



IEEE uOttawa Student Branch Annual General Meeting 2025 - Winter

Location: Hybrid(Online and in-person at SITE 4026)

Link: <https://meet.google.com/hrh-coxo-pyi?authuser=2>

Expected Date of Meeting: February 10th, 2025

Expected Start Time: 7:30pm

Proposed Agenda

1. Call to Order
 2. Land Acknowledgement - Reconnaissance des Terres
 3. Roll Call
 4. Robert's Rules Explanation
 5. Administrative Motions
 6. Constitution Review
 7. Executive Updates
 8. Varia
 9. Adjournment
 10. Closing Remarks
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1. Call to Order

The meeting was called into order at 7:32



2. Land Acknowledgement - Reconnaissance des Terres

As we gather here today, we acknowledge the unceded traditional territory of the Algonquin Anishinabeg and the people of the Algonquin Anishinabeg Nation which encompasses the watershed of the Kitchissippi (Big River) now commonly known as the Ottawa River. The Algonquin Anishinabeg have been here in the watershed for thousands of years long before European contact and will continue to be here well into the future.

We recognize all Indigenous people in the region, from all Nations across Canada, who have also made Ottawa their home.

We acknowledge the traditional knowledge keepers, both young and old. And we honour their courageous leaders: past, present, and future.

We dedicate ourselves to moving forward in the spirit of partnership and Reconciliation. Together, we take responsibility for the heart health of all people in the region.

we begin by paying our deepest respects to the Algonquin and Mohawk people, the original inhabitants and enduring stewards of the land on which we stand. This land, part of a region with a rich tapestry of Indigenous nations, remains unceded and unsurrendered, resonant with the pulse of millennia of Indigenous presence, culture, and guardianship. We recognize the Algonquin and Mohawk as the traditional guardians of this territory, a responsibility they have borne with reverence and resilience throughout the generations. Their ties to the land are ancient and enduring, woven into the fabric of their cultures and identities, a sacred connection that persists in the face of challenges and changes. We are reminded that our presence here is interconnected with the longstanding histories and rich cultures of Indigenous peoples who have cared for this land from time immemorial.

We acknowledge the traditional knowledge keepers, those who carry the wisdom of the ancestors, the stories of the land, and the teachings of the natural world. They are the custodians of an invaluable legacy that continues to guide and enrich our communities. Their wisdom, passed down through generations, remains a beacon that lights the way for sustainable coexistence with the land and with each other. We also honor the courageous leaders, those who have come before us, those who stand among us, and those who are yet to emerge. Their leadership, grounded in the principles of justice, sovereignty, and self-determination, paves the path for future generations. They stand as testament to the enduring spirit and resilience of Indigenous peoples, facing adversity with strength and unwavering resolve. Lastly, we recognize the youth, the emerging generation of Indigenous leaders and knowledge keepers, who carry forward the hopes and dreams of their ancestors. They embody the potential for a future that holds respect, recognition, and reconciliation at its core.

In our acknowledgment, we affirm our commitment to learning, to understanding more deeply the history and the living legacy of colonialism. We pledge to engage in dialogue, to listen with open hearts, and to forge relationships built on mutual respect and shared purpose. We invite those who are not on this land to reflect upon the territories they occupy, wherever they may be. Resources such as native-land.ca can offer guidance in identifying the Indigenous lands on which we live, work, and gather, encouraging an ongoing process of learning and recognition.

As we walk forward, may we do so with mindfulness of the past, attentiveness to the present, and unwavering commitment to a future where the rights and treaties of Indigenous peoples are upheld and honored. In the spirit of peace and friendship, we continue to seek ways to live and work on these lands in harmony with the people who have called this place home since the beginning.

For countless generations, the Algonquin and Mohawk peoples have maintained an unbroken bond with this territory, a relationship that has never been formally ceded or surrendered. Their resilience in the face of adversity and their



profound understanding of the land's secrets are awe-inspiring. We look upon their stewardship with admiration and gratitude, recognizing that their ancient wisdom continues to enrich our collective journey on this shared earth.

It is our privilege to extend our deepest appreciation to the traditional knowledge keepers who, whether young or old, stand as the living repositories of wisdom. Their profound insights, teachings, and the continuity of ancient practices offer a profound insight into the intricate web of life that surrounds us. With profound humility, we embrace the lessons of the past and present, knowing that they guide us toward a more harmonious and sustainable future.

As we stand on this sacred ground, let us carry forward the lessons of the Algonquin and Mohawk nations, the collective wisdom of Indigenous peoples, and the aspirations of those who lead us into the future. Let this acknowledgment serve as a poignant reminder of our shared responsibility to honor the land, respect its custodians, and work collaboratively for a more inclusive, equitable, and sustainable world. For those who are not in Ottawa, please refer to <https://native-land.ca>.

3. Roll Call

Present - Présent.e.s

- Executives:
 - Madison
 - Jad
 - Manaal
 - Kevin
 - Akhil
 - Ayush
 - Eric
 - Quinn
 - Xavier
 - Aya
 - Abby
 - Sam
 - Freddy(online)
 - Ming(online)
 - Fayza
 - Josue



- Farah
- Sacha
- Ria

- Guests:

-Yead

-Daniel

- Excused:

4. Robert's Rules Explanation

Speaking Order

- Point of Privilege
 - Pinky finger raised / "P" in the chat
- Clarification / Point of Parliamentary Inquiry
 - "C"-shaped hand raised / "C" in the chat
- Reply to current discussion point
 - Two fingers raised / "2" in the chat
- New point of discussion regarding current motion/matter
 - Index finger raised / "1" in the chat

Requests and Inquiries

- Point of Privilege: request for immediate assistance, requesting to be temporarily excused from the meeting, unable to hear speaker
- Clarification: asking someone to repeat what they said, expand on an acronym, or provide a definition/context to what they are saying. Cannot be used to add new material.
- Point of Parliamentary Inquiry: asking the Chair for their opinion (not official ruling) on a matter of procedure.



- Circular discussion / "Calling to Question": Calling the current discussion circular calls on the Chair to assess the immediate relevance of current discussion. If found to be circular, the Chair may allow a "Call to Question" which requires 2/3 of executive support to pass. If the Call to Question passes, the motion immediately enters a vote.
 - Circular hand motion / "Circular" in the chat
 - "I would like to call to question the current motion"

Voting: Performed through raised hands, either in person or over the Zoom call, in the following order:

1. Those declaring Conflict of Interest (counted as Abstentions)
2. Those In Favor
3. Those Against
4. Those Abstaining

All attendees have speaking and voting rights at AGM.

