

# CSA \* AGM

2022 ANNUAL GENERAL MEETING

HOW TO PARTICIPATE

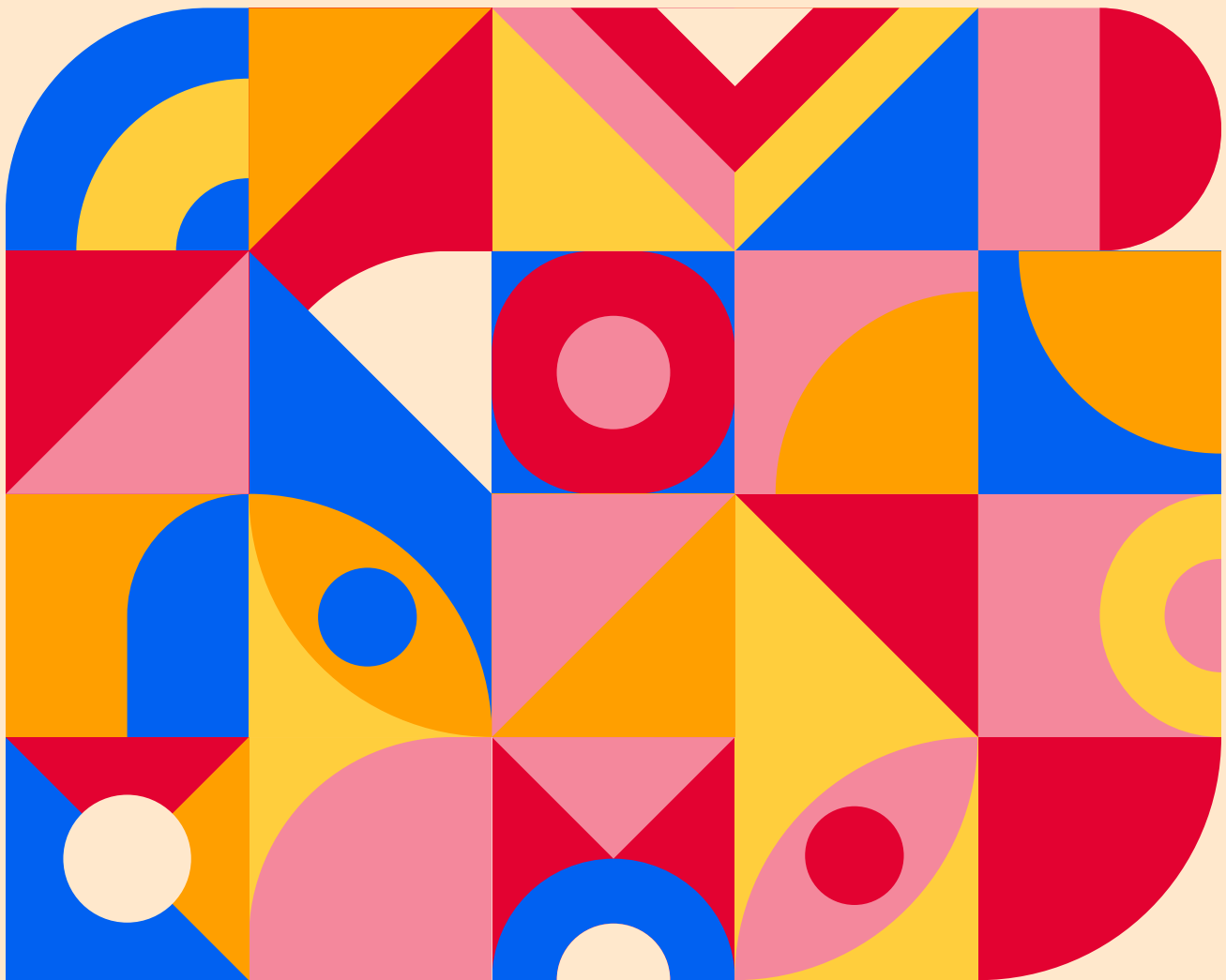




Table of Contents

What is an Annual General Meeting?.....3

Your Participation is Paramount!.....3

AGM Dos & Don’ts.....4

Microsoft Teams Etiquette .....5

Robert’s Rules: Encouraged, but Not Necessary .....9

Robert’s Rules of Order – A Quick Guide .....10

CSA Board of Directors.....16

CSA Directory.....18

    Directors.....18

    Board Administration.....20

    Executive Officers.....20

    Core Staff.....21

    Support Staff .....21

    Service Staff.....22



## What is an Annual General Meeting?

The Annual General Meeting (AGM) of the Central Student Association (CSA) is a time for all undergraduate students, as members of the CSA, to meet and directly have a say in the direction of the organization, and to discuss the year's activities.

