
UMGSA Council Meeting Documents Index Page **Wednesday, November 27th, 2019 - 5:30 PM - UMGSA Lounge**

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UMGSA Council Meeting Agenda

Wednesday, November 27th, 2019 - 5:30 PM - UMGSA Lounge

1. Call to Order

2. 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.

3. 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 November 27th, 2019 UMGSA Council Meeting as presented.

4. Approval of the Minutes

The minutes of the October 23rd, 2019 UMGSA Council Meeting are included as Appendix I to this Council meeting agenda.

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

5. Committee Reports

5.1. October Committee Reports (Appendix II)

6. HSGSA Report

6.1. October HSGSA Report (Appendix III)

7. Senate Report

7.1. October Senate Report (Appendix IV)

8. Executive Reports

8.1. October Executive Reports (Appendix V)

9. Departmental Reports

10. Unfinished Business

10.1. Ratification of the Email Vote to Confirm Tanjit Nagra as the New UMGSA VP Academic: As reported at the Council meeting in September, the previous VP Academic, Roxie Koohgoli, would 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 recommended Tanjit Nagra for the role of VP Academic, effective November 1st, for the remainder of the current executive term. Due to the interviews being conducted after the October Council Meeting, an email vote was sent to all members of Council. All 28 votes cast were unanimously 'Yes' to confirm Tanjit as the UMGSA's new VP Academic. The results of all email votes must be ratified at the next regular meeting of the Council.

MOTION: BIRT the UMGSA Council ratifies the results of the email vote to confirm Tanjit Nagra as the new UMGSA VP Academic for the remainder of this executive term.

11. New Business

11.1. Revisions to the UMGSA Election and Referendum Manual: These are changes recommended by the Election and Referendum Committee from last year. This is the second set of changes. This second set is consistent with the first set of changes and more clearly specifies procedures for complaints, appeals and consequences for infractions. 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 Manual, as written, with all necessary changes needed for formatting and consistency.

Bylaws and Policy Committee

11.2. Formation of the UMGSA Election and Referendum Ad-Hoc Committee for the 2020 UMGSA General Election: Recent changes passed by Council changed the Election and Referendum Committee into an Ad-Hoc Committee. As such, the Committee will only be formed when needed, including during the annual UMGSA General Election period. The new terms of reference for the Committee specify 5 to 7 members. The following six UMGSA members-at-large volunteered for a position on the Committee in response to a recent public call from the UMGSA:

- Karla Monk
- Sedem Kumahor
- Chenee Merchant
- Daya Kaur
- Ahmed Lasisi
- Cassie Dong

MOTION: BIRT the UMGSA Council forms the UMGSA Election and Referendum Ad-Hoc Committee for the 2020 UMGSA General Election with the six members listed above.

11.3. Formation of the UMGSA Selection Ad-Hoc Committee to Choose the CRO and DRO for the 2020 UMGSA General Election: The UMGSA Selection Ad-Hoc Committee is formed as needed for the hiring of employees. Due to recent changes to the Election and Referendum Policy and Procedure Manual, both the positions of Chief Returning Officer (CRO) and Deputy Returning Officer (DRO) are now structured as hired employees. This Committee will conduct the hiring for these two positions as a single combined process. The full list of Committee members is as follows:

- Carl Neumann - UMGSA President (Chairperson)
- Cody Ross - UMGSA VP Finance and Administration
- Sanjana Syeda - HSGSA VP Marketing and Events
- _____?
- _____?
- _____?

MOTION: BIRT the UMGSA Council forms the UMGSA Selection Ad-Hoc Committee to choose the CRO and DRO for the 2020 UMGSA General Election with the six members listed above.

11.4. Vote to Endorse the Climate Emergency Letter to the UofM Senior

Administrative Team: The UofM Sustainability Committee and Sustainability Office, with the (currently being confirmed) support of UMSU, UMGSA, HSGSA, and UMFA, have drafted a letter to be sent to the President’s Executive Team. The letter recommends that the University declare a Climate Emergency, and make several commitments aiming to make the University carbon neutral by 2050. Another commitment is to set aside \$100,000 in the upcoming year’s University budget to create a complete carbon neutrality plan, including interim 5, 10 and 20 year goals. The UMGSA Executive recommends endorsement of this letter. The briefing notes for this letter are included as Appendix VII to this Council meeting agenda.

MOTION: BIRT the UMGSA Council endorses the Climate Emergency Letter to the UofM senior administrative team.

Executive Committee

11.5. Bi-Annual UMGSA Executive Review Committee Report: The UMGSA’s Executive Review Committee (ERC) compiles two major reports to Council per executive term. This is the first report for this term’s executive team, covering the months of May to October, 2019. The ERC Report is included as Appendix VIII to this Council meeting agenda.

12. Announcements

12.1. Next Council Meeting: Wednesday, January 22nd, 2020 - 5:30PM - UMGSA Lounge

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

13. Adjournment

Appendix II :

UMGSA Committee Reports October 1st - 31st, 2019

Executive Committee

Chair: Carl Neumann (UMGSA President)

Meeting Date: October 8th, 2019

- The Executive Committee opted to not meet a second time in October, given no items on the agenda, and busy schedules at that time.
- Executives provided regular updates on meetings attended and other activities.
- Updates on the VP Academic search were provided.
- Consent Culture training for HSGSA Council members was discussed.

Finance Committee

Chair: Cody Ross (UMGSA VPFA)

Meeting Date: October 3rd, 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 August 18th-September 17th time period.
- The committee trained new members on assessing conference grant applications.

Bylaws and Policy Committee

Chair: Cody Ross (UMGSA VPFA)

Meeting Date: October 10th, 2019

- The committee continued revisions to the UMGSA Election and Referendum Manual.
- The committee considered revisions to the role and responsibilities of the UMGSA Election and Referendum Committee.
- The committee considered further changes to the UMGSA Conference Grant Award program.

Events Committee

Chair: Okechukwu Efobi (UMGSA VPSS)

Meeting Date: October 24th, 2019

- The committee looked at a club recognition application from the Muslim Students' Association (MSA), and eventually approved it. The approval was finally ratified by the Executive Committee.
- Discussed planning for the Fort-Garry Winter 2020 orientation and the 2019 Holiday Hamper program.

Services and Support Committee

Chair: Okechukwu Efobi (UMGSA VPSS)

Meeting Date: October 8th, 2019

- The committee worked on corrections and recommendations for the UMGSA Position Statements.
- Discussed planning for the Fort-Garry Winter 2020 orientation and put out call for volunteers.

Appendix III :

HSGSA Report October 1st - 31st, 2019

HSGSA Executive Committee and Council

Chair: Mahder Teffera

Executive Committee Meeting Dates: October 21st, 28th

Council Meeting Date: October 21st

The executive team met to plan our Halloween social and discuss other HSGSA events such as the town hall (January), winter formal (January), and distinguished lectureship (November). We held two consent culture training sessions for council and executives on October 21st and 22nd presented by Bringing in the Bystander. I met with FGS to plan our winter orientation for students which will take place on January 6th.

Events:

Halloween social: HSGSA hosted a social and scary movie night on October 31st. We provided food and refreshments and gave out prizes. The event was successful and attendees had positive feedback.

Appendix IV :

October Senate Report

Link to the Senate agenda:

https://umanitoba.ca/admin/governance/media/2019_10_02_Senate_Agenda_v2.pdf

Please note that this report contains only relevant items discussed in Senate related to graduate studies and graduate students.

The report includes:

1. *New and Modified Graduate Awards*
 - a. *NEW - Scholarship in Biochemistry*
 - b. *NEW - Prize for Professionalism in Occupational Therapy*
 - c. *MOD - Carolynne Boivin Bursary (Research in FAmily or Gender-based Violence)*
 - d. *MOD - Joanne Greene Memorial Scholarship (Nursing)*
2. *Sustainability Updates*
3. *Convocation Date Changes 2020*
4. *Merger of FFA and DFM*
5. *Presentation on Indigenous Senior Leadership*
 - a. **Report:** http://umanitoba.ca/admin/media/ISL_Report_Final.pdf

Graduate Awards:

James C. Jamieson Graduate Scholarship in Biochemistry:

In honour of Dr. James C. Jamieson, an endowment fund was established at the University of Manitoba with an initial gift of \$100,000 in 2018. The purpose of the fund is to reward the academic achievements of graduate students in the Faculty of Science pursuing studies in Biochemistry. Beginning in 2020-2021, the available annual interest from the fund will be used to offer one scholarship to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in a Master's or Ph.D. program offered by the Faculty of Science;
- (2) has achieved a minimum grade point average of 3.5 based on the most recent 60 credit hours (or equivalent) of study;
- (3) is undertaking research in an aspect of Biochemistry; and
- (4) demonstrates strong research ability or potential.