5. Administrative Motions

Title:	Adoption of the Agenda		
Mover:	Manaal	Second:	Aya
Language:	English		
BIRT	The agenda be adopted as presented.		
Result:	Motion passes unanimously		
Discussion:			

Title:	Approval of Previous Meeting Minutes		
Mover:	Manaal	Second:	Akhil
Language:	English		
BIRT:	The minutes of the previous meetings will be approved, as presented.		
	Previous Meeting Minutes: https://docs.google.com/document/d/1gwl_tu4dLnQRkVVQe8wQaSzQS1IAfMFubdx9iQ0tCqQ/edit?usp=sharing		



Result:	Motion passes unanimously
Discussion:	

6. Constitution Review

Title:	Amend the IEEE uOttawa Student Branch Constitution – Executive Committee Office Hours and Key Access		
Mover:	Manaal	Seconded	Jad
Language:	English		
Whereas:	<p>WHEREAS maintaining consistent office hours ensures accessibility and engagement between the Executive Committee and the student body;</p> <p>WHEREAS accountability in fulfilling office hour commitments is essential for the effective operation of the Branch;</p> <p>WHEREAS Commissioners play a vital role in supporting Branch activities and should coordinate their availability for efficiency;</p>		



	<p>WHEREAS office key access must be regulated to ensure security and proper oversight of Branch resources;</p>
<p>BIRT:</p>	<p>BE IT RESOLVED THAT the IEEE uOttawa Student Branch Constitution be amended as follows:</p> <p>3.2.2 All eligible members of the Executive Committee shall hold at least two hours of availability in the office per week in both the fall and winter terms, unless otherwise agreed upon by resolution.</p> <p>a. Members may not miss more than two consecutive office hour periods without legitimate reason or alibi.</p> <p>b. Failing to achieve the previous, the executive member will be on probation and may be removed from the position.</p> <p>c. Academic Commissioners shall agree upon a designated two-hour period to hold office hours together. If a common time cannot be found, they may choose an alternative time, ideally aligning closely with the office hours of the VP Academic.</p> <p>d. Office key access shall be granted only to select Executive Committee members, provided that the Supervisor (Chairperson) approves and verifies the SITE key form. Commissioners are not eligible for office key access.</p> <p>e. Office keys shall be collected by the Chairperson at the end of term and handed over to SITE Reception promptly after.</p>
<p>Result:</p>	<p>COI:0 In favor:16 Against: 1 Abstained:0</p> <p>Motion passes</p>



Discussion:	<p>Manaal: The reason I brought up this motion is that I've noticed that Office Hours need to be solidified, as in the process. Translation commissioner and design commissioner doesn't need office hours, so what I am proposing is that academic commissioners should find a 2 hour time where they can hold office hours together and if not an alternative can be found. The main precedent for this clause is office key access. Moreover, another point we are adding is that office key access should only be granted to specific executive committee members. Office keys will also be collected by the chairperson at the end.</p> <p>Abby: wouldn't this make it more difficult to have office hours for academic commissioners</p> <p>Manaal: we can find alternative times if we don't align the office hours with other execs with the commissioners.</p> <p>Sam: about the keys, do we get the 20 deposit back?</p> <p>Manaal: yes</p> <p>Akhil: why don't we make it so that a commissioner if they have office hours that don't align with the same as VP academic, so we make it that we find office hours for them instead</p> <p>Manaal: I think the alternative time clause sums that up</p> <p>Abby: there are also online office hours which sums it up</p>
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Title:	Amend the IEEE uOttawa Student Branch Constitution – Chairperson Responsibilities		
Mover:	Manaal	Second	Jad
Language:	English		



<p>Whereas:</p>	<p>WHEREAS the role of the Chairperson is critical in ensuring effective leadership, governance, and operational continuity within the IEEE uOttawa Student Branch;</p> <p>WHEREAS a clear and comprehensive mandate for the Chairperson helps establish accountability and enhances organizational efficiency;</p>
<p>BIRT:</p>	<p>BE IT RESOLVED THAT the IEEE uOttawa Student Branch Constitution be amended as follows:</p> <p>4.1.1 The Chairperson shall preside over all meetings of the Branch, solely chairing these meetings to ensure adherence to procedural standards and maintaining impartiality.</p> <p>4.1.2 They shall serve as the authority on the interpretation of the Constitution.</p> <p>4.1.3 They shall assume all other executive duties not otherwise delegated.</p> <p>4.1.4 They shall serve as the Branch’s official representative at the Section level.</p> <p>4.1.5 They shall coordinate the organization of regular Executive Committee meetings.</p> <p>4.1.6 They shall act as the liaison between the Branch and the Ottawa Section.</p> <p>4.1.7 They shall oversee activities performed by Executive Committee members.</p> <p>4.1.8 They shall report to the Branch Counsellor periodically to provide updates on Branch activities.</p>



	<p>4.1.9 They shall complete the IEEE Annual Activity Report and any subsequent documentation required by the IEEE Ottawa Section and IEEE Canada.</p> <p>4.1.10 Must sit on the IEEE Ottawa Section Student Activities Committee, if active.</p> <p>4.1.11 They shall oversee the completion and submission of all awards nominations and grant applications.</p> <p>4.1.12 They shall ensure a smooth transition of information and materials to newly elected officers and arrange for an orderly transfer of Student Branch records.</p> <p>4.1.13 They shall maintain frequent communication with other local IEEE Student Branches.</p> <p>4.1.14 They shall ensure that the Constitution, By-Laws, and other governing documents are updated and reviewed periodically.</p>
Result:	COI: 0 In favor: 17 Against: 0 Abstained: 1 Motion passes



Discussion:	<p>Manaal: after talking to the reform committee and the team this is what we have come up with. So one point is that the chairperson will complete the annual activity report, and some responsibilities from VP Internal will move to the chairperson.</p> <p>Eric: this might be a lot for someone who would be the chair person it would be a heavy burden</p> <p>Manaal: it is just spread out and separate, but you can separate it into categories but I am sure if a chair has a good team and supportive team this will all fly by</p>
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Title:	Amend the IEEE uOttawa Student Branch Constitution – Vice-Chairperson Responsibilities		
Mover:	Manaal	Secunder	Jad
Language:	English		
Whereas:	Whereas the current section outlining the responsibilities of the Vice-Chairperson requires clarification and expansion to ensure effective leadership and proper governance of the Branch;		
BIRT:	<p>BE IT RESOLVED THAT the IEEE uOttawa Student Branch Constitution be amended as follows</p> <p>4.2 Vice-Chairperson</p> <p>4.2.1 The Vice-chairperson shall assume all functions of the Chairperson in the latter’s absence.</p> <p>4.2.2 The Vice-chairperson shall provide support to the Chairperson, as required</p> <p>4.2.3 They shall conduct bi-semesterly progress reviews for each executive’s mandate during meetings at the start and midpoint of the fall and winter semesters.</p>		



