

Draft OPENING PLENARY AGENDA

58th Semi-Annual General Meeting of the Canadian Federation of Students-British Columbia
Thursday, August 12 to Sunday, August 15, 2010

OPENING PLENARY – 7:00 p.m., Thursday, August 12

- 1. ROLL CALL OF MEMBER LOCAL UNIONS**
- 2. RATIFICATION OF PLENARY SPEAKER AND REVIEW OF PLENARY PROCEDURES**
- 3. ADOPTION OF PLENARY AGENDA**
- 4. ADOPTION OF GENERAL MEETING AGENDA**
- 5. OVERVIEW OF PROCEDURES**
 - a. Rules of Order and Plenary Procedures
 - b. Anti-Harassment Procedures for the General Meeting
 - c. Presentation by the Staff Relations Officer
- 6. ADOPTION OF 28th ANNUAL GENERAL MEETING MINUTES**

The plenary will consider the minutes of the 28th annual general meeting.
- 7. PREPARATION FOR COMMITTEES**
 - a. Striking of General Meeting Committees

As per Internal Affairs Policy F-2 the following plenary sub-committee are automatically struck:

 - the Campaigns Committee;
 - the Finance Committee;
 - the Organisational and Services Development Committee; and
 - the Policy Review and Development Committee.
 - b. Adoption of Committee Agendas
- 8. CONSIDERATION OF MOTIONS**
 - a. Consideration of Motions Referred to the Executive Committee by the Previous General Meeting

The following motion was referred to the Executive Committee by the 28th annual general meeting for consideration and a recommendation to this meeting.

2010/01:035 MOTION

Local 75/Local 73

Be it resolved that Standing Resolution 6 be repealed and replaced with the following:

"Phone-Around" Motions

The procedure for "phone-around" motions of the Executive Committee shall be as follows:

- a. a minimum of two Executive Committee members, a mover and seconder, shall be required to initiate a "phone-around" motion;
- b. following the initiation of a "phone-around" motion, the Chairperson or, in her absence, her designate shall appoint a member of the staff to conduct the voting on the motion;
- c. quorum for the voting shall be in accordance with Bylaw 5.4 Section (b);
- d. each Executive Committee member shall be given two (2) full weekdays to vote;

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- e. if four (4) or more members of the Executive Committee disagree with the use of a "phone-around" motion, the motion will be referred to the next Executive Committee meeting;
- f. the "phone-around" motion shall be ratified at the next meeting of the Executive Committee;
- g. the staff member conducting the voting shall make and document at least three attempts at contacting each Executive Committee member;
- h. the staff member conducting the voting shall only provide the following information to each Executive Committee member:
 - i. the wording of the motion;
 - ii. the names of the mover and seconder of the motion; and
 - iii. the procedure governing "phone-around" motions as outlined in this Standing Resolution;
- i. the "phone-around" motion shall be sent by e-mail to all members of the Executive Committee;
- j. votes may be registered by telephone, by electronic mail, or in person;
- k. after the completion of voting, the staff member conducting the voting shall tabulate the votes and inform all Executive Committee members of the outcome of the voting; and
- l. should any vote be submitted prior to the deadline but not received by the person conducting the vote until after the deadline, including as a result of electronic mails delayed in-transit, they shall not affect the result but shall be noted when the result is presented to the Executive Committee for ratification.

b. Consideration of Motions Served with Due Notice

The following motions were submitted by member local unions with due notice for consideration at this meeting. Most will require seconders in the opening plenary.

2010/08:N01 MOTION
Local 75/

Whereas the Federation has a history of following the most current labour language; and

Whereas the Canadian Federation of Students changed its language regarding federating and defederating at the most recent national general meeting; therefore

Be it resolved that all language within the Bylaws regarding joining the Federation be changed from "federate" or any derivative thereof, to "certify" or any appropriate grammatical derivative; and

Be it further resolved that all language within the Bylaws regarding leaving the Federation be changed from "de-federate" or any derivative thereof, to "de-certify" or any appropriate grammatical derivative.

