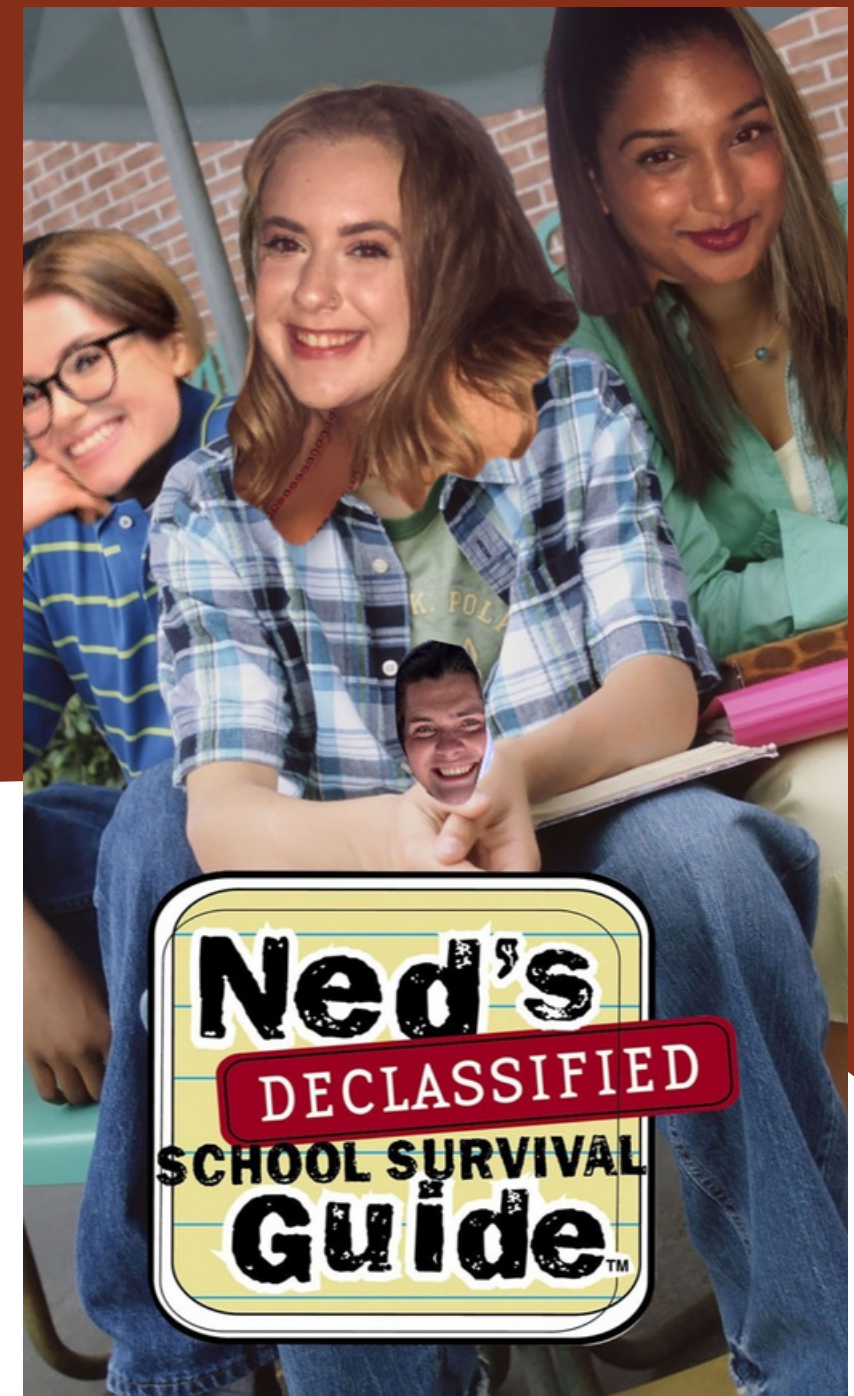


CASy

# COUNCILLOR TRAINING

DAKOTA'S DECLASSIFIED COUNCILLOR TRAINING GUIDE



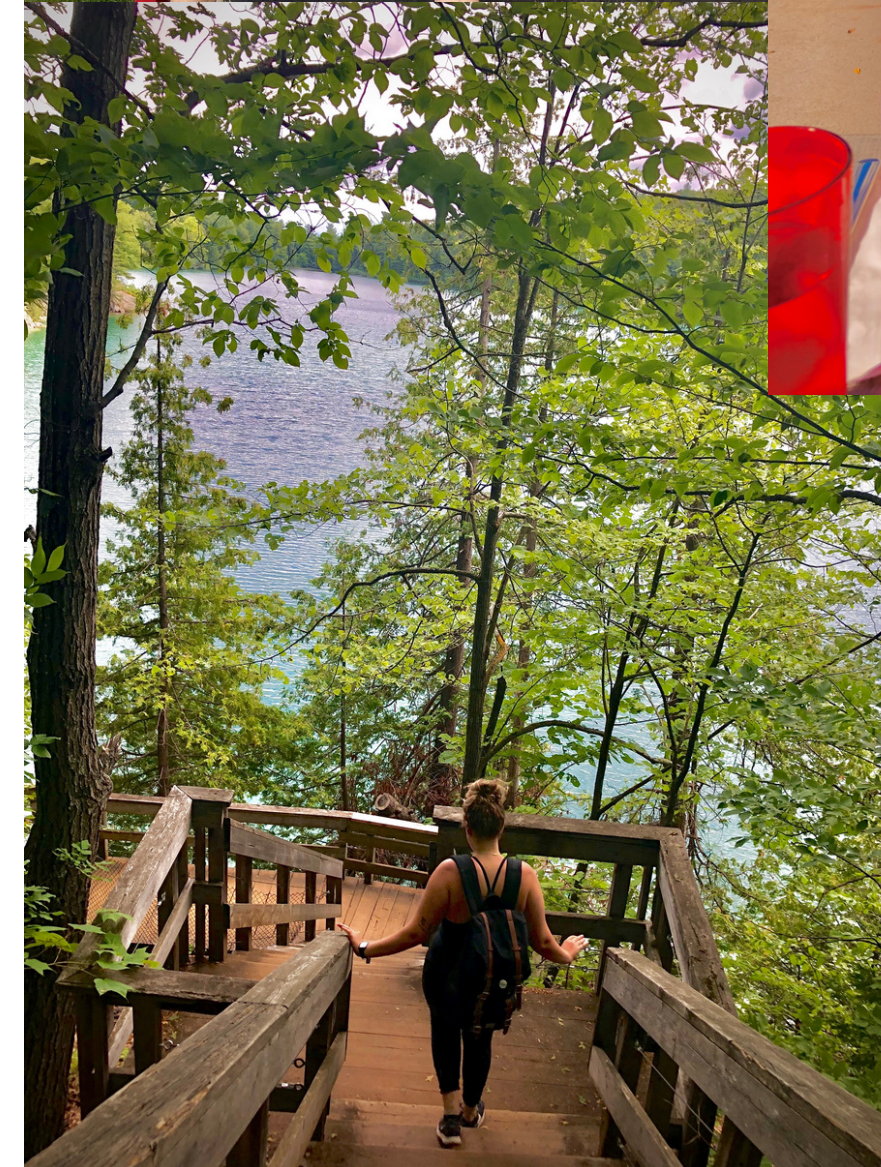
# More About Me

Hometown: Ridiculously small farm town  
(Millbrook)

Program: BGInS specializing in Law and  
Social Justice, minor in Poli Sci

Favourite Food: I could survive on just  
sushi and iced coffee

Favourite Movie: 27 Dresses (roast me, it's  
okay)



I would like to formally extend to you a warm welcome to our 2020-21 CASG council.

Since this position was not contested, there is no need to hold an election. Therefore, you now hold the seat of the **Global and International Studies Rep** on our council.

Please reply to this email to confirm your acceptance of the position.

Thank you, and I look forward to working with you!

