



IEEE uOttawa Student Branch Annual General Meeting 2024

Location: TBT 083

Link: [Google Meet](#)

Expected Date of Meeting: April 28th, 2024

Expected Start Time: 10AM

Meeting Number: AGM

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1. Call to Order

The meeting was called to order at 10:24AM.

2. Land Acknowledgement - Reconnaissance des Terres

As we gather here today, 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:
 - Juan
 - Steven
 - Saheen (online)
 - Quinn
 - Manaal
 - Madison
 - Jad
 - Frederick
 - Daniel
 - John
 - Sacha
 - Farah
 - Somana
 - Eric
 - Fayza
- Guests:
 - Marina Kreyamar



- Akhil Chawathe
- Joey Issa
- Kevin Naveen
- Nicholas Morin
- Shuaib Salat
- Louis-Phillipe St-Arnaud
- Excused:
 - Pavly (religious)
 - Stefan (in transit)
 - Rafael (exam preparation)



4. Meeting Rules

We don't use Robert's Rules, but if you want to read the 1137 page book, Joe can send you a PDF he found online.

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 $\frac{2}{3}$ 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 Google Meet, 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:	Juan	Seconded:	Steven
Language:	English		
BIRT	The agenda be adopted as presented.		
Result:			
Discussion:	None		

Title:	Approval of Previous Meeting Minutes		
Mover:	Juan	Seconded:	Manaal
Language:	English		
BIRT:	The minutes of the previous meeting be approved, as presented.		
Result:	Motion passes		
Discussion:	None		

Manaal: Motion to amend the agenda to have byelection after the Executive Votes motion.

Jad seconds.

In favor: 12

Against: 0

Abstentions: 10

Motion passes

6. Constitution Review

Removal of First-Year Commissioners

Moved by Daniel Thorp; seconded by Jad



WHEREAS the Constitution currently includes provisions for First-Year Commissioners for Electrical Engineering, Computer Engineering, and Software Engineering under sections 4.18, 4.19, and 4.20 respectively;

WHEREAS the roles of these First-Year Commissioners overlap significantly with the Academic Commissioners for the same engineering disciplines, leading to redundancy;

WHEREAS the Branch seeks to streamline its structure and enhance operational efficiency by eliminating redundant positions;

BE IT RESOLVED THAT Sections 4.18, 4.19, and 4.20 be removed from the Constitution;

Jad: Just to clarify this was mentioned last year during AGM, but it was never motioned.

COI: 0

In favour: 17

Against: 0

Abstentions: 5

Revision of Executive Roles

WHEREAS the Branch is committed to fostering a robust governance structure that aligns with best practices in organizational management and ensures impartiality in decision-making processes;

WHEREAS the Chairperson's role encompass all executive duties not otherwise delegated, serving as the official representative at the Section level, and acting as a liaison between the Branch and the Ottawa Section, ensuring comprehensive leadership and visibility in external interactions;

WHEREAS the Vice-chairperson's duties have been distinctly defined to include chairing all meetings of the Branch to maintain procedural standards and impartiality, alongside assuming the responsibilities of the Chairperson in their absence, thereby providing consistent leadership and continuity;

WHEREAS the Vice President of Internal Affairs now collaborates with competition groups related to EECS to organize at least one experiential learning opportunity, oversees the completion and submission of all awards nominations and grant applications, and serves as the primary contact for volunteers, ensuring dynamic engagement and administrative excellence;



WHEREAS the Secretary's responsibilities have been significantly broadened to include not only the maintenance of records of all Branch activities, and ensuring that transition documents are timely completed and accessible, reinforcing the administrative backbone of the Branch;

WHEREAS the Vice President of Academic Affairs is charged with strengthening academic support and liaison efforts between the Branch, the Faculty, and the uOttawa administration, facilitating valuable experiential learning opportunities for the members;

WHEREAS the Vice President of Communications will play a pivotal role in delivering clear and effective communication about IEEE benefits and opportunities, while also enhancing digital engagement and outreach efforts across various platforms;

WHEREAS the Vice President of Equity will expand efforts to advocate for equitable practices within the Branch, manage incident reports, and ensure that all events are accessible and inclusive, reflecting the Branch's commitment to diversity;

WHEREAS the Vice President of Social Affairs is tasked with fostering a sense of community and belonging among members through the organization of social and team-building events that promote IEEE's mission and member engagement;

WHEREAS the Vice President of Merchandising will handle the design and procurement of themed merchandise, which plays a crucial role in promoting the Branch's identity and providing financial support through sales;

WHEREAS the newly defined role of the Academic Commissioner of Multidisciplinary Design will specifically cater to the interdisciplinary nature of modern engineering challenges, ensuring tailored support and representation for students in these programs;

WHEREAS the IEEE uOttawa Student Branch represents a significant portion of the uOttawa engineering student body, necessitating a governance structure capable of effectively managing and representing diverse student interests;

WHEREAS these proposed constitutional amendments are designed to enhance the operational capabilities of the Branch, promoting a more responsive and effective organizational structure capable of adapting to the dynamic needs of its members;

BE IT RESOLVED that the Constitution be amended as follows:

4.1 Chairperson

- 4.1.1 The Chairperson shall assume all executive duties not otherwise delegated to other officers.
- 4.1.2 The Chairperson shall serve as the official representative of the Branch at the Section level and in interactions with other local IEEE Student Branches.



