

CLASS REPRESENTATIVE HANDBOOK

WATERLOO ENGINEERING SOCIETY SPRING 2020



WATERLOO
ENGINEERING SOCIETY

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The Waterloo Engineering Society represents the interests of the undergraduate students of the University. We focus on providing representation, services, and events to help students succeed during their academic careers.

Our Mission

“The University of Waterloo Engineering Society exists to promote a positive undergraduate experience among its members through representation of student opinion as well as support of academic, professional and social needs. The society will strive to provide means for its members to develop and succeed as undergraduate students, and in their future endeavors.”

Our Vision

“The University of Waterloo Engineering Society will work to better facilitate representation of its students on all relevant matters. The Society will strive to grow and improve its academic, professional and social events and services to cater to the expanding diversity of its members.”

As a member of council you help to facilitate this mission and vision by acting as the representative for your class and making sure their concerns and thoughts are presented at council. This can help us cater to the diverse needs of our students and improve the services and events we already offer.

The Executives will be your first point of contact if issues do arise in your class. The elected Executive for the Spring are listed below. As well, the Speaker will be able to answer any questions specifically about Council. If you have any questions or concerns specific to an event or service, please reach out to them!

MEET THE EXECUTIVE TEAM



Ellen McGee (she/her)

President – president.b@engsoc.uwaterloo.ca

Can help with: Advocacy, Connecting with faculty, new society initiatives, feedback, Executive/Commissioner issues, the Tool

Matthew Casale (he/him)

VP Academic – vpacademic.b@engsoc.uwaterloo.ca

Can help with: Academic issues, faculty contacts

Chukwunonso J. Moneme (he/him)

VP Communications – vpcomm.b@engsoc.uwaterloo.ca

Can help with: Inter-school contacts, conferences, advertising, social media, photographers

Peter Dye (he/him)

VP Finance – vpfinance.b@engsoc.uwaterloo.ca

Can help with: Budgeting, EngSoc Office supplies, ordering food, POETS, Novelties, RidgidWare

MEET THE SPEAKER

Heather Cowan (she/her)

Speaker – speaker.b@engsoc.uwaterloo.ca

Can help with: Meeting info, motion writing, policy



ROLES AND RESPONSIBILITIES OF A CLASS REPRESENTATIVE

As a class representative you will be attending five to six Engineering Society meetings throughout the term. As the Spring Term is online, our council meetings will also be held online. The procedure for joining these meetings is detailed on page 7. The main responsibilities of class representatives are described below:

Before the First Meeting of the Term

- Make sure you are on the council mailing list:
<https://bit.ly/EngSocCouncil>
- Download WebEx Meetings [here](#) - Note that you can join from the browser but the app works better
- You do not need a WebEx account to join the meeting

Before Each Meeting

- Submit any agenda items you feel should be discussed to the Call for Agenda Items sent out by the Speaker a week before the meeting. A guide for writing and submitting motions can be found [here](#). The template for a motion can be found [here](#).
- Go through the upcoming agenda and discuss any motions or topics of discussion with your class.
- Encourage other members of your class to attend the meeting if they are interested in getting more involved within the Society or would like to share their opinion on something on the agenda
- If you cannot attend and neither can anyone from your class (e.g. Class midterm at the same time) e-mail the Speaker at speaker.b@engsoc.uwaterloo.ca and proxy (means: transfer your vote) to another class representative. This needs to be done at least one day in advance of the meeting.
- Sign into the meeting at least five minutes before 5:30

ROLES AND RESPONSIBILITIES OF A CLASS REPRESENTATIVE

During the Meetings

- Take notes on the items discussed and the important updates given by the Executive so you can report back to your class.
- Ask questions and participate in discussions!
- If you are confused about anything going on do not be afraid to ask for clarification. Participation is governed using a modified set of Robert's Rules, shown on page 8.

After the meeting

- Update your class on the meeting, items discussed, and the upcoming Engineering Society events.
- Read the meetings minutes once they have been released to ensure they are accurate.

All of the time!

- Be knowledgeable of what is happening with the Society and the Faculty. You will be the first person people ask for information so if you aren't sure of the answer make sure to know how to get it for them.
- Act as a link between the Executive and your classmates. If your class has ideas on how to improve the Society, an event they want to run or any feedback on our initiatives we want to hear it! Send us an email we would love to hear from you.
- Encourage your class to get involved and utilize the services of EngSoc or attend events we run!