The AGM is a great opportunity for CSA members to review and approve the CSA's audited financial statements, approve the auditor for the next year, approve any changes to the [CSA Bylaws](#) since the last AGM, ask questions of your CSA and discuss motions submitted by undergraduate students.

## Your Participation is Paramount!

The CSA uses Robert's Rules for Board Meetings to make meetings efficient, effective, and meaningful, and to ensure that all decisions are made in a fair and democratic manner. Robert's Rules does however require study and practice to master and can seem rather daunting to those that are unfamiliar with it.

**The most important component of an AGM  
is the participation of members!**

**Please do not let your unfamiliarity with Robert's Rules  
prevent you from participating in the AGM!**

If you have the time, please do review the summary of Robert's Rules provided in this guide, and keep handy, and use the attached Robert's Rules Cheat Sheet when participating in the AGM.

If you have a question about process, or are experiencing issues with Teams, simply type "Question" in Teams Conversation and wait for the Chair to acknowledge you before you ask your question!



## AGM Dos & Don'ts

### Do

- Do respect each other's arguments.
- Do respect our Anti-Oppression Policy.
- Do address all points of debate and questions to the Chair.
- Do raise your hand and ask questions if you are unsure of proper procedure, or how to do something.
- Do abide by Robert's Rules of Order when you are able.

### Don't

- Don't be rude, disrespectful, or intentionally disruptive.
- Don't interrupt anyone speaking, unless you are raising a point as per Robert's Rules of Order.
- Don't debate or question peoples' lived experiences.

### Type 'Question' in Teams Conversation when:

- You are unable to hear the conversation or see what is being displayed on the screen.
- You are unable to see the link to vote on a motion in Teams Conversation.
- You think that the meeting is not following rules set out in Robert's Rules or the CSA Rules of Order.
- You have a question or would like more information on a topic or process.

Then...wait to be recognized by the Chair before you ask a question!



## Microsoft Teams Etiquette

### Pre-Meeting Setup

Prior to joining the CSA AGM on Microsoft Teams:

1. Sign in your Gryph Mail in an internet browser.
2. Open [Microsoft Forms](#) in a second browser tab.
3. Open the Microsoft Teams app on your desktop (please note that the desktop version of Microsoft Teams seems to be a better experience than the App).

### Joining Microsoft Teams

To join the Microsoft AGM, simply click on the link in your Gryph Mail calendar or email invite. The link will take you to a Teams Channel where you click the 'Join Meeting' icon. Issues joining? Contact [csaptm@uoguelph.ca](mailto:csaptm@uoguelph.ca).

### Mute Yourself as a Default

Always mute yourself to reduce background noise for other participants unless you are speaking.

### No Chat Please

Please only use the chat to request to be recognized by the Chair. Do not use chat for any other reason including to speak to other meeting participants or to ask questions, unless prompted by the Chair to do so. This will keep the chat free of clutter.

### Wait to be Recognized by the Chair to Speak

Do not speak until the Chair recognizes you to speak. This includes for points of privilege, and to be added to the speakers list.

Please address the Chair as 'Mr. Chair', or 'Chair', and address other members by 'Member' + '[Surname]', or simply 'Member'.

### Speakers List

The Chair will maintain a Speakers List as per [CSA Rules of Order](#) policies.

To get on to the Speakers List, enter the phrase 'Speakers List' into chat. After you



have been recognized by the Chair and have spoken, you may request to be added to the speakers list again by entering 'Speakers List' into the chat again; please note that preference is given by the Chair to first time speakers.

For recording purposes, individuals wishing to speak must state their name before speaking, so that the comments will include a name in the meeting minutes.

### Voting Process

Voting for prepared motions is conducted using Microsoft Forms. A link will be provided in Microsoft Teams Conversation (Chat) just prior to when voting takes place.