- 4.1.3 The Chairperson shall perform as a liaison between the Branch and the Ottawa Section.
- 4.1.4 The Chairperson shall oversee the activities performed by executive committee members.
- 4.1.5 The Chairperson shall report periodically to the Branch Counsellor to update them on Branch activities.
- 4.1.6 The Chairperson shall complete the annual Activity Report.
- 4.1.7 The Chairperson shall ensure a smooth transition of information and materials to newly elected officers and arrange an orderly transfer of Student Branch records.

4.2 Vice-chairperson

- 4.2.1 The Vice-chairperson shall assume all functions of the Chairperson in the latter's absence.
- 4.2.2 The Vice-chairperson shall provide support to the Chairperson, as required.
- 4.2.3 The Vice-chairperson shall solely chair all meetings of the Branch, ensuring adherence to procedural standards and maintaining impartiality.
- 4.2.4 The Vice-chairperson shall be the authority on the interpretation of the Constitution.
- 4.2.5 The Vice-chairperson shall coordinate the organization of regular executive committee meetings and general meetings.
 - 4.2.5.1 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.
- 4.2.6 The Vice-chairperson must abstain from voting at meetings except in cases where their vote can break a tie.
- 4.2.6 *They shall ensure that the constitution, By-Laws, and other governing documents are updated and reviewed periodically.*
 - 4.2.7.1 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.
- 4.2.8 They shall organize end-of-term elections and by-elections.

4.3 Treasurer

(no changes)

4.4 McNaughton Centre Director

- 4.4.1 *The McNaughton Centre Director shall maintain and work to improve the state of the lab equipment, office space, and ~~the~~ workspace of the McNaughton Centre.*

(no changes to section 4.4.1a or to sections 4.4.2 to 4.4.4)



4.5 Secretary

- 4.5.1 The Secretary shall keep a record of all activities of the Student Branch. *(split into 2 clauses, moved Communications to VP Comms)*
- 4.5.2 The Secretary shall document activities and decisions at executive and general meetings. *(amended and moved 4.5.5 up)*
- 4.5.3 The Secretary shall keep a record of the names of members in attendance at meetings.
- 4.5.4 Ensuring that office hours are ~~posted~~ scheduled in a timely manner at the beginning of each semester.
- 4.5.5 Ensure that transition documents are completed by old executives and accessible to the new executives in a timely manner. *(unchanged)*
- 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.

4.6 Vice President of Internal Affairs

- 4.6.1 They shall collaborate with competition groups related to EECS to organize at least one (1) experiential learning opportunities such as workshops and competitions.
- 4.6.2 Organize at least one (1) competition or challenge event related to IEEE.
- 4.6.3 The Vice President of Internal Affairs shall oversee the completion and submission of all awards nominations and grant applications.
- 4.6.4 Serve as the primary contact for volunteers, overseeing volunteer management, including maintaining a database of opportunities and active volunteers.

4.7 Vice President of External Affairs

(no changes)

4.8 Vice President of Academic Affairs

- 4.8.1 *The VP Academic shall be the liaison link between the Branch, ~~and the Faculty,~~ and the uOttawa administration.*

(no changes to sections 4.8.2 to 4.8.5)

- 4.8.6 Organize at least one (1) experiential learning opportunity (e.g., workshop, competition, challenge) per academic year.
- 4.8.7 The VP Academic shall collaborate on advocacy initiatives with other organizations that affect EECS students.

4.9 Vice President of Social Affairs

(no changes to sections 4.9.1 to 4.9.3)



4.9.4 *Promote team-building exercises between executive committee members and organize at least one (1) executive team bonding event per semester.*

4.10 Vice President of Equity

4.10.1 The VP Equity shall write and present a semesterly equity report on the inclusivity and accessibility of Branch events and services.

4.10.2 Organize annual anti-oppression training ~~sessions~~ for all Executive Committee members.

4.10.3 Advocate for equitable practices within the Branch and handle incident reports.

4.10.4 Manage and implement accessibility measures and accommodations for Branch events.

4.10.5 Organize at least one (1) philanthropic event per semester, keeping records of community partnerships.

4.11 Vice President of Merchandising

4.11.1 The VP Merchandise shall be in charge of ~~obtaining~~ designing and procuring EECS-themed merchandise to be sold by the branch.

(no changes to sections 4.11.2 to 4.11.3)

4.11.4 Maintain an active catalog of available merchandise ~~on the branch's website.~~

4.13 Vice President of Communications

4.13.1 The VP Communications shall ensure the benefits of IEEE memberships and other relevant opportunities are clearly communicated to EECS students.

4.13.2 The VP Communications shall carry on all other communications necessary to the activities and events of the Branch.

4.13.3 The VP Communications shall create and maintain communication channels between the Branch and other related organizations.

4.13.4 The VP Communications shall manage the Branch's social media accounts, newsletters, and other digital communications to promote Branch activities and events.