2010/08:N02 MOTION
Local 75/

Whereas it is good financial practice to review one's auditors on a regular basis as a financial practice to prevent collusion, fraud, or any other form of misrepresentation of financial documents; therefore

Be it resolved that Bylaw 10.4 be amended to read the following:

- a. Every five years the Executive Committee shall issue a request for proposals from the accounting community for an auditor of the Federation's financials.
- b. The completed proposals, including requested remuneration from the firm, shall be brought to the Finance Committee for review and recommendation at the semi-annual general meeting and that recommendation be carried forward to the plenary floor.
- c. The voting members shall appoint the auditors of the Federation at each semi-annual general meeting of members, to audit the books of the Federation until the next semi-annual general meeting.
- d. Should the Executive Committee become aware of a vacancy of the auditor position prior to the completion of the five years, the search process as outlined in this Bylaw shall come into effect.

2010/08:N03

MOTION
Local 72/

Whereas most if not all member local unions hold orientation sessions for their new boards of directors shortly after each election period; and

Whereas these orientation sessions are an opportunity to ensure all new local directors understand the local, provincial and national structures of the student movement; therefore

Be it resolved that education materials be developed to orient member local union directors and staff to the Federation's provincial and national campaigns, services and decision-making structures.

2010/08:N04

MOTION
Local 72/

Whereas it is the responsibility of local members' representatives on the Executive Committee to ensure that members are aware of their membership in the Federation, and the benefits of membership; and

Whereas the health of the student movement depends on the active participation and engagement of members; and

Whereas a membership awareness checklist has been developed and included in the appendices of the 2010 Skills Development Weekend Manual; therefore

Be it resolved that local members' representatives on the Executive Committee seek to implement the membership awareness checklist at their member local union; and

Be it further resolved that local members' representatives report at each Executive Committee on the status of implementation of the membership awareness checklist.

2010/08:N05

MOTION
Local 3/

Whereas access to clean water is a public right; and

Whereas the Federation opposes the privatisation of water for environmental and social justice reasons; and

Whereas the Canadian Federation of Students has partnered with the Polaris Institute and other organisations to establish Bottled Water Free Day; and

Whereas six campuses in Canada have become bottled water free; and

Whereas the Canadian Federation of Students has recommitted to holding Bottled Water Free Day in March 2011; and

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Whereas public post-secondary institutions often enter into contracts to sell bottled water as a means to raise revenue in an era of underfunding by governments; and

Whereas members require access to healthy drinking options on campus; therefore

Be it resolved that member local unions be encouraged to campaign to convince their administrations to make their campuses bottled water free by the 2011 Bottled Water Free Day, to be held March 10, 2011; and

Be it further resolved that work be undertaken with the Canadian Federation of Students to develop and distribute organising materials for use by member local unions in their campaigns to convince their administrations to make their campuses bottled water free by the 2011 Bottled Water Free Day, including a template campaign strategy; and

Be it further resolved that the BC government be lobbied to encourage public post-secondary institutions to become bottled water free; and

Be it further resolved that the BC government be lobbied to provide carbon offset credits under its carbon offsetting regime for public institutions for any public post-secondary institution that ceases the sale of bottled water; and

Be it further resolved that the BC government be lobbied to fully fund institutions for the installation of adequate numbers of water fountains and water bottle fill stations on campus.

2010/08:N06

MOTION

Local 3/

Whereas the Federation is a registered society regulated by the Society Act of BC; and
Whereas Part 3.31 of the Society Act of BC stipulates how a director may be removed from office; and

Whereas from time-to-time provincial legislation may be passed that amends the Society Act of BC; and

Whereas if a local wishes to replace a local members' representative prior to the expiry of the representative's term, the representative must submit a letter of resignation prior to being replaced, in order to satisfy the Society Act of BC; therefore,

Be it resolved that Bylaws 7.2 and 7.3 be repealed and replaced with the following:

7.2 Removal of a Member of the Executive Committee

A member of the Executive Committee may be removed from her position before the expiry of her term in accordance with provisions set out in the Society Act of BC.

Be it further resolved that Bylaw 5.3.c be repealed and replaced with the following:

- c. The term of a local members' representative shall commence upon ratification to the Executive Committee and expire upon the call to order of the Executive Committee meeting scheduled closest to one (1) year after the Executive Committee meeting at which the member was ratified, unless otherwise stipulated in a motion passed in accordance with the local's bylaws and policies and submitted in accordance with Standing Resolution 2.