	<p>4.2.4 They shall form a Constitution Reform Committee to conduct a review of the Constitution, proposing amendments to be voted upon at the last executive meeting of the Term.</p> <p>4.2.5 They shall organize end-of-term elections and by-elections.</p>
Result:	<p>COI: 0 In Favor: 18 Against: 0 Abstained: 0 Motion passes</p>
Discussion:	<p>Manaal: we have shifted around some responsibilities, this is kind of more of a general role. Most of the current executive mandates falls under VP social for certain aspects so we have moved it. The recording of the names of attendance during meetings is also very similar to secretary</p> <p>Jad: the vice chair person has a very general mandate</p>

Title:	Amend the IEEE uOttawa Student Branch Constitution – McNaughton Centre Director Responsibilities		
Mover:	Manaal	Second	Jad
Language:	English		
Whereas:	<p>Whereas the current section outlining the responsibilities of the McNaughton Centre Director requires clarification and expansion to ensure effective leadership and proper governance of the Branch;</p>		



<p>BIRT:</p>	<p>BE IT RESOLVED THAT section 4.4.1 IEEE uOttawa Student Branch Constitution be amended as follows</p> <p>4.4 McNaughton Centre Director</p> <p>4.4.1 The McNaughton Centre Director shall maintain and work to improve the state of the lab equipment (including the IEEE uOttawa Sensor Suite), office space and the workspace of the McNaughton Centre.</p> <p>a. The McNaughton Centre Director shall be responsible for applying for any IEEE Canada McNaughton Centre grants if applicable.</p>
<p>Result:</p>	<p>COI: 0 In Favor: 18 Against: 0 Abstained: 0 Motion passes</p>
<p>Discussion:</p>	<p>Manaal: we are amending 4.4.1 to include lab equipment workspace and the IEEE UOttawa Sensor Suite to put on the record that it is there. Very small change.</p>

<p>Title:</p>	<p>Amend the IEEE uOttawa Student Branch Constitution – Removal of Secretary’s Reporting Responsibility</p>		
<p>Mover:</p>	<p>Manaal</p>	<p>Seconder</p>	<p>Jad</p>
<p>Language:</p>	<p>English</p>		
<p>Whereas:</p>	<p>WHEREAS removing this responsibility will streamline the Secretary’s role and better reflect the current needs of the Branch;</p>		



BIRT:	<p>BE IT RESOLVED THAT the IEEE uOttawa Student Branch Constitution be amended by removing section 4.5.6:</p> <p>4.5.6 The Secretary shall be responsible for reporting to IEEE Headquarters and writing any special reports required by IEEE Headquarters within a reasonable time after each meeting.</p>
Result:	<p>COI: 0 In Favor: 18 Against: 0 Abstained: 0</p>
Discussion:	<p>Manaal: right now we are just removing it from the constitution because it's not needed why does the secretary have to report to IEEE HQ</p>

Title:	Amend the IEEE uOttawa Student Branch Constitution – Dissolution of the Vice-President of Internal Affairs Position		
Mover:	Manaal	Secunder	Jad
Language:	English		
Whereas:	<p>WHEREAS the responsibilities of the Vice-President of Internal Affairs overlap with other roles within the Executive Committee, and the position is no longer necessary for effective leadership and governance of the Branch;</p> <p>WHEREAS dissolving the position at the end of the academic year will allow for a more streamlined and efficient structure, with responsibilities redistributed to better align with existing roles;</p>		



<p>BIRT:</p>	<p>BE IT RESOLVED THAT the IEEE uOttawa Student Branch Constitution be amended to dissolve the position of Vice-President of Internal Affairs, and the following section, 4.6 Vice President of Internal Affairs, be removed in its entirety:</p> <p>4.6 Vice President of Internal Affairs</p> <p>4.6.1 They shall collaborate with competition groups related to EECS to organize at least one (1) experiential learning opportunity, such as workshops and competitions.</p> <p>4.6.2 They shall organize at least one (1) competition or challenge event related to IEEE.</p> <p>4.6.3 The Vice President of Internal Affairs shall oversee the completion and submission of all awards nominations and grant applications.</p> <p>4.6.4 They shall serve as the primary contact for volunteers, overseeing volunteer management, including maintaining a database of opportunities and active volunteers.</p>
<p>Result:</p>	<p>COI: 0 In favor: 19 Against: 0 Abstained: 0 Motion passes</p>



Discussion:	<p>Manaal: VP internal mandate overlaps with other executive members so dissolving it would allow for more structure. The mandates will be distributed throughout different roles</p> <p>Eric: One thing that I do care about is the inventory we have because not all of it is under the lab. Just stuff that doesn't fall under that, will there be a position who does oversee that?</p> <p>Manaal: I think it falls under 4.4.2 which ensures that lab rules are enforced which includes inventory</p> <p>Abby: This is taking effect after the term, right?</p> <p>Manaal: yes</p>
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Title:	Amend the IEEE uOttawa Student Branch Constitution – Vice President of Academic Affairs Responsibilities		
Mover:	Manaal	Secunder	Jad
Language:	English		
Whereas:	<p>WHEREAS the current section outlining the responsibilities of the Vice President of Academic Affairs requires clarification and expansion to ensure a more effective and streamlined approach to organizing academic events and supporting experiential learning opportunities;</p> <p>WHEREAS certain responsibilities, such as organizing the annual ELG specialization panel, may no longer be applicable or necessary within the current structure of the Branch;</p>		



<p>BIRT:</p>	<p>BE IT RESOLVED THAT the IEEE uOttawa Student Branch Constitution be amended by removing section 4.8.5 and updating section 4.8.5 as follows:</p> <p style="text-align: center;">4.8 Vice President of Academic Affairs</p> <p>4.8.5 They shall collaborate with the Academic Commissioners to organize at least one (1) experiential learning opportunity, such as technical workshops or competitions, each academic term.</p>
<p>Result:</p>	<p>COI: 0 In Favor: 18 Against: 0 Abstained: 1</p> <p>Motion passes</p>
<p>Discussion:</p>	<p>Manaal: one thing we noticed is that 4.8.5 can be removed and updating 4.8.5 by solidifying 4.8.3 which is organizing one academic event and one tutoring event. There is a decline in hard skills so it is something we should mention in the mandate of VP Academic.</p> <p>Sam: this goes into effect immediately?</p> <p>Manaal: yes</p>