Warmly,

- Jennifer



Jennifer Ramnarine  
Vice-President Internal  
CASG  
Tony Building 14

# What is CASO?

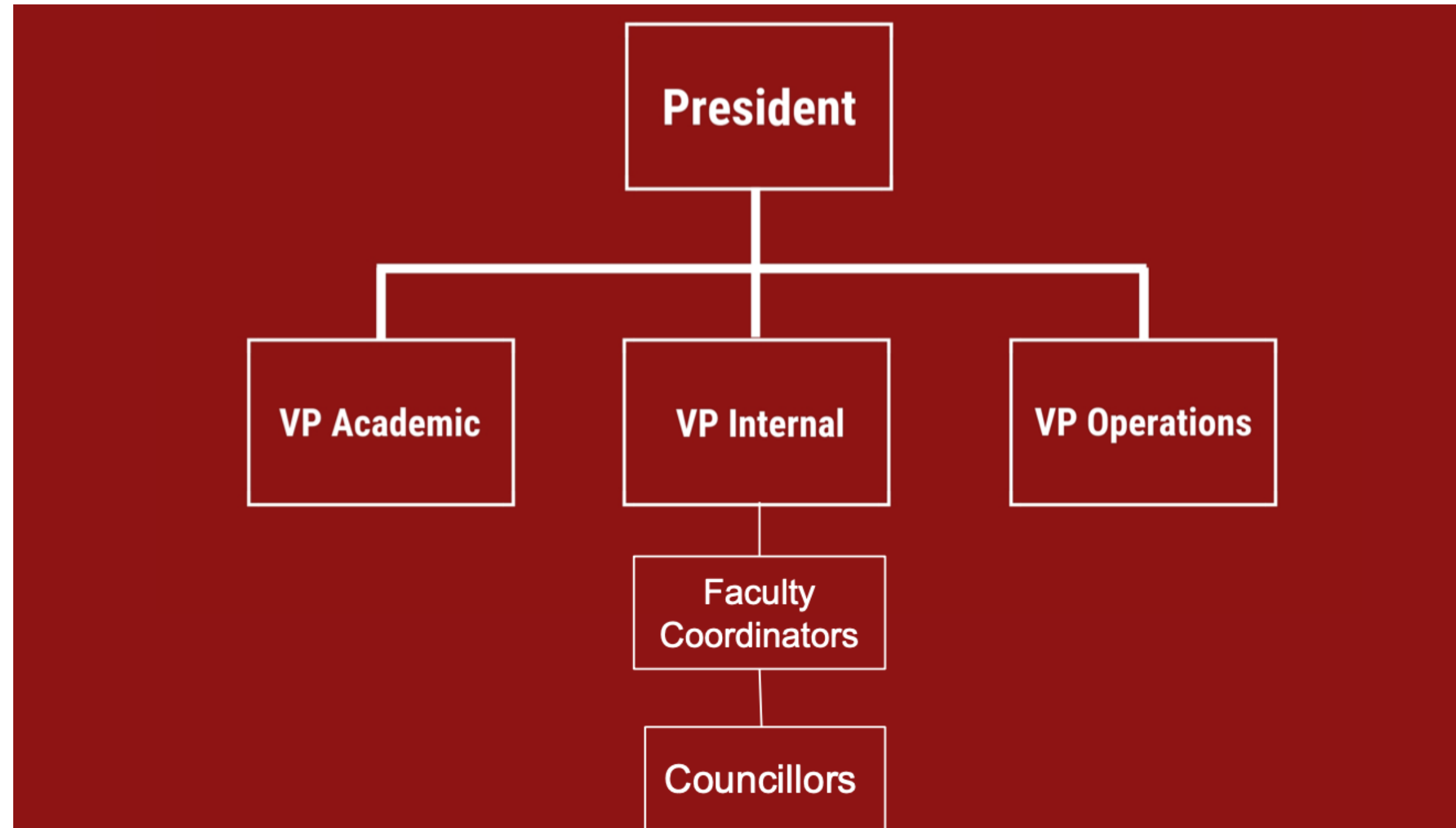
- The voice for students on academic issues at the departmental, Faculty and Senatorial levels of Carleton University
- Created in 1969 by the University Senate to represent students as a separate forum from existing student unions
- Funded by a levy from students for scholarships, academic initiative funding, study snacks and more!




