

Date: 7 Sept 2015

Time: 12.00PM-1.00PM

Venue: Saga Dining Hall

Note-Taker: Dave

Presiding Officer: Tee

Attendance: Dave, Tee, Adila, Anandita, Avery, Isabel, Qi Siang, Swarnima, Tamara, jay, Feroz, Sara, Fatima

Absent: Subhas

Agenda:

- Roles
- Feedback
- Process

Summary:

The constitution review committee agreed on roles within the committee to focus on feedback gathering and publicity. The committee also discussed the method of feedback gathering, which will be worked on by the those assigned and presented to the committee at the next meeting. Procedures and logistics were also discussed with the decision being made to schedule further meetings at 9pm in the Kewalram Chanrai room on Thursdays and use slack as the primary means of communication within the committee.

Agenda	Discussion Points	Action
Roles	<p>Publicity</p> <ol style="list-style-type: none"><li>1. Tee: Does anyone want to volunteer to be a publicity manager</li><li>2. Sara, Avery and Tamara are to form the Holy Trinity of publicity</li><li>3. Tee: could we have some deliverables by Thursday. Just let us know what you want to do on a weekly basis</li><li>4. Avery: We could have student notice boards outside of the dining room</li></ol> <p>Secretary</p> <ol style="list-style-type: none"><li>1. Do we want to rotate the secretary role?</li><li>2. Sara: I think consistency could be good</li><li>3. Dave: I'm happy to do the minutes, but it would be great if you could help out by typing into the google doc, if I miss anything</li></ol> <p>Misc</p> <ol style="list-style-type: none"><li>1. Tee: Any other roles?</li></ol>	<p>Publicity team: <b>Sara, Avery and Tamara</b></p> <p>Feedback team: <b>Swarnima, Anandita, Adila and Isabel</b></p>

	<ol style="list-style-type: none"> <li>2. Avery: Should we get someone to gather student opinion</li> <li>3. Swarnima: What if we don't get any feedback?</li> <li>4. Jay: That's probably unlikely</li> <li>5. The Feedback Four: Swarnima, Anandita, Adila and Isabel all volunteered to be responsible for backend feedback</li> </ol>	
Feedback Mechanisms	<ol style="list-style-type: none"> <li>1. Tee: Last week we had a discussion about whether we wanted many different feedback channels or only a few. Government uses the former</li> <li>2. Tamara: Perhaps just create one or two different forms for feedback, e.g. facebook page and website</li> <li>3. Isabel: What form would these suggestions take? Should it be specific clauses or vague ideas?</li> <li>4. Tee: Agreed, we need to work out how formalised to make it. One way we could do it is through guiding questions</li> <li>5. Jay: Non-formal feedback can still be valuable</li> <li>6. Isable: We should have both</li> <li>7. Dave: Could have categories of feedback (e.g. addition, removal, modification, general ideas)</li> <li>8. Feroz: Perhaps it would make sense for the four people responsible for feedback to take care of it</li> <li>9. Tee: The designing of the feedback forms could be done, and brought to the committee for discussion</li> </ol>	
Process	<p>Background on Last Constitution</p> <ol style="list-style-type: none"> <li>1. Tee: last year it was done as an article per week</li> <li>2. Tee/Feroz: Also need to consider the bi-laws</li> <li>3. Tee: We should all go through the constitution, to familiarise ourselves with it. Maybe I should set homework to read the constitution. Treat it like a reading</li> <li>4. Tee/Jay: We can vote to scrap the existing the constitution, but we need to go through the whole constitution first</li> </ol>	<p><b>Tee</b> to book classroom for drafting meeting</p> <p><b>Dave</b> to set up slack group</p>

5. Tee: this lunchtime meeting should probably be more for administrative purposes
6. Avery: How are public complaints/suggestions voiced in the committee?

#### Timeline

7. Tee: We might have to do it article by article, since we can't deal with them all at once. To get as many suggestions as possible, we should publicise which article we're covering ahead of time
8. Swarnima: What if we get comments for articles that have already been discussed
9. Tamara: Should we set a deadline for amendments?
10. Jay: There is a timeline that somewhat covers this
11. Tee: in the public comment period we are only supposed to change it based on public comments
12. Tee: If we scrap the whole constitution, we will still have to redo the whole constitution
13. Jay: Do formulate your own thoughts about the advantages and the problems with the Constitution.
14. Tee: Are we all agreed on tackling an article a week?
15. Tee: Assuming we have the same number of articles, this will give us an extra week
16. Qi Siang: What if they don't ratify the constitution?
17. Dave/Jay: Then it will remain with the current one, which will be problematic

#### Meeting structure

18. Tee: Do we agree with this meeting being administrative and the other one being a drafting meeting?
19. Sara: Would this be set time or rotating?
20. Acclimation for set time
21. Tamara: We could use the library study rooms
22. Tee: I'm thinking about booking a classroom, which we can advertise

	<p>23. Tee: We need a mechanism for actually producing content: who drafts what, so on so forth.</p> <p>24. Tee: If we don't scrap the constitution, we should collate all our feedback and vote on which ones we would like to include in the Constitution.</p> <p>25. Avery: I think we should have the process be immediate, someone should be drafting/writing as we decide on issues.</p> <p>Miscellaneous</p> <p>26. Avery: Do we want a centralised place to discuss stuff?</p> <p>27. Tee: Government uses slack. Should we adopt this?</p> <p>28. Everyone: Yes. (Acclamation.)</p> <p>29. Tee: slack slacks if you don't use slack</p> <p>Another method of organising article</p> <p>30. Tee: We could all specialise in an individual article, where we pair up, spend 4 weeks working on a specific article before then voting</p> <p>31. Avery: This would be in opposition to drafting article by article</p> <p>32. Swarnima: One problem with this is that you may not have enough time to focus on other articles</p> <p>33. Tee: That is true, however there is also the benefit that it allows for people to send feedback throughout the process</p> <p>34. Tee: meetings will be shorter, but drafting periods will be longer</p> <p>35. Qi Siang: What happens if someone tries to propose a new article?</p> <p>36. Tee: are there any other ways of organising the drafting process</p> <p>37. Dave: I think it depends on what we decide to do with the current constitution</p> <p>38. Tee: Given that let's vote on this when we've agreed on the method</p>	
Time and targets	1.	

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Agenda for our next meeting:

Reminders/ Updates