**Minutes from Undergraduate Pharmacy Society**

**January 15, 2014. 6:30PM**

Present: Pak, Annie, Chi, Ruyi, Chia Hui (left at break), Lisa, Aarti, Areeba (left at 10), Sam, Viv, Matthew, Aoran, Boyd, Ryan, Ryan, Thomas, Hazel (left at break for intramurals), Kaitai (left at break), Joanne, Veeral, Mo, Jo, Param, Helen, Hilary, Trevor (left at break for intramurals), Komail (left at break for intramurals), Tiana, Shane, Teegan

Regrets: Jennifer

Absent: Karina, Simon

Foreword: To keep things concise and convenient, the following notation will be used in the minutes i.e. 5.2a which implies Article 5, Section 2a. Another example is II-B.1 which would imply Appendix II, Part B, Section 1.

1. Call to Order (Speaker)
2. Motion to begin – X motions to begin, Y seconds.
3. Introduction of Guest(s): None
4. Bulk of Agenda Items:
5. **External Affairs Amendments**

Presenter(s): Chia Hui and Lisa

**1. Appendix I, Part B, Section 10**

*Original constitution text:*

* Each position will also be a member of the respective CSHP Ontario Branch subcommittee and assist the chair of the subcommittees in their duties. In addition, members of the sub-committee shall promote CSHP to the student population. These positions will be chosen**, based on applications, blinded by the Speaker or an impartial third party**. The selections are made by UofT CSHP Representative and the CSHP Ontario Branch CAPSI Representative. Selections will take place in November.

*Proposed constitutional change*:

* Each position will also be a member of the respective CSHP Ontario Branch subcommittee and assist the chair of the subcommittees in their duties. In addition, members of the sub-committee shall promote CSHP to the student population. These positions will be chosen, based on applications, **by the CSHP liaison and the CSHP Ontario Branch CAPSI representative (as required at the discretion of the CSHP liaison).** The selections are made by UofT CSHP Representative and the CSHP Ontario Branch CAPSI Representative. Selections will take place in November.

**2. Appendix I, Part B, Sections 9 and 10**

*Add to constitution:*

* When the position becomes vacant, one of the External Affairs Directors shall serve as a liaison between UPS and the external advertising agency responsible for soliciting funds for UPS publications. They shall update the UPS General Council on issues discussed and any funding arrangements.

**3. Appendix I, Part B, Section 9c. i.**

* *Original constitution text:*i. Keep an **online database** of up-to-date contact information for **Pharmacy Companies**.
* *Proposed constitution text:*i. Keep a **database** of up-to-date contact information for **pharmacy companies**.

**4. Article 8, Section 10c**

* *Original Constitution Text:*c. This committee is also responsible to work in coordination with **Senior External Affairs director** to solicit funds for the Key.
* *Proposed constitutional change:*c. This committee is also responsible to work in coordination with the **delegated External Affairs Director** in soliciting funds for UPS publications.

**5. Appendix VIII** *Original constitution text:*

UPS will reimburse the following members the cost of admission to the events:

* a) Social Director: Boat Cruise and Semi-Formal
* b) Staff Advisor: Boat Cruise and Semi-Formal
* c) Yearbook Editor(s): Boat Cruise for two Yearbook Editors and Semi-Formal for two Yearbook
* Editors

*Proposed constitution text:*

UPS will reimburse the following members the cost of admission to the events:

* a) Social Director: Boat Cruise and Semi-Formal
* b) Staff Advisor: Boat Cruise and Semi-Formal
* c) Yearbook Editor(s): Boat Cruise for two Yearbook Editors and Semi-Formal for two Yearbook
* Editors
* **d) External Affairs Directors(s): Boat Cruise for two External Affairs Directors and Semi-Formal for two External Affairs Directors, contingent on the presence of sponsors at these events.**

1) External Affairs moves to approve the above mentioned amendments to the UPS constitution **Appendix I, Part B, Section 10.**

* + For: 5
	+ Against: 5
	+ Motion passes by president vote

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2) External Affairs moves to approve the above mentioned additions to the UPS constitution **Appendix I, Part B, Section 9 and 10**

* + For: 14
	+ Against: 0
	+ Motion passes.

3) External Affairs moves to approve the above mentioned amendments to the UPS constitution **Appendix I, Part B, Section 9 c. i.**

* + For: 13
	+ Against: 0
	+ Motion passes.

4)External Affairs moves to approve the above mentioned amendments to the UPS constitution **Article 8, Section 10**

* + For: 10
	+ Against: 0
	+ Motion passes.

5)External Affairs moves to approve the above mentioned amendments to the UPS constitution **Appendix VIII**

* + For: 10
	+ Against: 0
	+ Motion passes.
1. **Pharmakon Amendments**

Presenter(s): Matthew and Vivian

*Original Constitution Text*

* "The class Yearbook position is by application only. The candidates will be interviewed and **selected by one incoming Yearbook Editor, one current Yearbook Editor and the current Yearbook class rep of the candidate**. “

*Proposed Constitution Change*

* "The class Yearbook position is by application only. The candidates will be interviewed and **selected by two current Yearbook Editors**.”
* Despite the Original Constitution, Pharmakon reps are historically chosen by the current Pharmakon Co-Editors. Incoming Co-Editors and current class reps are not familiar enough with club dynamics, or the screening process, to select or reject potential candidates.

* **Motion:** Pharmakon moves to delegate the selection of the incoming Yearbook class reps to the two current Yearbook Editors, as opposed to one incoming Yearbook Editor, one current Yearbook Editor and the current Yearbook class rep of the candidate, in Appendix II, Article 2, Section 8b.
	+ For: 13
	+ Against: 0
	+ Motion passes.
1. **Revision A – Spelling and Format**

Presenter(s): Shane on behalf of CRC

* A1) Change “advances” to “advance” in Article 1, Section 1b
* A2) Change “fund raising” to “fundraising” in 7.G19, 8.9abc, 8.12bii, I-B.5Ae, II-2.2a-b
* A3) Change “favor” to “favour” in 9.6
* A4) Change “week days” to “weekdays” in IB.4cii
* A5) Change “Shoppes” to “Shoppers” in VI
* A6) Change “honor” to “honour” in VII
* A7) *Original constitution text:*
	+ v. Inform the location and time of Candidates’ Meeting to all the UPS
	+ vi. Election candidates on the evening of the close of nominations.

*Proposed constitution text*:

* + v. Inform the location and time of Candidates’ Meeting to all the UPS election candidates on the evening of the close of nominations.
* **Motion:** The CRC moves to implement the amendments contained in Revision A into the constitution.
	+ For: 14
	+ Against: 0
	+ Motion passes.
1. **Revision B: Minor Removals**

Presenter(s): Shane on behalf of CRC

* B1) Remove President from the list of non-voting members, as the position is already listed as a voting member in 4.1b
* B2) Remove section 4.1d as the total vote count is wrong and the sentence is inaccurate “Designation of votes by voting members: As outlined in Article 4, Section 1, with a total of 17 possible votes on UPS Council”
* B3) Remove duplicate statement in 5.11, “The General Council shall appoint members to all standing committees at the first general meeting as set forth in Article 8 and Article 10”.
* B4) Alter duplicate statement in Article 8, Section 1a
*Original constitution text*
	+ A Committee, “special” or otherwise, is defined as a group consisting of at least three members, including a chairman.

