

# GSS Annual General Meeting Agenda

Wednesday, March 14<sup>th</sup>, 2018 | Multipurpose Room, Liu Institute, UBC | 5:30 pm.

Guests:

## A. Call to Order & Adoption of the Agenda

The meeting will be called to order at 5:30 pm.

BIRT the agenda be adopted as presented.

MOVER: \_\_\_\_\_ SECONDER: \_\_\_\_\_ RESULT: \_\_\_\_\_

## B. Introductions

## C. Approval Of Minutes

BIRT the minutes of the AGM dated *March 23<sup>th</sup> 2017 and "March 24<sup>th</sup> 2016"* be approved as presented.

MOVER: \_\_\_\_\_ SECONDER: \_\_\_\_\_ Result: \_\_\_\_\_

## D. Presentations

*(10 Minutes, 5 minutes for questions)*

### **Presentation #1**

**Presentation/Topic Title:** GSS Ad Hoc Committee on Harassment and Discrimination

**Proposed objective:** Present the work the committee has done since the 2017 GSS AGM

**Group responsible:** Ad Hoc Committee on Harassment and Discrimination

**Presentation time:** 10 minutes

**Presentation description:** Present the work the committee has done since the 2017 AGM

**Relevant materials:** Link will be uploaded soon

### **Presentation #2**

**Presentation/Topic Title:** End of year report from the Governance & Accountability ad-hoc Committee

**Proposed objective:** Inform GSS members on the activities of the G&A ad-hoc Committee before we are disbanded

**Group responsible:** Natalie M., Chair, G&A ad-hoc Committee 2017/18

**Presentation time:** 10 minutes

**Presentation description:** 'Governance' refers to the processes the GSS uses to make decisions and implement them. Governance is important for societies to function effectively and efficiently in order to best represent the interests of you: our members. G&A will review what they have accomplished in the last year to improve GSS governance. The presentation will include the main

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*findings of an internal review of GSS governance, action plans to improve GSS governance, how we've helped improve the efficiency of GSS Council meetings, how we're maintaining progress on our new Strategic Plan, and the next steps to be taken to continue to improve our governance.*

## **Presentation #3**

**Presentation/Topic Title** – *End of the year report of the GSS AMS referendum ad-Hoc Committee*

**Proposed objective:** *Inform GSS members on referendum question & survey prepared and conducted by the GSS AMS referendum ad-Hoc Committee*

**Group responsible:** *Bradley Balaton*

**Presentation time:** *5 minutes*

**Presentation description-** *link will be uploaded soon*

## **Presentation #4**

**Presentation/Topic Title** *GSS Financial Reports 2017-18*

**Proposed objective:** *Inform GSS members on the financial reports of the GSS 2017-18*

**Group responsible:** *Finance and Executive Oversight Officer*

**Presentation time:** *5 minutes*

**Presentation description-**

## **Presentation #5**

**Presentation/Topic Title** *GSS Honorary Members*

**Group responsible:** *GSS Executives*

**Presentation time:** *5 minutes*

## **Presentation #6**

**Presentation/Topic Title** - *Your GSS- 2018 Year in Review*

**Proposed objective:** *Inform GSS members on accomplishments of the GSS in the past 1 year*

**Group responsible:** *GSS President*

**Presentation time:** *5 minutes*

**Presentation description-**

## **E. Reports**

*(10 minutes, 5 minutes for questions)*

- Harassment and Discrimination Ad-Hoc Committee, Katerina Othonos, Chair.
- Governance and Accountability Ad-Hoc Committee, Natalie Marshall

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- GSS AMS referendum Ad-Hoc Committee

## F: AGM Motions:-

### 1. Appointment of Auditor<sup>1</sup>

BIRT Thompkins, Wozny, Miller & Co. appointed as financial auditor for 2018-2019.

