



IEEE uOttawa Student Branch Annual General Meeting Part 3 2023

Location: SITE 4026 (University of Ottawa, 800 King Edward Ave)

Link: <https://meet.google.com/tsb-movc-nqa?authuser=3>

Expected Date of Meeting: 10-14-2023

Expected Start Time: 10:37AM

Meeting Number: 3

Proposed Agenda

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1. Call to Order

The meeting was called to order at _.

2. Land Acknowledgement - Reconnaissance des Terres

We pay respect to the Algonquin people, who are the traditional guardians of this land. We acknowledge their longstanding relationship with this territory, which remains unceded.

We pay respect to all Indigenous people in this region, from all nations across Canada, who call Ottawa home.

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

- For those who are not in Ottawa: <https://native-land.ca>

3. Roll Call

Present - Présent.e.s

- Executives:
 - Madison
 - Manaal
 - John
 - Eric
 - Jad
 - Alae
 - Quinn
 - Steven
 - Rafael
 - Saheen



- Frederick
- Disala
- Daniel
- Sacha
- Deniz
- Ali
- Pavly
- Stefan
- Guests:
 -
- 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 $\frac{2}{3}$ 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 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. Adoption of Previous Meeting Minutes

- Motion: Steven
- Second: Disala

6. Adoption of Agenda

- Motion: Steven
- Second: None

Motion to convert the exec meeting to an annual general meeting where everyone has speaking and voting rights: Alae

Secunder: Manaal



Motion passes

7. By-Elections

Discussion

Interview Format

Steven: Should we use the same format?

Disala: What is the original format?

Alae: The format will be a 45 second intro, 45 second serious question, we can make it specific to the position like what is your experience with graphic design tools. And our funny question will be what do you think is the stupidest invention. Can we use this format?

No opposition

Design Commissioner

Candidates: Saheel Mohammed

45 second intro

- 2nd year year at uo studying ELG from a small town of toronto
- Wants to build character moving to Ottawa

45 second serious question: what are your plans for design commissioner and what will you be doing in that position?

- Want to create a brand for IEEE at uo
- Has experience at 3 different companies: Planet Fitness ***

30 second funny question: what is the stupidest invention?

- The swagway or the hoverboard

Motion for Juan to reclaim the position of chair: Steven

Secunder: Alae

Motion to call it for a vote: Alae

Secunder: Eric



Conflicts of Interest: None

In favour: 16:

No confidence: 0

Abstain: 0

Motion passes unanimously.

SEG First Year Representative

No one showed

CEG First Year Representative

No one showed

ELG First Year Representative

No one showed

Motion to amend the current agenda to add the constitutional AGM motions: Daniel

Juan: I would be fine to finish votes. We can also motion for a 5 minute recess to ensure that we have a accurate meeting minutes

Secunder: Manaal

No one opposes.

Motion to call the meeting back to order at 11:04AM: Juan

Motion to amend the agenda to the current one: Alae

Secunder: Manaal

Motion to ratify the by elections results: Quinn

Secunder: Disala



8. Administrative Motions

Title:	Adoption of the Agenda		
Mover:	Juan	Second:	Alae
Language:	English		
BIRT	The agenda be adopted as presented.		
Result:	N/A		
Discussion:			

Title:	Approval of Previous Meeting Minutes		
Mover:	Juan	Second:	Alae
Language:	English		
BIRT:	The minutes of the previous meeting be approved, as presented.		
Result:	N/A		
Discussion:			

9. Constitution Review

Juan: Format: Motioner reads the motion, Discussion, Conflict of Interests, Abstentions, Call to vote

Juan: Explanation of Robert's Rules

Role Changes

Title:	CAS club requirements		
Mover:	Daniel	Second:	Disala
Language:	English		



<p>Whereas:</p>	<p>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;</p> <p>WHEREAS section 3.2.1.3 of the Student Groups Status policy states that clubs must include an Agency clause in their constitutions;</p> <p>WHEREAS section 3.2.1.6 of the Student Groups Status policy states that a club's constitution "must outline at least one general assembly of members per semester."</p> <p>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".</p>
<p>BIRT:</p>	<p>THEREFORE, BE IT FURTHER RESOLVED that an Agency clause be added to the cover page of the constitution: "IEEE uOttawa Student Branch is not an agent of the University of Ottawa Students' Union (UOSU), and its views are not representative of those of the UOSU, unless stated otherwise by the UOSU."</p> <p>BE IT FURTHER RESOLVED that section 6.1.1.1 be added to state that "General meetings shall be held at least once in both fall and winter semesters.</p> <p>BE IT FURTHER RESOLVED that section 3.2.2b and 6.1.6 of the constitution be amended to read: "Failing to achieve the previous, the executive member will be on probation and may be removed from the position".</p> <p>BE IT FURTHER RESOLVED that the words "per vote of a special resolution of the committee" be struck from section 3.4.2 of the constitution.</p> <p>BE IT FURTHER RESOLVED section 6.8.3 of the constitution be replaced with the following:</p> <ol style="list-style-type: none"> 1. A member of the executive may only be removed from their role if one of the following conditions are met: abuse of executive power, mismanagement of funds, incident of harassment, failure to fulfill executive duties, or an indictable criminal offense. 2. The removal of an executive requires five (5) members to indicate that they wish to commence impeachment proceedings.