4.13.5 The VP Communications shall oversee the Commissioners of Translations and Design.

4.14 Webmaster

4.14.1 The Webmaster shall maintain the Branch's official website, posting information such as upcoming events, executive office hours, merchandise, etc.

4.15 Academic Commissioner of Electrical Engineering

(no change to 4.15.1)



4.15.2 Work with the VP Academic to support end-of-semester study sessions pertaining to Electrical Engineering students, ~~Electrical Engineering, Software Engineering, and Computer Science courses.~~

(no changes to 4.15.3 and 4.15.4)

4.16 Academic Commissioner of Computer Engineering

(no change to 4.15.1)

4.15.2 Work with the VP Academic to support end-of-semester study sessions pertaining to Computer Engineering students and ~~Computer Engineering courses.~~

(no changes to 4.15.3 and 4.15.4)

4.17 Academic Commissioner of Software Engineering

(no change to 4.15.1)

4.15.2 Work with the VP Academic to support end-of-semester study sessions pertaining to Software Engineering students and ~~Computer Science courses.~~

(no changes to 4.15.3 and 4.15.4)

4.18 Academic Commissioner of Multidisciplinary Design

4.18.1 Ensure all information regarding the branch's activities are well advertised to students of all years in Multidisciplinary Design.

4.18.2 Work with the VP Academic to support end-of-semester study sessions pertaining to Multidisciplinary Design students.

4.18.3 Work with the Executive Committee to organize an event specific to their program.

4.18.4 Perform an informal annual presentation on the challenges and concerns of Multidisciplinary Design students relevant to IEEE.

4.21 Commissioner of Design

(no changes)

4.23 Commissioner of Translations

(no changes to sections 4.23.1 and 4.23.2)

4.23.3 They shall ensure compliance with Section 1.4.

Positions removed: Vice President of Philanthropy, First Year Commissioners, and Commissioner of WIE Design.

Juan: Motion to have a 5 minute recess to read over the motion above.

Manaal seconds.

Motion passes.



Juan: Resuming meeting at 10:57AM.

Daniel: We would like to make an amendment to the motion, removal of the VP internal position. And amendments to 4.6.1 to VP External, 4.6.2 is already under VP Academic, 4.6.3 to Vice-chairperson, 4.6.4 to VP Equity

Daniel: Motion for the removal the VP internal role and the reallocation of their responsibilities

Manaal seconds

Sacha: What is the plan for the person that was elected as VP internal?

Daniel: They can run for another position.

Sacha: Would it be friendly to apply them next year? People spent a lot of time campaigning, I would recommend to do this later on.

Jad: If we don;t vote on it now, this will be voted on during winter AGM and their term will be cut in half.

Sacha: I think we won't advertise it next year since it won't exist then. I also see that there will be another position that is going to be removed.

Eric: I am open to the position being modified, but I think we should keep in mind the transition and when to put this motion into effect.

Jad: VP Phil could become VP Equity instead

Farah: Who would take over 4.6.4 and below in the mandate?

Daniel: There were a lot of responsibilities that are not in the document. I can explain them at a later time. This is a change that is about the motion, not to the constitution.

Manaal: I see that we could remove VP internally, and make sure that the other positions mandates are well resolved. But I think that should have this motion start next year.

Jad: I think there is very little work for the VP internal position for an entire year. Personally, the elections and the event didn't have a big impact on me. If people have any ideas on how the mandate can be reallocated, I am open to discussion.

Daniel: I think we should vote on this discussion online.

Manaal: I would like to amend this motion to start at the beginning of next term.



Juan: Constitution is only outlines what needs to be done, not what the position can do. Having the position can be beneficial.

Sacha: I agree.

Eric: I've joined other student organizations and am trying others to join them. I would find it beneficial to have a freer mandate.

Daniel: It is not about the position being light, it is more about the positions mandate being too random. Both versions are better than the one in the constitution.

Steven: I agree with what Juan mentioned. It appears easy, but there is a lot of work that can be put into it. An example is the volunteer database.

Jad: For the volunteer database, it does exist. But many of the orgs don't really need them. If Eric has a plan, I think the motion is if we want to do it next year or not at all

Manaal: I want to close this conversation. Regardless of the version of the motion we vote on, I think the position's mandate will be handled well.

Quinn: We are voting on striking the internal position or everything.

Juan: VP Internal

Motion below

Removal of VP Internal

WHEREAS the IEEE uOttawa Student Branch Constitution under Section 4.6 outlines the duties of the Vice President of Internal Affairs;

WHEREAS the responsibilities of the Vice President of Internal Affairs are diverse and can be effectively managed by other existing roles within the organization;

BE IT RESOLVED THAT the responsibilities listed under Section 4.6 of the Constitution be reallocated as follows:

- Section 4.6.1 be transferred to the Vice President of External Affairs;



- Section 4.6.2 is already under the responsibilities of the Vice President of Academic Affairs;
- Section 4.6.3 be transferred to the Vice-Chairperson;
- Section 4.6.4 be transferred to the Vice President of Equity.

BE IT FURTHER RESOLVED THAT these changes take effect at the start of the next term unless otherwise resolved at a general meeting.

In favor: 10

Against: 6

Abstentions: 2, Steven notable

Motion passes.