In order to demonstrate how they meet criteria (3) and (4), candidates must submit an application that includes a current curriculum vitae and a brief description of their research (maximum 500 words).

Theresa Sullivan Prize for Professionalism and Professional Reasoning Skills:

In memory of Theresa Sullivan, her family, friends, and students established the Theresa Sullivan Prize for Professionalism and Professional Reasoning Skills. The purpose of the prize is to recognize a graduate student who has demonstrated excellence in the components of the

Master of Occupational Therapy program that focus on professionalism and professional reasoning. Each year, beginning in the 2018-2019 academic year, the available annual interest will be used to offer one prize to a graduating student who:

- (1) was enrolled full-time in the Faculty of Graduate Studies in the Master of Occupational Therapy program in the College of Rehabilitation Sciences at the University of Manitoba in the year in which the award was tenable;
- (2) has achieved a minimum degree grade point average of 3.5;
- (3) has been nominated by a fieldwork educator of Advanced Fieldwork (currently numbered OT 7800) for excellence in professionalism and professional reasoning; and
- (4) has attained a B+ or above in the course Enabling and Professional Development Skills (currently numbered OT 6140).

Carolynne Boivin Bursary

The following amendments were made to the terms of reference for the Carolynne Boivin Scholarship: Each year, the available annual income from the fund will be used to offer one or more scholarships valued at a minimum of \$4,000 each to graduate students who:

The numbered criteria were revised to:

- (1) are enrolled full-time in the Faculty of Graduate Studies at the University of Manitoba;
- (2) have achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and
- (3) are conducting research in the area of family or gender-based violence.

The following paragraphs were added after the numbered criteria:

In any given year, at least one of the scholarships will be awarded with first preference going to a student who has self-declared as a First Nations, Métis, or Inuit person from Canada, and second preference to a student who is conducting Indigenous-focused research.

Applicants will be required to submit a brief description (maximum 500 words) of their graduate research.

Joanne Greene Memorial Scholarship:

The following amendments were made to the terms of reference for the Joanne Greene Memorial Scholarship:

The numbered criteria was revised to:

- (1) is enrolled full-time or part-time in the Faculty of Graduate Studies in the Ph.D. in Nursing program offered by the College of Nursing at the University of Manitoba;
- (2) has achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study; and
- (3) has completed twelve (12) credit hours in the Ph.D. in Nursing program.

The preference paragraph was revised to:

Preference will be given to a full-time student whose research area is community health.

The application paragraph was revised to:

Eligible students will apply for this scholarship on or before the designated deadline date of April 30. Applicants will be required to submit a letter of application (maximum 500 words) and one letter of reference from the faculty advisor in the College of Nursing.

Sustainability Updates:

The new strategy can be found here:

<http://umanitoba.ca/campus/sustainability/strategy/index.html>

Composting Project

The Office of Sustainability has begun department organics collection for staff kitchens and break rooms at the Fort Garry campus. Thus far, there are 15 departments enrolled in the program and ~300 pounds of organics have been diverted from landfill in the first two months of the program. Organics collection has recently expanded to include the Daily Bread kitchens and UM Dining Services pre-consumer kitchen waste.

Convocation Date Changes:

Spring Convocation - Fort Garry Campus

Old: June 1-5, 2020

NEW: June 4-5, & June 8-9, 2020

Spring Convocation - St. Boniface

Old: June 8, 2020

NEW: June 15, 2020

Merger FAA and DFM:

The University is looking to merge the Faculty of Fine Art and the Desautels Faculty of Music. This is in line with many of the other mergers going on to reduce the numbers of faculties at the U of M. This is the most controversial. If people have comments, let us know.

Senior Indigenous Leadership:

Report: http://umanitoba.ca/admin/media/ISL_Report_Final.pdf

Dr. Catherine Cook gave a presentation on Indigenous Leadership going forward in the U of Manitoba which had lead to the creation of the VP Indigenous role.

In 2018 Lynn Lavallée resigned from the similarly titled 'VP Indigenous Engagement' position - a role that the university unfortunately failed to afford much power to, leaving the VP as a mere figurehead.

The above are considered to be a true and accurate recording of all items discussed. Please advise the recorder of any ambiguity, discrepancy, inconsistency, error or omission noted. Questions and concerns are welcome,

Julia Minarik
Senator 1

Appendix V :

UMGSA Executive Reports October 1st - 31st, 2019

President - Carl Neumann

Executive Summary of Work:

- **Presidential Search Committee:** A huge number of hours went into first round and final interviews for the UofM Presidential Search Committee. A smudging ceremony before final deliberations was very meaningful and deeply felt. Due to strict confidentiality, I cannot report more than that.
- **Sexual Violence Resource Centre Interviews:** I served as the UMGSA's representative on the selection committees interviewing candidates for the two full-time staff being hired for the soon-to-open Sexual Violence Resource Centre. Both the Coordinator and the Confidential Intake/Triage Specialist will without a doubt vastly improve the provision of support, information, and training to deal with and prevent incidents of sexual violence and harassment at the UofM.
- **UMGSA VP Academic Selection Process:** Due to the unfortunate departure of our previous VP Academic, Roxie Koohgoli, I led the selection process to choose a new VPA. An open call was sent out to all graduate students at the UofM, and 24 students submitted an expression of interest. Due to the high number of applicants, 6 students were short-listed by the Executives for an interview. Two of those six withdrew their applications late in the process. After deliberation, the Executive Committee unanimously voted to recommend Tanjit Nagra to the UMGSA Council for ratification. Unanimous confirmation was obtained via email vote, ensuring Tanjit could start on November 1st as planned.

Meetings Attended:

October 1 st , 2019	FGS Executive Committee Meeting	2 Hours
October 2 nd , 2019	Summer Term Academic Review Committee Meeting	1 Hour
October 2 nd , 2019	Senate Meeting	1 Hour
October 3 rd , 2019	Orientation Planning Meeting with FGS	0.5 Hours
October 3 rd , 2019	UMGSA Finance Committee Meeting	1.5 Hours
October 8 th , 2019	UMGSA Executive Committee Meeting	1 Hour
October 8 th , 2019	Meeting with Engineering Administrator	0.5 Hours
October 8 th , 2019	Policy Review Meeting with VPFA	3.5 Hours
October 8 th , 2019	UMGSA Services & Support Committee Meeting	1 Hour
October 10 th , 2019	UMGSA Bylaws & Policy Committee Meeting	1.5 Hours
October 21 st , 2019	Presidential Search Committee Meeting	1 Hour
October 22 nd , 2019	Meeting with Dean of FGS	1 Hour
October 23 rd , 2019	FGS Faculty Council Meeting	1 Hour
October 23 rd , 2019	UMGSA Council Meeting	1.5 Hours

October 24 th , 2019	RWLE & SA Policy Advisory Committee Meeting	1.5 Hours
October 24 th , 2019	UMGSA Events Committee Meeting	0.5 Hours
October 29 th , 2019	UofM Board of Governors Executive Committee Meeting	0.5 Hours
October 31 st , 2019	Meeting with Vice-Provost Students	0.5 Hours

Meetings Missed: None.

Time Spent in Meetings in October: 21 Hours

Office Hours:

Wednesday, October 2 nd , 2019	12:00PM - 1:30PM
Thursday, October 3 rd , 2019	11:00AM - 11:30AM
Thursday, October 10 th , 2019	12:00PM - 2:00PM
Wednesday, October 16 th , 2019	1:15PM - 2:15PM
Thursday, October 17 th , 2019	1:00PM - 2:00PM
Thursday, October 24 th , 2019	12:00PM - 2:00PM
Tuesday, October 29 th , 2019	1:00PM - 3:00PM

Time Spent in Official Office Hours in October: 10 Hours

Working Events Attended:

October 2 nd , 2019	Honouring Emeriti 2019	1 Hour
October 3 rd , 2019	100 Debates on the Environment	0.5 Hours
October 5 th , 2019	Presidential Search Committee Interviews - Day 2	9 Hours
October 6 th , 2019	Presidential Search Committee Interviews - Day 3	10.5 Hours
October 15 th , 2019	Fall Convocation Ceremony # 1	2.5 Hours
October 17 th , 2019	Sexual Violence Resource Centre Coordinator Interviews	4 Hours
October 17 th , 2019	Fall Convocation Ceremony # 3	3 Hours
October 19 th , 2019	Presidential Search Committee Final Interviews - Day 1	8 Hours
October 20 th , 2019	Presidential Search Committee Final Interviews - Day 2	8.5 Hours
October 21 st , 2019	Presidential Search Committee Smudging Ceremony	0.5 Hours
October 29 th , 2019	UMGSA VP Academic Interviews	3 Hours
October 30 th , 2019	S. V. Resource Centre Intake/Triage Specialist Interviews	3.5 Hours

Time Spent at Working Events in October: 54 Hours

Approximate Time Spent on Other Activities:

Completing the Self & Peer Review Form for the First Executive Review	3 Hours
Writing and Editing Documents	13.5 Hours
Other Email Correspondence	45 Hours

Total Hours Spent on the UMGSA in October, 2019: 146.5 Hours

Vice-President Finance and 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.
- **Ongoing discussion regarding conference grant applications:** I met with administrators from Engineering and the Dean of Science (Research) to clarify our policy surrounding conference grants and pursue opportunities to improve our program and make it more accessible to UMGSA members.
- **UMGSA Elections and Referendum Manual:** The UMGSA Bylaws and Policy Committee continued work on the Elections and Referendum Manual in response to recommendations from the last annual election.
- **VPA Selection Committee:** during this reporting period the UMGSA Executive was involved in interviewing applicants for the VPA position.