	<ol style="list-style-type: none"> 3. A special meeting shall then be called with a notification of the intent to impeach. <ol style="list-style-type: none"> 3.1. A neutral non-voting chair of this meeting must be appointed from the membership. 3.2. The members who wish to impeach shall be allotted 30 minutes to present the evidence leading to the impeachment. 3.3. The executive member being impeached shall be allotted 40 minutes to present evidence of why they should remain in their role. 3.4. The members from both sides shall be invited to the meeting and may speak in person, be represented at the meeting by a person of their choosing, or submit a written statement. 3.5. After both sides have presented their evidence, the chair of the meeting shall call for a vote, requiring a supermajority ($\frac{2}{3}$) vote from the executive committee for a successful impeachment. 4. In the event of a successful impeachment an email must be sent to the UOSU executive responsible for clubs explaining the process and the reasoning behind the impeachment. 5. After the impeachment process ends, suggestions must be made by the executive on how to improve the process and prevent the incident leading to impeachment from occurring again.
<p>Result:</p>	<p>Daniel notable abstains due to conflict of interest.</p> <p>15 in favour 0 against</p> <p>Motion passes</p>
<p>Discussion:</p>	<p>Alae: Mentioned removal of membership. We have a constitutional amendment for that.</p>



	<p>Daniel: Trying to come up with a way to take care of both motions at once</p> <p>Alae: Is it also a requirement to meet this UOSU requirement</p> <p>Daniel: UOSU says we need a transparent and fair process. I thought it would simply meet our needs. For membership removal, I believe it is something more impartial</p> <p>Alae: To clarify is it for exec or for members</p> <p>Daniel: Just for execs, not currently for members</p> <p>Alae: I am fine keeping at as the way it is</p> <p>Juan: Voting on a motion which is contingent on another motion is a logistical issue.</p> <p>Daniel: While a membership motion is an issue, i don't believe it is an issue as there is a definition for members on the current constitution</p> <p>Alae: How would this affect the current definition of the member? There is also student membership and general membership.</p> <p>Juan: I believe that we should be talking about this motion, not a future motion</p> <p>Juan: The motion states that we need to have general meetings in the fall and winter semester. We already have the AGM, would it then make sense to make AGM into a fall general meeting and a winter general meeting.</p> <p>Daniel: I agree. The current situation with the current AGM is not outlined in our current constitution, but it is mentioned.</p> <p>Daniel: I believe that we can still continue with this motion</p> <p>Juan: I believe all terms in the motion carry their current definition</p>
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Title:	Official languages		
Mover:	Daniel	Seconded:	Manaal
Language:	English		
Whereas:	<p>WHEREAS the University of Ottawa is an English-French bilingual institution;</p> <p>WHEREAS the IEEE uOttawa Student Branch recognizes the importance of promoting bilingualism and the inclusion of all members;</p>		
BIRT:	<p>THEREFORE, BE IT RESOLVED that a new section be added to the IEEE uOttawa Student Branch's constitution at the end of "Section 1 - General" as follows:</p> <p>1.4 Official Languages</p> <p>1.4.1 The official languages of the IEEE uOttawa Student Branch shall be English and French.</p> <p>1.4.2 This written Constitution, the By-Laws; and the Website shall be available in both official languages. Upon request, other official documents produced by the Branch may be translated.</p> <p>1.4.3 All advertisements and promotions made by, or in conjunction with, the Branch shall be in both official languages.</p> <p>BE IT FURTHER RESOLVED that all members of the IEEE uOttawa Student Branch executive committee shall make every effort to promote bilingualism and the inclusion of all members in all aspects of the Branch's activities.</p>		
Result:	<p>15 in favour 0 against 0 abstain</p> <p>Motion passes</p>		



