
UMGSA Council Meeting Documents Index Page **Wednesday, October 23rd, 2019 - 5:30 PM - UMGSA Lounge**

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UMGSA Council Meeting Agenda

Wednesday, October 23rd, 2019 - 5:30 PM - UMGSA Lounge

1. Call to Order

2. Approval of the Interim UMGSA Council Chairperson

Due to the unavailability of the regular UMGSA Council Chairperson for the months of September and October 2019, the Council needs to ratify an interim Chairperson for the period where the regular Council Chairperson will be absent.

MOTION: BIRT Julia Minarik be ratified as the interim Council Chairperson for the October 23rd, 2019 UMGSA Council Meeting.

3. Traditional Territories Acknowledgement

The University of Manitoba campuses are located on original lands of the Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

4. Approval of the Agenda

Note: Agenda Items for Concurrence Without Debate

Any item that has a beside it denotes an item intended for Concurrence Without Debate. These items include reports and other routine matters, and are considered accepted or adopted by the UMGSA Council without debate or a vote. Any Council Member who wishes to remove any item so-noted from the list of items for Concurrence Without Debate may do so by contacting the Council Chairperson prior to the meeting, or by requesting that it be removed when the Chair asks if there is any opposition to accepting these items for Concurrence Without Debate, immediately prior to the motion to approve the agenda as presented or as amended.

MOTION: BIRT the UMGSA Council approves the agenda for the October 23rd, 2019 UMGSA Council Meeting as presented.

5. Approval of the Minutes

The minutes of the September 25th, 2019 UMGSA Council Meeting are included as Appendix I to this Council meeting agenda.

MOTION: BIRT the UMGSA Council approves the minutes of the September 25th, 2019 UMGSA Council Meeting as presented.

6. Committee Reports

6.1. September Committee Reports (Appendix II)

7. HSGSA Report

7.1. September HSGSA Report (Appendix III)

8. Executive Reports

8.1. September Executive Reports (Appendix IV)

9. Departmental Reports

10. Unfinished Business

None.

11. New Business

11.1. Revisions to the Election and Referendum Committee Policy, Including a Change From a Standing to an Ad-Hoc Committee: These changes are to ensure that the Election & Referendum Committee is structured in a way to ensure fair and democratic elections. The CRO and DRO have been removed from the Committee to allow for more objective handling of appeals on CRO and DRO decisions from election candidates and other members of the UMGSA. The change from a standing to an ad-hoc committee structure better-reflects the limited time period of the committee's work, and also allows Council to confirm the membership of the committee each time it is struck. The revised version of this policy section is included as Appendix V to this Council meeting agenda.

MOTION: BIRT the UMGSA Council approves the revisions to the Election and Referendum Committee section (currently point 5 in Article VIII) of the UMGSA Governance and Operations Manual, as written, as well as the change from a standing to an ad-hoc committee (proposed point 3 in Article IX), with all necessary changes needed for formatting and consistency.

Bylaws and Policy Committee

11.2. Revisions to the UMGSA Election and Referendum Policy and Procedure Manual: These are changes based on the recommendations of the Election and Referendum Committee from last year. This is the first set of two changes – the second set will be presented at the next Council meeting. This set of changes more precisely defines the selection and responsibilities of the CRO and DRO, and clarifies the election timeline. The revised sections of this Manual are included as Appendix VI to this Council meeting agenda.

MOTION: BIRT the UMGSA Council approves the revisions to the UMGSA Election and Referendum Policy and Procedure Manual, as written, with all necessary changes needed for formatting and consistency.

Bylaws and Policy Committee

11.3. Ratification of the New UMGSA VP Academic: As reported at the previous Council meeting in September, the current VP Academic, Roxie Koohgoli, will be resigning from her role effective November 1st. Accordingly, the UMGSA Executive has conducted an open search for a replacement to complete the remainder of the current executive term. This special executive selection committee received a total of 24 applications. Due to the high number of applicants, 6 individuals were identified for an interview. After deliberations, the Executive Committee recommends _____ for the role of VP Academic, effective November 1st, for the remainder of the current executive term.

MOTION: BIRT the UMGSA Council ratifies _____ as the new UMGSA VP Academic, effective November 1st, 2019, for the remainder of the current executive term.

Executive Committee

11.4. One-Time Extension of the Deadline to Participate in Consent Culture Training:

Due to the timing of the implementation of the new requirement for all members of Council and our standing committees to participate in Consent Culture Training or similar training, and the limited availability of training sessions that have been organized so far, the Executive Committee recommends that for this year only, the deadline date to receive this training be extended. Rather than “prior to November 1st”, which corresponded to the first disbursement of our Department Grants, we recommend “prior to April 1st”, which corresponds to the second disbursement of our Department Grants.