# CASG *Crashcourse*

## LINGO

- EXEC: The President and 3 VPs
- COORDINATORS: Elected in March to oversee all the councillors in their faculties
- DEPARTMENT REPS/COUNCILLORS: that's you



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MEET THE EXEC

*President*

Jennifer Ramnarine

Email: [president@casg.ca](mailto:president@casg.ca)

- Serves as the main representative of undergraduate students on Senate
- Acts as the liasion between undergraduate students, Carleton's Deans, President and administrative staff
- Oversees the coordination of CASG governance by approving the introduction of all constitutional and policy motions by executives to CASG Council
- Delegates and oversees the responsibilities of all Vice Presidents



**JENNIFER RAMNARINE**

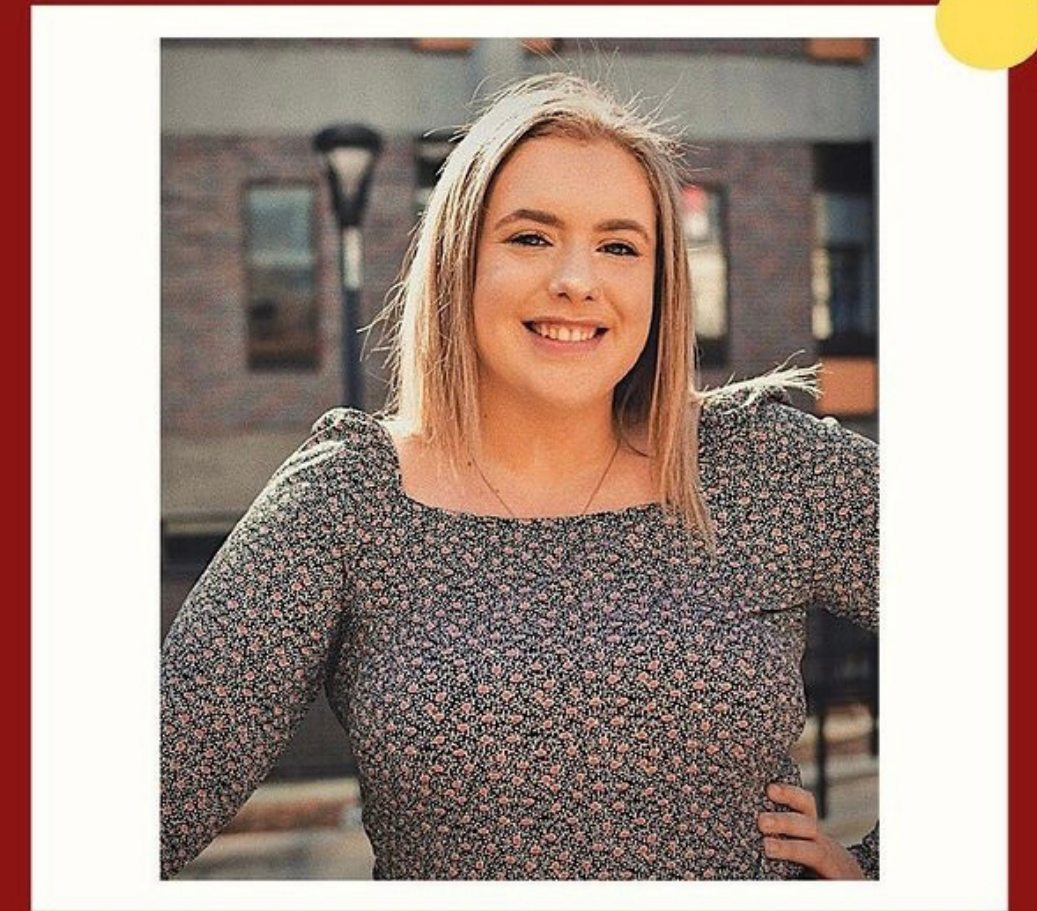
President

# Vice President Internal

Dakota Livingston

Email: [vpinternal@casg.ca](mailto:vpinternal@casg.ca)