Meetings Attended:

October 3 rd , 2019	UMGSA Finance Committee meeting	1.5 Hours
October 8 th , 2019	UMGSA Executive Committee meeting	1 Hour
October 8 th , 2019	Policy meeting with UMGSA President	2.5 Hours
October 8 th , 2019	Meeting with ECE awards department and President	1 Hour
October 9 th , 2019	Sustainability Committee meeting	2 Hours
October 10 th , 2019	UMGSA Bylaws and Policy meeting	2 Hours
October 23 rd , 2019	UMGSA Council meeting	1.5 Hours
October 29 th , 2019	VPA Selection Committee meeting	3.5 Hours
October 31 st , 2019	EDI Task Force meeting	1.5 Hours
October 31 st , 2019	VPFA meeting with Dean of Science (Research)	1 Hour

Time Spent in Meetings in October: 17.5 Hours

Office Hours:

Thursday, October 3 rd , 2019	9:00AM – 11:00AM
Thursday, October 10 th , 2019	9:00AM – 11:00AM
Thursday, October 17 th , 2019	9:00AM – 11:00AM
Thursday, October 24 th , 2019	9:00AM – 11:00AM
Thursday, October 31 st , 2019	9:00AM – 10:00AM

**Missed one hour on October 31st for EDI Task Force meeting (not included in total – will be made up on November 7th)

Time Spent in Official Office Hours in October: 9 Hours

Approximate Time Spent on Other Activities:

Construction of shelving for UMSU food bank	4 Hours
Preparing documents for B&P Committee meeting	5 Hours

Preparing for Finance Committee meeting	8 Hours
Email correspondence for UMGSA conference grant applications	8 Hours
Preparing for EDI Task Force	2 Hour
Preparing for VPA interviews	2 Hours
Other Email Correspondence	2 Hours

Total Hours Spent on the UMGSA in October, 2019: 57.5 Hours

Vice-President Services and Support - Okechukwu Efobi

Executive Summary of Work:

- **Consent Culture Training:** Arranged consent culture training workshops for UMGSA Council members and standing committees members. Training sessions were set up with Justice for Women and Bringing in the Bystander groups. This requirement was passed 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. The trainings would contribute towards addressing this issue.
- **100 Debates on the Environment:** This was part of a Canada-wide campaign for federal election candidates to have debates on the environment. One of such debates took place on 3rd October, 2019 at the Fort-Garry Campus for Winnipeg South riding candidates. 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.
- **Planned Halloween social events:** Planned for, in collaboration with the HSGSA, a Halloween-themed Haunted Forest experience at A Maze in Corn, St. Adolphe. Unfortunately, the location was affected by flood and the company had to cancel the program for the remainder of the year. Consequently, we had to cancel this event and refunded the students who had already paid registration fees. UMGSA Halloween Social was also planned, slated for the 29th of October 2019. However, very few students signed up for it and the event had to be cancelled.
- **UMGSA Position Statements:** Worked on, in collaboration with the UMGSA Services and Support Committee, corrections and recommended additions to the Position Statements. The origin of this document is from the UMGSA Services and Support Committee in the previous executive term. Subsequently, it was forwarded to the Bylaws and Policy Committee. Some corrections and additions were then recommended by this committee, as well as some members of the Services and Support Committee. This document is currently under review and it is hoped that the final document will reflect the positions of the UMGSA on policies and issues that affect our members.

Meetings Attended:

October 3 rd , 2019	Graduate Orientation meeting with the FGS	1.0 Hours
October 4 th , 2019	Strategic Enrollment Management meeting	1.0 Hours
October 8 th , 2019	UMGSA Executive Committee meeting	1.0 Hours
October 8 th , 2019	GradTalks revival meeting with UMFEM and VPA	0.25 Hours
October 8 th , 2019	UMGSA Services & Support Committee meeting	1.5 Hours
October 23 rd , 2019	FGS Council meeting	1.25 Hours
October 23 rd , 2019	UMGSA Council meeting	1.5 Hours
October 24 th , 2019	UMGSA Events Committee meeting	1.5 Hours
October 24 th , 2019	UMSU BOD meeting	1.25 Hours

Meetings Missed:

October 3rd, 2019 UMSU Member Services Committee meeting – Regrets sent

Time Spent in Meetings in October: 10.25 Hours

Office Hours:

Tuesday, October 1 st , 2019	1:00PM – 4:00PM
Tuesday, October 8 th , 2019	1:00PM – 4:00PM
Tuesday, October 22 nd , 2019	2:00PM – 4:00PM
Tuesday, October 29 th , 2019	2:00PM – 4:00PM

Time Spent in Official Office Hours in October: 10 Hours

Working Events Attended:

October 3 rd , 2019	100 Debates on the Environment	1.25 Hours
October 29 th , 2019	Selection interview for new VPA	2.25 Hours

Time Spent in Working Events in October: 3.5 Hours

Approximate Time Spent on Other Activities:

Preparing Documents for Meetings	14 Hours
Other Email Correspondence	12 Hours

Total Hours Spent on the UMGSA in October, 2019: 49.75 Hours

HSGSA President - Mahder Teffera

Executive Summary of Work:

- **Meeting With FGS Regarding Winter Orientation:** The winter orientation will be longer than the September one and we are planning to hold it in the Joe Doupe Concourse instead of a room and not have options for workshops
- **Consent Culture training for council and executives:** Corresponded with BITB to plan two orientation sessions where we had an overwhelming majority of our council attend
- **VPA Selection:** Worked with the UMGSA executive committee to select a new VPA-UMGSA
- **HSGSA Halloween Social:** worked with VP-ME HSGSA to organizing and run the event which was received very well by attendees

Meetings Attended:

October 1st, 2019	FGS Executive Committee Meeting	2 Hours
October 8th, 2019	Meeting with FGS about Winter orientation	1 Hour
October 8th, 2019	UMGSA Executive Meeting	1 Hour
October 21st, 2019	HSGSA Executive Meeting	1 Hour
October 21st, 2019	HSGSA Council Meeting	1Hour
October 23rd, 2019	FGS Council meeting	1 Hour
October 28th, 2019	HSGSA Executive Meeting	1 Hour
October 29th, 2019	UMGSA VPA Interviews	3 Hours

Meetings Missed: None

Time Spent in Meetings in October: 11 Hours

Office Hours

Thursdays (October 3rd, 10th, 17th, 24th, 31st) 9:30-11:30AM

Time Spent in Office Hours in October: 10 Hours

Working Events attended

October 2nd, 2019	Emeriti Dinner	1 Hour
October 21st, 2019	Bringing in the Bystander training for council	1.5 Hour
October 22nd, 2019	Bringing In the Bystander training for council	1.5 Hour
October 31st, 2019	HSGSA Halloween Social	4 Hours

Time Spent in Working Events in October: 8 Hours

Approximate Time Spent on Other Activities:

Setting up for Halloween Social/clean-up + BITB	2 Hours
Interview prep and VPA applicant screening	3 Hours
Preparing docs for HSGSA council, executive, committee meetings	5 Hours
Other email correspondence + Housekeeping	7 Hours

Total Hours Spent on the HSGSA/UMGSA in October, 2019: 46 Hours

Senator 1 - Julia Minarik

Executive Summary of Work:

- **SCCC – contacting relevant parties for considerations**
- **VPA Search**

Meetings Attended:

October 2 nd , 2019	Senate Meeting	1 Hour
October 8 th , 2019	FGS Appeal Meeting	3 Hours
October 8 th , 2019	SCCCC	3 Hours
October 17 th , 2019	SCCCC	3 Hours
October 17 th , 2019	SCIE	2 Hours
October 22 nd , 2019	SCCCC	3 Hours
October 23 rd , 2019	Senate Executive	¼ hours
October 23 rd , 2019	UMGSA Meeting	1.5 Hours
October 25 th , 2019	SCCCC	1 Hours
October 29 th , 2019	VPA Search Interviews	3 Hours

Time Spent in Meetings in October: 17.25 Hours

Meetings Missed:

October 8 th , 2019	Executive Meeting (for FGS Appeal)
October 10 th , 2019	SCCCC (for conference)
October 29 th , 2019	SCCCC (for VPA Search Interviews)
October 30 th , 2019	SCCCC (for personal reasons – was booked off before)

Office Hours:

Thursday, October 3 rd , 2019	09:00 - 12:00	3 Hours
Friday, October 17 th , 2019	09:00 - 12:00	3 Hours
Thursday, October 24 th , 2019	09:00 - 11:00	2 Hours
Thursday, October 31 st , 2019	09:00 - 11:00	2 Hours

Time Spent in Official Office Hours in October: 10 Hours

Working Events Attended:

None

Time Spent at Working Events in October: 0 Hours

Approximate Time Spent on Other Activities:

Preparing Documents for Meetings	12 Hours
Other Email Correspondence	11 Hours

Time Spent on Other Activities in October: 23 Hours

Total Hours Spent on the UMGSA in October, 2019: 50.25 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.
- **Next Generation Web Experience project board:** attended NGWE meetings
- **University Senate :** Attended student caucus senate meeting and senate meeting

Meetings Attended:

October 2 nd , 2019	Senate meeting	1.5 Hours
October 8 th , 2019	Faculty of Graduate Studies appeal committee	3.5 Hours
October 9 th , 2019	Senate committee on Academic computing	1.5 Hours
October 15 th , 2019	Convocation	2.5 Hours
October 16 th , 2019	Next Generation Web Experience project board	1.5 Hours
October 23 rd , 2019	FGS Council Meeting	1.5 Hours
October 23 rd , 2019	UMGSA Council Meeting	1.5 Hours
October 29 th , 2019	UMGSA New VPA candidate interviews	3 Hours

Meetings Missed:

UMGSA Executive Meeting. (Conflict with FGS appeal meeting, Regrets sent)

Time Spent in Meetings in October: 16.5 Hours

Office Hours:

Friday, October 4 th , 2019	12:30 - 2:30PM
Wednesday, October 16 th , 2019	10:30 AM - 12:30PM
Friday, October 18 th , 2019	12:30 - 2:30PM
Thursday, October 25 th , 2019	12:30 - 2:30PM

Time Spent in Official Office Hours in October: 8 Hours

Approximate Time Spent on Other Activities:

Reports	2 Hours
Email Correspondence	10 Hours

Total Hours Spent on the UMGSA in October, 2019: 36.5 Hours

Appendix VI :

Revised Sections of the Election and Referendum Manual

Article XX: Campaign Materials

1. All Campaign Materials must be approved by the CRO before they may be used in a campaign.
2. The CRO may choose to exempt, at any time, any type of Campaign Materials from the approval process. Any such exception must be:
 - a. Clearly defined.
 - b. Consistently applied to all Candidates, Slates, Sides, and UMGSA Members.
 - c. Communicated fairly to all Candidates, Slates, and Sides.
3. Communication that is private and solicited, whether it is by a digital system or not, shall not be considered Campaign Materials.
4. Candidates, Slates, and Sides may request a written ruling from the CRO about whether any proposed materials fall within the definition of Campaign Materials. The CRO must reply in writing within 24 hours.
5. Candidates or sides shall be held solely responsible for adhering to all rules and regulations set out in the UMGSA's governing documents regarding the application of posters. Upon notification by the CRO or DRO of violation of these rules or regulations, the candidate or side must correct the violation within twelve (12) hours or be subject to the application of demerit points.
6. Upon the introduction of unapproved promotional materials in the course of a general election or referendum campaign, the CRO shall communicate to the electorate that these materials are not legitimate campaign materials, that they are the product of influences attempting to interfere with and bias the campaign and subsequent vote, and that these materials should be disregarded. This statement from the CRO shall be distributed to members via e-mail before the voting period.
7. All physical Campaign Materials must be removed no later than midnight of the second full business day following the close of polls on the final day of voting.

Article XXI: Approval Process

1. Campaigns must provide the CRO with a digital copy, of any proposed Campaign Material to be approved.
2. The CRO will provide in confidence a written approval or refusal of Campaign Materials, and will respond within 24 hours of receiving a complete request.
3. If the Campaign Material is approved by the CRO, the Candidate, Slate, or Side can print, post, or otherwise distribute it.

Article XII: Prohibitions & Violations

1. No Candidate, Slate, or Side may distribute or use, and the CRO cannot approve, Campaign Materials which:
 - a. have more than a nominal value when distributed.
 - b. contain libel or slander (based on consultation with legal counsel if necessary).
 - c. are factually incorrect.
 - d. violate any federal or provincial statute, or any University rule, regulation, policy, or procedure.
 - e. are discriminatory or derogatory towards any person(s) based on the characteristics listed in Article 9 (2) of the Manitoba Human Rights Code.
 - f. Contain logos associated with the UMGSA, HSGSA, or the University of Manitoba.
2. Where the CRO determines that Campaign Material which requires the approval of the CRO is being distributed, displayed, or used by a campaign without the CRO's approval, then the CRO shall:
 - a. order the material immediately withdrawn or removed.
 - b. assign a penalty, which may include (but is not limited to) any or all of the following:
 - i. destruction of the material.
 - ii. a campaign penalty based on the demerit and penalty guidelines outlined in Article XV, provided that the penalty is balanced against the volume of material distributed or its effect, and that no destruction takes place until the appeal period expires.
3. Each Candidate, Slate, or Side must comply with any building regulations of the University, in addition to the following:
 - a. no more than 1 poster per Candidate, slate or Side may be affixed to any one bulletin board.
 - b. no more than 1 poster per Candidate, slate or Side may be affixed to the same pillar.
 - c. no poster may be affixed so as to obscure or cover another Candidate, Slate, or Side's campaign materials.
 - d. no poster may be affixed in any other prohibited locations in accordance with building regulations.
4. Where posted Campaign Materials are in violation of any rules, they may be removed by the CRO or DRO. The CRO may authorize another individual or Candidate, Slate, or Side to make the removal.
5. No individual may remove, Campaign Material without the authorization of the CRO.
6. Each Candidate is limited to a maximum of 75 posters on display at any one time.
7. No Candidate, Slate or Side may send, nor allow others to send, emails or private messages, with the exception of communications within slates or sides, with volunteers, with the CRO and DRO, and in direct response to specific inquiries from the public.

Article XXIII: Fair Market Value

1. A Candidate, Slate, or Side that receives a product or service for free or at a reduced price shall use the fair market value of the product when calculating their total campaign expenses if the product or service cannot be reasonably obtained by all competing campaigns at the same price.
2. Fair market value shall be determined by the CRO using the following factors and the CRO shall notify the campaign which method of valuation has been used:
 - a. the price another campaign would have to pay for the same product or service provided by that supplier, or another similar supplier, in which case that amount shall be assessed.
 - b. whether the product or service is reasonably available to all campaigns at no charge, in which case no charge shall be assessed.
3. For certainty of budgeting purposes, a campaign may request in writing a declaration from the CRO of a product or service's fair market value, but must include in that request:
 - a. a full and accurate description of the product or service.
 - b. the supplier of the product or service, their address, and their contact information.
 - c. the campaign's estimate of fair market value and their method of deriving that value.
 - d. where a product or service is to be claimed as free, reasonable evidence of that fact.
 - e. where a product or service is to be claimed as free, reasonable evidence that the product or service is reasonably available free of charge to other campaigns.
4. The CRO shall provide a written response to any such complete request within 48 hours of the request being received.

Article XXIV: Campaigning

1. Candidates or volunteers may not actively on the floor campaign or promote any Slate, Side, or Candidate during voting days.
2. No Member of the Association shall campaign either for or against a Candidate, Slate, or Side to the campaign period, with the exception of:
 - a. private campaign organizing meetings involving campaign volunteers.
 - b. the collection of signatures for nomination forms and referenda petitions.
 - c. the normal duties required of the current members of the UMGSA Executive and Council.
 - d. private conversations to recruit Volunteers.
3. Any campaigning performed by a Candidate, Slate or Side that does not fall within the boundaries of the aforementioned rules is subject to punishment by the CRO.

Article XXV: Campaigning Standards and Prohibitions

1. Each campaign shall:
 - a. ensure that all Candidates and Volunteers are aware, understand and comply with the Election Rules and CRO rulings.
 - b. be responsible for the conduct of its Volunteers.
 - c. report any breach of a ruling, order, or governing document.
 - d. comply with any University rules, regulations, policies, and procedures.
 - e. comply with all municipal, provincial and federal laws.
2. No Candidate, Slate, or Side may collude with another campaign, either prior to, during, or following the campaign period. Specifically, no campaign, volunteer, or candidate shall:
 - a. appear jointly in any campaign material, except in reference to slate members as approved by the CRO.
 - b. produce campaign materials whose appearances could cause a reasonable person to associate that campaign with another slate or candidate who is not on a slate.
 - c. distribute the campaign materials of an opposing Slate, Candidate or Side.
3. No paid advertising is permitted.
4. No candidate or volunteer may campaign:
 - a. in the UMGSA Office.
 - b. in a University library.
 - c. in a classroom during a class period without first obtaining permission from the instructor responsible for the class.
 - d. at a organized event without first obtaining permission from event organizers.
5. For the duration of both Weeks 6 and 7, all current UMGSA Executives running for election must take a paid leave of absence, and must surrender their UMGSA Office keys to the UMGSA Office Manager.
6. In the event of referenda being held during an Annual General Election, candidates and volunteers may speak to, volunteer for, and/or endorse a side.

