopsis: Has not met since last meeting

Housing Sub-Committee: Town and Gown currently has a survey out about housing. You can find it here: a.

<http://www.research.net/r/WaterlooHousing2016>

Return to Campus Sub-Committee: Has not met since last meeting.

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: Has not met since last council meeting.

Ontario Undergraduate Student Alliance (OUSA) Steering Committee

Responsibilities: Represent UW undergraduate students to OUSA.

Synopsis: Has not met since last council meeting.

2.3 Federal-level

Advocan

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

Synopsis: Chris Lolas and I went to Ottawa along with 7 other student leaders to advocate to the federal government on student issues. This year we focused on undergraduate research and indigenous access to post-secondary. Collectively we had over 60 meetings with Ministers, MPs, and staff. The week was very successful and our recommendations were well received.

3.0 Meetings with Decision-makers

3.1 University-level:

Mario Coniglio, Associate Vice President Academic: Talked about next steps for creating a syllabi repository.

Ray Darling, Registrar: Discussed syllabi repository and general updates.

3.2 Municipal/Regional-level:

3.3 Provincial-level:

LobbyCon: Went to Queens Park with OUSA and lobbied on student issues such as sexual violence and tuition.

3.4 Federal-level:

Advocan: see 2.3

3.5 Other:

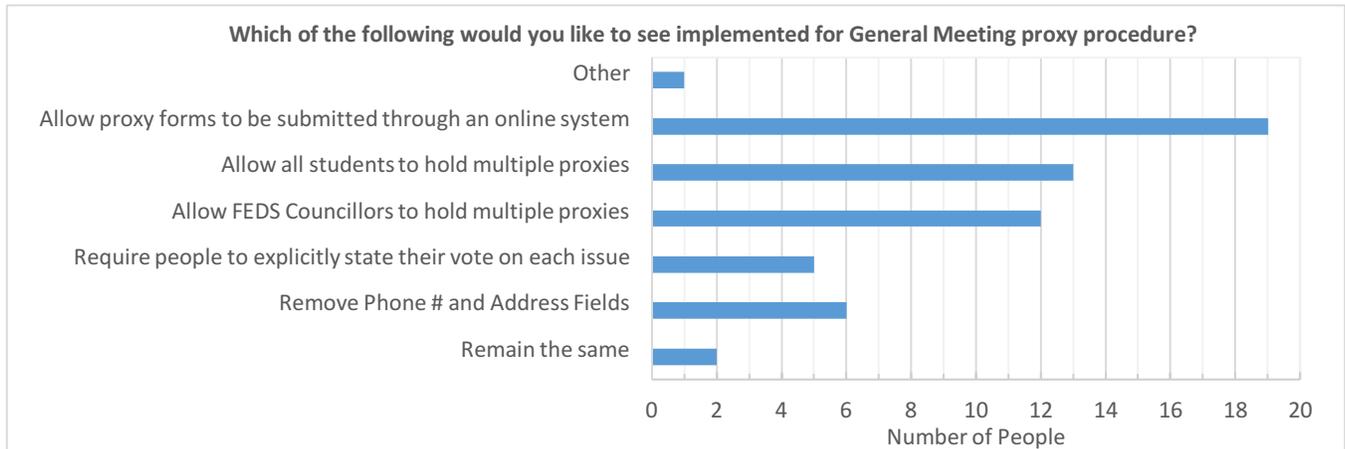
5.0 Upcoming Activities

Adrian Machado
Antonio Clarke
Denton Liu
Midori Armstrong
Spencer Dobrik

FEDS Engineering Councillor Report:

General Meeting Proxy Procedure:

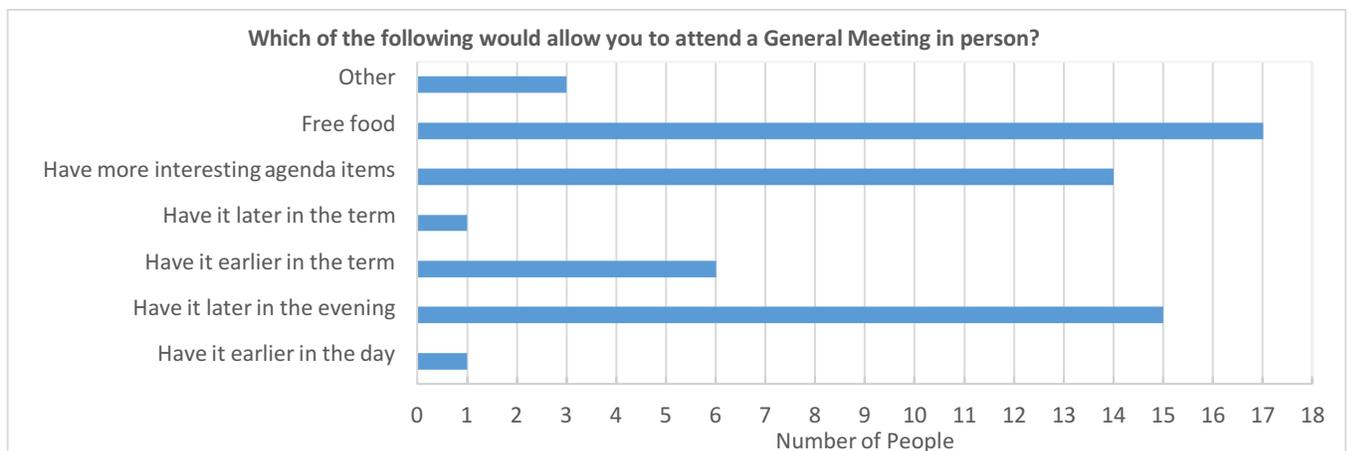
- Online feedback form:



- The one 'other' said that they would like proxies to be removed altogether
- General in-person feedback:
 - People were generally neutral about proxy forms

General Meeting Attendance

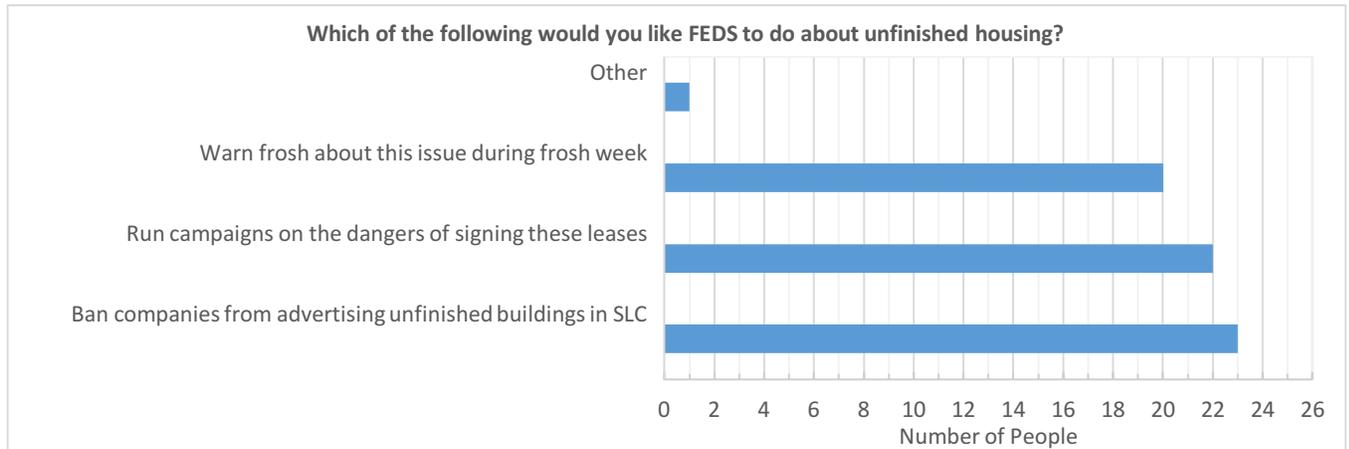
- Online feedback form:



- Of the three 'other' options
 - One said that they would like remote attendance
 - One said that they would like to have it on a weekend
 - One said that they would like an online livestream (which already occurs I believe)

Unfinished Housing:

- Online feedback form:



- The one 'other' said that no action was necessary.
- General in-person feedback:
 - People were generally on board with banning unfinished buildings being advertised on campus
 - People were generally positive towards informing first years about the issue

University Building Names:

- A large amount of people didn't care either way and felt it wasn't an important issue
- Of the ones who did have an opinion, they mainly recommended naming buildings after alumni and suggested that the buildings not have names that are difficult to spell or are uncreative like 'Engineering X'

Other:

OUSA:

- After sharing the OUSA page with students, some students expressed that they found this article seen at the top of its blog posts at the time (http://www.ousa.ca/blog_performance_based_mindsets) which suggested that studying more than 12 hours a week was strenuous to be somewhat ridiculous and felt that there was better things to be striving towards.

IAC Report Spring and Fall 2016

IAC meets weekly to approve club applications, changes to constitutions, and disciplinary procedures. The committee has also worked on developing an updated Clubs Procedure, with the addition of an affiliated clubs section. This section ensures that clubs who have external affiliations are not using student money to send directly to external groups. The \$75/term allotment will not be given to these clubs as they have external support that clubs with no affiliations do not have. There has been a revision to the discipline section as well, clearly outlining what different consequences may be issued to clubs and for what reasons. The committee also worked on a clubs appeal form, where now if a decision is made by IAC and the Club doesn't agree, they can fill out this form to formally appeal the decision. This form is available on the Feds website.