COUNCIL MEETINGS

Understanding the Agenda

Before the meeting an Agenda (or Engenda!) will be distributed over the mailing list. The agenda will let you know what it going to be discussed at the meeting and if there are motions we will be voting on. Below is a sample agenda with some of the key features explained.

Item	Presenter/Mover	Action
Council Meeting #4 E7 4043 March 4th, 2020 5:30 pm [D] = Decision (requires a vote); [I] = Information (does not require a vote)		
1.0 Welcome/Call to Order		
2.0 Land Acknowledgement		
3.0 Godiva's Hymn		
4.0 Approval of the Minutes		D
5.0 Approval of Engenda		D
6.0 Director Updates		I
7.0 [A] Executive Goals & Updates		
7.1 President	Delainey Lindstrom-Humphries (president.a@engsoc.uwaterloo.ca)	I
7.2 VP Finance	Lindsay Glofcheskie (vpfinance.a@engsoc.uwaterloo.ca)	I
7.3 VP Academic	Amanda Morin (vpacademic.a@engsoc.uwaterloo.ca)	I
7.4 VP Student Life	Olamide Olatunbosun (vpstudentlife.a@engsoc.uwaterloo.ca)	I
7.5 VP Communications	Andrew Dickson (vpcomm.a@engsoc.uwaterloo.ca)	I
8.0 Course Critiques	Ajay Opal (aopal@uwaterloo.ca)	I
9.0 New Business		
9.1 [B] PI Day	Benjamin Beelen (bbeelen@edu.uwaterloo.ca)	D
9.2 [C] Sponsorship W20	Lindsay Glofcheskie (vpfinance.a@engsoc.uwaterloo.ca)	
9.3 [D] CRO Election	Delainey L.-H. (president.a@engsoc.uwaterloo.ca)	
9.4 [E] Nostalgic Throwback	Katie Arnold (k2arnold@uwaterloo.ca)	
10.0 Feedback Session	Christian Mele (cfo.a@engsoc.uwaterloo.ca)	
11.0 Affiliate Updates		
11.1 Eng O-Team	Roxane, Kris, Tony, Kelsey (engoteam@uwaterloo.ca)	
11.2 WUSA Councillors	fb.me/WUSAEngineering	I
11.3 Senate	Jason Small (jason.small@edu.waterloo.ca)	I
11.4 GradComm	uwgradcomm@gmail.com	I
12.0 Varia	HOW MANY DAYS 'TIL IRS?	I
13.0 Adjournment		D

Attendance is taken during the Call to Order

The Presenter/Mover will speak on behalf of the motion before discussion opens

If you have an addition to the agenda speak up here

Affiliate updates are announcements from student groups not directly run by EngSoc

Motions can be added onto the agenda at the beginning of the meeting, with a majority vote in favour by council, so even if looks like nothing large will be discussed there is always the possibility of a modification day of.

COUNCIL MEETINGS

Joining the Meeting

- We will be using WebEx for the meetings this term. A meeting link will be sent out before the meeting.
- You will be asked to input in your name when you join the meeting, please put in your name as you want it to appear to all other participants. This will be how the Speaker will address you if you want to make a point during the meeting.
- Keep your audio and video off unless told otherwise.

During the meeting

- Please be respectful and do not spam the chat during the meeting.
- Speaking rights will be governed by modified Robert's Rules (Page 8)
- Only un-mute your microphone if you are given speaking rights. If you are unable to use your microphone, put "t" in the chat when you are called on so that the Speaker knows to wait for your message.

Straw Polls

- Straw polls are used to gauge the feelings of council towards a specific topic for the use of the presenter.
- They will be conducted through WebEx. You will have the option to vote in favour, against, neutral, and/or other options specific to the poll.
- There will be a timer.

Committee Selection

- Candidates for open positions will be nominated by sending names in the chat
- Each candidate will have the opportunity to decline or accept the nomination through turning on their microphone or typing in the chat
- Candidates will answer questions posed through making a new point in the chat. The Speaker will call each candidate to answer briefly. The number of questions will be limited by the Speaker
- Voting will be conducted through a google form. The link will be sent out via the WebEx chat. Your quest ID will be required for validation purposes and will not be used for anything else.

ROBERT'S RULES

To make sure that council meetings run smoothly and everyone has a chance to be heard the Engineering Society follows a set of rules called Roberts Rules of Order Newly Revised which governs how motions are debated, speaking rights are handled, and order is kept. These rules will be modified to work in the online format this term.