Simply click the link and choose yea, nay, or abstain.

Conversation Icon (aka Chat):



Some voting may occur in Teams Conversation (Chat) as posted by the Policy & Transition Manager.

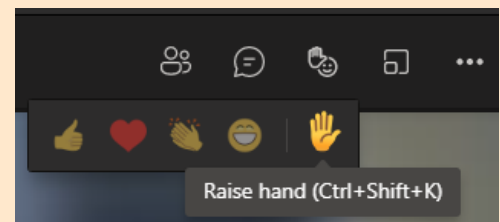
Voting in Teams Conversation may occur for less substantial motions, such as providing speaking rights members, or making minor amendments to motions.

If you would like to be recorded in the minutes as 'Abstaining' from a vote conducted in Teams Conversation, then type 'Abstain', rather than 'liking' the yea or nay options.

### Raising Your Hand

Use the 'Raise Hand' icon for the following:

- Motioning or Seconding a motion
- Unable to see a link to vote in Teams Conversation



### Points of Privilege

If you are unfamiliar with Robert's Rules, but you have a question regarding a Point of Privilege, then please type 'Question' in Teams Conversation (chat).



Points of Privilege include:

- **Personal Privilege:** used to request that issues related to your ability to participate be addressed, such as not being able to hear or see information being presented in Microsoft Teams.
- **Point of Order:** used to request that the Chair recognize and correct a violation of the Robert's Rules of Order.
- **Point of Information:** used to request information from a speaker in relation to their speech, such as what an acronym the speaker referenced stands for (this is not to be use to give or provide information; only to ask for more information!)
- **Parliamentary Procedure:** used to ask the Chair what the proper parliamentary procedure is, such as asking if an amendment can be proposed to a motion, or how to propose an amendment to a motion.

### Video Feeds & Internet Quality

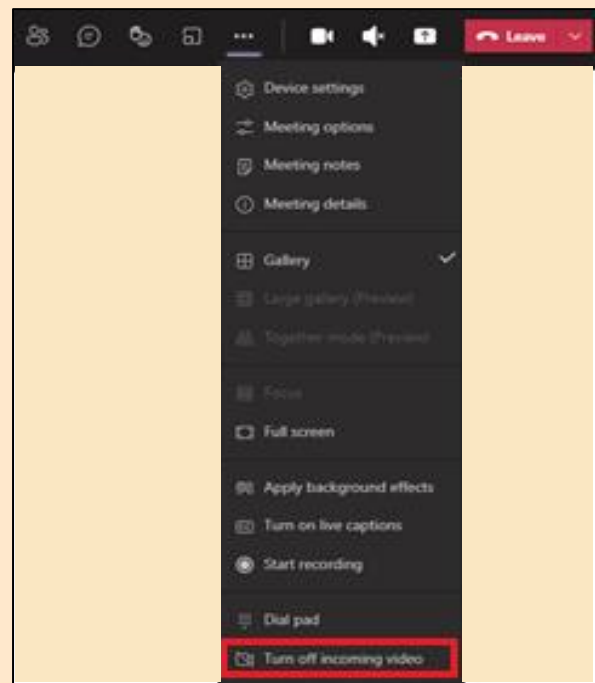
As a courtesy to other participants, please leave your video 'on' when you are speaking, so others can see your face.

If your internet quality is poor, you can turn off your video using Microsoft Teams settings.

If your internet quality continues to be poor, try turning off 'incoming video'.

### Arriving Late & Leaving Early

If you arrive late, or leave early, please enter a message in chat "I have arrived", or "I must leave early".



This information will be used for record keeping purposes (minutes) and to ensure quorum is maintained.



### Projecting Motions

The Policy & Transition Manager (PTM) will share a screen displaying the motion in question, so that participants can see the text of the motion and follow amendments as they occur.

### Scribe Interruptions

The only verbal interruptions permitted during the meeting are those from the Chair or Scribe.

The Scribe may be required to interrupt to accurately capture details for the official record (meeting minutes).

### Meeting Recordings

Please note that the CSA Annual General Meeting will be recorded for the archives and to help create accurate minutes.

Recordings are archived by the Policy & Transition Manager (PTM) and are not shared publicly.





