

Reporting Procedure

Adopted: January 2004

Amended: Saturday, November 18, 2006

To Be Reviewed Yearly In: January

Article 1. Reporting To Council

1. In accordance with Section II of the Kwantlen Student Association Regulations, each Campus Council, Executive and Liaison shall submit a formal written report to the Speaker of Council, no less than seventy-two (72) hours before a Council meeting.
2. Although they are not formally required to do so, student representatives on the University College Board of Governors and Education Council may submit formal written reports to Council on issues concerning governance at Kwantlen.
3. Unless due to circumstances directly related to official Student Association Business, the Speaker of Council shall not accept and include reports in the agenda package that are not submitted on time.
4. Reports that are not submitted on time may not be distributed by hand at Council, but may be included under “Unfinished Business of the Previous Council Meeting” of the agenda for the next meeting at the discretion of the Speaker of Council.
5. If the Speaker has in error neglected to place a report as received on time in the agenda, it may be distributed by the Speaker at the Council meeting, and it shall also be placed in the agenda of the next meeting of Council under “Unfinished Business of the Previous Council Meeting.”
6. Reports shall cover, but shall not be limited to, the topics as outlined below:
 - i. Campus Councils shall report on the following topics:
 - a. Campus Council Meeting Report and Motions;
 - b. Campus Campaigns, Events and Activities Update; *and*
 - c. Other Campus Concerns, Questions and Issues.
 - ii. The Director of Operations shall report to Council on the following topics:

- a. KSA Operations, Services and Volunteer Update;
 - b. Services Committee Update and Recommended Motions;
and
 - c. Other Business, Issues and Concerns.

- iii. The Director of Finance shall report to Council on the following topics:
 - a. KSA Financial and Budgetary Update;
 - a. Finance Committee Update and Recommended Motions;
and
 - b. Other Business, Issues and Concerns.

- iv. The Director of External Affairs shall report to Council on the following topics:
 - a. External Events, Campaigns, Meetings and Lobbying Update;
 - b. CFS Activities Update;
 - c. Board of Governors Update;
 - d. SIAC Committee Update and Recommended Motions; *and*
 - e. Other Business; Issues and Concerns.

- v. The Director of Events and Student Life shall report to Council on the following topics:
 - a. Events Update;
 - a. Clubs and Programs Based Support Update;
 - b. Advertising, Promotions and Website Update;
 - c. SEACA Committee Update and Recommended Motions;
and
 - d. Other Business, Issues and Concerns.

- vi. The Director of Academic Affairs shall report to Council on the following topics:
 - a. Academic Concerns and Internal Issues Update;
 - a. Education Council Update;
 - b. Academic Committee Update and Recommended Motions;
and

- c. Other Business, Issues and Concerns.
 - vii. The Chairperson of the Executive Board shall report to Council on the following topics:
 - a. KSA Elected Official Issues and Concerns;
 - b. Communications Update;
 - c. Executive Directives Update;
 - d. Executive Board Meetings Review and Recommended Motions; *and*
 - e. Other Business, Issues and Concerns.
 - viii. Liaisons shall report to Council on the following topics:
 - a. Current Liaison Activity Update;
 - b. Liaison Commission Update and Motions; *and*
 - c. Other Business, Issues and Concerns.
7. Further to Article 1.6 above:
- i. Should Campus Councils, Liaisons or Executives have no new information to report on a given topic as outlined in the Article 1.6, then they can simply note that “no new information” is available and the topic can be omitted at the discretion of the reporter.
 - ii. “...and Motions” as used in Article 1.6 refers to motions that are being referred to Council by a Committee or Commission for Council’s consideration, deliberation and resolution. It is not necessarily meant to be an area to cut and paste all motions that were considered by a Committee or Commission.
 - iii. “...Update” as used in Article 1.6 refers to the need to summarize what has been happening on a given topic. For example, “Executive Directives Update” is not meant to be an area where directives are listed, rather, it is meant to be an area where directives are listed and an update in regards to their progress is given.
8. Further to Article 1.6, all Committees and Commissions are required to submit a copy of minutes from their last meeting for inclusion in the agenda as an attachment to their report.

9. Chairs of KSA Committees shall report the time and place of their last Committee, Campus Council or Commission meeting, as well as the time and place of their next meeting.
10. Liaisons and Executives shall list under “Other Business, Issues and Concerns” which Campus Council, Executive Board, Liaison, external or other relevant meetings they have attended since their last written submission to Council.
11. Within two (2) weeks of attending a conference or external meeting on behalf of the KSA, each Executive, Council Member, Liaison and staff member shall submit a formal written report of one (1) to two (2) pages in length to the Speaker of Council. The report shall generally cover such topics as how they found the conference or external meeting and how their experience at the conference or external meeting can be used to better the KSA. The Speaker shall attach the report as an information only submission to Council in the agenda package.

Article 2. Reporting to Annual and Special General Meetings

1. All bodies that regularly report to Council shall also prepare a written report for the Kwantlen Student Association’s Annual General Meeting.
2. Reports submitted to the Annual General Meeting shall generally cover the same topics as would be covered in a regular report to Council, and indicate what has occurred over the past one year. In addition to this, any other ideas or suggestions for future events, activities or projects may be listed under “Other Business, Issues and Concerns.”
3. All bodies that regularly report to Council shall prepare written reports for any Special General Meeting of Council only if requested to do so by Council.

Article 3. Executive Board Meeting Reports

1. Although not mandatory, Executive Board members may choose to submit formal written reports to Executive Board meetings, in the same format as they would submit for Council meetings.
2. If they chose to do so, the report must be submitted to the Chairperson of the Executive Board for inclusion in the Executive Board agenda at least seventy-two (72) hours before the Executive Board meeting.

3. This is recommended for any Executive member who would be missing any Executive Board meetings.

Article 4. Campus Council Log Books

1. Each Campus Council shall be required to keep a logbook that allows each Campus Council member to record the following:
 - i. when they were in the office;
 - ii. what tasks they performed while they were working; *as well as*
 - iii. what tasks need to be done or continued by others who are working.
2. Upon arriving for their office hours or any other work, a Campus Council member shall use the logbook to sign-in. At the completion of their shift, they shall sign out and record what they did and what needs to be done or continued.
3. The Campus Director shall review and bring any irregularities to the attention to Campus Council, who may then make recommendations to the General Manager regarding those irregularities.
4. At the discretion of the General Manager and the Executive Board of Directors, the logbook may be used to justify a Campus Council member's pay.