



**Council Meeting
Agenda
Monday, September 14th, 2015
5:30pm-8:30pm**

- 1.1 Meeting called to order
- 1.2 Acceptance of the Agenda
- 1.3 Old Business
 - 1.4.1 Froshfest: Brad
- 1.4 New Business
 - 1.4.1 Objectives/Progress Reports: Dylan
 - 1.4.2 Proposed Elections Changes: Dylan
 - 1.4.3 External Advocacy Portfolio: Dylan
- 1.5 Question Period
- 1.6 Next Meeting: Monday, September 28th @ 5:30pm
- 1.7 Meeting Adjournment

Council Meeting
Thursday, September 14, 2015
Minutes

Executives: Dylan Smith, President
Bradley Lindsay, VP Campus Life
Heyden Vargas, VP Student Affairs
Nav Bhatti, Computing & Academic Studies Chair
Meghan Fisher, Business Chair
Justin Deddens, Transportation, Construction & the Environment Chair
Shubhi Singh, VP External Affairs
Navin Vidyadharan, ATC Chair
Jamie Haakons, Energy Chair
Josephine McGeer, Health Sciences Chair
Emilio Da Silva, DTC Chair

Staff: Caroline Gagnon, Executive Director

Councillors:

Jessica Ngo	Farid Ahwazi
Matthew May	Henry Lo
John De Vera	Harleen Bhullar
Dean Tamboline	Josephine Grant
Mikaela Blumke	Marc Vouve
Rachelle Peters	Morgan Latremouille
Michael Hui	Daniel Yen
Trevor Mathews	Reza Filsoot
Justin Guggenheimer	
Jessica Graham	

Absent:

4.1 Meeting Called to Order

The Chairperson, Dylan Smith, calls the meeting to order at 5:55pm. (28 voting members)

4.2 Acceptance of the Agenda

It was moved that the agenda be accepted with the following additions:

4.3 Acceptance of the September 3rd, 2015 minutes

4.5.2 Election Committee

Moved by: Dan Yen

Seconded by: Trevor Mathews

28/0/0 Carried

4.3 Acceptance of Minutes: September 3rd, 2015

Be it resolved that the Council Meeting Minutes from September 3rd, 2015 be accepted as distributed.

Moved by: Nav Bhatti

Seconded by: Meghan Fisher

17/0/11

Carried

4.4 Old Business

4.4.1 Froshfest

Brad informs Council that Froshfest has been cancelled due to the anticipated heavy rain precipitation this upcoming Friday. A smaller version of the event has been moved to the Pub. Another event, at a later date, will be scheduled. The announcement was made public late this afternoon.

4.5 New Business

4.5.1 Objectives/Progress Report

Council is informed all Executives will be presenting their respective objectives at the next meeting. Subsequently, a progress report will be distributed as part of the meeting binder. Further, Executives will have the option of providing verbal updates during the meeting. It is a way for Council to know what Executives are working on.

Questions:

- Where could we find past copies of the budget? On the BCITSA website (bcitsa.ca), there are numerous documents that members can refer to. It can be found under the Governance tab.

Reports:

Emilio:

- Confucius Institute is hosting an event on September 26th from 12noon to 5pm at the downtown campus. Everyone is welcome to attend.

Shubhi:

- An all Federal Elections Candidates meeting is scheduled for Wednesday, September 23rd, at 3:00pm - SE6 Telus theatre. Members of the BCIT community can submit their questions on our website. These questions will be asked by the moderator during the debate. The candidates are from the Burnaby South riding.
- Everyone is encouraged to attend.

4.5.2 Election Committee

Motion:

Be it resolved that the Jessica Ngo, Mark Vouve and Nav Bhatti join the election committee.

Moved by: Heyden Vargas

Seconded by: Jamie Haakons

28/0/0

Carried

4.5.3 Proposed Election Changes

To improve the election processes, election changes are being proposed. (Find attached a complete document in the meeting binder) These changes will need to be approved during the AGM by membership. But it will be Council's decision to bring these changes to membership during the AGM scheduled in November.

The highlights of these changes:

- A new Selection Committee will be created to recruit members of the Election and Appeals Committee
- Changes in the Election Committee: i.e. can't be part of Council or past Council.
- The new Appeals Committee will rule on appeals filed by candidates
- Both committees will receive a stipend.
- Both committees will follow precedents.
- Executive Director and President will schedule the dates of elections yearly.
- More language centered on slate.
- Candidates can't be endorsed by SA staff or Student Executive members.

Questions:

- If someone receives an in-kind donation for the election campaign, how will it be handled? The budget per candidate is limited to \$75. The in-kind donation will be evaluated at market value.
- If the existing VP External plans to run again, what will happen? There is nothing in the existing document at this time. It will be added to next version.
- Why change the number of supporters from 10 to 3? It is requiring too many resources from BCIT to verify 10 supporters, and it is also matches the Ed-Co, or BOG elections.