*Proposed constitution text*

* + The various types of committees are defined in Article 2, Section 5
* Remove duplicate statement in 8.1(second #1), “A special committee is any relevant committee not directly concerned with the internal management of the General Council”
* B5) Remove 5.4, “The General Council shall perform in the annual Pharmacy Phollies at the request of the Event Directors(s)” and I-A.f, “Participate in the UPS Phollies Skit if UPS is performing”
	+ DISCUSSION**:** Council believes we should leave this clause in as it would be nice if UPS could perform.
* **Motion:** TheCRC moves to implement the amendments contained in Revision B, excluding B5 into the constitution.
	+ For: 13
	+ Against: 0
	+ Motion passes.
1. **Revision C: Minor Additions**

Presenter: Shane on behalf of CRC

* C1) Define UPS in Article 2, “Hereafter, the Undergraduate Pharmacy Society may be abbreviated as UPS”
* C2) Define Standing Committee in 2.5, “A standing committee is a committee that has a continuing existence and meets at least once annually, as outline in Article 8”
* C3) Define PAM in Article 2, “Hereafter, Pharmacy Awareness Month will be abbreviated as PAM.”
* C4) Add a section (9.7aiv) to 4th year votes, “The member’s vote will be considered nullified if the motion they initially voted on based on the agenda ends up changing during debate in the actual meeting.”
* **Motion:** The CRC moves to implement the amendments contained in Revision C into the constitution.
	+ For: 15
	+ Against: 0
	+ Motion passes
1. **Revision D: Minor Changes**

Presenter: Shane on behalf of CRC

* D1) Update website link in Table of Contents
* D2) Update definition of Special Committee in 2.5c
*Original constitution text:*
	+ A “Special Committee” is any relevant committee not directly concerned with the internal management of the General Council

*Proposed constitution text:*

* + A “Special Committee” is a committee that is temporarily formed and tasked with a specific purpose, which may go out of existence as soon as the specified task has been completed
* D3) Change Finance “Commissioner” and Finance “Officer” to Finance “Director” in 4.1
* D4) Specify that Webmaster and Yearbook Rep positions are application based positions in 4.5a

*Original constitution text:*

* + 10. Webmaster
	+ 11. Yearbook Representative

*Proposed constitution text:*

* + 10. Webmaster (**application based**)
	+ 11. Yearbook Representative (**application based**)
* D5) Probably not possible to assign every committee by the first meeting so update 5.11

*Original constitution text:*

* + The General Council shall appoint members to all standing committees **at the** **first general meeting** as set forth in Article 8 and Article 10

*Proposed constitution text:*

* + The General Council shall appoint members to all standing committees **by the end of October** as set forth in Article 8 and Article 10
* D6) Class council quorum may not always be 6 members in 6.2
*Original constitution text:*
	+ Quorum shall consist of **six members**, two of whom shall be officers i.e. President, Vice-President or Secretary-Treasurer.

*Proposed constitution text:*

* + Quorum shall consist of **a majority of the Class Council members**, two of whom shall be officers i.e. President, Vice-President or Secretary-Treasurer.
* D7) Change “joint meeting” to “turnover meeting” to prevent confusion in 7.D12, 9.4, I-B.3b, III-2.2a
* D8) Fiscal period is incorrect and should be changed in 7.E14

*Original constitution text:*

* + ..for the fiscal year of March 1st to April 31st

*Proposed constitution text:*

* + ..for the fiscal period from April 1st to March 31st
* D9) Secretary-Treasurer is one word, and unnecessary use of “and” in 7.F16

*Original constitution text:*

* + ..entering class two hundred **and** fifty dollars… after the **positions of Secretary and Treasurer** have been filled…

*Proposed constitution text:*

* + ..entering class two hundred fifty dollars… after the **position of Secretary-Treasurer** has been filled…
* D10) Add UPS meeting room to list of rooms in 7.G20

*Original constitution text:*

* + ..from lockers, athletic lockers, the UPS office or any area…

*Proposed constitution text:*

* + ..from lockers, athletic lockers, the UPS office, **the UPS meeting room** or any area…
* D11) Chair of External Affairs Committee in 8.10d

*Original constitution text:*

* + ..at the discretion of the Chair of External Affairs…

*Proposed constitution text:*

* + ..at the discretion of the Chair of External Affairs **Committee**…
* D12) Meeting frequency in 9.1a

*Original constitution text:*

* + ..UPS General Council Meetings **will be** held every third week if possible with a **minimum of 8**…

*Proposed constitution text:*

* + ..UPS General Council Meetings **should be** held every third week if possible with a **minimum of 6**…The General Council should be given at least a week’s notice before the next week if possible.
* D13) Emergency Meetings (9.1b)

*Original constitution text:*

* + ..notice has been posted at least **twenty-four hours** in advance…

*Proposed constitution text:*

* + ..notice has been posted at least **48 hours** in advance…
* D14) Academic Year (9.4)

*Original constitution text:*

* + ..held at the end of each academic **session**…

*Proposed constitution text:*

* + ..held at the end of each academic **year**…
* D15) Constitution Review Committee (13.5)

*Original constitution text:*

* + ..as proposed by the **constitution review committee**…

*Proposed constitution text:*

* + ..as proposed by the **Constitutional Review Committee**…
* D16) Awards Night (I-B.2d)

*Original constitution text:*

* + ..This evening recognizes sports and social participation…

*Proposed constitution text:*

* + ..This evening recognizes **academic**, sports and social contributions…
* D17) Officer Director (I-B.2eii) and also considering adding External Affairs here since they deal with advertising

*Original constitution text:*

* + ..**Officer** Director…

*Proposed constitution text:*

* + ..Director…
* D18) VP Role (I-B.2f)

*Original constitution text:*

* + ..**of** the Constitution Review Committee…**of** the Finance Commission…

*Proposed constitution text:*

* + .. the Constitution Review Committee…the Finance Commission…
* D19) Budget Upload (I-B.3A-e)

*Original constitution text:*

* + ..He/she shall provide an approved global budget **on the UPS website with an approved password-protected link**…

*Proposed constitution text:*

* + .. He/she shall provide an approved global budget **that should be accessible to the General Council**…
* D20) Common Room (I-B.4f-vi)

*Original constitution text:*

* + ..Maintain the UPS property in the **common room**…

*Proposed constitution text:*

* + .. Maintain the UPS property in the **meeting room and office**…
* D21) Clothing Sales (II-1.1c)

*Original constitution text:*

* + ..School-wide clothing sale should occur at the beginning of the semester…

*Proposed constitution text:*

* + .. School-wide clothing sales should occur **during the summer up until the end of September**…
* D22) Secretary/Treasurer (II-2.3a,3e)

*Original constitution text:*

* + ..**Secretary/Treasurer**…

*Proposed constitution text:*

* + .. **Secretary-Treasurer**…
* D23) CAPSI Reps (II-2.5b)

*Original constitution text:*

* + ..The first year CAPSI Representatives shall be a **member** …

*Proposed constitution text:*

* + ..The first year CAPSI Representatives shall be **members** …
* D24) Grad Formal Reps (II-2.11a)

*Original constitution text:*

* + ..Graduation Formal Representatives … The Representative shall…

*Proposed constitution text:*

* + ..Graduation Formal Representatives **(2)** … The Representative**s** shall…
* **Motion:** CRC moves to implement the amendments contained in Revision D into the constitution.
	+ For: 13
	+ Against: 1
	+ Motion passes
1. **Major Removals**

