**Motion Submission/Tracking Form**

*Please title this motion as the following: EngSoc\_[Title of Motion]*

*Complete all sections. Do not fill out the result or discussion – leave blank!*

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| **Title:**  | **Conference Fees for Conference on Diversity in Engineering 2024** |
| Please give serious, relevant title followed by joke title (if desired) |
| **Mover:**  | **Ava, VP External** | **Seconder:** |  |
| Executive’s name and role | Leave blank unless another executive has agreed to support |
| **Whereas:**  | **The Conference on Diversity in Engineering (CDE) aims to develop knowledge surrounding the variety of individuals, cultures and perspectives found within engineering communities. CDE further aims to instill a notion of positivity and togetherness in creating spaces that value the differences between groups of engineering students and professionals. It is offered as one of the 4 annual conferences of the Canadian Federation of Engineering Students (CFES).****CDE 2024 will be held at Western University.**  |
| Formal motivation for the motion (often includes a few statistics, facts, etc.); if multiple whereas clauses, separate with semicolons |
| **BIRT:**  | **OT EngSoc will send 4 delegates for ESSCO-PM 2024; the EngSoc will cover 100% of the delegates fees (not including travel), in this case $400.00. Any additional fees outside of delegate costs will be the responsibility of the delegates.**  |
| The formal action the motion is taking (i.e. the most important component), and includes critical info like deadlines, responsible parties, etc. – enter multiple BIRT clauses by separating with semi-colons |
| **What Problem Does the Motion Solve?** | **Consultation:** | **Alternative Actions Considered:** |
| Identify the deficiency that the resolution addresses | Which individuals and groups have you discussed the issue and your remedy for it with? | Is a formal motion necessary to address the problem/deficiency? |
| **Ensures 4 delegates are able to represent OTU and its EngSoc.**  | **President, VPX, VPFA, VPS** | **Yes, a lot of money is being spent.** |
| **Action Item(s):** | **Person(s) Responsible:** | **Timeline:** |
| What will need to be done once the motion is adopted? Is a policy change mandated? Explain in detail | Who will be responsible for the implementation/execution of the motion? | What are the key dates that need to be met? |
| After the motion is adopted, the pre-registration form will need to be submitted, a delegates application form will need to be put out, an interview process will need to be conducted, an event form will need to be submitted, and a purchase request & third-party payment form will need to be submitted.  | **VPX**  | **30 days prior to the conference – this timeline provides enough time to submit the Event form and invoices** |
| **Time Implication:** | **Financial Implication:** | **Risks:** |
| What is the estimated time needed to complete the actions associated with the motion? | Estimate monetary impact; if in need of assistance in completing, please consult with the Officer Team | Identify all non-financial impacts of the motion, including reputational, legal, etc.  |
| **2 hours** | **Total of $400.00** | There are no immediate risks. This conference allows our EngSoc members to explore leadership and management pathways through attending an event that unites all Ontario Universities.  |
| **Result:** | **7:0:0, 1 absent - motion passes** |
| **Discussion:** |  |