<p>Title:</p>	<p>Amend the IEEE uOttawa Student Branch Constitution – Vice President of Social Affairs Responsibilities</p>
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Mover:	Manaal	Secunder	Jad
Language:	English		
Whereas:	<p>WHEREAS the role of the Vice President of Social Affairs should include oversight of volunteer management to ensure efficient coordination of events and activities within the Branch;</p> <p>WHEREAS a centralized approach to volunteer coordination will improve engagement and streamline the Branch's operations;</p>		
BIRT:	<p>BE IT RESOLVED THAT the IEEE uOttawa Student Branch Constitution be amended by adding section 4.9.5 as follows:</p> <p style="text-align: center;">4.9 Vice President of Social Affairs</p> <p style="text-align: center;">4.9.5 They shall serve as the primary contact for volunteers, overseeing volunteer management, including maintaining a database of volunteer opportunities and active volunteers.</p>		
Result:	<p>COI: 0 In Favor: 19 Against: 0 Abstained: 1</p> <p>Motion passed</p>		



<p>Discussion:</p>	<p>Manaal: All we are doing is adding 4.9.5, this was originally under VP internal but we are moving it to VP social. It is befitting for VP social as they are in frequent communication to the engineering community. So this is just adding that section.</p> <p>Sam: when you are talking about volunteers, is it volunteers who help set up our event?</p> <p>Manaal: for our event, and the incentive is we give volunteer hours</p>
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<p>Title:</p>	<p>Amend the IEEE uOttawa Student Branch Constitution – Removal of Academic Commissioner of Electrical Engineering Responsibility</p>		
<p>Mover:</p>	<p>Manaal</p>	<p>Seconder</p>	<p>Jad</p>
<p>Language:</p>	<p>English</p>		
<p>Whereas:</p>	<p>WHEREAS the responsibilities of the Academic Commissioner of Electrical Engineering overlap with other roles within the Branch, and the position may benefit from a more streamlined approach to supporting academic initiatives;</p> <p>WHEREAS the responsibility of supporting end-of-semester study sessions can be better managed by other positions, particularly the Vice President of Academic Affairs;</p>		



BIRT:	<p>BE IT RESOLVED THAT the IEEE uOttawa Student Branch Constitution section 4.15.2 be amended as follows:</p> <p>4.15.2 Work with the VP Academic to support end-of-semester study sessions pertaining to Electrical Engineering courses.</p>
Result:	<p>COI: 0 In favor: 19 Against: 0 Abstained: 1</p>
Discussion:	<p>Manaal: this next one is for the ELG commissioner mandate, right now 4.15.2 that they work with VP academic to support study sessions for CEG and ELG, and that is not what they do, instead they work with VP academic for ELG sessions</p>

Title:	Amend the IEEE uOttawa Student Branch Constitution – Removal of Photonics Student Chapter Affinity Group		
Mover:	Manaal	Secunder	Jad
Language:	English		
Whereas:	<p>WHEREAS the Photonics Student Chapter has been dissolved, and as such, the responsibilities outlined in section 5.2.2 are no longer applicable;</p> <p>WHEREAS the removal of this section will ensure the Branch Constitution accurately reflects the current operational structure;</p>		



BIRT:	<p>BE IT RESOLVED THAT the IEEE uOttawa Student Branch Constitution remove section 5.2.2 following the dissolution of the Photonics Student Chapter at the Section Level.</p> <p>5.2 Current Affinity Groups and Student Chapters</p> <p>5.2.2 Photonics Student Chapter: The mission of the IEEE uOttawa Photonics Student Chapter is to introduce the latest progress in photonics, disseminate photonics research and introduce a professional photonics path to students.</p>
Result:	<p>COI: 0 In favor: 19 Against: 0 Abstained: 1 Motion passes</p>



Discussion:	<p>Manaal: As you know this has been under heavy discussion, but currently within IEEE is that we have two affinity groups WIE and Photonics student chapter, and after seeing a lack of interest and dry era. In terms of a section level it has been a dormant student chapter. We are just striking it from our constitution. It will just be dissolved</p> <p>Eric: Another part of this is that the requirement is for grad students. It's such a tremendous burden which is why it is hard to do.</p>
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Title:	Financial Ethics and Responsibility		
Mover:	Manaal	Secunder	Jad
Language:	English		
Whereas:	<p>WHEREAS there is a need to clarify and specify the allowed uses of funding received directly from IEEE, ensuring that it aligns with approved events and activities;</p> <p>WHEREAS funding should be allocated in a way that enhances specific, pre-approved initiatives, such as competitions and charitable contributions, while excluding certain expenses like IEEE memberships;</p>		
BIRT:			



	<p>BE IT RESOLVED THAT the IEEE uOttawa Student Branch Constitution section 6.2.1.1 and 6.2.4 be amended as follows:</p> <p>6.2.1.1 Funding can be spent on prizes and charitable contributions, provided it is for a specific, approved event, such as Battle Royale</p> <p>6.2.4. No transaction of the branch may be used directly for one's personal benefit (including IEEE memberships). If a financial decision may be considered to involve a conflict of interest, the party(s) included must declare the conflict of interest before funding can be approved or spent.</p>
Result:	COI: 0 In Favor: 19 Against: 0 Abstained: 1 Motion passes



Discussion:	<p>Manaal: something to be clarified is the allowed usage of funding. Since we all discuss the budget, prizes can be approved for funding. It is merely clarification. Moreover, 6.2.4 just highlights that funding may not be used for personal benefits.</p> <p>Akhil: When you say no transaction of the branch may be used for personal benefits I know me using the printer toner would it fall under that?</p> <p>Manaal: so you can buy toner ink you just won't be reimbursed unless it's approved in the budget</p> <p>Daniel: can we add an exception where execs can't win prizes</p> <p>Manaal: this has a lot of caveats so that is why I did not add it</p>
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Title:	Enhancements and Clarifications to Meeting Policies and Procedures		
Mover:	Daniel	Secunder	Eric
Language:	English		
Whereas:	<p>Whereas clear distinctions between Executive Committee meetings and General Meetings are necessary to enhance organizational structure and governance;</p> <p>Whereas establishing formal procedures for General Meetings, including notice requirements, quorum, and member proposals, ensures transparency, accountability, and meaningful participation;</p> <p>Whereas defining the process for in-camera sessions in Executive Committee meetings strengthens confidentiality and responsible decision-making;</p>		