Presenter: Shane on behalf of CRC

* 7.1) Removal of Central Executive (2.4.4)
	+ It’s initial purpose has been rectified through the General Council and Honour Committee
	+ The Central Exec is too large and is essentially a copy of the General Council
	+ The Central Exec does not actively meet
	+ The Central Exec needs to defer to or seek approval from the General Council anyways
	+ It no longer serves a purpose and hasn’t for a while
* **Motion:** The CRC moves to abolish the Central Executive and transfer any of the remaining duties over to the General Council.
	+ For: 13
	+ Against: 0
	+ Motion passes
* DISCUSSION: We still have the Honour Committee to address more important issues.
* 7.2) Removal of an Item in Social Committee (8.12d)
	+ “Each class shall be responsible for at least one faculty-wide social function during the academic session. Any UPS member attending such a function shall not be taxed unequally.”
* **Motion:** The CRC moves to remove Article 8, Section 12d
	+ For: 13
	+ Against: 0
	+ Motion passes
* 7.3) Class Secretary Treasurer Role (II-2.3b)
	+ “This bank account, and the financial records that accompany it, shall be subject to inspection at any time by the UPS Senior Finance Commissioner.”
* **Motion:** The CRC moves to add UPS Junior Finance Commissioner to UPS Senior Finance Commissioner.
	+ For: 14
	+ Against: 0
	+ Motion passes
* 7.4) Faculty Rep Role (II-2.7a)
	+ “Each Faculty Representative shall sit on one of the Faculty Council Committees....”
	+ Since the Fac Reps don’t actually sit on this council and since the statement is inaccurate, it should be removed.
* **Motion:** The CRC moves to remove Appendix II-2.7a
* **Amendment:** Motion to Table
	+ For: 10
	+ Against: 1
	+ Motion Passes
1. **Major Additions**

Presenter: Shane on behalf of CRC

* 8.1) Adding Web Committee (8.19)

19. a. The **Web Committee** shall be comprised of:

 i. UPS Webmaster

 ii. Up to 2 other General Council members at

 the UPS Webmaster’s discretion

b. This committee will be considered a special committee with the purpose of only being formed in years where several technical changes or additions have to be made that extend beyond the defined role of the UPS Webmaster, as outlined in Appendix I.II-B.14.

c. If enacted, this committee shall be responsible for, but is not limited to:

 i. Addressing issues with the website that extend beyond normal maintenance

 ii. Addressing issues with domains and hosting

 iii. Addressing issues with the UPS Points System

 iv. Addressing issues with the online voting system.

 d. If further technical expertise is required and no General Council members are able to help, the UPS Webmaster may seek the aid of Class Webmasters.

* **Motion:** The CRC moves to add the Web Committee into the Constitution as a new Section (19) in Article 8
	+ For: 14
	+ Against: 0
	+ Motion passes.
* 8.2) Adding duties to Class Presidents’ Roles (II-2.1)
	+ Split b, “The President of each class shall preside at all meetings of the Class Executive of that year. He/she shall announce the results of all voting. The President shall vote only in the event of a tie with respect to motions before the Class Executive” into two parts:
	+ b) The President of each class shall conduct all orders of business and set the agenda for all meetings of the Class Executive of that year. The President shall also book a room for the next council meeting.
	+ c) The President shall vote only in the event of a tie with respect to motions before the Class Executive and announce the results of all voting.
* Add the following new sections:
	+ g. The President shall be the class representative that serves on the Faculty Council as outlined in Article 8.16 and shall bring up any notes of interest to the Class Executive.
		- DISCUSSION: Will table this section for now as it was conflicting when brought up earlier.
	+ h. The President will also be responsible for gathering suggestions from their class to discuss at the Dean’s Meeting, as well as reporting back to the Class Executive (and class if necessary) with the outcomes of each meeting.
	+ i. If a student is brought before the Honour Committee for unprofessional behaviour, the Class President of the student involved will hold a temporary position on this Committee during the investigation as described in Article 8.14.
	+ j. If necessary, ~~UPS~~ the Registrar may ask the President to compile or coordinate applications for the UPS/alumni award nominations submitted from members of their class.
	+ k. The President of the First, Second and Third year classes will be responsible for organizing a performance or skit at the annual pharmacy talent show (Phollies), along with Class Council.
	+ l. The President of the First Year Class will be responsible for organizing a class clothing sale sometime after the summer clothing sale has ended.
	+ m. The President of the Second Year Class shall aid the Second Year Vice President in running Orientation Week ~~where necessary~~ at the discretion of the Second Year Vice President.
	+ n. The President of the Third Year Class will be responsible for the textbook sales of Therapeutic Choices for Minor Ailments and Rx Files in the summer.
	+ o. The President of the Fourth Year Class will be responsible for the textbook sales of Therapeutic Choices in the summer.
* **Motion:** The CRC moves to expand the role of the Class President by splitting Article 2, Section 1b into two different sections and adding new sections 1h-1o (excluding 1g).
	+ For: 14
	+ Against: 0
	+ Motion passes.
* 8.3) Class VP’s Role (II-2.2)

*Original constitution text:*

* + “He/she shall be a member of the Internal Fund Raising Committee as described in Article 8, Section 9.”

*Proposed constitution text:*

* + “He/she shall be a member of the Internal Fund Raising Committee as described in Article 8, Section 9 **and be responsible for coordinating Charity Week activities for their class**.”
* Add a new section
	+ f. The Vice President will be responsible for attending the Dean’s Meeting and aiding the President gather suggestions from the class if necessary.
* **Motion:** The CRC moves to update the VP’s role in Appendix 2.2 to include Charity Week in Section 2a and add Section 2f on the Dean’s Meeting.
	+ For: 15
	+ Against: 0
	+ Motion passes.
* 8.4) Faculty Rep Role (II-2.7)
* Add a new section

d. The Faculty Representatives will be responsible for attending the Dean’s Meeting and aiding the President gather suggestions from the class if necessary.

* **Motion:** The CRC moves to add Section 2d to the role of the Faculty Representatives in Appendix 2.2
	+ For: 14
	+ Against: 0
	+ Motion passes.
* 8.5) Robert’s Rules (Appendix IX)
* Add a new Appendix IX on Robert’s Rule, new Appendix contained at the bottom of the Minutes.
* **Motion:** The CRC moves to add Appendix IX: Parliamentary Procedures into the Constitution
	+ For: 14
	+ Against: 0
	+ Motion passes.
* 8.6) Agenda (IV.5)
* As a part of Robert’s Rules, there was a comprehensive outline for the Agenda. Edited appendix contained at the bottom of the Minutes.
* **Motion:** The CRC moves to update the Agenda in Article IV, Section 5 to be consistent with Robert’s Rules as outlined below (see bottom of Minutes).
	+ For: 14
	+ Against: 0
	+ Motion passes.
* 8.7) Dissolution of Council (Article 15)
* Add Article 15: Dissolution of the Society, see bottom of Minutes for text.
* **Motion:** The CRC moves to add Article 15: Dissolution of the Society into the Constitution
	+ For: 13
	+ Against: 0
	+ Motion passes.
* 8.8) Form Templates (Appendix X)
* Adding standardized forms in Appendix X, see attached PDF on Appendix X.
* **Motion:** The CRC moves to add Appendix X: Form Templates into the Constitution
	+ For: 13
	+ Against: 0
	+ Motion passes.
* 5 MINUTE RECESS
1. **Clarifications (Non Voting)**

Presenter: Shane on behalf of CRC

* 9.1) Adding/Removing Positions (4.2)
	+ “The General Council may delete any positions or add additional positions to a maximum of three…”
	+ Is this a max of 3 within a year, or all time? How would you keep track of the positions that were added.
	+ DISCUSSION: Some people suggested it should be max 3 per year and then review it the following year and deem if it’s necessary.
	+ The number 3 seems kind of arbitrary
	+ You may need to add or remove positions based on necessity
* 9.2) Defining one term (4.2)
	+ “Any person, so elected, shall hold office for one term of office.”
	+ What is one term? One semester, the academic year, the full year?
	+ DISCUSSION: Define one term as approximately one year, beginning at the turnover meeting and ending at the subsequent turnover meeting.
* 9.3) Appointing Members (4.5b)
	+ “The class executive of each class may appoint such other members as may be necessary to promote the activities of that class.”
	+ Does this mean the class council can create positions and then assign them to people, or they can appoint people to currently vacant positions?
	+ DISCUSSION: Just for promotion of events and not creation of a position
* 9.4) Summer Meetings (5.2)
	+ “The General Council shall meet during the academic year…”
	+ However, other places in the constitution imply that there is summer meetings.
	+ “Proposed budgets, based on the previous year’s budget, must be brought before the Senior Finance Officer during the summer months …”, “The Athletic Directors shall examine the condition of the athletic equipment prior to the summer break. They shall submit a tentative budget for Athletics by the summer meeting of the General Council…”
	+ DISCUSSION: Add on to the sentence and suggest that they may meet in the summer as well.
* 9.5) Approving Accountant (7.D10)
	+ “The accountant must be chosen by the Finance Officers and approved by the General Council in the form of a motion…”
	+ Does this actually happen?
	+ DISCUSSION: Doesn’t usually happen, Finance usually deals with the accountant, but in the event that the accountant gets changed, it must be approved through General Council.
* 9.6) Science Rendezvous (I-B.13b v)
	+ “He/She (Social Director) shall coordinate the following activities: … v) UPS station at Science Rendezvous in May”
	+ Do we still have this?
	+ DISCUSSION: Yes, it still happens.
* 9.7) Education Subsidy Funds (I-C.3c)
	+ “The Past President shall research and recommend uses of the Education Subsidy Funds …”
	+ Does this refer to Enahancing the Student Initiatives Fund? Don’t think this happens anymore, then should we remove it?
	+ DISCUSSION: No one knows what this is, talk to David White about it?
* 9.8) OPA Membership Drive (I-C.4g)
	+ Is there a reason that 4th year membership drive and years 1-3 membership drives are two separate lines? Why not just say membership drive for all years?
	+ DISCUSSION: Should be separate lines but keep the numbering consistent (1st, 2nd, 3rd as opposed to 1-3)
* 9.9) Length of Meetings (IV.2)
	+ “Meetings will not run longer than one hour and thirty minutes unless a motion is passed to extend the length of the meeting, with exception of the meetings listed in Article 9, Section 1e”
	+ When it says exception, does it mean it’s an exception because those 3 meetings run longer than 1.5 hrs or is it an exception because you don’t need to motion to extend the length of the meeting?
1. **Major Changes**

Presenter: Shane on behalf of CRC

* 10.1) Revision E: 2/3rd to Majority
	+ E1) Should be a majority vote and change total possible votes as it varies

*Original constitution text:*

.. The General Council may delete any positions or add additional positions (to a maximum of three) by a **vote of 2/3 of the total possible vote (17)**…

*Proposed constitution text:*

..The General Council may delete any positions or add additional positions (to a maximum of three) by **a majority vote (> 50%)**…

* + **Motion:** The CRC moves to make the proposed change above to 4.2
		- For: 8
		- Against: 2
		- Motion passes
	+ E2) Changing Fee (7.A2)

*Original constitution text:*

.. to alter the annual membership fee only after the specific change in fee structure is approved in a vote by the active members of the Society where **no less than 2/3 of the votes cast**…

*Proposed constitution text:*

 .. to alter the annual membership fee only after the specific change in fee structure is approved in a vote by the active members of the Society where **the majority of votes cast (> 50%)**

* + **Motion:** The CRC moves to make the proposed change above to 7.A2
		- For: 8
		- Against: 2
		- Motion passes
	+ E3) Quorum (9.3)

*Original constitution text:*

.. **Two-thirds (2/3)** of the total possible vote shall constitute a quorum…a. All 4th year voting members on APPE rotation shall not be included in the calculation of quorum.

*Proposed constitution text:*

 .. **A majority (> 50%)** of the total possible vote shall constitute a quorum…

* + - 4th year members should be included in the calculation of quorum even if on rotation because it doesn’t make sense that they can vote yet don’t count towards quorum.
	+ **Motion:** The CRC moves to make the proposed change above to 9.3
		- For: 0
		- Against: 9
		- Motion rejected
	+ E4) Removal from Office (14.1)

*Original constitution text:*

.. Any member of the Class Executive may be removed from Office by a submission of a petition to the General Council that contains the signatures of 2/3 members of his class…

Any member of the General Council, elected by the whole Society, may be removed from Office by at least 2/3 of voting members of the General Council.

*Proposed constitution text:*

 Any member of the Class Executive or General Council may be removed from Office by submission of a petition (Appendix X.5) to the respective Class President or UPS President. At least 5 signatures from Council are required. A successful petition will result in a motion at the next meeting to remove the member in question from Office, which requires a majority vote (>50%) to pass.

* + **Motion:** The CRC moves to make the proposed change above to 14.1
	+ **Amendment**: Veeral moves to table the motion, Areeba seconds.
		- For: 9
		- Against: 2
		- Motion passes.
* **Motion:** The CRC moves to implement Revision E into the Constitution
* DISCUSSION**:** Council would rather vote on these items individually, rather than as a whole, see individual votes above.
* 10.2) Revision F: Committees
	+ F1) Committees Chaired By Council

*Original constitution text:*

.. The following committees shall consist of their respective members of the General Council acting as a **chairman,** together with the representatives from each **class-year**..

*Proposed constitution text:*

.. The following committees shall consist of their respective members of the General Council acting as a **chairperson,** together with the representatives from each **class**..

* + F2) Finance Commission (8.5a)
		- Why is it a Commission and not a Committee like everything else?
		- Also what’s the order of the committee, shouldn’t Chair and Secretary be first
	+ F3) Signing Binding Contracts (8.5f)

*Original constitution text:*

.. All binding contracts for greater than one year must be signed by the Finance Officer and the Staff Advisor..

*Proposed constitution text:*

 ..All binding contracts for greater than one year must be signed by the ~~Senior and~~ Junior Finance Officer and brought to the attention of the Staff Advisor.

* + F4) Points and Awards Committee (8.6c)

*Original constitution text:*

The Committee is responsible for the maintenance and revision of the UPS Points System.

*Proposed constitution text:*

The Committee is responsible for the maintenance and revision of the UPS Points System, **in conjunction with the Web Committee if necessary**.

* + F5) Events Committee (8.8a)

*Original constitution text:*

Class Secretary-Treasurers

*Proposed constitution text:*

First, Second Third Year Class Secretary-Treasurers

* + F6) Internal Fundraising Committee (8.9a)
		- Specify 2 Events Directors and 2 Grad Formal Reps
	+ F7) External Affairs Committee (8.10a)
		- Specify 2 Events Directors
		- Should Pharmakon be on this committee since it relates to sponsorship?
		- Is it Grad Committee Chair or Grad Committee Reps since there’s 2 of them
		- DISCUSSION: Consider adding 1 Athletic Director, 1 Pharmakon Editor, 1 OPA Rep
		- Suggestion: Newspaper should be changed to Monograph everywhere, Yearbook should be changed to Pharmakon and define it in the definitions if not there already
	+ F8) Social Committee (8.12)
		- Should specify 2 Events Directors
		- Furthermore, 4th year doesn’t have a social rep anymore so specify First, Second, Third year Class Social Representatives
	+ F9) Student Initiatives Evaluation Committee (8.13)
		- Should probably remove President Elect since at the time the committee meets it’s unlikely there is one
		- Instead of Junior or Senior, should be Junior and Senior Finance
		- Not sure if Athletics needs to be here as most clubs are requesting funding for academic or social events, not athletics
		- Who’s secretary of the committee?
		- Furthermore, by meeting only once a year, it inherently implies there is a deadline for the funding.

*Original constitution text:*

2. Applications must be submitted to the UPS General Council at least 30 days before the event date. Applications submitted less than 30 days before the event date may be accepted at the discretion of the Student Initiatives Evaluation Committee.

3. Applications will be reviewed and either approved or rejected by the Student Initiatives Evaluation Committee as outlined in Article 8, Section 13. Upon their decision, the committee will notify the UPS General Council by the next available UPS council meeting.

*Proposed constitution text:*2. Applications must be submitted to the UPS Vice President (vp@uoftpharmacy.com) by October 31st every year. Furthermore, this information must be made available on the UPS website and included in the summer mail-out to students. It is up to the discretion of the Student Initiative Evaluation Committee if they choose to accept late applications.

3. Applications will be reviewed by the Student Initiatives Evaluation Committee as outlined in Article 8, Section 13. The Committee will set a date for the meeting and inform the clubs that have applied for funding a week in advance and allow 1-2 executives to come in and make a short 2-3 minute speech. The Committee will then make their recommendations to the UPS General Council at the next UPS Council meeting

DISCUSSION: Designate secretary role to Senior Finance Director.

* + F10) Honour Committee (8.14a)
		- If a student is brought before the Honour Committee, the Class President of the student involved is also temporarily on the Committee, so they should be added to the list of members
	+ F11) Pharmacy Awareness Committee (8.15a)
		- Who’s the actual secretary of the Committee?
		- Secretaries -> Secretary-Treasurers
		- DISCUSSION: Designate 1st year Secretary-Treasurer as secretary of the committee
	+ F12) Faculty Council Committee (8.16)
		- The Faculty Council Committee shall be comprised of:
		i. UPS President
		ii. Fourth Year Class President
		iii. Third Year Class President
		iv. Second Year Class President
		v. First Year Class President
		- Also point b should be removed as it doesn’t make sense to provide notes to the UPS President when they’re at the meeting themselves
		- DISCUSSION: Skipped this slide as people were conflicted about this topic from before
	+ F13) Community Outreach Committee (8.17a)
		- Should specify 2 Events Directors
		- Should indicate there is 2 First Year CAPSI Reps
		- Who’s the actual Secretary?
		- DISCUSSION: 2nd year Secretary-Treasurer should be secretary for the Committee
* **Motion:** The CRC moves to implement Revision F into the Constitution
	+ For: 14
	+ Against: 0
	+ Motion passes
* 10.3a) Revision G: Roles (initially skipped due to time constraints, but had extra time at end to go over)
	+ G1) President-Elect Term (II-B.1)

*Original constitution text:*

The President-Elect shall serve the winter term **and summer term** the year he/she is voted in.

*Proposed constitution text:*

The President-Elect shall serve the winter term the year he/she is voted in.

* + G2) President Elect Vote of Confidence (II-B.1d)

*Original constitution text:*

…subject to a vote of confidence by the General Council **in the beginning of next September**.

*Proposed constitution text:*

…subject to a vote of confidence by the General Council **at the turnover meeting**.

* + G3) Mixer (II-B.1e)

*Original constitution text:*

The **President-Elect** shall organize a UPS inter-class social in the first week of school.

*Proposed constitution text:*

The **President** shall organize a UPS inter-class social in the first week of school.

* + G4) VP Term (II-B-2)

*Original constitution text:*

The duties of the Vice President will begin **in September of the following year of their election.**

*Proposed constitution text:*

The duties of the Vice President will begin **at the turnover meeting, subject to a vote of confidence by the General Council.**

* + G5) Sr CAPSI (II-B.5Aa-b)

*Original constitution text:*

**CAPSI Awareness Week**
the CAPSI **representative** from all classes

*Proposed constitution text:*

**CAPSI Textbook Sale**

the CAPSI **representatives** from all classes

* + G6) Events Directors (II-B.7a)

*Original constitution text:*

The Events Directors are responsible for the dispersion of any knowledge that has been approved…

*Proposed constitution text:*

The Events Directors are responsible for the dispersion of any knowledge **related to the promotion of events or socials** that has been approved…

* + G7) Webmaster (II-B.14c i)

*Original constitution text:*

Bi-monthly database backups

*Proposed constitution text:*

Monthly database backups

* + G8) Social Rep (II.4)

*Original constitution text:*

The Social Representative for shall be responsible for the organization of one faculty-wide event.

*Proposed constitution text:*

The Social Representative **from each class** shall be responsible for **helping the UPS Social Director organize and promote faculty wide events.**

* The CRC moves to implement Revision G into the Constitution
	+ For: 13
	+ Against: 0
	+ Motion passes
* 10.3b) More on Positions/Roles
	+ 10.3b.i) President Voting (II-4)
		- The President was previously allowed to vote, but due to several changes to the President/Speaker position somehow lost the ability to do so
		- He/She is elected to represent the interest of the student body, but it’s difficult to do so when you can’t vote
		- The President-Elect receives a vote and may be new to UPS, so it seems unfair that we may let someone inexperienced gain a vote, but when they transition to President, they are much more knowledgeable and experienced, but all of a sudden can’t vote.
		- The President can still influence votes by making comments and suggestions during debate and is often the person people turn to for information.
		- The President can vote in event of a tie and essentially is the deciding factor anyways, so he/she may as well normally vote
	+ **Motion**: Shane move to change the President from voting only in the event of a tie to being able to vote on all motions. Annie seconds.
		- For: 14
		- Against: 0
		- Motion passes
	+ 10.3b.ii) Prez/VP Running as a Team
		- Historically it used to be a team
		- Work more cohesively as a team
		- Having two people on the same page is better than not being on the same page
		- People already tried to run in pairs by campaigning toether
		- US President/Vice President also run as a team
		- Both positions need to work together all the time and almost on all the same committees
		- Events runs in pairs
	+ **Motion**: I move to allow the UPS President and Vice President to run together as a team on the same ballot. Helen seconds.
		- For: 2
		- Against: 13
		- Motion rejected
	+ DISCUSSION: If this is the case, then we should re-examine whether Events should be running in pairs then.
	+ 10.3b.iii) Past President Role
		- It has been suggested that the Past President be allowed to run for Class Council positions.
		- Since the Past President is more of an advisor to the President and doesn’t usually attend meeting, has no vote or influence in discussion and no real defined role or event to run, he or she should be allowed to move on to a more proactive role where they can utilize their skills, such as a class council position.
	+ **Motion**: Shane move to allow the Past President to run for a position on Class Council. Thoamas seconds.
		- For: 1
		- Against: 9
		- Motion rejected
	+ **Amendment:** Hazel move to allow the Past President to run for a position on Class Council in the event a by-election is held. Aarti seconds.
		- For 12
		- Against 0
		- Motion passes
* 10.4) Revision H: Elections
	+ H1) Class Prez/VP Position on UPS

*Original constitution text:*

.. No UPS General Council member may hold a position in Class Council position with the exception of Class Presidents and Vice Presidents.

*Proposed constitution text:*

.. No UPS General Council member may hold a position in Class Council position with the exception of Class Presidents and Vice Presidents, **who sit on UPS General Council in their capacity as Class President or Vice President and cannot take on other General Council positions** **within the same year.**

* + H2) Consecutive Terms (10.3ciii)

*Original constitution text:*

.. No UPS General Council members are eligible to hold the same General Council position for more than one year. Only in the event of a second by-election may the member hold a position…

*Proposed constitution text:*

.. If the position is left vacant during elections and a by election has to be held, the current General Council member in that position may run in the by-election

* + H3) 2/3rd to Majority (10.3di)

Change all the **two-thirds (2/3) majority to a majority (> 50%)**

Simple majority vote by the UPS General Council (51%) changed to **(> 50%)**

* + H4) Appointing Speaker (10.3d iv)

*Original constitution text:*

The position of Speaker is selected by the **UPS President, UPS Vice-President, Past President and Past Speaker** by an application process.

*Proposed constitution text:*

The position of Speaker is selected by the **UPS President Elect, UPS Vice-President Elect, UPS President and Speaker** by an application process.

* + H5) Class Council Monograph Rep (10.4ix)
		- Why is the Monograph rep elected for Class Council, but appointed on UPS Council?
		- Shouldn’t they both be application based since it’s a technical position
	+ H6) Class Council Multiple Positions (10.4ci)

*Original constitution text:*

With the exception of Class President and Vice-President, no person shall hold a position on UPS General Council and Class Council during the same year.

*Proposed constitution text:*

With the exception of Class President and Vice-President, no person shall hold a position on UPS General Council and Class Council during the same year. **No Class Council member can hold multiple unique positions within Class Council or UPS General Council during the same year**.

* + H7) UPS Election Timeline (10-C.1a i)

*Original constitution text:*

1. Elections shall be held within 2 weeks of the opening of nominations and no later than **one month** from the last day of classes.

*Proposed constitution text:*

1. Elections shall be held within 2 weeks of the opening of nominations and no later than **two weeks** from the last day of classes.

DISCUSSION: It might be best to leave this at one month, since class elections need to be held after and you want to give enough time for transitions to occur.

* + H8) First Year Election Timeline (10-C.1b ii)

*Original constitution text:*

1. 1st year elections shall be held within 6 weeks after registration.

*Proposed constitution text:*

ii. 1st year elections should be held within 6 after the first day of school.

* + H9) Events/Pharmakon/Newspaper Nominations (14.2a ii)
		- Specify events runs as a pair which is why they require 6 names
		- Newspaper and Yearbook editors should be two separate lines
	+ H10) Ballot Nomination Period (10-C.2b)

*Original constitution text:*

Nomination ballots shall be submitted to the Election Committee’s nomination box form 9:00 AM of the day nominations commence until 9:00 AM on the closing day of nominations.

*Proposed constitution text:*

Nomination ballots shall be submitted to the Election Committee’s nomination box form and shall be **open for at least 48 hours** spanning business daysonce nominations have officially commenced.

* + H11) Class Council Nominations (10-C.2d)

*Original constitution text:*

Class council nominations may not **close** until the results of UPS elections have been announced for at least 2 days.

*Proposed constitution text:*

Class council nominations may not **open** until the results of UPS elections have been announced for at least 2 days.

* + H12) Acclaimed Positions (10-C.2f)
		- Change the 2/3rds majority to > 50% majority
		- Furthermore, consider changing acclaimed positions that everyone has to go to the ballot
		- DISCUSSION: The motions for 2/3rds items were tabled as Council was split
	+ H13) Speeches for Candidates (10-C.3c)

*Original constitution text:*

Election speeches (organized by the CRO) are mandatory for **all candidates**.

*Proposed constitution text:*

Election speeches (organized by the CRO) are mandatory for **all elected candidates**…Speeches may be recorded and uploaded online at the discretion of the CRO.

* + H14) Speech Questions (10-C.3d)

*Original constitution text:*

If there are no questions from the audience, the one currently holding that position must ask 2 questions.

*Proposed constitution text:*

The council member in the current position should ask 2 questions, after which the audience may get to ask questions. Questions may also be submitted beforehand to the CROs.

* + H15) Remove Email Campaigning (10-C.3g iii)
		- Should remove electronic mail to prevent complications/spam or someone from abusing listserv
	+ H16) Poster Locations (10-C.3h)
		- Add a part that says poster locations are first come first serve and that you can’t cover another candidates poster.
	+ H17) Campaign Budget
		- Hard to assign a value to posters, because you print them at home and can’t really put a price on them
		- One solution: Cap number of posters to 10 regular sized posters (8.5” x 11”), which doesn’t count towards the budget. Up to 2 oversized posters (17” x 11”) can be made, which will count towards the budget and receipts have to be submitted for them to the CROs.
	+ H18) Changing Vote Date
		- Less than 25% of what? The class, the entire student body, eligible voters?
		- Also have to keep in mind that online voting may help prevent low turnout due to some issues like class cancellation, transit, weather, as people would be able to vote from home on their computer.
	+ H19) Class Election Ballots (10-C.5e)

*Original constitution text:*

Class Election Ballots will be counted by the Class President, Vice President, and Class Election Committee. If there is a conflict of interest, another **UPS Member** appointed by the CRO will count the ballots.

*Proposed constitution text:*

Class Election Ballots will be counted by the Class President, Vice President, and Class Election Committee. If there is a conflict of interest, another **Class Council member** appointed by the CRO will count the ballots.

* + H20) By-Elections (10-C.6a)

*Original constitution text:*

By-elections should be held within 2 weeks of position becoming vacant or in the event of a tie unless decided otherwise by a vote of two-thirds (2/3) of Council.

*Proposed constitution text:*

If a position is vacant, or in the event of a tie, a by-election will be held within 2 weeks, unless General Council decides to change the timeline by a majority vote (> 50%).

* + H21) End of Campaign Period (10.II-Dc.ii.xi)

*Original constitution text:*

Ensure that campaigning has ceased by **9 AM** on the day before voting

*Proposed constitution text:*

Ensure that campaigning has ceased by **5 PM** on the day before voting.

* + H22) Poll Clerks (10.II-Dd.ii.ix)
		- Need to add the possibility of online voting, “If voting is done online, the CRO must ensure that valid utoronto emails were used and that names match the class list.”
	+ H23) Contacting Winners (10.II-Dd.ii.x)
		- Should add a point, “With the exception of the results of the first year Class Council, which will be announced at the Orientation Banquet.”
	+ H24) Appointing CROs (10.II-E.3)

*Original constitution text:*

Election Committee shall be appointed from members of the General Council:

*Proposed constitution text:*

Election Committee shall be appointed from members of the General Council **by the UPS President**

* + H25) Election Committee Rules

*Original constitution text:*

Additional rules must be approved by **two-thirds (2/3)** of the Election Committee.