**MOVER:** \_\_\_\_\_ **SECONDER:** \_\_\_\_\_

### 2. Bylaw Amendment Recommendation (Speaker of Council) to be voted in the Annual General Meeting- March 2018

WHEREAS Bylaw 8.5.2.E.1 provides that the President is responsible for chairing the meetings of Council,

WHEREAS in lieu of the President of the Society, Council has in recent years employed the services of a knowledgeable and neutral third-party (also referred to as "Speaker of Council") as Chair of Meetings of Council,

WHEREAS the Bylaws and Robert's Rules of Order makes no provisions for the official position of Speaker of Council,

WHEREAS the presence of a Speaker of Council has enabled fair and productive debate to occur in Meetings of Council,

WHEREAS amendment of the Bylaw requires a special resolution in a General Meeting (Bylaw 2.1.1),

WHEREAS the text of any general meeting special resolution has to be included in the notice (BC Societies Act, Article 78),

BIRT Council recommends the Society to consider and adopt the following Bylaw amendments, in UBC GSS AGM 2018, as presented:

WHEREAS Bylaw 8.5.2.E.1 provides that the President is responsible for chairing the meetings of Council,

WHEREAS in lieu of the President of the Society, Council has in recent years employed the services of a knowledgeable and neutral third-party (also referred to as "Speaker of Council") as Chair of Meetings of Council,

WHEREAS the Bylaws and Robert's Rules of Order makes no provisions for the official position of Speaker of Council,

WHEREAS the presence of a Speaker of Council has enabled fair and productive debate to occur in Meetings of Council,

BIRT Bylaw 8.5.2.E.1 shall be amended to read: "chairing meetings of Council or appointing a designate to do so;"

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BIFRT a new Bylaw 8.5.2.E.II shall be included to read: “setting the agenda for meetings of Council;”

BIFRT preexisting clauses of Bylaw 8.5.2.E (II – V) shall be renumbered to (III – VI)

**MOVER:** \_\_\_\_\_ **SECONDER:** \_\_\_\_\_

### 3. Motion to form the Governance and Accountability Standing Committee:-

WHEREAS the GSS Strategic Plan requires a long-term governance and accountability committee to implement and oversee the execution of the Strategic Plan,

WHEREAS a standing Governance and Accountability Committee shall:

1. Oversee the implementation of recommendations by the Governance and Accountability Ad hoc Committee,
2. Be a means of regular self-evaluation, including, but not limited to the performance of all other standing committees and the Financial and Executive Oversight Officer,
3. Ensure the continued adoption and implementation of the GSS goal setting and review processes by the Standing Committees,
4. Ensure the long-term presence of governance training within the Society, empowering our members at large and our Board of Directors in particular,
5. Monitor the performance of the Society’s governance continuously, and provide appropriate improvement recommendations, thus reducing the need for frequent expensive external governance reviews; or shall monitor the process when one is deemed necessary,
6. Bolster institutional memory for matters affecting the long-term health of the Society, act as a backup for the executive review process, ensure timely creation of future strategic plans.

WHEREAS this standing committee has distinct and substantial roles, and preexisting Standing Committees of the Society are not well-suited to adopt them accordingly,

WHEREAS the Governance and Accountability Ad hoc Committee recommends the establishment of a standing committee, with the aforementioned roles, designated as the “Governance and Accountability Committee”,

BIFRT The Society, by **special resolution**, approves the creation of the standing committee “Governance and Accountability Committee”.

**MOVER:** \_\_\_\_\_ **SECONDER:** \_\_\_\_\_

### 4. Bylaw Amendment Recommendation (Committees of the Society)

WHEREAS Bylaw 4.1.1 provides that “Robert’s Rules of Order” is the adopted rules of order of the Society,

WHEREAS Article 50 of Robert’s Rules of Order makes a distinction between standing

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committees and special committees, while the preexisting provisions in Bylaw 9 does not, WHEREAS Standing Committees of the Society currently report to Council, which is not provided in the existing Bylaws, and is contrary to Article 50 of Robert's Rules of Order ("standing committees report to the assembly of the society, and not to the board of directors, unless the bylaws provide otherwise"),

WHEREAS taskforces and working groups have been named in the Bylaws (Bylaw 8.5.2.D.VI) but their means of creation has not been explicitly provided in the Bylaws, Policy Manual or Robert's Rules of Order,

WHEREAS taskforces have been defined as a special case of special committees in Canadian Parliamentary Procedure, which is also part of the Society's Rules of Order (Bylaw 4.1.1),

WHEREAS Services Committee has recommended to formally adopt "Services Committee" as its official designation henceforth,

WHEREAS Governance and Accountability Ad hoc Committee has recommended the establishment of the standing "Governance and Accountability Committee",