Article XXVI: Election Forum

1. The CRO shall adequately advertise the date, time and location.
2. There shall be at least one Election Forum at each of the Fort Garry and Bannatyne campuses during the campaign.
3. All Candidates and Sides shall be provided with the opportunity to participate in all Election Forum during the campaign period.
4. Members of the Association shall be provided with the opportunity to ask all Candidates and Sides questions from the floor at an Election Forum.
5. The Election Forum shall be chaired by the CRO.
6. Each Candidate or Side has the opportunity to give a statement no longer than 5 minutes.
7. If there is a question from the audience at the Election Forum, each Candidate or Side shall have opportunity to provide a response no longer than 3 minutes.
8. Each speaker shall have the same fixed period of time in which to speak as their opponents have.
9. Any person who attempts to disrupt the orderly conduct of the Election Forum shall be removed from the forum.

Article XXVII: Campaign Expenses

1. Candidates, Slates, and Sides must include the cost of all created Campaign Materials whether or not those materials are used or distributed.
2. Each Candidate, Slate, and Side must keep an up-to-date and accurate account of all campaign expenses, and they are responsible for answering any inquiry from the CRO regarding expenses.
3. All expenses incurred by a Candidate, Slate, or Side in the course of campaigning must be included in the campaign expenses.
4. Educational materials may be distributed by the UMGSA to Members of the Association during a referendum and shall not be considered part of the campaign expenses provided that the materials:
 - a. Are approved by the CRO.
 - b. Are non-partisan in nature.
 - c. Provide education and context to all Members of the Association.
5. Each Candidate or Side is permitted expenses up to a maximum of \$65.00. Slates of candidates may combine their allowed maximum expenses, and may submit a combined account of campaign expenses to the CRO.

Article XXVIII: Expense Summaries and Overspending

1. The CRO and all candidates (or designate) shall review all campaign expense summaries by 16:00 on the day before voting begins.
2. Where a Candidate, Slate, or Side has exceeded the spending limit by any margin or has falsified documents, the campaign shall be automatically disqualified.

Article XXIX: Candidate & Side Reimbursement

1. The Association shall reimburse a candidate or side for the full value of its campaign as evidenced by its campaign expense summary.
2. Candidates, slates, and sides must submit receipts in order to qualify for reimbursement of any expenses incurred.
3. In cases where the campaign paid less than fair market value for a product or service, the campaign's reimbursement shall be limited to the amount actually paid for the product or service and not the fair market value thereof.
4. Expenses shall be reimbursed within seven (7) days of the declaration of final results.
5. Candidates who do not hand in their expense summaries by the deadline shall be automatically disqualified.
6. Any disqualified Candidate, Slate or Side will lose their right to be reimbursed for election expenses.
7. Reimbursement of campaign expenses for Candidates who withdraw from the election shall be at the discretion of the CRO.
8. The Authorized Representative of a Side shall be responsible for distributing reimbursed costs to individual members of the Side.

Article XXX: Complaints and Appeals

1. Complaints shall be allegations of a breach of the Election and Referendum Policy & Procedure Manual against Members of the Association other than the CRO or DRO.
2. Appeals shall be a disagreement related to a decision made by the CRO or allegations of a breach of the Election and Referendum Policy & Procedure Manual by the CRO or DRO submitted to the Elections and Referendum Committee for a ruling.
3. A ruling of the Elections Committee shall be final and can not be appealed.
4. Rulings of the CRO not as a result of a Complaint shall be treated as Complaints for the purposes of posting the ruling.
5. All Members of the Association shall cooperate with the investigations of the CRO and the Elections Committee unless otherwise prohibited by law or the Governing Documents of the Association:

Article XXXI: Complaint Procedure

1. Any Member of the Association, other than the CRO or DRO, may file a Complaint regarding an alleged breach of the Election and Referendum Policy & Procedure Manual.
2. The following shall be the process by which Complaints are filed, received, and ruled upon:
 - a. The Complainant must submit a Complaint to the CRO using the prescribed form-
 - b. If the Complaint is validly submitted, the CRO shall send a copy to any other parties named in this Complaint.
 - c. The CRO shall investigate the Complaint using whatever means are at their disposal. This investigation shall include requesting a written response to the Complaint from any party alleged to have committed a breach of the Election Rules.
 - d. The CRO shall issue a written ruling on a Complaint. This written ruling shall:
 - i. be sent to all parties to the Complaint via e-mail; and
 - ii. be posted as soon as possible outside at the UMGSA Office and on the UMGSA website.
 - e. Written rulings on a Complaint must be issued by the CRO within twenty-four (24) hours of complaint submission.
 - f. Any ruling made by the CRO shall take effect immediately unless otherwise stated.
3. Incomplete complaints may be resubmitted.
4. All Complaints must be submitted electronically.
5. Any posted ruling of the CRO on a Complaint shall contain:
 - a. a summary of the allegation.
 - b. A list of the parties to the complaint.
 - c. a list of all applicable UMGSA policy points.
 - d. the CRO's ruling regarding the alleged breach.
 - e. a summary of the rationale for the CRO's ruling.
 - f. the demerits/penalty assigned.
 - g. the complaint submission.
 - h. the time and date the ruling was posted.
 - i. the time and date limit on any appeal.

Article XXXII: Appeal Procedure

1. Any Member of the Association may file an Appeal addressing disagreement regarding a CRO decision or alleging a breach of the Election and Referendum Policy & Procedure Manual by the CRO or DRO.
2. The following shall be the process by which Appeals are filed, received, and ruled upon:
 - a. The Appellant must submit an Appeal to the Chair of the Elections Committee using the prescribed form.
 - b. If the Appeal is validly submitted, the Chair of the Elections Committee shall send a copy to any other party named in the Appeal, including the CRO and DRO.
 - c. The Chair of the Elections and Referendum Committee shall schedule a hearing of the Elections Committee to take place within 24 hours of receiving the Appeal form-
 - d. The Chair of the Elections and Referendum Committee shall send the appeal and communicate the time and place of this hearing to all parties named in the Appeal, including the CRO.
3. Incomplete appeals may be resubmitted.
4. If the Appeal hearing shall use the following process:
 - a. The Chair shall ask:
 - i. the members of the Elections Committee if any perceived conflict of interest exists between them and any party to the Appeal.
 - ii. the parties to the Appeal if they wish to challenge any committee member based on a conflict of interest.
 - b. The committee may call a recess to consider any Conflicts of Interest raised at the beginning of the hearing.
 - c. The Chair shall then explain any procedures to be followed to the parties present, including any time limits on presentations or discussion.
 - d. The Chair shall invite the Appellant to present their case.
 - e. The Chair shall invite the Respondent to present their case.
 - f. The Elections Committee shall investigate the case as they deem appropriate, and may call a recess of no more than twelve hours in duration.
 - g. The Chair shall offer first the Respondent then the Appellant the opportunity to make a closing statement.
 - h. The Elections Committee shall meet in private for deliberations.
 - i. The Elections Committee shall tell the parties to the Appeal who are present at the hearing their ruling immediately after deliberations.
 - j. The Chair shall issue the written ruling of the Elections and Referendum Committee as soon as possible, and shall:
 - i. send the ruling to all parties to the Appeal via e-mail.
 - ii. post the ruling as soon as possible outside ~~at~~ the UMGSA Office and on the UMGSA website.
5. Any penalties/demerits assigned or modified by the Elections Committee as a result of their ruling shall take effect immediately unless stated otherwise in the Committee's ruling.
6. The Elections Committee may request any person to appear at an Appeal hearing whose evidence would assist the Committee in making a decision.
7. The Elections Committee may uphold, modify, or overturn any ruling made or penalty/demerits assigned by the CRO. Additionally, the Elections and Referendum

Committee may overturn all or part of the election results and apply penalties as outlined in these documents within the spirit of good governance for elections.

