Agenda #18
Board of Directors Meeting
March 14, 2018 @ 6:00pm – UC 442

18.0. Call to Order

18.1. Land Acknowledgement

18.2. Adoption of the Agenda

18.2.1. Motion to Approve the Agenda

18.3. Ratifications and De-ratifications

18.4. Comments from the Chair

18.4.1. Introductions and Pronouns

18.5. Approval of Past Board Minutes

18.5.1. (Action) Approval of minutes from Board Meeting #14 – January 17, 2018 (pg. 2)
18.5.2. (Action) Approval of minutes from Board Meeting #15 – January 31, 2018 (pg. 32)
18.5.3. (Action) Approval of *in camera* minutes from Board Meeting #14 – January 17, 2018
18.5.4. (Action) Approval of *in camera* minutes from Board Meeting #15 – January 31, 2018

18.6. (Info) Executive Committee Minutes

18.7. (Presentation) Executive Reports

18.7.1. President (pg. 75)
18.7.2. VP Student Experience (pg. 76)
18.7.3. VP Academic (pg. 80)
18.7.4. VP External (pg. 83)

18.8. Director Reports

18.9. CSA Services Updates and Reports

18.10. Committee Updates and Reports

18.10.1. (Action) Hiring Committee Report – Clubs Programming Coordinator (pg. 85)
18.10.2. (Action) Hiring Committee Report – Bike Centre Volunteer Coordinator (pg. 87)
18.10.3. PBRC Report – workplace policies (with Supplementary Materials) (pg. 89)

18.11. Business

18.11.1. (Notice) CFS Report on Federal Budget (pg. 105)
18.11.2. (Notice) CSA Elections Amendments – PBRC (with Supplementary Materials A - H) (pg. 108)
18.11.3. (Notice) Elections Bylaw amendment from 2015-2016 term (pg. 211)
18.11.4. (Action) Motion to Amend CSA Elections Policy – Appendix K (pg. 217)
18.11.5. (Action) Motion to Reopen The FRT Referendum (pg. 225)
18.11.6. (Action) Gender-Neutral Washrooms (pg. 231)
18.11.7. (Presentation) Course Selection Changes (pg. 232)
18.11.8. (Presentation) Final Exam Scheduling Proposal (pg. 235)
18.11.9. (Info) (*in camera*) HR Update

18.12. New Business

18.13. Announcements

18.14. Adjournment

In Attendance: Aidan Paskinov, Bella Harris, Natalie Clarke, Nicholas Kowaleski, Raymond Hu, Benjamin Solomon, Jensen Williams, Ryan Bowes, Noah Gould, Joseph Sarraino, Natalie Chow, Afshaun Zaman, Ariel Barrientos, Alan Negrin, Obehi Okaka, Edward Willems, Sean Mitchell, Emily Vance, Becca Cheskes, Kayla Weiler

Regrets: Anna Canella, Chelsea Mulvale

Absent: Abhinav Chatterjee

Chair: Cameron Olesen

Policy and Transition Manager: Lauren Kelly

Scribe: Alison Ireland

Overview of Motions

14.2. Adoption of the Agenda

MOTION: To amend the agenda to remove 14.11.3. (Presentation) Academic Integrity Feedback
Moved: Becca Cheskes **Seconded:** Alan Negrin
Motivated by: Becca Cheskes
Motion carried.

MOTION: to approve the agenda as amended.
Moved: Emily Vance **Seconded:** Ryan Bowes
Motion carried.

14.5. Approval of Past Board Minutes

MOTION: To approve the minutes from Board Meeting #10 – November 8, 2017
Moved: Sean Mitchell **Seconded:** Bella Harris
Motion carried.

MOTION: To approve the *in camera* minutes from Board Meeting #10 – November 8, 2017
Moved: Raymon Hu **Seconded:** Afshaun Zaman
Motion carried.

14.11.1. (Action) Elections Appeals Board (EAB) Appointment (with Supplementary Material A)

MOTION: To appoint one CSA Board Member to the Elections Appeals Board (EAB).
BIRT Afshaun Zaman is appointed to the Elections Appeals Board (EAB).
Moved: Ryan Bowes **Seconded:** Kayla Weiler
Motivated by: Ryan Bowes
Motion carried.
Noted abstention: Aidan Paskinov

14.11.3. (Action) Job Description Approvals (with Supplementary Materials A - G)

MOTION: To consider the following motions omnibus:
MOTION: To approve the Bike Centre Coordinator job description (Supplementary Material A).
MOTION: To approve the SafeWalk Coordinator job description (See Supplementary Material B).
MOTION: To approve the Clubs Administrative Coordinator job description (See Supplementary Material C).
MOTION: To approve the Meal Exchange Coordinator job description (See Supplementary Material D).
MOTION: To approve the Student Risk Management (SRM) Coordinator job description (See Supplementary Material E).
MOTION: To approve the Student Help and Advocacy Centre (SHAC) Coordinator job description (See Supplementary Material F).
MOTION: To approve the Summer Front Office Coordinator job description (See Supplementary Material G).
Moved: Aidan Paskinov **Seconded:** Jensen Williams
Motion carried.
Noted Abstention : Noah Gould

14.11.4. (Action) Strike Hiring Committees

MOTION: To consider the following motions omnibus:

MOTION: To strike a Hiring Committee for the Bike Centre Coordinator position.
MOTION: To strike a Hiring Committee for the SafeWalk Coordinator position.
MOTION: To strike a Hiring Committee for the Clubs Administrative Coordinator position.
MOTION: To strike a Hiring Committee for the Meal Exchange Coordinator position.
MOTION: To strike a Hiring Committee for the Student Risk Management (SRM) Coordinator position.
MOTION: To strike a Hiring Committee for the Student Help and Advocacy Centre (SHAC) Coordinator position.
MOTION: To strike a Hiring Committee for the Summer Front Office Coordinator position.

Moved: Raymond Hu **Seconded:** Alan Negrin
Motion carried.

14.11.5. (Action) Hiring Committee Appointments

MOTION: To consider the following motions omnibus:

MOTION: To appoint a Board Member to the Bike Centre Coordinator Hiring Committee.
BIRT Noah Gouldwill sit on the Bike Centre Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the SafeWalk Coordinator Hiring Committee.
BIRT Ariel Barrientoswill sit on the SafeWalk Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the Clubs Administrative Coordinator Hiring Committee.
BIRT Bella Harriswill sit on the Clubs Administrative Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the Meal Exchange Coordinator Hiring Committee.
BIRT Benjamin Solomonwill sit on the Meal Exchange Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the Student Risk Management (SRM) Coordinator Hiring Committee.
BIRT Afshaun Zamanwill sit on the Student Risk Management (SRM) Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the Student Help and Advocacy Centre (SHAC) Coordinator Hiring Committee.
BIRT Alan Negrin will sit on the Student Help and Advocacy Centre (SHAC) Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the Summer Front Office Coordinator Hiring Committee.
BIRT Aidan Paskinov will sit on the Summer Front Office Coordinator Hiring Committee.
Moved: Aidan Paskinov **Seconded:** Afshaun Zaman
Motion carried.

14.11.6. (Presentation) Fall Reading Break

MOTION: That the CSA Exec, on behalf of the CSA Board of Directors, write a letter to be brought to the joint meeting of BOGS and BUGS on January 25th, according to data gathered in the straw poll conducted at today's January 17th Board Meeting.
Moved: Becca Cheskes **Seconded:** Nick Kowalski

Motivation by: Becca Cheskes
Motion carried.

MOTION: To conduct a straw poll as Committee of the Whole.
Moved: Becca Cheskes **Seconded:** Kayla Weiler
Motivated by: Becca Cheskes
Motion carried.
Noted abstention: Raymond Hu.

MOTION: To conduct the straw poll with the above questions.
Moved: Becca Cheskes **Seconded:** Aidan Paskinov
Motivated by: Becca Cheskes
Motion carried.
Noted abstention: Sean Mitchell, Nick Kowaleski, Raymond Hu

MOTION: To adjourn the Committee of the Whole.
Moved: Afshaun Zaman **Seconded:** Ryan Bowes
Motion carried.

Agenda # 14

14.0. Call to Order
14.1. Land Acknowledgement
14.2. Adoption of the Agenda
14.2.1. Motion to Approve the Agenda
14.3. Ratifications and De-ratifications
14.4. Comments from the Chair
14.4.1. Introductions and Pronouns
14.5. Approval of Past Board Minutes
14.5.1. (Action) Approval of minutes from Board Meeting #10 – November 8, 2017 (pg. 6)
14.5.2. (Action) Approval of in camera minutes from Board Meeting #10 – November 8, 2017
14.6. (Info) Executive Committee Minutes
14.6.1. (Info) Executive Committee Minutes #25 – November 22, 2017 (pg. 7)
14.6.2. (Info) Executive Committee Minutes #26 – November 29, 2017
14.7. (Presentation) Executive Reports
14.7.1. President (pg. 8)
14.7.2. VP Student Experience
14.7.3. VP Academic
14.7.4. VP External
14.8. Director Reports

14.9. CSA Services Updates and Reports
14.10. Committee Updates and Reports
14.11. Business
14.11.1. (Action) Elections Appeals Board (EAB) Appointment (with Supplementary Material A) (pg. 10)
14.11.2. (Info) Policy and Bylaw Review Committee (PBRC) Membership (with Supplementary Material A) (pg. 11)
14.11.3. (Action) Job Description Approvals (with Supplementary Materials A - G)
14.11.4. (Action) Strike Hiring Committees (pg. 12)
14.11.5. (Action) Hiring Committee Appointments (pg. 13)
14.11.6. (Presentation) Fall Reading Break (pg. 16)
14.11.7. (Presentation) Fossil Free Guelph Update (pg. 24)
14.12. New Business
14.13. Announcements
14.14. Adjournment

14.0. Call to Order

Called to order at 6:20 pm.

14.1. Land Acknowledgement

Land Acknowledgement given by Aidan Paskinov

We acknowledge the University of Guelph resides on ancestral lands of the the Attawandron people and the treaty lands and territory of the Mississaugas of New Credit we recognize the significance of the dish with one spoon covenant to this land and offer our resect to the Anishinaabe, Haudenosaunee and Metis neighbours as we strive to strengthen relationships with them. Today this gathering place is home to many First Nations, Metis and Inuit peoples and acknowledging them reminds us of our important connections to this land where we learn and work. We do this land acknowledgement not only as a means of acknowledging the true land ownership, but also, as something to remind us throughout our work on a day to day basis that we should constantly be striving towards decolonization and that should always be present in our minds.

14.2. Adoption of the Agenda

14.2.1. Motion to Approve the Agenda

MOTION: To approve the agenda.
Moved: Emily Vance **Seconded:** Ryan Bowes
Discussion on motion

MOTION: To amend the agenda to remove 14.11.3 (Presentation) Academic Integrity Feedback
Moved: Becca Cheskes **Seconded:** Alan Negrin
Motivation: They aren't attending again this week, hopefully they will be at the next meeting.
No discussion.
Vote on Motion.
Motion carried.

MOTION: to approve the agenda as amended.

Moved: Emily Vance **Seconded:** Ryan Bowes
No discussion.
Vote on Motion.
Motion carried.

14.3. Ratifications and De-ratifications

14.4. Comments from the Chair

Chair: Thank you everyone for being here tonight. I am absolutely loving the tacos, very happy that is our meal for tonight. We will likely be recessing at about 7:15pm to change the batteries in the recorder. Keep that in mind, I will likely need a member to motion that at around that time. Other than that, to mix things up a little bit, we're going to do introductions and pronouns starting to my right.

14.4.1. Introductions and Pronouns

14.5. Approval of Past Board Minutes

14.5.1. (Action) Approval of minutes from Board Meeting #10 – November 8, 2017

MOTION: To approve the minutes from Board Meeting #10 – November 8, 2017

Moved: Sean Mitchell **Seconded:** Bella Harris
No discussion.
Vote on Motion
Motion carried.

14.5.2. (Action) Approval of *in camera* minutes from Board Meeting #10 – November 8, 2017

MOTION: To move *in camera* at 6:25 pm
Moved: Aidan Paskinov **Seconded:** Natalie Chow
No discussion on Motion
Vote on Motion.
Motion carried.

Chair: To our guest, if you could please step out for a minute, this is a confidential matter we need to discuss. We'll let you know when we're done with the discussion.

MOTION: To approve the *in camera* minutes from Board Meeting #10 – November 8, 2017
Moved: Raymund Hu **Seconded:** Afshaun Zaman
Vote on Motion
Motion carried.

MOTION: To move out of *in camera* at 6:34 pm
Moved: Bella Harris **Seconded:** Joe Sairrano
Vote on Motion
Motion Carried.

Chair: If someone could please let our guest know they are allowed back in.

14.6. (Info) Executive Committee Minutes

14.6.1. (Info) Executive Committee Minutes #25 – November 22, 2017

No discussion.

14.6.2. (Info) Exectuive Committee Minutes #26 – November 29, 2017

No discussion.

14.7. (Presentation) Executive Reports

14.7.1. President

No discussion.

14.7.2. VP Student Experience

Emily: The only update I have is I'm starting the scheduling of social media content for our general election coming up, and part of the CEO's promo plan included featuring some board members and their thoughts on the importance of being a board member and what that means to campus. During our recess or at the end of the meeting, if you want to be featured on our social media and are comfortable with having your picture taken by me, come find me and we can do it in two seconds and get a really quick blurb of why you think people should run in the upcoming election. Then I can put that on our social media and it would be very helpful.

14.7.3. VP Academic

Becca: Bus pass went a lot better than last term and I think that's partially because you all shared videos so thanks for doing that. Thanks again to board members that were in those videos. Besides helping with bus pass, some of you probably heard that there was an issue between a prof and a student with accessibility concerns who was grossly mistreated. Thankfully the University has responded really swiftly and adequately to that. Just so you know the student is being supported—I know a lot of people had concerns with that—and an investigation is happening. For now just know that the student is being supported by the University and by SAS. Lastly, I got to go have a cool meeting today with Lloyd Longfield about copyright law. You should look into that because the government is looking into changing it and it means that the course content teachers and profs use with you is maybe going to be affected. Scope it out in the elections coming up.

14.7.4. VP External

Kayla: I've been very busy with bus pass. People who didn't get their bus pass have to come between 12:00 and 1:00 to the CSA office to get their bus pass. Again, another shout out to our three celebs in the videos, you did a great job. Even Guelph Transit said they were funny, and Guelph Transit is not funny, so that's how you know it's funny. If you want to be part of the Day of Action just contact me or Jensen, we'll be busy working on it. We've got some really great ideas of what we're going to do, so we just need people to help us with it, that's the most important part. The topic is tuition fees and how there shouldn't be any tuition fees and education should be free, to support that please contact us. Also, my last update is particular about Fossil Free Guelph, but I'll save that until my business item.

14.8. Director Reports

Sean: I had a great meeting with the engineering society on Monday about the Fall Reading Week update. They are supportive of the CSA's position and the students in the caucus' position. They will be sending a delegation to the Townhall on the 25th. That was my extent for the week.
Ariel: I attended a stimulating PBRC meeting, I can't remember what we discussed but, it was important. This Thursday I will probably be missing the meeting.
Alan: I had a great time reading over executive reports from the EEC committee, and I had fun trying to send an email because my email didn't want to work. I had a great time at our GQE coordinator meeting today. We had lots of discussion on Winter Pride events. I'll probably go into a little more detail in the announcements because there's lots to cover.
Aidan: Pass.
Afshaun: Pass.
Raymond: I have nothing to report, next week I'll have my…meeting as well as my BUGS joint meeting with the Board of Graduates concerning the break.
Jensen: It's only been a week so I don't have anything major to report. Like Kayla said we've been going hard planning for Day of Action which is February 1st. If you can't help out with anything leading up to that, if you just came out for an hour on February 1st that would be awesome.
Noah: I sent Chelsea my schedule for the PDR and we booked a PDR meeting.
Edward: I have that PDR meeting later this week, it's going to be great.
Ryan: No update.
Natalie Clarke: EEC, I have not received you reports and it's two days late. If you don't send it to me by tomorrow I will send you repeated emails every hour on the hour until you do. Apart from that I just have meetings next week.

Joe: I have meetings next week too. I've been working on getting some feedback for the reading week.
Natalie Chow: We have been trying to get some feedback on the new proposal for reading week, which is happening really fast. At the last day of last semester I attended a meeting with the Student Referendum Committee and we looked over the referendum question that will hopefully be coming out in the winter.
Obehi: GRCGED is just working on Winter Pride which is coming up at the end of this month. There's a bunch of cool events, check out the Facebook page and see if you can make it to any because they're really fun.
Bella: I attended a Transit Committee meeting this morning, which was cool. They didn't acknowledge their mess up with that whole bus schedule thing in a way that I was satisfied with. We were mostly talking about late night bus stuff, like that bus that keeps going until around 3 in the morning Thursday, Friday and Saturday. For the magic bus on Sunday, they were looking at the scheduling and budget for that. There's also a possibility that we might start it later to save a bit of money and utilize the regular city bus a bit more, so it seems a bit more efficient to me. We might not have that magnetic strip bus pass activated this fall, that will probably be more of a next year thing, so there will be another bus pass sticker. The general manager from Transit has moved onto other things and has been replaced by Robin, he seems really nice. The timing is interesting, after that weird accessibility mishap.

14.9. CSA Services Updates and Reports

14.10. Committee Updates and Reports

14.11. Business

14.11.1. (Action) Elections Appeals Board (EAB) Appointment (with Supplementary Material A)

WHEREAS, a Board Member has resigned from the Elections Appeals Board (EAB).
WHEREAS, the CSA Policy Manual, Appendix J outlines the Elections Appeals Board (EAB) (see Supplementary Material A).
WHEREAS, the CSA General Election begins in February and the Board needs to fill the vacant Board Member position.
MOTION: To appoint one CSA Board Member to the Elections Appeals Board (EAB).
BIRT _____ is appointed to the Elections Appeals Board (EAB).
Moved: Ryan Bowes **Seconded:** Kayla Weiler
Motivation: It needs to get done.
Discussion on Motion:

Chair: Are there any volunteers for this position? Seeing member Zaman.

Afshaun Zaman volunteers

Motion now reads:

WHEREAS, a Board Member has resigned from the Elections Appeals Board (EAB).
WHEREAS, the CSA Policy Manual, Appendix J outlines the Elections Appeals Board (EAB) (see Supplementary Material A).
WHEREAS, the CSA General Election begins in February and the Board needs to fill the vacant Board Member position.
MOTION: To appoint one CSA Board Member to the Elections Appeals Board (EAB).
BIRT Afshaun Zaman is appointed to the Elections Appeals Board (EAB).
No further discussion on motion.
Vote on Motion.
Motion carried.
Noted abstention: Aidan Paskinov

14.11.2. (Info) Policy and Bylaw Review Committee (PBRC) Membership (with Supplementary Material A)

No discussion.

14.11.3. (Action) Job Description Approvals (with Supplementary Materials A - G)

WHEREAS, the CSA begins its hiring process for the 2018-2019 term in February.
WHEREAS, job descriptions (see Supplementary Materials A-G) must be completed and then reviewed by the Board of Directors.
MOTION: To consider the following motions omnibus:
MOTION: To approve the Bike Centre Coordinator job description (Supplementary Material A).
MOTION: To approve the SafeWalk Coordinator job description (See Supplementary Material B).
MOTION: To approve the Clubs Administrative Coordinator job description (See Supplementary Material C).
MOTION: To approve the Meal Exchange Coordinator job description (See Supplementary Material D).
MOTION: To approve the Student Risk Management (SRM) Coordinator job description (See Supplementary Material E).
MOTION: To approve the Student Help and Advocacy Centre (SHAC) Coordinator job description (See Supplementary Material F).

MOTION: To approve the Summer Front Office Coordinator job description (See Supplementary Material G).
Moved: Aidan Paskinov **Seconded:** Jensen Williams
No discussion.
Vote on Motion.
Motion carried.
Noted abstention: Noah Gould

14.11.4. (Action) Strike Hiring Committees

WHEREAS, the CSA begins its hiring process for the 2018-2019 term in February.
WHEREAS, Hiring Committees, containing one CSA Board Member, one CSA Executive Member and one CSA Staff Member, must be struck.
MOTION: To consider the following motions omnibus:
MOTION: To strike a Hiring Committee for the Bike Centre Coordinator position.
MOTION: To strike a Hiring Committee for the SafeWalk Coordinator position.
MOTION: To strike a Hiring Committee for the Clubs Administrative Coordinator position.
MOTION: To strike a Hiring Committee for the Meal Exchange Coordinator position.
MOTION: To strike a Hiring Committee for the Student Risk Management (SRM) Coordinator position.
MOTION: To strike a Hiring Committee for the Student Help and Advocacy Centre (SHAC) Coordinator position.
MOTION: To strike a Hiring Committee for the Summer Front Office Coordinator position.
Chair: Is there any member opposed to discussing these omnibus? Seeing none.
Moved: Raymond Hu **Seconded:** Alan Negrin
Discussion on Motion

Sean: I take it none of these people decided to stay another year? They're not being re-hired?
Kayla: Our hiring process is that we do the hiring every year and the current people can apply for their positions.

Vote on Motion.
Motion carried.

14.11.5. (Action) Hiring Committee Appointments

WHEREAS, the CSA begins its hiring process for the 2018-2019 term in February.
WHEREAS, CSA Board Members are required to sit on Hiring Committees.
WHEREAS, one CSA Board Member is needed to sit on each Hiring Committee.
MOTION: To consider the following motions omnibus:

MOTION: To appoint a Board Member to the Bike Centre Coordinator Hiring Committee.
BIRT _____ will sit on the Bike Centre Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the SafeWalk Coordinator Hiring Committee.
BIRT _____ will sit on the SafeWalk Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the Clubs Administrative Coordinator Hiring Committee.
BIRT _____ will sit on the Clubs Administrative Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the Meal Exchange Coordinator Hiring Committee.
BIRT _____ will sit on the Meal Exchange Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the Student Risk Management (SRM) Coordinator Hiring Committee.
BIRT _____ will sit on the Student Risk Management (SRM) Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the Student Help and Advocacy Centre (SHAC) Coordinator Hiring Committee.
BIRT _____ will sit on the Student Help and Advocacy Centre (SHAC) Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the Summer Front Office Coordinator Hiring Committee.
BIRT _____ will sit on the Summer Front Office Coordinator Hiring Committee.

Chair: Is there any member opposed to discussing these omnibus? Seeing none.
Moved: Aidan Paskinov **Seconded:** Afshaun Zaman
Discussion on Motion:

Chair: We'll start from the top with the Bike Centre Coordinator Hiring Committee. Is there a volunteer for this? Seeing member Gould. Any further volunteers for this?
Noah Gould volunteers

Chair: We'll move on to the next one—the SafeWalk Coordinator Hiring Committee. Member Barrientos. Anyone to contest this?
Ariel Barrientos volunteers

Chair: We'll move to the next one—the Clubs Administrative Coordinator Hiring Committee.

Aidan: Who is the exec on this one?
Board Member: Emily, VP Student Experience.
Chair: Any volunteers? Member Harris, thank you kindly.
Bella Harris volunteers

Chair: Meal Exchange Coordinator Hiring Committee. Member Solomon.
Benjamin Solomon volunteers

Board Member: How do we know what the time commitment is and when the meetings are?

Emily: Usually there are a series of meetings. The first is going through the interview questions, the job description, and the score sheet from the previous year and editing those which is usually around an hour. There's another meeting once the job posting closes where we review all the resumes and shortlist them to three or four candidates. Then based on everyone's schedules we set the times for interviews. The interviews are usually also around an hour and a half, in terms of the actual interview and then debriefing with the score sheet and the committee. So you're looking at probably around 5 one and a half hour chunks of time in the span of a couple weeks.

Chair: Next, we'll move to Student Risk Management (SRM) Coordinator Hiring Committee. Member Zaman, member Willems, member Bowes are you willing to contest that.

Edward: No. **Chair:** Member Bowes, do you want to contest that?

Afshaun Zaman volunteers

Chair: So, we'll move to the Student Help and Advocacy Centre (SHAC) Coordinator Hiring Committee. Member Negrin. Did I see another placard? No, okay.

Alan Negrin volunteers

Aidan: Who is the exec on the last one?

Board Member: That will probably be the President.

Board Member: How many positions are for the student advocacy one?

PTM: Each one of these is just one right now.

Chair: Next, we'll go to Summer Front Office Coordinator Hiring Committee. Member Paskinov and Sarraino.

Member Sarraino waves.

Aidan Paskinov volunteers

Motion now reads:

WHEREAS, the CSA begins its hiring process for the 2018-2019 term in February.
WHEREAS, CSA Board Members are required to sit on Hiring Committees.
WHEREAS, one CSA Board Member is needed to sit on each Hiring Committee.
MOTION: To consider the following motions omnibus:

MOTION: To appoint a Board Member to the Bike Centre Coordinator Hiring Committee.
BIRT Noah Gould will sit on the Bike Centre Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the SafeWalk Coordinator Hiring Committee.
BIRT Ariel Barrientos will sit on the SafeWalk Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the Clubs Administrative Coordinator Hiring Committee.
BIRT Bella Harris will sit on the Clubs Administrative Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the Meal Exchange Coordinator Hiring Committee.
BIRT Benjamin Solomon will sit on the Meal Exchange Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the Student Risk Management (SRM) Coordinator Hiring Committee.
BIRT Afshaun Zaman will sit on the Student Risk Management (SRM) Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the Student Help and Advocacy Centre (SHAC) Coordinator Hiring Committee.
BIRT Alan Negrin will sit on the Student Help and Advocacy Centre (SHAC) Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the Summer Front Office Coordinator Hiring Committee.
BIRT Aidan Paskinov will sit on the Summer Front Office Coordinator Hiring Committee.

No further discussion on motion

Vote on Motion.

Motion carried.

Emily: I have these pieces of paper that I'll come around and give to everybody who just signed up for a committee, and you'll put your schedule on it and give those back to either myself or Lauren at the end of the meeting. It will just make scheduling these committee meetings way more efficient.

MOTION: To go into a 10-minute recess.

Moved: Ryan Bowes **Seconded:** Kayla Weiler

No discussion.

Voted on Motion.

Motion carried.

Meeting called back into order at 7:12pm.

14.11.6. (Presentation) Fall Reading Break

Becca: As you all know based on our last meeting, things are moving along pretty quickly with our fall break. The next big date is the 24th, which is the Town Hall for students and the 25th which is when BOGS and BUGS are meeting to decide whether the proposal is going to go to Senate. There's a number of things that could happen, especially because right now student groups, committees and certain branches of campus are getting together to write letters and statements that are going to be brought to BOGS and BUGS. All of those things are going to

influence that joint committee's decision on whether or not they're going to bring it to Senate to be voted on, if they're going to shred it down before it even gets to Senate, or maybe if they'll bring it to Senate but recommend it be tabled. So, there's a number of outcomes that could happen, but the point is that the input that joint committee is going to receive will play a role in what happens with this proposal. What I'm going to do right now, or after I'm done talking is handout a "backgrounder" for you to use when talking to your students leading up to the Town Hall. It's got a whole bunch of information that is what I would say is the bare bones of what students have to know to make an informed decision about it. For now, what we're going to have to do, because time is running out, is come up with something that we as the CSA can bring to BUGS and BOGS. Our official statement on how we think the process went, and maybe what we think BOGS and BUGS should do. I don't have answers here so I'm really relying on your feedback and maybe what you've already heard from students. I do have a motion that I would like to present.

MOTION: That the CSA Exec, on behalf of the CSA Board of Directors, write a letter to be brought to the joint meeting of BOGS and BUGS on January 25th, according to data gathered in the straw poll conducted at today's January 17th Board Meeting.

Moved: Becca Cheskes **Seconded:** Nick Kowaleski

Motivation: This is a time sensitive thing that requires us to come up with something collectively, which is why, if we agree with this, that we will have a straw poll, similar to what we did with the tuition issue. That way we can make sure we're all on the same page and the Exec can ensure they're writing a good statement on behalf of the Board.

No discussion.

Voted on motion.

Motion carried.

Noted abstention: Raymond Hu

Becca: If this is okay, I would like to get a feel for what folks are thinking before we move into a straw poll just to help dictate what we want to decide on. At this point I have no idea where people's heads are at and I know some of you went

back to your delegations and got some ideas from students. Can I bring it to the floor for discussion?

Sean: The Engineering Society in particular was concerned that they haven't actually addressed a lot of the concerns that were raised during the discussions that were raised at Senate prior to the Winter Break. There wasn't any reasoning to back up their proposal in terms of research, which is contradictory considering that a lot of the bases for some of this was supposed to be on research. How it impacts O-Week is significant. Specifically, because there's research suggesting that cutting back O-Week would negatively impact students and how they climatize to the environment of the University. They didn't address at all what's preventing them from starting O-Week earlier. That's a big question mark for me, there are some reasons, but they haven't really talked about them. My thoughts are that we should recommend BUGS/BOGS either tables it or amends it.

Bella: I've spoken with many different students from a lot of groups, specifically clubs, and they are highly opposed to altering O-Week in any way. The benefit that students get from all the different activities in O-Week far outweighs an extra day off. I would prefer us to have a little bit longer of a break, like making it an actual week. So, cutting off a day for an almost useless day off is ridiculous.

Joe: The 2nd week of school is Aggie week, so most of OAC and I guess all programs are pretty against anything changing that first week…From that perspective they do not support what they want to do.

Natalie Chow: From what I've heard from other student leaders and students, there hasn't been enough consultation about this specific matter. I think it's safe to say that none of the consultation that we did in last semester can be directly correlated to this. It's very dangerous to take some of the information that we got from the Fall Semester and apply it to this when the evidence can't be applied like that, you can't manipulate data. Also, I don't see the rationale behind cutting something that is proven to be helpful for students and has proven to improve the transition process for something where there's not solid evidence that it actually contributes positively to mental health. That is something that has just been put out there but there isn't any data to back that up. Finally, in terms of Orientation Week, there was a comment brought up today at SLAM, there are a lot of students that are okay with cutting Orientation Week because they don't remember the impact that it has had on them. It does have a huge impact and just because students don't realize the impact doesn't mean it's not there. At this point I think it's up to student leaders to realize there is an impact there and to step up and remind students how important it is. We need to take a stance as student leaders to protect what is really valued at this University.