MOTION: BIRT the UMGSA Council approves a one-time extension of the deadline to participate in Consent Culture Training for Council and standing committee members, with the deadline of “prior to April 1st”, for the 2019-2020 year only.

Executive Committee

12. Announcements

12.1. Next Council Meeting: Wednesday, November 27th, 2019 - 5:30PM - UMGSA Lounge

12.2. UMGSA AGM: Monday, December 2nd, 2019 - 5:30PM - UMGSA Lounge

13. Adjournment

Appendix II :

UMGSA Committee Reports September 1st - 30th, 2019

Executive Committee

Chair: Carl Neumann (UMGSA President)

Meeting Dates: September 10th and 24th, 2019

- Executives provided regular updates on meetings attended and other activities.
- The Executive agreed to use a selection process with open applications to replace our VP Academic, Roxie, before her resignation date of November 1st.
- Outside services available to support grad students' families were discussed.
- The Executive agreed to purchase additional online storage space to support the UMGSA's online application system for Conference Grants.
- Executives also discussed several events that we are either planning to host, or for which we are collaborating with others.

Finance Committee

Chair: Cody Ross (UMGSA VPFA)

Meeting Date: September 5th, 2019

- The committee discussed the status of the current conference grant budget and distributions/rollovers pertaining to May, June, July and August awards.
- The committee evaluated and approved conference grant applications submitted during the July 18th-August 17th time period.
- The committee discussed the current UMGSA investments and considered options related to ethical investment practices.

Bylaws and Policy Committee

Chair: Cody Ross (UMGSA VPFA)

Meeting Date: September 12th, 2019

- The committee reviewed, edited and made recommendations to the Services and Support Committee regarding UMGSA position statements.
- The committee began revisions to the UMGSA Election and Referendum Manual.

Events Committee

Chair: Okechukwu Efobi (UMGSA VPSS)

Meeting Date: September 26th, 2019

- The committee discussed and approved the planning and organization of sports and Halloween-themed social events in October.
- Discussed planning and organization of career and networking events for UMGSA members.

Services and Support Committee

Chair: Okechukwu Efobi (UMGSA VPSS)

Meeting Date: September 10th, 2019

- The committee discussed planning and scheduling of consent culture training workshops.
- In conjunction with the Events Committee, planned and organized the 2019 UMGSA Fall Term Welcome BBQ.

Awards Committee

Chair: Roxie Kooghli (UMGSA VPA)

Meeting Dates: September 3rd and 9th, 2019

- The awards committee met twice during the month of September. The first meeting was to answer any questions the committee may have on the process and the second meeting is where we selected the recipients. FGS was notified of the nominations and will be reaching out to the recipients. No luncheon is planned at this time.

Appendix III :

HSGSA Report September 1st - 30th, 2019

Chair: Mahder Teffera (HSGSA President)

Executive Meeting Dates: September 3rd, 16th, 30th

Council Meeting Date: September 23rd

Our executive team met to discuss possible plans for our Fall and Winter socials. We will be working with UMGSA to organize a trip to A Maze In Corn, we will also have pumpkin carving and a scary movie night for HSGSA students. We made preliminary plans to organize a winter formal event where the proceeds will go to the Winnipeg Humane society. We are taking on a more active role in sustainability and promoting resources in our monthly newsletter.

We had our first council meeting of the school year in September; there was quite a substantial turnover of councilors. We brought up the idea of consent culture training being mandatory for council members - we will be holding workshops in October for our councilors.

Events:

The Bannatyne Orientation for new graduate students occurred on September 6th. HSGSA organized most of the event (Food, tour, volunteers) and our executive team was present for the duration ensuring it ran smoothly.

HSGSA endorsed and was part of the global climate strike on September 27th. We held poster making sessions and provided T shirts for students who attended.

