

How to Submit a Motion

Annual General Meeting (AGM) 2021

March 16, 2021



How to Write and Submit a Motion for the 2021 AGM

Make sure your topic is something that is of interest to all undergraduate students and something that is within the authority of the CSA. The [CSA's Mandate & Approach](#) and our [Letters Patent](#) can assist you in determining whether your proposed motion fits our mandate.

Try to be clear in your motion, so that others do not make amendments at the meeting to clarify the meaning. If your motion requires funding, include how your initiative will be funded. State a timeframe when applicable.

Feel free to contact the Policy & Transition Manager for support in writing your motion:
csaptm@uoguelph.ca.

Whereas Statements

The optional use of Whereas statement(s) provides a preamble to your motion and offers background, context, and justification for your motion. More than one Whereas statement may be used, but try to be brief and concise with your submission. Whenever appropriate, add references to data or research that supports your statement of need in the Whereas statements.

Example Whereas Statements:

Whereas the subject of tuition increases is of interest to all undergraduate students;

Whereas the CSA represents undergraduate students and has a representative on the University Board of Governors and Senate;

Motion

A motion is an action statement, usually worded as an infinitive: "To" do something, or "That" someone does something.

Examples:

Motion: To petition the Provincial Government to ...

Motion: That the CSA form a delegation to Queens Park, with participation from...

If your motion involves more than one action, the second clause will be headed as a "Resolved ..." statement. If your motion includes more than two actions, each statement after the Motion clause will be headed "Resolved that...".

Please note that the CSA PTM will make minor edits to your submission to ensure proper format.

You are the "mover". Please ensure you have another CSA member to "second" your motion.

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Note: Using Robert's Rules of Order, the Chair will rule if any motion is out of order. For example, a motion is out of order if it conflicts with the CSA bylaws. Also, a motion is out of order if it presents that same question as dealt with earlier in the AGM.

To Submit a Motion for the Annual General Meeting:

Please send electronically in Word format to the Policy and Transition Manager:

csaptm@uoguelph.ca

Deadline for Motions

Submit your motion for the 2021 AGM by

11:59 pm on Sunday, March 7, 2021

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Sample Motions

SAMPLE: Item 7.11.1.

Endorsement of the Future Majority Initiative

WHEREAS [Future Majority](#) is a Canadian non-partisan, non-profit organization that was founded by young Canadians to amplify the concerns of young Canadians;

WHEREAS Future Majority is running a campaign to advocate for a Green and Just Recovery post COVID-19 pandemic;

WHEREAS Future Majority defines a Green and Just Recovery as: 'Climate action and low-carbon economy; universal mental healthcare; more jobs, better pay; racial justice and equity; and accessible university education'; and

WHEREAS the values of Future Majority are in line with those of the CSA.

RESOLVED that:

- a) the CSA work alongside and support Future Majority initiatives and campaigns.
- b) the CSA write a letter to Lloyd Longfield (Member of Parliament, Guelph, ON) endorsing and advocating for a Green and Just Recovery.

Moved:

Seconded:

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SAMPLE: Item 9.12.1 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.

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- 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.

Moved:

Seconded:

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>