Approved club applications: about 40 since May – which does not translate to 40 new clubs, as some needed further action and the person starting the club did not follow up

Clubs dissolved: 3

Suspended: 2

Probation: 2

International Students Policy Development Working Group

Background

The University of Waterloo has a large and ever growing population of international students. These students face barriers and issues that differ from those experienced by domestic students. Examples include health care, pathway to permanent residency, tuition costs and much more. It is important that international students have a voice and are represented by the Federation of Students.

Solution

The Vice President Education hopes to create a policy regarding student's belief about the issues faced by international students. This would allow for formalized, high level recommendations regarding international student issues that would support consistent advocacy going forward.

The Vice President Education will ensure that this policy is reflective of the needs and interests of international students through the creation of an International Student Policy Development Working Group.

Mandate

The International Students Policy Development Working Group would be responsible for providing insight and feedback to the Vice President Education on issues facing international students for the purposes of collectively developing a Feds International Students Policy.

Membership

Chair- Vice President Education

Stakeholder Relations Officer

Government Affairs Commissioner

3 International students at large

2 Student Councillors (encouraged to be international students)

There must be representation from multiple faculties.

Timeline

This committee will meet on a weekly or biweekly basis for one hour meetings throughout the process of the policy development. Meetings will start at the beginning of January. This committee is expected to exist for less than one term.

Feds Commissioner End of Term Report

Fall 2016

Sacha Forstner, Academic Affairs Commissioner

Overview

The Academic Affairs Commission exists to promote the furtherance of a superior academic environment at the University of Waterloo; one which respects students' rights and produces high quality graduates. In service of this goal, the Commission administers the Feds Excellence in Undergraduate Teaching Awards, represents the Vice President, Education on Policy 70 Tribunals in CECA and on various other committees, provides assistance to students facing the petitions and grievances process, maintains an Academic Rights Handbook, and engages in a variety of advocacy initiatives. In 2016-2017, the Commission's advocacy goals are centred around three broad categories – student rights, teaching quality, and effective course delivery.

Priorities this Term

The Commission began the term with several goals, based on its 2016-2017 Action Plan and on the results of the Spring term:

- The recruitment of an Associate Commissioner to oversee the 2017 Feds Teaching Awards;
- Working with the University's Course Evaluations Project Team to finalize its report to the community;
- Expanding the Commission's work providing Policy 70 assistance to students;
- Furthering the Commission's policy development goals as per the action plan, and lobbying the University to implement the goals of the new Feds Policy on Course Syllabi.

Progress

Student Rights:

- The Commissioner attended seven CECA Policy 70 Tribunals (since the July 24th report to Council), many of which handled multiple student cases, split evenly across petitions and grievances.
- With the assistance of Marketing, the Commission developed materials and participated in events intended to raise awareness of Feds' capacity to help in Policy 70 cases.
- Multiple students sought and were provided assistance from Feds on Policy 70 matters, ending predominantly in success.
- The student rights handbook has been completed, and is ready for printing/further use.

Teaching Quality:

- The Commission attended multiple meetings of the University's Course Evaluations Project Team (CEPT), whose report has now been distributed to the campus community for feedback.

- The Commission met with the Director of the Centre for Teaching Excellence, and is currently completing a report on campus approaches to teaching quality based on the results of that and other meetings, and associated research, which will be circulated to all relevant personnel.
- The Commission is beginning some early research into the relationship between Sessional Instructors and student experience, including a scheduled meeting with the University's Policy 76 Review Committee.

Course Delivery:

- The Commission, in conjunction with the VP Education, received support-in-principle regarding the Feds Syllabi Policy from both the University Administration and the Faculty Association, and are currently working with the appropriate personnel to operationalize the development of a syllabus repository.
- Research on partial early grade return is nearly complete, and policy development is expected to be finalized by early in the new year.
- The Commission investigated issues with the LEARN and Quest systems, and made a series of subsequent recommendations to the VP Education. No further policy development is recommended at this time.

In addition to the above, the Commission also:

- Attended meetings of the Education Advisory Committee, Coop Students Council, and the Library Ambassadors Working Group;
- Provided advice, research, and support to the VP Education in the execution of her duties, particularly regarding Saturday midterms and CECA policy issues;
- Trained and continues to offer supervision and guidance to the Associate Commissioner, Feds Teaching Awards, and the Teaching Awards Committee.

Next Steps

In Winter 2017, the Commission will build on its progress from the Fall and further the goals in its annual action plan by:

- Finalizing policy proposals regarding partial early grade return and instructor/TA training;
- Working with university personnel to guarantee the effective implementation of the syllabus repository and lobbying for the adoption of the other recommendations of Feds Policy 42;
- Conducting further research into a potential policy on Sessionals;
- Assisting the Teaching Awards Committee in selecting the recipient of the award;
- Preparing an effective transition program to ensure a seamless continuation of existing policy goals.

Recommendations for the Future

The Commission's work would benefit from the presence of a Deputy Commissioner hired exclusively to focus on policy issues relating to CECA and Work Integrated Learning on-campus. Greater direct engagement by all student societies would improve the breadth and quality of the Commission's work. Additionally, office space would improve working hours, department morale, meeting availability, and would provide a place to store crucial documents used in transition.

Overview

The Government Affairs Commissioner is responsible for developing advocacy strategies and executing the VP Education's external advocacy priorities (i.e. student housing, transit, domestic and international student tuition etc.). The execution of these priorities involves maintaining, developing relationships, and forming partnerships with university administrators, community organizations, Ontario Undergraduate Student Alliance (OUSA), local, regional, provincial, and federal staff & political representatives.

Priorities this Term

1) Sexual violence

- Co-authored OUSA'S sexual violence prevention and response policy paper.
- Lobbied the provincial government with OUSA at Lobby Conference.

2) Student Housing

- Delivered a presentation at an affordable housing forum hosted by the City of Waterloo and Town and Gown.
- Worked with the Town and Gown's housing subcommittee to administer and promote the bi-annual supply and demand housing survey.
- City council wrote a letter on our behalf to the Minister of Housing and Municipal Affairs detailing issues around student housing in Waterloo. We are asking him for a review of the *Residential Tenancies Act*, where we're looking to push amendments that protect the pre-occupancy rights of tenants, and give more authority and enforcement power to the Landlord Tenant Board (LTB).
- Worked closely with Catherine Fife to advocate for a review of the Residential Tenancies Act and potential amendments to the legislation. MPP Fife wrote a question on our behalf to the Minister of housing and Municipal Affairs.

3) International students

- Conducted extensive research on issues affecting international students.
- Areas identified that need to be addressed: Health care, tuition, visas and paths to permanent residents.
- VP Education developed terms of reference for a focus/working group to consult on findings and/or other issues.

4) Bike Share stations on campus

- Continued to Work with Feds' bike centre service, Community Access Bike share CAB — an existing bike share program in the region — and the University's to explore the possibilities of getting a station on campus.

Progress

Steps you have taken to achieve goals, stakeholders you met with, etc.

1) Sexual violence

- Finished the sexual violence response and prevention paper, with the other student authors (Including VP Education Sarah Wiley), in time for OUSA's general meeting — which took place the first weekend of November. OUSA's general assembly passed the paper and it was adopted as official OUSA policy.
- We lobbied the provincial government from November 28th to December 1st on revisions to the Tuition framework, Data collection and centralization, and sexual violence response and prevention. Our three recommendations we lobbied the provincial government on, include: ensuring all members of the university community have access to targeted sexual violence prevention training, asking the provincial government to create a sexual violence prevention unit to oversee the effectiveness and quality of prevention programs, data collection, and dissemination of that data.

2) Student Housing

- At this forum I looked at affordable housing through a student-housing lens by answering the following questions: How much are students paying for housing? What percentage of their budget is being spent on rent? How much student housing prices per bed has risen over the past decade despite the surplus of student housing bed in the market. You can find the presentation by clicking the following link:

<http://www.waterloo.ca/en/government/Repurposing-Forum.asp>

- Currently promoting the housing survey on social media. Goal is to get 2,000 responses by December 8th when the survey closes.

- We're working with Catherine Fife (i.e. collected signatures for her petition on the LTB) to fulfill the following recommendations:

- Recommendation #1:** The Ministry of Housing and Municipal Affairs in conjunction with the Ministry of the Attorney General should seek to immediately amend the *Residential Tenancies Act* to implement mechanisms that give the Landlord Tenant Board the authority to enforce the board's order and track its outcomes.

- Recommendation #2:** The Ministry of the Attorney General and the Ministry of Housing and Municipal Affairs should look to streamline the legal process dealing with reimbursement and damage claims, in disputes between landlords and tenants, by limiting it to one legal claim and one institution decision.

- Recommendation #3:** The Ministry of Housing and Municipal Affairs should explore mechanisms that define and establish pre-occupancy rights, for both tenants and landlords, which could then be implemented in amendments to the *Residential Tenancies Act*.