Discussion:	<p>Juan: Would it be friendly to re-word the current motion to specify executive committee members, not all member?</p> <p>Daniel: It is friendly.</p> <p>Juan: I do not believe we have a translation commissioner and there was a motion to remove the translation commissioner.</p> <p>Disala: it did not pass</p> <p>Juan: Therefore this would pass up to the VP communications?</p> <p>Alae: I already am bilingual so it is not a problem</p> <p>Steven: Does this mean our meetings can be held in French</p> <p>Juan: I don't believe that was intended with the motion</p> <p>Manaal: Clarifying, does this include all official documents like meeting minutes?</p> <p>Juan: Would it be friendly to have it specify the Constitution, the By-Laws; and the Website and have accessibility for translation upon request?</p> <p>Daniel: It is friendly.</p> <p>Juan: Would it fine to leave as may instead of must, so it is within reason?</p> <p>Alae: Yes</p>
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Title:	Add preamble		
Mover:	Daniel	Secunder:	Disala
Language:	English		
Whereas:	WHEREAS a preamble sets out the objectives and guiding principles of a constitution, providing a clear understanding of the purpose and goals of the organization;		



BIRT:	<p>BE IT RESOLVED that the IEEE uOttawa Student Branch Constitution be amended to include the following preamble:</p> <p>“We, the members of the Institute of Electrical and Electronics Engineers at the University of Ottawa, in order to promote the development and exchange of technical knowledge and expertise, to advance innovation and research in the fields of electrical and electronics engineering, and to enhance the professional and personal growth of our members, do hereby establish this Constitution for the IEEE uOttawa Student Branch. We pledge to uphold the principles of integrity, honesty, and respect in all our activities, and to foster a collaborative and inclusive community that embraces diversity and welcomes all who share our passion for technology.”</p>
Result:	<p>No conflict of interest In favour: 15 Against: 0</p> <p>Motion passes</p>
Discussion:	<p>Juan: Would this be a procedural binding statement?</p> <p>Daniel: Not exactly a policy.</p> <p>Juan: Would it be friendly to add a superscript stating that this is not a policy statement?</p> <p>Daniel: I don't believe that I have seen footnotes with a preamble, but I am open to discussion</p> <p>Alae: I agree with Daniel on this one as it not used in legal interpretation</p> <p>Juan: I do not believe it is universal, but I agree the sentiment</p>

Title:	Amendments to membership specifics		
Mover:	Daniel	Seconder:	Saheen
Language:	English		
Whereas:	WHEREAS the current version of "Section 2 - Membership" does not clearly outline the difference between the two types of membership statuses in the IEEE uOttawa Student Branch;		



	<p>WHEREAS it is important to provide clarity on the rights and benefits associated with each membership status;</p>
<p>BIRT:</p>	<p>BE IT RESOLVED that "Section 2 - Membership" of the IEEE uOttawa Student Branch Constitution be replaced with the following:</p> <ol style="list-style-type: none"> 1. Membership shall consist of two types of statuses: <ol style="list-style-type: none"> 1.1. The General Member status shall be open to all students enrolled in an undergraduate or graduate program at the University of Ottawa; <ol style="list-style-type: none"> 1.1.1. The general membership shall have the right to participate in the activities of the Student Branch, including technical and professional development activities, seminars, workshops, social events, and other initiatives organized by the Branch; 1.1.2. The general membership shall have the right to access the McNaughton Resource Centre during office hours, provided that a member of the executive committee is present; and 1.1.3. The general membership shall have the right to vote in General Elections. 1.2. The IEEE Member status shall be open to all students with a purchased IEEE membership who hold the status of Student Member or Graduate Student Member; <ol style="list-style-type: none"> 1.2.1. The IEEE membership shall be provided with special perks and benefits relating to Branch activities and available amenities at the McNaughton Resource Centre, subject to the regulations specified in the By-Laws.
<p>Result:</p>	<p>No conflict of interest 17 in favour 0 against 0 abstentions</p> <p>Motion passes</p>
<p>Discussion:</p>	<p>Eric: So members under this faculty would not be considered members?</p> <p>Alae: Yes</p>



Daniel: Would it be friendly to remove the example in the general membership in the motion?

Alae: I am fine with giving examples so long as it is not comprehensive. I strongly disagree with the removal

Eric: Under this motion, we haven't defined perks formally

Alae: That is by design because they will vary. Examples of this include discounts on W&C and prices on board, so it is nice to have in policy

Eric: That does not address that initial question

Alae: They could be established in the bylaws, but no right now it is not established

Alae: I would like to add a clause that general members can access the McNaughton centre

Juan: The fact that it says that other member can access, does not mean that general members cannot

Daniel: I agree

Juan: I believe this also only refers to office hours so an exec will be in the office. They have the right to be in the office during office hours. We might want to add a clause for this

Daniel: Just to clarify, it is only the schedule times on the instagram post, or would it be any time an exec is in the office

Juan: I do not believe this should not be heavily policed. In essence, this is stated that members can access the centre and does not state anything outside of this.