- Responsible for the inner workings of CASG
- Maintains contact with Coordinators and Councillors
- Schedules council meetings and circulates meeting materials to Council
- Ensures that Coordinators are fulfilling their responsibilities
- Administers CASG Department Representative elections
- Encourages CASG committee participation



**DAKOTA LIVINGSTON**

Vice President Internal

# Vice President Operations

Vanessa Buecking

Email: [vpoperations@casgonline.ca](mailto:vpoperations@casgonline.ca)

- Promotes CASG's campaigns and communication through sponsored content and advertising
- Ensures strong ties between CASG and its partners
- Recruits staff and volunteers within the organization for promotional uses
- Schedules tabling and promotional events on campus
- Maintains the CASG website



**VANESSA ALVES-BUECKING**

Vice President Operations

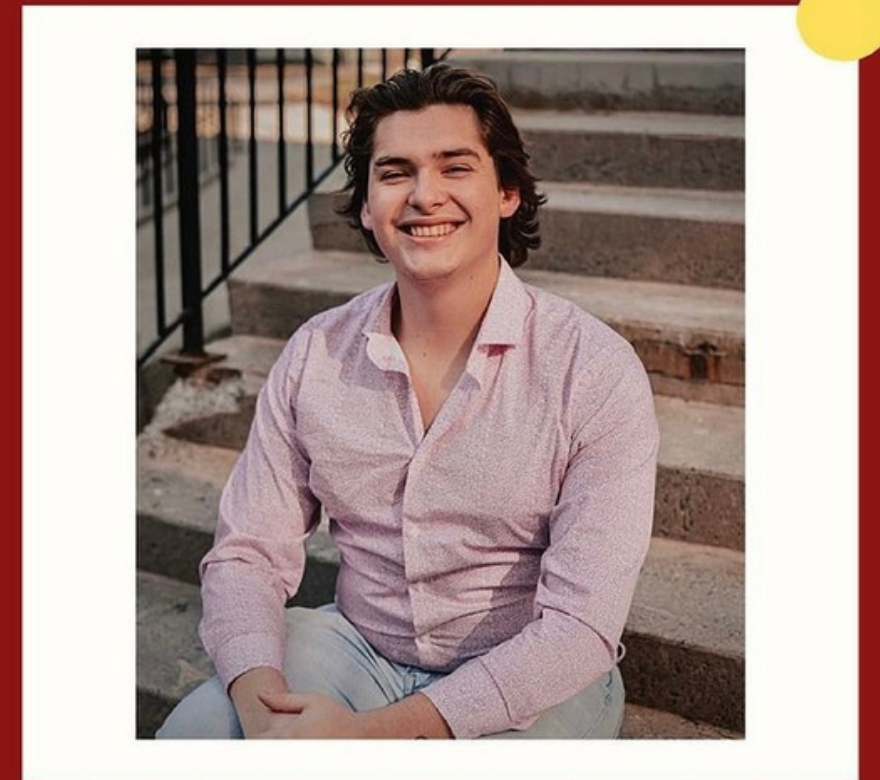


# Vice President Academic

Pierce Burch

Email: [vpacademic@casg.ca](mailto:vpacademic@casg.ca)

- Chairs the meetings of the Academic Initiative Fund and Scholarship Committees
- Maintains contact with Carleton Deans and Vice Presidents to relay academic issues from students
- Identifies key academic issues on campus through communication with students and faculty
- Leads academic advocacy campaigns to address key issues