2010/08:N07

MOTION

Local 15/

Whereas the goal of the Federation's Bulk Purchase of Orientation and Promotional Materials Service is to provide high-quality, environmentally-friendly, and sweatshop-free materials; and

Whereas member locals have been encouraged to implement ethical purchasing practices, and to lobby their institutions to do the same; and

Whereas the Federation works with organisations such as the Workers' Rights Consortium to promote the importance of ethical purchasing; therefore

Be it resolved that work be undertaken with the Canadian Federation of Students-Services to develop a media strategy to promote sweatshop-free orientation week happening across the province; and

Be it further resolved that member locals participating in the Orientation and Promotional Materials Service be encouraged to implement the media strategy.

2010/08:N08 MOTION
Local 15/

Whereas the member locals have the ability to order high-quality and ethically-produced orientation and promotional materials through the Bulk Purchase of Orientation and Promotional Materials Service; and

Whereas this service would be valuable to extend to campus organisations such as clubs, as well as off-campus community groups; therefore

Be it resolved that work be undertaken with the Canadian Federation of Students-Services to develop promotional materials for the Bulk Purchase of Orientation and Promotional Materials Service for member locals to use when doing outreach to on- and off-campus organisations.

2010/08:N09 MOTION
Local 15/

Whereas the Canadian Federation of Students-Services' Students' Union Website Service provides website and email hosting that is easy to establish and update; and

Whereas this service is available for campus organisations such as clubs to utilise; and

Whereas there is currently no tool for member locals to use to promote this valuable service to clubs; therefore

Be it resolved that work be undertaken with the Canadian Federation of Students-Services to develop promotional materials and a promotional website for the Students' Union Website Service for member locals to use to promote this service to clubs and other on-campus organisations.

2010/08:N10 MOTION
Local 5/

Whereas members know the approximate time, within a span of six weeks, of annual or semi-annual general meetings each year but still require definitive notice as to the deadline for the submission of Constitution and Bylaw amendments; and

Whereas it takes time to go through the bureaucratic process necessary at member locals to be able to decide who they want as part of their delegation and what bylaw and policy amendments they would like to submit; therefore

Be it resolved that Bylaw III, Section 3.5 be amended to include;

- a. the delivery, no later than seven (7) weeks prior to the annual general meeting, no later than six (6) weeks prior to the semi-annual general meeting, and no later than three (3) weeks prior to the deadline for delegate registration or for the submission of Constitution and Bylaw amendments, whichever comes first, of a letter to include, but not to be limited to, the following:
 - i. date of the general meeting;
 - ii. location of the general meeting; and
 - iii. deadline for the submission of constitution and bylaw amendments.

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2010/08:N11 MOTION
Local 61/

Whereas Bylaw 15.3 does not make sense given the structure of the Canadian Federation of Students' Women's Constituency; therefore

Be it resolved that Bylaw 15.3 be repealed; and

Be it further resolved that all subsequent Bylaws be renumbered accordingly.

2010/08:N12 MOTION
Local 61/

Whereas the Bylaws codify the essential elements of the Federation's operations; and

Whereas Bylaw XVI codifies the duties of local members' representatives, including the submission of a written report to each Executive Committee meeting; and

Whereas the written reports of local members' representatives on the Executive Committee are essential for informing the discussions, deliberations, and decisions of the Executive Committee; therefore

Be it resolved that Bylaw 16.8 be amended to read:

16.8 Presentation of Written Report to the Executive Committee

The local members' representatives shall submit in advance of each Executive Committee meeting a written report outlining the activities of their respective member local union since the previous meeting of the Executive Committee and such other information as may be established by Standing Resolution. The written report shall be presented at the meeting.

2010/08:N13 MOTION
Local 61/

Whereas Standing Resolution 12 articulates what must be contained in the written reports of local members' representatives on the Executive Committee; and

Whereas the written reports of local members' representatives on the Executive Committee are essential for informing the discussions, deliberations, and decisions of the Executive Committee; therefore

Be it resolved that Standing Resolution 12 be amended to read:

Content of Local Members' Representatives' Written Reports to the Executive Committee

Per the Bylaws, all local members' representatives on the Executive Committee shall submit in advance of each Executive Committee meeting a written report. The report shall outline the following:

- a. an itemised schedule of directives from previous Executive Committee meetings and work undertaken to fulfill them;
- b. a list of local directors, staff and student representatives to institutional governance bodies;
- c. a list of scheduled local board of directors meetings to be held in the subsequent reporting period; and
- d. a summary of the local union's activities since the previous Executive Committee meeting, including:
 - i. internal affairs;
 - ii. services;
 - iii. institutional relations; and

- iv. campaigns and government relations.