- MPP Fife has also written a question for us on the order paper to further bring the issue up to the Minister and the provincial government.

- We're exploring the possibility of creating and proposing a bylaw with city staff.

3) International students

- Research is basically done. Drafting of the policy is in progress with consultation with the working group to follow.

- Our goal is to table it to council at some point next term.

4) Bike Share stations on campus

-At the end of last term, we revealed the possibility of partnering up with CAB to bring a pilot program to campus. After meeting with Community Access Bike share (CAB), a representative from the sustainability office, and Feds' service manager, we have determined not to pursue it further until the region and the city commits to a more sustainable model/program.

Next Steps

Besides the projects and priorities I will continue to work on next term I will also be prioritizing the following:

-International student tuition: Continue to advocate to the university for a predictable framework. Depending on response, we'll also explore ways in which we can turn our advocacy efforts to the province on this issue.

-Housing survey: the housing sub-committee will look to identify gaps and better improve the Town and Gowns supply and demand survey.

-OUSA's habitat's publication: Looking to write about the increased advocacy role Town and Gown can take as a mediator between municipalities and the provincial government.

Recommendations for the Future

My one major recommendation is to explore the possibility of finding office space for commissioners. This will help us get our administrative work done efficiently, during work hours.

List of Coordinators for the Winter 2017 Term

Name	Service
Leila Dzinic	Food Bank
Chelsea Hillier	Food Bank
Veronyque Lemieux	OCC
Chris Salahub	OCC
Fiza Tariq	Volunteer Centre
Ruchit Patel	Volunteer Centre
Paula Colaso	ICSN
Kayla Dixon	ICSN
Hannah Sesink	Warrior Tribe
Rameesha Qazi	Warrior Tribe
Ovina Chow	MATES
Bradley Rietze	MATES
Tyler Marques	Bike Centre
Hannah Beckett	Bike Centre
Sabrina Treviranus	Glow
Rachel Yavnai	Glow
Mallika Patil	Women's Centre
Amanda Singh	Women's Centre
Saad Ahmad	CRT
Tatiana Portelli-Graham	CRT
Shengdi Chen	SCI
Tristan Packwood-Greaves	SCI
Mason (Chengyang) Lin	Co-op Connection
Stella Ho	Co-op Connection

Commercial Services Policy

Whereas no entity on campus, Feds or otherwise, should have a commercial monopoly on providing services to students;

Whereas the Federation of students provides services to further enhance the student experience and to fill gaps in the student experience that are not filled by the university;

Whereas the Federation of Students recognizes the importance of student driven services and providing leadership opportunities for students is a key pillar of the Feds mandate;

Whereas it is not the intention of commercial services to profit at the expense of students and incidental profits, if any, are reinvested into students, student services and the overall undergraduate university experience;

BIRT commercial services will continue to ensure that the overwhelming majority of our employment opportunities are for students;

BIRT commercial services will ensure that students will have access to food and retail services twenty-four (24) hours a day, seven (7) days a week.

BIRT commercial services will continue to offer products at reasonable and affordable rates based on a service driven, not for profit, breakeven philosophy;

FEDERATION OF STUDENTS Number: 3
COUNCIL PROCEDURE Effective: November 25, 2007
Replaces: November 13, 2005

FEDERATION OF STUDENTS CLUBS

A. Membership of Federation Clubs

1. Any and all members of the Federation of Students (Feds) shall be eligible for club membership upon recognition by Feds. A club may restrict its membership only if said limitation is required to avoid complete undermining of the Club's mandate. Such restriction must be approved by the Internal Administration Committee.
2. All members of a Club shall be fee-paying members of the Federation of Students, with the sole exception of registered University of Waterloo graduate students
3. Faculty, Staff and members of the community-at-large may be recognized as Club members under the designation of 'associate club members'. Associate club members may not vote nor hold executive positions.
4. The membership of a club shall be no fewer than fifteen.

B. Club Constitution and Executive Officers

1. Each Club is required to present a constitution which:
 - a. Obtains approval by the Internal Administration Committee;
 - b. States clearly that it is neither an agent nor a representative of the Federation of Students and that its views and actions in no way represent the Federation of Students;
 - c. Outlines clearly the following areas:
 - i. Name of the Club
 - ii. Purpose of the Club
 - iii. Membership criteria, roles, and duties
 - iv. Executive positions
 - v. Executive duties
 - vi. Meeting requirements and procedures
 - vii. Election procedures
 - viii. Amendments
 - ix. Signing officers
 - x. Membership fees
 - d. Bears a Federation of Students Club name
 - e. Endorses conduct consistent with both the University's and the Federation of Students' mission and mandate
2. Executive Officers
 - a. Executive members of a Club must be students of the University of Waterloo and fee-paying members of Feds, with the sole exception of registered University of Waterloo graduate students.
 - b. Graduate Students may not comprise the majority of any Club's executive.

c. All Clubs must hold an election for its Executives at least once per year. Elections must be called for all Club executive positions at a general club meeting, here defined as one open to all Club members. Voting for executive positions may occur at the meeting in which nominations are called. Should the election take place after-the-fact of a call for nominations, the election must occur in a general club meeting.

d. A list of the executive officers and identifying information including names, identification numbers, titles, telephone numbers, and e-mail addresses must be provided to the Clubs Manager. Any change in the club executive must be communicated to the Clubs Manager (or designate) of the Federation of Students within one week of the change. It shall be the responsibility of the Clubs Manager to verify that all club executives are in adherence to the eligibility requirements.

C. Recognition of New Clubs

1. The Internal Administration Committee will accept proposals for new clubs during the first three weeks of each academic term. Under special circumstances, exceptions to this rule may be made at the discretion of the Chair of the Internal Administration Committee.

2. A Club may be recognized by the Federation of Students if said Club:

- a. Opens its membership to all individuals as defined under Section A;
- b. Intends to engage in activities which do not violate any federal or provincial laws, municipal by-laws, or University of Waterloo regulations; and which do not infringe upon the rights and privileges of others. These rights include, but are not limited to, the rights to privacy and freedom of expression and association;
- c. Possesses a unique mandate, here defined as one not duplicated by any other Club ratified by the Federation of Students on the same campus; and
- d. Presents a constitution in adherence to the constitutional requirements as outlined in Section B.

3. The Federation of Students shall not ratify any Clubs which practice any form of coercive techniques (persistent mental, social, or emotional pressure) on their membership or potential membership, nor any Clubs who are found to be associated with an external body known to practice such coercion, or which knowingly violates any of the procedures contained herein.

4. The Federation of Students will not recognize any Club which practices discrimination in the acceptance of its members or executive members, nor which knowingly violates any of the procedures contained herein.

5. In the event that a Club is not recognized by the Internal Administration Committee, said club may request an appeal before the Students' Council.

6. To be considered for ratification, the applicant club must submit a package containing the following items to the Clubs Manager:

- a. A typed cover letter stating the club's desire to be ratified along with the names, student numbers, telephone numbers, e-mail addresses, and signatures of the past and present club Executives;
 - b. A typed copy of the proposed Club constitution;
 - c. A typed list containing the names, student numbers and current telephone numbers of no fewer than fifteen students interested in joining the club.
7. Probation for a year thing All newly-ratified Clubs shall be subject to a probationary period for a minimum of one year.

A. Active Status

1. Clubs must complete and submit the required forms (as per Section C.6) in order to be considered an active club for each academic term. The Clubs Manager shall receive the forms and designate the time of reception.
2. The Federation of Students shall consider dissolved any Club which is inactive for three consecutive academic terms.

D. Rights of Federation of Students Recognized Clubs

1. Upon recognition, a Club is entitled to access certain Federation of Students and University of Waterloo services and privileges. These include permission to:
 - a. Be listed as an official Federation of Students Club;
 - b. Solicit members and to collect membership fees;
 - c. Use University of Waterloo facilities, subject to regulations of the Administration (e.g. Audio-Visual, Graphic Services, Bookings), and to existing agreements between the University of Waterloo and the Federation of Students for provision of said facilities and services;
 - d. Participate in Federation of Students Clubs Days;
 - e. Request assistance from the office of the Federation of Students Club Manager regarding set-up of Club events or persistent issues during the academic term;
 - f. Request available Federation of Students locker space;
 - g. Access Federation of Students funding (see Section G);
 - h. Use Federation poster boards, subject to Federation procedures regarding poster boards;
 - i. Have its mail, faxes, and other like forms of communication sent in care of the Federation of Students;
 - k. Put to use a space on the Federation of Students website, with appropriate links, as desired;
 - l. Book the Clubs meeting room; and

- m. Bear the names of the University of Waterloo and the Federation of Students; and
- n. Request the assistance of the Federation of Students Marketing Department, subject to availability.