Nick: I was hearing some similar things as well. I went to a few different meetings. Essentially, what I heard from a lot of students is that they don't really have an issue with the one day of reading week, but a lot of them said they don't care for one more day. They either want the whole week or they didn't really care

about the proposal at all. Any student leaders or clubs I talked to, where I talked directly to their executives, they said that they don't want one less day, that it's very important for their programming. One thing that I personally had a problem with this whole thing was I feel like this whole proposal didn't go through due process and that it didn't go through the proper channels. Thus, the result that's being put forward to the joint committee and perhaps the Senate hasn't gone through the proper procedure to be at that stage. It should be tabled to a committee that will specifically look over this over the next semester and perhaps make a proposal for the year after. We don't need to rush something that's...

Afshaun: As part of the CVSA I think I stand with everything member Chow said in terms of what the OVC is thinking. Another good point that was brought up by OVC students – which I know isn't directly affected by this - is that with a 3-day break they wouldn't look at coming back for the last 2 days, so it would negatively impact their studies because they would be missing material. Obviously, that's their choice but at the same time I think it's something that a lot of students had on their mind and I have heard multiple times. So, if they're going to be adding that day it's going to end up turning into a week for many students and negatively impacting them in the long run. I just wanted to bring that up because that was something I heard from the OVC side and I think it is something that I've heard a couple times on the main campus as well.

Natalie Clarke: My biggest concern and of those I've spoken to is if we do have 3 days off and 2 days back, those 2 days are going to be so stressful because that's when midterms, assignments, and tests and everything will be due, in those 2 days. That third day isn't going to help anybody, it's just going to stress people out more because everything is crammed into 2 days instead of 3.

Sean: O-week isn't about just academic success, it's about climatization and it sets a precedent for how students engage on campus, particularly with all these groups that are sitting around this table. That could have a huge effect on how people engage on campus. I think the administration didn't address or even articulate their position. It's one thing that they're trying to propose a document that they haven't been able to communicate properly.

Emily: To go off of what member Clarke said, I'm part of Advisory Committee for Student Mental Health, we discussed both the older proposals – which were better than this one – and this one. We had the same stance as we did for the last one and it was suggested to BOGS and BUGS from the Committee. We suggested if it was going to be the Thursday and Friday that faculty should not assign things for those days, to hopefully avoid that kind of thing. Yet, it also is just a suggestion from one of many committees that they're not entirely obligated to follow. If that's something that our Board would like to follow suit with that's also in our power to suggest, who knows how much it would actually be followed, but just as a suggestion.

Jensen: The issue is that the process wasn't streamlined at all. There have been two separate processes, one has definitely involved students more which is not the one we're discussing now. I spoke to students before about the older proposals and people thought it was going to be a week and now for me to say it's maybe going to be 2 days is just a slap in the face. I think the real issue is that this doesn't need to be rushed. Although it would be amazing to have it for next year, I think that if they switch it to 2 days now they're not going to touch it again and they're not going to ever improve it for a week. They would be able to say that in 2018 we gave you that extra day, and 10 years later it'll probably still be those 2 days. I think agreeing to this now and supporting this process sets a bad precedent and will leave it to be set in stone for a while.

Bella: On the same line of thought as Jensen, I foresee if we don't halt this plan before it gets to Senate, I can see that this won't pass and later in the future when people bring up making it a week they're going to go back and say we took polls, we had emails, we had all this consideration and it didn't pass, and use that as an excuse. We either need to get rid of this or change it.

Alan: I don't know if we discussed this last meeting, I think we did, but the issue with students rejecting the idea, then they might just think we don't want a whole week and they don't want more days off in the fall. I think that might be an issue. I've also heard a few students don't even know about it. I don't think it was discussed enough.

Sean: I agree that rejecting it outright might be used as evidence that students don't want to work together or address the problem. They've advertised the Town Hall they're conducting as a Town Hall again, there's no way it's going to be a Town Hall. They apologized at Senate for advertising last Town Hall on tuition as a Town Hall because it wasn't, it was an information session. I don't think they were sincerely apologizing for that because they're doing it again. In our letter we should definitely ask them if it's going to be a Town Hall, and if not, don't advertise it like that because it leaves a bad taste in people's mouths.

Becca: I was told an email was going out sometime in the past few days from the University Secretariat. Did everyone get that?

Natalie Chow: From what I'm hearing, most of the people here are against this motion. So, it is possible to say that we are against this motion and we would like further consultation. As I've heard several Board Members say, we really do need further consultation. There is some concern from upper administration that basically if we ask the same question again, we'll get similar results like we did last time. However, results are results. If we do a survey properly and get proper data, data is always good. Based on how this has panned out, it has been a reoccurring theme in numerous years about trying to introduce a reading week. We had this discussion in 2014, which got us that one day, and we had a discussion in the early 2000s to try to get a full reading week which didn't happen. So obviously this is something that students keep wanting to get. Data in

the long run will be helpful for us to trend and track any changes of student opinion and what students need at the moment. I think we need more numerical data to create a comprehensive survey, which will take time, but I think that it's worth the investment in order to get this issue solved and the most parties satisfied.

Nick: I think that the focus of our letter should be that we don't think this was a good process. Regardless of what the option is going forward, even if we don't agree with it, we think that this process entirely was flawed. We need to tell BUGS and BOGS that the proper course of action is not to present this to Senate, and to instead defer it to a committee to be handled over the next while so that a favorable proposal can be put forward for an actual reading week. I'm worried about BUGS and BOGS sending this to Senate because I think there's a very good chance if it ends up on the Senate floor it will pass. Even if there is opposition to it from students, I think that coming from the chairs of those committees that are really well-respected at Senate, that's going to convince a lot of Senators to vote in favour of it. So, if we want to make sure this train stops, it needs to stop at the Committee's station.

Sean: Who sits on BOGS and BUGS?

Becca: There's students, graduate students, faculty, and I believe some administration staff, not senior administration. On the BUGS there are undergraduate students and on BOGS there are graduate students.

Kayla: Everything people have said is amazing. Don't let the administration's distracting and dilatory efforts and practices distract us from the main goal at hand, serving students.

MOTION: To conduct a straw poll as Committee of the Whole
Moved: Becca Cheskes **Seconded:** Kayla Weiler
Motivation: Similar to what I mentioned when we made the initial motion, I think after we've had this discussion there are some clear points that have come forward. If we can get consensus on those from the Board, we can feel comfortable as an Exec in writing our letter.
No discussion.
Vote on Motion. Motion carried.
Noted abstention: Raymond Hu.

Questions presented to Board to be considered for straw poll

1) **Do you agree that the CSA should not approve of the proposal?**

2) **Do you agree that the CSA should not approve of removing a day from O-week?**

3) **Do you agree that the CSA should not approve of 2 days remaining in the week after reading break?**

4) **Do you agree that the process was wrong and not acceptable because input was ignored?**

5) **Do you agree that more evidence is needed before decision made?**

6) **Do you agree that this should not go to senate?**

7) **Do you agree that this should be tabled if it goes to senate?**

8) **Do you agree that the committee should listen to student feedback at the Town Hall and listen to that feedback?**

Do you agree that a policy should be formulated saying that nothing should be due on the Thursday and Friday after the break day?

MOTION: To conduct the straw poll with the above questions.
Moved: Becca Cheskes **Seconded:** Aidan Paskinov
Voted on Motion.
Motion carried.
Noted abstention: Sean Mitchell, Nick Kowaleski, Raymond Hu

Chair conducts the straw poll vote

1) Do you agree that the CSA should not approve of the proposal?

Yes: 16 **No:** 0

2) Do you agree that the CSA should not approve of removing a day from O-Week?

Yes: 13 **No:** 1

3) Do you agree that the CSA should not approve of 2 days remaining in the week after reading break?

Yes: 12 **No:** 1

4) Do you agree that the process was wrong and not acceptable because input was ignored?

Yes: 15 **No:** 0

5) Do you agree that more evidence is needed before decision made?

Yes: 15 **No:** 0

6) Do you agree that this should not go to Senate?

Yes: 9 **No:** 4

7) Do you agree that this should be tabled if it goes to Senate?

Yes: 13 **No:** 0

8) Do you agree that the committee should listen to student feedback at the Town Hall and listen to that feedback?

Yes: 12 **No:** 0

9) Do you agree that a policy should be formulated saying that nothing should be due on the Thursday and Friday after the break day?

Yes: 10 **No:** 2

Straw poll completed.

Becca: Thanks for holding out in that long winded discussion and process. If you as an individual student and your students in your own delegations don't feel the same way on some of the things that the Board decided on tonight, I strongly encourage you to email myself or the University Secretariat, which is univsec@uoguelph.ca. If your students or yourself as an individual have a response on this, they really need to hear from you.

Bella: Can you email out a copy of the straw poll to us?

Becca: Yes I can tonight.

MOTION: To adjourn the Committee of the Whole.

Moved: Afshaun Zaman **Seconded:** Ryan Bowes

Voted on Motion.

Motion carried.

14.11.7. (Presentation) Fossil Free Guelph Update

Kayla: I apologize for not having anything written out on paper due to time and bus pass problems. I'll try to keep this really brief. Last semester at this Board we approved a motion to support Fossil Free Guelph. I'd like to say that support is more than just passing a motion at a meeting, it's doing something actionable that's not just on the internet. There's a great opportunity coming up for us as the CSA as an undergraduate student union to support Fossil Free Guelph. Here's a bit of background on what Fossil Free Guelph is. They're an action group of students. Last year they presented a couple demands to the Board of Governors, which included divestment from fossil fuel companies. The University of Guelph invests into several fossil fuel companies. The second demand was to use the money invested in fossil fuels and to invest that money into green energy. Because of this document presented at the Board of Governors, they created an Ad-Hoc committee which collected feedback from members of the community and the Ad-Hoc committee made the recommendation not to divest from fossil fuels. So, that's the recommendation going forward to the Board of Governors meeting coming up. There's potential for the Board of Governors to accept this recommendation and not divest from fossil fuels, which is really detrimental to the environment. On January 23rd the Board of Governors meeting is occurring from 11:30AM - 4:30PM in Peter Clark Hall, the basement of the UC. That's where they're going to be having their regularly scheduled Board of Governors meeting and will probably be presenting their decision on fossil fuels. Fossil Free Guelph has planned an action for 1:30PM - 3:30PM starting in the UC courtyard. This is where I would like to stress that support is coming out in public and not just liking something on Facebook. The more support the better. It will put pressure on the Board of Governors to actually say yes to divestment and not continue investment in fossil fuels. The more people the better. It will show that Fossil Free Guelph's demands are not just of a small group of people, but it's a demand of student population, that's why it's really important for people to attend. If you feel uncomfortable going by yourself and want to join you can meet me at the CSA front office on the day, shortly before. In the morning I can have materials to make signs so that people don't have to buy them themselves. I put this as a business item because I really wanted to stress how important this is. New York City divested from fossil fuels last week. If New York City, the home of Wall Street, can divest, then the University of Guelph could too. Thank you for listening to my presentation. Last important detail, Board of Governors

hates students, so they require any guests attending the meeting to email the university secretary: univsec@uoguelph.ca. You just have to send an email saying 'I am attending the meeting in Peter Clark Hall on January 23rd.' You're not allowed into the meeting if you don't send an email.

Obehi: Do you have to bring student ID to get in?

Kayla: I would recommend it.

14.12. New Business

14.13. Announcements

PTM: I wanted to give everyone a reminder for your director reports; we have a lot of things going on right now that you should be talking with your students about, promoting with your students. As you know from this Board Meeting we now have positions that are going to be open for people to apply to. So, definitely let people know about the job opportunities with the CSA. We also have our General Election coming up, let people know about that and positions that are available. We have our Annual General Meeting coming up too, so you should be promoting that with your students as well. I do already have 3 volunteer Board members for the AGM to help out, but if anyone else would like to help out I would love to have more of you. Thanks everybody, you're doing awesome, and I hope your semester is going well. Also, submissions are due for AGM by Thursday January 25thfor business items. So, the agenda is set out in Bylaw 1, but under business is where students can submit motions to then be considered at the AGM. They have to be provided to me by January 25th.. The reason for that date is that I have to submit the entire agenda to the Board for our meeting on January 31st. If there's a student group on campus that would like the CSA to support a certain initiative or to assist with something, it would be those types of things coming from students if they're going to be put forward. If you know of anyone who's interested but isn't sure how to format it or what to do, just tell them they can email me and I can help them with that. Thank you everyone.

Ariel: I'm drawing a mural in my club space.

Alan: I've been busy with school which is fun, I have a midterm coming up next week already. Anyway, I wanted to talk about some of the stuff that GQE is doing. Just today we approved our first binder fund application, which is awesome. So, if you know of anyone who needs a binder – not as in the book binder. We're all set up for clubs' days, it's going to be super fun. They've been working hard on making our poster look awesome. QTPOC is having a black queer activism workshop at the end of February, it's open for anyone to come out and check out. They've been working hard on that. At the end of January, we're having Winter Pride, we have the dance all set up. It's going to be mostly vegetarian, vegan and gluten free food. The trivia in Brass Taps in the Keg Lounge is alcohol-free. There's going to be delicious food there too, I think there's going

to be vegan donuts at that one. The QTPOC is having a movie night. A murder mystery on January 30th and they're going to Play with Clay on Saturday.

Nick: The CBS Student Council is doing two very exciting events. One is the first or second week of March…March 2nd. They're doing a formal at the Guelph Italian Canadian Club. They're probably going to have trivia guy–we're not confirmed on that yet—there's going to be dancing, and the theme is going to be Casino Royale. Another exciting event is in February. Next week is career night but that's not too exciting. Towards the end of February, we're having a Women in Science event. It will be on a Saturday, 2 hours long, and there will about 8 speakers who are in stem fields. We're going to have about 3 or 4 profs, some alumnus, and maybe a PhD student. That will be to promote women in stem. We're partnering with … for that event. That's an exciting event. If you know anyone in biological science, tell them about the formal. Tell anybody about the Women in Science panel, I'll get more details to you once we have it set.

Aidan: Follow @casu_guelph on Instagram, it's dope. CASU is holding Winter Wizard Wonderland on January 30th. There's going to be free food, drinks, wand making, The Making Box is going to be there, so there will be an improv show. It's going to be awesome. If your group wants to and could potentially organize an event within the next 7 days to do there, email me. We have a spare table because a group dropped out. It would be great to have another group there and another cool Harry Potter or winter themed activity that students could do. Email me or Natalie if you're curious or want details. January 30th, 5-9PM, PCH. Everybody should come because the CSA is also collaborating.

Afshaun: I don't think anything in CVSA is going on, but in my personal life, I just painted my nails for the first time and I'm really happy with them. I've had to redo them twice in this meeting alone, hopefully they'll be better by tomorrow.

Raymond: I don't have much to share aside from the fact that I got paired with my Link partner, it's a 3rd year from Spain and if you guys have any advice for must-experiences for her let me know.

Jensen: I'm going to reiterate what Kayla said which is to come out on January 23rd—write it down, tattoo it on yourselves—to support divestment. Slut Walk is still a thing. We're going to start tabling next week. If you have any information that you want me to know or you want to volunteer or you have friends who are interested, just pass their info onto me.

Noah: I'm going to jump on the bandwagon, the 23rd.

Ryan: Come to the 23rd. You'll see me tabling all week for that, keep an eye out.

Natalie Clarke: I'm glad it's Wednesday. Only 10 more weeks of school left, if you're like me you're already counting. Winter Wizard Wonderland is going to be fun, if you want any information or you would like to help me set up or help me do decorations I would greatly appreciate that.

Joe: Aggie pub tonight, the theme is toga I think. Frosty mug tomorrow. I hope to see you guys there, it's a lot of fun.

Natalie Chow: Not much for CVS. Just a PSA, we are doing a lot of construction on the various buildings on the OVC campus. So, if you hear a fire alarm going off and no one is evacuating you're probably fine. For some reason they're just sending out those fire alarm drill messages in the OVC bulletin and not anywhere else. Don't try to grab an animal and run out of the building, if no one else is evacuating it's fine. Don't grab a cow, don't grab a dog, just stay calm. Our 4th years found out if they passed their licensing exam yesterday and today. If you see a lot of happy faces that's good because a lot of our students passed.

Benjamin: Nick pretty much covered all of our CBSSC events.

Obehi: This isn't really related to GRCGED, but you should apply to be an OV. Team leader applications are due on the 31st.

Bella: The GQE formal is going to be amazing. I need to confirm that while this event is completely vegetarian and mostly vegan, we're going to have deep fried Timbits, Swedish meatballs, it's going to be real good. There's a lot of really good food, it's $5 or pay what you can which means you could just go in there for free and eat vegan Swedish meatballs. There's door prizes, a vibrator or body massager, whatever. It's going to be amazing. I'm highly involved in planning the food for this. Side note, if my friends at the College of Arts want to give us access to those decorations when you're done with them, because our formal is 3 days after this Winter Wonderland thing. The places of worship tour that I mentioned last week is going to be great. I can't go, I'm going to be in Niagara. If anybody wants to go to the places of worship tour which is going to be free, go to GryphLife to RSVP. Look up multi-faith or places of worship. If you don't have access to GryphLife, like if you're not a student, just email mfrt@uoguelph and you can sign in as a guest and it's still free. GSH is doing a Goodness Carnival which Multi Faith is now partnering with which is going to be great. It's basically to spread awareness and help community organizations that benefit the community in financial ways, knowledge ways, access ways, things like that. If you want to get involved with that please let me know. I want to tell everyone that it's important to advocate for folks in your classes, whether it's advocating for yourself and speaking up. I've had to do that 4 times already and we're two weeks into the semester, and being like 'hey listen, that's not actually what I need' or 'this is what I'm telling you.' But even more so when it's for other people. Correcting a prof when they forget that LGBTQ people exist or say things like 'on a biological female' or 'biological male,' or call a colonizer-Canadian culture the regular normal culture. Just correct them on that, it will make a lot of people feel better and overall it will help put an end to white supremacy. I'm going to bullet for my Valentine and break a ….so my ears are going to hurt.

Kayla: The CSA Executive will be out of the office from tomorrow, Thursday, until Sunday. Don't contact us on Sunday. We'll be back in the office on January 22nd, which is the day before Fossil Free Guelph on January 23rd, don't forget! Day of Action is

coming up, so please contact me if you want to get involved, it will be fun, you don't have to do a lot, even an hour of tabling sounds good.

Becca: One of the task forces I sit on is the open education resource task force I talked about before. They have a survey that's coming out this Sunday via our ListServ. Please fill it out and tell everyone you know to fill it out. It's about how the costs of textbooks is too darn high and how we're not cool with it. Definitely fill out that survey so that we can send a message that we're not down to pay a ridiculous amount for textbooks and that we're interested in alternatives. There's an event that goes alongside that Monday the 22nd in the library where the Stress Buster table usually is. Students are going to be able to come and write down how much they've spent this semester on textbooks and then what they would have liked to buy with that money instead. So you can be creative, it's part of a wider campaign called Textbook Broke. It's trying to make the University, the province and hopefully the whole country realize that we need an alternative to expensive textbooks. If anyone wants to table with me, and by that I mean just sit with me at the table so I'm not alone for like 5 hours, that would be super awesome. I'm going to be there from 11AM-4:30 or 5:00PM. If anyone is interested in doing that you can just show up and hang out or you can shoot me an email because I'm going to be so lonely. Can everyone get out their phones right now, like seriously, and go into your calendar and put the Town Hall in right now. It's the 24th of January which is a Wednesday, it's from 5:30PM-6:30PM in 1307 Thornbrough. I really want as many people to come out as possible because a frequent excuse the administration makes is that people don't show up to these things and that maybe students don't care about being consulted. I don't want to give them an excuse to keep saying that, I want them to see that we actually do care about what happened with reading week. Please do your best to show up and get as many students as possible to show up, that would be unreal. Lastly, just a random note, we said this about some of the student deaths that occurred last year. If you have media people reaching out to you in person, on campus or over Facebook messenger, do not feel obligated to comment on what has happened with this professor-student interaction in the past week. They're reaching out to students, and they're doing what I would call some media poaching and bad journalism. If you're approached by media and you don't feel like making a statement, do not feel obligated, just a general reminder.

Emily: If anybody has another one of these [hiring committee sheets that were passed around] I need it within the next 7 minutes, because that's when I bet the meeting would be over by. The Elections Appeals Board is looking for 2 student reps to sit on it. Applications for that are due January 23rd. You can find details on our website and much of our social media about what is required for that application. Share it on your social media please, and tell your students to apply.

Kayla: Please tell students about the Associate Commissioner position. It's not really a job but you get payed at the end to do it. If you know anybody who wants to do it, tell them to apply.

Sean: Do they apply on CSA website?
Kayla: Yes.

Emily: The Vagina Monologues is coming up so go in my honour. It's the first year in four years that I'm not going to be there and I'm really sad. It's an amazing show, I cry every year.

14.14. Adjournment

Motion: To adjourn at 8:35 pm

Moved: Nick Kowaleski **Seconded:** Jensen Williams

No discussion.

Vote on Motion.

Motion carried.

Approved by the Board of Directors on Date: _____

Signed _____ Date: _____

Cameron Olesen
Board Chair, 2017-2018

Signed _____ Date: _____

Lauren Kelly
Policy and Transition Manager, 2017-2018

In Attendance: Aidan Paskinov, Bella Harris, Natalie Clarke, Nicholas Kowaleski, Raymond Hu, Karine Jarzecki, Jensen Williams, Ryan Bowes, Noah Gould, Afshaun Zaman, Ariel Barrientos, Alan Negrin, Obehi Okaka, Anna Canella, Edward Willems, Sean Mitchell, Chelsea Mulvale, Emily Vance, Becca Cheskes, Kayla Weiler

Regrets: Benjamin Solomon, Joe Sarraino, Abhinav Chatterjee

Absent: Natalie Chow

Chair: Cameron Olesen

Policy and Transition Manager: Lauren Kelly

Scribe: Alison Ireland

Overview of Motions

15.2. Adoption of the Agenda

MOTION: to strike 15.5.2 from the agenda.
Moved: Chelsea Mulvale **Seconded:** Aidan Paskinov
Motivated by: Chelsea Mulvale
Motion carried.

MOTION: to approve the agenda.
Moved: Alan Negrin **Seconded:** Chelsea Mulvale
Motion carried.

15.3. Ratifications and De-ratifications

15.3.1. (Action) De-ratification of College of Engineering and Physical Sciences Student Council appointed member Abhinav Chatterjee
MOTION: to de-ratify Abhinav Chatterjee as the College of Engineering and Physical Sciences Student Council's appointed representative on the CSA Board of Directors.
Moved: Anna Canella **Seconded:** Nick Kowaleski
Motion carried.

15.3.2. (Action) Ratification of College of Engineering and Physical Sciences Student Council appointed member Karine Jarzecki
MOTION: to ratify Karine Jarzecki as the College of Engineering and Physical Sciences Student Council's appointed representative on the CSA Board of Directors.

Moved: Anna Canella **Seconded:** Alan Negrin
Motion carried.

15.5. Approval of Past Board Minutes
MOTION: To approve the minutes from Board Meeting #13 – January 10, 2017
Moved: Natalie Clarke **Seconded:** Edward Willems
Motion carried.

15.11.1. (Info) (in camera) Elections Appeals Board (EAB) CSA member appointment
MOTION: To ratify Cassandra Hunt as a member of the Elections Appeals Board for the remainder of the 2017-2018 term.
Moved: Kayla Weiler **Seconded:** Alan Negrin
Motion carried.

MOTION: to reconsider the agenda.
Moved: Nick Kowaleski **Seconded:** Bella Harris
Motivated by: Nick Kowaleski
Motion carried.

MOTION: to add an item to business, 15.11.1.1. (Action) Elections Appeal Board - CSA Board Member de-ratifications and appointments.
Moved: Nick Kowaleski **Seconder:** Kayla Weiler
Motivated by: Nick Kowaleski
Motion carried.

15.11.1.1. (Action) De-Ratifications and Ratifications for the Elections Appeal Board: CSA Board Member Appointment
MOTION: to de-ratify Bella Harris and Jensen Williams from the EAB.
BIRT Alan Negrin and Obehi Okaka are appointed to the EAB.
Moved: Nick Kowaleski **Seconded:** Jensen Williams
Motivated by: Nick Kowaleski
Motion carried.
Noted abstentions: Natalie Clarke, Jensen Williams, Aidan Paskinov

15.11.3. (Action) Hiring Policy Amendments – Appendix C, Section 11 – Extension of Staff Contracts (with Supplementary Materials A - C)

MOTION: to amend Supplementary Material B to add Committee Scribe to 11.1.1.
Moved: Nick Kowaleski **Seconder:** Aidan Paskinov

Motivated by: Nick Kowaleski
Motion rescinded.

MOTION: to commit this motion to the Policy and Bylaw Review Committee.
BIRT PBRC report to the Board on or before February 28th.
Moved: Nick Kowaleski **Seconded:** Jensen Williams
Motivated by: Nick Kowaleski
Motion defeated.

MOTION: to add a BIFRT clause "BIFRT PBRC review this policy."
Moved: Nick Kowaleski **Seconded:** Bella Harris
Motivated by: Nick Kowaleski
Motion carried.

MOTION: To amend Appendix C, Section 11 Extension of Staff Contracts of the CSA Policy Manual and apply recommendations submitted (Supplementary Material B).
BIRT the Policy and Transition Manager will apply these approved amendments.
BIFRT the positions outlined in this policy will follow this policy this year, however the timeline will be altered so that evaluations of recommendations will be submitted to the Board in February.
BIFRT PBRC review this policy**.**
Moved: Chelsea Mulvale **Seconded:** Nick Kowaleski
Motion carried.
Noted abstention: Karine Jarzecki

15.11.4. (Action) Job Description Approvals (with Supplementary Materials A – I)
MOTION: To consider the following motions omnibus:
MOTION: To approve the Bike Centre Repair Coordinator job description (Supplementary Material A).
MOTION: To approve the Bike Centre Volunteer Coordinator job description (See Supplementary Material B).
MOTION: To approve the Clubs Programming Coordinator job description (See Supplementary Material C).
MOTION: To approve the FoodBank Volunteer Coordinator job description (See Supplementary Material D).
MOTION: To approve the Poster Runner (s) job description (See Supplementary Material E).
MOTION: To approve the Social Media Assistant job description (See Supplementary Material F).
MOTION: To approve the SafeWalk Volunteer and Public Relations Coordinator job description (See Supplementary Material G).

MOTION: To approve the Meal Exchange Social Media and Promotions Coordinator job description (See Supplementary Material H).
MOTION: To approve the Meal Exchange Volunteer and Donations Coordinator job description (See Supplementary Material I.)
Moved: Chelsea Mulvale **Seconded:** Edward Willems
Motivated by: Chelsea Mulvale
Motion carried.

15.11.5. (Action) Strike Hiring Committees
MOTION: To consider the following motions omnibus:
MOTION: To strike a Hiring Committee for the Bike Centre Repair Coordinator position.
MOTION: To strike a Hiring Committee for the Bike Centre Volunteer Coordinator position.
MOTION: To strike a Hiring Committee for the Clubs Programming Coordinator position.
MOTION: To strike a Hiring Committee for the FoodBank Volunteer Coordinator position.
MOTION: To strike a Hiring Committee for the Poster Runner (s) position.
MOTION: To strike a Hiring Committee for the Social Media Assistant position.
MOTION: To strike a Hiring Committee for the SafeWalk Volunteer and Public Relations Coordinator position.
MOTION: To strike a Hiring Committee for the Meal Exchange Social Media and Promotions Coordinator position.
MOTION: To strike a Hiring Committee for the Meal Exchange Volunteer and Donations Coordinator position.
Moved: Becca Cheskes **Seconded:** Ryan Bowes
Motivated by: Becca Cheskes
Motion carried.

15.11.6. (Action) Hiring Committee Appointments
MOTION: To consider the following motions omnibus:
MOTION: To appoint a Board Member to the Bike Centre Repair Coordinator Hiring Committee.
BIRT Edward Willems will sit on the Bike Centre Repair Coordinator Hiring Committee.
MOTION: To appoint a Board Member to the Bike Centre Volunteer Coordinator Hiring Committee.
BIRT Natalie Clarke will sit on the Bike Centre Volunteer Coordinator Hiring Committee.
MOTION: To appoint a Board Member to the Clubs Programming Coordinator Hiring Committee.
BIRT Karine Jarzecki will sit on the Clubs Programming Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the FoodBank Volunteer Coordinator Hiring Committee.
BIRT Obehi Okaka will sit on the FoodBank Volunteer Coordinator Hiring Committee.
MOTION: To appoint a Board Member to the Poster Runner (s) Hiring Committee.
BIRT Alan Negrin will sit on the Poster Runner (s) Hiring Committee.
MOTION: To appoint a Board Member to the Social Media Assistant Hiring Committee.
BIRT Ryan Bowes will sit on the Social Media Assistant Hiring Committee.
MOTION: To appoint a Board Member to the SafeWalk Volunteer and Public Relations Coordinator Hiring Committee.
BIRT Ariel Barrientos will sit on the SafeWalk Volunteer and Public Relations Coordinator Hiring Committee.
MOTION: To appoint a Board Member to the Meal Exchange Social Media and Promotions Coordinator Hiring Committee.
BIRT Anna Canella will sit on the Meal Exchange Social Media and Promotions Coordinator Hiring Committee.
MOTION: To appoint a Board Member to the Meal Exchange Volunteer and Donations Coordinator Hiring Committee.
BIRT Bella Harris will sit on the Meal Exchange Volunteer and Donations Coordinator Hiring Committee.
Moved: Becca Cheskes **Seconded:** Bella Harris
Motivated by: Becca Cheskes
Motion carried.

MOTION: to limit speaking time on item 15.11.7 to 15 minutes until 9:00PM.
Moved: Aidan Paskinov **Seconded:** Natalie Clarke**Motion carried.**

15.11.7. (Action) Joint Health and Safety Committee Policy Amendments (with Supplementary Materials A and B)
MOTION: to table this motion to the March 14th meeting.
Moved: Chelsea Mulvale **Seconded:** Alan Negrin
Motivated by: Chelsea Mulvale
Motion carried.