*Proposed constitution text:*

Additional rules must be approved by a **majority (> 50%)** of the Election Committee.

* + H26) Ballot Disposal (10.II-E7)
		- How long are ballots held for? Should add, “Ballots will be stored by UPS for ~~one month~~ two weeks after the election, after which they will be disposed of.~~, assuming voting was not done online~~. Furthermore, if voting is done online, the database should be emptied two weeks after the election.”
		- DISCUSSION: Should make it 2 weeks and make it line with the amount of time you’re allowed to ask for a recount. Should also include online voting records.
* **Motion:** The CRC moves to implement Revision H into the Constitution
	+ For:14
	+ Against: 0
	+ Motion Passes
* 10.5) Revision I: UPS Points (initially skipped due to time constraints, but had extra time at end to go over)
	+ I1) Points for CAPSI Events (V)

Instead of one big paragraph, separate into lines so it’s easier to read

Participants = 1 point per event

Volunteers = 1 point

Local Winner = 1 additional point

Placing Top 4 at National Level = 2 additional points

* + I2) Tug of War (V)

Listed under Social Events, move to Athletic Events

* + I3) Monograph Submissions (V)

*Original constitution text:*

…submitted to all 6 issues… one bonus point, for a total of 7 points per year.

*Proposed constitution text:*

…submitted to all 5 issues… one bonus point, for a total of 6 points per year.

* + I4) Phollies

Points for Phollies are all in one paragraph and not clearly defined. Separate into lines and define each value.

Attendee = 1 point

Volunteer = 2 points

Participants = 3 points

Techs, MCs = 4 points

* + I5) 4th Year Position Points (V)

*Original constitution text:*

75% of first term meetings for 4th years
UPS Vice President – 25 points

*Proposed constitution text:*

75% of meetings for 4th years, who may attend via Skype, if not in person
UPS Vice President – 35 points

* + I6) OPA Student Delegate (V)

OPA Student Delegate listed twice, once for 15 points as a UPS member and 10 points for a Committee Liaison Member. Combine into one line, OPA Student Delegate and allocate 25 points.

* + I7) Awards (V)

Clarification: Jock McCrossan award is given to the student with the most points over 4 years.

*Original constitution text:*

Walton Award (300 UPS Points, 75 non sport)

*Proposed constitution text:*

Walton Award (225 UPS Points, 56 non sport)

* + I8) Dean Donald Perrier Award (VI)

Clarification: Should it be fourth year or third year?

DISCUSSION: Leave as fourth year

* The CRC moves to implement changes in Revision I, excluding I8 into the Constitution.
	+ For: 12
	+ Against: 0
	+ Motion passes
* 10.6) Revision J: Miscellaneous Changes (initially skipped due to time constraints, but had extra time at end to go over).
	+ J1) Faculty Council (4.5d)

DISCUSSION: Skipped for now as Council is unsure about this

* + J2) Auditor’s Report (7.D11)

DISCUSSION: Council is in favour of leaving this as is.

* + J3) Finance Documents (7.D12)

*Original constitution text:*

…shall be signed by the **Sr. Finance Officer (subject to availability due to APPE), the President and/or the Jr. Finance Officer.**

*Proposed constitution text:*

…shall be signed by the **Senior and Junior Finance Officers, however if one of them is not available, the President may sign instead.**

* + J4) Missed Meetings (9.1c)

*Original constitution text:*

If a third meeting is missed, the member will be fined $25…

*Proposed constitution text:*

 If a third meeting is missed, the member will undergo a meeting with the President and Vice President where they may elect to strip the member of their UPS Points and if necessary motion for removal of the member.

* + J5) Prior Notice (13.1)

*Original constitution text:*

The amendment may be passed by a majority (> 50%) of the votes casted by the General Council with **prior notice**…

*Proposed constitution text:*

The amendment may be passed by a majority (> 50%) of the votes casted by the General council with **one week’s prior notice**…

* + J6) Dean Donald Perrier Selection Committee (VI)

*Original constitution text:*

The selection of the winner will be made by a committee of **five members including the UPS President and four association members or faculty.**

*Proposed constitution text:*

The selection of the winner will be made by a committee of **five members including the UPS President, UPS Vice President and three association or faculty members.**

* + J7) UPS Disbursements (VIII.1)

UPS will reimburse the following members the cost of admission to the events:

c) Yearbook Editors: Boat Cruise for two Yearbook Editors, and Semi-Formal for two Yearbook Editors, and **Phollies for two Yearbook Editors**.
d) External Affairs: **Phollies**

e) Events Directors: **Phollies**

f) UPS President and Vice President: **Boat Cruise, Semi Formal, Phollies**

* The CRC moves to implement the changes in Revision J, excluding J1 and J2 into the Constitution
	+ For: 12
	+ Against: 0
	+ Motion passes
* 10.7) Individual Voting Items (Miscellaneous)
	+ SKIPPED FOR NOW
1. Additional Business:
* Joseph moves to approve a new position in the UPS council of Vice-President Elect (non-voting) position. Moe seconds.
	+ For: 13
	+ Against: 0
	+ Motion passes
* Joseph moves to strip President-Elect of their vote. Ryan Tham seconds.
	+ For: 13
	+ Against: 0
	+ Motion passes
1. Setting of next meeting date (tentative)
2. Motion to Adjourn:
* Aarti motions, Shane seconds
* Meeting adjourned at ….

**Appendix IX**

Parliamentary Procedure

1. **Authority**Robert’s Rules of Order: Newly Revised, 11th Edition shall govern the Society and all its Committees in meetings, except where there are rules in conflict with the UPS Constitution, in which case the bylaws in the UPS Constitution will take precedence.

2. **Motion Proceedings**

a) **Obtaining the floor**

Before a member in an assembly can make a motion or speak in debate, he/she must obtain the floor. This means the member should be recognized by the Chair as having the exclusive right to be heard at that time. The Speaker can state something along the lines of “The Speaker recognizes John Smith” or “The floor belongs to John Smith”.

 b) **Making the motion**

A member may make a motion and should use the word “move” when he or she does so. When necessary, a motion can be prefaced by a few words of explanation.

 c) **Seconding the motion**

If no member seconds the motion, the Chair must ask “Is there a second to the motion?” If there is still no second, the motion is considered lost and the Speaker will move onto the next item. A motion made by the direction of a board or appointed committee of the assembly does not require seconding, since the motion’s introduction has been directed by a majority vote within the board or committee itself, therefore there is at least 2 assembly members who already agree the motion should be presented. Note that seconding a motion does not mean you have to vote in favour of the motion, it means you agree that it should be brought before the Assembly for debate. Furthermore, if the motion is changed during the course of debate, the member who seconded has the right to withdraw their second.

d) **Stating of the question by the Speaker**

When a motion that is in order has been made and seconded, the Chair formally places it before the assembly by stating the question. He or she does this by stating the exact motion and indicates that it is open to debate. The phrase typically used is something along the lines of “It is moved and seconded that …”, after which the member making the motion will be entitled to begin deliberations.