Appendix IV :

UMGSA Executive Reports September 1st - 30th, 2019

President - Carl Neumann

Executive Summary of Work:

- **Health Has No Borders Rally:** On September 4th, I and other Executives participated in the Health Has No Borders Rally at the Manitoba Legislative Building. Alongside representatives from UMSU, we made the case for restoring basic healthcare coverage to all international students in the province. Media outlets were in attendance, providing wide coverage in support of the cause. The UMGSA continues to work for the restoration of this basic human right for all our students.
- **UofM Community Presentation on Sexual Violence:** On September 17th, I attended the UofM Community Presentation on Sexual Violence. After a lengthy external review of the University's policies and practices relating to sexual violence, harassment and discrimination, the final report from this review was publicly presented. The review included extensive consultations with the University community, including with the UMGSA. The report makes 43 recommendations, and the University is already working on implementing them, including UMGSA input in several areas.
- **Global Climate Strike:** On September 27th, I and other Executives participated in the Global Climate Strike at the Manitoba Legislative Building. This rally was locally organized by Manitoba Youth for Climate Action, following Greta Thunberg's call for a general strike for our climate, alongside many other rallies organized around the world. The strike was formally endorsed by the UMGSA Council unanimously at our August meeting. Many speakers at the rally noted the urgent need for action to limit global warming and counter the negative consequences of climate change. The UMGSA continues to work internally and with the University to take action on this urgent problem.

Meetings Attended:

September 3 rd , 2019	Senate Orientation Meeting	0.5 Hours
September 3 rd , 2019	UMGSA Awards Committee Meeting	0.5 Hours
September 3 rd , 2019	UofM Board of Governors Meeting	2 Hours
September 5 th , 2019	Policy Review Meeting with VPFA	1 Hour
September 5 th , 2019	UMGSA Finance Committee Meeting	2 Hours
September 9 th , 2019	UMGSA Awards Committee Meeting	1.5 Hours
September 10 th , 2019	UMGSA Executive Committee Meeting	1.5 Hours
September 10 th , 2019	Policy Review Meeting with VPFA	1 Hour
September 10 th , 2019	UMGSA Services & Support Committee Meeting	0.5 Hours
September 12 th , 2019	UMGSA Bylaws & Policy Committee Meeting	1.5 Hours

September 16 th , 2019 Meeting with UofM Communications Staff	0.5 Hours
September 16 th , 2019 Presidential Search Committee Meeting	3 Hours
September 20 th , 2019 RWLE & SA Policy Advisory Committee Meeting	1.5 Hours
September 24 th , 2019 UMGSA Executive Committee Meeting	1 Hour
September 24 th , 2019 UofM Board of Governors Meeting	3 Hours
September 25 th , 2019 UMGSA Council Meeting	0.5 Hours
September 26 th , 2019 Meeting with Vice-Provost Students	1 Hour
September 26 th , 2019 UMGSA Events Committee Meeting	1 Hour
September 30 th , 2019 UMGSA Indigenous Ad-Hoc Committee Pre-Meeting	0.5 Hours
September 30 th , 2019 UofM Organizational Safety and Health Advisory Cttee	1 Hour
September 30 th , 2019 Student Senate Caucus Meeting	0.5 Hours

Meetings Missed:

UofM Student Experience Committee - September 18th - Scheduling Error - Apologies Sent

Time Spent in Meetings in September: 25.5 Hours

Office Hours:

Tuesday, September 3 rd , 2019	1:00PM - 3:00PM
Wednesday, September 11 th , 2019	1:30PM - 2:30PM
Thursday, September 13 th , 2019	1:30PM - 2:30PM
Wednesday, September 18 th , 2019	11:30AM - 1:30PM
Wednesday, September 25 th , 2019	1:00PM - 2:00PM
Thursday, September 26 th , 2019	1:00PM - 2:00PM

Time Spent in Official Office Hours in September: 8 Hours

Working Events Attended:

September 3 rd , 2019 FCRM New Grad Student Orientation	0.5 Hours
September 4 th , 2019 Health Has No Borders Rally - Manitoba Legislative Bldg	1 Hour
September 6 th , 2019 New Graduate Student Orientation - Bannatyne Campus	2 Hours
September 11 th , 2019 Native Studies Grad Student Orientation	1.5 Hours
September 13 th , 2019 UMGSA Fall Term Welcome BBQ	2 Hours
September 16 th , 2019 Random Acts of Green Presentation	1 Hour
September 17 th , 2019 UofM Community Presentation on Sexual Violence	1 Hour
September 18 th , 2019 EdGSA Grad Student Orientation	1 Hour
September 18 th , 2019 UofM Homecoming Concert	0.5 Hours
September 20 th , 2019 Grand Opening - Stanley Pauley Engineering Building	1 Hour
September 27 th , 2019 Global Climate Strike - Manitoba Legislative Building	1.5 Hours
September 27 th , 2019 Incoming Political Studies MA/MPA Students Orientation	0.5 Hours
September 29 th , 2019 Presidential Search Committee Interviews - Day 1	3.5 Hours

Time Spent at Working Events in September: 17 Hours

Approximate Time Spent on Other Activities:

Ranking UMGSA Award Applications	4.5 Hours
Writing and Editing Documents	13 Hours
Other Email Correspondence	32.5 Hours

Total Hours Spent on the UMGSA in September, 2019: 100.5 Hours

Vice-President Finance & Administration - Cody Ross

Executive Summary of Work:

- **Assessment of conference grant applications:** Processing conference grant applications and communicating with students the status of their applications.
- **UMGSA policy statement:** The UMGSA Bylaws and Policy Committee continues to work developing policy statements that better communicate the ideals and priorities of the UMGSA.
- **UMGSA Election and Referendum Manual:** The UMGSA Bylaws and Policy Committee has begun working on the Election and Referendum Manual in response to recommendations from the last annual election.
- **Meeting with the MSA:** Initial discussions were pursued with the MSA to collaborate on events and initiatives that will benefit all graduate students at the University of Manitoba.

Meetings Attended:

September 5 th , 2019	Policy review meeting with UMGSA President	1 Hour
September 5 th , 2019	UMGSA Finance Committee meeting	1.5 Hours
September 6 th , 2019	UMGSA welcome BBQ	1 Hour
September 10 th , 2019	UMGSA Executive Committee meeting	1 Hour
September 12 th , 2019	UMGSA Bylaws and Policy Committee meeting	1.5 Hours
September 24 th , 2019	UMGSA Executive Committee meeting	1 Hour
September 25 th , 2019	UMGSA Council meeting	1 Hour

Time Spent in Meetings in September: 8 Hours

Office Hours:

Thursday, September 5 th , 2019	9:00AM – 11:00AM
Thursday, September 12 th , 2019	9:00AM – 11:00AM
Thursday, September 19 th , 2019	9:00AM – 11:00AM
Thursday, September 26 th , 2019	3:00PM – 5:00PM

Time Spent in Official Office Hours in September: 8 Hours

Approximate Time Spent on Other Activities:

Construction of shelving for UMSU food bank	10 Hours
Preparing documents for B&P Committee meeting	3 Hours
Preparing for Finance Committee meeting	9 Hours
Email correspondence for UMGSA conference grant applications	8 Hours
Other Email Correspondence	2 Hours

Total Hours Spent on the UMGSA in September, 2019: 48 Hours

Vice-President Services & Support - Okechukwu Efobi

Executive Summary of Work:

- **2019 UMGSA Fall Term Welcome BBQ:** Worked with the UMGSA Services and Support Committee and the Events Committee to plan for and organize the welcome BBQ event for new and returning grad students. This event took place on 13th September, 2019 with over 100 grad students and other invitees attending.
- **100 Debates on the Environment:** This was part of a Canada-wide campaign for federal election candidates to have debates on the environment. The one held at the Fort-Garry Campus for Winnipeg South riding candidates was one of such debates held in 100 ridings all across Canada. It was organized by UMSU in collaboration with the UMGSA. The UMGSA received questions from our members, which were answered by the Winnipeg South candidates. The aim was to create a Canada-wide conversation between candidates and their constituents about the environment.
- **Consent Culture Training:** Set to work in arranging for workshops on consent culture and bystander intervention training for UMGSA council and standing committees members. Training sessions have been set up with Justice for Women and Bringing in the Bystander groups. This requirement was approved by Council as the UMGSA acknowledges that sexual violence is a serious and ongoing issue at the University of Manitoba and post-secondary institutions across Canada.

Meetings Attended:

September 3 rd , 2019	University of Manitoba Senate Orientation	1.5 Hours
September 3 rd , 2019	UMGSA Awards Committee meeting	0.5 Hours
September 5 th , 2019	UMGSA Finance Committee meeting	1.5 Hours
September 10 th , 2019	UMGSA Executive Committee meeting	1.75 Hours
September 10 th , 2019	UMGSA Services & Support Committee meeting	1.0 Hours
September 12 th , 2019	UMSU BOD meeting	2.0 Hours
September 17 th , 2019	Campus Alliance for Diversity and Inclusion mtg.	1.5 Hours
September 19 th , 2019	UMSU Member Services Committee meeting	1.25 Hours
September 24 th , 2019	UMGSA Executive Committee meeting	1.0 Hours
September 25 th , 2019	FGS Appeal Hearing	3.5 Hours
September 24 th , 2019	UMGSA Executive Committee meeting	1.0 Hours
September 25 th , 2019	Senate Committee on Instruction and Evaluation	0.75 Hours
September 25 th , 2019	UMGSA Council meeting	0.75 Hours
September 26 th , 2019	UMGSA Events Committee meeting	1.5 Hours
September 26 th , 2019	UMSU BOD meeting	1.0 Hours