Juan: Just to note, this can be changed at a later general meeting.

Joey: leaves to celebrate a birthday

Juan: Motion to have a 5 minute recess to discuss food.

Secunder: Madison

Jad: Motion to have a 9 minute recess to discuss food.

Secunder: Sacha

Juan: We are returning to the discussion of the Revision of Executive Roles.

Sacha: I think we should removal of the position and the end of the executive term.

Daniel: Jad already addressed this.

Juan: I believe what he is referring to is that they can run for VP Equity since the responsibilities are being moved to that role.

Jad: Based on how this motion goes, we can speak to Xavier and see if he is interested in running for VP Equity in a byelections.

Sacha: Should we ask around to see if people are running for the position? I believe it would be appropriate to do so.

Juan: I believe there were people that were interested in other positions on top of McNaughton



Jad: There are two options, we can simply move Xavier or have byelections specifically for the role.

Quinn: I think we should offer it to him, however if he doesn't want it we can have a byelections

Akhil: I think that if there is anyone running for the position, we can strike it off if no one runs for the position

Xavier: I would be up for taking the VP equity position. I understand if you think it is more fair to have the position up for a byelection

Akhil: Imagine someone came into the meeting and was trying to run for VP equity and their position is being immediately struck. That is the position I am coming from in a sense.

Juan: The current appointment of VP Phil into VP Equity, I am not sure how procedural sound this is. I know there is a way that is more procedurally sound which is to modify the motion to put these onto VP Phil then changing the name later.

Sacha: I think that would be friendly.

Daniel: I am more in favour of the byelection idea seeing it more from Akhil's perspective. I think the name change would be too complex to perform as it would make ratification more complicated. I think we could include that the naming could be included in the ratification

Steven: Would it be friendly if anyone were interested in running for VP Equity?

Juan: Is anyone interested in running for VP Equity?

Xavier: Is the VP Phil position being removed for sure?

Juan: It is not removed until the motion passes.

Jad: I think regardless of this motion (about byelections) passing, he would be elected as VP equity.

Juan: I am against having the vice-chair be explicitly administrative.

Daniel: The impartiality refers to only speaking in a legal manner.

Jad: I am against with the vice chair not speaking their personal opinion.

Daniel: The intent is not the prevent them from saying their opinion.

Farah: I think their opinion matters and this is a student organization so its chill.



Jad: I agree with Farah

Daniel: This is a fundamental thing, this is a thing for NPO. We are handling student money and we cannot do that if we are not governing ourselves procedurally sound, and we cannot do so without an arbiter. We cannot do this if everyone has their own personal interests. This is one solution to having procedural soundness. Silencing a personal opinion should not be the way we are thinking about this, it is more of empowerment. This can be seen as recognition as being elected as a high, notable position.

Farah: I think that someone can hold the fort of impartiality and bring their own opinion as well to make the meetings more efficient. If someone comes in as a new exec, and let's say that the chair has ran a previous event, they can give suggestions.

Daniel: People can consult with other people, however they cannot make decisions. Presenting decisions are impartial.

Jad: To address the committee point, not everyone was in the committee, so everyone should be able to present their opinion. I believe that taking away their vote is different from their speaking rights during a meeting.

Frederick: I see Daniel's point. I think the point of meetings is less about knowledge transfer and more about getting things done. Having someone to be impartial can be very beneficial.

Daniel: I think we should speak to the people who are opposed to the motion to find a resolution

Juan: The point of AGM and the constitution committee is still have discussion on motions even though we have a committee for it.

Jad: I agree with the impartiality part to ensure procedural standards of the meeting. What constitutes impartiality?

Daniel: On the committee portion of the discussion, motions should be finalized during an AGM, but mainly discussed in the reform committee, or at least decide which version of the motion we should be discussing.

Juan: The point of the committee should be for brainstorming solutions. The team should be able to provide input and have discussion on motions. The point of impartiality is not something that the IEEE branch holds up on a larger setting.

Steven: Why is this being placed on the vice-chair instead of the chair?

Daniel: Just venturing, there are similarities between IEEE and the student branch, but there are other differences as well.



Manaal and Quinn get food

Juan: Within the Engineering context, there is no Engineering BOD. I believe that it was recently voted in, but it is not a thing that all sub associations need to pursue.

Jad: How would we go about changing this if we wanted to change this?

Juan: There is some difficulty because of the way this motion is made. Usually they are segmented into motioned, either the entire thing goes through or none of it goes through unless someone wants to re-motion everything and vote on them individually. It has to be friendly by the mover and voted against.

Frederick: There has been someone elected to share their thoughts, but can no longer share their thoughts. People voted on someone who can share their thoughts.

Steven: I agree, we should stop motioning for next year's committee.

Juan: We could add effective dates on motions to avoid future committees from searching through previous meeting minutes.

Steven: For 4.1.8, we should add an effective date of 2025.

Jad: We should vote on the motion instead of asking if it is friendly to change the motion.

Juan: Would it be friendly to modify 4.11.1 to allow for some of the merch to be designed by someone else?

Daniel: It is friendly.

Steven: We are already making so many amendments, I am unsure if the amendments are not accurately recorded.