E. Responsibilities of Federation of Students Recognized Clubs

1. Every Federation of Students Ratified Club has necessary responsibilities to the Federation of Students and to its membership. These responsibilities shall include, but not be limited to, a club's duty to:

- a. Abide by all Federation and University of Waterloo administrative policies and procedures;
- b. Have all events and publications approved by the Clubs Manager or Vice-President, Internal;
- c. Undertake all financial dealings in accordance with Section G;

- e. Adhere to the mandate as stated in the Club's constitution;
- f. Inform the Clubs Manager of any intended presence on campus by sponsors prior to the event. All sponsorships are subject to approval by the Federation of Students to ensure that sponsors do not conflict with Federation of Students or UW businesses and services;
- g. Reply to all correspondence within fourteen days;
- h. Send a representative to all Federation of Students club meetings each term in which the club is active (including but not limited to Club Presidents Meeting, Club Executive Meeting);
- i. Hold at least one general meeting per active term;
- j. Take a detailed set of minutes at each Club general meeting, and present them to the Clubs Manager;
- k. Forward all constitutional amendments to the Internal Administration Committee in a timely manner. The amended constitution shall be subject to the approval of the Internal Administration Committee;
- l. Seek the approval of the Clubs Manager before using the Federation of Students' logo or name;
- m. Mandate that all advertising and publications clearly state the name of the Club publishing said material;
- n. Mandate that all publications produced by the Club clearly state the name of the Club sponsoring the material, and include the Federation of Students Club Logo;
- o. Ensure that all advertising material meet the requirements outlined in the appropriate Council procedures;
- p. Avoid misrepresentation or slandering of the Federation of Students or the University of Waterloo;
- q. Consult with the Clubs Manager prior to hosting or participating in any high-risk or -liability event, in order to obtain guidance on minimizing risk;

- r. Consistently use the Club's recognized name; and
 - s. Hold ticketed events in accordance with Federation of Students' procedure.
2. The failure of any Club to uphold its responsibilities will result in disciplinary action taken against the Club. (Section H)
- a. Failure of a club to send a representative to mandatory Federation of Students club meetings may result in forfeiture of financial sponsorship.

F. Club Financing

- 1. All clubs shall:
 - a. Use the Federation of Students' accounting department for all financial dealings;
 - b. Adhere to all accounting procedures and policies as set out in the Clubs Manual; and
 - c. Keep all monies within an account held by the Federation of Students.
- 2. All Federation-recognized Clubs shall be equally sponsored by the Federation of Students. All receipts for expenditures that are to be paid for through this sponsorship must be provided to the Clubs Manager for approval. All expenditures must be justified via receipts or in writing.
- 3. All Clubs' executive members shall bear responsibility for payment of any expenditures charged to their account in excess of the Federation of Students sponsorship amount.
- 4. Upon request, the Clubs Manager shall bear responsibility for providing Clubs with an update on their account charges.
- 5. Clubs may apply to the Internal Funding Committee for special projects funding.
- 6. The Clubs Manager, Vice-President, Internal, and the Vice-President, Operations and Finance reserve the right to conduct reviews of any Club ratified by the Federation of Students in order to determine the integrity of the finances and general operations of the club.

7. Federation of Students' Clubs will not be permitted to operate in debt. Any Club found operating with a deficit may be dissolved unless a viable plan to regain financial solvency within a reasonable time frame is presented and accepted by the Internal Administration Committee. The onus falls on the Club to demonstrate this ability to the Internal Administration Committee.

8. Clubs may apply to the Internal Administration Committee for needs-based exemptions from section G. Such exemptions will be at the discretion of the Internal Administration Committee.

9. All clubs may request a cash float from the Clubs Manager. Such requests shall be made no less than five business days before-the-fact of its intended use.

10. Federation of Students Clubs may donate funds from their club accounts, is said funds are accumulated via approved club events, and activities. To make such a contribution, clubs must follow all aforementioned policies, and in addition, may donate to any organization enumerated in the following list:

- a. Any organization, which possesses valid status as a Registered Charitable Organization, with the Canada Revenue Agency;
- b. Any organization, which maintains valid status as a not-for-profit corporation with the Government of any Province or Territory within Canada; or
- c. Any organization considered appropriate by the Internal Administration Committee.

G. Recruiting

Club recognition incurs responsibilities to the Federation of Students, the University of Waterloo, and to other recognized Clubs and their memberships. Respect for the individuality and independence of each member of the university community is of paramount importance.

3. The following are acceptable means of recruiting:

- a. Organized recruitment as a part of the Federation of Students Club and Societies Days;
- b. Posters or banners inviting prospective members to information meetings, social

gatherings or other events;

- c. Accepting members through the Clubs sign-up campaign;
- d. Awareness days or weeks focused on highlighting various themes; and
- e. Offering flyers whereby the individual has the option to accept or deny the invitation.

4. The following are **not** acceptable means of recruiting:

- a. Repeated individual solicitation either in writing or in person;
- b. Deliberate misrepresentation of a Club's mandate or goals; and
- c. Solicitation of membership with the intention of garnering total adherence attached to cultural values and religious beliefs.

5. Only the criteria identified as acceptable means shall be considered as such; all other means of solicitation are considered inappropriate by default unless approved by the Clubs Manager or Vice-President Internal.

6. For the duration of Orientation Week, no recruitment tools may be utilized by clubs to invite first year students.

7. A prospective member may join a club at any time that said Club is active.

8. If there is a membership fee, a member who chooses not to pay the fee (for shall be a non-voting member.

H. Disciplinary Procedures

The Internal Administration Committee shall determine appropriate disciplinary measures for Clubs. To render consistent decisions, the Internal Administration Committee and Clubs shall apply and adhere to the following guidelines on a case-specific basis:

1. Warnings and Probation

- a. **Warning:** A warning shall be issued to inform a Club of their recognized violation of clubs' policy and procedures. The notice shall be sent to the Club's official e-mail, its President, and its executives. The warning period adheres to the following criteria:
 - i. A warning is merited should an infraction be of mild severity, be caught before-the-fact, be easily rectified, pose an insignificant risk to safety, infringe upon the property or the reputation of Feds and/or the University of Waterloo, or abuse the spirit of the Clubs system;
 - ii. A warning shall last for one year, with potential extensions made at the discretion of the Internal Administration Committee. A limit of up to three warnings may be issued before suspension may occur; and
 - iii. Clubs may still operate fully during the warning period.

- a. Clubs may appeal any of the aforementioned disciplinary actions through the submission of an appeal request to the Vice President, Internal.
- b. To be considered, an appeal must be submitted within thirty days of receiving the notice of disciplinary action. Valid appeals include presentation of evidence of procedural error on the part of Feds in making the contested ruling, or presentation new evidence that exonerates the Club.

I. Club Lockers

1. Long-Term Storage

- a. Clubs may apply for use of a locker each academic term.
- b. The locker may only be used to store club equipment and belongings of over \$500 in total value or that are used at least once per week. Lockers may not be used to store personal or illegal items.
- c. Clubs in possession of a locker during one academic term who seek to extend ownership of said locker during the next academic term must complete and submit a reapplication along with their clubs package during the current term. The Internal Administration Committee shall review and approve or deny reapplication requests at least one month prior to the last day of classes. Clubs whose reapplication requests are denied must remove all belongings from the locker by the last day of classes. Any remaining items will be disposed of by the Clubs Manager.
- d. Clubs not in possession of a locker may submit an application for use of a locker at any time. The Internal Administration Committee will begin to allocate available lockers at the end of the second week of classes of each academic term.
- e. A lock will be assigned to the club upon successful locker allocation. A lock found on any locker other than the assigned one shall be removed immediately, and the Internal Administration Committee will be notified of the infraction by the Clubs Manager. The Clubs Manager shall have access to all lock combinations.
- f. No more than one locker will be allocated to each club per academic term.

2. Temporary Storage

- a. A number of lockers, at the discretion of the Clubs Manager and the Internal Administration Committee, will be made available for temporary storage. Temporary storage is defined as storage of club items for less than 14 days. Clubs using lockers for temporary storage must abide by 1 b, e, and f above.
- b. Temporary locker bookings shall be managed by the Clubs Manager.

J. Club Affiliations

1. Affiliations must be requested to IAC via submitting an updated Club constitution. Affiliations must have a clear purpose for the affiliation and provide an explicit benefit to students in the Club.
2. A Club may request an external affiliation if the organization seeking affiliation status meets the following criteria:
 - a. Holds or is actively seeking Charity status in Canada; or
 - b. Holds or is actively seeking Not-for-Profit status in Canada.

3. Club money may not be used or directed to an external organization, however, activities held by the external organization to generate funds (i.e. Bake Sales) may use Club money.

4. Clubs with a Not-for-Profit affiliation will not be granted the termly allotment from the Federation.

Background

After broad consultation with the previous and incumbent Elections and Referenda officers (ERO), the Research and Policy Officer (RPO) and various recent elections and referenda participants, the Policy and Procedures Committee (PPC) is recommending the following changes to the Elections and Referenda Procedure (see full draft below).

In addition to minor grammatical updates, the committee would like to draw your attention to our more significant proposals involving the powers and makeup of the ERO (Section 3.0), the allegations and appeals process (4.0), disqualification and other penalties (4.4.2), the interim period (7.2), and third party postings during the campaign period (8.1.6).

For the most part the proposed changes mirror the recommendations recently submitted by the ERO (see below). Of those recommendations that have not been included in this proposed update an explanation is provided below - of course council's input on these omissions are more than welcome.