Everyone is asked to review the document and comment on it. After receiving everyone's comment, the document will be finalised and brought to Council again.

4.5.3 External Advocacy Portfolio

BCITSA is a member of the Alliance of British Columbia Students (ABCS) advocacy group along with 8 other Student Associations. Two years ago, Council approved BCITSA's participation with the understanding that no membership fees would be charged to member Student Associations. Costs would be charged according to the campaign that each school would choose to participate in. Despite this original statement, ABCS has moved to a paid registration system based on FTE. BCITSA will now be charged \$8000 to be a member of ABCS.

Furthermore, the efficiency of this group is also being questioned. There were many promises, but little tangible delivery. The question for Council to consider is the value of the \$8000 fee to remain part of this lobbying group. Since BCIT's needs are very different than other institutions, are we better off proceeding on our own, or on a case-by-case basis with other Student Associations that have the same issues. Though the idea of a provincial lobbying group could be a good one, it is not certain that its activities are presently aligned with the interests of BCIT students.

2 members of Council leave (26 voting)

Questions:

- What were some of ABCS's promises? For example, orientation did not meet the expectation of the BCITSA attendees. It was not well organized, and not worth the money spent. They were also advocating for changes to the Societies Act, none of the demands were successful.
- Who sits on their board for BCITSA? Shubhi Singh is a Director, thus a voting member, while Dylan Smith is an officer.
- Why was ABCS created? ABCS was created to form one voice for BC students. The first years, they focused on the lobby week, which is to be repeated in spring 2016. They also planned to focus on Social Justice and encourage students to vote however, minimal activities have been organized.
- Is this performance issue linked to the Executives in charge right now? Could this change with new Executives? ABCS is completely run by students, which makes it difficult for the members to conduct business and since all are members of Student Associations board and are students, the lack of time and experience will always be an issue.

Motion:

Be it resolved that the BCIT Student Association (BCITSA) terminate its membership in the Alliance of BC Students (ABCS), and directs the Vice-President, External of the BCITSA to convey this decision to the Board of Directors of the ABCS.

Moved by: Jamie Haakons

Seconded by: Justin Deddens

26/0/0

Carried

Debate/Questions:

- There was also the instance that SAs' staff were approached to conduct ABCS work; orientation funding was not discussed by the board; failure to submit documents to the Minister of Education on time.
- If we withdraw where will the money go? The budget is \$15,000, so it will be spent on our priorities, which will be determined by Council.
- We would work with other Student Associations based on specific needs.
- The concept of ABCS is a good idea in principle; however with the existing structure the Alliance is not meeting its objectives.
- Is there an exit clause? The only requirement is to send a letter along with the minutes supporting the letter.
- Are there any reasons why we should stay with ABCS and pay our membership? Is it likely that things could change? At this time, it is not believed that it would change enough for BCITSA to stay.
- If the motion passes, could BCITSA rejoin the alliance in the future? Yes
- What is our budget compared to the previous year? Last year, BCITSA only had \$5000 for all their campaigning. After the referendum passed, we have a full time staff working on different issues and also have \$15,000 for our lobbying efforts.
- It is important that we stay amiable with the other Student Association, though we may leave ABCS. This will happen through conversation and discussion.

Motion:

Call the questions

Moved by: Nav Bhatti

Seconded by: Brad Lindsay

26/0/0 Carried

Motion:

Be it resolved that the BCIT Student Association (BCITSA) reaffirms its commitment to government Outreach and Advocacy, and further reaffirms its commitment to continue working on a case-by-case basis with other post-secondary Student Association as required.

Moved by: Shubhi Singh

Seconded by: Meghan Fisher

26/0/0 Carried

4.6 Question Period

- BCIT made some changes in computer labs in SE12, mainly removing small appliances from these labs. The decision to make these changes was passed onto the SA, which is not reflective of the reality. The SA has no authority in deciding where students eat. BCIT moved the blame onto the SA. Nav is trying to rectify this issue as students live in these rooms from time to time. Once you leave SE12, to get food, there is no way students can re-enter the building
- If students have any concerns with the state of classroom (i.e. burnt out light bulbs), they can go on the new Facilities Request on the BCIT website.

4.7 Next Council Meeting: Thursday, September 21st, 2015

Next Council Meeting is scheduled for Monday, September 21st, 2015 at 5:30pm. Location TBA.

4.8 Meeting Adjournment

It was moved by Jamie Haakons and seconded by Heyden Vargas that the meeting be adjourned. 7:15pm **Carried**



Proposed Elections Structure and Changes

Introduction

The purpose of the proposed elections changes outlined in this document are to provide a framework for, and ensure, fair and impartial elections are conducted by the BCITSA. The changes in this document are intended to replace the existing elections structure while retaining some of the previous elections bylaws to ensure that there is no confusion or misinterpretation of how elections are to be conducted.