e) **Debate on the motion**

The maker of the motion has a chance to introduce the topic; however there are usually time limits in place to prevent the unnecessarily lengthening of meetings. As such, the mover who has introduced the motion should only be allotted 5 minutes of continuous speech to make his or her initial case. Note that a member may only be entitled to the floor a second time in debate on the same motion only if all members who wished to deliberate were given the opportunity to speak for the first time.

f) **Speaker puts the question**

After it appears that deliberations are done, the Speaker should ask “Are you ready for the question?” Until the chair states the question, the maker has the right to modify the motion as he or she pleases or to withdraw it entirely. After the question is stated, it becomes property of the assembly and then the maker cannot do these things without the Society’s consent. The exact wording the Speaker uses should be the wording used in the minutes.

g) **Speaker announces result of the vote**

The Speaker first calls for the affirmative vote and all those who wish to vote in favour of the motion should indicate so. The Speaker then calls for the negative vote. The Speaker must always call for the negative vote, no matter how nearly unanimous the affirmative vote may appear. The Chair should not call for abstentions in taking a vote. To abstain means to not vote at all and a member who makes no response if abstentions are called for abstains just as much as one who responds to that effect. The Speaker must then state the result of the vote count and whether the motion is adopted or rejected.

3.  **Types of Motions**

 a) **Privileged motions**

A privileged motion is granted precedence over ordinary business because it concerns matter of great importance or urgency. Privileged motions can be introduced over any other type of motion (subsidiary, incidental, etc.). **Table 1** contains the relevant list of privileged motions and is in order of precedence; meaning if a privileged motion is currently pending, another privileged motion that is higher up on the table may be introduced. § refers to the section in Robert’s Rules.

**Table 1** – Privileged motions

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| § | Purpose | Say | Interrupt? | 2nd ? | Debate? | Amend? | Vote? |
| 21 | Close Meeting | I move to adjourn | N | Y | N | N | Majority |
| 20 | Take break | I move to recess for … | N | Y | N | Y | Majority |
| 18 | Follow agenda | I call for the orders of the day | Y | N | N | N | None |

 b) **Subsidiary motions**

A subsidiary motion is a motion that directly affects the main motion and/or the ability to vote on that motion. Subsidiary motions are also in order of precedence and rank higher than main motions, but lower than privileged motions and may also yield to applicable incidental motions. **Table 2** contains the relevant list of subsidiary motions.

**Table 2** – Subsidiary motions

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| § | Purpose | Say | Interrupt? | 2nd ? | Debate? | Amend? | Vote? |
| 15 | End Debate | I move the previous question | N | Y | N | N | 2/3 |
| 14 | Postpone Discussion | I move to postpone until… | N | Y | Y | Y | Majority |
| 12 | Amend Motion | I move to amend the motion by… | N | Y | Y | Y | Majority |

c) **Incidental motions**

An incidental motion relates to the main motion in terms of clarification or reconsideration of certain aspects of the motion. Incidental motions have no order of precedence and takes precedence over the actual pending question, but ranks lower than privileged motions. **Table 3** contains the relevant list of incidental motions.

**Table 3** – Incidental motions

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| § | Purpose | Say | Interrupt? | 2nd ? | Debate? | Amend? | Vote? |
| 23 | Enforce Rules | Point of Order | Y | N | N | N | None |
| 25 | Suspend Rules | I move to suspend the rules | N | Y | N | N | 2/3 |
| 33 | Parliamentary Law Question | Parliamentary inquiry | Y | N | N | N | None |

d) **Main motions**

A main motion brings new business before the assembly. It takes precedence over nothing, meaning it cannot be moved while any other question is pending. It yields to all privileged, subsidiary and applicable incidental motions. A main motion cannot be applied to any other motion. It must be seconded, is debatable, is amendable and requires a majority vote, except where specified in the tables above and in the Constitution.

e) **Motions that bring a question again before the assembly**

These motions bring back a main motion for debate before the assembly. There is no order of precedence for these motions and they can only be introduced when no other business is pending. **Table 4** contains the relevant list of these motions.

5. **Agenda**

The agenda should be distributed to the General Council at least 48 hours prior to the meeting. Below is a general guideline to how meetings should be conducted.

a) **Call to order**

When the Speaker feels the General Council is ready to conduct business, he should state “I call this meeting to order” or “I call for the orders of the day”. This motion does not need to be seconded, is not debatable or amendable and does not require a vote. The Speaker is in control of the floor as of this point and it is his duty to keep the General Council on track and follow the agenda.

 b) **Roll call of members present**

The Speaker will then ask the Executive Secretary to do the Roll Call of the Members. Example: “The Executive Secretary will call the Roll of the Members of the Society”.

 c) **Approval of minutes from last meeting**

The Speaker will then ask the Secretary to “read the minutes” of the last meeting. Since this often takes a lot of time and is impractical, copies of the minutes for the last meeting can be distributed beforehand via email or the website, and instead the Speaker can directly ask "Are there any corrections to the minutes?" If none are suggested, he adds, "There being none, the minutes stand approved as is." If any corrections are suggested, the secretary makes them, and the Speaker says "There being no further corrections, the minutes stand approved as corrected."

d) **Officers Reports**

Reports of Officers, Boards or Standing Committees would be reported at this time. This may include, but is not limited to the President’s Report, Vice President’s Report, Financial Reports or other standing committee reports.

e) **Special Committee Reports**

Special committees are committees that are appointed to exist only until they have completed a specific task. These committees shall introduce their reports next.

f) **Special Orders**

A special order is an order of the day that is made with the stipulation that any rules interfering with its consideration at the specified time shall be suspended except those relating to adjournment, recess or questions of privilege. A special order to discuss something at a particular hour interrupts any business that is pending when that hour arrives.

g) **Unfinished Business**

This includes any items that require membership action that are left over or postponed from a previous meeting. The Speaker will then ask “Is there any unfinished business to take care of?”

h) **New Business**

This includes items meant to be raised at this meeting (as per the agenda) and other items raised that may not necessarily have been included on the agenda and which require membership action.

i) **Announcements**

The Speaker may make or call upon other officers or members to make any necessary announcements and members can briefly obtain the floor for such a purpose.

j) **Adjournment**

A member can propose to close the meeting entirely by moving to adjourn. This motion can be made and the assembly can adjourn even while business is pending, provided that a next meeting is established by rule of the society or set by the assembly. This is to prevent adjournment of a meeting have the unintended effect of dissolving the assembly if a future meeting is not suggested.

**ARTICLE 15 DISSOLUTION OF THE SOCIETY**

1. A motion seeking the dissolution of the Society may only be passed at a special general meeting after a requisition has been signed by the UPS President and Faculty Advisor.
2. The Executive Secretary shall call such a meeting within 14 days of receipt of the requisition.
3. If at the convened meeting the motion seeking dissolution is carried by at least a two-thirds majority of the voting members present, the Society will thereby specify a date on which the Society will be dissolved, if not already stipulated in the motion. The Society will be responsible for the winding up of any remaining affairs.
4. After paying off all liabilities and debts, the Society’s properties and assets shall be held in trust with the Office of the Dean, only to be released if and when another student group is formed whose purpose is to represent the academic, athletic and social interests of the entire student body of the Faculty of Pharmacy within the University of Toronto. Consultation between the Dean, President of the dissolved Society and President of the new student group is required before articles held in trust are released.