Agenda # 15

15.0. Call to Order
- **15.1. Land Acknowledgement**
- **15.2. Adoption of the Agenda**
  - 15.2.1. Motion to Approve the Agenda
- **15.3. Ratifications and De-ratifications**

15.3.1. (Action) De-ratification of College of Engineering and Physical Sciences Student Council appointed member Abhinav Chatterjee (pg. 8)
15.3.2. (Action) Ratification of College of Engineering and Physical Sciences Student Council appointed member Karine Jarzecki

15.4. Comments from the Chair
15.4.1. Introductions and Pronouns

15.5. Approval of Past Board Minutes
15.5.1. (Action) Approval of minutes from Board Meeting #13 – January 10, 2018 (pg. 9)

15.6. (Info) Executive Committee Minutes

15.7. (Presentation) Executive Reports
15.7.1. President (pg. 10)
15.7.2. VP Student Experience
15.7.3. VP Academic
15.7.4. VP External

15.8. Director Reports

15.9. CSA Services Updates and Reports

15.10. Committee Updates and Reports

15.11. Business
15.11.1. (Info) (in camera) Elections Appeals Board (EAB) CSA member appointment
15.11.1.1 (Action) De-Ratifications and Ratifications for the Elections Appeal Board - CSA Board Member Appointment (pg.16)
15.11.2. (Presentation) Fall Reading Break Update
15.11.3. (Action) Hiring Policy Amendments – Appendix C, Section 11 – Extension of Staff Contracts (with Supplementary Materials A - C) (pg.19)
15.11.4. (Action) Job Description Approvals (with Supplementary Materials A – I) (pg.30)
15.11.5. (Action) Strike Hiring Committees (pg.31)
15.11.6. (Action) Hiring Committee Appointments (pg.32)
15.11.7. (Action) Joint Health and Safety Committee Policy Amendments (with Supplementary Materials A and B) (pg.35)
15.11.8. (Notice) Friendly Amendment to Bylaw 1 – Organizational, Section 4 (with Supplementary Materials A and B) (pg.37)
15.11.9. (Notice) Annual General Meeting (AGM) 2018 – Agenda
15.11.10. (Info) (in camera) HR Update

15.12. New Business

15.13. Announcements

15.14. Adjournment

15.0. Call to Order

Called to order at 6:22 pm.

15.1. Land Acknowledgement

Land Acknowledgement given by Chelsea Mulvale

I'd like to acknowledge the Attawandron on whose land we conduct our meeting. It is also known as the Treaty Territories of the Mississaugas of the Credit. I'd also like to pay our respects to the Anishinaabe, Haudenosaunee and Metis neighbours as we strive to continue to build relationships. I'd also like to acknowledge why we do a land acknowledgment. It isn't simply a passive thing that we do at the beginning of a meeting, but rather an active appreciation for those we came before us, those whose lands were stolen from them and for those who were displaced. Those acts of colonization are still prevalent today. We need to continue to work to decolonize and to consider our complacency in colonization and how that affects these communities. As settlers on this land it's important to consider the roles that we have where we live currently as well as the lands of Turtle Island, also known as North America. It's important to note with the Day of Action tomorrow we're discussing free education but we're also discussing divesting from fossil fuels. Doing a land acknowledgement is extremely pertinent to that. I would suggest that folks work on educating themselves on indigenous issues locally and internationally so that you have a deeper understanding of how your actions affect people in Canada and the rest of the world.

15.2. Adoption of the Agenda

15.2.1. Motion to Approve the Agenda

MOTION: to approve the agenda

Moved: Alan Negrin **Seconded:** Chelsea Mulvale

Discussion on Motion

MOTION: to strike 15.5.2 from the agenda.

Moved: Chelsea Mulvale **Seconded:** Aidan Paskinov

Motivation: We don't have the minutes to approve.

Discussion on Motion

Nick: Are the minutes not ready or did we just forget to bring them?

Natalie Clarke: My computer updated and deleted the file so I have to re-do them and I wasn't able to finish them for today.

No further discussion on motion.

Vote on Motion.

Motion carried.

Discussion returns to original motion as amended.

No further discussion.

Vote to approve agenda as amended.

Motion carried.

15.3. Ratifications and De-ratifications

15.3.1. (Action) De-ratification of College of Engineering and Physical Sciences Student Council appointed member Abhinav Chatterjee

WHEREAS, the Policy and Transition Manager has received the resignation of the College of Engineering and Physical Sciences Student Council's appointed member, Abhinav Chatterjee.

MOTION: to de-ratify Abhinav Chatterjee as the College of Engineering and Physical Sciences Student Council's appointed representative on the CSA Board of Directors.

Moved: Anna Canella **Seconded:** Nick Kowaleski

No discussion.

Vote on Motion.

Motion carried.

15.3.2. (Action) Ratification of College of Engineering and Physical Sciences Student Council appointed member Karine Jarzecki

WHEREAS, the College of Engineering and Physical Sciences Student Council has appointed a new member to represent them on the CSA Board of Directors for the remainder of the 2017-2018.

MOTION: to ratify Karine Jarzecki as the College of Engineering and Physical Sciences Student Council's appointed representative on the CSA Board of Directors.

Moved: Anna Canella **Seconded:** Alan Negrin

No discussion.

Vote on Motion.

Motion carried.

15.4. Comments from the Chair

Hello everyone, thank you all for being here. Remember to project while you are speaking for the sake of the recording. Please raise your placards for voting and if you would like to be added to the speakers list. Please raise your hand to ask for a point of information or to indicate a point of personal privilege.

15.4.1. Introductions and Pronouns

15.5. Approval of Past Board Minutes

15.5.1. (Action) Approval of minutes from Board Meeting #13 – January 10, 2018

MOTION: To approve the minutes from Board Meeting #13 – January 10, 2018

Moved: Natalie Clarke **Seconded:** Edward Willems

No discussion.

Vote on Motion.

Motion carried

15.6. (Info) Executive Committee Minutes

15.7. (Presentation) Executive Reports

15.7.1. President

Chelsea: To write my reports, I go to my report from last board meeting to refresh myself, but I didn't have my report from last meeting so there are 2 months worth of updates tonight. Look at the points under The Student Health Plan Committee. The Finance Committee meeting was originally scheduled for tomorrow, but it's rescheduled because of attendance, so that will be in two weeks instead. The Student Budget Committee is putting forward recommendations to the Finance Committee of the Board of Governors. We're doing a presentation and giving a report to the Board of Governors, so we'll be compiling information, it will be led mainly by myself, Jack Fisher and another member named Justin. If anyone has any questions about that report and what we're including in it, feel free to let me know. I will hopefully be bringing points for that presentation to the February 14th meeting, but it depends on the schedules of the other people I'm working with.

15.7.2. VP Student Experience

Emily: Our AGM is next week. Social media from the CSA has started. Please share that as much as you can and get your friends to come. We need to get quorum to conduct business. Planning for clubs' common space at the end of the clubs' hallway is starting soon. I'll have more updates on that in the future. For collaborations and programming, Kayla and I will be running different events for Valentines Day within UC. There's going to be a tabling happening in UC courtyard called "Be Your Own Bae." We'll be handing out some self-love messages. There will be a Feminist bead-making event with member Williams in the CSA Board Room. Bike Centre had an update that they gave me after I wrote this report. Their bike auction is coming up during sustainability week and they're expecting to get 10 bikes, so come out for that event. By the time our next Board Meeting comes around I will be 24 which is exciting.

Nick: I have a question about the clubs' common space. Will we be working with the UC and the University as we did with the Clubs' hallway or is that going to be

solely our effort?

Emily: Myself and the Business Manager will be meeting with Shane, who is the project manager next Monday or Tuesday and I believe Mike [UC] will also be involved, so it will be similar.

Nick: Are we expecting funding for the space?

Emily: The SLEF-funding we received was spread over two years. We got our first installment last year and our next installment will go towards this as well as ongoing updates throughout the space.

Afshaun: What is the day and time of the AGM?

Chelsea: February 7th @ 5:00PM.

15.7.3. VP Academic

Chair: There were some updates sent out today that weren't included in the board package so feel free to go over those before we begin.

Becca: Under the Financial Support heading; I do remember at the last Board meeting mentioning that I would be doing a tabling event in the library and I saw some of you there, thanks for showing up, it went really well. We were able to promote the Textbook Broke survey which was emailed out last week to undergraduates. This is a reminder to check your inbox and do that survey. The data that we're going to gather from that survey is very important because it's going to inform this movement towards implanting better education services, so you don't have to keep paying so much for textbooks each semester. If you want processes to come to a halt, please fill out the survey because you will be part of the solution. Under the Advocacy heading I will bring your attention to some of the reading break stuff which will be covered later in the meeting, I know many of you have questions about that and we'll talk about it. Also, in light of what happened with Professor Hedican and the ableist incident that occurred, I was able to speak to the student who stood up in class and advise her on some next steps. I was also able to talk to the University's media people, some news people and Brenda Whiteside. The school handled it well, but now our next step is to hold them accountable to train

their staff and faculty properly. We have accessibility working group meetings coming up and we'll be discussing how we will hold the University accountable to actually provide up to date training to prevent ableism in the classroom. I'm going to remind you at the end of the meeting to fill out the Textbook Broke survey.

15.7.4. VP External

Chair: Similarly, feel free to take some time to look at the update.

Kayla: I have three highlights. Tomorrow is the Day of Action at 11:00AM in Branion Plaza. The topic of the day is investing in education and divesting from fossil fuels. Mike Schreiner who is the leader of the Green Party of Ontario will be there. The CFS National Treasurer Payton is going to be there too. I'll be speaking, member Bowes will be speaking, and member Williams is hosting the event. We have free coffee and tea, potentially some CSA reusable mugs, and tons of t-shirts and toques. Please come and stand out in the cold with me. Under point 5, the Canadian Federation of Students – the Day of Action is part of this federation. Like some of the other executives said we went to the Annual General Meeting in Toronto and got a lot of updates about Day of Action and what other schools were doing. Guelph and Windsor are the only two schools having a rally. We just recently received some new material from CFS, like this water bottle I have, a table cloth and some other things. On the back page under number 8 for Other; last Monday January 23rd, Fossil Free Guelph presented at the Board of Governors. There was a motion passed to table the decision of the Board of Governors to be discussed at their Finance Committee and then to be brought back to the Board of Governors at a future meeting. That's why the Day of Action tomorrow is about divestment and education. We want to keep the pressure on the Board of Governors and hopefully Fossil Free solidarity will continue in the future.

Afshaun: Did you have a table yesterday? Who was running it?

Kayla: Jensen and I were there for part of the day, one member from Fossil Free Guelph named Ben, and one of my friends was there.

Afshaun: Just a heads up, my roommate went to the table and he told me that when he was talking to someone he was asking for alternative solutions and they weren't giving him any. When he asked about nuclear energy there was no consideration given by the tabler. I told him I'd bring it up and I thought I'd let you know that some other people might be doing the same thing.

Kayla: Okay thank you, come talk to me later.

Bella: On the Committees, it says the Transit Advisory Committee meeting is on the 25th of January and I don't feel that's true.

Kayla: That's a different committee, I'm on three of them so you're good.

15.8. Director Reports

Alan: Today we had our SHAC hiring committee meeting. We've been working really hard at GQE for our Winter Pride events, especially the dance on Friday. We have tickets to sell right now.

Nick: I attended two meetings at CAPCOM. CAPCOM is starting the process of working on a five-year strategic plan. We're going to start that process this year and we don't intend to finish it this year, but we'll see how far we can get. I attended a PBRC meeting working through elections bylaws. I have been promoting the election as well as our AGM to my constituents, some club meetings and a student council meeting.

Anna: I attended my first PDR meeting.

Ryan: Come tomorrow, it's going to be great.

Aidan: Working group met to discuss workplace violence and harassment policies.

Ariel: I attended hiring committee for the SafeWalk coordinator in which we reconfigured the questions. Black History Month starts tomorrow which is exciting for my club and should be exciting for all of you too.

Jensen: I'm going to save most of the stuff for updates. I went to the Reading Break Town Hall, and in a word, it was cool. Those of you who were there will get the joke. We pushed for a new survey which was met with some content, but most things are. Most of the stuff that's been keeping me busy isn't really related to my role.

Afshaun: I didn't get the joke. I attended an SRM hiring committee meeting and I agree the questions needed remodelling for us too.

Obehi: *waives*

Natalie Clarke: I attended two CAPCOM meetings. I did an EEC thing with Chelsea. That's all.

Bella: Today was the Clubs Administrative Coordinator Hiring Committee meeting which was productive. I've added a few people to the Accessibility Working group that should be meeting in a couple weeks. I didn't get to go to the Town Hall because I was helping at the clubs' AGM. I didn't really do anything besides stand there and listen; Aidan and Natalie handled everything.

Edward: A PDR meeting was fun. I moved more things than anyone else. Interhall is excited for the AGM, there's a lot of people wanting to go, and it was included in today's monthly newsletter so hopefully more residence people will be coming.

Raymond: I went to the Town Hall for reading week and also went to the Senate meeting for reading week. On Monday I have a Senate meeting.

15.9. CSA Services Updates and Reports

15.10. Committee Updates and Reports

15.11. Business

15.11.1. (Info) (in camera) Elections Appeals Board (EAB) CSA member appointment

MOTION: to move in camera at6:59PM.

Moved: Nick Kowaleski **Seconded:** Alan Negrin

No discussion.

Vote on Motion.

Motion carried.

MOTION: to move out of in camera 7:07pm.

Moved: Nick Kowaleski **Seconded:** Obehi Okaka

Vote on Motion.

Motion carried.

Obehi: How would one go about applying to be on the EAB if someone is resigning?

PTM: Essentially there would just be a motion, you can volunteer and there would be a vote.

WHEREAS, the CSA General Election begins in February.

WHEREAS, the Elections Appeal Board (EAB) hears appeals of minor campaigning infractions during By-Elections and General Elections of the CSA.

WHEREAS, membership is comprised of 3 Board Members and 2 general members of the CSA.

WHEREAS, the 2 general members of the CSA are required to submit a 150 word statement of interest and CV to be reviewed by the Board. The Board will then select and ratify CSA members to be on the EAB as per CSA Policy Manual, Appendix I – Elections Appeals Board.

WHEREAS, Cassandra Hunt, a general member of the CSA, has submitted an application to be considered by the Board.

MOTION: To ratify Cassandra Hunt as a member of the Elections Appeals Board for the remainder of the 2017-2018 term.

Moved: Kayla Weiler **Seconded:** Alan Negrin

No discussion.

Vote on Motion.

Motion carried.

MOTION: to reconsider the agenda.

Moved: Nick Kowaleski **Seconded:** Bella Harris

Motivation: It has come to my attention that a couple members just resigned from EAB so that needs to be resolved.

No discussion.

Vote on Motion.

Motion carried.

MOTION: to add an item to business, 15.11.1.1. (Action) Elections Appeal Board - CSA Board Member de-ratifications and appointments

Moved: Nick Kowaleski **Seconder:** Kayla Weiler

No discussion.

Vote on Motion.

Motion carried.

15.11.1.1. (Action) De-Ratifications and Ratifications for the Elections Appeal Board - CSA Board Member Appointment

Jensen and Bella resign.

WHEREAS, Bella Harris and Jensen Williams have expressed the need to resign from the EAB.

MOTION: to de-ratify Bella Harris and Jensen Williams from the EAB.

BIRT____ and _____ are appointed to the EAB. **Moved:** Nick Kowaleski

Seconded: Jensen Williams

Motivation: I think the motion speaks for itself.

Discussion on Motion

Alan Negrin volunteers

Obehi Okaka volunteers

The motion now reads:

WHEREAS, Bella Harris and Jensen Williams have expressed the need to resign from the EAB.

MOTION: to de-ratify Bella Harris and Jensen Williams from the EAB.

BIRT Alan Negrin and Obehi Okaka are appointed to the EAB.

No further discussion.

Vote on Motion.

Motion carried.

Noted abstentions: Natalie Clarke, Jensen Williams, Aidan Paskinov

15.11.2. (Presentation) Fall Reading Break Update

Becca: You received an email from me earlier this week regarding fall reading break. I would like to expand on it now. We did have a Town Hall that the University acted on. There were considerably more people than expected, but not a huge group. It was in a smaller lecture hall in Thornborough. The majority of the people there were students, or maybe about half were students. There was lots of opportunity for people to ask questions or give input. The input was anecdotal, so it didn't lead to firm conclusions about how everyone was feeling. It was a great opportunity for people there to talk about how the consultation was not sufficient and improperly done, and that while people are interested in expanding break, the proposal wasn't desirable. I think that was understood at the Town Hall even though it was an anecdotal way to hear from students. There was an expression that if the administration is not willing to learn to make a better survey in the future, the CSA believes it could do it better, we would just prefer no to do their job for them. They took notes and those notes were brought the next day to joint BOGS and BUGS meeting. For your reference BOGS is the Board of Graduate Studies and BUGS is the Board of Undergraduate Studies. They met as one committee before this new proposal would be brought to Senate to vote on. This is how the meeting went. Ray Darling, the registrar, did a presentation on the new proposal and answered some questions, followed by an open discussion in which I read our letter to the committee. There was a lot of good points that were brought up after the letter was read. Most people were against the proposal or they had neutral feelings about it. There's a few students that sit on BOGS and BUGS, but it's mostly made up of faculty, their deans, and their staff members, and there was a general sense that this wasn't a good proposal. There was a general agreement that more outreach, discussion and data gathering was required to allow for a better outcome. There were also several comments made about developing new policies to reduce student stress, such as making nothing due while we're on break or the days after we return,

better exam scheduling, etcetera. These are things on peoples' minds on top of the fall reading break. While people recognize that fall reading break isn't a magic fix to student wellness concerns, they see it as part of a wider package. I mentioned that students don't like the proposal, but it doesn't mean that they want to shut down the idea of a reading week or an extended break, they just really didn't agree with the process or the proposal. I said in the spirit of that maybe we should table the motion, so there would be more time for people to discuss and weigh out the trade offs and benefits and move forward with a clear path. Before I made that motion, the Chair suggested that we could amend the motion to say that it would pass, but it would be a pilot that we would review every 3 years. Myself and many people spoke out against that. We thought we would be stuck with a less than desirable reading break option for 3 years or more, because often these things get written off and changes aren't made, or if you do decide to make changes after three years the process takes too long, and you end up in a situation like the one we're on now. I decided to motion to table it until the fall and allow for the same process to happen in the fall. When I motioned that, seven people voted in favour of tabling-including the registrar, eight voted against, and there was one abstention. The motion failed, and it returned to the original motion to bring the proposal to Senate; eight voted in favour and eight voted against, so it was struck down because it was a tie vote, which means technically it's not tabled. They reassured us that it will be brought up again later for more discussion, but because we did not table it, there is not a specific time where the University has mandated to bring this back to the table for discussion. At this point, reading week is dead in the water, which is kind of a relief. But it is not something that will go away. Since there is not a set time that the University will bring it up again, we as students have to figure out how to keep momentum going. Into the fall we need to build a strong student led movement towards ensuring the University doesn't drop this and they actually find out what students want. One of the profs on BOGS and BUGS was saying to consider what student behaviour is like during the winter break to ensure their

wellness and whether or not they will come back for the rest of the week if the break goes until Wednesday. They argued that we need to give student behaviour proper thought and consideration. The only thing we can do now is to hold the University accountable to bring it forward into the next academic year and not dropping it. If anyone wants to add something or ask questions, go ahead.

Afshaun: Thank you for everything. The letter was very well done, congratulations.

Natalie Clarke: What are the next steps from here?

Becca: We can decide what we think is best. I have had a couple student leaders express they would like to brainstorm some ways we could build student engagement moving into the next year. We're going to have to be creative about that; it's going to take a huge team effort and needs to be much more public than it was this time. It could look like a student led campaign because it has become clear during this process that the usual channels don't seem to be working. Something more public and engaging would be great moving forward.

Nick: You mentioned that you discussed how to figure out what people do during the winter reading week. As a first step the week after winter break we could send out a survey to ask people how they spent their break.

Becca: That's a good idea, we have noticed that the University isn't adept with writing surveys so that's something we could do.

15.11.3. (Action) Hiring Policy Amendments – Appendix C, Section 11 – Extension of Staff Contracts (with Supplementary Materials A - C)

WHEREAS, the CSA hires part-time staff on one year fixed-term contracts and must re-hire for the next year.

WHEREAS, support staff positions at the CSA have an impact on the overall operations and functioning of the organization. These positions require a significant amount of time for both the organization and employee

for training, skill development, and to sustain a specific level of operational capacity.

WHEREAS, support staff positions would benefit from extending the contract for the individual currently acting in the role.

WHEREAS, turn over is significant at the CSA and has a large impact on operations due to the time involved in hiring, training and transitioning every year.

WHEREAS, the CSA is dedicated to offering students employment opportunities where specific experience is gained and continuous skill development and job security is integral to that process.

MOTION: To amend Appendix C, Section 11 Extension of Staff Contracts of the CSA policy manual and apply the recommendations submitted (Supplementary Material B).

BIRT the Policy and Transition Manager will apply these approved amendments.

BIFRT the positions outlined in this policy will follow this policy this year. However, the timeline will be altered so that evaluations and recommendations will be submitted to the Board in February.

Moved: Chelsea Mulvale **Seconded:** Nick Kowaleski

Motivation: Throughout the year we've been chatting about different efficiencies in the office. Common themes: turnover training and transition. We've been discussing how we can create consistency or spread out the quantity and impact that we get from that turn over every year, so that we won't be transitioning and training all CSA staff every single year and it's not quite as extensive. You'll see in Supplementary Material B on page 47, all of the edits are applied. Before it was only one line and only for folks who were hired partway through the year. It stated if you were hired partway through the year then your contract could be extended for the next full year. We've worked with that policy to develop this new policy. What it would look like if it were accepted is on Supplementary Material C, which might be

easier for you to read. What we would do within that policy is outline who it would actually speak to, what contracts would fall within the extension, how long the extension could be for, the restrictions around how many extensions you could have, and all of these are pending evaluation. It outlines evaluation process and then I also outline the decision made by the Board and having to come to the Board for that. I just wanted to note that at this point we've kept it only to part-time support staff members. Within the CSA we have support staff and we have service staff, so we're not touching service staff yet because that's a larger conversation. Right now, this is only for the AEO, Board Chair, Board Scribe, CEO and Front Office Assistants. Each extension is based upon favourable review and that process is outlined in here. Following the favourable review and acceptance of that extension, the extension is only for the next year. We also have an exception: The Board Chair, CEO and AEO cannot be filled by the same staff member for more than two consecutive fixed term contracts. So, the individual could not be in that role for more than two years at a time. Upon favourable review for the other positions, they can be extended for one year. After they've been in the position for two years they would have to re-apply in order to be reconsidered.

Aidan: Is the favourable review done by an executive supervisor or a committee?

Chelsea: The direct supervisor and the executive supervisor both have to do a favourable review and submit it to the Board in order to meet our timelines for hiring. If an evaluation is seen as not favourable it would go right to hiring process. If it is seen as favourable and an extension is wished to be granted, then an extension would be offered to the staff member, and upon acceptance the Board would ratify it. If the staff member rejects it, then you would move into the hiring process.

MOTION: to amend Supplementary Material B to add Committee Scribe to 11.1.1.

Moved: Nick Kowaleski **Seconded:** Aidan Paskinov

Motivation: The positions listed include the Board Scribe, so I don't see why it wouldn't include Committee Scribe.

Discussion on Motion

Chelsea: We're actually discussing the removal of the position at the CSA because it is not operationally efficient in a lot of ways. The Committee Scribe isn't really utilized as their schedule conflicts with a lot of the times that we have our meetings. We're having an ongoing conversation about alternate options for what would work for committee scribing. Conversations between the Front Office manager, Lauren [PTM] and myself are taking place this semester to figure out what our options are and we're expanding those conversations out to Executive staff and Board members as well.

Nick: I think when the steps to get rid of the position come to this Board we can make that decision, but until that happens it needs to be in this policy as it is currently a position in our organization.

Chelsea: *directed to PTM* - Is the Committee Scribe mentioned in our policy? It's my understanding that we just have a job description, so if we choose not to re-hire we won't have to make a motion.

PTM: The Committee Scribe is listed in the joint Health and Safety Committee policy. I know when there's proposed amendments later in the agenda, those amendments don't touch it. I can check in other areas, but I know for sure on the joint Health and Safety Committee they scribe and do the minutes.

Chelsea: Is there anything about hiring the person or them being a certified staff member?

PTM: I can check our staff positions.

Nick: It's in the Finance Committee Policy as well, so we're going to need to amend policy regardless.

PTM: The Board Scribe is listed as a CSA staff member. The Committee Scribe is listed as a part time contract position.

Kayla: *directed to member Mulvale*- For 11.2.1., what would happen in the case where some staff don't have an immediate supervisor but only an executive supervisor? Would it just be the executive supervisor who does the evaluation?

Chelsea: No part time support staff have only an executive supervisor. This is only for part time support staff members.

Becca: In terms of favourable review, I think we would need to create a policy or set of criteria …. (called out of order by Chair and then you clarify, do I need to record this?)

Nick: Since we are in the process of removing the position, it would not make sense to add it to the policy as that would then require their performance to be reviewed and offer an extension favourable, and if we plan to remove the position that could cause issues for us. Given that I would like to rescind my motion.

Chair: Motion rescinded.

Further discussion on original Motion:

Nick: Another thing I noticed is that 11.1.2.2 is that not exactly what is written under 11.4. It's the same thing written there, so I'm wondering if it's the same thing written twice or?

PTM: Before it was all part time employees. Now it is part time support staff with their fixed term contracts. 11.4 is any part time fixed term contract employee, so that does include the service staff. It seems duplicated but it's not, it's different staff positions.

Chelsea: 11.4 says "any part time fixed term staff contract," so any part time staff member which includes support staff and service staff.

PTM: Whereas the other one was just support staff, so there needs to be a separate line for support staff and there needs to be 11.4 to cover everybody.

Nick: If 11.4 covers everybody, is it not redundant to include 11.1.2.2.?

PTM: I think it should be in there because you're giving separate specifications for those people. Otherwise, we're specifically pulling them out as support staff, so if we're getting technical, they're not covered under 11.4. So, they would need their own up top.

Chelsea: 11.1 through 3 pulls out the part time support staff members, so then you need something else that's going to cover everyone else. Basically, having the statement "any part time fixed term contract" makes sure that you're covering everybody that is a part time staff member.

Becca: I know that when other organizations do favourable review they have set criteria so that there's no questions about what constitutes as a favourable review. People will often ask how a decision was made. I was wondering who would be writing that or if we would need legal experts to get involved?

Chelsea: It doesn't have to be policy or bylaw because every position is different. You would then have to have a policy for every position if you did that. There's already laws within HR to make sure that the process is just. At this point the evaluations would only be done by myself and the front office manger, and myself and the PTM. Lauren [PTM] and I are working together on developing those evaluations, which are based on the job description. Laura [Front Office Manager] already has an evaluation that she uses every year and has completed evaluations for some of the staff already.

Emily: To go back to the confusion surrounding 11.4., the extension of staff contracts was added in case there was a scenario that a staff member resigned late in the year and we needed to hire someone in January or February. We wanted to make sure that if they wanted to do a full term

within that role they could go through an evaluation process instead of going through the hiring process again. 11.4. is more for those situations in which we hired someone in February for example, and they hadn't been able to complete a full term.

Chelsea: It is for all of the positions, not just the positions listed.

MOTION: to commit this motion to the Policy and Bylaw Review Committee.
BIRT PBRC report to the Board on or before February 28th.
Moved: Nick Kowaleski **Seconded:** Jensen Williams
Motivation: There are parts of this that are confusing and could be re-written or re-organized so this policy flows better and it's easier to understand. I think any policy that comes to this Board should go through the committee this Board has to review policies. I know in the past that when policies have not gone through PBRC we had trouble with them.

Discussion on Motion

Emily: My only concern with that is I know PBRC has already been assigned some projects regarding our policy, so I'm not sure if those would be delayed further, PTM could speak to this.

PTM: Right now PBRC is looking at elections, workplace violence and harassment, appendix F which should come to Board, and 2 or 3 other submissions that need to be looked at by PBRC members.

Chelsea: Normally I would be in favour of this, but a lot of thought was put into this motion to make sure it was in the same nature as the policies we have. This is also something that has been an ongoing conversation throughout the year. We had further conversations with staff before the Christmas break to see what we should prioritize, and this was one of them because we are hiring again now. A lot of timelines were considered for this process, and it also took in guidance from staff. If we table it to PBRC that's fine, but then I will be expressing to staff that this won't be something we implement this year.

Afshaun: Who sits on PBRC?

Board Members raise their hands to indicate membership on PBRC.

Aidan: I don't think we should table this. As Lauren [PTM] mentioned, PBRC already has enough on their plate. I don't think there's anything confusing about this policy, I think it's well-written and very clear. It's four positions are essential to the CSA but won't have a huge impact on day-to-day activities of the CSA. We should implement it this year, it would take stuff off the exec's plates, the Board members' plates and would make things run smoother. I think PBRC would approve it and send it back to the Board, and all we'd be doing is delaying the process to when we can't implement it.

Nick: Would it be possible to have this implemented should we approve at next Board meeting?

Chelsea: No.

Becca: My only concern with bringing it to PBRC is that I wonder if people know how they feel about the proposal? Do people feel informed enough? I haven't heard from our PTM on this and I would like to consult someone who knows more about policy. From my perspective I wouldn't be opposed to it going to PBRC. If it doesn't go through because people actually do want to explore it further it's a trade off instead of putting it through just for the sake of implementing it. I'm just looking for folks to let me know how they feel about it.

Afshaun: I second everything member Paskinov said. I think we've had a good amount of time to read over this and I don't think its confusing at all. If there are things you are confused about we should come to a conclusion by the end of the meeting instead of sending it to PBRC. If there are specific things people are confused about we should briefly discuss it. I don't see this policy changing at all since someone who works in depth with policy also worked on it.

MOTION: Call to question.

Moved: Jensen Williams **Seconded:** Aidan Paskinov

No discussion.

Vote on Motion.

Motion carried.

Call to question for the following motion:

MOTION: to commit this motion to the Policy and Bylaw Review Committee.

