Example Motions & Motion Template

Sample formatted motions can be found on the following pages for your adaptation – feel free to alter them for your purposes. In addition, CSA issues-based (unformatted) motions can be found here on the CSA website to reference motion content examples.

The Policy & Transition Coordinator (PTC) is happy to meet with you and help develop your motion: csaptc@uoguelph.ca.

Here is a quick video on how motions work during meetings: The Basics of Making Motions.

Motion Formatting Guide

WHEREAS statements:

☐ **WHEREAS** is bold and all caps.
☐ Follow each WHEREAS statement with a semi-colon.
☐ Second last WHEREAS statement gets a semi colon and the word 'and'
☐ Last WHEREAS statement gets a period.

RESOLUTION statement:

☐ **RESOLVED** is bold and all caps.
☐ Each statement is a separate statement that ends with a period (to make amendments to the motion during the meeting easier).
☐ Use a letter list for RESOLUTIONs with more than one statement (see examples below).
☐ Start RESOLUTIONS with more than one statement with "RESOLVED that:"

Short MOTIONS:

☐ For short MOTIONS, with no WHEREAS statements, just use "MOTION that…"
☐ **MOTION** is bolded and all caps.

Notes & Supporting Info

☐ Feel free to use footnotes, or hyperlinks to more information and to support your needs statements (WHEREAS).

<div align="center">**Item 1.11.1**
Bike Centre Reopening</div>

WHEREAS at their meeting on April 7, 2021, the CSA Board of Directors created a Bike Centre Reopening Working Group to 'to recommend forward a reopening plan to the CSA Board of Directors no later than the next [board] meeting on Wednesday, May 26th, 2021'.

RESOLVED that:

a) the Bike Centre Reopening Working Group meeting minutes of May 17, 2021 as presented in the Board Package for the May 21, 2021 CSA Board of Directors meeting be received as information.

b) the CSA Board of Directors endorses the Bike Centre Reopening Plan as presented by the Bike Centre Reopening Working Group and as included in the Board Package for the May 21, 2021 CSA Board of Directors meeting.

Moved:
Seconded:

<div align="center">**Item 15.6**
Executive Committee Minutes</div>

MOTION that the Executive Committee Minutes be received as information for the following meetings:

15.6.1   Meeting # 40 Minutes - March 17, 2021
15.6.2   Meeting # 41 Minutes - March 24, 2021

Moved: Sara Kuwatly, VP Student Experience
Seconded:

New Business Item
Online Assessment Call to Action

WHEREAS the covid pandemic has necessitated the cessation of traditional in-person testing and examinations;

WHEREAS automated proctoring software similar to what the University has adopted since the onset of the pandemic has since been described as ineffective spyware by leading computer scientists [1];

WHEREAS leading academic institutions across North America have banned the use of automated proctoring software in favour of fairer and more accurate student assessment methods [2];

WHEREAS 4,900 University of Guelph students have signed a petition to "End the use of LockDown Browsers" at the University of Guelph [3];

WHEREAS the CSA conducted a survey of University of Guelph undergraduate students showing that automated proctoring software (sometimes referred to as remote invigilation tools), such as Respondus, perpetuate racial bias towards people of colour by inaccurately identifying potential academic misconduct committed by such individuals at almost twice the rate of students who identified as white [4];

WHEREAS that same survey indicated that using lockdown browsers to conduct assessments was the least favoured method by students, and alternatives such as live proctoring through video conferencing software, open book tests, take-home exams, and final assignments were more favoured by the survey's respondents;

WHEREAS various automated proctoring software solution have numerous privacy concerns associated with them;

WHEREAS groups on campus have brought these concerns to the attention of the University of Guelph administration on numerous occasions since March 2020 [5]; and

WHEREAS it has been over nine months since the beginning of the pandemic and the University of Guelph has yet to develop a cohesive strategy to deal with these issues.