2010/08:N14

MOTION
Local 61/

Be it resolved that Internal Affairs Section B, part 8 be amended to read:

Nominees' Forum

Prior to voting, a nominees' forum shall be conducted by the Electoral Committee, in which:

- a. nominee shall be allotted up to five (5) minutes to present opening statements;
- b. the Electoral Committee shall present up to three (3) questions of candidates for each position;
- c. the delegates shall be allotted up to fifteen (15) minutes to ask questions of candidates for each position, subject to the following conditions:
 - i. questions shall be directed to all candidates for each position;
 - ii. questions shall be no more than forty five (45) seconds in length and shall not include preamble or commentary;
 - iii. candidates shall have up to ninety (90) seconds in which to respond to each question; and
- d. nominees shall be allotted up to ninety (90) seconds to present closing remarks.

2010/08:N15

MOTION
Local 61/

Whereas media attendance at general meetings can be a useful tool to promote the Federation to members; and

Whereas members have expressed a desire for clarity regarding media attendance at Federation general meetings; therefore

Be it resolved that Internal Affairs Policy Section G.10. be repealed and replaced with the following:

10. Media at General Meetings

The Executive Committee shall have the authority to extend invitations to the media to attend workshops and/or plenary sessions at general meetings. Members of the media shall not have speaking privileges in any of the sessions at which they are permitted to attend.

2010/08:N16

MOTION
Local 61/

Whereas Issues Policy provides direction to the Executive Committee on stances to take on issues in between general meeting; and

Whereas Issues Policy sometimes becomes out of date; therefore

Be it resolved that the Executive Committee establish a working group to review the Federation's Issues Policy; and

Be it further resolved that the Executive Committee provide recommendations to the 29th annual general meeting on areas where Issues Policy should be developed or expanded, on Issues Policy that is redundant or out of date; and on any other aspects of the Federation's Issues Policy that the Executive Committee deems recommendations necessary.

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2010/08:N17

MOTION

Local 61/

Whereas the focal point for the national campaign strategy is the enactment of a Post-Secondary Education Act; and

Whereas much of the Federation's national lobby work highlights the need for a dedicated transfer payment for post-secondary education; and

Whereas the implementation of an Act will require negotiations between federal and provincial governments; therefore

Be it resolved that the BC government be lobbied to support a Post-Secondary Education Act governing a dedicated transfer payment for post-secondary education; and

Be it further resolved that this be included in the Federation's submission to the Standing Committee on Finance and Government Service during the budget consultation process; and

Be it further resolved that member locals be encouraged to engage in this lobby work when in meetings with MLAs in their region, and to include it in regional presentations to the Standing Committee on Finance and Government

2010/08:N18

MOTION

Local 4/

Whereas it is desirable to have a code of ethics to prevent both the actual occurrence of a conflict of interest, as well as the perception of such a conflict; and

Whereas the Canadian Federation of Students and the Canadian Federation of Students-Ontario have recently adopted a Code of Ethics for their respective boards of directors; and

Whereas it is desirable for the Federation to serve as a model of transparency and accountability; and

Whereas the code of ethics below was developed with reference to numerous similar codes that are used in the public and private sectors; therefore

Be it resolved that the following Internal Affairs Policy, titled "Executive Committee Code of Ethics," be adopted as Section M:

Executive Committee Code of Ethics

Preamble

It is the Federation's desire that members of the Executive Committee conduct themselves with integrity that is beyond reproach and in a manner that:

- a. avoids any conflicts of interest;
- b. protects confidential information, in accordance with the Personal Information Protection Act;
- c. complies with all applicable governmental laws, regulations, and rules; and
- d. adheres to good disclosure practices, in accordance with all applicable legal and regulatory requirements.

1. Conflicts of Interest

Conflicts of interest can occur when a member of the Executive Committee jeopardises her position of trust by having a private interest in the outcome of a decision. The Federation can suffer damage by the perception as well as the reality of the conflict itself. The boundaries defining what constitutes a conflict are not static but shift as the goals and mandates of the Federation evolve.

To avoid involvement in a conflict of interest, members of the Executive Committee shall not:

- a. engage in any business or transaction or have a financial or other personal interest that may improperly impact upon the performance of their official duties, including:
- b. have a material interest in any business organisation that has dealings with the Federation; and
- c. have immediate relatives who have a material interest in a business organisation that has dealings with the Federation.
- d. demand, accept or offer, or agree to accept from a person or company having dealings with the Federation, a commission, reward, advantage or benefit of any kind, directly or indirectly; and
- e. engage in any business undertaking that interferes with the performance of their duties as members of the Executive Committee.