## Robert's Rules: Encouraged, but Not Necessary

Robert's Rules of Order is a set of rules designed to make meetings efficient, effective, and meaningful, and to ensure that all decisions are made in a fair and democratic manner.

CSA Board Meetings and the CSA Annual General Meetings abide by Robert's Rules of Order. We use Robert's Rules of Order to ensure that, in matter of discussion and debate, all voices are heard, not merely the loudest ones. This process works best when it is supported by a system of self-regulation and when members ensure that they are always respectful towards the Chair and the other participants.

Your participation as a CSA member is the most important aspect of the AGM!

Being unfamiliar with Robert's Rules should not be a barrier to your participation and engagement. It's always best to follow Robert's Rules when you can, but...

### At Any Time During the AGM:

If you have a question about process,  
or are experiencing issues with Teams,  
simply type "Question" in Teams Conversation and  
wait for the Chair to acknowledge you  
before you ask your question!



## Robert's Rules of Order – A Quick Guide

The following pages are a simplified guide to Robert's Rules of Order to aid in your participation in this Annual General Meeting.

### Call to Order

This occurs at the time set for the start of the meeting (e.g. 5:00 pm). Once quorum is established (the minimum number of voting members required), the Chair will call the meeting to order. If quorum cannot be met, a future time and place for the meeting may be set.

### Speaker's List

The Chair will maintain a list of those wishing to speak to the matter being considered, and only those recognized by the Chair will have the right to speak. If a new motion is made, a new Speaker's List begins.

If you would like to speak, please indicate this to the Chair by writing 'Speakers List' in Teams Conversation.

For recording purposes, individuals wishing to speak must state their name before speaking in order to be recorded in the minutes.

The CSA records all Board Meetings and Annual General Meetings to assist in creating accurate meeting minutes – they are not published and are instead kept in confidential folders. If you wish not to have your name recorded, please state so.

For the purposes of clarity and expediency, speakers are encouraged to start their comments with an indication of whether they are speaking in favour or opposed to the motion on the table. As well, speakers will direct their statements to the Chair or through the Chair when addressing another speaker.

### Substantive Motions

To give a sense of direction to the efforts of the meeting participants, the Chair must ensure that there is always a motion on the floor and that members know what they are debating.

Main motions are submitted ahead of time, by the specified deadline, so that members may review them prior to the meeting. Except in rare cases, a motion must



be moved by one member and seconded by another. This means that at least two voters agree that they want to consider the matter. If the motion is debatable, the mover may speak to the motion first (called their “motivation”).

### Amendments

A motion may be amended by moving to make a specific change to the motion, such as “I move to amend this motion to read...”

For debate to occur on an amendment, it must first be seconded by someone else. Amendments are offered to assist in changing, modifying, or completing a motion to make it more acceptable to the present members.

There may be an additional amendment made to the first amendment, but no further orders of amendment, e.g.: “I move to amend the proposed amendment to read...”

### Types of Motions

While a motion is on the floor (being discussed or debated), certain other motions may be made. To make a motion, one is required to wait one’s turn on the Speaker’s List.

Members of the meeting must state their motion prior to entering debate on the issue. It is preferable to write out the motion and present a written copy to the Policy & Transition Manager (PTM) who conducts the Board administration (send motions during the meeting to [csaptm@uoguelph.ca](mailto:csaptm@uoguelph.ca)).

The following is a partial list of these motions:

#### To Amend

Explained above in the Amendments section.

#### To Divide

This is a variant of a motion to amend and is subject to the same rules. When a question is divided, each separate item must be presented as an individual question to be decided upon by a vote.

#### To Postpone

This motion must be moved and seconded and is debatable only as to the length of time of postponement. Normally, a motion is postponed if more information is



required or if another decision must be made before the decision that is on the floor can be made.

### To Call the Question / Previous Question

This motion is made when a member feels that enough debate has occurred on a motion and that the members should move to a vote. Individuals should refrain from Calling the Question to stifle arguments with which they disagree.

Generally, such a motion should be used only when the individual feels that all sides of the debate have been clearly stated, or when it appears that there is a consensus in the room.

A motion to call the question requires a second, is non-debatable and must pass by a two-thirds (2/3) majority vote. If passed, a vote is taken on the original motion on the floor; if not passed, discussion and debate on the motion continues. One may not speak to a motion on the floor and then end one's remarks by calling for the question.