RESOLVED that the CSA:

a) Condemn the University of Guelph's apparent absence of urgency in developing alternatives to automated proctoring software.

b) Calls on the University of Guelph to consult with students and faculty on developing alternative assessment methods.

c) Calls on the University of Guelph to limit the weight of a student's final grade assessed via automated proctoring software to no more than 15 percent.

d) Encourages the University of Guelph to reallocate financial resources to facilitate the transition away from using automated proctoring software, such as Respondus, and reimagine how assessments can be conducted to most fairly and accurately assess students' knowledge and ability, both now and in the post-pandemic academic environment.

e) Executives continue to advocate on behalf of students to ensure that they their course work is fairly and accurately assessed.

Notes:

[1] https://www.stuyspec.com/quaranzine/essentially-malware-experts-raise-concerns-about-stuyvesant-s-lockdown-software
[2] https://www.nytimes.com/2020/05/10/us/online-testing-cheating-universities-coronavirus.html
[3] https://www.change.org/p/university-of-guelph-stop-the-use-of-lockdown-browser-at-the-university-of-guelph
[4]https://csaonline.ca/system/files/Board%20Package%20Meeting%20%23%208%20Nov%2025%2C%202020%20201123.pdf
[5] https://csaonline.ca/news/2020/online-learning-feedback-wanted

Item 10.11.6
CSA Health Plan Referendum Campaign

WHEREAS the CSA Board of Directors ratified a referendum question brought forward by the CSA/GSA Health & Dental Plan Committee regarding the Universal Health Plan;

WHEREAS the current Universal Health Plan is set at a fee of $140 per year and has the potential to increase by the Consumer Price Index annually (e.g. 2.1% in 2020-2021);

WHEREAS the proposed plan with an opt-out option would be set at a fee of $186 and has the potential to increase by a maximum of 4% annually;

WHEREAS Bylaw 1 - Organizational, Section 1.2.1.c) states that we offer members services to save money like health and dental plans, affordable bus passes, and more;

WHEREAS the Executive Committee recognizes that 81% of undergraduate students decided not to opt-out of the dental plan in the 2020-2021 academic year, indicating similar patterns may occur if an opt-out option was introduced for the health plan;

WHEREAS the CSA has a responsibility to make an informed endorsement prior to asking students to decide on the referendum question.

RESOLVED that:

a) the CSA campaign against the proposed health plan with an opt-out option and represent the No Referendum Team.

b) the CSA ensures that students receive information on both plans, so CSA Members can make an informed choice, in a manner that is inclusive and does not contribute to divisiveness.

Moved:
Seconded:

Item 1.10.1
Appoint Hiring Committee – FoodBank Coordinator

WHEREAS the CSA recognizes the need to fill an upcoming vacancy in the position of FoodBank Coordinator;

WHEREAS CSA policy requires a hiring committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member; and

WHEREAS Appendix A, Section 14.5.3 of the CSA Policies states that the Vice President External is to supervise the Guelph Student FoodBank staff.

RESOLVED:

a) That the following CSA Director be appointed to the hiring committee for the position of FoodBank Coordinator:

[one Director]

b) That the current FoodBank Coordinator be appointed to the hiring committee for the position of FoodBank Coordinator

c) That the Vice President External be appointed to the hiring committee for the position of FoodBank Coordinator

Moved:
Seconded:

Item 15.11.6
Outsource Hiring of a Third Business Office Staff Member

WHEREAS the CSA's Business Office has traditionally operated with three staff (one Business Manager and two Bookkeepers), but have been operating with two staff over the past two years (one Business Manager and one Bookkeeper);

WHEREAS one Bookkeeper position became vacant in 2019, and the 2019 Student Choice Initiative and the 2020 Covid-19 pandemic shifted work priorities away from filling the second Bookkeeper position;

WHEREAS the hiring of a third Business Office staff member is integral to resuming normal operations after COVID-19 in supporting the Bookkeeper and Business Manager;

WHEREAS the CSA requires a third Business Office staff member to meet operational capacity and widen the institutional knowledge between the three positions in the Business Office;

WHEREAS Section 4.0 of Appendix C - Human Resources Policy prescribes the process by which the CSA hires full-time staff, but does not allow for external organizations to perform hiring processes on behalf of the CSA;

WHEREAS the hiring of the CSA Bookkeeper and other Business Office staff has traditionally been performed by an external hiring body despite Section 4.0;

WHEREAS the 2021-2022 Budget has provided wages for a third Business Office staff member; and

WHEREAS outsourcing the hiring of a Business Office staff member will provide the capacity to hire a third staff person in a timely manner.

