IEEE Proposed Agenda

Expected Date of Meeting: September 16th, 2023

Expected Duration: 90min

Meeting Number: 1

Agenda

1. Call to Order and Introductions
2. Adoption of Previous Meeting Minutes
3. Adoption of Agenda
4. Executive Updates
5. Varia
6. Closing Remarks

IEEE Meeting Minutes

Starts: :10:43AM

In Attendance:

- Disala
- Ali
- Juan
- Maddy
- Fredrick
- Steven
- Sacha
- Manaal
- Jad
- Daniel
- Saheen
- Deniz
- John (11:03AM)

- Stefan (11:27AM)

Excused Absences:

- None

Call to Order and Introductions

Open positions: SEG, CEG, ELG commissioners, Photonics Chair, Photonics Vice Chair

Adoption of Previous Meeting Minutes

- Motion: Juan
- Second: Disala

Adoption of Agenda

- Motion: Juan
- Second: Disala

Executive Updates

Juan: Traveled to IEEE student congress and learned how to run the student branch. Will post notes on what I learned throughout the week. Outside of this no updates

Steven: No major updates. Stepped down a little bit from Hack the hill to focus more on school. Willing to help on IEEE related events.

Freddy: No updates.

Disala: No updates.

Saheen: Posted office hours.

Daniel: Met with EMC. Working with Brit from Ciena to make a networking event. Will also be collabing with CSSA.

Jad: No updates.

Ali: No updates.

Deniz: Working with the previous VP equity to perform equity training.

Manaal: Working with Nyah to post two more positions for WIE. Need to work with VP Translations for posts. Also need dates for elections. Nokia also reached out to us to host a workshop event for their new grad roles. The date is not finalized, but the date should be in the last week of September.

Maddy: No updates.

Sacha: Working on the exec hoodie designs. Sent the mockup on discord. Please go check it out. Will likely be getting a quote soon

John: Supposed to meet with the previous VP Academic, but fell through.

Varia

Juan: Revision of Robert's rules as well as voting procedure. Plans to make a graphic for it as well as to establish the internal rules further.

Juan: Point of Privilege: request for immediate assistance, requesting to be temporarily excused from the meeting, unable to hear speaker

Juan: 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.

Juan: Point of Parliamentary Inquiry: asking the Chair for their opinion (not official ruling) on a matter of procedure.

Juan: 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 ⅔ of executive support to pass. If the Call to Question passes, the motion immediately enters a vote.

Juan: Circular hand motion / "Circular" in the chat

Juan: Format for motions and discussion points. The second channel in the main category should be used to send any motions or discussion points. These do not need to be motions or something that need to be voted on.

Juan: The format of motions, updates and discussion points will be sent shortly after the meeting.

Juan: If anything comes before the meeting a day before, still feel free to post in the channel

Juan: Are there any questions regarding revision of robert rules or motions and discussion points.

No questions

Juan: The budget is not currently finalized. Everyone should look into what budget lines they will need. If you have any questions please contact Juan or Freddy. Rikki can also provide context from the previous budget.

Freddy: I have the budget from last year as a template. I plan to use the format from ESS with everyone's name on it. I will share it on discord later today. I will have it ready by the next meeting.

Juan: In the past we have also conducted budget amendments, but please have a rough estimate for the budget at this stage in the year.

Daniel: Is the budget coming from levies alone or count with sponsors as well.

Juan: We will be adopting the ESS format and it will have an expected income cell. This can be used for budgeted costs as well as external income.

No further questions

Juan: We have been contacted by the IEEE young professional to host a technical workshop at all student branches. I have briefed John on this. This can be helpful to advertise at IEEE day. We could also book a venue on campus since the office was full last year.

Juan: We would like to get more student membership as the IEEE student branch meetings highlight the lack of IEEE student membership at uO.

Juan: I will also be scheduling a meeting between this meeting and the next one to finalize the constitution.

Rikki: What is happening with the commissioner roles?

Juan: We will be having fall elections. There have been no ratifications of the constitution regarding the commissioner roles and the election procedure. I will be confirming with the last year procedure

Saheen: Should we have office hours in person or online?

Juan: We have typically voted in favor of it especially during COVID. The spirit of it should enforce in person attendance. I am personally in favour of hosting in-person office hours.

Saheen : I believe it should be more case by case as people will have CO-OPs

Disala: We have allowed for movement of office hours given time conflicted

Freddy: Do we change office hours next term?

Juan: Yes

Saheen: Motion to allow for executives to have online office hours in the case they are unable to be on campus regularly.

Ali: Second

7 in favour

1 against

Remaining abstain

Motion passes

Juan: Invite Stefan for executive updates

Stefan: Sent out headshots form. Asking Juan to forward the form on the discord

Juan: Motion to adjourn the meeting

Ali: Second.

No objections

Motion passes

Meeting adjourned at 11:42AM

Closing Remarks