### To Reconsider

This motion is made when a member wishes to have another vote on a motion that has already been voted upon. Generally, motions to reconsider are presented when new information on a motion previously decided has emerged.

The mover of the reconsideration must have voted on the prevailing side of the original motion.

Motions may be reconsidered only during the same meeting at which they were first considered.

Any one item may be reconsidered only twice. Motions to reconsider require a majority vote.

### To Recess

This motion may be made to give the meeting participants a break during the meeting (for example, a recess from 7:00 pm to 7:10 pm to use the bathroom, or get refreshments).

Quorum must be attained after each recess before the meeting may continue.



### To Adjourn

This motion ends the meeting. Usually, a motion to adjourn occurs only at the end of the agenda. It is made when there is no further business to be dealt with.

### Individual Incidental Motions

Individual Incidental Motions relate to the pending business or to the business at hand. These motions deal with questions of procedure arising out of a pending motion, a motion being discussed or an item of business. They must be decided immediately before business can proceed and are undebatable.

Proper procedure is for the individual to indicate their motion in Teams Conversation (e.g.: “Point of Order”) and then wait to be recognized by the Chair. Once recognition is given (e.g. the Chair says, “State your point”), then the individual may elaborate their point.

The following is a list of the most common individual incidental motions:

#### Point of Order

An individual may rise on a Point of Order if they feel that business is proceeding incorrectly. The Chair must either agree or disagree with the Point raised.

An individual may also rise on a Point of Order if they feel that their rights as a member of the assembly have been violated (Robert’s Rules is very clear on appropriate decorum in meeting).

#### Point of Information (POI) / Request for Information

An individual may make a Request for Information or Point of Information (POI) to ask a question of clarification of the comments of another speaker. Such a request should be used by an individual to gather information necessary for making an informed decision (e.g. To have an acronym spelled out or the nature of an organization explained).

An individual may also raise a Point of Information / Request for Information if they do not understand the proceedings and/or wish to have clarification on a specific ruling.

An individual who wishes to raise a Point of Information / Request for Information may write “Point of Information” in Teams Conversation. The individual will then



direct their statement to the Chair or through the Chair when addressing another speaker.

### **Point of Privilege**

An individual may raise a Point of Privilege if they are unable to hear a speaker, or see information presented within Microsoft Teams, or if there is any other problem during the meeting that does not relate to the debate, but which impedes the individual's ability to participate in the meeting.

### **Appeals to the Ruling of the Chair**

An individual may appeal a ruling of the Chair if they believe the Chair has ruled improperly. Once a ruling has been appealed and seconded, the Chair explains their ruling and the individual who appealed the ruling can give reasons why the ruling should be overturned.

The motion is debatable, but individuals may speak only once. At the end of the debate, the Chair has the right to provide any final commentary. A majority or tied vote sustains the ruling of the Chair. When the Chair rules on a question about which there cannot possibly be two reasonable options, an appeal would cause delay and is not allowed. For example, appealing the ruling of the Chair cannot overturn the bylaws.

### **Reading a Motion**

The Chair is expected to follow the agenda as approved by the membership, and there is a proper process that they are expected to follow when going through each motion.

This process generally follows reading the motion to the membership, the mover or seconder speaking to the motion, question, discussion and debate period, and calling for the question, or voting on the motion.