Jad: We skipped over the impartiality discussion, so would it be friendly to add the ability to use 1 and 2s during a meeting?

Daniel: To reply to Steven, I am open to that, however I am not personally running for by-elections, so will this committee be an external committee and not the constitutional reform committee?

Steven: The committee is open to the public.

Jad: The point I believe that most people are conflicted about is the impartiality aspect of the motion. I believe most of us are in favour are the rest of the motion, so I believe it would be best to amend the motion at the cost of a few minutes.



Daniel: Would it be friendly to make no modifications for the chairperson and adding the two final points of the vice chairperson?

Jad: I don't believe that a committee can come to a better decision than the entire exec committee.

Steven: I feel like it would be better to show the executive committee in the fall rather than changing their mandate now.

Steven: I don't have confidence that the changes of the other position have been properly reflected in the minutes.

Akhil: I have to leave in 10 minutes, I came to run for the by-elections. I was wondering if I present my platform

Juan: You could submit your platform asynchronously or have a proxy present for you.

Juan: Motion to call to question to move Daniel's motion

Secunder: Steven

In favour: 9

Against: 6

Abstentions: 4

Motion fails.

Jad: Motion to get food

Secunder: Madison

Motion passes.

Juan: Motion to table the rest of the constitutional review to another AGM meeting over the summer?

Secunder: Jad

Jad: The only confusion I have is with VP Phil. Can we accept this change and table the rest?

Juan: We can table this motion, then motion that section again.



Daniel: Who has things that they want removed or changed before wanting to motion it now.

Jad: I feel like no one is confident with the motion because of the repetition. I think having the discussion being taken offline would be better.

Manaal: Motion to have a 5 minute recess to table the discussion to look over the motion.

Secunder: Jad

Motion passes.

Juan: Motion to table the rest of the constitutional review to another AGM meeting over the summer?

Secunder: Jad

COI: 0

In favour: 13

Against: 1

Abstentions: 6

Motion passes.

Jad: Motion to remove VP Phil and modify the mandate of the VP equity to be the following:

Secunder: Madison

4.10 Vice President of Equity

- 4.10.1 The VP Equity shall write and present a semesterly equity report on the inclusivity and accessibility of Branch events and services.
- 4.10.2 Organize annual anti-oppression training ~~sessions~~ for all Executive Committee members.
- 4.10.3 Advocate for equitable practices within the Branch and handle incident reports.
- 4.10.4 Manage and implement accessibility measures and accommodations for Branch events.
- 4.10.5 Organize at least one (1) philanthropic event per semester, keeping records of community partnerships.



COI: 0

In favour: 14

Against: 0

Abstentions: 0

Motion passes.

Affinity Groups and Sub-Chapter By-Laws

WHEREAS, affinity groups and student chapters are essential components of the IEEE uOttawa Student Branch's mission and operational effectiveness;

WHEREAS, structured and transparent internal governance is vital for the integrity and effectiveness of these groups within the IEEE uOttawa Student Branch;

BE IT RESOLVED THAT, Section 5.1.3.1 of the Constitution be amended to state:

"Each affinity group and student chapter must abide by By-Laws outlining additional roles and policies not covered by the Branch Constitution, ensuring alignment with the overall governance framework of the Branch."

BE IT FURTHER RESOLVED THAT, all existing affinity groups and student chapters must:

- Submit their By-Laws for approval to the IEEE uOttawa Student Branch Executive Committee no later than the next Branch general meeting;
- Ensure that these By-Laws are published on the Branch website alongside other By-Laws to ensure accessibility and transparency.

Title:	Ratification of Executives		
Mover:	Juan	Seconder:	Quinn
Language:	English		
Whereas:	An election to fill positions was held and ratification is required by governing documents.		
BIRT:	Manaal Mujeebuddin be ratified as Chair for the 2024-2025 term. Jad Mghabghab be ratified as Vice-Chair for the 2024-2025 term.		



Title:	Ratification of Executives
	<p>Saheen Jeyarajah be ratified as Treasurer for the 2024-2025 term.</p> <p>Kevin Naveen be ratified as Secretary for the 2024-2025 term.</p> <p>Eric Eaton be ratified as VP Internal for the 2024-2025 term.</p> <p>Farah El Siss be ratified as VP External for the 2024-2025 term.</p> <p>Joey Issa will be ratified as VP Academic for the 2024-2025 term.</p> <p>Quinn Murnaghan be ratified as VP Social Affairs for the 2024-2025 term.</p> <p>Aya Debbagh be ratified as VP Merchandising for the 2024-2025 term.</p> <p>Xavier Lermusieaux be ratified as VP Equity for the 2024-2025 term.</p> <p>Sacha Arseneault be ratified as Webmaster for the 2024-2025 term.</p> <p>Madison Moran be ratified as WIE Chair for the 2024-2025 term.</p> <p>Somana Debnath be ratified as WIE Vice-Chair for the 2024-2025 term.</p>
Result:	<p>COI: 0</p> <p>In favour: 14</p> <p>Against: 1 (Steven)</p> <p>Abstention: 0</p> <p>Motion passes (clapping)</p>
Discussion:	

Dissolve the Photonics Student Chapter

WHEREAS the Photonics Student Chapter is a recognized sub-chapter under Section 5.2.2 of the Constitution, tasked with advancing knowledge in photonics among students;

WHEREAS there have been no candidates for leadership positions within the Photonics Student Chapter for the past two years, indicating a sustained lack of interest and engagement from the student body;



BE IT RESOLVED THAT Section 5.2.2 pertaining to the Photonics Student Chapter be removed from the IEEE uOttawa Student Branch Constitution, effectively dissolving the Photonics Student Chapter.

BE IT FURTHER RESOLVED THAT all resources, activities, and references to the Photonics Student Chapter be discontinued and removed.

Accountability and Respect Policy

WHEREAS the IEEE uOttawa Student Branch is recognized as an official club with the University of Ottawa Students' Union's (UOSU) Club Administration Service (CAS) and must therefore comply with their Student Groups Status policy;

WHEREAS Section 3.2.1.8 of the Student Groups Status policy states that a club's constitution must "outline a fair and transparent process for removal of executives and general members".

WHEREAS it is imperative for good governance to establish clear procedures for the removal of individuals from leadership positions within the organization;

BE IT FURTHER RESOLVED THAT Section 6.8 of the constitution be amended to read as follows:

6.8 Accountability and Respect

- 6.8.3 An Executive can motion a vote of resignation for a member of the Executive Committee only if one of the following conditions are met: abuse of executive power, mismanagement of funds, incident of harassment, failure to fulfill duties, or an indictable criminal offense.
- 6.8.4 A General Member may be removed for causes such as repeated violations of Branch regulations,, failure to respect the rights of other members, or actions that significantly harm the reputation of the IEEE uOttawa Student Branch.
 - 6.8.4.1 A written complaint lodged by at least three (3) members, addressed to the VP Equity, or in cases where the VP Equity is involved, to another member of the Executive Committee.
 - 6.8.4.2 A special meeting shall be convened within seven (7) days of receiving the complaint, with adequate notice provided to all parties involved.
 - 6.8.4.3 A neutral chair, who has no involvement in the matter, shall be appointed to preside over the meeting.
 - 6.8.4.4 Both the accused party and the complainants shall be given 30 minutes each to present their case or defense.



- 6.8.4.5 Parties may opt to be represented by another individual or submit a written statement if unable to attend the meeting in person.
- 6.8.4.6 After presentations, a vote shall be taken, requiring a two-thirds ($\frac{2}{3}$) majority of the Executive Committee.
- 6.8.4.7 Following the resolution of the process, an official communication shall be sent to the UOSU executive responsible for clubs, outlining the process and reasons for the decision. The Executive Committee shall review and propose any changes to improve this process and prevent similar issues.

BE IT FURTHER RESOLVED THAT Section 3.2.2b and 6.1.6 be removed;

BE IT FURTHER RESOLVED THAT Section 3.4.2 be amended to remove “probation or”.

Updated Responsibility for By-Elections

WHEREAS the current language in Section 6.5.3 of the Constitution mandates the involvement of the Student Advisor (or an appointed individual) in organizing and coordinating a by-election for vacant positions,

WHEREAS it has been observed that this requirement is outdated and no longer aligns with the current operational practices of the Executive Committee,

BE IT RESOLVED THAT Section 6.5.3 be amended as follows:

- 6.5.3. In the event that a member of the Executive Committee resigns, ~~the Student Advisor (or an individual appointed by the Chairperson)~~ a by-election shall be organized and coordinate a by-election for the vacant position.

Amendments at General Meetings Wording

WHEREAS the current language in Section 7.2.3 of the Constitution stipulates how amendments are ratified;

WHEREAS the Branch Counsellor should be consulted before amendments are proposed at a general meeting to decrease the likelihood of them being vetoed and to arrive at a solution that everyone is in agreement with;

WHEREAS the inclusion of the portion regarding who attends AGM is commentary not policy;

BE IT RESOLVED THAT Section 7.2.3 be amended as follows:

- 7.2.3 After review by the Branch Counsellor, these amendments are ratified by the General Membership ~~Student membership~~ at the AGM next general meeting. ~~In practice, the AGM is attended only by incoming & outgoing execs although all student members are welcome.~~



Representative Executive Committee

WHEREAS the IEEE uOttawa Student Branch is committed to accurately and fairly representing its members, primarily consisting of students from Software Engineering, Computer Engineering, Electrical Engineering, and Multidisciplinary Engineering;

WHEREAS these programs directly align with the technical and professional scope of IEEE and substantially contribute to the IEEE community through active participation and membership fees;

WHEREAS involving students who are enrolled in these specific IEEE Programs as executives ensures that the leadership is deeply familiar with and invested in the unique challenges and opportunities of these disciplines;

WHEREAS aligning executive membership with these programs enhances the Branch's ability to tailor its activities and initiatives to the specific educational and professional development needs of its constituency;

WHEREAS such representation ensures democratic governance and relevancy of the IEEE uOttawa Student Branch to its core members, fostering greater engagement and participation;

BE IT RESOLVED THAT Section 3.2.3a of the constitution be amended to read: "Appointed members of the Committee shall be students registered in an IEEE Program."

BE IT FURTHER RESOLVED THAT Section 6.5.6a be amended to state: "The candidate must be in good standing with the Faculty and be enrolled in an IEEE Program for a minimum of one semester in the academic year."

BE IT FURTHER RESOLVED THAT a new definition be added to Section 1.1 as 1.1x to define "IEEE Programs" as follows: "IEEE Programs: mean the Software Engineering, Computer Engineering, Electrical Engineering, and Multidisciplinary Engineering programs offered by the Faculty."

7. By Elections

Open position: Vice President of Communications, McNaughton Centre Director, Photonics Chair (Graduate Students Only), Photonics Vice-Chair (Graduate Students Only)

VP communications candidates: Akhil Chawathe, Shuaib Salat

McNaughton Centre Director: Juan Hiedra Primera , Fayza Oyarekhua

Juan: Motion to move the McNaughton byelections at the end. (will probably be done by proxy)

Secunder: Madison

Motion passes.



Format for the interview

Juan: Specifically for comms, I'm open to questions or formats

Manaal: I like what we did last time. Introduce yourself, why would you like to run for the position and what are your plans for the position? Then a fun question.

Quinn: I would like to hear about the outreach, specifically for the first year and would be interesting to hear.

Juan: I think we should do a 1 min intro, what do you plan to do during your term 30 second, and a 30 second funny question.

Manaal: To add Quinns extension, we can add how do you plan to improve outreach for the branch to the serious question.

Motion for the interview:

1 minute introduction

30 second serious question on their plans and their outreach

30 second funny question, what is your favourite internet trend? (suggested by Manaal)

Akhil [intro]

- 3rd year CEG student at uo (as usual)
- Running for the VP comms position to be more informed about student orgs
- Wants to bring my content creation and marketing skills to the VP comms skill set

What are your plans and your outreach in the role of VP Comms?

- Wants to make content more accessible
- I want to make reels
- I want to leverage my camera skills

What is your favourite meme or internet trend?

- A random tax fraud meme or smth from brooklyn 99

Shuaib [intro]

- 2nd year of SEG
- Want to join a club



- Strong leadership skills with past 2 years of experience as a academic coordinator
- Fully bilingual

What do you plan to do during your term of VP Comms and how would you go about outreach?

- Use socials and try to connect with people on instagram

What is your favourite meme?

- Not too sure

Discussion

Juan: After confirmation, we have determined that Akhil is bilingual since it is mandatory.

Joey: I know that Akhil has a youtube channel and is able to make clean edits.

Manaal: I think both candidates are pretty good. I appreciate his enthusiasm to ensure that outreach is important in any student organization. For Shuaib, I feel like it should be more than just engagement on instagram.

COI: 1

Akhil: 13

Shuaib: 0

No confidence: 0

Abstentions: rest

Juan: Thank you for both of the candidates for running for the position. After deliberation, we have determined that Ahkil has been elected VP communications. Shuaib, please run for other roles that we will have available in the future.

Steven: 30 seconds is too short. 1 minute should be good for the serious question

Motion to have the interview format 1 minute intro 1 minute serious question and 30 seconds funny question.

Seconder: Saheen



Motion passed unanimously.

Manaal: What are your plans as Mcnaughton Center director to increase engagement with EECS students in the office and lab and to ensure that the office is maintained?

Manaal: Did other people really use the IEEE office?

Sacha: Not a lot of other people

LP: I feel like not a lot of students know about it, and there are a lot of other resources like the JMTS centers.

Jad: Yeah, I feel like the lab space is not really used and as a result it is not really maintained.

Steven: When was the last time you went

LP: It was probably Cookies and Cram

Manaal: I feel like the discussion is becoming a bit circular.

Jad: I feel like something about the lab specifically would be good.

Manaal: I feel like that is a good point as well

Steven: Any ideas for the funny question?

Farah: What are your favourite dance moves?

Quinn: What does MCN stand (for wrong answers only)

Motion for Manaal's Serious question: 0

Secunder: Steven

Motion passes

In favour of Farah's funny question: 0

In favour of Quinn's funny question: 13



Motion to ask the following question format:

Intro [1min]

What are your plans as Mcnaughton Center director to increase engagement with EECS students in the office and lab and to ensure that the office is maintained? [1min]

What does MCN stand (for wrong answers only)? [30s]

Seconder Quinn

Candidate Name: Juan

Intro [1min]

- Runs Kelpie robotics
- Going to graduate in december
- Went through IEEE for 3 years
- Has done this position before

What are your plans as Mcnaughton Center director to increase engagement with EECS students in the office and lab and to ensure that the office is maintained? [1min]

- Have JMETS teams to use the lab
- Using the JMETS grant can get equipment like TVs as well as the 3D printers
- Setting the bylaws and the rules being internally enforceable is how I plan to maintain it

What does MCN stand for (for wrong answers only)? [30s]

- Multiple cookie number, which is how many cookies you can eat

Candidate Name: Fayza

Intro [1min]

- 3rd year in CEG
- Currently the IEEE WIE VP Internal
- Wished she knew about the things that were around in the office
- Wants to fill the office with food
- Wants to spread the word
- Likes costco runs



What are your plans as Mcnaughton Center director to increase engagement with EECS students in the office and lab and to ensure that the office is maintained? [1min]

- Posting on the instagram, discord and stories
- For equipment, we can have workshops
- Have forms open to see if anyone wants any changes
- Wants to keep an inventory
- Wants a cleaning schedule

What does MCN stand (for wrong answers only)? [30s]

- Money coins nickels (steven assist)

Josh: Josh has a P, he wants to run for VP comms by proxy

Steven: We already have a VP comms.

Manaal: Both have good experience with IEEE. Juan has extensive experience with IEEE. I do want to give newer executives the opportunity to run for positions. I like the idea of inventory tracking and getting feedback from EECS students. I like that she thought of solutions before getting into the position.

Madison: She is a hard worker, we've worked together with her on events. She is also a 2nd year student so new blood might be better.

Manaal: Juan might be doing his masters.

Steven: I think that new blood is also better.

Quinn: I think that Juan's outreach is very large, he brought me in as well. He also has reach to JMTS teams.

Manaal: From what I've seen from WIE events, Fayza was really good at talking with team members just by attending their team events.

Farah: I think that Juan is very technically knowledgeable and a lot of this equipment is technically advanced.

Jad: I agree with bringing in new blood, as I learned about IEEE later on and wished I learned about it earlier.

Steven: It doesn't have to be the MCN that deals with tasks, they can be delegated.



Manaal: I think it is very important to ensure you have knowledge about the lab equipment. However, I think that knowledge can be transferred by asking when needed or through transition documents

John: COI

Sacha: Juan is always in the office, so even if he doesn't get elected, he will be around. Letting Fayza have the role will allow for her to stick around

Jad: Is there a process of appointing an advisor?

Steven: Nothing explicit, but think its just something that the previous exec team does.

Jad: *showed a document (Think they need to serve a previous term)*

Steven: I know we did ranked based voting, but can we just do simple voting to make it easier and if its a tie, we can do complicated voting.

COI: 3 John, Sacha

In favour of Juan: 1

In favour of Fayza: 9

No confidence: 0

Abstention: 3

Fayza has been elected as McNaughton Centre Director

Frederick has left the meeting

Steven: After a lot of deliberation, we have elected Fayza as our McNaughton Centre Director.

Juan: Motion to ratify the results byelections for the NcNaughton Centre Director and VP Comms

Seconder: Saheen



Against: 0

Motion passes.

8. Executive Accountability Presentations

Please place your presentation below outlining how you completed your mandate (or tried to) for this executive term. The duration of each presentation should be 120 seconds maximum. There will be a maximum of 2 minutes for questions. If you need an example, feel free to use mine from last year: [CEG A. Commissioner Accountability Report - Google Slides](#) 😊

Juan Hiedra Primera -

Chair: <https://docs.google.com/presentation/d/1nLjIWda1x0bKGiAxQUJOX3FxEzeGSy9UnZonI2zjYE8/edit?usp=sharing>

Steven Li - Vice-Chair: Accountability Report 2023-2024

Frederick Andrews - Treasurer: Accountability 2023/2024

Disala de Silva - McNaughton Centre Director: [Manaal presented]

Saheen Jeyarajah - Secretary: [Secretary Accountability Report - Google Slides](#)

Jad Mghabghab - VP Internal: IEEE VP Internal 2023-2024 Accountability Presentation

Farah El Siss - VP External: [VPX Accountability Pres](#)

John Scales - VP Academic: [John Scales VP ACADEMIC ACCOUNTABILITY REPORT 2023-2024 - Google Slides](#) (handshook in-person w/ steven)

Josh Gnanapragasam - VP Social: [Accountability Report](#) (Presented by Steven)

Deniz Jasarbasic - VP Equity: Presented by Steven

Sacha Arseneault - VP Merchandising: VP Merch accountability

Xavier Lermusieaux - Translations Commissioner:

Pavly Saleh - VP Philanthropy: [VP_Phil_Accountability_Presentation.pptx - Google Slides](#)



Stefan Todorovic - Webmaster: Presented by Steven

VP Comms: VP Communications 2024 – 2025 Daniel Thorp

Women In Engineering Group

Chair (Manaal Mujeebuddin) and Vice-Chair (Madison Moran): [WIE_2023-2024_Accountability.pptx - Google Slides](#)

9. Program Representatives Presentations

Quinn Murnaghan - ELG Commissioner: Mandate Report - ELG Commissioner 2023

Eric Eaton - CEG Commissioner: quinn by proxy

Rafael Arif - SEG Commissioner: SEG Commissioner Accountability

10. Varia

Steven: Please be sure to return your keys to the SITE admin to get your \$10 deposit!

Jad: thanks Steven for being of great help this past school year.

> Applause ensues

11. Adjournment

Title:	Adjourn the meeting		
Mover:	Steven	Second:	Manaal
Language:	English		
BIRT:	The meeting be adjourned at 4:04 PM		
Result:	Jad, Daniel, Quinn notably opposes		
Discussion:			



12. Closing Remarks

The meeting has adjourned at 4:04PM

Steven: It's been a fun past few years! Best of luck to all of you. LOCK IN!