RESOLVED that the CSA outsource the hiring of a third Business Office staff member to BDO Canada.

Moved:
Seconded:

NOTICE

Item 14.11.2
Notice: Amendment to Appendix A – Internal CSA Policy,
Section 9.0 Member Meetings (Town Halls)

WHEREAS the Policy & Bylaw Review Committee (PBRC) identified an opportunity to define CSA Town Halls and include it in policy;

WHEREAS including context around Town Halls in CSA policy will assist future Executive in their engagement of CSA membership; and

WHEREAS the following recommendation is complimentary to Appendix A – Internal CSA Policy, subsection 10.6.1 requiring the Vice President External to hold one 'one townhall per semester' in relation to Ethical Purchasing.

RESOLVED that the following subsection be added to Bylaw 1 – Organizational, Section 9.0. Members Meetings as recommended by the PBRC:

9.3 **Town Halls**

9.3.1 The Executive Committee may use informal meetings, such as Town Halls, to promote communication with undergraduate students. Such meetings are designed to enhance engagement with CSA Members, are not restricted in topic or format, and must be accessible to all students.

9.3.2 Town Halls are in addition to, and shall not be used as alternatives to, mandated 'annual and other meetings of the members' as identified in Section 9.1 Annual and Other Meetings of the Members.

Moved:
Seconded:

**Item 11.11.2
Motion to Support Farmers in India**

WHEREAS the Indian government passed three agricultural bills in September that favour corporations and threaten the livelihoods of farmers;

WHEREAS farmers across Indian have been protesting these bills throughout the past several months;

WHEREAS this movement is the largest protest in the world with millions marching in solidarity;

WHEREAS farm protestors are being met with violence, tear gas, and police brutality;

WHEREAS media has been blocked and internet has been cut off by the government in attempt to hide the human rights violations taking place;

WHEREAS the CSA and the Indian Students Association would like to educate UofG students and garner support for protesting farmers; and

WHEREAS the CSA and the Indian Students Association have written a joint solidarity statement.

RESOLVED that the CSA work alongside the Indian Students Association to raise awareness around this issue and to release the following solidarity statement to show our support.

Moved:
Seconded:

1.11.5
Israeli-Palestinian Statement

WHEREAS the CSA condemns the violence occurring in Palestine and Israel, recognizing that innocent civilians are being attacked, specifically as the most vulnerable and oppressed on the ground are at highest risk of suffering;

WHEREAS the CSA is an organization that is committed to an anti-oppressive mandate and constantly strives to amplify marginalized voices;

WHEREAS the CSA stands in Solidarity with civilians against military violence;

WHEREAS the CSA condemns all forms of hate speech, islamophobia, and anti-Semitism regarding this Israeli-Palestinian issue and advocates for the safety, representation, and inclusion of all students;

WHEREAS the CSA supports an immediate de-escalation of the Israeli-Palestinian violence;

WHEREAS the CSA recognizes the complexity and emotion behind the issue and encourage members to support resolution and de-escalation of the Israeli-Palestinian violence; and

WHEREAS Appendix A: Section 14.5.6 states that "To research and coordinate campaigns which may include antipoverty, anti-corporate, anti-privatization, anti-war, pro-labour, pro democracy, post-secondary funding and support, international students, mature students and students with dependents, poverty, health care, employment, labour, human rights, immigration, criminal law, and economic policy, public funding or social programs."

RESOLVED that the CSA respond and work alongside impacted CSA members and student organizations to develop a direct action plan on campus, which may include a solidarity statement and options will be presented at a future board meeting.

Moved:
Seconded: