



**Council on Student Services (COSS)
Orientation: 2019-2020**

Orientation to COSS

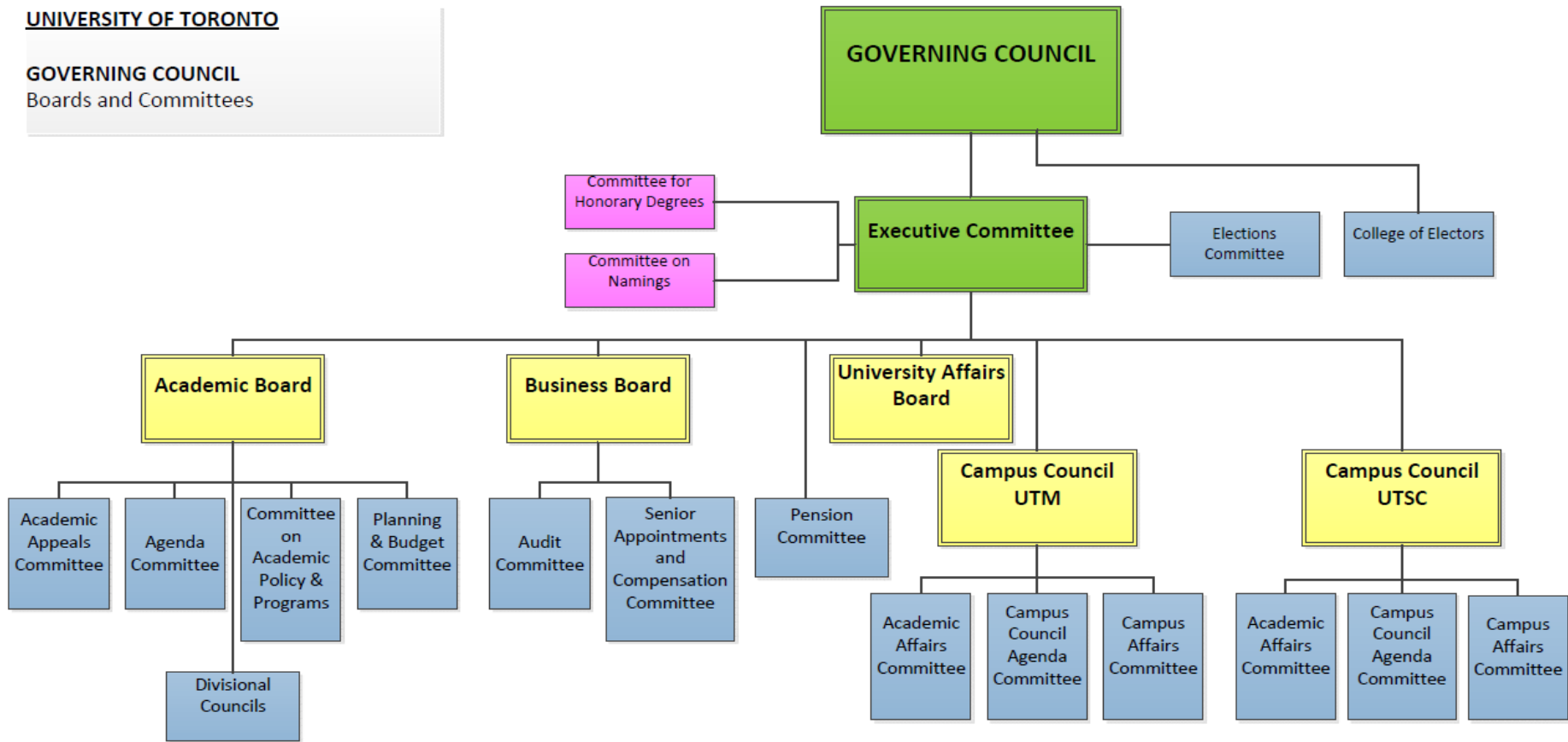
1. Purpose + Authority
2. Process, Powers and Duties
3. Membership
4. Agenda Planning and Meetings
5. COSS Support
6. COSS Rules and Procedures
7. Resource Documents

COSS Purpose

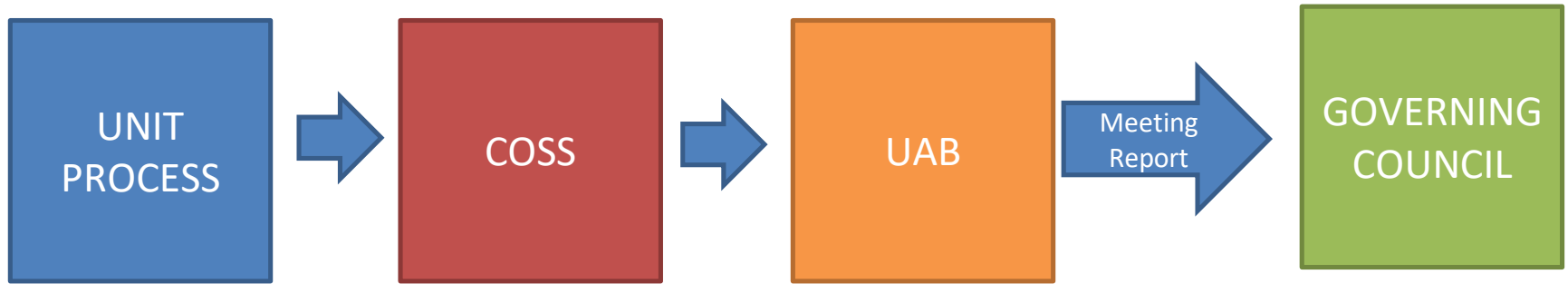
The Council on Student Services was established to enhance the experience of the students of the University of Toronto by promoting the provision of the most efficient and effective student services.

Authority of COSS

- The authority of COSS is founded within the provisions of the Protocol on non-tuition fees
- The Protocol sets out the terms and conditions regarding increases to, and the establishment of, compulsory non-academic incidental fees
- COSS provides advice on such fees to the Governing Council
- COSS is accountable to, and must meet the timelines of, the Governing Council



PROCESS for COSS



COSS Powers and Duties

- To review the annual operating plans, including budgets for Student Life, Hart House and the Department of Athletics and Recreation, as recommended by the Board of Stewards of Hart House and the Council of the Department of Athletics and Recreation for the latter two, and to offer its advice to the Governing Council on these plans
- To receive reports on the services from each of these areas
- To advise the Governing Council on proposals for expansion or reduction of student services, including recommendations for new services and for the elimination of services

COSS Powers and Duties

- To consider and make recommendations to the appropriate body regarding the allocation of space for student services, and student societies
- To serve as a forum for discussion of student experiences at the University of Toronto

COSS Membership

- The President of the University or delegate
- **2** part-time undergraduate – appointed by APUS
- **2** graduate students- appointed by GSU
- **4** full-time undergraduate or members of the executive of the UTSU- appointed by the UTSU
- **1** full-time or part-time student from UTM
- **1** full-time or part-time student from UTSC
- **6** other persons appointed by the President of the University of Toronto
- **Quorum:** Eleven members must be present, of whom at least six shall be students, shall constitute a quorum of members

- **COSS Term of Appointments:** May 1st until the next April 30th

COSS 2019 – 2020

- **Richie Pyne**, APUS
- **Jaime Kearns**, APUS
- **Lwanga Musisi**, GSU
- **Branden Rizzuto**, GSU
- **Joshua Bowman**, UTSU
- **Arjun Kaul**, UTSU
- **Avani Singh**, UTSU
- **Ameera Karim**, UTSU
- **Tebat Kadhem**, CSS (UTSC)
- **TBD**, QSS (UTM)
- **David Newman**, Executive Director, Student Experience
- **John Monahan**, Warden, Hart House
- **Beth Ali**, Executive Director of Co-Curricular Athletics and Physical Activity Programs, KPE
- **Heather Kelly**, Executive Director, Student Life Programs & Services
- **Mark Overton**, Dean of Student Affairs, UTM
- **Desmond Pouyat**, Dean of Student Affairs, UTSC
- **Meredith Strong**, Director, Office of the Vice-Provost, Students and Student Policy Advisor

COSS Support

Chair: Hanie Yousefi

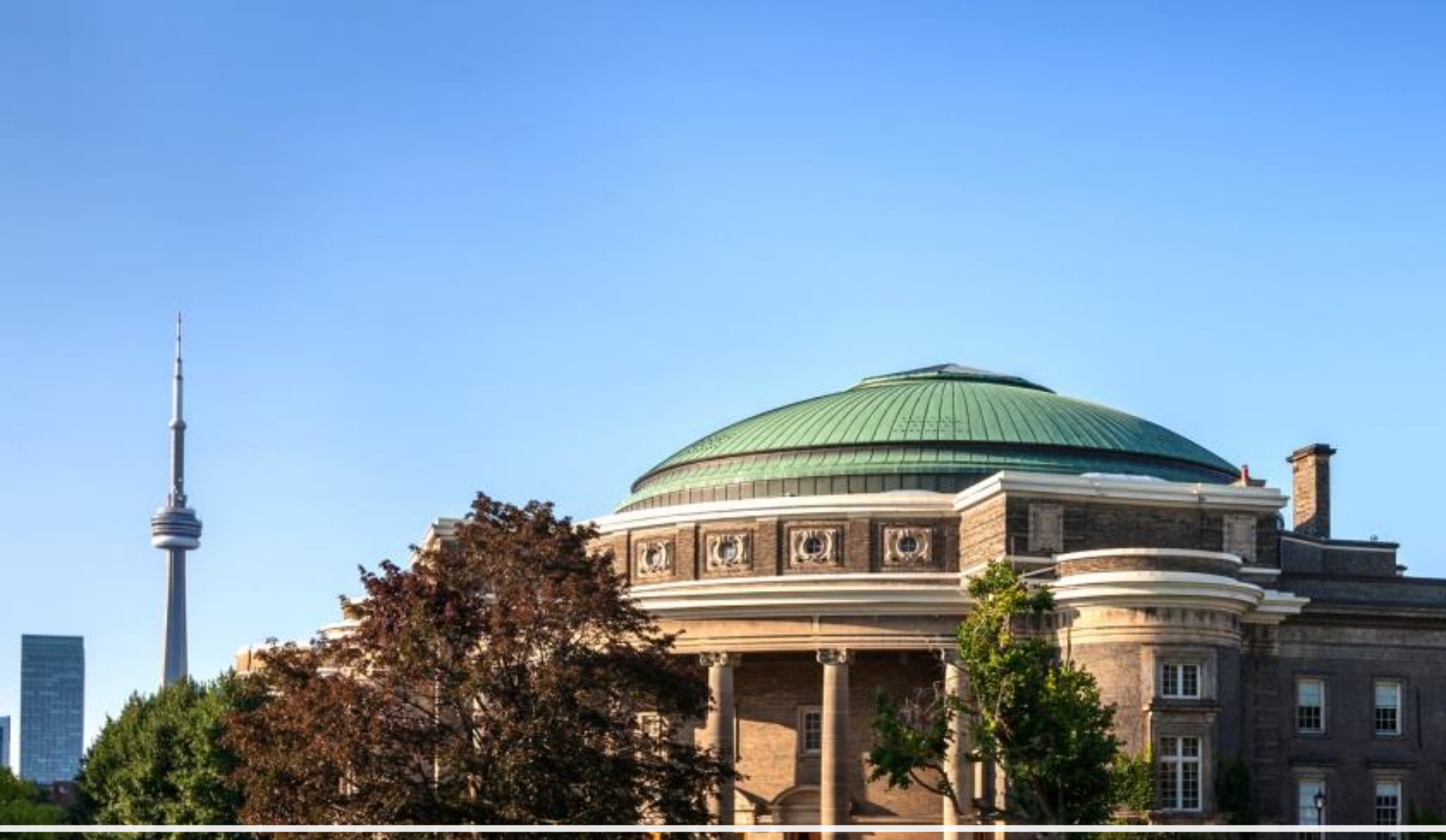
The Chair of COSS is charged with conducting the meeting. They preserve order and decorum, interpret the Rules of Order, and generally ensure that meetings proceed in an orderly fashion. The Chair is impartial and may not take part in the debate, express an opinion on the items being debated, nor vote.