BIRT PBRC report to the Board on or before February 28th.

Vote on Motion.

Motion defeated.

Chair: We are now back to discussion on the original motion, which is the Hiring Policy Amendments.

MOTION: to add a BIFRT clause "BIFRT PBRC review this policy."

Moved: Nick Kowaleski **Seconded:** Bella Harris

Motivation: It is very clear that this policy needs to be implemented tonight. However, I am still behind the principle that any new policy should be reviewed by the committee. I didn't specify a timeline so the committee can do so whenever it has time, and report back to the Board if they have any changes.

Discussion on Motion:

Bella: I'm not on PBRC because I don't understand policy very well, and that's why I think PBRC should be the people to look at it.

Ariel: How many things does PBRC need to go over?

PTM: At least six.

Ariel: it seems like it will be pushed back to next year based on the pacing I know from PBRC, so I'm not sure how feasible it would be to have it reviewed within a reasonable time scale.

Chelsea: The motion has left the timeline open, so it will be reviewed. Since we have a PTM we know it won't be totally left in the dust. By having it as an open BIFRT clause it means that it's not a super urgent priority and other deadlines will take precedence.

PTM: As the chair of PBRC, I will ensure that there is a transition. If for some reason it isn't looked at this term, it will be transitioned into the next term of PBRC. There will be a report at the end outlining what is outstanding, what we finished and what we didn't get to, so when the next PBRC commences they'll know they have to review it.

Vote on Motion to Amend.

Motion carried.

Chair: Back to the discussion of the original motion as amended, starting with member Clarke.

MOTION: To go into a 10 minute recess (8:08PM).

Moved: Natalie Clarke **Seconded:** Anna Canella

No discussion.

Vote on Motion.

Motion carried.

Called back into order (8:22PM).

Chair: We will continue discussion on the Hiring Policy Amendments Appendix C, starting with member Bowes.

Ryan: *waives*

Anna: On point 11.1.2.1 with the exceptions, it says that they are not allowed to have 2 consecutive years, but it doesn't say anything about whether they can re-apply or be re-hired.

Chelsea: We included that because we think that those rules have a higher risk with confidentiality. There is already a lot of turnover within those

positions, which elevates that risk. We thought those roles should be limited and restrict re-hiring.

Anna: After the two terms, would they be able to re-apply after a fourth year? Or is it only two terms and they can never apply again?

Chelsea: I'll go through the process of how it would happen. A person is hired, they stay for one year, upon favourable evaluation they could be offered to extend their contract for another year, and they can only be in that position for those 2 years, for that specific position. They could apply for a different position. 11.1.2 speaks about re-hiring; 11.1.2.1 speaks only to that point. Since 11.1.2.1 is a subpoint, it speaks to whatever 11.2.1. speaks to. 11.1.2.1 is an exception to what is stated in 11.1.2, which is only about the option to re-hire. I just wanted to state that I don't want this to come across as an ultimatum, I'm more so trying to present all the information, so you know the context. If you have questions, please feel comfortable to ask them. HR is another area that's even more confusing because there's a lot of other external factors that affect it. So, please take the time to ask questions. We don't want anyone to feel rushed in the process and not accessible to be part of the conversation or voting.

MOTION: Call to question.

Moved: Aidan Paskinov **Seconded:** Afshaun Zaman

No discussion.

Vote on Motion.

Motion carried.

Chair: All those in favour of Action Item 15.11.3 Hiring Policy Amendments – Appendix C, Section 11 – Extension of Staff Contracts, with the amendment that it will be sent to PBRC.

Board Member requests for the motion in its entirety to be read out.

MOTION: To amend Appendix C, Section 11 Extension of Staff Contracts of the CSA Policy Manual and apply recommendations submitted (Supplementary Material B).

BIRT the Policy and Transition Manager will apply these approved amendments.

BIFRT the positions outlined in this policy will follow this policy this year, however the timeline will be altered so that evaluations of recommendations will be submitted to the Board in February.

BIFRT PBRC review this policy**.**

No further discussion.

Vote on Motion.

Motion carried.

Noted abstention: Karine Jarzecki

15.11.4. (Action) Job Description Approvals (with Supplementary Materials A – I)

WHEREAS, the CSA begins its hiring process for the 2018-2019 term in February.

WHEREAS, job descriptions (see Supplementary Materials A - I) must be completed and then reviewed by the Board of Directors.

MOTION: To consider the following motions omnibus:

MOTION: To approve the Bike Centre Repair Coordinator job description (Supplementary Material A).

MOTION: To approve the Bike Centre Volunteer Coordinator job description (See Supplementary Material B).

MOTION: To approve the Clubs Programming Coordinator job description (See Supplementary Material C).

MOTION: To approve the FoodBank Volunteer Coordinator job description (See Supplementary Material D).

MOTION: To approve the Poster Runner (s) job description (See Supplementary Material E).

MOTION: To approve the Social Media Assistant job description (See Supplementary Material F).

MOTION: To approve the SafeWalk Volunteer and Public Relations Coordinator job description (See Supplementary Material G).

MOTION: To approve the Meal Exchange Social Media and Promotions Coordinator job description (See Supplementary Material H).

MOTION: To approve the Meal Exchange Volunteer and Donations Coordinator job description (See Supplementary Material I).

Moved: Chelsea Mulvale **Seconded:** Edward Willems

No discussion.

Vote on Motion.

Motion carried.

15.11.5. (Action) Strike Hiring Committees

WHEREAS, the CSA begins its hiring process for the 2018-2019 term in February.

WHEREAS, Hiring Committees, containing one CSA Board Member, one CSA Executive Member and one CSA Staff Member, must be struck.

MOTION: To consider the following motions omnibus:

MOTION: To strike a Hiring Committee for the Bike Centre Repair Coordinator position.

MOTION: To strike a Hiring Committee for the Bike Centre Volunteer Coordinator position.

MOTION: To strike a Hiring Committee for the Clubs Programming Coordinator position.

MOTION: To strike a Hiring Committee for the FoodBank Volunteer Coordinator position.

MOTION: To strike a Hiring Committee for the Poster Runner (s) position.

MOTION: To strike a Hiring Committee for the Social Media Assistant position.

MOTION: To strike a Hiring Committee for the SafeWalk Volunteer and Public Relations Coordinator position.

MOTION: To strike a Hiring Committee for the Meal Exchange Social Media and Promotions Coordinator position.

MOTION: To strike a Hiring Committee for the Meal Exchange Volunteer and Donations Coordinator position.

Moved: Becca Cheskes **Seconded:** Ryan Bowes

Motivation: These are positions that need to be filled and in order to have them filled we need to strike these hiring committees.

No discussion.

Vote on Motion.

Motion carried.

15.11.6. (Action) Hiring Committee Appointments

WHEREAS, the CSA begins its hiring process for the 2018-2019 term in February.

WHEREAS, CSA Board Members are required to sit on Hiring Committees.

WHEREAS, one CSA Board Member is needed to sit on each Hiring Committee.

MOTION: To consider the following motions omnibus:

MOTION: To appoint a Board Member to the Bike Centre Repair Coordinator Hiring Committee.

BIRT_____ will sit on the Bike Centre Repair Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the Bike Centre Volunteer Coordinator Hiring Committee.

BIRT_____ will sit on the Bike Centre Volunteer Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the Clubs Programming Coordinator Hiring Committee.

BIRT_____ will sit on the Clubs Programming Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the FoodBank Volunteer Coordinator Hiring Committee.

BIRT_____ will sit on the FoodBank Volunteer Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the Poster Runner (s) Hiring Committee.

BIRT_____ will sit on the Poster Runner (s) Hiring Committee.

MOTION: To appoint a Board Member to the Social Media Assistant Hiring Committee.

BIRT_____ will sit on the Social Media Assistant Hiring Committee.

MOTION: To appoint a Board Member to the SafeWalk Volunteer and Public Relations Coordinator Hiring Committee.

BIRT_____ will sit on the SafeWalk Volunteer and Public Relations Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the Meal Exchange Social Media and Promotions Coordinator Hiring Committee.

BIRT_____ will sit on the Meal Exchange Social Media and Promotions Coordinator Hiring Committee.

MOTION: To appoint a Board Member to the Meal Exchange Volunteer and Donations Coordinator Hiring Committee.

BIRT_____ will sit on the Meal Exchange Volunteer and Donations Coordinator Hiring Committee.

Moved: Becca Cheskes **Seconded:** Bella Harris

Discussion on Motion

Aidan: Was the SafeWalk coordinator hired halfway through the term?

Emily: I need to double check their start date. There are factors at play.

Chair: I will go through each position and ask for a volunteer. The Bike Centre Repair Coordinator Hiring Committee. Seeing member Willems.

Edward Willems volunteers.

Chair: Bike Centre Volunteer Coordinator Hiring Committee. Seeing member Clarke.

Natalie Clarke volunteers.

Chair: Clubs Programming Coordinator Hiring Committee. Seeing member Jarzecki.

Karine Jarzecki volunteers.

Chair: FoodBank Volunteer Coordinator Hiring Committee. Seeing member Okaka.

Obehi Okaka volunteers.

Chair: Poster Runner (s) Hiring Committee. Seeing member Negrin.

Alan Negrin volunteers.

Chair: Social Media Assistant Hiring Committee. Seeing member Bowes.

Ryan Bowes volunteers.

Chair: SafeWalk Volunteer and Public Relations Coordinator. Seeing member Barrientos.

Ariel Barrientos volunteers.

Chair: Meal Exchange Social Media and Promotions Coordinator. Seeing member Canella.

Anna Canella volunteers.

Chair: Meal Exchange Volunteer and Donations Coordinator. Seeing member Harris.

Bella Harris volunteers.

Chair: If there are no further volunteers, I will read the motion.

BIRT Edward Willems will sit on the Bike Centre Repair Coordinator Hiring Committee.

BIRT Natalie Clarke will sit on the Bike Centre Volunteer Coordinator Hiring Committee.

BIRT Karine Jarzecki will sit on the Clubs Programming Coordinator Hiring Committee.

BIRT Obehi Okaka will sit on the FoodBank Volunteer Coordinator Hiring Committee.

BIRT Alan Negrin will sit on the Poster Runner (s) Hiring Committee.

BIRT Ryan Bowes will sit on the Social Media Assistant Hiring Committee.

BIRT Ariel Barrientos will sit on the SafeWalk Volunteer and Public Relations Coordinator Hiring Committee.

BIRT Anna Canella will sit on the Meal Exchange Social Media and Promotions Coordinator Hiring Committee.

BIRT Bella Harris will sit on the Meal Exchange Volunteer and Donations Coordinator Hiring Committee.

No further discussion.

Vote on Motion.

Motion carried.

MOTION: to limit speaking time on item 15.11.7 to 15 minutes until 9:00PM.

Moved: Aidan Paskinov **Seconded:** Natalie ClarkeNo discussion.

Vote on Motion.

Motion carried.

15.11.7. (Action) Joint Health and Safety Committee Policy Amendments (with Supplementary Materials A and B)

WHEREAS, the members of the Joint Health and Safety Committee (JHSC) have reviewed the terms of reference contained within policy for this committee. This policy is located in the CSA Policy Manual, Appendix C –

CSA Human Resources Policy, Section 23 Joint Health & Safety Committee.

WHEREAS, the JHSC members have noted areas where the policy needs to be updated to better reflect the operations of this committee (see Supplementary Materials A and B).

MOTION: To amend Appendix C, Section 23 Joint Health & Safety Committee of the CSA policy manual and apply the recommendations submitted by the Joint Health and Safety Committee (Supplementary Material A).

BIRT point 23.19. will be updated to "January 31, 2018" to reflect the approval of the Board.

BIFRT the Policy and Transition Manager will apply these approved amendments.

Moved: Chelsea Mulvale **Seconded:** Alan Negrin

Motivation: Earlier this year the Board approved this policy upon recommendations from the Health and Safety consultant. Following that, the joint Health and Safety Committee could finally meet. We reviewed the previously amended policy to make sure it was fully reflective of the policy. We're supposed to review the terms of reference every year. We wanted to make sure we did that and make sure it happens this year. This is basically just us making sure the policy is fully reflective of how we operate.

Discussion on Motion

Nick: The policy mentions the Committee Scribe in a few places. Should we take that out now or wait until later? 23.14 is an example.

PTM: In 23.12. it does say the Committee Scribe is not available for meetings and a member of the committee will take minutes.

Nick: Is Supplementary Material B how it is currently worded?

PTM: Supplementary Material A is how it is currently worded with the amendments given to me by the committee. B is with those applied. A is how it was originally written.

MOTION: to table this item to the March 14th meeting.

Moved: Chelsea Mulvale **Seconded:** Alan Negrin

Motivation: We might have edited the wrong policy, so I have to go back and double check.

Nick: It does seem like the track changes don't exactly line up.

Vote on Motion.

Motion carried.

15.11.8. (Notice) Friendly Amendment to Bylaw 1 – Organizational, Section 4 (with Supplementary Materials A and B)

PTM: Everyone would have received an email from me letting you know that I've completed the review of the Policy Manual and Bylaws from last semester. Everything you amended I've applied. In doing that I noticed that PBRC missed one of the points in Bylaw 1 which still said our Rules of Order were outlined in the CSA Policy Manual. I proposed to PBRC when we met on January 25th that this be considered a friendly amendment because based on the motion passed by the Board you moved it out of the Policy Manual, so that is no longer accurate. PBRC was in favour that I present this to the Board as notice of a friendly amendment made by myself to remove that they're outlined in the CSA Policy Manual. Since that statement's there it's going to cause inconsistency and accessibility issues. Based on the motion saying to move it out of the Policy Manual it's in violation of the motion that was carried. I wanted to follow what PBRC recommended and let the Board know that the friendly amendment has been applied as you can see in the second Supplementary Material. I also did this because we're having our AGM and it saves me from having to note this for the next AGM for them to approve. I

wanted to let you all know that it's in there so there is a record of me making that change.

15.11.9. (Notice) Annual General Meeting (AGM) 2018 – Agenda

PTM: In Bylaw 1, it says I have to provide our AGM agenda to the Board. There are no other business items other than an open forum. There is one amendment to the report of the organization, 1.8. There is now a 1.8.6.6. because I received a service update to be added in there as well. Those are the only things that will change in here, there will be one extra page added to the report of the organization. Otherwise, this is the agenda of the AGM as notice to the Board.

Chelsea: I would like to acknowledge that my report is awful. It's an outline because I had no idea how to sum up all of my understandings and experiences with the CSA. I was afraid it was going to be confusing for people to follow. If you'd like to look at it you can. Something has to be submitted in writing according to our bylaws, and I will be able to speak to it more at the AGM. If people have concerns with that let me know and I'll find a way to do something about it for sure. I just wanted people to know there's a reason my report is like that.

15.11.10. (Info) (in camera) HR Update

MOTION: to go *in camera* (8:58PM).
Moved: Edward Willems **Seconded:** Obehi Okaka
Motivation: There is something that needs to be discussed *in camera*.
No discussion.
Vote on Motion.
Motion carried.

The PTM and Board Scribe leave the room. A Board Member volunteers to take minutes.

MOTION: to move out of *in camera* at 9:29pm.
Moved: Edward Willems **Seconded:** Alan Negrin
Vote on Motion.
Motion carried.
The PTM and Board Scribe return to the room.

15.12. New Business

15.13. Announcements

Alan: Lauren [PTM] has pictures of my dogs and cats to show us. We're selling tickets for the dance, they are $5 or pay what you can. Bella worked really hard on this. We're trying to get a chocolate fountain again. We approved 2 more binder-fund applications, thanks to member Jensen for directing them our way. There's trivia on Friday, Jess is working hard on that. The Murder Mystery was last night. On Saturday the QTPOC is going to Play with Clay, there might be some pop to drink.

Nick: College of Biological Sciences Student Council has finalized details for our Formal. It will be Friday March 2nd at 5pm at the Italian Canadian Club. Pre-sale tickets are available on Monday, so you can get them cheaper. I recommend you go. There's going to be dinner, dancing, and maybe trivia. You have to be a student to buy the tickets and you can bring plus ones. There will be 3 drink tickets per person, and there is alcohol. Normal tickets are $30 or $35, you can get them at the CBSSC office. We're going to be opening elections next Friday for our Board and executive members. We're also looking to hire our Chair of the Board. You get paid an honorarium of $300 per semester for two semesters, there are meetings twice a week, and you have to be a student to apply. I have a bunch of midterms and I'm trying to run for a bunch of positions.

Karine: We had Fire and Ice which was a huge success. You should come check it out next year. We're looking into getting some merchandise and looking for a way to get rid of the old merchandise because we can't use it anymore. I started my own club, it's called Engiqueers. It's a national organization and this is a Chapter. We're having a photo booth event on Valentine's Day to promote "love is love," and we're hosting a Mario Kart tournament on the 8th of March and it's called Rainbow Road.

Anna: The One World event is on March 8th. It's going to be $10 for a full dinner, we're going to have three options for appetizers, entrées and dessert. We're going to have vegan options as well. Ticket sales will be sold at the Info Desk and at tablings on the 6th. We have a bit of the budget allocated to prizes and performances. It's a cultural dinner/performance.

Aidan: CASU ran an event last night, Winter Wizard Wonderland and that was awesome, thank you to anyone who came. Feb.8th is our campus arts showcase, hopefully we'll have the UC courtyard. Come see the CSA banner that's getting put up and what your own college is doing. March 1st is Build-A-Band, if anyone is a student performer and interested in performing please talk to me or Natalie. March 30th there's a big event going on called Guelph Talks: Share your Story. Mental health survivors are going to share their stories to an audience.

Ariel: On February 1st Black History Month starts. The CSA is going to kick it off in the UC at 12PM. We're also hosting a first-year event in South. There will be more events throughout the month but I'm not involved with them.

Jensen: Tomorrow is Day of Action. Check out activities in the UC and the rally. We started tabling for Slut Walk this week. If you're interested in volunteering or want to know more about it please let me know. It's going to be on April 7th. I'm looking forward to everything coming up.

Afshaun: Last night I went to plug my phone in to charge it in my car and I didn't realize the charger was wet. When I went to plug it in I heard sparks and saw fire in my console. I grabbed my phone and got corroded metal on my fingers. It's working now but it still smells burnt. Apparently, I only have to pay $80 for a replacement but I don't want to pay that so I'm just going to wait. I attended a paint night as part of the OVC O-

week that we just put together to stress mental health and being okay. The veterinary profession is number one in mental health issues. This year is the second year it has been running. The paint night was run with the LGVMA, which is the Lesbian Gay Veterinary Medical Association who also works with CVSA. Throughout the night I've been getting jokes from friends, so I thought I'd read one. Why do cows have hooves instead of feet? Because they lactose. It's Bell Lets Talk today. Tweet, text or snapchat it.

Obehi: I bought rainbow socks and rainbow popcorn and I'm very happy about that. The Winter Pride dance is on Friday, we still need volunteers. If you volunteer, you get in for free. It would consist of setting up decorations and watching the door, working at the cotton candy and popcorn cart, etc. Another volunteer opportunity coming up is the OPIRG Symposium on the 9th, 10th and 11th. You would do stuff like monitor kids in a room, I forget the other roles but stuff like that. If you're interested in volunteering for Winter Pride get in contact with GQE or GRCGED. If you're interested in volunteering for OPIRG, you can email volunteer@opirgguelph.org or email myself and I'll give you that email.

Natalie Clarke: Harry Potter trivia at Winter Wizard Wonderland was very hard. It's Bell Lets Talk Day, let's continue our conversations about student health. Take time for yourself.

Bella: Lauren [PTM] has pictures of my dog to show us. Winter Pride is this week. Murder Mystery was last night, but we actually played mafia hosted by Obehi. Friday is our Formal, please buy tickets from me. We have a lot of vegan food and gluten free food. QTPOC is going to Play with Clay this Saturday. There will be Trivia on Friday right before the dance. There will also be food and prizes at that and the losing team has a special prize. I'm a Peer Helper, you should be one too. On Friday I'm hosting a discussion on giving in the Raithby main room from 12:30-1:30PM. I'm also going to be at the OPIRG Symposium.

Edward: There's been a lot of Interhall things going on. We had booths out for Bell Lets Talk. We're planning a Winter Wellness Conference and Formal. The Silence Art Gallery downtown has a show starting this Friday with one of my paintings in it.

Raymond: *waives*

Kayla: The Day of Action is tomorrow, please come.

Becca: Chabad, the organization on campus, has a chocolate fountain and they will probably be willing to share with you if you contact them. Please fill out the Textbook Broke survey. Kayla, Jensen and others have been working really hard on Day of Action. It's going on from morning until afternoon. Having people there to show support is very important. You might also learn important things which could be beneficial because we're about to move into an election. We have swag in the office for it if you'd like to pick some up.

Emily: Come to Day of Action tomorrow and the AGM next week. Fill out the sheets I handed out. Come check out our self love display on February 14th and wish me a Happy Birthday on February 15th.

Chelsea: As you all know hiring is happening. Make sure you help us promo it, so we get great staff members and we can continue to provide awesome services to students. Elections nominations open tomorrow. If you want to run, make sure you get a package at the CSA main office or the website. Forms are due at the Front Office by Friday February 9th @ 4:00PM. Our AGM is next Wednesday February 7th @ 5:00PM. There's going to be a poutine and pizza bar, with vegan and gluten free options, and prizes. Have your voice heard with your CSA! I went skating today for the first time in over a year. It's been 4 years since I was on the skating team. Black History Month starts tomorrow, TUSH will be in the UC courtyard. If people are able to help me clean up the paint, that would be awesome. Please contribute if you can.

Board Scribe: I filled out the Textbook Broke survey, it took me around a minute.

PTM: The AGM is Wednesday, I will email the volunteers either tomorrow or Friday. Volunteering will consist of lots of interaction and helping students that are there. Reminder: there is an emergency board meeting on February 14th.

Chair: I will now entertain a motion to adjourn.

15.14. Adjournment

Motion: To adjourn at 10:00 pm.

Moved: Afshaun Zaman **Seconded:** Emily Vance

No discussion.

Vote on Motion.

Motion carried.

Approved by the Board of Directors on Date: _____

Signed _____ Date: _____
Cameron Olesen
Board Chair, 2017-2018

Signed _____ Date: _____
Lauren Kelly
Policy and Transition Manager,
2017-2018

Executive Update-President

Chelsea Mulvale
Central Student Association
Office: UC 451
519-824-4120 ext. 54408
csapresident@uoguelph.ca

Hello Directors,

Elections is done! I hope that midterms are going swell. As always, please let me know if there are specific questions or concerns you may have in relation to my exec update or anything related to my role. My preferred methods are during this meeting, in person through arranged meeting, or over the phone; if it is a quick question I'm happy to respond through email.

If you are ever interested in helping out with any of the items that I'm working on please reach out, I'd be really excited to work with you.

For your reference, my job, duties, and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 5.6.** and **Policy Appendix B, Section 13.2**.

Public Relations

With having my reduced hours, and having very focused task for the time being, I've scrapped my usual template, so that you don't have to sift through it to figure out what I've been up to. Most have my time has been spend on hiring meetings and interviews. I've also been researching some items regarding staffing in light of new staffing changes. In addition, executive committee meetings, meetings with students, working with Daniela, February's all staff meetings, and PBRC were the other main uses of my time.

Kindly,
Chelsea

Executive Updates #14

Emily Vance – VP Student Experience
Central Student Association
Office: UC 248A
519-824-4120 ext. 58328
csavpexperience@uoguelph.ca

Hello Directors,

Holy cow! I can't believe it's already the middle of March. It seems like yesterday that I moved into office 248A. I'm looking forward to everything we're going to get to accomplish in our last month and a half, and also excited to see what new things next year's Exec and Board will be able to accomplish! Thank you to everyone who spread the word about the CSA Elections and encouraged your peers to vote!

For your reference, my job, duties, and responsibilities can be found in our Bylaws and Policies in the **CSA Policy Manual, Appendix B, Section 13.4 – Vice President, Student Experience**.

- **Student Feedback**
  - N/A
- **Events and Activities**
  - *Last Toast (Collab: CSA and Alumni Affairs)*
    - Met with CSA Staff and Mike Calvert (UC Services) to discuss ticket and promo logistics for this event
    - **Date: April 5th / Time: 3:00 – 5:00 PM / Location: Brass Taps**
    - All graduating students will be receiving an email on March 20th from Alumni Affairs informing them of "Grad Week", which will include a notice about Last Toast ticket sales which will be taking place in the CSA Front Office starting on March 20th
    - Tickets are $12 (built in $2 donation to an initiative voted on by event attendees, $10 to cover the food, drinks, and the free champagne flute)
    - All attendees will get free food and champagne (there will also be non-alcoholic options)
    - Alumni has selected an Alumni speaker, and they will be touching base with Shannon Thibodeau (LEAD Office) to get the name of the Last Toast runner up who will also be speaking at the event
    - Attendees are encouraged and will be directed to Last Lecture after this event (I hear the student speaker for Last Lecture is a cool cat)
    - PSOs who would like to sell tickets to their members will have to buy them from the CSA Front Office to then distribute to their members; different from how it was last year to hopefully minimize the amount of logistical confusion
    - Promo for this event to launch on March 15th; share widely!
  - *Stress Busters*

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- We will be partnering with the library again for Ice Cream Chillin' on April 10th at 1pm in LIB 120A; anyone who would like to volunteer let me know!
- Met with Becca to discuss another movie night stress buster, as well as a potential tabling event

- *Guelph Talks (Collab: CSA, CASU, CSAHS-SA, ASA, Mental Wellness Committee, and Wellness)*
  - Details finalized for Guelph Talks: Share Your Story
  - **Date: March 20th / Time: 6:00 – 8:00 PM / Location: THRN 1307**
  - Approximately 5 speakers for this event so far
  - Attendees will also receive some free food and refreshments during this event
  - Active listeners will be provided to provide support to those who may need it, or to accompany folks to Student Support Network if needed

- **Student/Club Space**
  - Met with Mike Calvert to discuss some club space changes that could be coming up next year
  - Confirmed designs for the Clubs Commons space (old CUPE space) with the Business Manager and Shane Danis (Physical Resources)
  - Clubs continue to show interest in utilizing storage space in the Clubs Hallway
  - Poster Board storage area has been constructed! Clubs will be able to keep their poster boards and large promo materials in there to make them easier to access for things like Clubs Days
- **Committees**
  - *UC Board*
    - The Board voted in favour of the UC Services office contributing ~$102, 000 towards their Digital Signage Project; creates unique advertising opportunities for campus departments and student clubs!
    - Reviewed and approved the budget for the 2018-2019 year
    - **Recruiting student reps and alternates for next year! Email me if you or someone you know are interested!**
  - *UC Management & Operations Sub-Committee*
    - Continue to discuss UC Board governance structure and the need for training of Board members
  - *UC Board Executive Meeting*
    - Received presentation of the budget and the UC Digital Signage proposal
  - *Advisory Committee for Student Mental Health and Wellness*
    - Next meeting: March 20th

Executive Updates #14
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        - Met with Brenda, Allison Burnett, and an undergraduate student rep to discuss the structure of a potential Student Wellness Committee and how the existing committees would/could fit with it
            - Was decided that Chairs of committees (such as the Alcohol & Other Substances committee, and the Advisory Committee for Student Mental Health & Wellness) would meet with an overarching committee to discuss the progress of each sub-committee
            - Hoping to ensure consistent messaging around student wellness and health
    - *Student Wellness Advisory Committee*
        - Voted on budget for next year. Fee going up to accommodate for the dietician working one additional day to lower waiting times for students
    - *Sexual Violence Advisory Committee*
        - Meeting on March 8th; Campus Climate Survey update and review of website
    - *Sexual Violence Education & Awareness Subcommittee*
        - Meeting on Tuesday, March 13th
    - *PDR Committee*
        - Meeting on Friday, march 9th
    - *PBRC Committee*
        - Was unable to attend the meeting this week
    - *OWAC*
        - No update
    - *OUTline Advisory Committee*
        - No update
    - *Athletics Advisory Committee*
        - Met to discuss and vote on next year's budget
        - Fee for full time students will be going up 3.5% to accommodate for minimum wage in create and much needed infrastructure updates
- **Services**
    - *CSA Clubs*
        - Accreditation complete
        - Hiring for this service is complete! (Update in Business)
    - *Student Risk Management*
        - Supported Ashley with a few unique club events' submissions
        - SRM Review process has started; we will be meeting weekly to review the existent SRM policy and process and seeing how it can be updated to accommodate for insurance changes

Executive Updates #14
Emily Vance – VP Student Experience
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- *SafeWalk*
  - Screener Survey has gone out to students in order to acquire some insight as to how they can improve the service and increase usage. Fill it out and you could win a prize!
  - Hot Chocolate and Cider event
  - Hiring still underway
- *Bike Centre*
  - Hiring underway; one position has been hired for! (Update in Business)
  - Bike Auction coming up on Wednesday, March 21st in the UC Courtyard (I will be bidding on some bikes so watch out!)

- Other
  - All the transition report things!
  - Busy with social media promo for various initiatives; CSA Elections, Teaching Excellence Award, SafeWalk Screener Survey

Executive Updates #16

Becca Cheskes – Vice President Academic
Central Student Association
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csavpacademic@uoguelph.ca

Hello Directors,

What an exciting time! Elections are over, and we know who's going to be filling new roles for the next term! Congrats to all the candidates! Campaigning is hard, and whether you win or lose, the fact that you went through the experience is amazing on its own. For those who don't know, I missed last week's board meeting to be at Ontario Lobby Week with the CFS. It was super cool being able to meet with MPPs at Queen's Park about key issues for students and ways the government can make improvements towards barrier-free, high quality education in Ontario. If anyone has any questions about what we lobbied for, all 5 topics are covered here in my report, but I would be happy to send you the lobby document or answer questions!

Also, because it's International Women's Day as I write this: shout out to all my INCREDIBLE women-identifying folks out there. I am inspired and encouraged by you and the diverse experiences, ideas, strength, boldness, and positivity you bring to life. Let's keep working hard (like we always have since the dawn of time), and ensure that we get the space, airtime, respect, and FUNDAMENTAL RIGHTS we deserve. <3

The following is an update on what I've been up to since the last board meeting. If you have any questions or wish to meet with me, feel free to get in touch with me via phone or email. Moreover, if at any time you require accessibility accommodations, please do not hesitate to contact me! This includes, but is not limited to board meetings, our events, campaigns, or services.

For your reference, my job, duties, and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 13.4 –Vice President Academic**.

1. **Financial Support**
   - At provincial Lobby Week, lobbied for per-student funding levels in Ontario to be increased to match the national average (we are currently 35% below), and for financial support for Indigenous learners to be expanded and improved. Also brought to light that the Ontario Student Grant is not "free tuition" and is not inclusive of many students.
   - Lobbied for post-residency fees to be standardized across all schools in the province. These are discounted fees for graduate students who are in the research phase of their program, since they are largely off-campus and not using campus resources, and because they are creating original research for the university.

Executive Updates #16
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Central Student Association
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2. **Academics (Collaboration, Communication, Knowledge)**

- Tabled with the OER/ACC task force in the library on March 8th for Open Education Week! We informed students about how open educational resources can enhance their learning and act as a free alternative to expensive textbooks
- Applications for the Teaching Excellence Award close on March 9th and will be reviewed by the selection committee early next week.

3. **Advocacy**
    - Met twice with the Registrar; discussed new course selection changes as well as the plan for a new exam scheduling policy. Explained that both changes will likely have positive outcomes for students, but that consultation and communication with students are still issues.
    - Continuing AODA training research. Have learned that many, but not all post-secondary institutions have a mandatory AODA training requirement for all staff, *including* faculty, as per the customer service regulation under the Accessibility for Ontarians with Disabilities Act.
    - Lobbied for increased funding for expanded and diverse mental health services at Ontario colleges and universities, as well as the creation and distribution of a mandatory mental health first aid training for all front-line staff (and eventually educators!)
    - Lobbied for more funding to be given to our institutions to support more hiring of full-time faculty and the extension of contract positions. This not only provides faculty with fair wages and job security but helps improve the quality of education for students; for example, full-time faculty have more time to meet with and support students.
    - Lobbied for new money to go to the proposed French Language University being created in Toronto for 2020 (so as not to take away from the already limited funding our current schools get), and for a French Language Education fund to be created to grow and maintain courses, materials, and co-ops offered in French in Ontario. Also asked that consultation occur with French-speaking students and educators to inform the creation of the new French Language School.

4. **Senate**

- n/a

5. **Committees**

- Accessible Course Content/Open Education Resource Task Force: met March 2nd
- Board of Undergraduate Studies (BUGS): n/a
- Calendar Review Committee: sent regrets
- Experiential Education Task Force: n/a

Becca Cheskes – Vice President Academic
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- Campus Accessibility Committee: n/a
- Student Leaders and Administration Meeting: sent regrets
- Working Group on Academic Policy and Procedures: met March 6th
- Compulsory Fees Committee: met March 7th
- Committee of Undergraduate Academic Advising: n/a
- Any Special Service Fee Committee: n/a
- Student Budget Caucus: n/a
- Student Rights and Responsibilities: n/a
- Accessibility Working Group: n/a
- Capacity, Analysis and Planning Committee (CAPCOM): n/a
- Policy and Bylaw Review Committee (PBRC): met March 8th
- Hate Activity Committee: n/a
- Late Appeals: met March 6th
- Student Services Fee Committee for the Library's Learning Commons: n/a
- Hate Activity Programming Working Group: n/a

6. SHAC

- Met with and corresponded with SHAC Coordinator to ensure tasks are completed and communication remains open, and gave input on specific cases
- Had first hiring committee meeting for SHAC Legal Coordinator

7. Other

- Attended a staff meeting on March 1st
- Attended 2 Executive Committee Meetings
- Arranged hotel booking for students to attend ROBAM Conference
- Worked on transition document for incoming VP Academic
- Organized a tentative meeting date for Accessibility Working Group members to have a teleconference with representatives from the National Educational Association for Disabled Students (NEADS)

8. Callouts

- Please fill out the **#textbookbroke survey** that we sent to you, and encourage your friends to do the same! The information you provide will contribute to the evidence we need to convince our faculty, our school, our province, and our country to support and incentivize affordable/free/higher quality materials for students!

Executive Update #14

Kayla Weiler– VP External
Central Student Association
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csavpexternal@uoguelph.ca

Hi everyone,
It has been a busy week! Hope you've all found time to sleep, eat, relax but also the time needed to get school work done!
A BIG THANKS to you all for supporting our student union during this busy time of hiring and elections.
From,
Kayla

For your reference, my job, duties, and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 13.6. – Vice President External Affairs**.

1. **Tenancy**
   - Town & Gown: a new standard lease will be made available May 2018.
2. **Government Updates**
   - **Students and Workers United:** At York University, CUPE 3903 is on strike. At Carleton University, CUPE 2424 is on strike. Fighting against precarious work, part-time contracts and for better benefits. In the case at York, the admin has refused to meet with the bargaining team. Worker pensions at Carleton are being jeopardized.
   - **Constituency Youth Council for MP Lloyd Longfield:** Next meeting March 14
   - **Provincial Election Prep:** having an Election readiness meeting March 15 at 1pm in the Boardroom. Please contact me if you want to help with promoting the election.
3. **Campaigns**
   - **Tap In!:** Planning for March 22 World Water Day. Collecting single use plastic bottles to create an art project.
   - **United for Equity:** International Working Women's Day is March 8 at 5:30pm, Mackinnon 120.
   - **Fight the Fees:**
4. **Sustainability**
   - Sustainability week is March 18-24.
   - Will be giving out reusable coffee mugs during the week!
5. **Canadian Federation of Students, Local 54**
   - Ontario Lobby Week Feb 25-March 3 in Toronto. Becca attended. Students wanting to read the Lobby Document can come to my office.
   - Next Ontario Executive Committee meeting March 19 at 1pm, via teleconference.
6. **Committees**

   Alcohol and Substance Abuse Committee
   - Met October 26.

   Code of Ethical Conduct Advisory Committee

   CSA/GSA Transit Committee
   - Next meeting TBD. Currently discussing the Late Night Bus Service and the new cost to the service.

   Ethical Purchasing Committee
   - Did not meet on Feb 6.

Kayla Weiler– VP External
Central Student Association
Office: UC 250
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csavpexternal@uoguelph.ca

Guelph Wellington Coalition for Social Justice
- Last meeting Feb 13. The coalition is prepping for the Provincial Election.

Hate Crime Subcommittee
- Has not been struck formally.

Human Rights Advisory Group
- Next meeting to be determined.

Policy and Bylaw Review Committee (PBRC)
- Business for PBRC can be submitted to PTM. Next meeting March 8.

Town & Gown Committee (T&G)
- Next meeting April 5. I am the only undergrad student on the committee.

Transit Advisory Committee (TAC)
- Next meeting TBD.

Student Leaders and Administration Meeting
- Last meeting Feb 1.

Student Affordable Housing Initiative Committee
- Had not been struck.

Vehicle for Hire Working Group (VFHWG)
- Next meeting March 28.

7. Services

Guelph Student Foodbank, 620 Gordon Street, Guelph
- Currently hiring a Foodbank Volunteer Coordinator.

Meal Exchange
- Currently hiring for:
    - Meal X Coordinator
    - Meal X Volunteer Coordinator
    - Meal X Social Media and Promotions Coordinator.

8. Other
- **Fossil Free Guelph Solidarity:** Volunteers wanting to get involved to contact me.
- **PBRC SV Working Group:** currently looking at an internal sexual violence policy for the CSA. Will be reporting back to PBRC.

Hiring Committee Report
Board of Directors Meeting
March 14, 2018 @ 6:00pm – UC 442

TO: Board of Directors

FROM: Emily Vance, Vice President Student Experience

DATE: Thursday, March 8th, 2018

RE: HC Chair Report – Clubs Programming Coordinator

The Hiring Committee for the Clubs Programming Coordinator position met on Monday, February 12th to prepare interview questions, and Friday, February 23rd for candidate short-listing. Interviews were conducted on Wednesday, March 7th In the end, one candidate was selected. Below is a summary of our proceedings:

Job Application Opened: Thursday, February 1st, 2018
Job Application Deadline: Sunday, February 25th, 2018
Means of advertisement: csaonline.ca, thecannon.ca, posters and banners, social media, and mass emails to the following groups: undergraduate students, CSA Clubs, campus organizations, Special Status Groups, and members of the Accessibility Working Group

Committee Membership

Executive Member(s): Emily Vance, Vice President Student Experience
Board Member(s): Karine Jarzecki, CEPSSC Rep
Staff Member(s): Emma Harman, Current Clubs Programming Coordinator

Number of applications: 9
Number of candidates interviewed: 2 (originally 3 were selected, but one person no longer wanted to interview for the position; they were pursuing another opportunity)
Successful Candidate: Lindsay Williams
Date Offer was accepted by candidate: Thursday, M arch 8th, 2018

BIRT, the CSA ratify the hiring of Lindsay Williams as the Clubs Programming Coordinators for the 2018-2019 term.

Moved: Emily Vance, Clubs Programming Coordinator Hiring Committee Chair

Seconded:

Hiring Committee Report
Board of Directors Meeting
March 14, 2018 @ 6:00pm – UC 442

TO: Board of Directors

FROM: Emily Vance, Vice President Student Experience

DATE: March 8th, 2018

RE: HC Chair Report – Bike Centre Volunteer Coordinator

The Hiring Committee for the Bike Centre Volunteer Coordinator position met on Wednesday, February 7th to prepare interview questions, and Monday, February 26th for candidate short-listing. Interviews were conducted on Thursday, March 1st, Monday, March 5th, and Tuesday, March 6th. In the end, one candidate was selected. Below is a summary of our proceedings:

Job Application Opened: Thursday, February 1st

Job Application Deadline: Sunday, February 25th

Means of advertisement: csaonline.ca, thecannon.ca, posters and banners, social media, and mass emails to the following groups: undergraduate students, CSA Clubs, campus organizations, Special Status Groups, and members of the Accessibility Working Group

Committee Membership

Executive Member(s): Emily Vance, Vice President Student Experience

Board Member(s): Natalie Clarke, CASU Rep

Staff Member(s): Nick Genova, Current Bike Centre Coordinator

Number of applications: 5

Number of candidates interviewed: 3

Successful Candidate: Rylan Carnegie

Date Offer was accepted by candidate: Wednesday, February 7th

BIRT, the CSA ratify the hiring of Rylan Carnegie as the Bike Centre Volunteer Coordinator for the 2018-2019 term.

Moved: Emily Vance, Bike Centre Volunteer Coordinator Hiring Committee Chair

Seconded:

Agenda Item 18.10.3.
PBRC Workplace Policies

The Board passed a motion at the October 25, 2017 Board Meeting to suspend CSA Policy Manual, Appendix C, Sections 24 Workplace Violence and 25 Workplace Harassment (Supplementary Material B). As well, this motion approved the Workplace Violence, Harassment and Sexual Harassment Statement and Program, which were implemented in place of the suspended policies. Further, this motion struck a Working Group of PBRC to review the suspended policies and report to PBRC. This motion is attached as Supplementary Material A for reference.

The Working Group met on January 30th and February 13th. Membership on this Working Group consist of the follow: PTM (Chair), Daniela (CSA Health and Safety Consultant), Aidan Paskinov (Board Member), Chelsea Mulvale (CSA President), and Kayla Weiler (VP External). As per the motion from the Board, the Working Group was to report to PBRC with its recommendations the week of February 26th. The summary of these recommendations was that the Working Group requires more time to review all university policies, gather more information and contact further individuals within the University community.

PBRC received a report, minutes and recommendations from the Working Group and reviewed them at its February 28th meeting. At this meeting PBRC passed a motion (Supplementary Material E) recommending that the current temporary policy statement and amended program (Supplementary Materials C and D) be extended for another term or until the Working Group is able to report to PBRC.

PBRC Chair, Policy and Transition Manager (PTM)

Action Item 9.10.7.
Motion Workplace Harassment and Violence Policy

WHEREAS, the CSA has policies on Workplace Violence and Workplace Harassment in the CSA Policy Manual, Appendix D – CSA Human Resources Policy, Sections 23 and 24 (see Supplementary Material A).

WHEREAS, the CSA has been working with a certified Health and Safety consult to ensure its spaces, policies and training follow all legal and government regulated requirements for Health and Safety.

WHEREAS, it has been identified that the CSA's Workplace Violence and Workplace Harassment policies are in need of extensive updating to meet legal and government requirements.

WHEREAS, the Health and Safety consultant has created, in collaboration with the CSA President and Policy and Transition Manager, a Workplace Violence, Harassment and Sexual Harassment Statement of Commitment (see Supplementary Material B) and a Workplace Violence, Harassment and Sexual Harassment Program (see Supplementary Material C) to ensure the CSA is meeting all of its legal and government requirements.

MOTION: To consider the following motions omnibus:

MOTION: To suspend CSA Policy Manual, Appendix D – CSA Human Resources Policy, Section 23 Workplace Violence and Section 24 Workplace Harassment.

MOTION: To approve the Workplace Violence, Harassment and Sexual Harassment Statement and the Workplace Violence, Harassment and Sexual Harassment Program.

BIRT the statement and the program will be implemented in place of the suspended policies.

BIFRT a Working Group of PBRC will be struck to review the suspended policy sections (23 and 24).

BIFRT the Working Group will be composed of the following members:
Chair, the Policy and Transition Manager;
CSA Health and Safety Consultant;
CSA President;
One ratified member of PBRC to be selected by PBRC; and
One Board Member to be appoint by the Board.

BIFRT Aidan Paskinov will sit on the Working Group.

BIFRT the Working Group will report to PBRC on an ongoing basis. The final report of the Working Group to PBRC should be provided the week of February 26, 2018.

BIFRT PBRC will report to the Board on this matter at the March 21st, 2018 Board Meeting.

Motion carried.

24. Workplace Violence

24.1. The CSA is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources. Workplace violence is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment.

24.2. Violent behaviour in the workplace is unacceptable from anyone. This policy applies to all CSA staff, executive, volunteers and its Board of Directors and the dealings of these parties with external persons when in the workplace. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

24.3. Workplace violence is defined as:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
- A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

24.4. A person who has a personal relationship with a worker - such as a spouse or former spouse, current or former intimate partner or a family member - may physically harm, or attempt or threaten to physically harm, that worker at work. In these situations, domestic violence is considered workplace violence.

24.5. A worker can refuse to work or do particular work where they have reason to believe that:

- any equipment, machine, device or thing they will operate is likely to endanger themselves or another worker
- the physical condition of the workplace or part thereof in which they work or will work is likely to endanger themselves.

24.6. Upon refusing to work or do particular work, the worker shall promptly report the circumstances of the refusal to the worker's supervisor and the Human Resources & Services Manager who shall forthwith investigate the report in the presence of the worker and, if there is such, in the presence of one of:

- a committee member who represents workers, if any;
- a health and safety representative, if any; or
- a worker who because of knowledge, experience and training is selected by a trade union that represents the worker, or if there is no trade union, is selected by the workers to present them who shall be made available and who shall attend without delay. Until the investigation is completed, the worker shall remain in a safe place near his or her work station.

24.7. When an incident of workplace violence occurs, Campus Police and Emergency services are to be contacted immediately. Incidence reports must be submitted to the supervisor and the Human Resources & Services Manager immediately.

24.8. In addition if a workplace violence incident results in a person being killed or critically injured the Human Resources & Services Manager must:

- immediately notify, by direct means such as telephone, a ministry of Labour inspector, the joint health and safety committee or health and safety representative and union, if any; and
- within 48 hours notify, in writing, a director of the Ministry of Labour, giving the circumstances of the incident and any information that may be prescribed.

24.9. Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. There will be no negative consequences for reports made in good faith. The CSA pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible. *The Complaint Resolution and Grievance Procedure* will be the primary means of doing this.

24.10. The CSA as the employer, specifically the President, will ensure that this policy and a supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace. Supervisors will adhere to this policy and the

supporting program. Supervisors are responsible for ensuring that workers follow measures and procedures and that workers have the information that they need to protect themselves.

24.11. This policy will be implemented and annually reviewed by the Policy & Transition Manager in collaboration with the Health & Safety Committee, Policy Bylaw and Review committee and staff representatives.

25. Workplace Harassment

25.1. The CSA is committed to providing a work environment in which all individuals are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace. Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer.

25.2. Workplace harassment is defined as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. Workplace harassment may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls.

25.3. Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code. This may include harassment related to race, national or ethnic origin, citizenship, colour, religion (creed), age, ancestry, sex (including pregnancy and gender identity), sexual orientation, marital status, family status, disability, receipt of public assistance and pardoned conviction.

25.4. This policy applies to all CSA staff, executive, volunteers and its Board of Directors and the dealings of these parties with external persons when in the CSA workplace. Everyone is expected to uphold this policy and to work together to prevent workplace harassment.

25.5. This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.

25.6. Situations that do NOT constitute harassment can include, but not limited to:

- Appropriate direction of the work force (job assignments) or appropriate disciplinary action.
- Assessment or appropriate criticism of any employee's work efforts, even if they are adverse or if the employee does not agree.
- individual incidences of rudeness unless extreme

25.7. Staff, executive, volunteers and board members are encouraged to report any incidents of workplace harassment. *The Complaint Resolution and Grievance Procedure*, as outlined in the CSA Human Resources Policy, should be the first step and primary mechanism. The Human Resources & Services Manager, or another executive if a conflict of interest exists, will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible.

25.8. Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal of Ontario on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

25.9. Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace harassment and to report any incidences to the Human Resources & Services Manager. There will be no negative consequences for reports made in good faith. The CSA pledges to investigate and deal with all incidents and complaints of workplace harassment in a timely and fair manner, respecting the privacy of all concerned to the extent possible. *The Complaint Resolution and Grievance Procedure* will be the primary means of doing this.

25.10. The CSA as the employer, specifically the Human Resources & Services Manager, will ensure that this policy and a supporting program are implemented, maintained and that all workers and supervisors have the appropriate information and instruction to protect them from harassment in the workplace. Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that workers follow measures and procedures and that workers have the information that they need to protect themselves.

25.11. This policy will be implemented and annually reviewed by the Policy & Transition Manager in collaboration with the Policy Bylaw and Review committee and staff representatives.

Supplementary Material C

Workplace Violence, Harassment and Sexual Harassment Statement of Commitment

The Central Student Association (CSA) is committed to the prevention of workplace violence and harassment. We will take every reasonable step to protect employees from workplace violence, harassment and sexual harassment by or against management, employees, students, independent contractors and/or anyone else who has a relationship with the association.

Workplace violence, harassment and sexual harassment will not be tolerated from anyone and such actions are considered a serious offence for which immediate action will be taken.

The CSA has developed a workplace violence, harassment and sexual harassment program to implement this policy. It includes definitions, measures and procedures to protect employees from workplace violence and harassment, the means of requesting assistance and the process for reporting incidents of workplace violence or harassment. A copy of the program can be found on CSA's website.

Supervisors have a responsibility to assess the risk of violence to employees, minimizing those risks where necessary or reasonably possible and informing any affected employee of such risk or potential risk. Supervisors must act respectfully towards others and ensure that all employees have been appropriately trained to recognize the potential for violence or harassment, the procedures and policies to minimize risk and how to respond and report incidents of workplace violence and harassment. The management and executive team will investigate and deal with incidents of workplace violence and harassment in a fair and timely manner, respecting the privacy of all concerned parties as appropriate.

Employees have the responsibility to act respectfully towards others and to inform a manager of any violence, potential violence or harassment that they experience or witness free from negative consequences for reports made in good faith. Employees are responsible for attending any training or information sessions provided by the employer and co-operating with any efforts to investigate and resolve matters pertaining to this program.

The CSA is committed to a workplace free of violence, harassment and sexual harassment.

Chelsea Mulvale
President 2017-2018
Central Student Association

Workplace Violence, Harassment and Sexual Harassment Program

Applicable Legislation:

Occupational Health and Safety Act (OHSA) Bill 132 and Bill 168.

Commented [C-P&TM1]: Working Group recommendation February 13, 2018.

Purpose

The Central Student Association (CSA) is committed to building and preserving a safe, productive, and healthy working environment based on mutual respect for its employees. In pursuit of this goal, the CSA does not condone and will not tolerate acts of violence, discrimination, harassment, sexual harassment, or bullying against or by any CSA employee.

Our Workplace Violence, Harassment, and Sexual Harassment Policy is not meant to stop free speech or to interfere with everyday interactions. However, what one person finds inoffensive, others may not. Usually, harassment can be easily distinguished from normal, mutually acceptable socializing. It is important to remember that it is the perception of the receiver that determines whether the potentially offensive message is acceptable or not; be it spoken, gestural, pictorial, or some other form of communication that may be deemed objectionable or unwelcome.

Application of this Program

This program applies to all individuals working for the CSA and its subsidiaries, including full-time employees, part-time employees, and temporary employees, volunteers, contract service providers, contractors, supervisors, officers, and directors.

All CSA employees are personally accountable and responsible for enforcing this program and must make every effort to prevent discrimination, violent, or harassing behaviour and to intervene immediately if they observe a problem or if a problem is reported to them.

Program Highlights

a) The CSA has a zero tolerance stance on all forms of discriminating, harassing, and violent behaviour. Examples of such behaviour can be found in Appendix A.
b) Any incidences should be reported to Executive Supervisors or the CSA President

and these will be investigated quickly and fairly. Appendix B sets out reporting an incidence.

c) The CSA will perform a risk assessment and communicate information relating to a person with a history of violence, as appropriate.

d) The CSA commits to no reprisal and to maintain confidentiality under this program.

e) Employees can refuse work where they feel it is unsafe and employees must inform their supervisor, Executive Supervisor or CSA President of Special Circumstances.

Definitions

Workplace violence or bullying: workplace violence or bullying is the exercise, statement, or behaviour of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee, such as:

a) Physical acts (e.g., hitting, shoving, pushing, kicking, sexual assault, throwing an object at a employee);

b) Any threat, behaviour, or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property; or

c) Disruptive behaviour that is not appropriate to the work environment (e.g., yelling or swearing at a colleague).

Domestic violence: within the context of this Program, domestic violence is considered workplace violence. It is behaviour used by a person who has a personal relationship with an employee, such as a spouse or former spouse, current or former intimate partner or a family member, and who may physically harm, or attempt or threaten to physically harm, that employee at work.

Workplace Harassment: workplace harassment is defined as i) engaging in a course of vexatious comment or conduct against an employee in a workplace that is known or ought reasonably to be known to be unwelcome; or ii) workplace sexual harassment.

Workplace Sexual Harassment: workplace sexual harassment can be further defined as i) engaging in a course of vexatious comment or conduct against an employee in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or ii) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the employee and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Note: For the purposes herein, any further reference to Harassment includes Sexual Harassment.

Further detail and examples of what can constitute Workplace Harassment can be found in **Appendix A.**

For the purposes of this program, violence and harassment can occur:

a) At the workplace;
b) At employment-related social functions;
c) In the course of work assignments outside the workplace;
d) During work-related travel;
e) Over the telephone or electronically, if the conversation is work-related; or
f) Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

Guidelines

The CSA is committed to creating a supportive environment in which to resolve concerns of harassment and discrimination and in addition, an environment free from violence and threats of violence.

To accomplish this, the CSA has designed the following guidelines:

a) The CSA has adopted a zero tolerance stance on all forms of discriminating, harassing, and violent behaviour in the workplace from its employees, volunteers, contractors, clients and visitors;
b) All incidents shall be investigated promptly, fairly and effectively. Individuals who believe that they have been victims of discrimination, harassment and/or violence are strongly encouraged to file a complaint with their Executive Supervisor or the CSA President. If a concern is raised involving an Executive Supervisor, individuals are strongly encouraged to file a complaint with the CSA President. If a concern is raised involving the CSA President, individuals are strongly encouraged to file a complaint with the Diversity and Human Rights Office at the University of Guelph, as an external body. The process for filing a complaint and the investigation process can be found in **Appendix B**;
c) It is also a violation for anyone to knowingly make a false complaint of violence or harassment or to provide false information about a complaint. Individuals who violate this program are subject to disciplinary and corrective action, up to and including termination of employment;
d) This program prohibits reprisals against individuals acting in good faith who report incidents of workplace violence and harassment or act as witnesses. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. No reprisals will be made in any form against any individual who reports a complaint. Reprisal is defined as any act of retaliation, either direct or indirect;
e) Counselling, performance appraisal, work assignment, and the implementation of disciplinary actions are not forms of harassment, and this policy does not restrict a supervisor's or supervisor's responsibilities in these areas;
f) If it is determined by the CSA that any employee has been involved in a violent behaviour, unacceptable conduct, or harassment of another employee, immediate disciplinary action will be taken. Such disciplinary action may involve mediation, a formal warning, or dismissal;
g) All records of harassment and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law;
h) The CSA will ensure that all employees are trained and educated on violence and harassment and that they are clear about their roles and responsibilities, as well as with the program, and all workplace procedures. In addition, a copy of the Workplace

Violence, Harassment and Sexual Harassment Commitment Statement will be posted and made available to all employees;

i) This program has been written in consultation with the Joint Health and Safety Committee.

Violence Risk Assessment

The CSA will conduct an annual risk assessment of the work environment to identify any issues related to potential violence that may affect the operation, and will institute measures to control any identified risks to employee safety. This information will be provided to the Joint Health and Safety Committee or safety representative.

The risk assessment may include review of records and reports: e.g., security reports, employee incident reports, employee perception surveys, health and safety inspection reports, first aid records, or other related records.

The CSA will communicate information relating to a person with a history of violence where:

a) Employees may reasonably be expected to come into contact with the person in the performance of their job duties; and

b) There is a potential risk of workplace violence as a result of interactions with the person with a history of violence.

The company will only disclose personal information that is deemed reasonably necessary to protect the employee from physical harm.

The Right to Refuse Unsafe Work

The Occupational Health and Safety Act (OHSA) gives an employee the right to refuse work that they~~he or she~~ believe~~s~~ is unsafe to them self~~himself/ herself~~ or another employee. An employee who believes that he or she is endangered by workplace violence may also refuse work. For more information, refer to the CSA's Work Refusal Procedure.

Commented [C-P&TM2]: Working Group recommendation.

Special Circumstances

Any personal situations that could affect the safety of the workplace must also be reported to the employee's immediate supervisor, Executive Supervisor, or the CSA President. Should an employee have a legal court order (e.g., a restraining order, or "no-contact" order) against another individual, the employee is encouraged to notify their~~his or her~~ supervisor and to supply a copy of that order to the CSA President. This will be required so that the CSA may take all reasonable actions to protect the employee in instances where the employee strongly feels that the aggressor may attempt to contact that employee at work in direct violation of the court order. Such information shall be kept confidential and protected in accordance with all applicable legislation.

Commented [C-P&TM3]: Working Group recommendation.

In cases where criminal proceedings are forthcoming, the CSA will assist the proper authorities to the fullest extent possible.

Confidentiality

The CSA will do everything it can to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully. The CSA will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law.

Policy Review

As required by the OHSA, the CSA will review this program annually and will post a copy of the Workplace Violence, Harassment, and Sexual Harassment Statement of Commitment on all of the Health and Safety Boards.

Appendix A - Examples of what can constitute Workplace Harassment

The following provides further detail and examples of what can constitute Workplace Harassment. It includes any unsolicited, unwelcome, disrespectful, or offensive behaviour that has an underlying sexual, bigoted, ethnic, or racial connotation and can be typified as:

- **a)** Behaviour that is hostile in nature, or intends to degrade an individual based on personal attributes, including age, race, nationality, disability, family status, religion, gender, sexual orientation, gender identity, gender expression, or any other protected ground under human rights legislation;
- **b)** Sexual solicitation or advance made by a person in a position to confer, grant, or deny a benefit or advancement to the person, where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome;
- **c)** Reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant, or deny a benefit or advancement to the person;
- **d)** Unwelcome remarks, jokes, innuendos, propositions, or taunting about a person's body, attire, sex or sexual orientation, or religion;
- **e)** Suggestive or offensive remarks;
- **f)** Offensive jokes or comments of a sexual nature about an employee;
- **g)** Unwelcome language related to gender;
- **h)** Displaying of pornographic or sexist pictures or materials;
- **i)** Leering (suggestive persistent staring);
- **j)** Physical contact such as touching, patting, or pinching, with an underlying sexual connotation;
- **k)** Sexual assault;
- **l)** Any actions that create a hostile, intimidating, or offensive workplace, which may include physical, verbal, written, graphic, or electronic means;
- **m)** Unwelcome remarks, jokes, or innuendos about a person's racial or ethnic origin, colour, place of birth, citizenship, or ancestry;

n) Displaying racist or derogatory pictures or other offensive material;
o) Insulting gestures or practical jokes based on racial or ethnic grounds which create awkwardness or embarrassment; and
p) Refusing to speak to or work with someone or treating someone differently because of their ethnic or racial background.

Appendix B: Reporting and Investigating Incidents of Violence and Discrimination, Harassment or Bullying

Reporting Incidents of Violence

Campus Police and Emergency Services are to be contacted immediately if any incident or act of violence has occurred or if an employee is believing there is a threat of imminent harm or physical violence and feels threatened by a co-worker, volunteer, contractor, student, vendor, visitor, client or customer.

If you are either directly affected by or witness to any violence or domestic violence in the workplace, it is imperative for the safety of all CSA employees that the incident be reported without delay. Reporting any violence or potentially violent situations should be done immediately to Executive Supervisors or the CSA President.

Incident reports must be submitted to the Executive Supervisor and the CSA President.

Reporting Incidents of Discrimination, Harassment or Bullying

Informal Procedure

Steps to consider if an employee thinks he/she is being subjected to discrimination or harassment:

a) **Ask the person to stop.** Inform the person that the behaviour is unwelcome. An individual may or may not realize that such behaviour is offensive. If they~~he/she~~ refuse~~s~~ to co-operate, remind them~~him/her~~ that such behaviour is against CSA's practice.
b) **Speak with your supervisor or another member of Management team,** if you do not feel comfortable talking directly with the person. You can ask management to assist and speak with the alleged directly. If you are satisfied with the resolution after this occurs, in many cases no further action will need to be taken. The situation and actions taken must be summarized in writing by the

Commented [C-P&TM4]: Working Group recommendation.

supervisor involved, with a copy to the employee file. Should further issues arise, a formal complaint would need to be filed.

c) **Keep a record of the incident.** Make notes of what happened, where and when, whether there were any witnesses, threats of reprisal, how you were affected, and so forth. If the behaviour has been expressed in writing, email or on voicemail, save the paper or the message. You may register a complaint without such a record; however, the record will serve to reinforce the complaint.
d) **Seek advice and assistance** from your Executive Supervisor, the CSA President of the office of Diversity and Human Rights at the University of Guelph.

Any employee who feels discriminated against or harassed can and should, in all confidence and without fear of reprisal, personally report the facts directly to their supervisor, Executive Supervisor or the CSA President. If a concern is raised involving an Executive Supervisor, individuals are strongly encouraged to file a complaint with the CSA President. If a concern is raised involving the CSA President, individuals are strongly encouraged to file a complaint with the Diversity and Human Rights Office at the University of Guelph, as an external body.

Formal Procedure

If you believe you have been personally harassed or discriminated against, you may make a written complaint. The written complaint must be delivered to The Human Resources and Service Manager. Your complaint should include:

a) The approximate date and time of each incident you wish to report;
b) The name of the person or persons involved in each incident;
c) The name of any person or persons who witnessed each incident; and
d) A full description of what occurred in each incident.

An investigation will be conducted based on the process outlined below.

Investigating Reports of Violence, Discrimination or Harassment

Once a written complaint has been received, the CSA will complete a thorough investigation. Acts of Violence or Harassment should not be ignored, as silence can and often is interpreted as acceptance. Employees will not be demoted, dismissed, disciplined, or denied a promotion, advancement, or employment opportunities because they rejected sexual advances or because they lodged a complaint when they honestly believed they were being harassed or discriminated against.

The CSA will ensure that all information obtained during the course of an investigation will not be disclosed, unless the disclosure is necessary for the purposes of investigating or taking corrective action, or is otherwise required by law.

For the purposes of this section the following definitions apply:

Complainant: the person who has made a complaint about another individual whom they believe committed an act of violence, discrimination, or harassment against them.

Respondent: the person whom another individual has accused of committing an act of violence, discrimination, or harassment.

Right to Withdraw a Complaint

An employee has the right to withdraw a formal complaint which the employee initiated at any stage of the process. However, the CSA may continue to act on the issue identified in the formal complaint to the extent necessary to comply with its legal obligations.

Commented [C-P&TM5]: Addition recommended by PTM and H&S consultant.

The Investigation Process

The company will appoint an investigator, who may be internal or external, as appropriate to the situation.

The investigation will include:

a) Interviewing the complainant and respondent to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations;
b) Interviewing witnesses, if any;
c) Reviewing any related documentation; and
d) Making detailed notes of the investigation and maintaining them in a confidential file.

Once the investigation is complete, the investigator(s) will prepare a detailed report. A summary of the findings will also be provided to the complainant and respondent.

If it is determined that harassment, discrimination or violence in the workplace in any form has occurred, appropriate disciplinary measures and corrective actions will be taken as soon as possible.

Potential Outcomes of a Complaint

It is determined that discrimination, violence or harassment as occurred:

Disciplinary action may include (but is not limited to):

a) Verbal warning;
b) Written warning;
c) Suspension; and/or
d) Termination.

It is determined that discrimination, violence or harassment has not occurred:

In the event an investigation determines that discrimination, violence or harassment has not occurred, no information should be placed in the reported individual's employee file. Documentation regarding the matter may, if requested by the complainant, be placed in their ~~his/her~~ file.

Commented [C-P&TM6]: Working Group recommendation.

It is discovered to be a false complaint:

Knowingly making a false complaint is a serious matter and will result in appropriate disciplinary action up to and including termination of employment.

Additional Requirements for Investigating Reports of Violence

In addition to the investigation process noted above, for incidents of violence or bullying, CSA shall:

- **a)** Investigate all reported acts and incidents of violence, and consult with other parties as appropriate for the situation (e.g., legal counsel, health and safety consultants, JHSCs, employee assistance provider, human rights office, local police services);
- **b)** Take all reasonable measures to eliminate or mitigate risks identified by the incident;
- **c)** Document the incident, its investigation, and corrective action taken;
- **d)** Submit a report of the incident to the Ministry of Labour where an employee incurs a lost time injury as a result of violence in the workplace;
- **e)** Review this policy and hazard assessment annually, or as changes to job responsibilities or environments occur, and revise the assessment as needed;
- **f)** Review annually, in conjunction with review of the hazard assessment, the effectiveness of actions taken to minimize or eliminate workplace violence and make improvements to procedures, as required.

The Joint Health and Safety Committee will:

- **a)** Review the Workplace Violence Hazard Assessment results and provide recommendations to management to reduce or eliminate the risk of violence;
- **b)** Review all reports forwarded to the Joint Health and Safety Committee regarding workplace violence and other incident reports as appropriate pertaining to incidents of workplace violence that result in personal injury or threat of personal injury, property damage, or police involvement;
- **c)** Participate in the investigation of critical injuries (e.g., incidents that place life in jeopardy or result in substantial blood loss or fracture of leg or arm);
- **d)** Recommend corrective measures for the improvement of the health and safety of employees;
- **e)** Respond to employee concerns related to workplace violence and communicate these to Management.

In addition, Joint Health and Safety Committees may participate in the investigation of reported incidents that result in personal injury or have the potential to result in injury.

MOTION: PBRC report to the Board recommending that the current temporary policy statement and amended program be extended for another term or until the Working Group is able to report to PBRC.

BIRT the Working Group reports to PBRC, making sure they report at least one more time before the end of the current term.

BIFRT the Working Group continues to meet this semester and provides a more concrete recommendation to PBRC for the Board.

BIFRT once PBRC resumes in the 2018-2019 term, the Working Group is struck and is seen as a priority.

Moved: Chelsea **Seconded:** Emily

Motion carried by consensus.

CANADIAN FEDERATION OF STUDENTS
FÉDÉRATION CANADIENNE
DES ÉTUDIANTES ET ÉTUDIANTS

Members' Advisory
Federal Budget 2018

February 2018

Ce document est disponible en français.

cfs-fcee.ca

This week, the 2018 Federal Budget was released and we have broken down what this means for students.

Revisiting Budget 2017

Budget 2017 victories included:

- A $90 million investment over two years for First Nations learners through the Post-Secondary Student Support Program
- Expanded eligibility for the Canada Student Grants Program to more part-time students and students with dependent children, among other investments

However, students failed to see direct investments in the post-secondary sector to meaningfully address skyrocketing tuition fees and student debt.

Progress in Budget 2018?

Unfortunately, Budget 2018 leaves these problems unaddressed.

Despite over $28 billion in public student debt, and average tuition rates in some provinces exceeding $8,000 per year for a domestic undergraduate student, this government has once again failed to invest meaningfully in direct spending on post-secondary education.

Victories for Students

Students did see significant victories in Budget 2018.

- $1.7 billion over five years for fundamental research, which includes $1.2 billion in funding to the three granting councils, new funding for Canada Research Chairs, and other programs.
- A National Framework to Address Gender-Based Violence at Post-Secondary Institutions, funded at $5.5 million over five years.

Budget 2018 for Parents

Budget 2018 introduces a new Employment Insurance Parental Sharing Benefit of 5 weeks paid "use it or lose it" second parent leave. However, no new investments were made in childcare, despite our calls for a national childcare program.

Budget 2018 for Student Workers

Some student workers may also see benefits from Budget 2018.

- A commitment to table pay equity legislation for federally regulated sectors
- Five days of paid domestic violence leave for federally regulated sectors
- $448.5 million over five years for the Youth Employment Strategy
- A new Pre-Apprenticeship Program at $46 million over five years
- A new Apprenticeship Incentive Grant for Women at $19.9 million over five years

Budget 2018 also allocates $16 million over two years to work with experts and public sector unions to create a new federal government pay system, plus $431.4 million over six years to address current issues with the Phoenix pay system.

Budget 2018 for International, Racialized and Indigenous Students

The federal government has committed:

- $23 million over two years to the Multiculturalism Program for a new national anti-racism approach to address rising racist and xenophobic sentiments.

The Federation will ensure that the international students constituency, racialized students constituency, and the Circle of First Nations, Métis and Inuit Students are kept apprised of updates to this funding and will seek to consult on its use.

- Additionally, a $10 million investment was made for Métis post-secondary education specifically.

In a Nutshell?

While this budget fails to address many of our core demands, new investments in research and addressing campus gender-based violence are a reflection of our tireless work as student organizers, and proof that student action works.

This budget fails to act on debt-free access to education, particularly for Indigenous learners, but students will continue to fight. United, we shall not be defeated.

Access our proposal for an accessible public post-secondary education system on page 92 of the Alternative Federal Budget.

Sincerely,

Canadian Federation of Students

Notice Item 18.11.2.
CSA Elections Amendments - PBRC

The Policy and Bylaw Review Committee (PBRC) have been reviewing all CSA Elections related Bylaws and policies. PBRC met on January 11th, January 25th, February 8th, February 15th and February 28th and reviewed elections related sections. The CSA Chief Electoral Officer (CEO) was present during the January meetings and provided their recommendations. A member of PBRC also submitted their recommendations for consideration by PBRC.

Below is a list of the Bylaw and policy areas with amendments from PBRC.

- Bylaw 1 – Organizational (Supplementary Materials A and B)
  - 3.8. Appointment of Directors
  - 6.0. Accountability and Removal from Office, point 6.5.
  - 6.7. Reprimand

- Bylaw 2 – Electoral (Supplementary Materials C and D)
  - Table of Contents, 6. Appeals for CRO Decisions
  - 1.1. Electoral Officers
  - 2.2. By-Elections, point 2.2.5.
  - 4.0. Responsibilities of Candidates and Referendum Teams
  - 6.0. Appeals for CRO Decisions

- Policy Manual Appendixes A – J (Supplementary Materials E and F)
  - Table of Contents, Appendix G and H, subsequent appendix names
  - Appendix C, Section 3
  - Appendix C, Section 11
  - Appendix F, Section 5
  - Appendix G in its entirety
  - Appendix H in its entirety
  - Former Appendix I (now G) – Elections Appeals Board (EAB) in its entirety
  - Former Appendix J (now H) – Second Floor Student Space Acceptable Use Policy (only change to Appendix letter)

- Policy Manual Appendix K (now I) – CSA Electoral (Supplementary Materials G and H)
  - Table of Contents, Appendix letter
  - Table of Contents, 16. Appeals for CRO Decisions
  - Section 1, points 1.2. and 1.3.
  - Section 2
  - Section 3
  - Section 4
  - Section 6
  - Section 7, point 7.2. a)
  - Section 10
  - Section 11
  - Section 12, points 12.1. and 12.3
  - Section 13

- Section 14
- Section 15
- Section 16 title and 16.1. a)
- Section 17
- Section 18, point 18.3. d)
- Section 19, points 19.4. and 19.5.
- Section 21
- Section 22, point 23.6. b)

Items brought up at PBRC that were determined to need further review and discussion were:

- Appendix K, Section 6.3. "Referendum questions shall be included during the General Elections period." The recommendation for consideration was to have them included in the By-Election as well. PBRC determined more time was needed to review and consider this especially considering that tasks would need to be performed during the summer when the Elections Office staff have minimal hours and when a large number of students are not often present on campus.

- Including plebiscite within the elections policies. More time is needed to discuss how this would look within the Elections process and how, if included, the policy would be structured.

Included within this Notice are the amendments proposed by PBRC for the Board to consider. As these amendments are within Bylaw and policies, these amendments have been provided first as Notice as per our policies.

PBRC would also like the Board to consider the following:

- Recommendations have been made to change the titles of the Elections office staff to Chief Returning Officer (CRO) and Assistant Electoral Officer (ARO). By approving this change, the Board needs to be aware that this affects Job Descriptions, email addresses, facebook accounts, social media, contracts, potentially a budget line and other operational things.

- PBRC recommends that if these amendments are approved that they take place on May 1, 2018.

As these amendments are being presented as Notice, now is the time for the Board to ask any questions or present any concerns they have.

PBRC Chair, Policy and Transition Manager (PTM)

Central Student Association
Table of Contents

Bylaw 1 - Organizational

1. General
2. Officers of the Corporation
3. Board of Directors
4. Board Meetings
5. Executive Officers, herein also referred to collectively as the Executive Committee
6. Accountability & Removal from Office
7. Executive Empowerment
8. Standing Committees
9. Members Meetings
10. Conflict of Interest
11. Disclosure of Information
12. Adoption and Amendments of Bylaws

Central Student Association
Bylaw 1 – Organizational

3.7. Vacation of the Office of a Director

3.7.1. The office of a Director shall be automatically vacated upon the occurrence of any of the following events:

a) if a Director is appointed to fill the vacancy of an Executive Officer or Speaker, and such Director accepts the position, such Director shall be deemed to have immediately vacated her or his seat on the Board as a Director in favour of the new office;

b) if a Director is adjudged a bankrupt under the Canada Bankruptcy and Insolvency Act;

c) if an order is made declaring such Director to be a mentally incompetent person or incapable of managing her or his affairs;

d) if by notice in writing to the Corporation such Director resigns his or her office (in which case such resignation, if not effective immediately, becomes effective in accordance with its terms);

e) if a Director is employed by the CSA, and such Director accepts the position, such Director shall be deemed to have immediately vacated her or his seat on the Board as a Director;

f) upon their death.

3.8. Appointment of Directors

3.8.1. If the position of a Director becomes vacant for any reason, that position may be filled by a person who meets the eligibility qualifications set forth in this Bylaw.

3.8.2. **"**At-Large" Director vacancies, following a CSA General Election must first be filled through a CSA By-Election, and if needed through an appointment process as laid out in Bylaw 2 – Electoral, and in accordance with all CSA Bylaws and Policies.

3.8.3. A by-election shall be held in the Fall term for any vacancies in the Board that occur following a CSA general election, or before September 1 of that current year. The dates of the nomination and election period shall be approved by the Board based on a recommendation of the Policy and Transition Manager and Chief Returning~~Electoral~~ Officer, provided that it must occur in the fall semester.

Commented [C-P&TM1]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

3.8.4. Any person elected to the Board under these circumstances, shall serve the unexpired remainder of the term.

3.8.5. If a seat remains vacant following a by-election, this seat will be filled through a majority vote of the Board.

~~**3.8.6.** Notice of such process must be posted in and around the University building(s) most closely related to the applicable Constituency for no less than 14 days prior to the meeting of the Board at which the appointment is to take place.~~

Central Student Association
Bylaw 1 – Organizational

~~**3.8.7.** Such notice shall invite expressions of interest from or on behalf of interested persons and shall include the date of the meeting at which such appointment is to take place, the requirements and responsibilities of the position, contact number(s) for further information, and information on the appointment process, as laid out in CSA Bylaws and Policies.~~

Commented [C-P&TM2]: PBRC Meeting 13 Feb 8/18, recommendation from CEO and PTM. Same process already outlined in Bylaw 2. Reviewed and confirmed by PBRC.

3.9. Appointment of Chair of the Board

3.9.1. The Chair of the Board shall be hired pursuant to CSA Human Resources Policy, and ratified at the first meeting of the Board within the elected term.

3.9.2. In the event that the Chair of the Board is not ratified, the President or a Director (including a member of the Executive Committee) appointed by the board shall Chair, until an alternate Chair is appointed.

3.9.3. The Chair of the Board shall not have a vote in a meeting of the Board of Directors, even in the case of a tie vote.

Central Student Association
Bylaw 1 – Organizational

6.0. Accountability & Removal From Office

6.1. Members of the Executive Committee may be removed from office by a referendum of the members of the association, or by resolution to de-ratify and subsequent unanimous vote of the CSA Board in the event that the subject of the removal from office is confidential or sensitive in nature.

6.1.1. A referendum to remove an Executive Committee member may be initiated by either a petition from 10% of the general membership or a 2/3 vote of the Board. The Elections Office shall validate any petitions submitted to the Board. Quorum for this referendum is 10% of the general membership. A simple majority of this is required to remove the Executive Officer.

6.2. Directors may be removed from office by a referendum of the members of the association, or by resolution to de-ratify and subsequent unanimous vote of the CSA Board in the event that the subject of the removal from office is confidential or sensitive in nature.

6.2.1. A referendum to remove a Director may be initiated by either a petition from 10% of the member college or student organization's members, or a 2/3 vote of the Board of Directors. The Elections Office shall validate any petitions submitted to the Board. Quorum for this referendum is 10% of the general membership. A simple majority of this is required to remove the Executive Officer.

6.3. The Board of Directors shall have power to de-ratify any Director, excluding the Executive Committee, should they be absent without reasonable cause for two or more consecutive meetings or, three or more regularly scheduled meetings, during one semester as defined by the Registrar of the University of Guelph. Notice of absence for a meeting must be written and submitted to the Policy and Transition Manager or a designated staff member at least 24 hours in advance of the meeting

6.4. The Board of Directors shall also have the power to de-ratify any Director who fails to complete any mandatory training, by resolution to de-ratify and subsequent 2/3 vote of the Central Student Association Board of Directors.

6.5. Organizations who have appointed a member to represent them on the CSA Board of Directors shall have the power to remove that Director by sending a written statement sent to the Policy and Transition Manager~~Communications & Corporate Affairs Commissioner~~.

Commented [C-P&TM3]: PBRC Meeting 13 Feb 8/18 – amend to reflect restructure and staffing changes

6.6. Any additional reasons for de-ratification shall follow a referendum process.

Central Student Association
Bylaw 1 – Organizational

6.7. Reprimand

6.7.1. Any Executive or Director may be reprimanded for violation of by-laws or policy, poor job performance or unprofessional behaviour. A reprimand requires a 2/3 vote of the Board. All discussions surrounding reprimands shall take place In Camera but the vote and reasons for the reprimand shall be recorded in the Board minutes.

6.7.2. The purpose of a reprimand is to be corrective and constructive. With this in mind the Board may define the substance of the reprimand and any consequences at its discretion but always in accordance with CSA bylaws and policies. (It is recommended that CSA Human Resources policy on Positive Discipline be used as a guide.)

6.7.3. Proposals to reprimand must be presented to the Board in writing and should clearly state the problem, any immediate corrective action and future expectations. All discussions pertaining to positive discipline shall be held in-camera.

6.7.4. Proposals to reprimand can also be submitted in confidence to the Executive Evaluation Committee Chair in the case of an Executive reprimand or to the Policy and Transition Manager~~Communications & Corporate Affairs Commissioner~~ in the case of a Director reprimand.

Commented [C-P&TM4]: PBRC Meeting 13 Feb 8/18 – amend to reflect restructure and staffing changes

Central Student Association
Table of Contents

Bylaw 1 - Organizational

1. General
2. Officers of the Corporation
3. Board of Directors
4. Board Meetings
5. Executive Officers, herein also referred to collectively as the Executive Committee
6. Accountability & Removal from Office
7. Executive Empowerment
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Central Student Association
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Central Student Association
Bylaw 1 – Organizational

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6.4. The Board of Directors shall also have the power to de-ratify any Director who fails to complete any mandatory training, by resolution to de-ratify and subsequent 2/3 vote of the Central Student Association Board of Directors.

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Commented [C-P&TM3]: PBRC Meeting 13 Feb 8/18 – amend to reflect restructure and staffing changes

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Central Student Association
Bylaw 1 – Organizational

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6.7.4. Proposals to reprimand can also be submitted in confidence to the Executive Evaluation Committee Chair in the case of an Executive reprimand or to the Policy and Transition Manager in the case of a Director reprimand.

Commented [C-P&TM4]: PBRC Meeting 13 Feb 8/18 – amend to reflect restructure and staffing changes

Central Student Association
Table of Contents

Bylaw 2 - Electoral

1. Administration of Elections
2. Election Periods
3. Referendum
4. Responsibilities of Candidates and Referendum Teams
5. Campaigning
6. Appeals for CREO Decisions
7. Voting Process
8. Ratification

Commented [C-P&TM1]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Central Student Association
Bylaw 2 - Electoral

1.0. Administration of Elections

The CSA shall govern all the elections of the CSA. Procedures for elections shall be found in the Bylaws and Policy Manual of the CSA. The CSA Elections Office transition manual will include best practices to ensure consistency in annual elections and codify practices that enhance the transparency and strength of the elections process.

1.1. Electoral Officers

1.1.1. The CSA Elections Office shall be comprised of at least one Chief Returning~~Electoral~~ Officer (CR~~E~~O) and one Assistant Returning~~Electoral~~ Officer (AR~~E~~O).

1.1.2. The Board of Directors shall abide by CSA hiring procedures when hiring CSA Elections Office Staff.

1.1.3. CSA Elections Office staff shall report to and be supervised by the President.

1.1.3.a In the event that the President is a candidate for election, CSA Elections Office will report to another executive member who is not a candidate, as determined by the Board. If all executive members are running for election, the CSA Elections Office staff will report to a committee of the Board of Directors as determined by the Board.

Commented [C-P&TM2]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM3]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

1.2 Roles and Responsibilities of the CSA Elections Office

It is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic and as such, CSA Elections Office staff shall abide by CSA Policy Manual, Appendix K – CSA Electoral.

Central Student Association
Bylaw 2 - Electoral

2.0. Election Periods

2.1. General Election

2.1.1. A General Election for the elected positions on the Board of Directors, including the Executive Committee, shall be held during the winter semester.

2.1.2. Quorum shall be 10% of the general membership of the applicable constituency.

2.1.3. A simple majority vote is required for a valid outcome.

2.2. By-Elections

2.2.1. By-elections shall occur during the Fall semester to fill vacancies on the Board of Directors.

2.2.2. Quorum shall be 10% of the general membership of the applicable constituency.

2.2.3. A simple majority vote is required for a valid outcome.

2.2.4. Should an Executive position become vacant after a General Election and prior to the Fall By-Election, a separate By-Election for the sole purpose of filling the vacant position(s) may be held in the interim.

2.2.5. Should an "at-large" Board of Directors seat remain vacant following the CSA General Election in the winter semester and a By-Election, the CSA Board shall initiate~~use~~ an appointment process to fill the At-Large Representative vacancies where the following requirements must be met:

a) The Policy and Transition Manager post a call-out on relevant platforms for no less than 14 days prior to the meeting of the Board at which the appointment is to take place regarding the vacancies on the Board of Directors;

b) The CRE~~=~~O provide all interested members with updated nomination forms to seek no less than 50 valid nomination signatures from members of their constituencies;

c) Following the CRE~~=~~O's validation of the nomination signatures all ratified nominees, who meet the allotted requirements, shall present their interest at a meeting of the Board of Directors in a 150-word statement;

d) The Board of Directors members then hold a paper ballot vote where the successful candidate(s) is/are determined by a simple majority vote, and subsequently ratified and appointed to the Board.

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Commented [C-P&TM5]: PBRC #13, Feb 8/18 – PBRC recommendation to take wording from Bylaw 1, point 3.8.6.

Commented [C-P&TM6]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM7]: PBRC Meeting#11 – January 11, 2018

Commented [C-P&TM8]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Central Student Association
Bylaw 2 - Electoral

4.0. Responsibilities of Candidates and Referendum Teams

4.1. To read, understand and abide by all campaign rules set out by the CREO and CSA and Bylaws and Policies, and to direct any question to the CREO. (See CSA Policy Manual, Appendix I – Campaign Policies and Penalties and Appendix K – CSA Electoral, Section 13 – Campaigning).

Commented [C-P&TM9]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Central Student Association
Bylaw 2 - Electoral

6.0. Appeals for CREO Decisions

6.1. Any candidate or referendum team member may appeal any decision made by the CREO by submitting the applicable form to the Policy and Transition Manager, within 24 hours of the decision being made.

6.2. The Elections Appeals Board (EAB) shall follow the procedures as outlined in CSA Policy Manual, Appendix J - Elections Appeals Board.

6.3. The EAB shall be the final decision-making body in regards to any elections related appeals. EAB decisions will be considered final and will not be subject to further review.

6.4. Archiving Elections Complaints

6.4.1. All formal complaints will be kept in their original hardcopy until the end of the election period, whereby they will be destroyed.

6.4.2. Upon completion of elections, the CREO shall issue a report to the Board of Directors including any formal complaints received with input from the Elections Appeals Board.

Commented [C-P&TM10]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM11]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM12]: BM#17 March 29, 2017 Motion carried to apply restructure and staffing naming.

Commented [C-P&TM13]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Central Student Association
Table of Contents

Bylaw 2 - Electoral

1. Administration of Elections
2. Election Periods
3. Referendum
4. Responsibilities of Candidates and Referendum Teams
5. Campaigning
6. Appeals for CRO Decisions
7. Voting Process
8. Ratification

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Bylaw 2 - Electoral

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1.1. Electoral Officers

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1.1.3. CSA Elections Office staff shall report to and be supervised by the President.

1.1.3.a In the event that the President is a candidate for election, CSA Elections Office will report to another executive member who is not a candidate, as determined by the Board. If all executive members are running for election, the CSA Elections Office staff will report to a committee of the Board of Directors as determined by the Board.

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Central Student Association
Bylaw 2 - Electoral

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2.2. By-Elections

2.2.1. By-elections shall occur during the Fall semester to fill vacancies on the Board of Directors.

2.2.2. Quorum shall be 10% of the general membership of the applicable constituency.

2.2.3. A simple majority vote is required for a valid outcome.

2.2.4. Should an Executive position become vacant after a General Election and prior to the Fall By-Election, a separate By-Election for the sole purpose of filling the vacant position(s) may be held in the interim.

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b) The CRO provide all interested members with updated nomination forms to seek no less than 50 valid nomination signatures from members of their constituencies;

c) Following the CRO's validation of the nomination signatures all ratified nominees, who meet the allotted requirements, shall present their interest at a meeting of the Board of Directors in a 150-word statement;

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Central Student Association
Bylaw 2 - Electoral

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4.1. To read, understand and abide by all campaign rules set out by the CRO and CSA and Bylaws and Policies, and to direct any question to the CRO. (See CSA Policy Manual, Appendix I – Campaign Policies and Penalties and Appendix K – CSA Electoral, Section 13 – Campaigning).

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Central Student Association
Bylaw 2 - Electoral

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CENTRAL STUDENT ASSOCIATION POLICY MANUAL
TABLE OF CONTENTS

Appendix F – Clubs Handbook

1. Preamble
2. Student Organizational Policy
3. CSA Student Organization Registration
4. CSA Clubs Conduct Tribunal
5. Financial Operation
6. Club Space Policy
7. Operations

Appendix G – Student Services Fee Protocol

~~1. Preamble~~
~~2. Compulsory Fees Committee Terms and Conditions~~
~~3. Definition of Student Approval~~

Appendix H – Campaign Policies and Penalties

~~1. Campaign Regulations~~
~~2. List Serves~~
~~3. Campaign Expense Limits~~

Appendix G~~I~~ – Elections Appeals Board

1. Mandate of the Board
~~2. Formation of the Board~~
~~3~~2. Membership of the Board
~~4~~3. Meetings of the Board

Appendix H~~J~~ – Second Floor Student Space Acceptable Use Policy

1. Preamble
2. Space Infractions
3. Graffiti Wall
4. CSA Service Hallway
5. CSA Service Offices
6. CSA Club Hallway
7. CSA Club Offices

Commented [C-P&TM1]: PBRC recommendations result in removal of this Appendix. Relabel Appendix letters accordingly.

Commented [C-P&TM2]: PBRC recommendations combine areas in Appendix H with Appendix K. Other areas are already within Appendix K. PBRC recommendations result in removal of Appendix. Relabel Appendix letters accordingly.

CENTRAL STUDENT ASSOCIATION POLICY MANUAL
TABLE OF CONTENTS

8. Second Floor Postering

Appendix IK – CSA Electoral

1. Conflict of Interest
2. Roles and Responsibilities of the CSA Elections Office
3. Roles and Responsibilities of the CSA Board and Executive with regard to CSA Elections
4. Nominations
5. Withdrawals of Candidates
6. Referendum
7. Standing Referendum Committee
8. Referendum Fee Schedule & Expenses
9. Referendum Question Petition Collection
10. Ratification of Referendum Questions
11. Responsibilities of Candidates and Referendum Teams
12. All-Candidates Meeting
13. Campaigning
14. Penalties for Infractions
15. Expenses
16. Appeals for CREO Decisions
17. Voting Process: Format of Ballots
18. Voting Process: Polling Stations
19. Election Results
20. Ballot Counting Process
21. Auditing/Recounting the Ballots
22. Announcements of the Results
23. Online Elections Contingency Plan

Commented [C-P&TM3]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

CENTRAL STUDENT ASSOCIATION
APPENDIX C – CSA HUMAN RESOURCES POLICY

Contents

1. Preamble
2. Relationships
3. CSA Staff
4. Hiring
5. Orientation and Training
6. Probation Period
7. Positive Discipline
8. End of Employment
9. Contract and Personal Records
10. Amendments to Staff Contracts
11. Extension of Staff Contracts
12. Staff Communications
13. Staff Representation – Contract Staff
14. Staff Representation – Permanent Staff
15. Complaint Resolution and Grievance Procedure
16. Salary and Benefits
17. Vacations and Leave of Absences
18. Staff Evaluations
19. Layoffs
20. Overtime
21. Interpretations and Amendments
22. Environmental Health and Safety Policy Statement
23. Joint Health & Safety Committee
24. Workplace Violence
25. Workplace Harassment
26. Respect in the Workplace
27. Temporary Help Policy
28. Policy on Associate Executives
29. Volunteer Policy
30. Honorarium Policy

CENTRAL STUDENT ASSOCIATION
APPENDIX C – CSA HUMAN RESOURCES POLICY

3. CSA Staff

3.1. The staff of the CSA consists of elected full time Executive, permanent or renewable-contract employees, contract salaried employees and temporary staff. All of the staff shall abide by, and benefit from, the provisions of this policy, where applicable. Volunteers and Associate Executives, while not considered staff, shall also abide by, and may benefit from, the provisions of this policy, where applicable.

3.2. The elected full time Executive currently consists of the President, Vice President Academic, Vice President Student Experience and Vice President External. They are elected to an office term of one year to run from May 1 to April 30 annually.

3.3. The permanent and renewable-contract staff of the CSA currently consists of the Bookkeeper, the Bullring General Manager, the Business Manager, the Front Office Manager, the Policy & Transition Manager, the Human Resources and Services Manager, the Programmer and the Promotions & Media Assistant.

