

## What is a Special General Meeting or "SGM"?

A special general meeting is a meeting of CSU members (that is not otherwise regularly scheduled). A CSU member is *any* undergraduate student who is registered in a for-credit course or its equivalent, and who is subject to the Student Union fee at Concordia University.

### Friendly Reminders

- Just because someone knows a bunch of jargon and talks really loud doesn't mean they know more than you. Don't be afraid to speak up, it's the job of the people running the SGM to help turn your concerns and ideas into actionable motions.
- If you are confused or have a question, it is likely that other people are confused or question too. In turn: you voicing your question, could help others better understand. Your participation matters!

Come for the free food, stay for the direct democracy!



Come to your student union's next Special General Meeting and be part of important decisions!

**Next SGM:**



CONCORDIA  
STUDENT  
UNION

## So What is a Special General Meeting?



**A handbook on CSU Special General Meetings and participating in direct democracy as a student.**

## A Special General Meeting of the members may be called:

- By at least two members of the Executive or by the Council of Representatives solely for the purpose of considering specific resolutions and/or Bylaw amendments proposed by a member of the Executive or the Council of Representatives.

OR

- By the presentation of a petition signed by at least 250 members to the Chairperson of the Council of Representatives. Such a petition must set out the reasons for the meeting and the specific resolutions to be considered at such meeting. The Chairperson of the Council of Representatives must inform the Representatives of such a petition at the earliest possible time and hold the meeting within thirty days from receiving the petition.



## How does an SGM make decisions?

Any student who is a member of the association can propose to change the agenda, propose an idea to vote on, and can suggest a change to an existing proposal before it is voted upon.

The *Chair* ensures that the meeting happens respectfully and clearly and that everyone gets a chance to speak. The Chair may interrupt or ask for clarity when necessary. The *Secretary* takes notes, while the *Mood-Watcher* takes note of the speakers' list, surveys the mood in the room, and makes suggestions to reduce any atmospheric tensions or discomforts. Essentially, the Mood-Watcher ensures that all necessary steps are taken to make the meeting inclusive.

## Useful Phrases and Lingo to Know:

**What's a motion?** A motion is a formal proposal by a member to do something. It is usually in at least two parts: a WHERE-AS part that explains the context and reasoning, and a BE IT RESOLVED part that puts the proposed action into words.

An example of this could be:

*"Whereas the federal government has already declared a climate emergency; Be it resolved that [the student association] declares a climate emergency"*

**Who is the Chair?** The Chair (or facilitator) is the person who keeps a meeting on track while not being in control or taking credit. They make sure the agenda is respected and keep track of a speaker's list, giving people the time to speak while also making sure that no one dominates the conversation.