Meetings Missed:

September 9 th , 2019	UMGSA Awards Committee meeting – Regrets sent
September 18 th , 2019	Students Experience Committee meeting

Time Spent in Meetings in September: 20.5 Hours

Office Hours:

Tuesday, September 3 rd , 2019	2:00PM – 4:00PM
Tuesday, September 10 th , 2019	2:00PM – 4:00PM
Tuesday, September 17 th , 2019	2:00PM – 4:00PM
Tuesday, September 24 th , 2019	2:00PM – 4:00PM

Time Spent in Official Office Hours in September: 8 Hours

Working Events Attended:

September 4 th , 2019	Health Has No Border Rally at the Legislature	1.5 Hours
September 13 th , 2019	UMGSA Fall Term BBQ Welcome Event	5.0 Hours

Time Spent in Working Events in September: 6.5 Hours

Approximate Time Spent on Other Activities:

Preparing Documents for Meetings	15 Hours
Other Email Correspondence	16 Hours

Total Hours Spent on the UMGSA in September, 2019: 66 Hours

Vice-President Academic - Roxie Koohgoli

Executive Summary of Work:

- **Awards Selection for UMGSA:** The awards committee met in person and selected the nominations for each award. This information was presented to FGS for further action on contacting the award recipients.
- **Health Has No Borders Rally:** Attended and spoke at the Health Has No Borders Rally which took place at the Legislative on September 4th. Spoke with NDP and Liberal representatives regarding their plans on improving healthcare for international students at UoM.
- **Graduate Student Stipends and Mental Health:** More to come in October! But started talking to FGS staff regards actions to be taken to improve mental health amongst graduate students as well as re-introducing the ongoing issue involving graduate student stipends. I have been working with various faculty members from FGS to create a survey to be going out to graduate students regarding mental health and student experience while at UofM, with the hope to use the collected data to create a proposal to be presented which will work on tackling these issues. Further meetings and email communication has been taking place during the month of October (and continuing into November).

Meetings Attended:

September 3 rd	Awards Committee	0.5 Hours
September 4 th	Health Has No Borders Rally	1 Hour
September 9 th	Awards Committee	1.5 Hours
September 10 th	UMGSA Executive Meeting	1.5 Hours
September 10 th	Services and Support Meeting	1.5 Hours
September 18 th	Senate Appeals	2.5 Hours
September 18 th	SVSC	0.5 Hours
September 19 th	Member Services Meeting	1 Hour
September 23 rd	HSGSA Council Meeting	1 Hour
September 24 th	UMGSA Executive Meeting	1 Hour
September 24 th	SCOA Meeting	2 Hours
September 25 th	UMGSA Council Meeting	0.5 Hours
September 27 th	Global Climate Strike	2.5 Hours
September 30 th	Student Senate Caucus	0.5 Hours

Meetings Missed:

UITAC on September 10th (Time Conflict with Michelle Obama Talk)

Student Experience Committee on September 18th (Miscommunication of time of meeting)

Time Spent in Meetings in September: 17.5 Hours

Office Hours:

Tuesday, September 10 th	12:00 – 3:00pm
Tuesday, September 17 th	10:00 – 1:00pm
Tuesday, September 24 th	11:00 – 2:00pm

Time Spent in Official Office Hours in September: 9 Hours

Approximate Time Spent on Other Activities:

Awards Applications	10 Hours
Other Email Correspondence	30 Hours

Total Hours Spent on the UMGSA in September, 2019: 66.5 Hours

HSGSA President - Mahder Teffera

Executive Summary of Work:

- **Bannatyne Fall Orientation:** We worked with FGS to plan and run the orientation on September 6th. I was able to map out a tour of the Bannatyne campus which we gave out at the end of the orientation. The workshops that were organized were very useful and we received great feedback from the new students.
- **Climate Strike:** I sent out a mass email to HSGSA students interested in the climate strike and organized poster making sessions and alternatives to get to the strike for interested students. The strike was very successful and a great step towards a better future.