3.4. Part-time contract positions consist of the Bike Centre Coordinators, the Assistant Returning~~Electoral~~ Officer(s), the Clubs Coordinator, the Clubs Administrative Coordinator, the External Chair, the Board Scribe(s), the Committee Scribe, the Food Bank Coordinators, the Meal Exchange Coordinators, Poster Runners, the Safe Walk Coordinators, the Student Help & Advocacy Centre Coordinators, and the Technical Assistant.

Commented [C-P&TM4]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

3.5. The Vice President Academic and Vice President External is to be responsible for co-supervising the Student Help & Advocacy Centre Coordinators.

3.6. The Vice President, Student Experience is responsible for supervising the Assistant Returning~~Electoral~~ Officer, the Clubs Coordinator, the Clubs Administrative Coordinator, the Safe Walk Coordinators, and the Bike Centre Coordinators . The Vice President, Student Experience shall also co-supervise the Promotions & Media Assistant and the Policy & Transition Manager, along with the President.

Commented [C-P&TM5]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

3.7. The Vice President External is responsible for supervising the Meal Exchange Coordinators, and the Food Bank Coordinators.

3.8. The President is responsible for supervising the Bookkeeper, the Bullring General Manager, the Business Manager, the Front Office Manager, the Programmer, and the Technical Assistant. The President shall also supervise the Human Resources and Services Manager and the Policy & Transition Manager.

CENTRAL STUDENT ASSOCIATION
APPENDIX C – CSA HUMAN RESOURCES POLICY

11. Extension of Staff Contracts

Preamble

It is recognized that certain support staff positions at the CSA have an impact on the overall operations and functioning of the organization. These positions require a significant amount of time for both the organization and employee for training, skill development, and to sustain a specific level of operational capacity. In these situations, it would benefit the CSA to have an employee, upon favourable evauation, remain in their position for longer than a one-year term. In addition, it provides the employee with the opportunity to apply their training, and develop their skills for a longer period of time. This serves to benefit the organization and the employee.

11.1. Extension of Part-Time Staff Contracts

11.1.1. Part-time support staff members who hold a fixed-term contract may have their contract extended. These part-time support staff member positions include: Assistant Returning~~Electoral~~ Officer (ARE~~E~~O), Board Chair, Board Scribe, Chief Returning~~Electoral~~ Officer (CRE~~E~~EO) and Front Office Assistant(s).

11.1.2. Contract extensions may be extended for a fixed-term of one (1) year (12 month) period at May 1. A contract may only be extended to the same employee for a maximum of only one (1) additional term. After such time the position will open to a regular hiring process as set out in Section 4 – Hiring, where the employee may re-apply.

11.1.2.1. With exception are the external Board Chair position and Elections Office staff including the Chief Returning~~Electoral~~ Officer (CRE~~E~~O) and Assistant Returning~~Electoral~~ Officer (ARE~~E~~O) as these roles must remain neutral and follow strict conflict of interest requirements. These positions cannot be filled by the same staff member for more than two consecutive fixed-term contracts.

11.1.2.2. If a part-time support staff fixed-term contract employee has been hired mid-term and has worked 50 percent or less of the original hours total, the contract may be extended by twelve (12) months at May 1.

11.1.3. A contract may be extended when a staff member's performance is consistently meeting expectations. This is determined through a favourable evaluation, as outlined in point 11.2. Evaluation.

11.1.4. Following the processes as outlined in points 11.2. Evaluation and 11.3. Decision of the Board, if the Board approves the contract extension, the supervisors of the staff member will meet with the staff member prior to commencing the Winter hiring process, to offer the extension of their contract.

11.1.4.1. An offer of a contract extension does not obligate the staff member to accept continued employment. If the employee chooses to decline the offer, the staff member will continue to the end of their current contract without discrimination. The position will then be filled following the hiring process as outlined in Section 4 – Hiring.

11.1.5. Once the staff member has accepted the contract extension, their extension will be ratified by the CSA Board of Directors no later than the last Board Meeting prior to the end of their current contract.

11.1.5.1. Upon ratification by the Board, the staff member will meet with the Business Manager to confirm their acceptance, and sign a contract that includes the job title, base salary rate, the date of commencement of employment and the term of employment, at a minimum.

11.2. Evaluation

11.2.1. The immediate supervisors and the Executive supervisor will each complete an evaluation of the staff positions as outlined in Section 11.1. Extension of Part-Time Staff Contracts.

11.2.2. The evaluations must be completed by the end of the Fall semester. The evaluations and a recommendation must be submitted to the CSA Board of Directors for the first Board Meeting in January for the Board to review as outlined in Section 11.3. Decision of the Board.

11.3. Decision of the Board

11.3.1. The Board will review the evaluations and recommendation as outlined in point 11.2.2. *in camera* and make a decision. This decision will be recorded outside of *in camera*. The decision of the Board is final.

11.3.1.1. If the Board decision is in favour of extension, the process will be as outlined in points 11.1.4 and 11.1.5.

Commented [C-P&TM6]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

Commented [C-P&TM7]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM8]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM9]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

11.3.1.2. If the Board is against extension, the staff member will continue to the end of their current contract without discrimination. The position will then be filled following the hiring process as outlined in Section 4 – Hiring.

11.4. Extension of Part-Time Staff Contracts Hired Mid-Term

If any part-time fixed-term contract employee has been hired mid-term and has worked 50 percent or less of the original hours total, the contract can be extended by 12 months at May 1 pending a favourable evaluation from their Executive supervisor.

CENTRAL STUDENT ASSOCIATION
APPENDIX F– CLUBS HANDBOOK

Contents

1. Preamble
2. Student Organizational Policy
3. CSA Student Organization Registration
4. CSA Clubs Conduct Tribunal
5. Financial Operation
6. Club Space Policy
7. Operations

CENTRAL STUDENT ASSOCIATION
APPENDIX F– CLUBS HANDBOOK

5. Financial Operation

5.1. General Funding

Accredited clubs on the University of Guelph campus have numerous sources of funding available to them. Each club is responsible for their own financial well-being. Since the CSA needs to monitor the financial well-being of its organization, the CSA requires each club to include detailed financial statements in their Accreditation Application. The Clubs Administrative Coordinator or the Vice President Student Experience will be able to provide some ideas about fund-raising.

5.2. Financial Regulations

Clubs are responsible for their debts. The regulations on financial issues are based upon these considerations.

5.2.1. CSA Accounts

a) Clubs may elect to place more funds in the account and use the account for general financial use.

b) Funds may be accessed by signing officers through the use of a CSA purchase confirmation forms obtained from the Clubs Administrative Coordinator or Business Office.

c) All persons responsible for financial management of the club and the signing of financial transactions must be indicated on the CSA Clubs SOP accreditation form. This includes names, ID numbers, addresses, phone numbers, and sample signatures.

5.2.2. Banking

a) If a club possesses any sort of outside financial account, the following items must be released to the CSA:
- Name of financial institution and the branch address
- Branch transit number and the account number
- Type of account

b) All accounts must be opened in the name of the organization, with the suffix "CSA Accredited Club".

c) All accounts shall require a minimum of two signatures. Any expenses deemed large in comparison with club assets should be made in consultation with the Clubs Administrative Coordinator.

d) All persons responsible for financial management of the club and the signing of financial transactions must be indicated on the CSA Clubs SOP accreditation form. This includes names, ID numbers, addresses, phone numbers, and sample signatures.

5.2.3. Financial Disclosure

a) All clubs shall maintain up-to-date financial records for any financial accounts, including Petty Cash every semester.

b) These records shall be made available to any member of the University of Guelph Community during regular office hours.

c) All clubs shall submit reports of any revenue or expenses over $1000 in a month in the form of a financial statement. Failure to do so will be considered financial mismanagement and grounds for revoking the club's ASO status.

d) The Clubs Administrative Coordinator will maintain records of clubs' financial information, budgets and expense records for up to four (4) semesters.

e) At the discretion of the CSA, any club must provide a photocopy of any account statements.

f) If a club receives funding from any sources outside of its membership, the CSA, and/or other student organizations, the Clubs Administrative Coordinator must be informed. The CSA reserve the right to refuse permission to accept funding from any outside source.

5.2.4. Referendum Questions and Club Student Fees

a) The Clubs Administrative Coordinator shall maintain an archive of all CSA accredited clubs collecting student fees via a referendum question. The archive will include the name of the CSA accredited club, original and modified versions of the referendum questions, preamble from the ballot, the date passed/amended, and the results. This archive will be updated following CSA elections and submitted to the Policy & Transition Manager, Chief ReturningElectoral Officer (CREO) and Business Manager.

b) CSA accredited clubs may initiate a referendum question process to secure funding for their CSA accredited club or a specific initiative by contacting the CSA Chief ReturningElectoral Officer (CREO), as per Bylaw 2 Electoral and the CSA Policy Manual, Appendix K – CSA Electoral. The Clubs Administrative Coordinator will provide a financial and accreditation history of the interested CSA accredited club to both the CSA accredited club and the CREO.

Commented [C-P&TM19]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM20]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM21]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

c) The CSA will collect the student fees on behalf of the CSA accredited club and remit them on a semester basis.

d) CSA accredited clubs collecting student fees are responsible for the appropriate use of the monies with respect to the original/modified question and the mandate of the CSA accredited club. Deviation from the mandate without approval from the CSA or mismanagement of the finances (including failure to disclose financial information) could result in the temporary suspension or removal of the fees by the Clubs Conduct Tribunal.

5.2.5. Defunct Club Accounts and the Clubs PDR Policy

a) Any CSA accredited club inactive for three semesters is considered a defunct club at the beginning of the fourth semester of inactivity. The money in the CSA accredited club account at the beginning of the inactive period is held in trust by the CSA. When the CSA accredited club becomes defunct, the money is absorbed into the CSA PDR budget.

b) In situations where a defunct club has accrued debt greater than their liquidated assets, the Finance Committee will review the CSA finances and make a recommendation to the Board as to an appropriate budget line to access to pay the debts.

CENTRAL STUDENT ASSOCIATION
APPENDIX G– COMPULSORY NON-TUITION FEES PROTOCOL

Contents

1. Preamble
2. Compulsory Fees Committee Terms and Conditions
3. Definition of Student Approval

Commented [C-P&TM36]: PBRC Meeting #11 – January 11, 2018. Move preamble to Appendix K, as first point in Referendum section, thereby removing Appendix G. Reword the preamble within Appendix K.

Commented [C-P&TM37]: PBRC Meeting #11 – January 11, 2018. Remove sections 2 and 3. Not our policies.

CENTRAL STUDENT ASSOCIATION
APPENDIX G– COMPULSORY NON-TUITION FEES PROTOCOL

1. Preamble

The University of Guelph Administration, Central Student Association (CSA), and Graduate Students' Association (GSA), agree that the following elements will constitutes as the University of Guelph protocol for University compulsory non-tuition related ancillary fees (hereafter referred to as compulsory fees). The Compulsory Fees Committee (hereafter referred to as the Committee) has the responsibility to ensure that the protocol is adhered to within the scope of all University student compulsory fees. The Terms and Conditions for the Committee are attached in Appendix 1.

1.1. For the purposes of this protocol, compulsory fees are defined as "those fees charged by the University, the revenue from which is not applied to the cost of instruction in any course or program normally offered for credit toward an eligible degree, diploma, or certificate, but is applied to the cost of services which enhance the cultural/social/recreational environment of students or provide other non-academic services to students."

1.2. Ancillary fees are approved and collected in support of particular programs. There may be specific understandings on a) the intended proportion of expense to be funded by ancillary fees for particular programs and b) the nature of student involvement in policy formulation, resource allocation and service assessment for each program that receives fee support. Information adequate to permit this determination will be made available by the University administration to student governments and interested parties. The Student Services Fees Committee is responsible for this determination which may include the requirement of appropriate annual reports from units or from other advisory bodies related to specific units or programs.

1.3. SSF Advisory Committees are struck annually to provide recommendations to the Committee on resource allocation and service assessment for each program that receives financial support from the Student Services Fee (SSF). The Terms and Conditions for these SSF Advisory Committees are in Appendix 2.

1.4. No new compulsory fees will be recommended to the Board of Governors unless approved by students (Appendix 3). The committee will be responsible for recommending such fees to the Board of Governors.

1.5. Annual increases in existing compulsory fees will be limited to the Statistics Canada consumer price index annual average for Ontario, and in exceptional circumstances, up to a further 3% at the discretion of the Committee. A fee larger than this must first be approved as per the Student Approval process before recommendation to the Board of Governors as outlined in Appendix 3. Students will be informed if the Committee approves a fee increase greater than the cost of living.

1.6.1.1. The University reserves the right to decrease operating budget support for any program based on changes in institution revenue or priorities. Whenever there is the possibility of a significant change in University funding for a program or function supported by compulsory fees, discussions will be held in advance with the Committee and the relevant SSF Advisory Committee. In the event of a significant decrease in University funding of a compulsory fee supported program, discussion and consultation may produce agreement on a reduction in the fee level or an appropriate reallocation of the fee revenue.

1.7. Non-compulsory ancillary fees and user fees may be implemented or continue to be charged by the administration. Any new user fee or increase beyond the consumer price index for existing user fees must be approved by the Committee for those programs or functions already supported by compulsory fees. University administration will provide data on such fees to the Committee upon request.

This protocol will be reviewed by the Board of Governors at least every five years. Revisions to the protocol that are supported by the signing parties will be considered by the Board on the basis of recommendations from the Student Services Fee Committee.

This protocol will be reviewed by the Board of Governors at least once every five years. Revisions to the protocol that are supported by all the signing parties will be considered by the Board of Governors on the basis of recommendations from the Committee.

Signed on April 25, 2012

CENTRAL STUDENT ASSOCIATION
APPENDIX G– COMPULSORY NON-TUITION FEES PROTOCOL

2. Compulsory Fees Committee Terms and Conditions

2.1. Membership

6 Students:
- 2 GSA Nominees
- 2 CSA Nominees
- 1 Student Senator
- 1 Student Member of the Board of Governors

5 Faculty or Staff:
- Appointed by the Associate Vice-President (Student Affairs)

Associate Vice-President: (Student Affairs) or Designate:
- Convener (non-voting and does not count towards quorum

Alternates:
- May be named by members to ensure quorum; however, alternates will not have voting privileges.

The Committee may invite resource personnel to join its meetings for the purpose of providing information on the usage and associated costs of services supported by student services fees. At it's first meeting in the fall, the Committee will elect the chair, who will have voting privileges.

2.2. Quorum
Quorum shall be six members, including a minimum of two students and two faculty or staff.

2.3. Mandate

2.3.1. Review membership and mandate of SSF Advisory Committees (see Appendix 2) on an annual basis

2.3.2. Provide advice to the University Administration regarding student services and associated policies, utilization, costs, funding, delivery arrangements, performance and accountability.

2.3.3. Provide an annual review to ensure compliance to the original terms of the SSF level as mandated; that is no more than 50% of the cost of the programs and services provided by the fee.

2.3.4. Drawing from the reports of the SSF Advisory Committees and other information sources made available to the Committee, review the usage, effectiveness, and associated costs of student services supported by student services fees and forward recommendations to the university administration, as appropriate.

2.3.5. Propose to university administration any revisions in the allocation of student services fees to student services and programs receiving support form such fees, having consideration for user fees in effect.

2.3.6. Propose changes in the level of established compulsory fees to the Board of Governors. Ensure that any proposal for new compulsory fees, whether originated by university administration or the Committee itself, goes through the appropriate advisory and approval process.

2.3.7. Recommend any new University compulsory fees approved by students (see Appendix 3) to the Board of Governors.

2.3.8. Review all referendum questions for proposed new University compulsory fees or for proposed changes in fee levels (i.e. those which necessitate referendum endorsement) to ensure that the referendum question is clear and without bias and is targeted to the appropriate voting group (e.g., CSA membership, GSA membership or both). (See Appendix 3).

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~~**2.3.9.** Inform University students annually regarding the programs and services receiving support from compulsory fees.~~

~~**2.3.10.** Review Student Life Enhancement Fund (SLEF) applications and final reports annually. The Committee is responsible for allocating funds as outlined in the terms and conditions of the SLEF.~~

~~**2.4.** Conflict of Interest~~

~~**2.4.1.** The Committee is committed to maintaining a high standard of professional integrity and transparency in the collection and distribution of funds generated by compulsory fees.~~

~~**2.4.2.** It is essential that both the Committee members and the University of Guelph community are confident in the Committee. Thus, even the appearance of a conflict of interest should be avoided. As such, members will disclose any potential conflict as outlined below:~~

~~**2.4.2.1.** Committee member(s) will declare a conflict of interest if they or the group they represent are connected to any proposal discussed, or on any proposition to increase fees for the Unit they represent~~

~~**2.4.2.2.** Committee member(s) with a declared conflict of interest will leave the meeting room during the discussion and vote on the proposal.~~

CENTRAL STUDENT ASSOCIATION
APPENDIX G– COMPULSORY NON-TUITION FEES PROTOCOL

3. Definition of Student Approval

This approval procedure is for referendum process that is required to increase or introduce a University compulsory non-tuition related fee (compulsory fee). New or changes to compulsory fees that are being introduced by student groups must go through the appropriate student government fee process.

3.1. Any request for a new or increased University ancillary fee must be submitted to the Compulsory Fees Committee, who will determine the target group for the question (i.e., graduate students, undergraduate students, or both).

3.2. The request must be accompanied by a petition with at least 1,000 signatures of students who support the question going to referendum.

3.3. The question will be sent to the Executives of the respective student governments for comments on the question.

3.4. The Compulsory Fees Committee will devise the referendum question and the preamble to the question, taking into consideration the original request, as well as the comments from the student governments. The question will include the following information: the fee level and how often it will be collected; if the fee will or will not increase by the cost of living; whether there will be a different fee for part-time students, if the fee can be opted out of, and whether there will be an end point for the fee.

3.5. A student referendum will be administered separately for graduate students and undergraduate students and will normally run at the same time as their General Elections.

3.6. Both the Central Student Association (CSA) and the Graduate Students' Association (GSA) will present identical referendum questions to their respective constituents, although the dollar about asked of each group may be different reflecting different usages or payment schedules.

3.7. Ballots for graduate and undergraduate students are combined for the purposes of counting; however, quorum for each student group must be reached independently in accordance to the CSA and GSA quorum by-laws. The sum of the number of graduate students who voted and the number of undergraduate students who voted will determine the voting population for those questions where the funding to support programs, services, or facilities cannot be directed specifically to a particular group.

3.8. Provided that quorum is satisfied at both the undergraduate and graduate level, student approval will require a majority (50%+1) of the total valid votes cast.

3.9. The Compulsory Fees Committee will strike an Election Committee with the membership consisting of 3 members of the Compulsory Fees Committee: one undergraduate student; one graduate student; and one faculty or staff member, where the unit or program does not directly benefit from a successful referendum result. The duty of this Committee will be to oversee the referendum process. Voting will normally be held in conjunction with the scheduled CSA and GSA or referendum elections.

3.10. Results of the voting will not be made public until CSA and GSA referendums are complete. The report of the voting will identify the count separately at the undergraduate and graduate student levels. Recommended new fees and/or fee increases must be approved by the Board of Governors.

CENTRAL STUDENT ASSOCIATION
APPENDIX H– CAMPAIGN POLICIES AND PENALTIES

Contents

1. Campaign Regulations
2. List-Serves
3. Campaign Expense Limits

Commented [C-P&TM38]: PBRC Meeting #11 January 11, 2018 – recommendations to combine Appendix H with Appendix K as material overlaps in several areas. Thereby removing Appendix H.

CENTRAL STUDENT ASSOCIATION
APPENDIX H – CAMPAIGN POLICIES AND PENALTIES

1. Campaign Regulations

1.1. In the interest of protecting the equitable rights of all persons involved in an election campaign, all materials and services used in any campaign will be monitored by the CEO and the AEO. Such materials and services will be assessed at standard market rates.

1.2. Candidates and referendum teams are responsible for maintaining all receipts for expenses incurred in their campaign, except receipts for printing, done through the CSA, which will be accounted for an added to their final budget by the CSA.

1.2.1. Candidates and referendum teams must submit receipts with a statement of ~~projected~~ total expenses on the Final Budget Expenditure Form ~~(EO-005) 48 hours after the close of the~~ by 4:00pm on the day the polls close. ~~(weekends and statutory holidays included).~~

1.3. With regard to the practice of campaigning:

1.3.1. The candidates and referendum teams are responsible for all advertising placed in their name. Each candidate and referendum team is responsible for the removal of all visual aids from the campus before their deposit will be returned.

1.3.2. Stickers are banned from use for the reason of expensive clean up and repainting of structures.

1.3.3. All campaigning must be done in accordance with relevant University solicitation regulations.

1.3.4. All campaign material must be authorized by signature of the CEO or AEO before material can be printed or used. At minimum print and electronic campaign material must include the name of the candidate (as it is to appear on the ballot), the full name of the position they are a candidate for, and the elections logo provided by the CSA Elections Office.

1.3.5. No candidate in any CSA election may have more than one poster listing in their name or depicting their image posted on any given poster board or rail.

1.3.6. The use of election campaign funds that are not provided by the CSA to promote a CSA candidate's name, candidacy, or image is forbidden.

1.3.7. Collecting signatures in pursuance of By-law 2, Sections 4 (Nominations) and 5 (Refernda) will not be considered campaigning, and may continue until the applicable forms ~~(EO-303, EO-006)~~ are received by the elections office, at which point, soliciting further signatures will be considered campaigning.

1.3.8. Candidates and Referendum teams may rally support from student volunteers to aid them in their campaign efforts, but may not accept donations in kind (printing, materials, supplies) or other financial support.

1.4. With regard to termination to campaigning: campaigning is permitted from the opening of the campaign period up to and including the close of the polls on the final date of voting. There is strictly no campaigning permitted outside the designated campaign period. Failure to abide by this clause may result in immediate disqualification of the candidate or referendum question.

Commented [C-P&TM39]: Moved to Appendix K, section 13.1.

Commented [C-P&TM40]: In Appendix K, Section 15, point 15.1. word-for-word).

Commented [C-P&TM41]: PBRC Meeting #11 – January 11, 2018. Amend deadline to submit.
To remove form codes within this policy.

Commented [C-P&TM42]: Can delete when whole section is removed.

Commented [C-P&TM43]: PBRC Meeting #11. Moved to Appendix K, point 13.9.

Commented [C-P&TM44]: Moved to Appendix K, point 13.10.

Commented [C-P&TM45]: Moved to Appendix K, point 13.11.

Commented [C-P&TM46]: Already stated in Appendix K, point 13.12, first sentence. Can be deleted as repetative.

Commented [C-P&TM47]: Moved to Appendix K, point 13.14.

Commented [C-P&TM48]: Moved to Appendix K, point 13.12.

Commented [C-P&TM49]: Moved to Appendix K, point 13.19.

Commented [C-P&TM50]: With some edits, Appendix K, point 13.21.

Commented [C-P&TM51]: Appendix K, point 13.20.

Commented [C-P&TM52]: Moved to Appendix K, point 13.24.

CENTRAL STUDENT ASSOCIATION
APPENDIX H – CAMPAIGN POLICIES AND PENALTIES

~~2. List Serves~~

~~2.1. For the purpose of all matters pertaining to elections, Organizational Email Lists shall be defined as any list of emails containing more than five (5) recipients sent by a candidate or by an individual or organization on a candidate's behalf. For the purposes of all matters pertaining to elections, campaign emails shall be defined as any email which contains text promoting a position with respect to a candidate in the election, sent by a candidate or by an individual or organization on a candidate's behalf.~~

~~2.2. Candidates are permitted to send campaign emails over organizational listservs. It is the responsibility of the group in question to determine, if and in what manner they will permit candidates to use their listserv.~~

~~2.3. All Organizational Email List emails are to be accounted for in a candidate's or referendum budget. They will be assessed at a rate of $0.04 per recipient.~~

~~2.4. It is the responsibility of the candidate to determine, with as much accuracy as possible, the approximate population of an Organizational Email List and to make this information available to the C.E.O. prior to the email being sent out.~~

~~2.5. All campaign emails are subject to C.E.O. approval before being sent.~~

Commented [C-P&TM53]: PBRC Meeting #11 – January 11, 2018 Entire section moved to Appendix K, Section 13, point 13.25.
As a result, entire section can be removed.

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CENTRAL STUDENT ASSOCIATION
APPENDIX H – CAMPAIGN POLICIES AND PENALTIES

~~**3. Campaign Expense Limits**~~

~~**3.1.** The campaign expense limit for Executive candidates is $200.~~

~~**3.2.** The campaign expense limit for Board of Director candidates is $75.~~

~~**3.3.** The campaign expense limit for Referendum teams is $300. Only if determined to be an Internal Body, as outlined in Bylaw 5.2.4.1 to be covered by the CSA. All referendum teams, regardless of fee schedule will have a campaign expense limit of $300.~~

~~**3.4.** The CSA will bear the expense of all Executive and Board of Director candidate's campaigns.~~

Commented [C-P&TM54]: PBRC Meeting #11 – January 11, 2018. Move Appendix H to Appendix K. This section is already in Appendix K.

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CENTRAL STUDENT ASSOCIATION
APPENDIX G~~I~~ – ELECTIONS APPEALS BOARD

Contents

1. Mandate of the Board
~~2. Formation of the Board~~
~~3~~2. Membership of the Board
~~4~~3. Meetings of the Board

Commented [C-P&TM55]: PBRC Meeting #11 – January 11, 2018. Any reference to "President" changed to "PTM"

CENTRAL STUDENT ASSOCIATION
APPENDIX GI – ELECTIONS APPEALS BOARD

1. Mandate of the Board

1.1. The Elections Appeals Board (hereafter known as the EAB) will meet on an as-needed basis to preside over matters regarding ~~minor~~ campaigning infractions on behalf of the Board levied against a candidate, disqualified candidate, rejected nominee, or referendum team. ~~, defined as:~~

~~**1.1.1.** Any infraction levied against a candidate that will not result in disqualification of the candidate.~~

~~**1.1.2.** Any infraction levied against a referendum that will not result in the discarding of a referendum question.~~

1.2. Any appeals to be discussed following elections week and scheduled meetings of the EAB will be sent directly to the Board of Directors

1.2.1. The EAB will warn the Board of Directors of the possibility of the need for emergency Board meetings to discuss appeals and infractions deemed major during elections week.

1.3. In accordance with Bylaw 2 Section 8 (Penalties for Campaign Infractions), the EAB will not hear any appeals submitted more than 24 hours after the CR~~E~~O's decision.

1.4. The decisions of the Elections Appeals Board shall be considered final and will not be subject to further review.

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Commented [C-P&TM56]: PBRC #15 – Feb 28/18

Commented [C-P&TM57]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

CENTRAL STUDENT ASSOCIATION
APPENDIX G~~I~~ – ELECTIONS APPEALS BOARD

~~**2. Formation of the Board**~~

~~**2.1.** Membership of the Elections Appeals Board will be organized by the President and ratified by the Board of Directors no later than the 1st Board meeting of the Fall semester.~~

Commented [C-P&TM58]: Incorporate into Section 3 (now section 2) PBRC Meeting #11 – January 11, 2018 recommendation.
Delete section.

CENTRAL STUDENT ASSOCIATION
APPENDIX GI – ELECTIONS APPEALS BOARD

~~3~~2. Membership of the Board

2.1. Membership of the Elections Appeals Board will be organized by the Policy and Transition Manager.

~~3.1.~~ 3.1.1. The EAB shall consist of:

- a) Three Board members, who are not Executives
- b) Two general members of the CSA in good standing (excluding CSA Board Members) as per the requirements in Bylaw 1, section 3.

~~3.2.~~2.2. The ~~B~~board will nominate and select the ~~B~~board ~~M~~members who will sit on EAB as per Roberts' Rules and the Chair's discretion.

~~3.3.~~2.3. General members of the CSA to sit on the EAB will be selected as follows:

~~3.3.1.~~2.3.1. General members of the CSA will be informed of the volunteer opportunity through advertising via mass e-mail and posters to form a volunteer pool.

~~3.3.2.~~2.3.2. All interested CSA members shall submit a 150 word statement of interest and CV to be reviewed by the board.

~~3.3.3.~~2.3.3. The ~~B~~board will select and ratify CSA members to be on the EAB as per Roberts' Rules and ~~t~~he Chair's discretion

~~3.4.~~2.4. Advertising to and the selection~~ed~~ process of general members of the CSA to sit on the EAB shall take into consideration candidate equity. A candidate who falls within a marginalized group will be selected when that candidate is of comparable qualifications to the other most qualified candidates. Candidate equity will be decided through the optional completion of the Hiring Equity Form posted on the CSA website. ~~marginalized shall be defined as person from groups to face systemic barriers to such volunteer opportunities, including but not limited to women, racialized people, aboriginal people, queer people, persons with disabilities, and international students.~~

~~3.4.1.~~ ~~Makeup of the EAB shall consist of no less than 40% women-identified individuals.~~

2.5. Membership of the EAB will be reviewed by the CR~~E~~O and the Policy and Transition Manager~~President~~ at the close of the nomination period for the General Elections, or when needed, to ensure no conflict of interest exists amongst member~~s~~ and candidates.

~~3.5.~~2.6. The Board of Directors will ratify the membership of the EAB.

Commented [C-P&TM59]: PBRC Meeting #11 – January 11, 2018. Recommendation to move Section 2 to Section 3 (now Section 2).

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Commented [C-P&TM61]: PBRC member recommendation: Advertising to and the selection process of general members of the CSA to sit on the EAB shall take into consideration candidate equity. A candidate who falls within a marginalized group will be selected when that candidate is of comparable qualifications to the other most qualified candidates. Candidate equity will be decided through the optional completion of the Hiring Equity Form posted on the CSA website. Consensus Feb 15/18

Commented [C-P&TM62]: PBRC Feb 15/18 recommendation based on changes to 2.4.

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Commented [C-P&TM63]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM64]: PBRC Meeting #11 recommendation.

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Commented [C-P&TM65]: PBRC Meeting #11. Recommendation from Section 2, move to Section 3 (now Section 2).