Jad: Can an exec be here without training?

Juan: It could be something that we could add to the bylaws, but it is not something that we have power over.



Motion to read the motion until 12:02PM: Juan

Secunder: Alae

Title:	Revamp disambiguation		
Mover:	Daniel	Secunder:	Manaal
Language:	English		
Whereas:	<p>WHEREAS it is important to clearly define the terms used in the Constitution to avoid confusion and ensure consistency in interpretation;</p> <p>WHEREAS the current disambiguation section of the Constitution is outdated and incomplete, lacking key definitions necessary to ensure a clear understanding of the IEEE uOttawa Student Branch constitution. It is necessary to update and expand the definitions in order to ensure effective communication and consistency within the organization;</p>		
BIRT:	<p>BE IT RESOLVED that section 1.1 of the Constitution be updated to read as follows:</p> <p>The below terms used in this Constitution shall have the following definitions:</p> <ul style="list-style-type: none"> . "Student Branch" or "Branch" shall refer to the Institute of Electrical and Electronics Engineers Student Branch at the University of Ottawa; 2. The "Ottawa Section" or "Section" shall refer to the regional division of the Institute of Electrical and Electronics Engineers in the City of Ottawa; 3. The "University" shall refer to the University of Ottawa; 4. The "Faculty" shall refer to the Faculty of Engineering at the University of Ottawa; 5. "Branch Officers" or "Officers" shall refer to the leadership positions of the Branch, these include: The Chairperson, the Vice-Chairperson, the Treasurer, and the Secretary; 6. "EECS", "EECS Department" or "Department" shall refer to the Electrical Engineering and Computer Science department of the Faculty of Engineering at the University of Ottawa; 		



	<p>1. "Engineering Students' Society" or "ESS" shall refer to the Recognized Student Government outlined in Schedule B of the University of Ottawa Students' Union (UOSU) Constitution;</p> <p>2. A "Technical Chapter" or "Sub-Chapter" or "Chapter" shall refer to a technical subunit of the Branch as established by the international IEEE parent organization to represent students with related interests;</p> <p>3. "Affinity Group" shall refer to a non-technical subunit of the Branch as established by the international IEEE parent organization;</p> <p>4. "Signing Officer" or "Signing Authority" shall refer to a person authorized to perform financial transactions on behalf of the Branch, these include all Branch Officers in addition to the McNaughton Centre Director;</p> <p>5. "Executive Committee" or "Executives" or "Execs" shall refer to the Officers, all Vice-Presidents, McNaughton Centre Director, Webmaster, Affinity Group Chairpeople, Affinity Group Vice-Chairpeople, Sub-Chapter Chairpeople, and Sub-Chapter Vice-Chairpeople;</p> <p>6. "Student Advisors" or "Advisors" shall refer to former Officers appointed by the Chairperson/Vice-Chairperson to help with maintaining institutional knowledge;</p> <p>7. "Branch Counselor" or "Counselor" shall refer to a member of the Faculty, active in the IEEE, who serves as a non-student advisor to the Branch;</p> <p>8. "Non-Executive" or "Non-Exec" shall refer to non-voting appointed members of the Branch that are not considered part of the Executive Committee. These positions shall be established under the Constitution and consist of Managers, Commissioners, Coordinators, and Representatives;</p> <p>9. "McNaughton Resource Centre" or "McNaughton Centre" or "Office" shall refer to the physical space where the IEEE uOttawa Student Branch is headquartered on the University campus;</p> <p>10. "IEEE Website" or "Branch Website" or "Website" shall refer to the Student Branch's official website where all information about the Branch is publicly available. The current domain of the Website is ieeuottawa.ca;</p> <p>11. "Constitution" shall refer to this document;</p>
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	<p>1. "By-Law" shall refer to the written document(s) containing auxiliary policies consistent with this Constitution as defined by a Resolution of the Executive Committee;</p> <p>2. "Resolution" shall refer to a motion set forth by the Executive Committee that requires a simple majority to be enacted;</p> <p>3. "Special Resolution" shall refer to a motion set forth by the Executive Committee that requires a two-thirds ($\frac{2}{3}$) super majority to be enacted;</p> <p>4. "Academic Year" or "Fiscal Year" or "Year" shall end on the last day of April;</p> <p>5. "Term of Office" or "Term" shall begin on May 1st and end on April 30th of the following Year;</p> <p>6. "General Meeting" shall refer to a public meeting where the General Membership has speaking and voting rights, which may include a meeting conducted at the end of the mandate for the Year; and</p> <p>7. All other words shall carry their dictionary definitions.</p> <p>BE IT FURTHER RESOLVED that section "1.1 Definitions" of the Constitution be renamed to section "1.1 Disambiguations";</p> <p>BE IT FURTHER RESOLVED that section "1.4 Fiscal Year End" be removed in favor of the definition found above;</p> <p>BE IT FURTHER RESOLVED that clause 3.2.3 be removed in favor of the definition found above;</p> <p>BE IT FURTHER RESOLVED that all instances of these words in the IEEE uOttawa Student Branch constitution be changed to title-case where appropriate.</p>
<p>Result:</p>	<p>No conflict of interest 16 in favour 0 against 0 abstain</p> <p>Motion passes</p>
<p>Discussion:</p>	<p>Daniel: Would it be friendly to remove the definition of a member?</p> <p>Juan: It is your own motion</p>



