



**McMaster Engineering Society
Council Meeting Agenda
November 1st, 2016
JHE A114
7:00pm**



ALL ATTENDANTS: Please inform President of your presence.

Approved Absences: Levi Brown (academic), Jimmy Nguyen (academic), Dani Lake (work), Lisa Tran (midterm), Brandon Rufino (late, midterm)

PROXY: (Person for person)

Quorum Count:

Ratification of the Agenda

Ratification of Last Council Meeting's Minutes

Executive Updates

President Andrew Cook
VP Student Life Marko Maric
VP Academic Liam McDermott
VP External Michael Meier

Motion 1: By-election Bypass

Whereas it is preferable for the MES to be an agile organization with minimal bureaucracy
Whereas it is infeasible to hold a by-election for positions which were widely contested and recently filled
BIRT the presented policy by added to the MES Policy Manual under Elections C.5.4

Motioned by: Matt Vukovic
Seconded by:

Motion 2: Administrator and Advertising (AA)

Whereas the elected positions of AVP Administration and Director of Advertising were recently stricken from the MES

Whereas the appointed positions of Administrator and Advertising Coordinator were recently added to replace the removed positions

BIRT the MES Policy Manual be amended to include the new positions and remove the old positions

Motioned by: Michael Meier
Seconded by:

Presentation 1: The Hunt

Presented by:

Other Business

Supdates



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Lisa Tran (Chem Eng Rep): grad vs undergrad dodgeball on November 7th (\$2 at the door). Sign ups for blood donation coming out soon and will be happening at beginning of November. T-shirts, patches, and stickers order forms will be released Monday, October 31st and will continue until around November 7th.

Presentation 2: Executive Feedback

Motion to Adjourn the Meeting

Motioned by:
Seconded by:

MES Policy Manual Section C.5.4

A by-election shall not be held if all of the following conditions are satisfied. Instead, the position shall be filled by the candidate with the next-highest number of votes from the most recent election or by-election held for the vacant position. The candidate must be consulted for their willingness to participate before they are elected to office. If the candidate is unwilling, a by-election shall be held.

- a) The vacating individual was removed from their position as per "Meetings", Section H.2.2.d
- b) The vacating individual held office for four scheduled Council meetings or less from the date of their ratification
- c) The vacated position was most recently contested by more than 10 candidates



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Motion: MES Constitution Changes for removed positions

Whereas the positions of AVP Administration and Director of Advertising were deemed to be unnecessary as elected positions within the MES

Whereas there is still a need to maintain these roles for MES operations

Whereas there are some other updates to the Constitution that must be made based on recent Policy Manual changes

BIRT AVP Administration and Director of Advertising be removed from Article Five 1b and Article Five 1c, respectively

BIFRT the positions of Administrator, Professional Development Coordinator and Academic Resource Coordinator be added to Article Five 2b, and the position of SAAP Coordinator (Article Five 2b) be changed to "Tutoring Program Coordinator"

BIFRT Yearbook Coordinator be removed from Article Five 2c

BIFRT the positions of Administrator and Advertising Coordinator be defined under the MES Policy Manual B.6

BIFRT MES Policy Manual K.11.1 be changed to reflect the new nature of the Administrator role

BIFRT the proposed changes be approved for motioning at SAGM 1

To be presented along with this:

Advertising Coordinator

The Advertising Coordinator shall:

- a) Chair the Advertising and Design committee and select its members
- b) Be knowledgeable about advertising, graphic design, and the requirements for common advertising avenues (ie. MSU poster guidelines JHE Lobby TVs, Charging Station, file types and formats)
- c) Be responsible for organizing a workshop to teach members of the advertising committee graphic design theory and use of graphic design computer programs
- d) Organize requests from council members for any designs they need created.
- e) Ensure that designs are created sent to the client in a timely manner.
- f) Be responsible for creating a design to the client's specification if no other designs meet their specifications
- g) Oversee and be responsible for negotiating reasonable prices for designs, and for reimbursing designers for their work
- h) Be responsible for posting to and updating the MES charging station screen and the JHE Lobby TVs



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- i) Develop and encourage new initiatives to increase exposure and effectiveness of advertising techniques
 - j) Report to the AVP Services and Productions

Administrator

The administrator shall:

- a) Be the custodian of all MES records
- b) Within one month of the start of each term, schedule and advertise:
 - a. MES Council meeting dates and times
 - b. MES Executive office hours' dates and times
- c) Collect and distribute all internal Society correspondence
- d) Take and distribute the minutes and agendas of all MES Council and General Meetings. Council minutes shall be made available for review and continuity in a public forum within a week after the meeting has occurred
- e) Forward motions for funding to the Vice President Finance and Administration as they are received
- f) Be responsible for posting minutes on website for future reference and agendas ahead of each Council meeting
- g) Record attendance at Council meetings and enforce the Attendance Policy (see "Meetings", Section H.2).
- h) Be responsible for procurement of keys to MES Office and distribution of keys to all approved positions (see "Services", Section F.6.1).
- i) Maintain the MES Office, including purchasing resources such as stationary, letterhead, business cards, and other office supplies (see "Services", Section F.6).
- j) Be responsible for procuring the Council Appreciation Awards and Presidents Award(s) for Fireball.
- k) Report to the Vice President Finance and Administration
- l) Supervise the following positions:
 - a. Information & Technology Coordinator

MES PM Section K.11.1

The paid positions on the MES are the Information Technology Coordinator, BLUE Lounge Coordinator, Drain Coordinator(s) and Administrator. These positions are appointed and receive \$150 per term of work.