Below are the basics that you need to know for how to effectively participate in meetings. If at any time you are not sure what is going on the only thing you need to do is send "P" in the chat to get the attention of the speaker and ask for clarification.

The Speaker

- The Speaker chairs the meeting. They are responsible for addressing all motions, and moving the meeting along.
- All discussion must be directed towards the Speaker.
- You cannot speak unless the Speaker has given you the floor.
- The Speaker can also interrupt you if you are speaking out of order.
- The Speaker will decide on all points of order and motions introduced during debate. The decision of the Speaker can be overruled by a 2/3 majority vote.

Handling Motions

- The Speaker will clearly read the motion aloud.
- A motion must be seconded by another member in order to bring it forward.
- The member who moved the motion is given the first opportunity to speak on the motion.
- The member who seconded the motion is given the next opportunity to speak on the motion. They do not necessarily have to agree with it.
- Members are given an opportunity to ask the mover questions of clarification regarding the motion.
- If necessary, debate is held between members.
- A vote occurs. Depending on the nature of the motion, it may require a majority vote or a 2/3 majority vote.
- The results of the vote are announced.

Amendments

- Any member can propose an amendment. An amendment must be moved and seconded
- As with the main motion, the amendment is debated and voted upon
- Once adopted or rejected, the discussion returns to the original motion

Motions

A motion suggests an action to be taken by the Society. It can be moved by any voting individual. They can be anything anything from spending money, undertaking a new initiative, or taking a stance as a Society on an issue. You can also amend the Bylaws of the Society.

Three Parts

1. Spirit: Summarizes the motion briefly.
2. Whereas: Describes the issue that has lead to the motion.
3. BIRT (Be It Resolved That): The suggested actions to be taken.

Tips for Writing Effective Motions

1. Be concise. Make sure you clearly state your action. Don't leave it open to interpretation. This is especially true for document changes. Make sure what you are proposing isn't already defined.
2. Talk to others. If you are proposing something, get input from others. It helps to improve a stronger motion, and shorten debate.

Different Types of Motions

The following motions can be brought forward during a debate:

Move the Previous Question – Also informally known as “Call to Question.” This would end debate immediately.

Recess – Propose a short break

Postpone Definitely – Suspend the discussion of a motion to a later meeting. Informally known as “Tabling a Motion”.

ROBERT'S RULES - RULES FOR DEBATE

Online Rules

“1” - New point to be added to the discussion

“2 + person you are responding to” - A direct response to the last point. Only use this if you are adding on to the last point.

“C” - Circular discussion and you believe that council should move on from this point.

“F” - You cannot hear the person speaking (i.e. they are muted, having technical difficulties, etc.)

“P” - Raise a point of order/privilege. This can be used for example, for clarification of a rule or if you believe that the speaking order has been violated. This is not used for clarification of a point, instead use “2” to respond to the point.

In Person Rules (For Your Information Only)

One Finger - A new point to be added to the discussion.

Two Fingers- A direct response to the last point. 90% of the time, two fingers should be one finger. Only use two fingers if you are adding on to the last point.

OK Sign with Fingers - Circular discussion. It is also the responsibility of the Speaker to recognize this.

Middle Finger - Speak up! Do not use this for guests, instead the Speaker will identify a temporary sign to be used.

Pinky – Raise a point of order/privilege.

FURTHER INFORMATION

Paul Harlick Award

Paul Harlick was a member of the Mechanical Engineering class of 1973, and a class rep. During his 3A term, Paul's constant effort led his class to the P**5 (a spirit competition) championship. His untimely death while he and his classmates attempted to pull off yet another amazing stunt prompted the Engineering Society to establish an award to honour his memory and remind us of the spirit that he, as a class rep, helped foster in others. Each term we honour one class's representatives with this award at our final Engineering Society meeting of the term. This award is given to the representatives who show dedication to their role, raise the spirit level in their class, and exceed expectations in their responsibilities as a representative.

Further Reading

The Society has a set of governing documents that as a class representative it is important that you read and are familiar with. Our Constitution, By-laws, and Policy manual can be found on our website www.engsoc.uwaterloo.ca under the documents section. Please take some time to go through them and any question you have can be directed to the Executive or the Speaker.

Conclusion

Thank you so much for taking the time to read through this entire booklet and for volunteering your time as a class representative. We are all so excited for this upcoming term and hope to make it a great experience all around! Your involvement within the Society does not need to stop with being a class rep and whether you are interested in becoming a director, volunteer, conference delegate, officer, or even executive we are here to answer your questions and help you fulfill your goals as well.