Omitted ERO recommendations

**ERO Recommendation #1: Define protocol for incidents outside the outlined timeline.
And 2: Explicitly state that interim rules apply before All-Committees meeting**

- It is the opinion of the RPO that Feds' oversight authority over nominees and/or referenda committees prior to the "all-candidates/committee" meeting would be viewed as illegitimate.

ERO Recommendation #12 Create mechanism through which the ERO, members of ERC, or ERAC can be removed should evidence of acted bias and corruption come forward

- Neither the RPO or PPC is opposed to this recommendation, however, considering council's role in confirming these roles, council's input on a removal mechanism is most welcome.

ERO Recommendation #13: Explicitly grant sign-in privileges to ERO for the Feds computers

- Neither the RPO or PPC is opposed to this recommendation, it was simply not codified in the procedures.

ERO Recommendation #14 (a)(b)(c)

- Neither the RPO or PPC is opposed to these recommendations, however, consultation with the IT and accounting departments is required.

ERO Recommendation # 15: Take a stance on covertly-obtained evidence

- Neither the RPO or PPC is opposed to these recommendations, however, council's input would be welcome.

ERO Recommendation # 17: Mount the voting system entirely online

- Neither the RPO or PPC is opposed to these recommendations; Feds support staff has sought to implement this change - it is anticipated a fully-digital voting system will be in place for 2017 at which time PPC will seek to codify its implementation.

[Summary of ERO Recommendations](#)

1. Define protocol for incidents outside the outlined timeline.

As it currently reads, the Elections and Referenda procedure does not indicate whether its rules should be extended to incidents that predate the Interim period. In the capacity of ERO, I operated under the assumption that policing actions before and after the outlined referendum period was ill-advised and not in the spirit of Feds. However, it is my recommendation that rules are presented to govern the period between the referendum or election being called and the commencement of the Interim Period.

2. Explicitly state that interim rules apply before All-Committees meeting

I urge clarification of the statement indicating that candidates and committee-members are expected to adhere to the procedures in the days preceding the All-Committees' or All-Candidates' meeting as ignorance of policy is not justifiable grounds for violation.

3. Include weekends in the referendum timeline breakdown

I believe the procedure regarding weekends should be noted in the policy, as rules are not suspended over the weekend despite the exclusion of Saturdays and Sundays in the timeline denoting the various periods of the referendum. My recommendation is to state that the weekend belongs to the period of the Friday immediately preceding it or include the weekend days in the timeline breakdown.

4. Set two voting members out of four as quorum for ERC

Should ERC remain a 5-person committee (including the Chair), quorum should be set at 2/4 voting members. Quorum is understood to be 51% and over for Feds committees. This referendum had an irregularly high volume of allegations, requiring ERC to meet constantly. Gaining attendance by three people did not facilitate quick turnaround with regard to decisions, which in turn slowed down the appeals process and may have compromised the integrity of the referendum. As this is a 4-person committee, setting 2 people as quorum should be accepted as 2/4 is closer to 51% than 3/4 and best facilitates the application of the policy in a timely fashion.

5. Maintain the undefined turnover period for ERC decisions

Should ERC remain a 5-person committee, I believe it is imperative that its undefined turnover period is protected. As outlined above, coordinating meetings with volunteers at a time that coincides with midterms and concentrated deadlines does not facilitate timely decisions and may compromise the integrity of the referendum.

6. Extend the defined turnover period for ERAC rulings

While this is best explained by the ERAC chair, administrative barriers occur for meetings of three. Both appeals and allegations need to be handled with attention and care and rushing this, especially in such a high-volume referendum, can compromise the integrity of the process.

7. Make explicit valid terms of appeals

Superfluous appeals were regularly submitted during the referendum, as committee members regarded the ERAC process as a 'second chance' at receiving a verdict that agreed with them. I recommend the policy outlines that appeals must ONLY be submitted if: 1) new

information has come to light regarding the decision or 2) a procedural error has been made by the ERC, presented with evidence that supports this. Appeals simply reiterating rationale from the original allegation should not be processed through ERAC as this undermines the authority and sovereignty of the ERC and the procedure as a whole.

8. Explicitly grant ERO the power to dismiss superfluous allegations

Due to the high volume of recommendations made during this referendum, I recommend that ERO is explicitly granted the power to dismiss superfluous allegations. To ensure transparency and guard against corruption, I recommend that the ERO must divulge to the Research and Policy Officer or the ERAC Chair a list of dismissed recommendations and the rationale.

9. Explicitly grant ERAC chair the power to dismiss superfluous appeals

As the ERAC Chair checks the power of the ERO, symmetry is essential to the system. I believe that the ERAC Chair should have the power to dismiss appeals that simply reiterate rationale from the original allegation or are otherwise superfluous (for example, if an identical appeal has been made and ruled on). I would expect a similar mechanism for transparency as outlined in Recommendation 8.

10. Create allegations and appeals forms

Creating allegations and appeals forms would help guard against superfluous allegations and centralize the process. I recommend having one member handle all the forms for their committee to prevent duplicate submissions of allegations from the same committee. Using the form should clarify valid appeals as well (e.g. explicitly asking what new information has come to light, and if a procedural error has been made).

11a. Redefine parameters of ERC

I believe ERC should either be disbanded or be reduced to a maximum of two seats. Coordinating meetings with the ERC unnecessarily complicated and slowed the administration of justice during this referendum. Additionally, the hiring process of the ERC does not guard against committees attempting to 'stack' the committee in the favour.

11b. Strengthen hiring process of ERC and ERAC with greater transparency

Should ERC be disbanded or reduced in size, ERAC must be filled with an emphasis on transparency. ERAC will rise in importance as it checks the power of the ERO, which will be strengthened through this recommendation. ERAC should be screened for biases during the hiring process and explicitly warned against supporting either side of the referendum question.

12. Create mechanism through which the ERO, members of ERC, or ERAC can be removed should evidence of acted bias and corruption come forward

During the referendum, two seats on ERC were accused of operating under bias for different sides of the referendum question. Despite these allegations being provided without sufficient proof, there was no available mechanism to replace them should it have been necessary. I recommend that greater emphasis is placed on ensuring the neutrality of ERC, ERAC, and ERO members in the hiring process and a mechanism is created through which they can be removed if it is revealed that their decisions have been influenced by personal motivations.

13. Explicitly grant sign-in privileges to ERO for the Feds computers

In order to hold ERC meetings with the use of a projector, the ERO requires a log-in to the Feds computer system. Out of the generosity of Feds staff I was able to use the projector and hold meetings for the most part, but this required staff to stay late.

14a. Create bank accounts for the referenda committees and stipulate that all finances must be routed through this bank account.

Budget transparency is an issue in the Feds referenda/election process, as its basis is an honour system. If Feds seriously wishes to work against committees exceeding the \$500 budget, they should provide a bank account with the \$500 and mandate that all transactions operate within this account only (as it is done with Feds Clubs). Alternatively--

14b. Remove the \$500 limitation on budget.

The \$500 limitation on budget is neither adhered to nor enforced effectively, so I recommend removing it. The demerit point system should not apply to the budget. I recommend continuing the \$500 reimbursement for submitted receipts and encouraging a full budget to be submitted, but one cannot expect this to be the complete budget if the limit remains at \$500. Alternatively--

14c. Stipulate that the ERO must have access to an ongoing budget spreadsheet denoting committee expenses throughout the campaign period.

This suggestion is not mutually exclusive to 14a or b. I recommend that the ERO has access to ongoing budgets as they are created during the referendum. This suggestion works best with 14b as honesty and transparency will be better ensured without threat of punishment for exceeding \$500, but can be used in the 14a system as well.

15. Take a stance on covertly-obtained evidence

Covertly-recorded video was submitted repeatedly during this referendum. I do not wish to endorse this, but having this sort of evidence allowed for evidence to be submitted to support allegations. Covertly recording footage, without consent, of individuals is very difficult to police, but Feds has the opportunity to refuse to consider evidence of this nature to reduce its prevalence.

16. Repeal item requiring committees and candidates to bear responsibility for all online postings by third parties

This item is nearly impossible to adhere to, as the Internet is vast and enforcing it would require an infringement upon freedom of speech. This item should be repealed as it is neither possible nor desirable.

17. Mount the voting system entirely online

I recommend that physical ballots are not used in elections or referenda as they have consistently had a negligible effect on the outcome, and require the hiring of polling clerks, manning of polling booths, and a waste of manpower and resources that could be more effectively reallocated.

18. Enforce that only Federation of Students members may campaign on behalf of a referendum committee

19. Define ‘endorsement’ in the policy to differentiate it from ‘campaign’

Endorsements are by no means prohibited by the Elections policy. Due to the combination of items stating that only students may join referendum committees and only referendum committee members may campaign, endorsements can easily be misinterpreted as acts of campaigning by non-committee members. The definition of campaign likely needs to be reworked to accommodate a separate definition for ‘endorsement’, as the current one (2.2.1) includes any activity designed or likely to influence the outcome of an elector’s vote— this would encompass an endorsement.