**PIERCE BURCH**  
Vice President Academic

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# MEET THE COORDINATORS

*Faculty of Public Affairs*

Siena Pacheco

*Faculty of Arts and Social Science*

Michael Shores

*Faculty of Science*

Mackenzie Huckvale

*Faculty of Engineering and Design*

Hani

*Sprott School of Business*

Ceildeh Monk

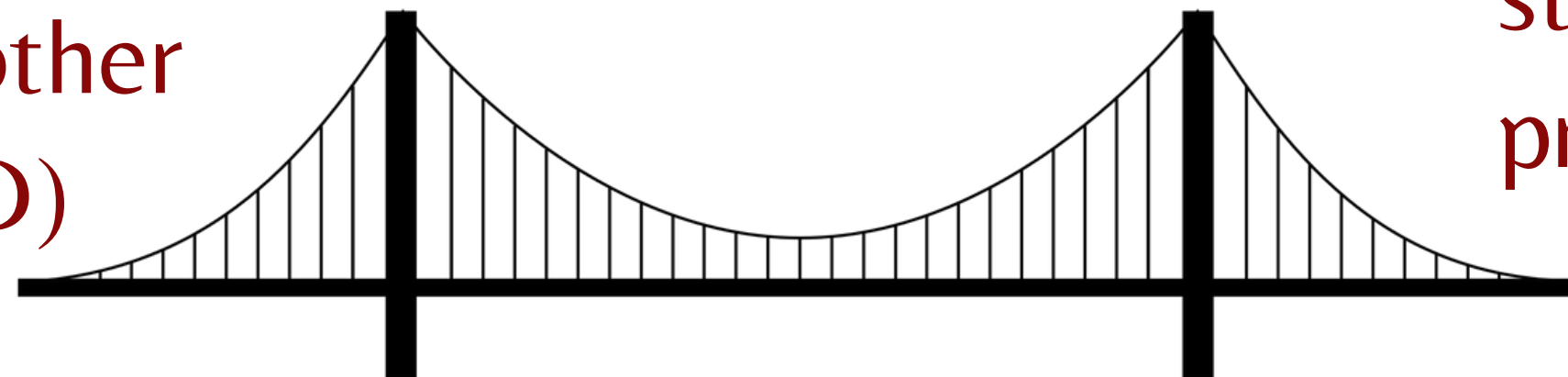
# What does a Department Reps actually do?

Being a department representative means holding a seat on our council

- Voting privileges
- Committee participation
- Councillor Training Sessions (and other workshops TBD)

Being a department representative also means representing your program

- Consult with your academic society
- Voice concerns from your constituents
- Report back to students in your program



# Proxy, Absences and CCR

- If you cannot attend a council meeting, it is required to send me an email notifying me of your absence.
- This email must also include the name and email of your proxy- this must be somebody from your program.
- Failure to do this 2 times, will result in a meeting to discuss your responsibilities as a councillor
- Failure to do this 3 times, will result in no credit being earned on your CCR



# CASG GOVERNANCE 101

## *Robert's Rules of Order*

- Order of Motions
  - Mover's remarks: Chair introduces the motion and asks the Mover to justify the motion
  - Seconder's remarks: Chair calls for a Seconder on the motion
  - Questions: Chair opens the motion to Questions from Council (10 minutes)
    - Questions are limited to 2 per person (not including follow-ups)
    - Questions are answered by the movers or parties involved
  - Debate: Chair opens the Motion to Debate from Council (10 minutes)
    - Debate points are limited to 2 per person



# CASG GOVERNANCE 101

## *Robert's Rules of Order*

- Amendments to Motions
  - Friendly amendments can be accepted by the Mover without a vote
  - Other amendments are moved by a council member and require a seconder
  - Chair opens the amendment to Questions and Debate
  - Amendment must be voted on before returning to the original motion
- Point of Order
  - Allows a council member to raise concern to the Chair if a rule has been broken
  - Council can overturn decisions by the chair with a simple majority
- Call to Question
  - Moves the Motion directly to a vote, cutting off debate
  - Final approval or rejection of the motion

*What's next?*

**FIRST COUNCIL  
MEETING:**

- October 14th at 6:30 pm

**STAY IN TOUCH:**

- Council Slack Channel
- Email me!