Meetings Attended:

September 3rd, 2019	HSGSA Executive meeting	1 Hour
September 10th, 2019	UMGSA Executive meeting	1 Hour
September 16th, 2019	HSGSA Executive meeting	1 Hour
September 23rd, 2019	HSGSA Council meeting	1 Hour
September 24th, 2019	UMGSA Executive meeting	1 Hour
September 25th, 2019	UMGSA Council meeting	1 Hour
September 30th, 2019	HSGSA Executive meeting	1 Hour

Meetings Missed: None

Time Spent in Meetings in September: 7 Hours

Office Hours

Thursdays (September 5th, 12th, 19th, 26th)	9:30-11:30AM
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Time Spent in Office Hours in September: 8 Hours

Working Events attended

September 3rd, 2019	Welcoming CHS students	0.5 Hour
September 6th, 2019	Bannatyne Orientation	6.5 Hours
September 24th, 2019	A conversation with Michelle Obama	1.5 Hours
September 27th, 2019	Climate strike	3.5 Hours

Approximate Time Spent on Other Activities

Orientation prep (tour planning, getting supplies, correspondence)	5 Hours
Climate strike prep (poster making sessions, correspondence)	3 Hours
Preparing documents for HSGSA council and executive meetings	3 Hours
Other email correspondence	5 Hours

Total Hours Spent on the HSGSA/UMGSA in September, 2019: 43 Hours

Senator 1 - Julia Minarik

Executive Summary of Work:

- **Sustainability Meetings + Events were the highlights of the month**

Meetings Attended:

September 3 rd , 2019	Senate Orientation	1.5 Hours
September 10 th , 2019	Executive Meeting	1.5 Hours
September 18 th , 2019	Senate Executive	0.5 Hours
September 24 th , 2019	Executive Meeting	3 Hours
September 25 th , 2019	Senate CIE	2 Hours

Time Spent in Meetings in September: 8.5 Hours

Meetings Missed:

September 11 th , 2019	Teaching and Course Evaluation
September 16 th , 2019	Programs and Guidelines (for RAG)

Office Hours:

Thursday, September 5 th , 2019	09:00 - 11:00
Thursday, September 12 th , 2019	09:00 - 11:00
Thursday, September 19 th , 2019	09:00 - 11:00
Thursday, September 26 nd , 2019	09:00 - 11:00

Time Spent in Official Office Hours in September: 8 Hours

Working Events Attended:

Random Acts of Green, September 16 th , 2019	2 Hours
Climate Strike, September 27 th , 2019	4 Hours

Time Spent at Working Events in September: 6 Hours

Approximate Time Spent on Other Activities:

Preparing Documents for Meetings	4 Hours
Other Email Correspondence	3 Hours
Cleaning up plants & cutting Dieffenbachias	4 Hours

Time Spent on Other Activities in September: 11 Hours

Total Hours Spent on the UMGSA in September, 2019: 33.5 Hours

Senator 2 - Ehsan Tahmasebian

Executive Summary of Work:

- **UMGSA office:** Attended the UMGSA Executive Meetings and kept my office hours up to date.
- **Faculty of Graduate Studies appeal committee:** Kept the email communication for setting date and time and attending FGS appeal hearings.
- **University IT advisory committee:** Attended the UITAC introductory session to become familiar with my roles. Attended UITAC formal meetings.

Meetings Attended:

September 6 th , 2019	2019 UITAC interlocutory meeting	1.5 Hours
September 6 th , 2019	2019 UITAC meeting	2 Hours
September 10 th , 2019	UMGSA Executive Meeting	1.5 Hours
September 24 th , 2019	UMGSA Executive Meeting	1.5 Hours
September 25 th , 2019	UMGSA Council Meeting	1.5 Hours
September 25 th , 2019	FGS appeal committee	4 Hours
September 30 th , 2019	Senate Caucus meeting	0.5 Hours

Meetings Missed:

None

Time Spent in Meetings in September: 12.5 Hours

Office Hours:

Friday, September 6 th , 2019	12:30 - 2:30PM
Friday, September 13 th , 2019	12:30 - 2:30PM
Friday, September 20 th , 2019	12:30 - 2:30PM
Thursday, September 26 th , 2019	12:30 - 2:30PM

Time Spent in Official Office Hours in September: 10 Hours

Approximate Time Spent on Other Activities:

Reports and Email Correspondence 4 Hours

Total Hours Spent on the UMGSA in September, 2019: 26.5 Hours

Appendix V :

Revised Election and Referendum Committee Policy Section

3. Election and Referendum Committee

a. Membership

- i. Five to seven members of the UMGSA.
- ii. Council will vote to confirm Committee membership at the November Council meeting, or at least one Council meeting ahead of any by-election or referendum held at another time of year.
- iii. No one shall be eligible to run for any Executive position in a UMGSA Election while they are a member of the UMGSA Election and Referendum Committee.