Article XXXIII: Demerits and Penalties

1. Where a breach has occurred, the CRO shall assign a penalty that:
 - a. penalizes the campaign for committing a violation;
 - b. Penalties available to the CRO include, but are not limited to:
 - i. a reduction in reimbursements.
 - ii. the confiscation of campaign materials.
 - iii. disqualification.
2. A penalty may be assessed for an individual breach, or for a series of repeated violations.
3. A candidate shall only be disqualified if:
 - a. They exceed their election budget or do not submit an expense summary by the deadline.
 - b. Voting interference.
 - c. They receive 10 or more demerits.
 - d. involves repeated violations for which lesser penalties have already been imposed.
4. Where candidates are part of a slate, any disciplinary action, including disqualification, taken by the CRO against any candidate shall not affect other members of the slate unless they are named in the complaint and the CRO determines they are also at fault. Each infraction by a member of a slate shall be considered a violation by that individual candidate.
5. Where a serious contravention of the election occurs, such that the results of the election or referendum could not reasonably be deemed to indicate the actual preference of the voters, that election, referendum, or part related to the contravention, may be declared void if:
 - a. the CRO submits a formal request to the Elections Committee.
 - b. the Elections Committee holds a hearing using the Appeal process as closely as possible, with all Candidates and Authorized Representatives of Sides who would be affected considered to be the Respondents.
 - c. the Elections Committee rules that such a request is justified.
6. If all or part of an election or referendum is voided, they shall be repeated at the earliest opportunity by which the Elections Committee feels the actual preference of the voters can be determined.

Article XXXIV: Demerit System

1. The CRO shall assign demerits to candidates for violations of the Election and Referendum Policy and Procedure Manual. If a candidate obtains 5 or more demerit points they shall not be reimbursed for their election expenses. If a candidate obtains 10 or more demerit points they shall be automatically disqualified, and if the voting period has not occurred their name shall be struck from the ballot. A candidate or side has the right to appeal penalties to the Elections and Referendum Committee.
2. Every candidate or side starts with 0 demerits and receives demerits for infractions.
3. Offences and infractions considered to be committed by an entire slate shall be applied to all members of the slate.
4. A table outlining potential infractions and their respective number of demerits is provided below. This table shall not be expected to be exhaustive, and in the case of uncategorized infractions or extenuating circumstances the CRO can assign demerits other than those recommended in the tables.

Demerit Tiers and the Severity of Infractions Associated With Each Tier

Recommended # of Demerits	Severity of Infraction
10 Demerits	Severe infraction (e.g., property damage, defamation of opponent in physical or online context (libel), severe illegal content in campaigning materials)
8 Demerits	Severe-moderate infraction (e.g., offensive or inappropriate content in campaigning materials, defamation of opponent in verbal or isolated context (slander))
5 Demerits	Moderate infraction body (e.g., failure to attend scheduled election forum without a valid reason)
2 Demerits	Minor-Moderate infraction (e.g., early campaigning, campaigning with a poster that was not approved by the CRO)
1 Demerits	Minor (e.g., campaign posters n unapproved location)

Article XXXV: Scheduling of Polls

1. Polls will be held from 9:00 Tuesday to 17:00 Wednesday during Week 7 of the Election and/or Referendum period.
2. Voting shall be conducted online.
3. One electronic polling station will be available at the UMGSA Office.
4. The CRO shall ensure that assistance is provided to any voter who requests assistance with online voting.

Article XXXVI: Ballot Design

1. Ballots shall be electronic ballots.
2. Each ballot shall be identical to the next with the possible exception of the ordering of ballot options.
3. If a ballot question is a 'Yes/No' choice, the options shall be 'Yes' followed by 'No'.
4. Slate names will appear on the ballots, following candidate's names, which must be the same as submitted during the Nomination period. Those names will appear in random order or alphabetically by candidate family name.

Article XXXVII: Voting

1. Each member of the Association shall be allowed to cast 1 secret, non-transferable ballot, and the ballot shall entitle each voter to make 1 choice for each position or referendum question for which they are eligible to vote.
2. In the case where there is only a single candidate for a particular Executive position, the vote options for that position will be a 'Yes/No' choice. If the 'No' votes exceed the 'Yes' votes in the ballot result, the position will remain vacant, and a by-election may be held to fill the vacant position.

Article XXXVIII: Ballot Counting & Ratification of Final Results

1. Under no circumstances should the election be ended earlier than what is advertised.
2. The results of the election should only be accessed after the conclusion of the election no later than 17:30 on the final day of voting. Results shall be accessed simultaneously by the CRO and interested candidates (or designate).
3. The Certified results from the online voting system provider should be accessed and published on the UMGSA website, as well as posted outside the UMGSA Office, no later than 18:00 on the final day of voting. These results will specify the total votes cast, for each candidate or side.
4. The Certified results from the online voting system provider shall serve as the preliminary results for the UMGSA Election.
5. Election results (including the final vote count for each candidate or side) as well as voter turnout shall be made publicly available to Members of the Association, and results of elections and referenda shall be archived by the Association and accessible to Members.
6. The results of a referendum or election shall be finalized and posted within 24 hours of all complaints and appeals being resolved.
7. The final voting results will be ratified by the UMGSA Council after all complaints and appeals have been resolved, no later than the next scheduled Council meeting.
8. The CRO will provide a report to Council including the number of votes cast for each candidate or side. This report will also include a summary of violations, complaints, appeals, and how each of these were resolved.

Article XXXIX: Ties

1. In the event that two or more competing candidates for a single Executive position receive an equal number of votes and have the highest amount of votes, the tie-breaking method shall be as follows:
 - a. There shall be a run-off election between the tied Candidates conducted in accordance with the Election and Referendum Policy and Procedure Manual in a timely fashion.

Article XXXX: Referendum Results

1. The choice in each referendum question that achieves a plurality of votes cast will be adopted by the Association.
2. Council does not have the power to void a valid referendum.
3. In the event that a referendum involves less than 5% of eligible voters, the results of the referendum shall be announced as non-binding results to be considered as advice to Council.

Appendix VII :

Briefing Notes for Climate Emergency Letter

TO: Presidents' Executive Team, University of Manitoba

DATE: TBD

PREPARED BY: University of Manitoba Sustainability Committee and Office of Sustainability in association with UMSU, UMGSA, HSGSA and UMFA

RECOMMENDATION: President Barnard, on behalf of the University of Manitoba, declare a Climate Emergency and commit to:

1. Going carbon neutral by 2050;
2. Dedicating \$100,000 to create a carbon neutrality plan by January 2021 with 5, 10 and 20 year goals;
3. Designating a member of the Presidents' Executive Team to consider all executive level decisions from a carbon neutrality and sustainability perspective;
4. Direct the Sustainability Committee and Sustainability Office to strike a sub-committee to liaise directly with the designated member of the Presidents Executive Team as well as the administrative, academic and research portfolios to help implement action and document and report on institutional progress;
5. Creating an Indigenous led climate justice committee which would advise and make recommendations to the Sustainability Office and Sustainability Committee; and,
6. Mobilizing the resources for action-oriented climate change research, education and skills creation for the campus and community outreach.

PURPOSE: Declaring a Climate Emergency and taking concrete steps to achieve carbon neutrality by 2050 holds the University of Manitoba accountable to make change and support immediate climate action. It demonstrates that the University of Manitoba supports the thousands of scientists who have united to declare a climate emergency worldwideⁱ. It also shows that the University is striving to be a leader among academic institutions to ensure its operations, academics, research and relationships with Indigenous communities demonstrates this commitment.

BACKGROUND: The Intergovernmental Panel on Climate Change "Special Report on Global Warming of 1.5^oC"ⁱⁱ highlights the urgent need to keep global warming to 1.5^oC below preindustrial warming. It also states that human-caused emissions of CO₂ need to 1) decrease 45% below 2010 levels by 2030 and 2) be "net zero" by 2050 in order to achieve global warming of only 1.5^oC.

To date, 224 higher education institutions, including U15 members, and representing approximately 4,240,902 students have signed a letter to declare a climate emergency put forward to United Nations Environment Programme, The Alliance for Sustainability Leadership in Education, Second Nature and UN Environment's Youth and Education Alliance. In addition, 54 networks representing approximately 9,198 institutions around the world have also declared a climate emergencyⁱⁱⁱ. The Government of Canada^{iv}, and the

City of Ottawa^v are among the governments and organizations declaring climate emergencies within Canada. The University of Manitoba Students' Union also declared a climate emergency in September 2019 and put forth a motion to the Board of Governors at U of M to do the same.

At the University of Manitoba, sustainability initiatives and actions are executed in accordance with the [Sustainability Strategy 2019-2023](#). Within the strategy there are commitments related to energy and emissions reduction, transportation planning and waste improvements that also put the University on the path to achieving the targets set out in the Climate Emergency letter. In addition, the U of M has the opportunity to achieve the Association for the Advancement of Sustainability in Higher Education (AASHE) Sustainability Tracking, Rating and Assessment (STARS) platinum rating, which would put the University in a position to fulfill the above commitments within the duration of the 5-year strategy.