	<p>Whereas General Meetings serve as a key decision-making forum for members, providing an opportunity to ratify election results, amend governing documents, consider member proposals, and elect representatives to the ESS;</p>
<p>BIRT:</p>	<p>Be it resolved that the IEEE uOttawa Student Branch Constitution be amended as follows:</p> <ul style="list-style-type: none"> ● The heading of Section 6.1. "Meetings" shall be renamed to "Executive Committee Meetings". ● A section shall be added under section 6.1 as follows: <p>6.1.7. The Executive Committee may enter an in-camera session by resolution.</p> <p style="padding-left: 40px;">6.1.7.1. Only members of the Executive Committee may attend, unless additional individuals are permitted by resolution.</p> <p style="padding-left: 40px;">6.1.7.2. The Secretary shall take confidential minutes of discussions and public minutes of any decisions.</p> <ul style="list-style-type: none"> ● Section 6.1.1.1 of the Constitution shall be removed. ● A new section, Section 6.2 "General Meetings," shall be inserted immediately following Section 6.1, with the following content: <p>6.2 General Meetings</p> <p>6.2.1. The Branch shall hold at least one General Meeting each Fall and Winter semester.</p> <p>6.2.2. General Meetings shall serve as a forum for members to participate in key decision-making processes, including but not limited to:</p> <p style="padding-left: 40px;">a) Ratifying Executive Committee election results.</p>



	<ul style="list-style-type: none"> b) Consideration of amendments to the Constitution and By-Laws. c) Consideration of member proposals. d) Electing a Sub-Association Director to the Engineering Students' Society. <p>6.2.3. Notice of a General Meeting shall be given to all Members at least fourteen (14) days prior to the meeting.</p> <ul style="list-style-type: none"> 6.2.3.1. The notice shall include the date, time, location, and agenda of the meeting. 6.2.3.2. The notice may be sent via email and also must be published on any other communication channels used by the Branch. <p>6.2.4. Quorum for a General Meeting shall be met only if at least 1% of General Members and at least 1% of IEEE Members are present.</p> <p>6.2.5. Any Member may submit proposals which shall be included in the agenda to the Secretary.</p> <p>6.2.6. General Meetings shall be conducted in accordance with the latest edition of <i>Robert's Rules of Order Newly Revised</i>.</p>
<p>Result:</p>	<p>COI: 0 In favor: 1 Against: 13 Abstained: 5(jad and manaal notable) Motion fails</p>

<p>Discussion:</p>	<p>Daniel: The current structure of Section 6.1 (Meetings) lacks clarity in distinguishing between Executive Committee meetings and General Meetings. While General Meetings are mentioned in a sub-clause, they are not explicitly defined as a separate type of meeting. This motion improves transparency by creating distinct sections for each, ensuring that their roles, procedures, and expectations are clearly set out. Additionally, this motion formalizes the process for in-camera sessions in Executive Committee meetings. By specifying the requirement to record confidential minutes, and the obligation to make decisions public, we align with best practices for transparency and accountability. For General Meetings, this motion introduces several key improvements:</p> <ul style="list-style-type: none">• A defined agenda that includes ratifying election results, considering constitutional and policy amendments, reviewing member proposals, and electing the Sub-Association Director—a process that has been neglected in recent years.• A mandatory notice period of at least 14 days, ensuring meetings are not announced last-minute, giving members sufficient time to attend. This is particularly important given recent instances where meetings were announced with very little notice.• A minimum quorum of at least 1% of General Members and 1% of IEEE Members, preventing meetings from being dominated solely by executives and ensuring broader student participation.• Formalizing the use of Robert’s Rules of Order Newly Revised, specifically for General Meetings, to maintain fairness, structure, and procedural consistency. Not for Executive Meetings because those are less formal.• A requirement to send meeting notices via email in addition to social media. Since ESS shares the student lists, this is both feasible and essential for ensuring that all members receive proper notice.
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These changes will strengthen governance, improve communication, and enhance student engagement in IEEE uOttawa's decision-making processes. I encourage the Executive Committee and membership to support this motion for a more transparent, structured, and accessible governance framework. There's a lot of things in this motion but it establishes fairness. It is important to have a democratic process for all of this

Farah: I want to note about the emails – having us specifically state in the constitution for email is unfair since ESS is not swift with sending email lists. I think making it a requirement is unfair.

Daniel: I understand it is difficult to get a student list from ESS but I do think that it is something that is reasonable from the previous list of members, worst case scenario. I think something can be done to improve how meetings are announced

Jad: A lot of things I agree with, there are meeting minutes for in camera discussions that are only for IEEE Execs but we are still learning and I agree that it should be solidified in the constitution. This AGM is scheduled this early and was broadcast 7 days ago. For the email list we don't have it. We do our best to promote, but for the 1% it is not something we can quantify. The execs have a lot of say in this because they are involved in this organization. It has always been public and we always do our best to allow everyone to motion and having the notice 14 days before is hard because schedules change, even 7 days isn't enough.

Daniel: About the timeline, the 14 days is the minimum because it is very short, 21 days is standard. ESS has 15 business days. UOSU has something like 21 or 30, it is very much standard. I don't care about your availability because it is a general meeting. It should not just be based on exec availability but also the general public. There's lots of ways we can schedule meetings for people to come. If the meeting does not have enough people to make it democratic then why have the meeting at all. I think 14 days is reasonable. This requires some way of submitting forms with either email or form. Another thing is that the email thing, we can change one thing to make it required it to be other communication channels but not via email. I think this addresses the previous concern.



Sam: ESS has a 15 business notice which is a 2 week period, very long. It is not much of a feasible notice period. 7 or 5 days is a good time.

Jad: two things you mentioned it should not be about the committee, but the committee is a perfect representation about the general public. Something we have not mentioned is the Robert's Rules Revised is very complicated and overwhelming. There is a lot of it I don't agree with.

Daniel: Replying to Sam's point, the general meetings should be done at the start of semester which generally works better. It's not the end of the world for people who can't make it. To address the rulebook is that in practice, if someone challenges the way a meeting is run, we have something that is very strict. There is something to fall back on, it doesn't change the way the meetings are run normally. The only time that you look at Robert's rule is when the meeting is being challenged which is an edge case.