10. Varia

Executive Updates

Juan (Chair)

- Working with a High School robotics team. Looking for volunteers to help with logistics as well as day of help
- [📅 2023-2024 Event Schedule](#)

Steven (Vice Chair)

Frederick (Treasurer)

- Add pancake breakfast to the VP Social budget (\$45.84)

Disala (McNaughton Centre Director)

Saheen (Secretary)

Jad (VP Internal)

- Talking to many JMTS teams and is open to feedback on hosting events
- Juan would be happy to help with a embed workshop or have member of JMTS teams to help out on it as well

Daniel (VP External)

- Meeting with IEEE Carleton about Battle Royale, SPAC
- BR is likely hybrid at CU in March, still TBD
- BR is likely in collaboration with CharityLand (eSports event with CSES and possibly ESS, spoke with Jason recently)
- In contact with CU SPAC lead
 - Contacted with no response

John (VP Academic)

- Rafael (SEG Commissioner)
- Eric (CEG Commissioner)



- Quinn (ELG Commissioner)

Ali (VP Social)

- successfully ran Pancake Breakfast for IEEE Day, shout-out to Maddy from logistics for helping out and holding it down when I burnt my fingers 😭
- aside from that I was added to an ESS sub association group chat to plan out the ess olympics event. It'll be over the course of a week
- I would like to motion for \$45.84 for the IEEE pancake breakfast
- Second: Manaal
No conflict of interest
15 in favour
1 against
0 abstain
Motion passes

Deniz (VP Equity)

- Brainstormed on ideas for accessibility with Juan
- Might plan to send out a form

Sacha (VP Merch)

- Exec merch is finalized and getting ordered this week
- Last chance to edit your sleeve tags, default is your position name

Alae (VP Communications)

- Corresponded with CEED on potential event collaboration with the student branch. They are interested in helping with the WIE Women in Tech Panel and the CEG Career Panel
- Promoted By-Elections (wasn't mentioned during previous meeting), campaign was done full-stack (graphics, post captions, and translations)
- Promoted Pancake Breakfast for IEEE Day (shoutout to @Pavly - VP Phil (He/Him) for coming in clutch and promoting the event while I was busy)



- Promoted today's AGM (full-stack campaign)
- Exec posts will be taken on by the design commissioner

Stefan (Webmaster)

Pavly (VP Philanthropy)

- Started brainstorming ideas for philanthropic events (if anyone has any ideas or suggestions that they'd like to see implemented, please share them and let me know!)
- Will be contacting and collaborating with Ali, our VP Social, to see how we can integrate philanthropic initiatives within our upcoming social events

WIE Affinity Group

Manaal (WIE Chair)

- STM 117 is successfully booked for October 30th for Nokia New Grad/Coop Workshop
- Had a team wide meeting with Carleton WIE and discussed goals for upcoming potential collabs and Wine and Cheese
- Set up uOttawa WIE Instagram account and made a timeline for marketing material (please follow !)
- In the process of setting up all events for the school year
- Might be looking for a VP Equity

Madison (WIE Vice-chair)

Somana (VP External)

Fayza (VP Internal)

Rachel (Communications Officer)

Emilie (Treasurer)

Nyah (Design Commissioner)

Daniel: ESS board of directors meeting is tomorrow at 11am if you want to join



11. Adjournment

Title:	Adjourn the meeting at 12:49PM		
Mover:	Juan	Second:	Disala
Language:	English		
BIRT:	The meeting be adjourned at 12:49PM.		
Result:	Stefan opposes notably Motion passes		
Discussion:			

12. Closing Remarks

Motion to Adjourn the meeting at 12:49PM

Second: Disala