

EXTERNAL POLICY
LASSONDE ENGINEERING SOCIETY



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SECTION 1 - GENERAL

1.0. Purpose

- 1.0.1. The purpose of this document is to formalize procedures for conducting external activities and to regulate matters related to selection of delegates.

1.1. Definitions

- 1.1.1. In this document:
- a. "Activity" refer to any form of external event, conference or gathering that the LES may attend;
 - b. "Head Delegate" refers to a member that is the Vice-President External or a selected attending delegate;
 - c. "Delegate" refers to a member that is selected by the External Committee to represent Lassonde at external activities;
 - d. "ESSCO" refers to the Engineering Students Societies' Council of Ontario; and
 - e. "CFES" refers to the Canadian Federation of Engineering Students.

1.2. Interpretation

- 1.2.1. All external activity fees will be regulated by the Section 4 of the Accessibility Policy
- a. The Vice-President External shall be waived of all ESSCO and CFES activity fees.
- 1.2.2. As per Bylaw 1, all LES Bylaws shall have precedence over this policy.

1.3. Oversight by the External Committee

- 1.3.1. The External Committee is responsible for overseeing the business described in this policy. The ultimate responsibility for the implementation of these policies will rest with the Vice-President External.

SECTION 2 - ACTIVITIES

2.0. General

- 2.0.1. This section shall apply to all ESSCO and CFES activities
- 2.0.2. Other activities and their regulations shall be determined by the External Committee.

2.1. ESSCO Conferences

- 2.1.1. The following conferences shall be categorized as ESSCO activities:
 - a. President's Meeting (EPM);
 - b. Professional Engineers of Ontario - Student Conference (PEO-SC);
 - c. First-Year Integration Conference (FYIC);
 - d. Ontario Engineering Competition (OEC); and
 - e. Conference on Advocacy and Leadership in Engineering (CALE).

2.2. CFES Conferences

- 2.2.1. The following conferences shall be categorized as CFES activities:
 - a. President's Meeting (CPM);
 - b. Conference on Diversity in Engineering (CDE);
 - c. Canadian Engineering Leadership Conference (CELC);
 - d. Conference on Sustainability in Engineering (CSE); and
 - e. Canadian Engineering Competition (CEC).

2.3. Delegate Caps

- 2.3.1. There shall be a cap placed on the number of delegates selected for each activity
 - a. The cap shall be determined by the following characteristics:
 - i. Activity; and
 - ii. Location
 - b. The cap amount includes the Head Delegate.
- 2.3.2. The External Committee shall when determining the cap of ESSCO activities, administer the following model:
 - a. The base Delegate cap for ESSCO activities shall be the following:
 - i. three (3) for ESSCO PM;
 - ii. six (6) for PEO-SC;
 - iii. six (6) for FYIC; and
 - iv. six (6) for CALE.
 - b. Locations of ESSCO activities shall have the following effect to the Delegate caps outlined in the linked Delegate Cap Table.
 - i. The Delegate Cap Table shall have no effect on Section 2.3.2.(a)(i) and (iv).
- 2.3.3. The External Committee shall when determining the cap of CFES activities, administer the following model:
 - a. For CFES activities
 - i. CPM shall have a Delegate cap of three (3);
 - ii. CDE shall have a Delegate cap of five (5);

- iii. CELC shall have a Delegate cap of five (5);
 - iv. CSE shall have a Delegate cap of five (5);
 - b. Locations of CFES activities shall have the following effect to the Delegate caps outlined in the linked Delegate Cap Table.
 - i. The Delegate Cap Table shall have no effect on Section 2.3.3.(a)(i).
- 2.3.4. The External Committee shall set the cap no higher than amounts determined by the model in Section 2.3.2 no later than 3 months before the first day of the activity in question.
 - a. The cap shall be set by a two-thirds vote of the External Committee.

SECTION 3 - SELECTION

3.1. General

- 3.1.1. The External Committee and its members shall be responsible for administering this chapter.
- 3.1.2. If a member of the External Committee is applying for any activity, they shall be required to recuse themselves from the selection process.

3.2. Process

- 3.2.1. There shall be two rounds of selection consisting of:
 - a. An application form; and
 - b. interviews.
- 3.2.2. The scores of the each round of selection shall be weighted as follows:
 - a. forty percent (40%) for the application form; and
 - b. sixty percent (60%) for the interview.