Jad: I completely understand what you mean it benefits the general members. If I was someone and I saw a post about the general meeting and it was in 14 days I would not mark it down due to uncertainty. The newly revised Robert's rule has a lot of holes that would make everything complicated, it would make everything inconvenient.

Manaal: Thank you for bringing this up, it is a reminder of the importance of general meetings, in terms of this as IEEE over the years that it's the chair person who chairs these meetings and there is a requirement for them to be on the team for a year which allows them to be familiar with how meetings are run. There is a lot that we can improve in our daily practices that would address these concerns and cover most of these grounds. The in-camera thing, yes, maybe.

Akhil: For the part where you are talking about the in-camera section which is a clarification so you say only members of the executive committee may see and the secretary takes these meetings with confidentiality which has been done.

Daniel: Firstly, we can either do it that we can't do motions in camera sections. Other organizations also do this in practice so no in camera sections have no changes done within. The way you can get around the confidentiality issues is that we can go in camera, then any motion in camera is made public. There are ways of writing motions so that the motion doesn't leak confidential details. The decision itself has to be public is my point.

Eric: I loathe to bring it up. I think first of all more rules in an organization tends to be cumbersome. I think some of it should be revised even though I agree with a lot of it. It is overall a pain in the neck, why do it although I agree why. For the general meetings it would be good to mention explicitly the rights of people attending the meetings.

Daniel: 6.2.5 so I am friendly to remove everything prior to seven days. If you look at the ESS meetings, we follow Robert's rules; it is just something to fall back on. Having the agenda be published via email or anywhere else would be important. In terms of the contents of the meeting, the rights of members are implicit.

Akhil: So regarding the robert's rule point, it is already adding more complexion to people who are not familiar with IEEE so it removes the accessibility to the populace due to the complexity. I know when I started that it was a little complex and daunting for me when I started. Therefore, if we added more stuff to it or changed it up it would be difficult.

Eric: I personally would not vote for it as it is but maybe with an amendment.

Daniel: What Eric said is that we mentioned the quorum thing, this is not a private corporation, it is an organization to represent students and how can it be fair if we can't represent students in these meetings. It is not a non-profit thing. Akhil mentioned the learning curve, you don't have to learn about all of Robert's rule. It is merely for something to fall back in

Farah: I feel like this will overall confuse people more



	<p>Daniel: I look at this from the perspective of comprehensiveness and coverage. This policy is very simple. Very much of this stuff is bare minimum.</p> <p>Farah: all of this can be summarized into little jot notes.</p> <p>Daniel: The reason why it is as long as it is that the executive committee has run general meetings with mainly executives.</p> <p>Jad: This year's committee has crushed everything done in the past, the numbers show this. I have been in IEEE for 3 years, but I have not seen many public members attend general meetings as you say. We are not discouraging people at all and every executive has done tremendously.</p> <p>Aya motions to call into a vote</p> <p>Eric seconds</p>
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7. Executive Updates

Manaal - Chair

- Will let Jad talk about BR successes
- Had three productive (long) meetings with Dr. Sawsan about Constitutional Amendments, we need to do a collab with her Graduate Club please, someone speak to me about this
- Met with Aiden from ESS regarding March Sub-Association Collab, who wants to kill two birds with one stone, get in touch with me
- Attended first Ottawa Section meeting of 2025, great stuff, our reporting was slay, Annual Report for rebate due Feb 13th
- UOSU funding app due soon, lets get this done (who wants money for what)
- Met with IEEE people over [APS conference](#), lemme know if anyone wants to volunteer for this conference

Manaal: I have had 3 long meetings with Dr. Sawsan, another thing that came out is that we should reach out to PDC. I want to do a collab with them. If anyone wants to help me with this



please reach out. Our annual report for the IEEE rebates are due soon and I have finished most of it. UOSU funding is due soon so Freddy is taking care of it. If anyone needs any funding for events let us know. APS conference needs volunteers so if anyone is interested in volunteering let me know and I will put you in contact.

Jad - Vice-Chair

- BATTLE ROYALE! HUGE STUFF! SO MUCH TIME INTO THIS!!!
 - All tournaments ran smoothly
 - Amazing marketing, very rushed after W&C so huge shoutout to the team
 - sadly last minute speaker cancels :(
 - Canadian Cancer Society, sadly did not receive the pins but if I do, let me know if you'd like one
 - Livestream was awesome, big charity things and hype competition
 - Huge shoutout to everyone for helping (Xavier, sam, abby, maddy, akhil, jadGDC, ria and way more) and donating (aya our first donation, freddy with a bomb donation, sam and quinn with their random ones keeping stream alive ♥).
 - Shoutout UBC and Carleton folk, good work and nice split
 - 120+ participants
 - Total of 1040\$ donated + more 🙄
 - Really proud of the event this year, me and Adam had so much fun, and lot of cool ideas.
 - Professor Rami talked to me about this event and his experience with it, makes me wonder in person? 🙄
 - Monthly small streamed gaming competition for fun?

- Constitution reform stuff: Committee, motions, ectetera

Jad: the section stuff is going very well, for battle royal. BR this weekend, Adam co-lead from carleton. It was a great success. Amazing marketing thank you Maddy and Ria. This year we had the Canadian Cancer Society which was great. We did livestream this year and a lot of charity and competitions. Thank you to everyone who helped with this event. Aya for our first donation and Freddy for our huge 200 dollar donation. Shoutout to UBC and Carleton for making this run so smoothly, a very happy event. We raised 1040 dollars which is a great success. Lot of fun and great feedback, for next year I have some ideas.

Quinn: maybe in the future we can make it bigger next year

Jad: agreed, that is something we were thinking. Monthly stream gaming competition, aya actually brought this idea for me. Just something for fun, something like a Mario party or cart.

Akhil: Should we make it something kind of like BR.



Sam: For these monthly suggestions we should direct it to one charity.

Daniel: is it possible to move these discussions to the next exec meeting

Manaal: it is relevant right now

Akhil: another thing is that if we are doing livestream, why don't we move it from the leftover BR budget for extra money

Farah: Are you saying the BR budget for the team or IEEE team?

Akhil: the BR budget

Freddy - Treasurer

- Submitted audit to ESS.
- I'm going to apply for UOSU funding next week.
- Finalizing Wine and Cheese transactions and settling balance with Carleton.

Daniel: Firstly, I did mention it before in the office, for the budget we aren't seeing enough transparency on revenues. There is not much indication on revenues or contain numbers for levies and UOSU funding.

Manaal: there is no forecast because there is no indication. The forecast we can't do without the levies and we have been waiting for that.

