Introduction to MSA Council and Governance
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Learning Objectives

1. To gain an appreciation for the roles and responsibilities of the Medical Students’ Association (MSA).

2. To understand the general roles and responsibilities of an MSA Councillor.

3. To develop an approach to MSA hierarchy and Governance.

4. To provide the learner with a general overview of Robert’s Rules of Order.
Introduction to MSA Council
What are the goals of the Medical Students’ Association?

“To deal with all matters pertaining to the representative, educational, and social activities of the medical student body”

We coordinate and handle the administration of all clubs & initiatives, represent medical students to outside organizations, promote global health, and advocate to enhance the medical curriculum all while managing funds judiciously and openly.
What is the MSA?

- Elected body to represent all medical students in the FoMD
- Main liaison between the student body, the faculty, and external organizations
- Monthly meetings to discuss council activity and constitutional changes
What is the Composition?

- 61 Members
- 44 Positions
- 6 Vice Presidents
- 1 President
- Representing ~650 students over 4 years.
Expectations of Councillors
Activity Reporting

- As elected officials, all councillors must report their activities to the council and to the student body.
- Helps establish a timeline and guide future students regarding your role.
- Important to ensure the MSA continues to function.
- Dates:
  - November 2, 2015
  - January 4, 2016
  - April 4, 2016
Attendance

- Considered the most basic requirement for your position.

- ALL elected officials should attend each meeting.

- Attendance is taken for all councillors and made publically available.

- **Policy:** if a position is unrepresented (unexcused) for two meetings the position holders will meet with the professionalism reps to discuss the matter. Further absence will result in dismissal from the position.
Attendance Example

- *E.g.* Student Health and Wellness (2 representatives) – Kathy & Justin

- Both Kathy and Justin *should* go to every meeting.

- However, we understand people are busy.

- So, to be counted as having attended, only Kathy *must* attend.
Professionalism

• What is expected of you as an elected representative?
  • Assigned responsibilities need to be completed in a timely manner
  • Proper reporting of the work you have accomplished
    • Formal and informal reporting
• Attendance
• External representation and professional conduct
1. How do MSA Council Meetings work?

- Meetings occur on the first Monday each month.
- Please sit in the first 2-3 rows of KATZ 1-080.
- We will start promptly at noon and finish at 12:50pm.
- Attendance will be taken at the start and end by roll call.
- Raise your placards **HIGH** when voting.
1. How do MSA Council Meetings work?

- The agenda is prepared by the VP Administration.
- If you wish to include an item for discussion or formal debate, please submit via e-mail (msavpadm@ualberta.ca)
- Policy and Constitution changes will be distributed 2 weeks in advance.
2. Agenda Format

A. Speaker’s Business
B. Executive Reports
C. Executive Business
D. Member Reports and Business
E. Question Period
F. Adjournment
3. What does MSA Council *actually* do though?

- Approve policies & budgets drafted by the Executive.
- Approve bylaw changes as recommended by the Constitution and Bylaw committee.
- Bring forth student concerns to other members and Executive.
- Seeks to keep student reps accountable to their electorate and ensure members complete tasks.
Why use “Robert’s Rules”? 

- Efficiency 
- Commonly used/known in Org’s & Corp’ns 
- Make the MSA’s minutes defensible on scrutiny
Typical Agenda Order

• Reading and approval of last meeting’s minutes
• Reports of officers
• Reports of subcommittees
• Old/unfinished business
• New Business
• Adjournment
# How to Make a Motion

<table>
<thead>
<tr>
<th>Steps</th>
<th>What to say</th>
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</thead>
<tbody>
<tr>
<td>Hold up placard or stand up</td>
<td>“Mr. Chairman”</td>
</tr>
<tr>
<td>Chair recognizes</td>
<td>“Speaker recognizes (position)”</td>
</tr>
<tr>
<td>State your motion</td>
<td>“I move that we purchase a new bat-signal at up to a cost of $500”</td>
</tr>
<tr>
<td>Another voting member must second</td>
<td>“(position) seconds that motion”</td>
</tr>
<tr>
<td>Chair restates the motion and invites debate</td>
<td>“Speaker recognizes (position) to speak to the motion”</td>
</tr>
<tr>
<td>Chair calls the question (asks for a vote)</td>
<td>“Those in favour raise your placards”</td>
</tr>
<tr>
<td>Chair announces the result</td>
<td>“The motion carries”</td>
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Questions?
Thank you so much for all that you do!