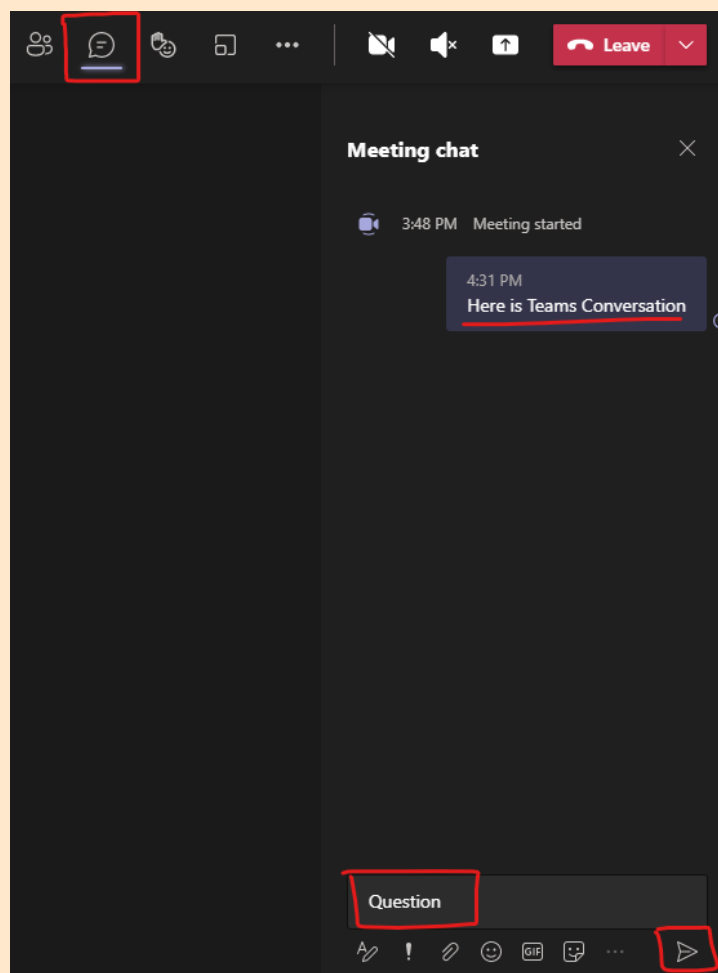




### Questions

If during the AGM you have a question:

1. Type 'Question' in Teams Conversation
2. Wait for the Chair to acknowledge you
3. Then ask your question when acknowledged.





## CSA Board of Directors

The affairs of the CSA are managed by a Board of Directors of up to 35 persons composed of Executive, and both elected and appointed Directors. The CSA Board of Directors meets on alternate weeks to discuss important issues facing students and how to address them. All Board meetings are open to the public.

Each Board member works within the CSA's welfare, image, and mandate, to defend and protect the rights and interests of students. Board members assume the fiscal and moral responsibilities of being a Director for a not-for-profit corporation. They are prepared and informed, ready to participate in all major decisions made by the organization.

Directors have a huge influence across campus and beyond, making decisions that affect the quality and type of services, events and campaigns (e.g. tuition fees, anti-oppression, etc.) offered by the student association. Directors also help to shape and build the student movement.

### Composition

#### Executive

4 x Executive including (ex-officio, non-voting):

- President (votes only to break a tie)
- Vice President Student Experience
- Vice President Academic
- Vice President External

#### Directors

Up to 31 x Directors including:

- 14 x At-Large College representatives (elected, two per college)
- 7 x College government representatives (appointed, one per college)
- 10 x Student Organization representatives (appointed, one per organization)

### Board Administration

The CSA Board of Directors is supported by non-voting CSA staff including the Chair, Policy & Transition Manager, and Scribe.





### Definitions

#### At-Large

The CSA uses 'at-large' as a description for Directors who are elected to represent a whole membership or population (notably a club or association). Members at-large serve as a liaison between the Board of Directors and their represented organization.

#### Ex-Officio

Ex-officio is a Latin term meaning by virtue of office or position and describes a position someone automatically gains because of another job or position they already hold. Ex-officio members of boards and committees are persons who are members by virtue of some other office or position that they hold.



### CSA Directory

Directors	
At-Large Representatives (Elected, 2 Members per College)	
Bella Harris	College of Arts (Student Union)
Vacant	College of Arts (Student Union)
Leilani Rocha	College of Biological Science (Student Council)
Maya Persram	College of Biological Science (Student Council)
Valeria Telles	College of Engineering and Physical Sciences (Student Council)
Vacant	College of Engineering and Physical Sciences (Student Council)
Laura Wilson	College of Social and Applied Human Sciences (Student Alliance)
Alyssa Ahmed	College of Social and Applied Human Sciences (Student Alliance)
Leila Stevens	Gordon S. Lang School of Business and Economics (Student Association)
Joshua Vito	Gordon S. Lang School of Business and Economics (Student Association)
Isha Maharaj	(Student Federation of the) Ontario Agricultural College
Vacant	(Student Federation of the) Ontario Agricultural College
Vacant	Ontario Veterinary College (Central Veterinary Student Association)