RESOURCES:

- Sustainability Strategy 2019-2023:
<http://umanitoba.ca/campus/sustainability/strategy/index.html>
- Emissions Inventory Report:
[http://umanitoba.ca/campus/sustainability/media/IISD - U of M Emission Inventory Report.pdf](http://umanitoba.ca/campus/sustainability/media/IISD_-_U_of_M_Emission_Inventory_Report.pdf)

ⁱ <https://www.bbc.com/news/science-environment-50302392>, November 6th, 2019

ⁱⁱ IPCC, 2018: Summary for Policymakers. In: Global warming of 1.5°C. An IPCC Special Report on the impacts of global warming of 1.5°C above pre-industrial levels and related global greenhouse gas emission pathways, in the context of strengthening the global response to the threat of climate change, sustainable development, and efforts to eradicate poverty [V. Masson-Delmotte, P. Zhai, H. O. Pörtner, D. Roberts, J. Skea, P. R. Shukla, A. Pirani, W. Moufouma-Okia, C. Péan, R. Pidcock, S. Connors, J. B. R. Matthews, Y. Chen, X. Zhou, M. I. Gomis, E. Lonnoy, T. Maycock, M. Tignor, T. Waterfield (eds.)]. World Meteorological Organization, Geneva, Switzerland, 32 pp.

ⁱⁱⁱ <https://www.sdgaccord.org/climateletter>

^{iv} <https://globalnews.ca/news/5401586/canada-national-climate-emergency/>, June 19, 2019

^v <https://www.cbc.ca/news/canada/ottawa/city-of-ottawa-declares-climate-emergency-1.5109378>, June 19, 2019

Appendix VIII :

Bi-Annual UMGSA Executive Review Committee Report

(On The Following 15 Pages)

Bi-Annual UMGSA Executive Review Committee Report



May 1st, 2019- October 31st, 2019

Introduction

Time-Period Covered by this Review: May 1st to October 31st , 2019

Collaboratively prepared by the members of the Executive Review Committee. Thank you to all those who have contributed to the completion of this bi-annual review.

Members of the ERSC

Madison McCausland – ERC Co-Chair

Luis Cordero-Monroy - ERC Co-Chair

Scott Legare

Nathaniel Ort

Mainak Singha

Ethan Loewen

Daphne McKnight

About the Bi-Annual Review of the UMGSA Executive

As written in the UMGSA Policies, the role of the Executive Review Committee (ERC) is to perform the bi-annual review of the current UMGSA executives and to make recommendations based on the review, particularly relating to the development and maintenance of the review process. This review includes self and peer reviews by the executive team, a review of Council and Executive Meeting minutes, Council and Committee Attendance records, and other relevant documents.

The committee of the ERC was formed October 2nd, 2019. The ERC co-chairs distributed Self & Peer Review Forms to the executive team on October 19th, 2019. All of those review forms were completed and returned by an October 28th, 2019 due date. The subcommittee has met in person twice and has conducted multiple online discussions via email. The review work was divided-up amongst the subcommittee members, with each executive being reviewed by a committee members. The final report reflects the combined comments and assessments of many voices and perspectives, with each executive receiving their own individual summary.

The ERC based this report on information compiled from the following documents:

- UMGSA Executive Self and Peer Review
- UMGSA Executive Meeting Minutes
- UMGSA Council Documents Package
- UMGSA Executive Calendar
- UMGSA Internal Committees Attendance Sheet

Please Note: This report seeks to be as accurate as possible and seeks to evenly balance all comments/ratings along with all documentation submitted to the subcommittee. In drafting this report, the ERC deals with evidence and facts primarily in the form of Council, Committee, and Attendance documentation. Otherwise, the committee relies on the ratings and comments provided by the Executives themselves through the Self & Peer Review Forms. The committee endeavors to maintain neutrality in several ways: first, through procedures that maintain the confidentiality of comments provided to the committee and second, by starting from what evidence we have to draw from, and then examining comments and ratings provided to us in light of the evidence. The reviewers cannot ensure that all comments provided to the committee provide a complete and accurate picture of any given executive that we are reviewing nor of their performance, and we never presume that one opinion is entirely right nor another one entirely wrong. We seek to balance all comments and ratings, and the review summaries are based on our earnest attempts to achieve that balance, grounded in the evidence that we have.

Peer-Review Performance Ratings Guide:

9.0-10.0 Excellent

8.0-8.9 Good

7.0-7.9 Satisfactory (Room for Improvement)

5.0-6.9 Alarming (Action is Needed)

0.0-4.9 Unsatisfactory (Immediate and Significant Action is Needed)

Carl Neumann – President

Positive Aspects and Contributions:

- Welcoming and dedicated to working with graduate students
- Involved in graduate student events and community
- Professional, helpful and hardworking

Reported Areas of Opportunity:

- Delegating more to other members of executive team
- Improve ability of executive team to work as a team
- Time management

Self & Peer Review Scores:

Average Peer Review Score: [8.93 good](#)

How well has this executive fulfilled their Job-Specific Duties?

Self: **8.5**

Peer: **9.4**

How well has this executive worked with Other Members of the Executive Team?

Self: **8**

Peer: **8.5**

How well has this executive worked with the Office Manager, Councilors, and Committee Members?

Self: **8.5**

Peer: **8.9**

Logged Office Hours:

(May-8) (June-8) (July-10) (Aug-8) (Sep-8) (Oct 10)

= **52 hours (May-October)**

Attendance and Punctuality at Meetings:

- Attended all UMGSA Council meetings except
- Attended all Executive Committee meetings except one (sent regrets)

Overview:

There seems to be a consensus amongst executive team members that Carl has done a great job of working with graduate students and being involved with the graduate student community. He has been described as welcoming and helpful, and his hard work and dedication to UMGSA and graduate students has been noticed by other executive team members.

Most executive team members note that Carl has made many small contributions which improve the graduate student experience and maintaining the proper function of the UMGSA.

Multiple executive team members mentioned that it would be beneficial for Carl improve delegating tasks to other executive team members. In contrast to this, other members mentioned that forming a more cohesive and dynamic executive team working environment has had limited success and motivating some members to meet timelines and fulfill responsibilities has had mixed results.

Cody Ross – Vice-President Finance and Administration

Positive Aspects and Contributions:

- Planned and introduced a new method for travel awards and conference grants
- Played a large role in drafting policy changes
 - Helped successfully initiate mandatory Consent Culture Training for all Council and committee members
 - Implemented improvements to Election and Referendum Policy Manual
- Effectively managed finances regarding Conference Grant and Special Project Grant disbursements

Reported Areas of Opportunity:

- Conference Grant and Special Project Grants were managed well, however, this focus should be broadened to ensure *all* of the UMGSA's finances are being managed effectively
- Ensure Finance Committee and Council are kept up to date on *all* of the UMGSA's finances, rather than Conference Grants and Special Project Grants exclusively
- To reduce VPFA burden, additional help with the processing of Conference Grants and/or a simplification of the application and evaluation process may be necessary

Self & Peer Review Scores:

Average Peer Review Score: **9.00**

How well has this executive fulfilled their Job-Specific Duties?

Self: **8.50** Peer: **9.13**

How well has this executive worked with other members of the Executive team?

Self: **8.50** Peer: **8.63**

How well has this executive worked with the Office Manager, Councillors, and Committee Members?

Self: **9.00** Peer: **9.25**

Logged office hours:

(6-May) (9-June) (8 July) (10-August) (8 September) (11-October)

= **52 hours (May – October)**

Attendance and punctuality at meetings:

Attended all UMGSA Council Meetings except on May 22nd Attended all Executive Committee meetings, except on May 21st and August 27th

Overview:

Cody is said to be a dedicated and hard-working executive member of the UMGSA. He has played a large role in several policy changes and improvements, including the new Conference Grant prioritization process, introducing mandatory Consent Culture Training, and improving the elections process to ensure previous issues are prevented. Cody's absence at meetings has been rare and his time spent in the office has met expectations. He has been diligent and effective in his management of Conference and Special Project Grants, putting significant time and effort into these programs. However, it has been noted that other elements of the UMGSA's finances might become neglected as a result. A more balanced approach to managing UMGSA's finances, as well as more comprehensive reporting of all financial areas, would be beneficial. All in all, Cody's peers were very positive in their reviews of his work, as reflected in their peer review scores, and he was commended numerous times for his strong work ethic, dedication to the UMGSA, and the considerable impact he has made in all areas of his involvement.

Roxie Koohgoli – Vice President Academic

Positive Aspects and Contributions:

- Strong advocate for graduate students
- Finalized UMGSA Awards
- Represented graduate students well

Reported Areas of Opportunity:

- Communicating with other executive members could be improved
- Better time management
- Improving office hours, including letting others know when they have changed

Self & Peer Review Scores:

Average Peer Review Score: 8.19 Good

How well has this executive fulfilled their Job-Specific Duties?

