



THE ENGINEERING SOCIETY  
OF QUEEN'S UNIVERSITY

# Council Guide

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Welcome to EngSoc Council!

This council guide will help you navigate the sometimes-confusing council meetings.

## Motions

Motions are the way members of the society make changes to policy, by-laws or other areas of the society. Motions are also used to ratify hired positions and approve budgets.

They take the form of:

WHEREAS: some fact about the issue;

And WHEREAS: why you believe the issue needs to be changed;

BE IT RESOLVED THAT: the change you want to make.

Moved by: You (usually with funny middle name)

Seconded by: A supporter of you motion (also with funny middle name)

## Procedure for Presenting a Motion:

- The motion is read by the Speaker
- The mover or seconder gets a short opening
- Debate is had on the motion and amendments can be made
- The debate ends when there are no more members on the speaker's queue
- The debate may also end if the question is called and a vote is passed to end the debate
- A short closing is made by the mover or seconder
- The motion is voted on and the number of votes for, against or abstained is recorded in the minutes

## Debate

Any undergraduate engineering student is a member of the Engineering Society if they have paid all of their student fees. Any member may bring a motion, debate a point or ask a question.

To add to the debate, raise your hand or placard and wait for the Director of Internal Affairs or Speaker to acknowledge you. You will then be added to the Speaker's queue. If you have already spoken on the specific motion, you will speak after members on the queue who have not spoken yet. The speaker will call on you once it is your turn. Do not interrupt anyone.

Stand up and state your name and position before speaking. If you do not have a hired or elected position you are a Member at Large.

Direct all points to the speaker and refer to people by names and titles. If you would like to use an acronym, you must define the acronym at least once before using it.

## Points

You may only interrupt others at Council if you use one of the following points correctly.

### Point of Information (hold up pinkie finger):

A Point of Information can only be used to ask for or correct factual information that is relevant to the discussion being held. You can interrupt anyone with a Point of Information. Just stand up, lift one pinkie finger and say, "Point of Information".

Ex. While talking about an event the date is messed up. You may stand up and say, "Point of Information: the event is actually on Thursday".

### Point of Personal Privilege (hold up pinkie finger):

You can also interrupt anyone with a Point of Personal Privilege.

A Point of Personal Privilege is used to proxy you vote if you have to leave, to correct a large misinterpretation in something you previously said or to bring the attention to any personal insults or abuse.

### Direct Response (hold up index and pointer finger):

A direct response answers a question that was asked by another society member during debate. You can only respond to the question being asked and cannot add any other information or opinions to your answer. You cannot interrupt anyone but can hold up two fingers to signal your response and the speaker will call on you.

## Personal Conduct

### Addressing the Speaker:

When presenting a motion and partaking in debate, you must address the speaker. This means that you should be facing the speaker when speaking, and not the individual(s) who have brought the motion forth.

### Electronic Device Usage:

All laptops must be closed for the duration of council, with the exception of Policy Officers, Communications Team and any other position that has been granted permission from the speaker. If laptops are needed, for reference of a motion or appendix, the speaker will announce that laptops are permitted for that certain period of time.

As council is live streamed and it is a place for engaged debate, cell phones should not be used during council.

## Glossary of Acronyms

AMS-Alma Master Society

ASUS- Arts and Science Undergraduate Society

BED Fund- Better Education Fund

CEEC- Commerce and Engineering Environmental Conference

CEO- Campus Equipment Outfitters

CHP- Clark Hall Pub

CIRQUE- Conference on Industry and Resources for Queen's University Engineers

ComSoc- Commerce Society

CRO- Chief Returning Officer

DRO- Deputy returning Officer

ED- Executive/Director

EngSoc- Engineering Society

ERB- Engineering Review Board

FC- FREC Committee

FREC- Frosh Regulation Enforcement Committee

GW- Golden Words

ICON- Integrated Learning Constables

ILC- Integrated Technology Centre

MAST- Mostly Autonomous Sailboat Team

NCWIE- National Conference on Women in Engineering

ORT- Orientation Round Table

P&CC- Publishing and Copy Centre

PEC-Physical Education Centre

QEC- Queen's Engineering Competition

QP- Queen's Pub

QPID- Queen's Project on International Development

QUESSI- Queen's University Engineering Society Services Inc. (Campus Bookstore)

StuCon- Student Constable

SOAR-Summer Orientation to Academic Registration

SOARB- Senate Orientation Activities Review Board

WISE- Women in Science and Engineering

## Sample Agenda

- I. Adoption of the Agenda: Motion 1  
In order for the council to begin the agenda must be approved. If you would like to add anything to the agenda you would do that here.
- II. Adoption of the Minutes: Motion 2  
The minutes from the previous council are now approved. This is the time for any changes to be made to the minutes.
- III. Presentations  
Occasionally other student groups will make presentations. The dean occasionally presents here as well.
- IV. Speaker's Business
- V. New Business:  
This is where all of the motions area brought to council. This sections usually takes the most time and is where policy is changed and spending approved act.
- VI. Break  
Some councils have food that is served during the break
- VII. Executive Reports
  - i) President
  - ii) VP (Student Affairs)
  - iii) VP (Operations)
  - iv)
- VIII. Director Reports
  - i) Academics
  - ii) Communications
  - iii) Conferences
  - iv) Design
  - v) Events
  - vi) Finance
  - vii) First Year
  - viii) Human Resources
  - ix) Information Technology
  - x) Internal Affairs
  - xi) Professional Development
  - xii) Services
  - xiii)
- IX. Question Period

- X. Faculty Board Report
- XI. Alma Mater Society Report
- XII. Senate Report
- XIII. Engineering Review Board Report
- XIV. Board of Directors Report
- XV. Club Reports

The club reports are split into two different categories that speak every other council.

There is the sunny group

- i) Geological
- ii) ChemEngChem
- iii) Applied Mathematics
- iv) Civil

Or the happy group

- i) EngPhys
- ii) Electrical and computing
- iii) Mechanical
- iv) Mining

- XVI. Year Reports
  - i) Sci'15
  - ii) Sci'16
  - iii) Sci'17
  - iv) Sci'18

- XVII. Statements and Questions by Members

Here any members can speak.