20. Compile a record of existing precedents made by past EROs

Having a record of precedents made available to the ERO would assist in consistency between referenda and elections. Additionally, this record would help with institutional memory.

ELECTION AND REFERENDA PROCEDURES

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1.0 Scope

- 1.1 Students' Council is given authority to establish procedures for elections and referendum not contrary to the by-laws of the corporation. In the event of discrepancy between this procedure and the by-laws, the by-laws shall always supersede this procedure.
- 1.2 This procedure governs all elections and referenda of the corporation.
- 1.3 This procedure shall also apply to elections of undergraduate student representatives to the University Senate, subject to Senate By-law X

2.0 Definitions

2.1 Nomination forms

2.1.1 Nomination forms must indicate who is being nominated by whom and for what position. Nomination forms must also indicate if an individual is running on a team and what the name of that team is. 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. Nomination forms must match the nomination form provided by the Federation of Students.

2.1.1.1 All team names are subject to approval by the ERO, with the following criteria:

2.1.1.1.1 Team names cannot be similar, to the point where a reasonable voter would confuse with one another.

2.1.1.1.2 Team names cannot include offensive language

2.2 Campaigning

2.2.1 Campaigning may consist of, but is not limited to, activities undertaken by a team and/or individual candidate, ranging from: all forms of advertising or communication by/in any medium, the distribution and/or posting of any materials, and speeches and public forums designed and/or likely to influence voters towards a particular candidate or referendum option.

2.2.2 Publicly declaring an intention to run in an upcoming election shall not be considered campaigning.

2.2.3 Wearing a colour associated with a team or referenda position shall not be considered campaigning.

2.3 Fair Market Value

2.3.1 Fair Market Value is the lowest price of a product or service, without special concessions or special discounts, from a set of at least three prices from merchants in Waterloo Region.

2.3.2 Discounts that are allowed must be easily accessible by all other candidates and committees and include, but are not limited to, one day sales and group deals.

2.4 Identifying Mark

2.4.1 An identifying mark is any mark or combination of marks that can be used to clearly identify a candidate or team from other candidates in their election. Identifying marks include, but are not limited to, a candidate's name, URL, design, picture, logo, or team/party affiliation.

2.5 Team

2.5.1 A team is an Elections or Referenda Committee approved group of multiple candidates who wish to be elected together into office. All material branded with a shared Identifying Mark will be equally expensed to all team members.

Comment [AF1]: Added as per RPO/ERO recommendations

Comment [AF2]: Added.

3.0 Personnel

3.1 Electoral and Referenda Officer (ERO)

3.1.1 There shall be an ERO, who shall be hired by and liaise with the Federation of Students' Research and Policy Officer and Marketing Coordinator — Advocacy. Students' Council shall be required to ratify the appointment and the ERO shall report to the Council.

Comment [AF3]: Added.

Comment [AF4]: No longer applies

3.1.2 The ERO must be a full member of the Federation of Students.

3.1.3 Duties of the ERO shall include:

3.1.3.1 Being familiar with and upholding this procedure and all other relevant by-laws, policies, and procedures of the corporation

3.1.3.2 Chair the Elections and Referenda Committee (ERC) Adjudicate campaign allegations

Comment [AF5]: No longer applicable

3.1.3.3 Maintain personal neutrality in all elections and referenda activities

Comment [AF6]: Added for clarity

3.1.3.4 Promote all elections and referenda

Comment [AF7]: Added

3.1.3.5 Report to Student's Council with a detailed record of allegations and rulings within sixty (60) days of the conclusion of any elections or referenda.

Comment [AF8]: Duties re-assigned

Comment [AF9]: Record keeping for precedents

3.2 Elections and Referenda Committee (ERC)

3.2.1 There shall be an Elections and Referenda Committee (ERC), with the following membership

3.2.1.1 The ERO, who shall chair the committee

3.2.1.2 Two (2) voting members of Council elected by Council

3.2.1.3 Two (2) members at large, elected by Council.

3.2.2 Under no circumstance shall any member of ERC be a candidate for election, join a referendum committee, or campaign for any candidate or referenda position.

3.2.3 Duties of the ERC are found under section X: Allegations, etc.

Comment [AF10]: Removed

3.3 Elections and Referenda Appeals Committee (ERAC)

3.3.1 There shall be an Elections and Referenda Appeals Committee (ERAC), with the following membership

3.3.1.1 Three (3) full members of the corporation, elected by Students' Council, at least 1 of whom shall be a voting member of Students' Council. If possible, it is expected that the Council Speaker shall be a member of and chair the committee. Otherwise, Students' Council shall additionally select a chair from the membership of the committee.

3.3.2 Under no circumstance shall any member of ERAC be a candidate for election, join a referendum committee, or campaign for any candidate or referenda position.

3.3.3 Duties of the ERAC are found under section X: Allegations, etc.

4.0 Allegations, Decisions, Penalties, Appeals

4.1 Allegations

- 4.1.1 By submitting an allegation form, any individual may privately allege to the ERO that a candidate, team or referendum committee has violated this procedure
- 4.1.2 The allegation shall be kept confidential by all involved parties until the ruling by the ERC ERO is made public within forty-eight (48) hours.
- 4.1.3 The ERO reserves the right to dismiss, as superfluous, allegations which do not provide evidence and/or do not explicitly pertain to a section of this procedure.
- 4.1.4 Candidates and committees shall be immediately notified by the ERO of any allegations made against them, and shall be permitted to present any evidence or defense to the ERO. Evidence and defense shall be required to be submitted within 24 hours of being notified of the allegation.
- 4.1.5 Submissions of allegations will be accepted by the ERO until 9:00 AM on the first day after the conclusion of the Polling Period. Any complaints submitted after this deadline will considered at the discretion of the ERO.

Comment [AF11]: Added. This should be hyperlinked.

Comment [AF12]: Added

Comment [AF13]: Added

Comment [AF14]: Added.

Comment [AF15]: Added.

Comment [AF16]: Added

4.2 Decisions

- 4.2.1 ~~The ERO shall bring the allegation to the ERC, which shall make, by majority vote, a decision on whether the candidate or referendum committee has violated this procedure~~
- 4.2.2 ~~The ERC, shall, through the ERO, inform the alleger and the alleged of its decision within two hours of having made said decision~~
- 4.2.3 ~~The ERC, shall, through the ERO, inform the public of its decision after informing the alleger and alleged~~

4.3 Appeals

- 4.3.1 After receiving the decision of the ERO, the alleged or alleger may appeal the decision to the ERAC, by submitting an appeals form to the ERAC
- 4.3.2 The appellant must include in their appeal, their reasoning for disagreement with the decision of the ERO, including all relevant sections of this procedure.
- 4.3.3 Appeals may also include new information relevant to the allegation.
- 4.3.4 Appeals must be submitted to the ERAC within 24 hours of the appellant first receiving notice of the decision of the ERO or by 9am the day after the close of the polling period, whichever comes sooner. Or within two hours of the end of the polling period.
- 4.3.5 The chair of the ERAC shall immediately notify the ERO, ERAC, the alleged and the alleger of receiving an appeal. The ERO shall be responsible for submitting to the ERAC all supporting information of the decision of the ERO or ERC.
- 4.3.6 Within forty-eight hours of receiving the appeal, or one hour after the end of the polling period, whichever is sooner, the ERAC shall make its decision. The ERAC may do any of the following:
 - 4.3.6.1 Uphold the original decision
 - 4.3.6.2 Alter the penalty of the original decision, within the limits of this procedure

Comment [AF17]: Added.

Comment [AF18]: Added.

Comment [AF19]: Added.

4.3.6.3 Refer the ERO to review a decision in light of new information or with consideration to a specific section of this procedure

4.3.6.4 Overturn the decision

4.4 Penalties

4.4.1 The ERO or ERAC shall appoint demerit points for successful allegations made against a candidate, team or referendum committee

Comment [AF20]: Added.

4.4.2 Candidates or teams have a maximum of ten (10) demerit points. If a candidate receives eleven (11) demerit points or higher, they shall be disqualified from the election, thereby voiding their candidacy and forfeiting reimbursement.

Comment [AF21]: Added.