b. Mandate

- i. The Election and Referendum Committee shall be struck by Council no later than the November meeting of Council, or at least one Council meeting ahead of any by-election or referendum held at another time of year.
- ii. The Election and Referendum Committee shall vote to select a committee chairperson from its membership prior to the January meeting of Council, or at least one Council meeting ahead of any by-election or referendum held at another time of year.
- iii. The Election and Referendum Committee shall operate in accordance with the Governing Documents of the UMGSA.
- iv. The CRO and DRO are not members of the Election and Referendum Committee.

c. Meetings

- i. The Election and Referendum Committee will meet and conduct its proceedings in accordance with the Election and Referendum Manual. The Committee will adhere to the timelines and deadlines stipulated therein.
- ii. The Committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the Committee that had sent regrets, as well as those that were absent without sending regrets.

d. Reporting and Authority

- i. The Committee chair will report the activities and decisions made by the Election and Referendum Committee to Council during and immediately subsequent to the period(s) in which the Committee has been active.

Appendix VI :

Revised Sections of the Election and Referendum Manual

Article IV: CRO and DRO Selection

1. The selection process for the CRO and the DRO will be conducted by a Selection Committee, as outlined in the Selection Committee section of the UMGSA Governance and Operations Manual.
2. The CRO and DRO will be confirmed by the UMGSA Council at the November Council meeting.
3. If a by-election or referendum occurs at another time of year, then the CRO and DRO will be confirmed by the UMGSA Council at the preceding Council meeting.
4. If a current Executive on the CRO and DRO Selection Committee intends on running in the UMGSA election, they may participate in interviews and questioning, but may not participate in final deliberations and voting for both the CRO and DRO.

Article V: CRO and DRO Responsibilities

1. The CRO and DRO must ensure a fair and reasonable election process in accordance with the UMGSA Election and Referendum Policy and Procedure Manual.
2. The CRO and DRO must communicate with the HSGSA CRO for the planning of the Bannatyne Campus Election Forum.
3. The CRO and DRO must respond promptly to questions and requests by e-mail.
4. The CRO and DRO shall report to Council as stipulated in the Election and Referendum Policy and Procedure Manual.

Article VI: Initiation and Phrasing of Referendum Questions

1. Referendum questions may be initiated by:
 - a. A resolution of the Executive Committee.
 - b. A resolution passed by a minimum of two-thirds of the UMGSA Council.
 - c. A petition signed by at least fifty (50) members of the Association.
2. Referendum questions will be phrased by the Executive Committee, but if initiated by petition, the phrasing will not alter the original intent of the petition.
3. The final wording of any referendum question will be ratified at the January Council meeting, or at least two weeks in advance of the start of Week 1 if a vote is to be held outside of the normally scheduled Election period.

Article VII: Scheduling

1. The following is the schedule used for all UMGSA Elections and/or Referenda:
 - a. Week 1 (Six weeks prior to Voting Week): Nominations & Registrations open on Monday at 9:00. This week is part of the pre-campaigning period.
 - b. Week 2 (Five weeks prior to Voting Week): Nominations & Registrations close on the Friday at 16:00. This week is part of the pre-campaigning period.
 - c. Week 3 (Four weeks prior to Voting Week): This week will coincide with the Winter Term Break. This week is part of the pre-campaigning period.
 - d. Week 4 (Three weeks prior to Voting Week): This week is set aside for campaign preparation. This week is part of the pre-campaigning period.
 - e. Week 5 (Two weeks prior to Voting Week): This week is set aside for campaign preparation. This week is part of the pre-campaigning period.
 - f. Week 6 (One week prior to Voting Week): Campaigning begins at 9:00 on Monday and extends through the following weekend.
 - g. Week 7 (Voting Week): Polls are open from 9:00 Monday to 17:00 Tuesday.
 - i. There shall be no on the floor campaigning on voting days.
 - ii. Electronic campaigning may continue until the close of the polls on the last day of voting.
 - iii. Election results will be reviewed for the first time by the CRO, DRO, all candidates (or their delegates) on Tuesday at 17:00 in the UMGSA Office.
 - iv. The last time complaints and appeals can be submitted is 48 hours following the close of voting.
 - v. All complaints and appeals should be resolved no later than 24 hours after the submission deadline.
2. In the event of run-off elections, by-elections or referenda being held outside of the Annual General Election, Week 3 will be skipped, with campaign preparation beginning the week following the close of nominations. If any Executive position is vacant prior to October, that position will be filled by a by-election, following all other normal election rules. If any Executive position is vacant from the beginning of October to the end of a given Executive term, the position will instead be filled by appointment. Such an appointment is optional, would be on the recommendation of the Executive Committee, and requires ratification by the UMGSA Council.