Members of the Executive Committee shall disclose any business, commercial, financial or other interest where such interest might be construed as being in actual or potential conflict with their official duties. Members who do not declare their interests and who are subsequently found to be in a conflict of interest situation, will have breached this policy.

2. Confidentiality

In order to adhere to principles of integrity and privacy, and to avoid breach of confidentiality, members of the Executive Committee shall:

- a. not disclose to any member of the public, either orally or in writing, any confidential information acquired by virtue of their position in the Federation;
- b. not use any confidential information acquired by virtue of their position in the Federation for their personal and/or private financial benefit or for that of their friends or relatives; and
- c. not permit any unauthorised person to inspect or have access to any confidential documents or other information.

3. Compliance with Laws

Members of the Executive Committee, in the course of their duties with the Federation, shall comply with all applicable government laws, rules and regulations, including without limitation:

- a. Federation Bylaws, Standing Resolutions, and policies;
- b. *Society Act of British Columbia*;
- c. *Personal Information Protection Act*; and
- d. Collective Agreements and all employment related laws and policies.

4. Commitment to the Code of Ethics

Members of the Executive Committee shall be provided with an orientation to the Code of Ethics upon the commencement of their position. Members shall be required to sign a declaration of commitment to the Federation's Code of Ethics and duties as outlined in the *Society Act of British Columbia* in order to be ratified to the Executive Committee.

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2010/08:N19 MOTION

Local 4/

Whereas the Federation has held an annual Skills Development Weekend for the past 26 years; and

Whereas the Federation fully subsidises the costs of participating in the Weekend; and

Whereas the lack of an associated registration fee has occasionally led to last-minute cancellations and irregular attendance at sessions; and

Whereas there is still significant cost to the Federation for last-minute cancellations and absentee participants; therefore

Be it resolved that the following Standing Resolution titled "Skills Development Weekend" be adopted as Standing Resolution 21:

Skills Development Weekend

The Federation shall host an annual Skills Development Weekend designed to develop practical skills among representatives, particularly directors and staff, of member local unions.

1. Timing and Location

The Weekend shall be held in the month of May, June, or July, and shall be held at a location determined by the Executive Committee. Registration shall be due six weeks before the start of the weekend.

2. Attendance

The Weekend shall be open to representatives and staff of member local unions who:

- a. are directors or full-time permanent staff of the member local union; and
- b. are approved by the member local union; and
- c. have been registered before the registration deadline for the Weekend.

The Executive Committee may consider written requests to extend eligibility to member local union representatives who do not fit the above criteria on a case-by-case basis, provided the request is received six weeks in advance of the Weekend.

3. Fee

Participation in the Weekend shall be fully subsidised by the Federation, including all meals, materials, and pre-approved travel and accommodation costs, for a maximum of twelve (12) participants from each member local union, subject to the following conditions:

- a. each member local union is required to pay a deposit per delegate, at a rate to be determined by the Executive Committee. This deposit shall be refundable for those participants who attend at least 75 percent of workshops offered;
- b. the Federation reserves the right to invoice member local unions for all expenses, including meals, travel and accommodation costs, for registrants that are absent for the majority of the sessions and for cancellations less than 48 hours prior to the start of the Weekend;
- c. all travel expenses must be pre-approved by the Federation's signing authorities and only the most affordable mode of transportation will be reimbursed;

- d. member local unions may register additional participants at full cost recovery of materials, meals, travel, and accommodation.

4. Guests

Representatives from non-member students' unions may be invited to participate in the Weekend at the discretion of the Executive Committee.

5. Irregular Circumstances

Under extenuating circumstances, the Executive Committee may, by a two-thirds vote, cancel the Skills Development Weekend in any given year.

2010/08:N20 MOTION
Local 4/

Whereas the title of the BC Representative on the National Executive was changed to its present form in 2009; and

Whereas the original resolution did not address the position throughout the Federation's bylaw and policy manual, leading to discrepancies in language; therefore

Be it resolved that all mentions of National Executive Representative and BC National Executive Representative in the Federation's bylaws and policies be replaced with BC Representative on the National Executive.

9. PRESENTATION OF THE REPORT OF THE EXECUTIVE COMMITTEE

10. LOGISTICAL ANNOUNCEMENTS

11. RECESS