

# **Waterloo Engineering Society Class Representative Handbook Fall 2014**



**WATERLOO**  
ENGINEERING SOCIETY

Congratulations on being elected as an Engineering Society Class Representative for the Fall 2014 term!

My name is Leila Meema-Coleman (President of the Waterloo Engineering Society) and I would like to take this opportunity to welcome you to Council. Being a class representative is a very important role within the Society to ensure representation of our general members and proper accountability of the Executive.

As a class representative you will act as the main link between the Society and your classmates. You are responsible for keeping them informed on what the Executive are working on, updates from within Faculty, services provided by the Society, upcoming events, and ways that they can get involved.

This guide will help you with your role and provide suggestions on best practices for class representatives. You will also find tips on preparing for council meetings, guidelines for how to actively participate in council and a summary of the rules of order the Engineering Society follows.

If at any point during the term you have any questions at all about your role or encounter any issue please feel free to e-mail me at [president.a@engsoc.uwaterloo.ca](mailto:president.a@engsoc.uwaterloo.ca) or come speak to any of the Executive in the Engineering Society Office. We are here to help you succeed in your role and will work to try and make council this year the most effective it can be.

Thank you for your involvement within the Engineering Society and I look forward to working with you for the next four months!

Sincerely,

Leila Meema-Coleman  
President Waterloo Engineering Society 'A

## *The Waterloo Engineering Society in a Nutshell*

The Waterloo Engineering Society is the representative body for the undergraduate students of the University of Waterloo. We focus on providing representation, services and events to help students succeed during their academic career.

The mission of the Society is:

*“The University of Waterloo Engineering Society exists to promote a positive undergraduate experience among its members through representation of student opinion as well as support of academic, professional and social needs. The society will strive to provide means for its members to develop and succeed as undergraduate students, and in their future endeavors.”*

The vision of the Society is:

*“The University of Waterloo Engineering Society will work to better facilitate representation of its students on all relevant matters. The Society will strive to grow and improve its academic, professional and social events and services to cater to the expanding diversity of its members.”*

As a member of council you help to facilitate this mission and vision by acting as the representative for your class and making sure their concerns and thoughts are presented at council. This can help us cater to the diverse needs of our students and improve the services and events we already offer.

The Executives will be your first point of contact if issues do arise in your class. The elected Executive for the fall are listed below. Feel free to send them an e-mail or come up and say hi after the meeting!

### **Leila Meema-Coleman**

President – [president.a@engsoc.uwaterloo.ca](mailto:president.a@engsoc.uwaterloo.ca)

Main Responsibilities: Direction of the Society, communication with members, student advocacy

### **Josh Kalpin**

VP Education – [vpeducation.a@engsoc.uwaterloo.ca](mailto:vpeducation.a@engsoc.uwaterloo.ca)

Main Responsibilities: Academic advocacy, academic class rep support, communication with coop

### **Kevin McNamara**

VP Finance – [vpfinance.a@engsoc.uwaterloo.ca](mailto:vpfinance.a@engsoc.uwaterloo.ca)

Main Responsibilities: Societies finances, overseeing ongoing services, day to day administration

### **Heather Smith**

VP Education – [vpexternal.a@engsoc.uwaterloo.ca](mailto:vpexternal.a@engsoc.uwaterloo.ca)

Main Responsibilities: Charity and outreach events, external representation, waterloo engineering competition

### **Puneet Natt**

VP Education – [vpinternal.a@engsoc.uwaterloo.ca](mailto:vpinternal.a@engsoc.uwaterloo.ca)

Main Responsibilities: Social, academic and service based events, first year mentoring development

## *Roles and responsibilities of a Class Representative*

As a class representative you will be attending five to six Engineering Society meetings throughout the term. We meet every other **Wednesday at 5:30 PM in CPH 3607** unless otherwise specified. Below outlines the main responsibilities of class representatives for these meetings.

### **Before the meeting**

- ✓ Read through the upcoming agenda and discuss any motions or topics of discussion with your class
- ✓ Encourage other members of your class to attend the meeting if they are interested in getting more involved within the Society or would like to share their opinion on something on the agenda
- ✓ If you cannot attend and neither can anyone from your class (e.g. Class midterm at the same time) e-mail the Speaker (chair of the meeting) at [speaker.a@engsoc.uwaterloo.ca](mailto:speaker.a@engsoc.uwaterloo.ca) and proxy (*means: transfer your vote*) to another class representative. This needs to be done at least one day in advance of the meeting.
- ✓ On the day of the meeting arrive at least five minutes before 5:30 for the meeting
- ✓ Pick up your placard, minutes from last meeting, and agenda from the front of the room. If you are in first year you will need to make a placard that specifies your class and graduating year. There will be paper and markers at the front during the first meeting!

### **During the meeting**

- ✓ Take notes on the items discussed and the important updates given by the Executive so you can report back to your class.
- ✓ Ask questions and participate in discussions! If you are confused about anything going on do not be afraid to raise your hand and ask for clarification.
- ✓ As soon as the meeting is over join us downstairs in POETS (student lounge in CPH) for a delicious dinner. This is a great chance to talk to people from other classes and the Executive!

### **After the meeting**

- ✓ Update your class on the meeting, items discussed, and the upcoming Engineering Society events. (There are some tips later in this guide on ways to get information across to your class!)
- ✓ Read the meetings minutes once they have been released to ensure they are accurate.

### **All of the time!**

- ✓ Be knowledgeable of what is happening with the Society and the Faculty. You will be the first person people able for information so if you aren't sure of the answer make sure to know how to get it for them.
- ✓ Act as a link between the Executive and your classmates. If your class has ideas on how to improve the Society, an event they want to run or any feedback on our initiatives we want to hear it! Stop by the Engineering Society office in CPH (nicknamed the orifice) and chat with an Executive or send us an e-mail we would love to hear from you.
- ✓ Encourage your class to get involved and utilize the services of EngSoc or attend events we run!

## Council Meetings

### Understanding the Agenda

Before the meeting an Agenda (or Engenda!) will be distributed to council and over the mailing list. The agenda will let you know what it going to be discussed at the meeting and if there are motions we will be voting on. Below is a sample agenda with some of the key features explained.

Waterloo Engineering Society Joint Council Meeting June 22, 2014			
Item	Presenter/Mover	Action	
1.0 Welcome/Call to Order		D	
2.0 Ratification of the Chair	Clarisse Schneider (speaker.btlengsoc.uwaterloo.ca)	D	
3.0 Approval of Minutes		D	
4.0 Approval of Engenda		D	
5.0 Guest Speaker			
5.1 Dean of Engineering	Pearl Sullivan (engdean@uwaterloo.ca)	I	I=Information (No action)
6.0 New Business			
6.1 E7 Referendum	Allyson Francis and Leila Meema-Coleman	D	
6.2 CRO Elections A-Soc	Leila Meema-Coleman (president.aflengsoc.uwaterloo.ca)	D	
6.3 CRO Elections B-Soc	Allyson Francis (president.btlengsoc.uwaterloo.ca)	D	
6.4 Governing Documents Presentation	Allyson Francis and Leila Meema-Coleman	D	
6.5 New Governing Documents	Leila Meema-Coleman (president.aflengsoc.uwaterloo.ca)	D	
6.6 BoD Elections A-Soc	Leila Meema-Coleman (president.aflengsoc.uwaterloo.ca)	D	
6.7 BoD Elections B-Soc	Allyson Francis (president.btlengsoc.uwaterloo.ca)	D	
6.8 Fee Increase	Kevin McNamara (vpfinance.aflengsoc.uwaterloo.ca)	D	
6.9 Teaching Award Policy	Allyson Francis (president.btlengsoc.uwaterloo.ca)	D	
6.10 Mission and Vision	Allyson Francis and Leila Meema-Coleman	D	
6.11 Education Review Committee A-Soc	Leila Meema-Coleman (president.aflengsoc.uwaterloo.ca)	D	
6.12 Education Review Committee B-Soc	Allyson Francis (president.btlengsoc.uwaterloo.ca)	D	
6.13 VP Communications	Leila Meema-Coleman (president.aflengsoc.uwaterloo.ca)	D	
7.0 Exec Updates			
7.1 President	Leila Meema-Coleman (A) and Allyson Francis (B)	I	Affiliate updates are announcements from student groups not directly run by EngSoc
7.2 Vice President Education	Joshua Kalpin (A) and Perneg Kenth (B)	I	
7.3 Vice President External	Heather Smith (A) and Sarah-Rose Lancaster (B)	I	
7.4 Vice President Finance	Kevin McNamara (A) and Melissa Ferguson (B)	I	
7.5 Vice President Internal	Puneet Natt (A) and Mathieu Tremblay (B)	I	
8.0 Affiliate Updates			
8.1 WEEF	Stephen Buckley (weef@uwaterloo.ca)	I	
8.2 Iron Warrior	Nina Feng (iwarrior@uwaterloo.ca)	I	
8.3 Gradcomm	Derekesh McForan (gradcomm2014@gmail.com)	I	
8.4 FOC	Terrybaum Santamaria (engfoc@uwaterloo.ca)	I	
8.5 Senate	Allyson Francis (allyson.francis@uwaterloo.ca)	I	
8.6 Feds Councillor	Julian Wang, Chanakya Ramdev, Raahem Yazani	I	
9.0 Announcements			
10.0 Varia			
11.0 Adjournment			

Motions can be added onto the agenda at the beginning of the meeting, with a majority vote in favour by council, so even if looks like nothing large will be discussed there is always the possibility of a modification day of. The number of motions varies every meeting some meetings with a lot to discuss and some with more updates.

### Robert's Rules Explained

To make sure that council meetings run smoothly and everyone has a chance to be heard the Engineering Society follows a set of rules called Roberts Rules of Order Newly Revised which governs how motions are debated, speaking rights are handled, and order is kept. Below are the basics that you need to know for how to effectively participate in meetings. *If at any time you are not sure what is going on the only thing you need to do is raise your pinky to get the attention of the speaker and ask for clarification.*

### ***Robert's Rules of Order: Newly Revised***

1. The Speaker chairs the meeting. They are responsible for addressing all motions, and moving the meeting along.
2. All discussion must be directed towards the Speaker.
3. You cannot speak unless the Speaker has given you the floor. The Speaker can also interrupt you if you are speaking out of order.
4. The Speaker will decide on all points of order and motions introduced during debate. The decision of the Speaker can be overruled by a 2/3 majority vote.

#### Handling Motions

1. The Speaker will clearly read the motion aloud.
2. A motion must be seconded by another member in order to bring it forward.
3. The member who moved the motion is given the first opportunity to speak on the motion.
4. The member who seconded the motion is given the next opportunity to speak on the motion. They do not necessarily have to agree with it.
5. Members are given an opportunity to ask the mover questions of clarification regarding the motion.
6. If necessary, debate is held between members.
7. A vote occurs. Depending on the nature of the motion, it may require a majority vote or a 2/3 majority vote.
8. The results of the vote are announced.

#### Amendments

1. Any member can propose an amendment. An amendment must be moved and seconded
2. As with the main motion, the amendment is debated and voted upon
3. Once adopted or rejected, the discussion returns to the original motion

### ***Finger Rules for Debate*** (when raising your hand)

**One Finger** - A new point to be added to the discussion.

**Two Fingers** - A direct response to the last point. 90% of the time, two fingers should be one finger. Only use two fingers if you are adding on to the last point.

**Three Fingers/Flailing Arms** - Circular discussion. It is also the responsibility of the Speaker to recognize this.

**Middle Finger** - Speak up!

**Pinky** - Raise a point of order/privilege.

### ***Motions***

A motion suggests an action to be taken by the Society. It can be moved by any voting individual.

#### Three Parts

1. Spirit: Summarizes the motion briefly.
2. Whereas: Describes the issue that has lead to the motion.
3. BIRT (Be It Resolved That): The suggested actions to be taken.

A motion can be anything, from spending money, undertaking a new initiative, or to take a stance as a Society on an issue. You can also amend the Bylaws of the Society.

#### Tips for Writing Effective Motions

1. Be concise. Make sure you clearly state your action. Don't leave it open to interpretation. This is especially true for document changes. Make sure what you are proposing isn't already defined.
2. Talk to others. If you are proposing something, get input from others. It helps to improve a stronger motion, and shorten debate.

### ***Different types of Motions***

**Move the Previous Question** – Also informally known as “Call to Question.” This would end debate immediately.

**Commit** – Moves the motion to a committee for further discussion

**Recess** – Propose a short break

**Postpone Definitely** – Suspend the discussion of a motion to a later meeting. Informally known as “Tabling a Motion”.

These motions can be brought forward during debate.



## *Delivering Information to Your Class*

As a class representative it is your responsibility to convey information from the Engineering Society and the Faculty to your class. How you choose to do this is completely up to you and will depend on many things like your personality, the size of your class, the class dynamic and, your class schedule. Below are some methods that have worked well in the past for previous class reps.

### **In-Class Announcements**

- ✓ Pick a time every week (e.g. Thursday between Calculus and Physics) where your class has a ten minutes break in the same room
- ✓ Prepare a list of important announcements and read these out to your class
- ✓ Let them know where they can find more information and that they can ask you questions

### **Blackboard Updates**

- ✓ If you are in the same classroom for most of the day. Section off a portion of the blackboard using masking tape (you can borrow some from the EngSoc office!)
- ✓ Write your updates on the board weekly including important dates and links to get more information
- ✓ Note some profs may want to use the whole board so this will depend on the classroom you are in

### **Facebook Groups**

- ✓ Class Facebook groups are a great way to reach a lot of people in your class
- ✓ Make sure that you advertise the link to join the class group so no one is left out of the loop!

### **E-mail Newsletters**

- ✓ If you have access to a class e-mail list weekly concise newsletters are a great way of reaching classmates
- ✓ Make sure to be respectful of peoples e-mail and not to send too many e-mails and to remove anyone who requests it from the list

Any of these methods or a combination of the above should be very effective at getting your class informed!

## *Paul Harlick Award*

Paul Harlick was a member of the Mechanical Engineering class of 1973, and a class rep. During his 3A term, Paul's constant effort led his class to the P\*\*5 (a spirit competition) championship. His untimely death while he and his classmates attempted to pull off yet another amazing stunt prompted the Engineering Society to establish an award to honour his memory and remind us of the spirit that he, as a class rep, helped foster in others.

Each term we honour one class's representatives with this award at our final Engineering Society meeting of the term. This award is given to the representatives who show dedication to their role, raise the spirit level in their class, and exceed expectations in their responsibilities as a representative.

## *Further Reading*

The Society has a set of governing documents that as a class representative it is important that you read and are familiar with. Our Constitution, By-laws, and Policy manual can be found on our website [www.engsoc.uwaterloo.ca](http://www.engsoc.uwaterloo.ca) under the documents section. Please take some time to go through them and any question you have can be directed to the Executive or the Speaker.

## *Conclusion*

Thank you so much for taking the time to read through this entire booklet and for volunteering your time as a class representative. We are all so excited for this upcoming term and hope to make it a great experience all around! Your involvement within the Society does not need to stop with being a class rep and whether you are interested in becoming a director, volunteer, conference delegate, officer, or even executive we are here to answer your questions and help you fulfill your goals as well. Thanks and see you at the meeting 😊