Article VIII: Notice

1. The CRO shall advertise to all graduate students in a dedicated email, and in any other manner they deem fit for:
 - a. the nominations of candidates and the registration of sides two weeks prior to the nomination/registration period and at least once during the nomination period.
 - b. the names of all Candidates and slates at the close of the nomination period.
 - c. A reminder of the upcoming election at the close of the nomination period.
 - d. the associated campaigning and voting periods.

Article IX: Nominations

1. Prior to advertising for nominations, the CRO shall distribute information which will be available to any Member of the Association on the UMGSA Website, as well as sent by email to all graduate students, at least one week prior to the opening of the Nomination Period, and will include:
 - a. current copies of the UMGSA Bylaws, the Election and Referendum Policy and Procedure Manual, the Governance and Operations Manual, and Supplementary Rules related to Elections, Referenda, the CRO, and the Elections and Referendum Committee.
 - b. nomination forms for candidates.
 - c. registration forms for sides.
 - d. a list of all nomination requirements and deadlines.
 - e. any other forms required of nominees.
 - f. the current contact information of the CRO and DRO.
2. The CRO shall send a reminder email one week prior to the close of nominations.
3. Complete nominations, containing all material required by this Policy and the CRO, must be received by the UMGSA's Office Manager no later than 16:00 of the last day of the nomination period. The Office Manager will date-stamp the nomination forms and verify their completeness.
4. It is the sole responsibility of nominees to ensure the completeness and accuracy of their nominations. The CRO can, at their discretion, allow an appropriate extension to correct any accidental or unavoidable errors or omissions in the nomination package.
5. No later than 17:00 on the last day of the nomination period, the CRO shall post outside the UMGSA Office, and distribute by email to all graduate students, the names of all candidates which shall appear on the ballot.
6. Following the closing of nominations, the CRO shall immediately convene a meeting for all candidates (referred to as the "All Candidates Meeting").
7. All candidates shall attend the All Candidates Meeting in its entirety. The CRO may exempt individuals from attendance under extenuating circumstances, but only if the person requesting an exemption does so in writing at least 24 hours prior to the All Candidates Meeting or informs the CRO of an emergency for which no notice could reasonably be given.
8. At the All Candidates Meeting, the CRO shall:
 - a. review the relevant governing documents.
 - b. take attendance.
 - c. deal with any other topics deemed necessary by the CRO.
 - d. answer any candidate questions.

Article X: Nomination Requirements

1. In order to be nominated as a candidate, a person must:
 - a. be a Member of the Association.
 - b. be nominated under their legal name or a reasonable derivative thereof.
 - c. have provided a completed nomination package to the UMGSA's Office Manager prior to the end of the nomination period, which shall include:
 - i. basic information about the candidate, including their name and contact information.

- ii. The first and last names, signatures, and student identification numbers of at least 10 nominators who are Members of the Association.
2. Any Member of the UMGSA including members of the Executive and Council may run as candidates in any General Election, provided they meet all other criteria required of any other nominated candidate.
3. A Candidate may only accept nomination for a single elected position.

Article XI: Slates

1. Candidates for executive positions may run in slates, each running for a different position.
2. Candidates who are running alone are considered to be running as a slate of one for the purposes of the election rules.
3. No candidate may simultaneously run as part of more than 1 slate.
4. Slate names require approval by the CRO, and must be submitted in writing to the CRO.
5. No slate shall choose a slate name which is the same as that of a registered federal or provincial political party, or derivation thereof. Where two or more similar slate names are submitted, each slate will be given the opportunity to change their slate name.

Article XII: Registration of Sides

1. No later than 16:00 on the Friday of Week 2, each side shall present its registration forms to the UMGSA's Office Manager.
2. In order to become registered, a side must have:
 - a. An organized committee of Members of the Association (the "Side Committee") that supports the position of the Side.
 - b. The first and last names, signatures, and student identification numbers of the members of the Side Committee.
3. The Side Committee shall have as part of its structure an authorized representative, authorized to represent the Side to the CRO.
4. A Side Committee cannot restrict membership to the Committee from any Member of the Association provided they have joined the Side and support the position of the Side honestly and in good faith.
5. Members of the Executive and Council as well as candidates for executive positions may participate as Members on a Side Committee, provided they meet all other criteria required of any other Member of the Committee.
6. Each side shall provide the CRO with a list of those who are currently members of the Side Committee.
7. Any Member of the Association wishing to join a Side may register with the CRO following the specified deadlines. The CRO shall forward the name and contact information of the member to the appropriate authorized representative.
8. The name of a Side may not include a federally or provincially registered political party name, or derivation thereof.