

## **α: ENGINEERING SOCIETY COUNCIL**

*The Engineering Society Council policy deals with the structure organization, and operation of the council meeting, both regular and the annual general meeting. This policy also lists some of the standing committees of council and operation of those committees.*

### **A. Rules of Order at Council / Rules of Order at Council Meetings**

*(Ref. By-Law 2)*

#### **Part I: Order of Business**

**1.** The order of Business for Meetings of EngSoc Council shall be:

- a.** Adoption of the Agenda
- b.** Adoption of the Minutes
- c.** Speaker's Business
- d.** Presentations
- e.** Business arising from the Minutes
- f.** New Business
- g.** Reports of the Executive, namely
  - i.** President
  - ii.** Vice-President (Student Development)
  - iii.** Vice-President (Operations)
  - iv.** Vice-President (Society Affairs)
  - v.** Vice-President (Academic)
- h.** Reports of the Directors, namely
  - i.** Director of Internal Affairs
  - ii.** Director of Events
  - iii.** Director of External Communications
  - iv.** Director of Finance
  - v.** Director of First year
  - vi.** Director of Information Technology
  - vii.** Director of Professional Development
  - viii.** Director of Services
- i.** Game
- j.** Question Period I (see subsection 3)
- k.** Faculty Board Report
- l.** A.M.S. Report
- m.** Senate Report
- n.** Board of Directors Report

- o. QPID Report
- p. Athletic Report
- q. Club Reports (see subsection 2)
- r. Year Reports
- s. Question Period II (see subsection 3)

### **Part II: Reports**

2. The Department Clubs are divided into two groups. The first group is referred to as the "Sunny Group" and consists of Geological, Chemical Engineering, Applied Math, and Civil. The second group is called the "Happy Group" and consists of the disciplines of Engineering Physics, Electrical and Computer, Mechanical, Mining, Engineering Chemistry. Clubs within the two groups will report at alternate council meetings.
3. All reports other than the club reports will be given at every council
4. All personal reports and other confidential material contained in minutes, reports, or the Agenda are to be clearly marked confidential, and are to be treated as such until otherwise decided by EngSoc Council.
5. Copies of all reports which are to be received or approved shall be in the hands of each member of EngSoc Council at least 48 hours before the meeting at which time the report is to be considered. If the report is to be printed and distributed among council members the draft copy shall be presented in the EngSoc office, to the Director of Internal Affairs, 48 hours previous to the meeting
6. If copies of any reports are not in the hands of members by this time, the report shall not be proceeded with except by the consent of the speaker or 2/3 of the members present and voting.
7. The only exception to the time limits is those reports coming from a special committee, which shall be delivered to the EngSoc office one week prior to consideration by EngSoc Council, or an acceptable length of time as deemed by the Executive.

### **Part III: Other Agenda Elements**

8. The two question periods, the first following the director reports and the second following the year reports, should not exceed fifteen minutes in length each.
9. Motions will be written and submitted as outlined in By-law 2 Part III
10. Speaker's Business shall precede all agenda elements aside from the adoption of the agenda and minutes. It will be used to address council with announcements that pertain to all attendees.
11. Presentations will be used for groups, committees and individuals to address council. They should primarily be used for accountability in the society.
12. The Game shall be chosen and run by the Athletics representatives.

13. Business arising from the Minutes is either business left over from the previous meeting, or motions for reconsideration, motions of which previous notice has been given, motions for second reading of by-law amendments, and motions to raise questions from the table. (Other business should be considered in the order given above).

14. A discussion period may be added after the 2<sup>nd</sup> question period. A written request to add a discussion period must be submitted to the Director of Internal Affairs

#### **Part IV: Making and Distribution of the Agenda and Minutes**

15. The Agenda for each meeting shall be prepared by the Director of Internal Affairs. The Director of Internal Affairs shall arrange all business going forward to EngSoc Council in properly prepared form. Any member of EngSoc who wishes to have items placed on the Agenda, must give a written notice to the Director of Internal Affairs, so that it may be distributed with the Agenda.

16. The Director of Internal Affairs shall distribute the Agenda for the forthcoming meeting in time to reach every member of EngSoc Council at least 48 hours before the meeting. The Agenda will be available at the same time for the public.

17. Notice of regular meetings shall be made to members of the EngSoc Council at least two weeks before each meeting. This may be realized by an appropriate announcement having been made at the preceding meeting. It is not necessary that the notice give details of the business for the meeting, but it must state the time and location for the meeting.

18. Notice of special meetings of the EngSoc Council, together with the Agenda, shall normally be in the hands of the members of the EngSoc Council at least 48 hours before the meeting, but in cases of emergency the Executive may call a special meeting at any time.

19. Full minutes of every meeting of EngSoc Council shall be taken by the Secretary and retained by the Director of Internal Affairs, and these minutes shall be made public.

### ***B. Annual and General Meetings***

*(Ref By-Law 2)*

1. By-law 2, Part X shall govern the conduct of all annual or general meetings of the Engineering Society. The annual meeting shall be held on the Tuesday of the week of the second last Council meeting in the Winter term each year, the precise date, time, and venue to be decided by the President. At least one week's notice to this meeting shall be given to all members.

2. The order of business at the annual meeting includes the approval and signing of the minutes of the past annual meeting. This is followed by the reports of the outgoing

Executive, other reports from council members, other matters affecting the interests of the Society, and induction of the incoming Executive.

### ***C. Engineering Society Standing Committees***

#### **Part I: Standing Committees of Council**

##### **1. Engineering Society Committee on Inclusivity**

- a.** The Committee shall examine issues of inclusivity associated with the policies, procedures and events of the Engineering Society. These include, but are not limited to gender issues, harassment, discrimination, exclusive practices, and practices that are not in the best interests of the spirit of the Engineering Society.
- b.** The Committee on Inclusivity shall consist of
  - i.** Vice-President (Student Development)
  - ii.** Vice-President (Society Affairs)
  - iii.** At least three non-executive members of Engineering Society Council elected at the first meeting of the Fall semester
  - iv.** At least three non-Council members of the Engineering Society hired in September
  - v.** Two faculty or staff members of the Faculty of Applied Science
- c.** The total number of positions in sections b.iii and b.iv is at the discretion of the Vice-President (Student Development) as long as a balance between Council and non-council members is maintained.
- d.** Each year must be represented on the Committee, with at least two members being first year students.
- e.** A Chair shall be elected by the committee members at the first meeting of the Committee. The Chair must be a student, but may not be a member of the Engineering Society Executive. The Chair shall be responsible for organizing the committee, running meetings and moderating the open forums.
- f.** The committee will hold at least one open forum per semester where all members of the Engineering Society will be invited to share their views on the issue of inclusivity within the Engineering Society. Anonymous minutes of these open-forums shall be taken.
- g.** The committee shall compile a written report presenting any inclusivity issues brought to the committee and providing recommendations on ways to alleviate the identified issues. This report shall be presented at the Annual General Meeting of the Engineering Society Council and be made available on the Engineering Society website.

