

THE UNIVERSITY OF WESTERN ONTARIO STAFF ASSOCIATION

NOTICE OF GENERAL MEETING

Wednesday, December 11, 2024

Virtually via Zoom – [CLICK HERE TO REGISTER](#)

12:00 to 2:00 p.m.

Zoom Waiting Room Open at 11:30 a.m.

AGENDA

Land Acknowledgment Statement

1. Approval of the Agenda
2. Approval of the Minutes:
 - Annual General Meeting held April 17, 2024**
 - Collective Agreement Ratification Meeting held July 31, 2024**
3. Business Arising out of the Minutes
4. Report of the President
5. Report of the Treasurer
 - a) Presentation of the 2023-2024 Audit
6. Reports of Other Officers
7. Reports of Standing Committees
8. Reports of Special Committees
9. Any Unfinished Business from Previous Meetings
10. New Business
11. Adjournment

* **The Zoom link will open at 11:30 am for sign in to begin.** Please note you will be placed into a waiting room upon arrival. **Please ensure your Zoom display name is identical to your name as it appears on your Western ONEcard.** This is required to gain admittance to the meeting and for attendance records. Please anticipate the meeting to begin at or shortly after 12:00 pm once we have all members signed into Zoom. Thanks in advance for your patience.

As per Article 7.07 of the Collective Agreement, you are entitled to 2 hours away from work (including your regularly scheduled meal period) without loss of pay to attend this meeting.

**** Annual General Meeting minutes and Collective Agreement Ratification Meeting minutes are posted on the UWOSA website (www.uwosa.ca) under General Meetings**

ZOOM MEETING DETAILS:

Please review the videoconference policy before the General Meeting: [Video Conference Meeting Policy \(September 2020\) \(uwosa.ca\)](#). *Please note – those in breach of the policy will be respectfully removed from the meeting and placed back into the waiting room.*

If you have any questions regarding accessibility requirements limitations of computer access, please reach out to the office at info@uwosa.ca by December 1st so we can provide supports and/or any necessary accommodations.

Please note the following important information to gain access to the meeting:

- Please register ahead of time to attend the meeting to facilitate the sign-in process
- You will be placed into a waiting room upon arrival.
- Please ensure your display name for your Zoom account is identical to your first and last name as it appears on your Western ONEcard. You may be asked to show your card to verify identification, so please have it ready. If there is more than one person in the room with you, please be sure each person shows their Western ONEcard to be counted towards meeting attendance for quorum.
- **Your video must remain on throughout the entire meeting. If your video is not on and you have not made prior arrangements with the UWOSA office regarding limited video access then you will be removed from the meeting, as per the UWOSA Video Conference policy.**
- If you have limited access to a computer and are working on campus, it is really important for you to reach out to the office at info@uwosa.ca, at least a week in advance of the meeting, so that we can provide supports and/or any necessary accommodations.
- All participants are requested to remain muted during the meeting to decrease background noise.
- **If you have a question during the meeting, please use the Zoom “raise hand” reaction and wait to be called upon by the Mediator. Please remain muted until the Chair or Mediator of the meeting calls upon you to speak. Please ask only one question to ensure all meeting participants have a chance to speak. Please lower your Zoom hand after you have asked your question**
- **Please note, the chat function will not be used during this meeting.**
- **Seconding motions: If the Chair requests a seconder to a motion, please raise your Zoom hand and the Chair will say the name for the minutes.**
- **Voting: If you are in favor of the motion, please refrain from raising your Zoom hand. If you oppose the motion, please raise your Zoom hand when the Chair asks “Opposed?” To abstain from voting on the motion, please raise your Zoom hand when the Chair asks, “Abstain?”**

If you are new to UWOSA and/or new to the Zoom online meeting platform, please review the Helpful Zoom Instructions on the UWOSA website (www.uwosa.ca), login and select Members - > General Meetings.

The UWOSA Executive Committee thanks you all in advance for your patience.

LINK TO REGISTER FOR ZOOM MEETING

Topic: December 2024 UWOSA General Meeting

Time: Wednesday, December 11, 2024, 12:00 PM Eastern Time (US and Canada)

Registration link:

<https://us06web.zoom.us/meeting/register/tZUldO-trjovHtAHw3TRAFIX6KIBfYfXURZJ>