Daniel: My second point is why are we applying for UOSU funding when we are not eligible for it, groups like ours should not be applying for funding for student associations. It does say in the policy we are not eligible so I am wondering why we are.

Farah: We are in the club portal so that makes us eligible for club funding.

Daniel: 3.2.7 of the UOSU policy states that we are under a recognized student government will not be allowed for funding so we should not take advantage.

Manaal: We have been allowed this, so any concerns should be addressed to UOSU directly for not adhering to their own principles

Daniel: I have raised this to UOSU, which they have not gotten back but we are taking advantage of a situation.



Jad: I am fairly certain that no one follows or knows about this including UOSU people. There are so many organizations under another organization that still receive UOSU funding.

Daniel: A member association is representative of certain members which is what IEEE is. This is exactly the type of organization that should adhere to this policy unlike CSSA. UOSU did mention that they plan to address this soon so this is something that should be addressed for us instead of waiting for a consequence.

Eric: so many rules exist in our world that everyone agrees but are not actually enforced. We should honestly due to the lack of example, it is the responsibility of UOSU to enforce their laws.

Quinn - VP Social

- Exec bonding soon tbh
- Fixing up Event doc
- For the record Josue is not here

Manaal: last point is noted

Aya - VP Merch

- No updates

Aya: lot of fun at BR

Xavier - VP Equity

- No updates

Kevin - Secretary

- Made Winter General Meeting agenda

Fayza - Mcnaughton Director

- Hosted office cleanup
- Working on getting new remote

Farah - VP External

- meta virtual session (still in the works)
- Attended CALE. Lots of leadership/ student org leading advice given. (especially with effectively transitioning the new team/ new roles— reach out if you would like to implement this - beyond transition reports)
- Mess x Wie galentines execution (thanks Maddy for the support 🙏)
 - CEO of PEO present virtually to give a talk. And Q&A.
 - 9 companies/orgs present. 3 profs including dep head.
 - NEED VOLUNTEERS. Lots of setup involved. if you can. Contact me.
 - If we can have a site/ discord announcement made tomorrow that would be great.
- BR Budget updated. Will be having a meeting with Adam early next week to figure out our types of prizes distributed, etc. Buying all prizes and figuring out different reimbursement sources.



- google form will be made for all winners.
- Great job with BR everyone :)

Eric - VP Internal

- I would like to partner with HtH for an escape room event. Last year I held the ECAW workshop in collaboration with them, and I am hoping to do a similar event. Normally I would just do it, but I understand that the IEEE might want to wait slightly longer before doing a joint workshop with HtH due to some of the controversy that came up regarding them last week.
- Made Form for people that want to be volunteers and spreadsheet to track data. Also made one for the next team. These are in the VP Internal Drive. Moving them to the shared drive transfers ownership to uOttawa. Do we want to do that?
 - https://docs.google.com/forms/d/e/1FAIpQLSfvC8UypC8eTnliDValGQOt0iW_Q0Mica8kwcjzzowEqWKgA/viewform?usp=sharing
 - https://docs.google.com/spreadsheets/d/1ixROVS8hq0IbhfF_DNKUjUyTmV35jHntsQVjLXKi9wY/edit?usp=drive_link
- I noticed the version of the constitution in the Documents channel in discord was 2022, so I uploaded the one from 2024.

Eric: I think it would be fun to do an event that teaches how to make an escape room. So would anyone be strongly opposed to this due to the negative PR hack the hill has received.

Akhil: I think it expands horizons for an event perspective

Jad: I think it is a cool event but it is bad timing, I think hack the hill has had a bad time and would lead to controversy. Not blaming anyone but I do not think it is not a good idea at the time. But thank you for bringing this up

Sacha: I agree. We have hosted good sessions in the past but let's just wait for the heat to die down.

Eric: right now the forms I linked are in the VP internal google drive, so we can move it maybe into the shared drive.

Samuel - VP Academic

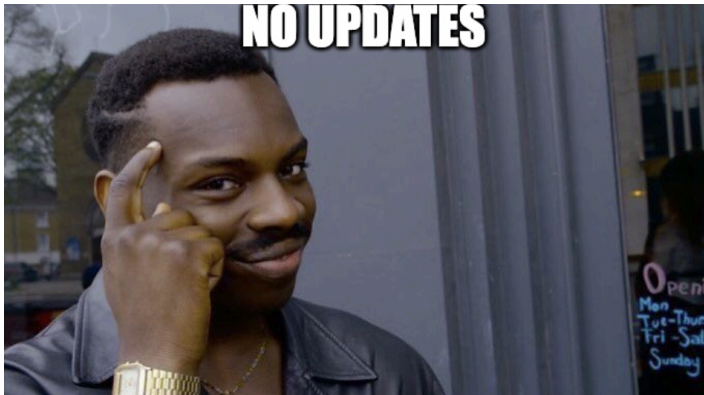
- Ran the CO-OP info event with Abby, had around a dozen participants, possibly looking to run it again after midterms.
- Exploring the possibilities of monthly mini BRs



Sam: in conjunction with what we talked about earlier I would be willing to explore the possibilities of mini BR for months

Eric: I would try working with the game dev club

Sacha - Webmaster



Jad: sacha did do the website for BR and updated it very often so thank you Sacha

Ria - Design Commissioner

- Finished br posts
- Created co-op event post
- Created wgm post
- Created elg study night post

Abby: round of applause for Ria because we did ask her to do last minute posts and she always delivers

Ming - CEG Commissioner

- Had about 40 ppl show up for both Microchips and Dip, and PCB workshop

Jad: we have been fostering a community of hardware and there is a great deal of thanks to Ming because he has hosted 3 or 4 workshops

Abby - MDD Commissioner

- Co-op event last week!
 - Seemed effective to people that attended
- Battle Royale was amazing!
 - Minecraft events were super fun to run
- Volunteering for MESS x WIE Galentines Day event

Ayush - ELG Commissione

- No updates

Josue - Translation Commissioner

Idika - SEG Commissioner



- started putting the Google forms for the flower pot painting night
- need to book stm 117 but I don't know how to so if someone could help me I'd appreciate it
- will work with ria on the post for advertisement but I don't think that needs to be done until a little while

not in the country at the moment so it's a little difficult for me to do everything but I'll get everything done the week after reading week

Daniel: I have a question for the ELG commissioner is there a way like a calendar to deal with conflicts of events.

Ayush: To answer why the event is happening on that specific date, it is merely just the timing because of my time and the professor's time. On my end, everything was put on a plate of what to do.