In brief, elections shall now be administered by a new elections committee that is independent of council and non-partisan and an independent, impartial Appeals Committee shall be formed to rule on appeals of an Elections Committee decision as they arise. The composition of these two committees shall be determined by a Selection Committee made up of BCITSA Executives and staff.

As part of this new proposed structure, there are also a number of elections bylaw changes that augment the new committee system in ensuring a fairer, more impartial elections process. These are outlined below, following the committee details.

Selection Committee Details:

- Consists of the following 4 members:
 - VP Student Affairs
 - One other Student Executive
 - Two members from Senior Staff
- Will solicit applicants for the Elections & Appeals Committee positions in conjunction with the BCITSA Marketing Department
- Will review applications and select candidates to interview for the 4 positions

Elections Committee Details:

- Appointed by Selection Committee
- Made up of 4 members:
 - Chief Returning Officer
 - Three Deputy Returning Officers
- Members of the committee cannot:
 - Be a current Student Executive or member of Council
 - Have been an executive or member of council in the last 12 months
- Presides over elections in the same manner as current committee
- Appointed for a term from October to May 31st
- Will rule on Candidate Eligibility decisions and complaints filed during election period



Proposed Elections Structure and Changes

- The Committee shall follow precedence of previous decision when taking action against a candidate.
- Appeals of rulings will be heard by a separate Appeals Committee
- Will have two go-to contact for administrative matters:
 - VPSA
 - HR Generalist
- CRO will become an ex-officio member of Council during an election period.
- Will work with the Registrar's Office at BCIT to validate candidate eligibility and administer the voting process.
- Once appointed the Committee Shall attend a training session organized by the BCITSA Executive Director (or designate)
- Provide a written report to Council upon the conclusion of an election, including the results of any rulings or appeals by either the Elections or Appeals committee during the election. The report will be kept on file by the Association.
- The members of the Committee shall receive a base honorarium for the duration of their term and a "stipend" for each election/by-election they administer.

Appeals Committee Details:

- Will be called, upon the appeal of an Elections Committee decision
- Will consist of 5 members
 - Advocate
 - Three Students-At-Large:
 - Students will have no prior relation to the complainant
 - One member of council as an observer only
- Responsible for reviewing and ruling on appeals
- Ruling will take place as per the prescribed schedule set out by the President and the Executive Director.
- Appeals Committee decisions are final and cannot be overturned
- Process:
 - Committee will meet with both parties individually to gather information (CRO on behalf of EC and Complainant)
 - Committee will then meet in camera to rule on the appeal
 - Decision will then be rendered at a meeting with both parties present
- Before commencing the process, the committee members will receive a brief training from the Advocate.
- When ruling on appeals, the committee shall take precedence of previous appeal rulings into account.
- Shall receive an honorarium regardless of whether or not any appeals are actually filed.



Proposed Elections Structure and Changes

Additional Changes and Details:

- Dates for elections will be determined the summer prior by the Executive Director and President in conjunction with BCIT.
- Campaign materials may only endorse one candidate.
- Candidates may not produce campaign materials similar to those of other candidates in colour, branding, design or appearance.
- Campaign materials may not bear slogans which are the same or similar to those of other candidates.
- Members of the Elections, Appeals and Selection committees, as well as all BCITSA staff, should remain impartial and refrain from discussing the election publically and/or online until the results of the election have been announced.
- Candidates who are employees or volunteers of BCITSA will not be allowed to campaign during their work hours.
- Except in cases of self-endorsement, current Executives and BCITSA Staff may not publically endorse any one candidate. Candidates may not solicit endorsements from and member of the Board (Executives).
- No Campaign material printed or otherwise, will contain any of the official logos of BCITSA, BCIT or any likeness thereof.
- Any other duties that need to be fulfilled outside of an election period will be handled by the board (President/VPSA) in conjunction with the Executive Director at their discretion.
- Voting stations may be set up under the guidance (with the awareness) of the Elections Committee to encourage students to vote.
- The number of nominators required by a candidate-to-be shall be reduced from 10 down to 3.