WHEREAS amendment of the Bylaw requires a special resolution in a General Meeting (Bylaw 2.1.1),

WHEREAS the text of any general meeting special resolution has to be included in the notice (BC Societies Act, Article 78),

BIRT Council recommends the Society to consider and adopt the following Bylaw amendments, in UBC GSS AGM 2018, as presented:

WHEREAS Bylaw 4.1.1 provides that "Robert's Rules of Order" is the adopted rules of order of the Society,

WHEREAS Article 50 of Robert's Rules of Order makes a distinction between standing committees and special committees, while the preexisting provisions in Bylaw 9 does not,

WHEREAS Standing Committees of the Society currently report to Council, which is not provided in the existing Bylaws, and is contrary to Article 50 of Robert's Rules of Order ("standing committees report to the assembly of the society, and not to the board of directors, unless the bylaws provide otherwise"),

WHEREAS taskforces and working groups have been named in the Bylaws (Bylaw 8.5.2.D.VI) but their means of creation has not been explicitly provided in the Bylaws, Policy Manual or Robert's Rules of Order,

WHEREAS taskforces have been defined as a special case of special committees in Canadian Parliamentary Procedure, which is also part of the Society's Rules of Order (Bylaw 4.1.1),

WHEREAS Services Committee has recommended to formally adopt "Services Committee" as its official designation henceforth,

WHEREAS Governance and Accountability Ad hoc Committee has recommended the establishment of the standing "Governance and Accountability Committee",

*[WHEREAS The Society has approved the establishment of the standing "Governance and Accountability Committee",] (Subject to approval of the previous motion)*

BIRT Bylaw 9 shall be repealed in whole and replaced with the following:

"

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## **Bylaw 9. Committees**

### **9.1. Standing Committees**

#### **9.1.1. The Society shall have the following standing committees:**

- (a) Executive;**
- (b) Executive Oversight;**
- (c) House-Finance;**
- (d) Academic and External;**
- (e) Services;**
- (f) Code and Policy;**
- (g) Human Resources;**
- (h) Elections; and**
- (i) Governance and Accountability.**

**9.1.2. Membership and terms of references for the Society's standing committees shall be outlined in the Policy Manual.**

**9.1.3. The Society's standing committees shall report to Council.**

### **9.2. Special Committees**

**9.2.1 Council may create additional ad hoc committees, taskforces and working groups for specific purposes as outlined in the Policy Manual.**

**MOVER: \_\_\_\_\_SECONDER: \_\_\_\_\_**

## **5. Motion from the Executive Oversight Committee**

WHEREAS executive transition reports are important for the orientation of newly elected Executives to their positions and portfolios, and

WHEREAS the Executive Oversight Committee is tasked by GSS Strategic Plan Goal 3.2.C to ensure the timely completion of executive transition reports, and

WHEREAS a template for transition reports is a useful tool for ensuring the capture of all necessary information and the consistency of reports across executives, and

WHEREAS the Executive Oversight Committee has a working draft template adapted from a template prepared by the Code and Policy Committee,

BE IT RESOLVED THAT the current GSS Executives be required to use this draft template ( can be accessed here - [https://drive.google.com/open?id=1\\_658zmlG91kYBmQtwe9nj03QcZRXUrF](https://drive.google.com/open?id=1_658zmlG91kYBmQtwe9nj03QcZRXUrF)) to prepare their transition reports, and

BE IT FURTHER RESOLVED THAT the GSS Executives submit their completed reports to the Financial and Executive Oversight Officer no later than Thursday, April 12, 2018 to ensure that

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they are available to the incoming executives at the start of the two week shadowing period at the end of the current Executives' term, and

BE IT FURTHER RESOLVED THAT the GSS Executives provide feedback to the Executive Oversight Committee at the end of this process for the development and refinement of this draft template.

**Mover:** Keskine Owusu Poku

**Secunder:**

## G. Notices

- **The following ad hoc committees are automatically dissolved upon adjournment of AGM 2017:**
  1. Harassment and Discrimination Ad-Hoc Committee
  2. Governance and Accountability Ad-Hoc Committee.
  3. GSS AMS referendum Ad-Hoc Committee

## H. Adjournment

BIRT there being no further business the meeting be adjourned.

**MOVER:** \_\_\_\_\_ **SECONDER:** \_\_\_\_\_