

## How to Submit a Business Item (Motion)

Annual General Meeting (AGM) 2023

November 22, 2023



# How to Submit a Business Item (Motion) for the 2023 AGM

## You ARE the CSA!

As an undergraduate student at the University of Guelph, you are a member of the CSA – and the CSA's mandate is to serve undergraduate students – so you ARE the CSA!

Do you have an idea that could help the CSA achieve its mandate? Or improve our services to undergraduate students? Or strengthen the CSA as an organization? Is there is a community, national, or international issue that you feel the CSA should support or publicly declare our concerns over?

If so, you should consider submitting a business item, in the form of a motion, to the CSA's 2023 AGM for members to consider and vote on!

## Meet Our Mandate & Be Clear!

Start by making sure your topic is something that could be of interest to all undergraduate students and is within the authority of the CSA to carry out. The [CSA's Mandate & Approach](#) and our [Articles of Incorporation \(Letters Patent\)](#) can assist you in determining whether your proposed motion fits our mandate.

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

## Questions? Need Support?

Feel free to contact the Policy & Transition Coordinator for support in writing you motion: [csaptc@uoguelph.ca](mailto:csaptc@uoguelph.ca).

## Process of Motions During the AGM

All business, which is presented to the membership in the form of motions, must be received by the CSA Board of Directors prior to being added to the AGM agenda. Based

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on this requirement, which is outlined in [Bylaw 1 – Organizational, Section 9.0, Members' Meetings](#), the 2023 AGM Business Item timetable is as follows:

President's Notice: Call for AGM Business Items	October 4, 2023 (CSA Board Meeting)
Deadline to submit AGM Business Items (motions)	November 3, 2023
AGM Agenda to be received by the CSA Board of Directors	November 15, 2023 (CSA Board Meeting)
AGM Agenda Package available to public	November 16, 2023
AGM date	November 22, 2023

All member motions received by the Board according to the timetable above will be added as Business Items to the AGM agenda. When your prepared motion (business item) comes up on the agenda, your motion will be projected on the screen by the Policy & Transition Coordinator for all members to see. Your name will already be on the prepared motion as the “mover” and the Chair will read the motion verbatim to members.

After reading your motion, the Chair will verify if you would like to move the motion. After you confirm to the Chair that you would like to move the motion, the Chair will ask for a seconder. It's always best to have someone that is informed on your motion, and that you spoke to before the AGM, to act as the ‘seconder’ to your motion. If your motion does not receive a seconder, then the motion fails, and the Chair will move onto the next item of business, without discussion.

Once your motion has been moved and seconded, the Chair will ask you if you would like to ‘motivate’ your motion. This is your opportunity to explain to members why your motion is important, how it fits the mandate of the CSA and/or the interests of all undergraduates at the University of Guelph, and why members should vote to approve it.

The Chair will then open discussion of the motion to all members. Members then have an opportunity to discuss your motion and can ask questions or propose amendments to it.

Once all members are satisfied with the wording of the motion, a vote is taken. If a more than 50% of members vote to approve your motion, then it is approved (“carried”).

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Here's a [short video](#) explaining how the process of motions work during a typical committee meeting.

Please note that the Chair will rule if any motion is out of order by using Robert's Rules of Order and the [CSA's Rules of Order](#). For example, a motion is out of order if it conflicts with the [CSA bylaws or policies](#), or if it presents the same question (topic) already dealt with earlier in the AGM.

## How To Submit a Motion for the Annual General Meeting:

Please send electronically in Word format to the Policy and Transition Coordinator: [csaptc@uoguelph.ca](mailto:csaptc@uoguelph.ca)

## Deadline for Motions

Submit your Business Item (motion) for the 2023 AGM by:

**Friday, November 3, 2023 by 5:00 pm**

## Drafting Motions

### 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.

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### 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** that..." statement.

Please note that the CSA Policy & Transition Coordinator (PTC) reserves the right to make minor edits to your submission and ensure it's in the proper format. All efforts will be taken by the PTC to preserve the original intent of the motion.

### Additional Resources

Please use the **2023 AGM Motion Template & Examples** document to help you craft your motion.

## 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.

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- 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 their course work is fairly and accurately assessed.

**Moved:**

**Seconded:**

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### 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>