3.3. Scoring

- 3.3.1. The scoring process for each round shall be carried out as follows:
 - a. The application forms of each candidate shall be ranked on a scale of 1 - nth applications, with 1 being the best score.
 - b. The interviews of each candidate shall be ranked on a scale of 1 - nth applications, with 1 being the best score.
 - c. The candidates shall be selected in ascending order of their given scores.
 - d. In the case of a tie for the last available slot for a given conference, the candidate with the lower interview score shall be selected.
- 3.3.2. No duplicate scores shall be given by the committee in the scoring process.
- 3.3.3. Candidates who show up late to an interview gain an additional point.
- 3.3.4. Candidates who miss their scheduled interview with no valid reason as determined by the External Committee will lose their privilege to be a delegate for that given activity.

SECTION 4 - DELEGATES

4.1. General Responsibilities

- 4.1.1. All delegates shall be responsible for the following:
 - a. Taking relevant notes of each sessions that they attend;
 - b. Being present during sessions and discussions; and
 - c. Networking with other fellow engineering student peers.

4.2. Head Delegate

- 4.2.1. The head delegate shall be responsible for the delegation and a given activity.
- 4.2.2. The head delegate shall also oversee:
 - a. scheduling delegates to ensure representation at all activity sessions;
 - b. maintaining an attendance list; and
 - c. holding a daily check-in meeting with the delegates as necessary.

4.3. Conduct

- 4.3.1. A delegate shall adhere to the following commitments:
 - a. value other people's experiences;
 - b. embody a spirit of respect and fellowship;
 - c. maintain respectful communication regardless of disagreements;
 - d. have an open mind for new ideas and information;
 - e. refrain from behaving in a manner that degrades, insults, or otherwise negatively affects others;
 - f. support your peers;
 - g. grow and develop professionally, academically, and socially; and
 - h. respect other people's privacy and adhere to a respectful rooming etiquette.
- 4.3.2. A delegate shall attend a minimum of 70% of all scheduled session time slots, as determined by the External Committee, excluding sessions after 6pm.
- 4.3.3. A delegate shall adhere to the York University Code of Student Rights and Responsibilities.

SECTION 5 - DOCUMENTATION

5.1. General

- 5.1.1. All External Committee applications, conference information, planning documents and other relevant documentation are required to be stored on the Society's Google Workspace.

5.2. Applications & Interviews

- 5.2.1. Interview and application documentation shall be only made public outside of the External Committee after the given conference has ended.
- 5.2.2. All interviews shall be required to have minutes recorded.

SECTION 6 - LISTS

6.1. General

- 6.1.1. Lists shall be kept by the External Committee, regarding delinquent candidates.
- 6.1.2. The External Committee shall reserve the authority to determine members who qualify for lists.

6.2. Grey List

- 6.2.1. A "grey list" shall be kept of candidates that require further consideration from the External Committee based on the following conduct:
 - a. not adhering to Section 4 provisions; or
 - b. as determined by the External Committee.
- 6.2.2. The External Committee shall sentence a candidate to the grey list by a two-thirds (2/3) majority vote.

6.3. Black List

- 6.3.1. A "black list" shall be kept of candidates that are barred from attending activities, based on the following conduct:
 - a. not adhering to Section 4 provisions;
 - b. breaking the law;
 - c. violent or aggressive behaviour;
 - d. racist or sexist behaviour;
 - e. blatant discriminatory acts; or
 - f. as determined by the External Committee.
- 6.3.2. The External Committee shall sentence a candidate to the black list by a two-thirds (2/3) majority vote.
- 6.3.3. A member on the "black list" may appeal their position to be moved to the grey list, through a two-thirds (2/3) vote of the Board of Directors.
 - a. The appellant is only permitted one appeal.

6.4. Documentation

- 6.4.1. The Grey and Black list shall be kept in a manner such that only the names of the candidates are visible to the membership.
 - a. Offenses and other notes kept on the candidates shall only be accessed by the Vice-President External, after sentencing
- 6.4.2. Members on the Grey and Black List, as defined in Section 6.2 & 3 who have been on the list for a period of 5 years shall be removed from the list.