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

4.4.4 Any committee disqualified for any reason shall not be reimbursed for any referendum expenses and shall not campaign further. This includes all of that committee's posters being removed, the committee not being allowed to participate at public forums, the ERO not setting up interviews with newspapers, and any other forms of campaigning as decided by the ERO. Upon the disqualification and during the polling period, signs will be posted and website updated by the ERO informing voters of the disqualification

4.4.5 The following shall be used to determine demerit points applied

Violation	Penalty
Spending over their allotted budget	1 point for every \$10 over budget, rounded up
Misrepresenting the character or statement(s) of another candidate or committee	3 points
Campaigning outside of campaign period	2 points
Speak to or email a class without the permission of the instructor	2 points
Directly providing a method of voting to voters during polling period, or campaigning to a voter while voting	5 points
Distribute money or alcohol for campaign purposes	5 points
Enter into contractual obligations with any groups on or off campus that may affect the Federation of Students during their term in office	5 points
Lying to the ERO, or ERAC regarding matters pertaining to their role(s)	5 points
Make public allegations that other candidates or committees have violated the rules	3 points

Serious breach of democratic process* (e.g. intentionally compromising ballots, etc.)	11 points
Minor** violation of these procedures or by-laws	3 points
Major** violation of these procedures	5 points

*This violation requires a super-majority (two-thirds vote) of the ~~ERC~~ or ERAC

**The ERO shall have discretion in determining if a violation is minor or major based on the other described violations.

5.0 Budgets

5.1 Spending limits for candidates shall be the following

Seat	Spending limit (\$)
Councillor	75
Councillor Team (2)	90
Councillor Team (3)	100
Councillor Team (4 or more)	100 + 5*(Team Size-3)
Executive	250
Executive Team (2)	300
Executive Team (3)	325
Executive Team (4)	340
Referendum Committee	500
Senate	200

- 5.2 Candidates and referendum committees must submit to the ERO a budget of all campaign expenditures with accompanying receipts no later than 12 hours after the end of the polling period. Photocopies or non-original receipts of expenditures may be accepted at the discretion of the ERO, but may not be eligible for reimbursement.
- 5.3 Candidates or referendum committees that do not have any expenditures are still required to indicate to the ERO that no campaign expenses were incurred.
- 5.4 Donated or significantly discounted campaign materials and gifts-in-kind will not have a monetary cost to the candidate or committee, but must be accounted for with the appropriate Fair Market Value calculation as determined by the ERO. This will be the price that will be used for budget calculation but not for reimbursements.
- 5.5 The ERO shall have final say as to what will be considered a campaign expense
- 5.6 Candidates who are ranked first on at least seven per cent of the ballots cast, and all Referendum Boards, will receive a subsidy from the Federation of Students for one hundred per cent of their actual campaign expenses as per their spending limit. Disqualified candidates and committees are not eligible for this subsidy.

6.0 Nominations

- 6.1 During the nomination period, nomination forms shall be available in the Federation of Students office and on the Feds website. Also during the nomination period, the online nomination form shall be available on the Feds website.
- 6.2 In this section "signature" refers to either a written signature on a physical nomination form, or an authenticated nomination on an online nomination form.
- 6.3 Nominations for Executive positions shall require the signature of the candidate and the signature of one hundred (100) other members of the Federation of Students.
- 6.4 Nominations for a Students' Council position shall require the signature of the candidate as well as the signature of twenty-five (25) other members of the Federation of Students from the appropriate constituency.
- 6.5 Nominations for a Senate position shall require the signature of the candidate as well as the signature of twenty-five (25) other members of the Federation of Students from the appropriate constituency.
- 6.6 Submitted nomination forms shall not be open for public inspection. However, the names of nominated candidates shall be public.
- 6.7 The ERO, or designate, shall check the validity of each Executive and Councillor nomination form. For Executive and Councillor positions, the qualifications for candidate eligibility are set out in section X and section IX of the bylaws of the Federation of Students, respectively.
- 6.8 The University Secretary or designate shall check the validity of each Senate nomination form. For Senate positions, the qualifications for candidate eligibility are set out in the bylaws of University of Waterloo. The University Secretary or designate shall liaise with the ERO and inform them of the validity of each Senate nomination form.
- 6.9 If a nomination is invalid, the nomination shall be rejected and the candidate shall be notified. Candidates may correct and resubmit rejected nomination forms. If a nomination form is rejected after the end of the nomination period, the candidate will have two business days to resubmit their nomination form
- 6.10 Acclamations
- 6.10.1 If the number of nominations in any constituency is less than or equal to the number of seats available in that constituency, all members who submitted nomination forms for seats in that constituency shall be acclaimed
- 6.11 Exclusivity
- 6.11.1 Nominations are limited to a single position within the Federation of Students. A member of the Federation of Students may run for an Executive position, but may not concurrently run for another position within Students' Council or the Executive. A member of the Federation of Students may not concurrently run for or hold two positions with Students' Council under the same academic calendar year.
- 6.11.2 Senator elections are to the University of Waterloo Senate, not for a position within the Federation of Students. Members of the Federation of Students running for an Executive position or Students' Council may also run for positions of Senate unless prohibited by the Senate Chief Returning Officer of the University.

Comment [AF22]: Added.

Comment [AF23]: Should hyperlink to: <https://uwaterloo.ca/secretariat-general-counsel/governance/senate>

Comment [AF24]: Added.

Comment [AF25]: Added.

6.12 Special Rules Concerning Incumbents

- 6.12.1 Executives, Councillors, and all others holding positions within the Federation are expected to continue their duties during elections and referenda.
- 6.12.2 Candidates are not permitted to use their position(s) to gain advantage in elections. This includes, but is not limited to: use of official social media for campaign purposes and abuse of powers of office to influence voters (eg. awarding of prizes or money).
- 6.12.3 It is recommended that no Council or Board meeting be held during the campaign or voting period.
- 6.12.4 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, with Council appointing temporary members for said time.
- 6.12.5 The Board of Directors may overturn the above and require an Executive to carry out specific duties pertaining to their role.

7.0 Interim Period

- 7.1 During the Interim Preparation Period, the ERO shall hold a compulsory meeting to explain the rules for the election and/or referenda. ~~and answer questions about the rules.~~ At this meeting, the Electoral Officer shall distribute relevant Students' Council procedures and other documents to candidates or committees.
- 7.2 All candidates and/or potential committee members are required to attend this meeting, or send a delegate on their behalf to receive the necessary information and documentation. In the event a candidate or committee member does not attend or send a delegate, they will be prohibited from campaigning until they have satisfied this requirement.
- 7.3 ~~At the organizational meeting, Those seeking to form a referendum committee will each side in a referendum shall form a committee that will be recognized officially by the ERO Elections & Referenda Committee.~~ Only full members of the Federation of Students may be a members of or a chair these of a referenda committee. Only members of an ERO approved committees may campaign on behalf of a referendum question. The committee Chairs will also disclose a list of official members to the ERO.
- 7.4 During the Interim Preparation Period, the ERO will add all of the candidates' and committee members' email addresses, as provided on their nomination forms, to the Federation of Students' election email list. Candidates and committee members are to ensure they are receiving communications from the ERO via the Federation of Students election email list by the conclusion of the Interim Preparation Period. It is the responsibility of each candidate and committee member to ensure they are receiving communications and report any problems to the ERO immediately.
- 7.5 Candidates and committee members are responsible to check their email daily during the Interim Preparation, campaigning, and polling periods for important updates.

Comment [AF26]: Added.

Comment [AF27]: Removed – too redundant.

Comment [AF28]: Added. This needed teeth.

Comment [AF29]: Removed – this word makes it seem like a different meeting.

Comment [AF30]: Added.

8.0 Campaigning Period

8.1 Campaign Materials

- 8.1.1 Physical materials such as posters, signs, and banners, are permitted at the discretion of the University's Plant Operations department. 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 via the ERO that may alter alterations to physical materials.
- 8.1.2 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.
- 8.1.3 The office of the Federation provides an appropriately dated logo print and this should be used to signify to the University Plant Operations staff that posters with this logo print are authorized and should not be removed until the date marked thereon. Each poster must be individually stamped with this print by the candidate or committee, or designate.
- 8.1.4 Use of the official Feds election logo and URL, which is normally <vote.feds.ca>, is mandatory on all print materials. The definition of a print material shall be at the discretion of Electoral Officer. Use of the logo and website is encouraged on other campaign materials.
- 8.1.5 The referendum campaigning rules shall not impede any officer or member of the corporation from carrying out all duties reasonably incident to their portfolio. No publicity attributed to a portfolio shall be applied to a candidate's or referendum committee's budget during the campaign period provided that the committee membership is not mentioned or any association with the campaign noted.
- 8.1.6 Candidates and committees will be responsible for daily monitoring of all social media ~~applications~~ postings organized by the candidate, or their committee, ~~volunteers to ensure each applications, and all third party~~ posting follows the rules of this procedure.

Comment [AF31]: It has become too difficult to monitor third party postings

9.0 Polling Period

9.1 Each vote will have the value of one (1)

9.2 The Elections & Referenda Committee shall decide where to place online polling stations on the University campus during each election cycle. The ERO will endeavor to place online polling stations in areas frequented by sizeable concentrations of undergraduate students.

9.3 Ballots

9.3.1 Ballots for elections, whether electronic or paper, shall list the names of the candidate's, surname first, in alphabetical order and where applicable include the Team name in brackets following the name.

9.3.2 The ERO shall cause the electronic ballots to be tested.

9.3.3 Each paper ballot shall be uniformly marked with a distinctive sign that indicates its validity.

9.4 Online voting system

9.4.1 The online voting system shall be usable only by members of the Federation of Students.

9.4.2 The online voting system shall ensure that electors cannot cast more votes than they are entitled to cast.

9.4.3 The online voting system shall use the list of electors prepared by the ERO to validate electors.

9.4.4 The online voting system shall provide immediate feedback to electors about the status of the votes that they have cast.