Directors	
Vacant	Ontario Veterinary College (Central Veterinary Student Association)
Member College Government Representatives (Appointed, 1 Member per College)	
Vacant	College of Arts (Student Union)
Vacant	College of Biological Science (Student Council)
Lily Taylor-Stackhouse	College of Engineering and Physical Sciences (Student Council)
Samantha Ogbeiwi	College of Social and Applied Human Sciences (Student Alliance)
Quinton Stummer	Gordon S. Lang School of Business and Economics (Student Association)
Vacant	(Student Federation of the) Ontario Agricultural College
Vacant	Ontario Veterinary College (Central Veterinary Student Association)
Student Organization Representatives (Appointed)	
Vacant	Indigenous Student Society
Damilola Oguntala	Guelph Black Students Association
Amanda Conibear	Guelph Queer Equality
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity



Directors	
Student Organization Representatives (Appointed)	
Keshini Digamber	International Student Organization
Liz Powell	Interhall Council
Vacant	Guelph Campus Co-op
Ariel Oleynikov	Ontario Public Interest Research Group (OPIRG)
Justin Mihaly	Student Senate Caucus
Michael Pacheco	Board of Governors

Board Administration		
Cameron Olesen	Chair	csachair@uoguelph.ca
Olivia Wells	Scribe	csascrib@uoguelph.ca

Executive Officers		
Nicole Walker	President	csapresident@uoguelph.ca
Vacant	Vice President Student Experience	csavpexperience@uoguelph.ca
Lisa Kazuhara	Vice President Academic	csavpacademic@uoguelph.ca
Shilik Hamad	Vice President External	csavpexternal@uoguelph.ca

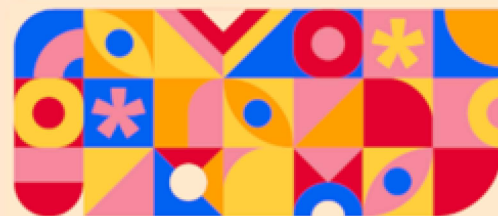


Core Staff		
Katrina Lindsay	Bullring General Manager	thering@uoguelph.ca
Andrew Clarke	Bullring Operations Manager	bullring@uoguelph.ca
Lee Anne Clarke	Business Manager	lclarke@uoguelph.ca
Diane Antoine	Bookkeeper	csaaccts@uoguelph.ca
Kandace Blaker	Office Manager & Executive Support	csaomes@uoguelph.ca
Pete Wobschall	Policy & Transition Manager	csaptm@uoguelph.ca
Melissa Marciniak	Promo Services & Graphic Designer	csapromo@uoguelph.ca

Support Staff		
McKenna Williams Kerziah Paul	Front Office Assistants	csamain@uoguelph.ca
Grace Bilger Eric Mailhot	Poster Runners	csamain@uoguelph.ca
Adam Zuill	SERM Coordinator	srm@uoguelph.ca

# CSA \* AGM

## 2022 ANNUAL GENERAL MEETING



Service Staff		
Bike Centre		
Julian Kuntz	Bike Centre Coordinator	csabike@uoguelph.ca
Michelle Robinson	Bike Centre Assistant	N/A
Clubs		
Alex Charette	Clubs Administrative Coordinator	csaclubs@uoguelph.ca
Shaima Alam	Clubs Programming Coordinator	csasrm@uoguelph.ca
Elections Office		
Jewel Lindemann	Chief Returning Officer (CRO)	csacro@uoguelph.ca
Julia Centofanti	Assistant Returning Officer (ARO)	csaaro@uoguelph.ca
FoodBank		
Alanna Wyllie	FoodBank Coordinator	foodbank@uoguelph.ca
Paola Romo	FoodBank Assistant	N/A
Hillary Lo	FoodBank Assistant	N/A



Service Staff		
SafeWalk		
Bronte Detenbeck	SafeWalk Volunteer & Public Relations Coordinator	swvol@uoguelph.ca
Daniel Hinds	SafeWalk Coordinator	safewalk@uoguelph.ca
Student Help & Advocacy Centre (SHAC)		
Stefanie Hebel	SHAC Coordinator	shac@uoguelph.ca
Rashmeet Kaur	SHAC Assistant Coordinator	shachelp@uoguelph.ca
Nicholas Dischiavi	SHAC Assistant Coordinator	advocacy@uoguelph.ca