Self: - Peer: **7.67**

How well has this executive worked with Other Members of the Executive Team?

Self: - Peer: **8.33**

How well has this executive worked with the Office Manager, Councillors, and Committee Members?

Self: - Peer: **8.58**

Logged Office Hours:

(0-May) (17-June) (4-July) (8-Aug) (9-Sept) (2-Oct)
= **40 hrs (May-October)**

Attendance and Punctuality at Meetings:

- Attended all UMGSA Council Meetings
- Absent for 1 Executive Meeting (June 11) and attended a meeting by phone (October 8), missed 4 bylaws and policy committee meetings (all except September 12), attended all award committee meetings, sent regrets for 2 service and support committee meetings (July 9, August 13) and absent for one meeting (October 8)
- Behind on office hours

Overview:

Roxie worked really hard to advocate for graduate students and to make sure that their rights are a priority. She also worked on advocating for student transportation and mental health initiatives, along with strengthening current regulations around student-advisor agreements. She finalized UMGSA awards and sent the selected applicants to the Faculty of Graduate Studies for final confirmation of successful applicants. However, due to her starting the VPA role late and recently leaving this role, successful applicants of those awards are still not known, and she did not organize an awards luncheon for this year. Additionally, she was unpredictable with her office hours and failed to let other executives know when they had changed. She sometimes did not show up at all. Fellow executives expressed that she should have reached out to them and asked for help with the above tasks mentioned and more, as she took on a lot of responsibility. Otherwise, it was noted that Roxie was highly motivated and shown true commitment to advocating and representing graduate students.

Julia Minarik – Senator 1

Positive Aspects and Contributions:

- Sustainability efforts are appreciated in making the UMGSA a more environmentally friendly place
- participated in global initiatives for a better world, which includes, but are not limited to:
 - Rallies, seminars
 - Composting programs
 - Random Acts of Green App presentation
 - UMGSA Office Greenhouse Manager
- Great job preparing and promoting the climate strike endorsement letter, organizing transportation to the event, as well as attending and representing the UMGSA at the strike.
- Excellent job representing graduate students in Senate. Seeks advice and input regarding Senate issues from peers from a wide range of disciplines.

Reported Areas of Opportunity:

- Few areas in which members of executive council thought Julia needed to improve upon
- Effectively transition incoming Senators so that they can effectively perform their work for future years.

Self & Peer Review Scores:

Average Peer Review Score: **9.13**

How well has this executive fulfilled their Job-Specific Duties?

Self: **9.50** Peer: **9.13**

How well has this executive worked with other members of the Executive team?

Self: **9.00** Peer: **9.00**

How well has this executive worked with the Office Manager, Councillors, and Committee Members?

Self: **9.00** Peer: **9.25**

Logged office hours:

(6-May) (11-June (July-8) (Aug-10) (Sep-8) (Oct-10)
= **53 hours (May-October)**

Attendance and punctuality at meetings:

- Attended all UMGSA Council Meetings
- Attended all Executive Committee meetings, except on October 8th (at appeal)

Overview:

Fellow executive council members commended Julia for her hard work during her time as Senator 1 on the UMGSA for the period in which this review covers. She has gone above and beyond her role on council and taken on tasks not required of her position – for example taking care of the plants in the UMGSA office, as well as having plants available for students to take home for free. Very little was highlighted that needs to be improved upon.

Ehsan Tahmasebian - Senator 2

Positive Aspects and Contributions:

- Excellent job providing a valuable link between the UMGSA and international students.
- Great job presenting the interests of graduate students.
- Reflected the interests of the graduate students in the report for the senate meeting.
- Highlighting information about international student resources to the executive council.

Reported Areas of Opportunity:

- Limited presence which could be improved according to the other executive members.
- Getting more involved but that is not so necessary as he is perfectly doing his job.

Self and Peer Review Scores:

Average Peer Review Score: 8.8 Good

How well has this executive fulfilled their Job-Specific Duties?

Self: 9 Peer: 8.7

How well has this executive worked with Other Members of the Executive Team?

Self: 10 Peer: 8.6

How well has this executive worked with the Office Manager, Councillors, and Committee Members?

Self: 10 Peer: 9.1

Logged Office Hours:

(May-8) (June-8) (July 8) (Aug 10) (Sep 8) (Oct 6.5)

= **46.5 hours (May – October)**

Attendance and Punctuality at Meetings:

- Attended all UMGSA Council meetings except on June 26 (sent regrets).
- Attended all Executive Committee meetings.

Overview:

Overall, peers thought highly of Ehsan. Ehsan is great at communicating with students. He cared a lot for students and clearly demonstrated that he could relate to students and the different challenges that they faced. His devotion to his role resulted in great attendance at council and executive committee meetings and accessibility through his office hours. Ehsan showed willingness to support the UMGSA in various ways. His peers commended him on his great communication with students. Ehsan always advocated for the best interests of graduate students and demonstrated that he can relate to students and the different challenges that they face. Peers recommended that he could be more active, but this would be beyond his job requirements which he met perfectly. Ehsan's service was wholeheartedly appreciated by his peers which was further reflected by his peer's review score.

Mahder Teffera – HSGSA President

Positive aspects and Contributions

- Excels at organizing events and initiatives for the HSGSA student body
- Represents HSGA students well
- Obtained excellent participation for consent culture training

Reported Areas of Opportunity

- Improvement in availability and interaction with UMGSA executives
- Increase communication between HSGSA and UMGSA
- Concerns about the extent of HSGSA's involvement in the UMGSA

Self & Peer Review Scores

Average Review Score: **8.63 Good**

How well has this executive fulfilled their Job-Specific Duties?

Self: - Peer: **8.7**

How well has this executive worked with other members of the Executive team?

Self: - Peer: **8.6**

How well has this executive worked with the Office Manager, Councillors, and Committee Members?

Self: - Peer: **8.6**

Logged hours: Office hours not recorded

Attendance and Punctuality at Meetings:

- Regrets UMGSA Council Meeting on June 26
- Regrets on 2 Executive Committee Meetings, May 28 and June 11 meetings

Overview:

Mahder is doing a great job as the VPHS. Mahder consistently reports successful events and initiatives that she puts forth for the HSGSA student body. It is apparent that Mahder communicates and organizes effectively with her executive team and HSGSA students in order for her to achieve these feats. She also has good attendance in UMGSA meetings. Mahder exhibits great qualities which allow her to make a strong contribution to the executive committee.

While Mahder excels at working with HSGSA members there is an apparent disconnect between the UMGSA executive committee and the HSGSA. This is not an issue unique to Mahder, as previous reviews have highlighted this issue with different VPHSs. However, specific issues such as HSGSA meeting minutes not being forwarded to UMGSA office staff, or not keeping HSGSA department reps up to date have been noted. There are also concerns about HSGSA department representatives not being included enough in the UMGSA council and are involved only exclusively through the VPHS. These issues should be discussed and resolved.

Okechukwu Efobi- Vice-President Services & Support

Positive aspects and Contributions

- Organized events such as Folklarama, Museum Tour, and the Fall term orientation as well as transportation
- Attends all meetings and is diligent at responding to grad students
- Facilitating consent culture training

Reported Areas of Opportunity

- Improving communication within the executive council
- Better preparation prior to Council meetings, carefully reading prior email communications.
- Better scheduling on alternative days and time to ensure there is equal opportunity for participation (Consent Culture)
- Increased participation during provincial and federal elections

Self & Peer Review Scores

Average Review Score: **8.17 Good**

How well has this executive fulfilled their Job-Specific Duties?

Self: **9** Peer: **8.5**

How well has this executive worked with other members of the Executive team?

Self: - Peer: **7.5**

How well has this executive worked with the Office Manager, Councillors, and Committee Members?

Self: **8** Peer: **8.5**

Logged hours:

(May-N/A) (June-8) (July-10) (Aug-8) (Sep-8) (Oct-8)
= **42 hours (May – October)**

Attendance and Punctuality at Meetings:

- Attended all UMGSA Council Meeting after May (position not yet ratified till May)
- Attended all Executive Committee Meetings

Overview:

Efobi has done a good job as VPSS. Efobi is consistent at attending and being on time to meetings, as well as responding to grad students communications directed to him. He has advocated for students in regards to transportation and was majorly involved in the success of the fall term orientation. Efobi has many good qualities that contribute to the executive committee in a positive way.

While Efobi is clearly passionate about the grad students at large there is clearly a disconnect between himself and other Executive members as a whole committee. Efobi would benefit from carefully reading all documents sent out via email and addressing concerns at executive meeting or prior to council meetings to answer any questions, allowing for a more cohesive executive committee. Additionally, as VPSS it would be ideal to schedule events, like the Consent Culture Training to alternating days and times to ensure equal participation in events. Also, increasing promotion for the events and with more advance to allow the grad students at large a better chance for participation.