**Executive Meeting
Agenda
Thursday, September 3rd, 2015
10:00am-11:30am**

- 3.1 Meeting called to order
- 3.2 Acceptance of the Agenda
- 3.3 Acceptance of Minutes: July 20th, 2015
- 3.4 Old Business
 - 3.4.1 Expectations: Dylan
 - 3.4.2 Objectives: Dylan
 - 3.4.3 Orientation & Froshfest: Brad
 - 3.4.4 Set Rep Meetings: Dylan
- 3.5 New Business
 - 3.5.1 Office Hours: Dylan
 - 3.5.2 Elections Proposal: Dylan
 - 3.5.3 Progress Reports: Dylan
 - 3.5.4 BCIT-BCITSA Executive Meetings: Dylan
- 3.6 Question Period
- 3.7 Next Meeting: Monday, September 14th @ 5:30pm
- 3.8 Meeting Adjournment

**Executive Meeting
Thursday, September 3, 2015
Minutes**

Executives: Dylan Smith, President
Bradley Lindsay, VP Campus Life
Heyden Vargas, VP Student Affairs
Nav Bhatti, Computing & Academic Studies Chair
Meghan Fisher, Business Chair
Justin Deddens, Transportation, Construction & the Environment Chair
Shubhi Singh, VP External Affairs
Navin Vidyadharan, ATC Chair
Jamie Haakons, Energy Chair

Staff: Caroline Gagnon, Executive Director

Absent: Josephine McGeer, Health Sciences Chair
Emilio Da Silva, DTC Chair

3.1 Meeting Called to Order

The Chairperson, Dylan Smith, calls the meeting to order at 10:32am. (9 voting members)

3.2 Acceptance of the Agenda

It was moved that the agenda be accepted as distributed.

Moved by: Justin Deddens

Seconded by: Heyden Vargas

9/0/0 Carried

3.3 Acceptance of Minutes: July 20th, 2015

Be it resolved that the Council Meeting Minutes from July 20th, 2015 be accepted as distributed.

Moved by: Nav Bhatti

Seconded by: Shubhi Singh

9/0/0 Carried

3.4 Old Business

3.4.1 Expectations

In the meeting binder, all Executives have received the expectation document. The Chair goes over the disciplinary actions. It is important for all Executives to communicate issues and hand-out their respective progress report. Hopefully, the procedure will not be, but if it does, then the bylaws will take effect. If the process is not followed by the President then all are responsible to ensure that it would be address with the VP Finance and Administration, since that position manages the actions of the President.

3.4.2 Objectives

All executives have received a link to the objective document. The deadline to submit their objectives is Friday September 11. If they don't have access, contact Justin Bargiacchi.

3.4.3 Orientation & Froshfest

Training sessions for the volunteers are scheduled this week. If anyone is available to assist during Orientation day, please contact Brad directly. Volunteers are needed until 3pm. Volunteer shirts are available at the office. Orientation volunteers will get in for free during the Froshfest event. Reminder that Froshfest is scheduled for September 18.

3.4.4 Set Rep Meetings

All should have connected with their respective staff member (see below). Set rep meetings scheduled in the Council Chamber for September will need to be moved since the room will not be ready until October.

- Miranda Cross - School of Business and the School of Health Sciences
- Amy Smith - School of Construction and School of Computing
- Hannah Bielert - School of Energy
- Chantel Dickson - Satellite Campuses

3.5 New Business

3.5.1 Office Hours

This year, Executives are expected to work 5 hours per week, which 1.5 to 2 of these hours will need to be advertised as public office hours. Availability is to be submitted by Friday, September 11th.

3.5.2 Election Proposal

Changes for the election process are being proposed. These changes were made to clarify and improve existing processes. The document can be found in the meeting binder. The Chair goes over the major points of the proposed procedural changes:

- Election Committee selection and process
- New Selection Committee
- New Appeals committee
- CRO would become an ex-officio member of Council during elections
- Timing of the elections
- Details addressing slates

This document will be presented to Council in October. If approved, then they will be presented at the AGM scheduled for November. These changes would not take affect for the upcoming bi-election as the new process has not been approved. If anyone has comments/questions contact Dylan directly.

3.5.3 Progress Report

The progress report is an open document accessible by all Executives. The new deadline for submission will be on Wednesday at 11:59pm since meeting binders need to be sent to Council on Friday morning to ensure that everyone has 2 business days to read over the document. Keep the report concise and detailed information can be given verbally during the meeting.

3.5.4 BCIT-BCITSA Executive Meetings

There was a discussion about the efficiency of these meetings. These are the proposed changes; having an agenda, taking minutes, change the meeting format to include a quick 10 minutes update non actionable items, remaining of meeting will be structured to discuss approximately 3 discussion points which would tangible actions. Agenda will be submitted to BCIT and BCITSA Executives one week before the scheduled meeting. The BCITSA Executive Director will now attend the meeting and will take minutes.

3.6 Question Period

- Bill Dow has now invited Dylan to sit on the AVP Student Services selection committee.
- BCIT is moving to the next phase of the DNA exercise. They anticipate that the document will be completed in December 2015.

3.7 Next Council Meeting: Thursday, September 14th, 2015

Next Council Meeting is scheduled for Monday, September 14th, 2015 at 5:30pm. Town Square

3.8 Meeting Adjournment

It was moved by Nav Bhatti and seconded by Justin Deddens that the meeting be adjourned.
11:25am **Carried**