Secretary: Julia Smeed

The Secretary to COSS is charged with providing administrative support for COSS meetings. This includes providing advice on the Rules of Order, providing a Recording Secretary (if required), and compiling and circulating agendas and other documents to members.

Recording Secretary: Sarah Matias

The Recording Secretary is charged with taking appropriate minutes for COSS meetings, and amending those minutes as directed by COSS. The student union/association that nominated the Chair has the option to provide a Recording Secretary. If they do not wish to exercise that right, the Recording Secretary will be provided by the Secretary to COSS.



Student Choice Initiative
Sandy Welsh, Vice Provost, Students &
Meredith Strong, Director, Office of Vice Provost, Students

COSS Calendar of Key Dates

Meeting	Date	Topic
1	September 23, 3:00-5:00 p.m.	Welcome, Orientation
2	October 21, 3:00-5:00 p.m.	KPE Presentation
3	November 25, 3:00-5:00 p.m.	Student Life Presentation
4	January 10, 3:00-5:00 p.m.	Hart House Presentation
5	January 20, 3:00-5:00 p.m.	Budget Presentation
6	February 3, 3:00-5:00 p.m.	COSS Vote
7	March 18, 3:00-5:00 p.m.	Closing Meeting

Note: Agenda Planning

Please forward any items, including motions, for the COSS agenda to the Secretary at least 3 full business days in advance of the meeting. Agendas will be circulated at least 2 business days before the meeting, with any additional documentation for review.

Meetings

- Meetings follow Bourinot's Rules of Order
- In order to ensure quorum, RSVPs will be sought in advance of all meetings
- Guests may attend on a space available basis. If space is limited, seating for COSS members, COSS support staff and those scheduled to present to COSS have precedence

Speaking Rights

In addition to voting members, the following may speak at the discretion of the Chair

- Persons attending on behalf of a voting members. Written notice should be provided to the chair by the voting member of who will be attending on their behalf
- Guests called upon by voting members or the Chair to contribute expertise to a motion or to provide information requested by COSS members

Voting

- Proxy voting is not permitted
- Persons attending on behalf of absent members may not vote, and therefore cannot count towards quorum

Remote Participation

- Members who cannot attend in person may request that the Chair allow them to attend remotely. Where possible, such requests will be made at least seven days in advance of the meeting.
- There will be a maximum of 3 remote connections, with a priority given to members from UTM and UTSC
- Members participating remotely will be considered present for voting and quorum

Chair Appointments

- The Chair of COSS must be a student
- The position of Chair will be rotated across the student unions (the order of rotation will be GSU, APUS, UTSU) who will have the opportunity to nominate up to 3 people from their constituency

Qualifications/Characteristics for COSS Chair

- Demonstrated familiarity with the University governance structure
- Experience chairing using formalized rules of procedure
- Familiarity with the University Student Services covered by COSS protocol

Note: This is the standing policy, but we will be reviewing this policy today.

Guests

COSS meetings are normally open meetings and guests may attend on a space available basis. If space is limited, seating for COSS members, COSS support staff, and those scheduled to present to COSS have precedence over other guests.

Changes in Membership

The body that appointed a member to COSS may permanently replace the member with a new appointee by providing written notice to the Chair, with a copy to the Secretary of COSS.

Resources

Available online

- [Bourinot's Rules of Order at a Glance](#)
- [Memorandum of Agreement between the University of Toronto, the Students' Administrative Council, the Graduate Students' Union and the Association of Part-time Undergraduate Students for a Long-Term Protocol on the Increase or Introduction of Compulsory Non-tuition related fees](#)
- [Policy for Compulsory Non-Academic Incidental Fees](#)
- [Overview of COSS Rules](#)
- [Membership list](#)
- [COSS Chair Appointments](#)
- [COSS Guidelines for remote participation](#)

Also...

- [Agendas, meeting minutes](#)
- [This presentation!](#)

Questions?