Madison: there is an event calendar, but both of these events are different demographics. Generally we do well with conflicting days because our calendar is done well

Akhil: I can tell you from experience that from my own events.

Daniel: My understanding is that for the room booking issue is that maybe there is mistake.

Maddy: The room booking mistake was a genuine mistake because it was booked for 6:00 AM instead of 6:00PM.

Akhil - VP Communications

- BR was a blast!
 - It was an honour to play a role in such a cool event, and if I weren't graduating this year, I would 100% do this again next year.
 - Shoutout Freddy his needle moving donation, and shoutout Aya for donating a lot of money as well (and thanks Aya letting Jad slap me with a lot of whipping cream, bro not shy with the amount he used)
 - We exceeded our donation goal (to those who donated, hope you enjoyed the booms)
 - We also had possibly the best livestream in BR history (I am totally not biased)
 - Thanks to those who contributed, a lotta hard work, blood, sweat and tears went into this, and you all deserve a round of applause for making it possible.
- I'll be busy in the next few weeks due to midterms, so apologies in advance if I am not as responsive as I usually am.

Manaal: is the content calendar ready for review?



Akhil: it will be done soon

Affinity Groups

- **WIE - Women in Engineering WIE chair (Madison) and WIE Vice Chair (Somana)**
 - Marketed BR, made 3 really funny and awesome reels
 - Created WIE plan for semester
 - Finalized everything for WIPS, just waiting on EEF
 - Coordinated with Lago
 - Started process for women in eng panel

8. Varia

Daniel: the approval of the fall meeting minutes should be done. I want to motion to rescind the motion .

Daniel motions to rescind the following motion:

Secunder:Abby

Motion to Amend Section 1.4.3 of the IEEE uOttawa Student Branch Policy		
Manaal	Secunder:	Jad
English		
WHEREAS the current Section 1.4.3 states: "All advertisements and promotions made by, or in conjunction with, the Branch shall be in both official languages." WHEREAS the operational feasibility of creating bilingual advertisements and promotions		



may vary depending on the circumstances and available resources;

BE IT RESOLVED THAT Section 1.4.3 be amended to read as follows: "Advertisements and promotions made by, or in conjunction with, the Branch shall be in one or both official languages, depending on operational feasibility."

Result:

COI: 0

In Favor: 6

Against: 6

Abstained: 5(jad and manaal notable)

Motion fails

Discussion:

Daniel: it is always operationally feasible to be bilingual, this was done in a meeting without much attendance compared to this meeting.

Jad: this was adopted because SPAC was an event where we only had Farah. This motion made it so that we don't have strict consequences for not meeting standards that might not always be achievable because regardless we are attempting to enforce bilingualism where we can. We definitely should be doing everything to enforce bilingualism but sometimes it might not always be up to us.

Akhil: AS marketing of the organization we have been trying to make sure everything is bilingual. We always try to make it happen.



Aya: isn't this talking about advertisements not actual events, I think that is feasible

Alejandra: I want to say that I do respect this, regarding flexibility in the motion, is it defined whenever it is feasible.

Jad: there is no exact definition, but I think that when it is in our control we are mandated to do.

Alejandra: I think a more concrete definition would be good.

Jad: Most of the times it is feasible, but just this one time it was not feasible which lead to this whole conversation.

Alejandra: I think a definition of feasible should be defined.

Daniel: There are a lot of things we can do to make it feasible, but the only reason for this to be in the constitution is for members to have it in for accountability. We're just trying to make sure there is accountability and there are a lot of ways to make it happen. These are things we can do in the future.

Akhil: We're accountable, we are advertised as a bilingual association, and we have tried our best to be bilingual.

Daniel: Do you think there is accountability if it is an option?

Akhil: it doesn't change our accountability, just unless otherwise possible or literally limited. The main reason this motion exists is because it is a difficulty we could not overcome at a certain time.

Jad: Everything under our control will be bilingual, I just don't want our student branch to be cut in funding because of IEEE Carleton or UBC.



Xavier motions to vote

Maddy seconds

In favor: 10

Against: 2 (Daniel, Carolina)

Abstained: 3(jad, manaal)

Motion passes

Moving to vote

Daniel: I was wondering if we could revise one of the previous motions as listed:

Be it resolved that the IEEE uOttawa Student Branch Constitution be amended as follows:

- A section shall be added under section 6.1 as follows:

6.1.7. The Executive Committee may enter an in-camera session by resolution.

6.1.7.1. Only members of the Executive Committee may attend, unless additional individuals are permitted by resolution.

6.1.7.2. The Secretary shall take confidential minutes of discussions and public minutes of any decisions.

- Section 6.1.1.1 of the Constitution shall be removed.
- A new section, **Section 6.2 "General Meetings,"** shall be inserted immediately following Section 6.1, with the following content:

6.2 General Meetings

6.2.1. The Branch shall hold at least one General Meeting each Fall and Winter semester.

6.2.2. Notice of a General Meeting shall be given to all Members at least fourteen (14) days prior to the meeting.



6.2.3. Any Member may submit proposals which shall be included in the agenda to the Secretary.

Jad motions to amend 6.2.2 to Notice of a General Meeting shall be given to all Members at least seven (7) days prior to the meeting. Xavier Seconds.

COI: 0

In Favor: 12

Against: 1 (Daniel)

Abstained: 1(jad notable)

Motion passes

Be it resolved that the IEEE uOttawa Student Branch Constitution be amended as follows:

- A section shall be added under section 6.1 as follows:

6.1.7. The Executive Committee may enter an in-camera session by resolution.

6.1.7.1. Only members of the Executive Committee may attend, unless additional individuals are permitted by resolution.

6.1.7.2. The Secretary shall take confidential minutes of discussions and public minutes of any decisions

.Section 6.1.1.1 of the Constitution shall be removed.

- A new section, **Section 6.2 "General Meetings,"** shall be inserted immediately following Section 6.1, with the following content:

6.2 General Meetings

6.2.1. The Branch shall hold at least one General Meeting each Fall and Winter semester.

6.2.2. Notice of a General Meeting shall be given to all Members at least seven (7) days prior to the meeting.



6.2.3. Any Member may submit proposals which shall be included in the agenda to the Secretary.

Vote for the overall motion

COI: 0

Motion passes unanimously.

9. Adjournment

Title:	Adjourn the Meeting		
Mover:	Manaal	Second:	Jad
Language:	English		
BIRT:	The meeting is adjourned at 10:25 PM		
Result:	Motion passes 2 against(xavier notable and akhil notable)		
Discussion:			

10. Closing Remarks

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