9.4.5 The online voting system shall allow an elector to decline the ballot.

9.4.6 The online voting system shall store each vote and the time that the vote was cast in an electronic medium.

9.4.7 Votes cast shall not be traceable to the elector who cast them.

9.4.8 The results of the electronic vote shall be stored in a non-electronic medium.

9.5 Number of votes and eligibility

9.5.1 For Executive and Councillor elected position the voting system will be as outlined in the Bylaws.

9.5.2 For Senator elections, each full member of the Federation shall be eligible to vote once in the constituency in which they are registered, and once for any at-large candidates.

9.6 Offline voting

9.6.1 Electors who are not on the list of electors prepared by the Electoral Officer and could not successfully vote online shall, if they can show that they are members of the Federation of Students, be able to vote using paper ballots.

9.6.2 A polling station shall be established at the Federation of Students office for electors who are not on the list of electors prepared by the Electoral Officer.

9.7 Polling stations

9.7.1 Polling stations shall be staffed by two polling clerks

9.7.2 Polling clerks shall not provide opinions on the candidates or referendum options, even if those opinions are solicited.

9.7.3 Online polling stations shall have at least one computer that is connected to the Internet.

9.7.4 Online polling clerks may assist electors with online voting, but they cannot vote on behalf of an elector.

9.8 Voting at the polling station

9.8.1 Only members who are not on the list of electors and members who could not successfully vote online may vote at the polling station.

9.8.2 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.

9.8.3 To vote, students who are not able to vote online must present their student ID card.

9.8.4 Polling clerks shall initial ballots for qualified electors.

9.8.5 The elector shall mark the ballot in private and place it in the ballot box under the supervision of the polling clerk.

9.8.6 An elector 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 to be returned to the ERO.

9.8.7 If an elector marks the ballot incorrectly, the student may request another ballot. The polling clerk must destroy the original ballot immediately, under the scrutiny of the student but must keep a record of destroyed ballots.

9.9 Counting ballots

9.9.1 The ERAC shall be responsible for overseeing the counting of paper ballots.

Comment [AF32]: Changed to ERAC from ERC

9.9.2 Only members of the Elections & Referenda Appeals Committee and duly appointed scrutineers of candidates eligible for election or non-disqualified committees shall be present during the counting of paper ballots.

Comment [AF33]: Added.

9.9.3 A paper ballot shall be considered spoiled if:

9.9.3.1 It is not obvious by means of an appropriate mark which candidate or option was the voter's choice;

9.9.3.2 It is not initialed by a poll clerk;

9.9.3.3 Any marks signifying the identity of the voter are present; or

9.9.3.4 It is not appropriately stamped.

9.9.4 All disputes regarding the counting of ballots shall be received by the Elections & Referenda Committee and shall be settled before the election or referendum is declared ended.

9.9.5 Any candidate or committee shall be entitled to a recount of the paper ballots if they request it from the ERO within seventy-two hours of the announcement of the election results.

9.9.6 The votes will be tallied using the Instant Runoff Voting (IRV) counting system for executive candidates. Votes for the council candidates will be tallied using the Single Transferable Vote (STV) counting system.

9.9.7 Votes for referenda will be tallied, with the option receiving the most votes declared the winner.

9.10 Ties

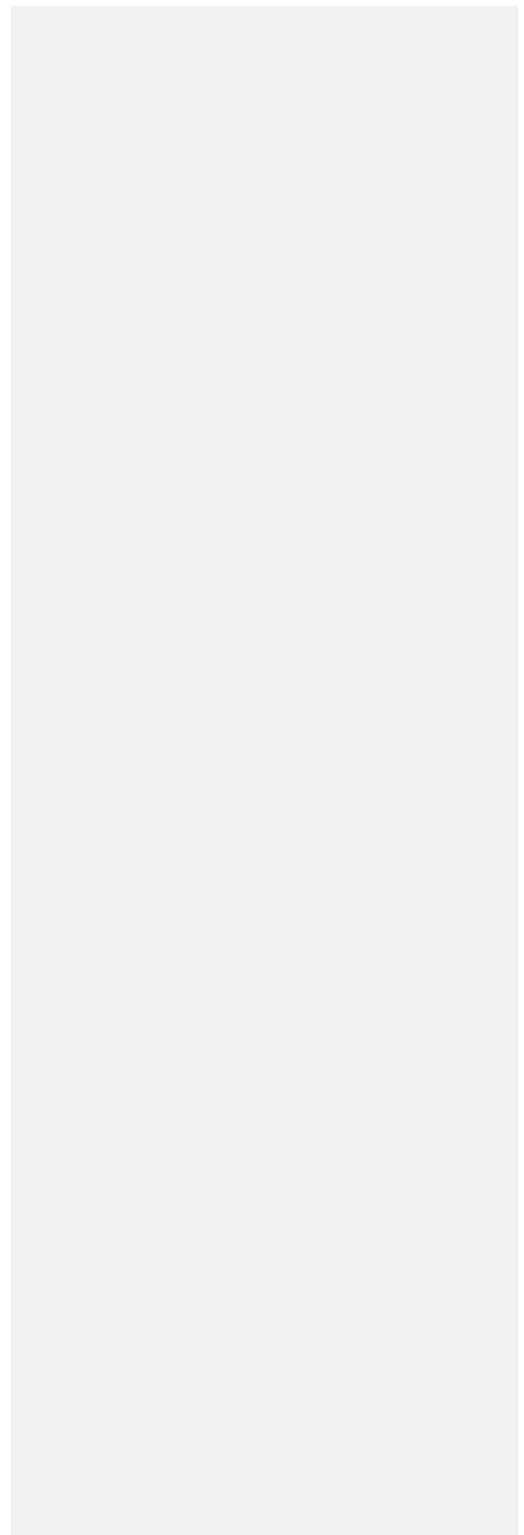
- 9.10.1 In the event of a tie, a run-off vote will be held as soon as is practical, in which only those candidates or options with the most votes will be eligible.
- 9.11 Rules for candidates and committees during the polling period
 - 9.11.1 Candidates, campaign volunteers, and referendum committees may still campaign during the polling period
 - 9.11.2 Candidates, campaign volunteers, and referendum committees are not permitted to provide a mechanism of voting (e.g. laptop, tablet, phone) to any eligible voters
 - 9.11.3 Candidates, campaign volunteers, and referendum committees must make all attempts to not be present while an elector is in the process of voting

10.0 Timelines

- 10.1 General timelines are found in the Federation of Students By-laws and will always supersede this procedure.
- 10.2 Spring term
 - 10.2.1 The President shall fill the duties of the ERO until a nomination is contested or referendum called. If a nomination is contested or referendum called, an ERO shall be hired as soon as possible
- 10.3 Fall term
 - 10.3.1 The ERO shall be hired by the Fall term at the latest
 - 10.3.2 The ERC and ERAC shall be formed for the general elections by the Fall term
 - 10.3.3 The ERO shall be responsible for making nomination forms for the general elections available no earlier than November 1 and no later than the beginning of Fall term exams
 - 10.3.4 The nomination period begins as soon as nominations forms are made available. The ERO shall be responsible for notifying the public the nomination period has begun
- 10.4 Nomination Period
 - 10.4.1 In general, the nomination period shall be at least ten (10) business days. For the general election, the nomination period shall end eleven (11) business days into the Winter term.
- 10.5 Interim Period
 - 10.5.1 There shall be at least seven (7) days immediately following the nomination period that consist of the Interim Period. No campaigning is permitted during this time
- 10.6 Campaign Period
 - 10.6.1 The ERO shall determine the dates of the campaign period, which must be at least ten (10) days in length, and no more than fifteen (15)
- 10.7 Polling Period
 - 10.7.1 The Polling Period shall begin at 10am the days after the end of Campaign Period and shall last for sixty (60) hours.
 - 10.7.2 As per the Federation of Students By-laws, the polling period for the general election must occur in the week prior to the Winter Reading Week
- 10.8 Announcement
 - 10.8.1 Results of the elections and referendum shall be made the day after the close of the polling period, provided there are no outstanding allegations that may affect the results.
 - 10.8.2 If there are outstanding allegations that may affect the results, announcements for the involved election(s) and/or referenda will be postponed until the allegation is resolved.
- 10.9 Confirmation of Dates
 - 10.9.1 The ERO, in consultation with Students' Council, shall be responsible for setting the dates for the above periods. The dates must be included on the nomination package for the general election.
 - 10.9.2 Polling period shall never occur during the exam period, or between the end of exams of one term and the start of the classes for the next term.

Comment [AF34]: Added.

10.9.3 For by-elections and referendum that do not coincide with the general elections, the ERO shall try to follow the above as much as possible. In the event this is not possible, the ERO may request Student's Council allow exceptions to the above restrictions and set dates as fair as possible.





Violation Complaint Form

2016-2017

Use this form to submit an Elections and Referenda Procedure violation allegation. Once completed, email the form to the Elections and Referenda Officer at elections@feds.ca. Incomplete forms will be disregarded.

Date:

Name of complainant(s)

Name(s) of accused

Alleged Election Procedure that was violated



Violation Appeal Form

2016-2017

Use this form to appeal an Elections and Referenda Procedure violation allegation. Once completed, email the form to Elections and Referenda Appeals Committee at tbd@feds.ca. Incomplete forms will be disregarded.

Date:

Name of complainant(s)

Initial Allegation Complaint #

New Information Regarding this complaint