CENTRAL STUDENT ASSOCIATION
APPENDIX G[-] – ELECTIONS APPEALS BOARD

4.3. Meetings of the Board

4.1.3.1. Quorum for EAB meetings shall be set at four (4) members.

4.2.3.2. The EAB will establish regular meeting times prior to campaign and voting periods. The EAB will hold 3 meetings during campaign and voting periods.

4.3.3.3. The Policy and Transition Manager~~resident~~ shall be responsible for setting meeting times and ensuring that all parties related to the appeal are made aware of meeting times, dates, and locations. The EAB shall meet proactively to be prepared to quickly and efficiently reply to appeals should they arise.

Commented [C-P&TM66]: PBRC Meeting #11 recommendation.

4.4.3.4. It is the responsibility of the Policy and Transition Manager~~resident~~ to inform the Board of Directors of EAB decisions.

Commented [C-P&TM67]: PBRC Meeting #11 recommendation.

4.5.3.5. The candidate or referendum team in question must make their self available and be prepared should the EAB deem it necessary to ask the candidate or referendum team questions.

4.5.1.3.5.1. If extenuating circumstances apply, and a candidate or referendum team cannot attend a meeting of the EAB, notification must be given to the Policy and Transition Manager~~resident~~ at least 24 hours before the time of the meeting.

Commented [C-P&TM68]: PBRC Meeting #11 recommendation.

4.5.2.3.5.2. Otherwise, failure to appear may cause the complaint or appeal to be rendered null and void.

CENTRAL STUDENT ASSOCIATION

APPENDIX HJ – SECOND FLOOR STUDENT SPACE ACCEPTABLE USE POLICY

Contents

1. Preamble
2. Space Infractions
3. Graffiti Wall
4. CSA Service Hallway
5. CSA Service Offices
6. CSA Club Hallway
7. CSA Club Offices
8. Second Floor Postering

CENTRAL STUDENT ASSOCIATION POLICY MANUAL
TABLE OF CONTENTS

Appendix F – Clubs Handbook

1. Preamble
2. Student Organizational Policy
3. CSA Student Organization Registration
4. CSA Clubs Conduct Tribunal
5. Financial Operation
6. Club Space Policy
7. Operations

Appendix G – Elections Appeals Board

1. Mandate of the Board
2. Membership of the Board
3. Meetings of the Board

Appendix H – Second Floor Student Space Acceptable Use Policy

1. Preamble
2. Space Infractions
3. Graffiti Wall
4. CSA Service Hallway
5. CSA Service Offices
6. CSA Club Hallway
7. CSA Club Offices

Commented [C-P&TM1]: PBRC recommendations result in removal of this Appendix G. Relabel Appendix letters accordingly.

Commented [C-P&TM2]: PBRC recommendations combine areas in Appendix H with Appendix K. Other areas are already within Appendix K. PBRC recommendations result in removal of Appendix. Relabel Appendix letters accordingly.

CENTRAL STUDENT ASSOCIATION POLICY MANUAL
TABLE OF CONTENTS

8. Second Floor Postering

Appendix I – CSA Electoral

1. Conflict of Interest
2. Roles and Responsibilities of the CSA Elections Office
3. Roles and Responsibilities of the CSA Board and Executive with regard to CSA Elections
4. Nominations
5. Withdrawals of Candidates
6. Referendum
7. Standing Referendum Committee
8. Referendum Fee Schedule & Expenses
9. Referendum Question Petition Collection
10. Ratification of Referendum Questions
11. Responsibilities of Candidates and Referendum Teams
12. All-Candidates Meeting
13. Campaigning
14. Penalties for Infractions
15. Expenses
16. Appeals for CRO Decisions
17. Voting Process: Format of Ballots
18. Voting Process: Polling Stations
19. Election Results
20. Ballot Counting Process
21. Auditing/Recounting the Ballots
22. Announcements of the Results
23. Online Elections Contingency Plan

Commented [C-P&TM3]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

CENTRAL STUDENT ASSOCIATION
APPENDIX C – CSA HUMAN RESOURCES POLICY

Contents

1. Preamble
2. Relationships
3. CSA Staff
4. Hiring
5. Orientation and Training
6. Probation Period
7. Positive Discipline
8. End of Employment
9. Contract and Personal Records
10. Amendments to Staff Contracts
11. Extension of Staff Contracts
12. Staff Communications
13. Staff Representation – Contract Staff
14. Staff Representation – Permanent Staff
15. Complaint Resolution and Grievance Procedure
16. Salary and Benefits
17. Vacations and Leave of Absences
18. Staff Evaluations
19. Layoffs
20. Overtime
21. Interpretations and Amendments
22. Environmental Health and Safety Policy Statement
23. Joint Health & Safety Committee
24. Workplace Violence
25. Workplace Harassment
26. Respect in the Workplace
27. Temporary Help Policy
28. Policy on Associate Executives
29. Volunteer Policy
30. Honorarium Policy

CENTRAL STUDENT ASSOCIATION
APPENDIX C – CSA HUMAN RESOURCES POLICY

3. CSA Staff

3.1. The staff of the CSA consists of elected full time Executive, permanent or renewable-contract employees, contract salaried employees and temporary staff. All of the staff shall abide by, and benefit from, the provisions of this policy, where applicable. Volunteers and Associate Executives, while not considered staff, shall also abide by, and may benefit from, the provisions of this policy, where applicable.

3.2. The elected full time Executive currently consists of the President, Vice President Academic, Vice President Student Experience and Vice President External. They are elected to an office term of one year to run from May 1 to April 30 annually.

3.3. The permanent and renewable-contract staff of the CSA currently consists of the Bookkeeper, the Bullring General Manager, the Business Manager, the Front Office Manager, the Policy & Transition Manager, the Human Resources and Services Manager, the Programmer and the Promotions & Media Assistant.

3.4. Part-time contract positions consist of the Bike Centre Coordinators, the Assistant Returning Officer(s), the Clubs Coordinator, the Clubs Administrative Coordinator, the External Chair, the Board Scribe(s), the Committee Scribe, the Food Bank Coordinators, the Meal Exchange Coordinators, Poster Runners, the Safe Walk Coordinators, the Student Help & Advocacy Centre Coordinators, and the Technical Assistant.

Commented [C-P&TM4]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

3.5. The Vice President Academic and Vice President External is to be responsible for co-supervising the Student Help & Advocacy Centre Coordinators.

3.6. The Vice President, Student Experience is responsible for supervising the Assistant Returning Officer, the Clubs Coordinator, the Clubs Administrative Coordinator, the Safe Walk Coordinators, and the Bike Centre Coordinators. The Vice President, Student Experience shall also co-supervise the Promotions & Media Assistant and the Policy & Transition Manager, along with the President.

Commented [C-P&TM5]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

3.7. The Vice President External is responsible for supervising the Meal Exchange Coordinators, and the Food Bank Coordinators.

3.8. The President is responsible for supervising the Bookkeeper, the Bullring General Manager, the Business Manager, the Front Office Manager, the Programmer, and the Technical Assistant. The President shall also supervise the Human Resources and Services Manager and the Policy & Transition Manager.

CENTRAL STUDENT ASSOCIATION
APPENDIX C – CSA HUMAN RESOURCES POLICY

11. Extension of Staff Contracts

Preamble

It is recognized that certain support staff positions at the CSA have an impact on the overall operations and functioning of the organization. These positions require a significant amount of time for both the organization and employee for training, skill development, and to sustain a specific level of operational capacity. In these situations, it would benefit the CSA to have an employee, upon favourable evauation, remain in their position for longer than a one-year term. In addition, it provides the employee with the opportunity to apply their training, and develop their skills for a longer period of time. This serves to benefit the organization and the employee.

11.1. Extension of Part-Time Staff Contracts

11.1.1. Part-time support staff members who hold a fixed-term contract may have their contract extended. These part-time support staff member positions include: Assistant Returning Officer (ARO), Board Chair, Board Scribe, Chief Returning Officer (CRO) and Front Office Assistant(s).

11.1.2. Contract extensions may be extended for a fixed-term of one (1) year (12 month) period at May 1. A contract may only be extended to the same employee for a maximum of only one (1) additional term. After such time the position will open to a regular hiring process as set out in Section 4 – Hiring, where the employee may re-apply.

11.1.2.1. With exception are the external Board Chair position and Elections Office staff including the Chief Returning Officer (CRO) and Assistant Returning Officer (ARO) as these roles must remain neutral and follow strict conflict of interest requirements. These positions cannot be filled by the same staff member for more than two consecutive fixed-term contracts.

11.1.2.2. If a part-time support staff fixed-term contract employee has been hired mid-term and has worked 50 percent or less of the original hours total, the contract may be extended by twelve (12) months at May 1.

11.1.3. A contract may be extended when a staff member's performance is consistently meeting expectations. This is determined through a favourable evaluation, as outlined in point 11.2. Evaluation.

11.1.4. Following the processes as outlined in points 11.2. Evaluation and 11.3. Decision of the Board, if the Board approves the contract extension, the supervisors of the staff member will meet with the staff member prior to commencing the Winter hiring process, to offer the extension of their contract.

11.1.4.1. An offer of a contract extension does not obligate the staff member to accept continued employment. If the employee chooses to decline the offer, the staff member will continue to the end of their current contract without discrimination. The position will then be filled following the hiring process as outlined in Section 4 – Hiring.

11.1.5. Once the staff member has accepted the contract extension, their extension will be ratified by the CSA Board of Directors no later than the last Board Meeting prior to the end of their current contract.

11.1.5.1. Upon ratification by the Board, the staff member will meet with the Business Manager to confirm their acceptance, and sign a contract that includes the job title, base salary rate, the date of commencement of employment and the term of employment, at a minimum.

11.2. Evaluation

11.2.1. The immediate supervisors and the Executive supervisor will each complete an evaluation of the staff positions as outlined in Section 11.1. Extension of Part-Time Staff Contracts.

11.2.2. The evaluations must be completed by the end of the Fall semester. The evaluations and a recommendation must be submitted to the CSA Board of Directors for the first Board Meeting in January for the Board to review as outlined in Section 11.3. Decision of the Board.

11.3. Decision of the Board

11.3.1. The Board will review the evaluations and recommendation as outlined in point 11.2.2. *in camera* and make a decision. This decision will be recorded outside of *in camera*. The decision of the Board is final.

11.3.1.1. If the Board decision is in favour of extension, the process will be as outlined in points 11.1.4 and 11.1.5.

Commented [C-P&TM6]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

Commented [C-P&TM7]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM8]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM9]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

11.3.1.2. If the Board is against extension, the staff member will continue to the end of their current contract without discrimination. The position will then be filled following the hiring process as outlined in Section 4 – Hiring.

11.4. Extension of Part-Time Staff Contracts Hired Mid-Term

If any part-time fixed-term contract employee has been hired mid-term and has worked 50 percent or less of the original hours total, the contract can be extended by 12 months at May 1 pending a favourable evaluation from their Executive supervisor.

CENTRAL STUDENT ASSOCIATION
APPENDIX F– CLUBS HANDBOOK

Contents

1. Preamble
2. Student Organizational Policy
3. CSA Student Organization Registration
4. CSA Clubs Conduct Tribunal
5. Financial Operation
6. Club Space Policy
7. Operations

CENTRAL STUDENT ASSOCIATION
APPENDIX F– CLUBS HANDBOOK

5. Financial Operation

5.1. General Funding

Accredited clubs on the University of Guelph campus have numerous sources of funding available to them. Each club is responsible for their own financial well-being. Since the CSA needs to monitor the financial well-being of its organization, the CSA requires each club to include detailed financial statements in their Accreditation Application. The Clubs Administrative Coordinator or the Vice President Student Experience will be able to provide some ideas about fund-raising.

5.2. Financial Regulations

Clubs are responsible for their debts. The regulations on financial issues are based upon these considerations.

5.2.1. CSA Accounts

a) Clubs may elect to place more funds in the account and use the account for general financial use.

b) Funds may be accessed by signing officers through the use of a CSA purchase confirmation forms obtained from the Clubs Administrative Coordinator or Business Office.

c) All persons responsible for financial management of the club and the signing of financial transactions must be indicated on the CSA Clubs SOP accreditation form. This includes names, ID numbers, addresses, phone numbers, and sample signatures.

5.2.2. Banking

a) If a club possesses any sort of outside financial account, the following items must be released to the CSA:
- Name of financial institution and the branch address
- Branch transit number and the account number
- Type of account

b) All accounts must be opened in the name of the organization, with the suffix "CSA Accredited Club".

c) All accounts shall require a minimum of two signatures. Any expenses deemed large in comparison with club assets should be made in consultation with the Clubs Administrative Coordinator.

d) All persons responsible for financial management of the club and the signing of financial transactions must be indicated on the CSA Clubs SOP accreditation form. This includes names, ID numbers, addresses, phone numbers, and sample signatures.

5.2.3. Financial Disclosure

a) All clubs shall maintain up-to-date financial records for any financial accounts, including Petty Cash every semester.

b) These records shall be made available to any member of the University of Guelph Community during regular office hours.

c) All clubs shall submit reports of any revenue or expenses over $1000 in a month in the form of a financial statement. Failure to do so will be considered financial mismanagement and grounds for revoking the club's ASO status.

d) The Clubs Administrative Coordinator will maintain records of clubs' financial information, budgets and expense records for up to four (4) semesters.

e) At the discretion of the CSA, any club must provide a photocopy of any account statements.

f) If a club receives funding from any sources outside of its membership, the CSA, and/or other student organizations, the Clubs Administrative Coordinator must be informed. The CSA reserve the right to refuse permission to accept funding from any outside source.

5.2.4. Referendum Questions and Club Student Fees

a) The Clubs Administrative Coordinator shall maintain an archive of all CSA accredited clubs collecting student fees via a referendum question. The archive will include the name of the CSA accredited club, original and modified versions of the referendum questions, preamble from the ballot, the date passed/amended, and the results. This archive will be updated following CSA elections and submitted to the Policy & Transition Manager, Chief Returning Officer (CRO) and Business Manager.

b) CSA accredited clubs may initiate a referendum question process to secure funding for their CSA accredited club or a specific initiative by contacting the CSA Chief Returning Officer (CRO), as per Bylaw 2 Electoral and the CSA Policy Manual, Appendix K – CSA Electoral. The Clubs Administrative Coordinator will provide a financial and accreditation history of the interested CSA accredited club to both the CSA accredited club and the CRO.

Commented [C-P&TM19]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM20]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM21]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

c) The CSA will collect the student fees on behalf of the CSA accredited club and remit them on a semester basis.

d) CSA accredited clubs collecting student fees are responsible for the appropriate use of the monies with respect to the original/modified question and the mandate of the CSA accredited club. Deviation from the mandate without approval from the CSA or mismanagement of the finances (including failure to disclose financial information) could result in the temporary suspension or removal of the fees by the Clubs Conduct Tribunal.

5.2.5. Defunct Club Accounts and the Clubs PDR Policy

a) Any CSA accredited club inactive for three semesters is considered a defunct club at the beginning of the fourth semester of inactivity. The money in the CSA accredited club account at the beginning of the inactive period is held in trust by the CSA. When the CSA accredited club becomes defunct, the money is absorbed into the CSA PDR budget.

b) In situations where a defunct club has accrued debt greater than their liquidated assets, the Finance Committee will review the CSA finances and make a recommendation to the Board as to an appropriate budget line to access to pay the debts.

CENTRAL STUDENT ASSOCIATION
APPENDIX G– COMPULSORY NON-TUITION FEES PROTOCOL

Contents

1. Preamble
2. Compulsory Fees Committee Terms and Conditions
3. Definition of Student Approval

Commented [C-P&TM36]: PBRC Meeting #11 – January 11, 2018. Move preamble to Appendix K, as first point in Referendum section, thereby removing Appendix G. Reword the preamble within Appendix K.

Commented [C-P&TM37]: PBRC Meeting #11 – January 11, 2018. Remove sections 2 and 3. Not our policies.

CENTRAL STUDENT ASSOCIATION
APPENDIX H– CAMPAIGN POLICIES AND PENALTIES

Contents

1. Campaign Regulations
2. List-Serves
3. Campaign Expense Limits

Commented [C-P&TM38]: PBRC Meeting #11 January 11, 2018 – recommendations to combine Appendix H with Appendix K as material overlaps in several areas. Thereby removing Appendix H.

CENTRAL STUDENT ASSOCIATION
APPENDIX G – ELECTIONS APPEALS BOARD

Contents

1. Mandate of the Board
2. Membership of the Board
3. Meetings of the Board

Commented [C-P&TM39]: PBRC Meeting #11 – January 11, 2018. Any reference to "President" changed to "PTM"

CENTRAL STUDENT ASSOCIATION
APPENDIX G – ELECTIONS APPEALS BOARD

1. Mandate of the Board

1.1. The Elections Appeals Board (hereafter known as the EAB) will meet on an as-needed basis to preside over matters regarding ~~minor~~ campaigning infractions on behalf of the Board levied against a candidate, disqualified candidate, rejected nominee, or referendum team.

Commented [C-P&TM40]: PBRC #15 – Feb 28/18

1.2. Any appeals to be discussed following elections week and scheduled meetings of the EAB will be sent directly to the Board of Directors

1.2.1. The EAB will warn the Board of Directors of the possibility of the need for emergency Board meetings to discuss appeals and infractions deemed major during elections week.

1.3. In accordance with Bylaw 2 Section 8 (Penalties for Campaign Infractions), the EAB will not hear any appeals submitted more than 24 hours after the CRO's decision.

Commented [C-P&TM41]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

1.4. The decisions of the Elections Appeals Board shall be considered final and will not be subject to further review.

CENTRAL STUDENT ASSOCIATION
APPENDIX G – ELECTIONS APPEALS BOARD

2. Membership of the Board

2.1. Membership of the Elections Appeals Board will be organized by the Policy and Transition Manager.

2.1.1. The EAB shall consist of:

a) Three Board members, who are not Executives

b) Two general members of the CSA in good standing (excluding CSA Board Members) as per the requirements in Bylaw 1, section 3.

2.2. The Board will nominate and select the Board Members who will sit on EAB as per Roberts' Rules and the Chair's discretion.

2.3. General members of the CSA to sit on the EAB will be selected as follows:

2.3.1. General members of the CSA will be informed of the volunteer opportunity through advertising via mass e-mail and posters to form a volunteer pool.

2.3.2. All interested CSA members shall submit a 150 word statement of interest and CV to be reviewed by the board.

2.3.3. The Bboard will select and ratify CSA members to be on the EAB as per Roberts' Rules and the Chair's discretion

2.4. Advertising to and the selection process of general members of the CSA to sit on the EAB shall take into consideration candidate equity. A candidate who falls within a marginalized group will be selected when that candidate is of comparable qualifications to the other most qualified candidates. Candidate equity will be decided through the optional completion of the Hiring Equity Form posted on the CSA website.

2.5. Membership of the EAB will be reviewed by the CRO and the Policy and Transition Manager at the close of the nomination period for the General Elections, or when needed, to ensure no conflict of interest exists amongst members and candidates.

2.6. The Board of Directors will ratify the membership of the EAB.

Commented [C-P&TM42]: PBRC Meeting #11 – January 11, 2018. Recommendation to move Section 2 to Section 3 (now Section 2).

Commented [C-P&TM43]: PBRC Meeting #11, recommendation.

Commented [C-P&TM44]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM45]: PBRC Meeting #11 recommendation.

Commented [C-P&TM46]: PBRC Meeting #11. Recommendation from Section 2, move to Section 3 (now Section 2).

CENTRAL STUDENT ASSOCIATION
APPENDIX G – ELECTIONS APPEALS BOARD

3. Meetings of the Board

3.1. Quorum for EAB meetings shall be set at four (4) members.

3.2. The EAB will establish regular meeting times prior to campaign and voting periods. The EAB will hold 3 meetings during campaign and voting periods.

3.3. The Policy and Transition Manager shall be responsible for setting meeting times and ensuring that all parties related to the appeal are made aware of meeting times, dates, and locations. The EAB shall meet proactively to be prepared to quickly and efficiently reply to appeals should they arise.

3.4. It is the responsibility of the Policy and Transition Manager to inform the Board of Directors of EAB decisions.

3.5. The candidate or referendum team in question must make their self available and be prepared should the EAB deem it necessary to ask the candidate or referendum team questions.

3.5.1. If extenuating circumstances apply, and a candidate or referendum team cannot attend a meeting of the EAB, notification must be given to the Policy and Transition Manager at least 24 hours before the time of the meeting.

3.5.2. Otherwise, failure to appear may cause the complaint or appeal to be rendered null and void.

Commented [C-P&TM47]: PBRC Meeting #11 recommendation.

Commented [C-P&TM48]: PBRC Meeting #11 recommendation.

Commented [C-P&TM49]: PBRC Meeting #11 recommendation.

CENTRAL STUDENT ASSOCIATION
APPENDIX I~~K~~ – CSA Electoral

Contents

1. Conflict of Interest
2. Roles and Responsibilities of the CSA Elections Office
3. Roles and Responsibilities of the CSA Board and Executive with regard to CSA Elections
4. Nominations
5. Withdrawals of Candidates
6. Referendum
7. Standing Referendum Committee
8. Referendum Fee Schedule & Expenses
9. Referendum Question Petition Collection
10. Ratification of Referendum Questions
11. Responsibilities of Candidates and Referendum Teams
12. All-Candidates Meeting
13. Campaigning
14. Penalties for Infractions
15. Expenses
16. Appeals for C~~R~~EO Decisions
17. Voting Process: Format of Ballots
18. Voting Process: Polling Stations
19. Election Results
20. Ballot Counting Process
21. Auditing/Recounting the Ballots
22. Announcements of the Results
23. Online Elections Contingency Plan

Commented [C-P&TM1]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

CENTRAL STUDENT ASSOCIATION
APPENDIX I K – CSA Electoral

1.0. Conflict of Interest

1.1. A conflict of interest is deemed to be any relationship that a CSA Elections Office staff may have with any electoral candidate or principal in a referendum campaign, which may interfere with the impartial operation of the electoral office.

1.2. The CREO and AREO are expected to declare conflict of interest to their supervisor, who will then report such to the Board of Directors.

1.3. Any member of the organization who feels that the CREO or AREO may have a conflict of interest may report this to the appropriate supervisor, who will then take it to the Board of Directors.

1.4. In the case where a conflict of interest is reported, the Board of Directors will determine whether the perceived conflict merits an alternative process.

1.5. In the case where a conflict of interest is determined to merit action, approvals for all campaign material for the candidate or referendum committee involved, as well as for the other candidates or referendum committee for the same question, will be determined by another CSA Elections Office staff.

1.6. If a conflict of interest is determined to exist for all electoral officers, then approvals will be determined by the CSA Elections Office supervisor.

1.7. If a conflict of interest is identified during or after the voting period, the Board of Directors will immediately begin a review of the electoral period to determine whether such a conflict has disrupted the normal operation of the democratic process, and, if so, what remedy will be undertaken.

Commented [C-P&TM2]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM3]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

Commented [C-P&TM4]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM5]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

CENTRAL STUDENT ASSOCIATION
APPENDIX ~~I~~K – CSA Electoral

2.0. Roles and Responsibilities of the CSA Elections Office

2.1. The role of the CSA Elections Office shall be to conduct CSA elections and by-elections in accordance with CSA Bylaws and Policies and any relevant directives as may from time to time be given by resolution of the Board of Directors; and

2.2. The CREO shall oversee the completion of the AREO's roles and responsibilities; and

2.3. The CREO is responsible for ensuring all relevant by-laws, policies, and University regulations are available to all candidates prior to campaign commencement; and

2.4. The CREO shall obtain a voters list from the University of Guelph Administration in order to verify a voter's identity as well as the voter's respective faculty or college; and

2.5. The CSA Elections Office shall verify the authenticity of nomination signatures or petition signatures; and

2.6. The CSA Elections Office shall securing polling stations or voting spaces on campus; and

2.7. The CSA Elections Office shall prepare and update all applicable forms and ensure that they are available within 10 business days of the Fall semester; and

2.8. The CSA Elections Office shall organize all aspects of the All Candidates Meeting; and

2.9. The CSA Elections Office shall ensure the All Candidates Package is up to date and provided to the Board of Directors; and

2.10. The CSA Elections Office shall be responsible for the approval of all campaigning material; and

2.11. The CSA Elections Office shall adjudicate and provide rulings on complaints filed by during the electoral process; and

2.12. The CSA Elections Office shall prepare any necessary reports for the Board of Directors; and

2.13. The CSA Elections Office shall provide all official correspondence from the CSA Elections Office via email; and

2.14. The CSA Elections Office shall abide by adhere to any other roles and responsibilities laid out in the CREO and AREO approved job descriptions, the CSA Bylaws and Policies and as directed by their supervisor.

Commented [C-P&TM6]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM7]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

Commented [C-P&TM8]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM9]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM10]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM11]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

CENTRAL STUDENT ASSOCIATION
APPENDIX I ~~K~~ – CSA Electoral

3.0. Roles and Responsibilities of the CSA Board and Executive with regard to CSA Elections

~~3.1. The CSA Elections Office, in co-operation with the Vice President Academic, will compile a class schedule of all classes containing at least 100 students.~~

3.12. The Elections Office staff, in collaboration with the President, will create an election campaign strategy to promote the CSA elections during the nomination, campaign and voting periods. This campaign strategy should be submitted to the Board of Directors for information prior to the last board meeting of the semester prior to the commencement of the election process.

3.23. Components of the election campaign strategy may include classroom talks, canvassing students, paneling, online outreach campaigns, poster runs etc.

3.34. Directors and Executives shall aspire to attend any emergency Board meetings during the CSA election period.

3.45. Failure, on the part of Directors, to contribute to the election campaign as directed may lead to disciplinary action in accordance with Bylaw 1 Section 15 (Accountability & Removal From office), at the Board's discretion.

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Commented [C-P&TM12]: PBRC Meeting Jan 25, 2018: remove 3.1. and change subsequent numbering.

Commented [C-P&TM13]: PBRC Meeting Jan 25, 2018

CENTRAL STUDENT ASSOCIATION
APPENDIX I ~~K~~ – CSA Electoral

4.0. Nominations

4.1. Eligibility

4.1.1. Any member deemed in good standing with the CSA is eligible to stand as a candidate for the office of any Executive Officer position, or any non-executive director position, so long as they have been enrolled in a degree program within the current CSA fiscal year. Members in good standing are also eligible to nominate another member as a candidate.

4.1.2. Candidacy is exclusive; members may run for only one elected position within the CSA in an election. If it is the case that a member has been nominated for multiple CSA positions in a given nomination period, they must communicate their desire to withdraw all but one of the nominations to the CR~~E~~O before the end of the nomination period. If such a desire is not communicated before the end of the nomination period, the last submitted nomination will be considered the official nomination and all others will be discarded.

Commented [C-P&TM14]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

4.1.3. For the purpose of General Elections, individuals not registered in the winter semester are considered members in good standing if it can be shown that they were members in good standing in the previous fall semester of the same academic year.

4.1.4. The CR~~E~~O shall submit the names of all valid candidates and the offices they are seeking to the Board of Directors for ratification within seven days of the close of nominations. If the Board of Directors does not meet within seven days of the close of nomination, the Executive Committee is empowered to ratify the list of candidates.

Commented [C-P&TM15]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

4.2. Nomination of Directors

4.2.1. The nomination for any non-executive Board of Directors position must abide by the following rules of procedure:

a) The nominee must declare their interest in collecting nomination signatures on the appropriate form outlined by the CSA Elections office;

b) The nominee must provide a listing of all extra-curricular activities engaged in by the nominee, to allow the CR~~E~~O to make appropriate decisions related to the abuse of other positions the nominee may hold. This list will be kept until the results of the election have been ratified, at which point it shall be destroyed;

Commented [C-P&TM16]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

c) The nominee must collect nomination signatures on the appropriate form outlined by the CSA Elections Office;

d) The nominee must receive a total of 50 verified signatures in support of their candidacy and must be from individuals within your constituency;

e) The nominee shall submit a short statement that the CSA may use in media when promoting all the candidates in the Election, as a link on the electronic ballot and may use at Poll Station locations where appropriate. This statement should be no longer than 150 words;

f) The nominee shall present a refundable deposit of $25.00 in the form of cash, certified cheque or personal cheque.

4.2.2. These items must be completed and all appropriate forms and signatures must be submitted during the prescribed nomination period and prior to the final deadline as stated by the CSA Elections Office.

4.2.3. Nominations received during the nomination period will be kept in confidence until the closing of the nominations period, at which point the CR~~E~~O will announce the list of candidates, upon confirmation of the eligibility of all seconders and nominators.

Commented [C-P&TM17]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

4.2.4. In order to facilitate verification and eligibility, the CR~~E~~O will request a voters list from the registrars office. A nominator's signature, student number as well as confirmation of CSA general membership will be considered verification.

Commented [C-P&TM18]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

4.3. Nomination of Executive Officer

4.3.1. The nomination for any Executive Officer Board of Directors position must abide by the following rules of procedure:

a) The nominee must declare their interest in collecting nomination signatures on the appropriate form outlined by the CSA Elections office;

b) The nominee must provide a listing of all extra-curricular activities engaged in by the nominee, to allow the CR~~E~~O to make appropriate decisions related to the abuse of other positions the nominee may hold. This list will be kept until the results of the election have been ratified, at which point it shall be destroyed;

c) The nominee must collect nomination signatures on the appropriate form outlined by the CSA Elections Office;

d) The nominee must receive a total of 100 verified signatures in support of their candidacy;

e) The nominee shall submit a short statement that the CSA may use in media when promoting all the candidates in the Election, as a link on the electronic ballot and may use at Poll Station locations where appropriate. This statement should be no longer than 150 words;

f) The nominee shall present a refundable deposit of $50.00 in the form of cash, certified cheque or personal cheque.

4.3.2. These items must be completed and all appropriate forms and signatures must be submitted during the prescribed nomination period and prior to the final deadline as stated by the CSA Elections Office.

4.3.3. Nominations received during the nomination period will be kept in confidence until the closing of the nominations period, at which point the CR~~E~~O will announce the list of candidates, upon confirmation of the eligibility of all seconders and nominators.

4.3.4. In order to facilitate verification and eligibility, the CR~~E~~O will request a voters list from the registrar's office. A nominator's signature, student number as well as confirmation of CSA general membership will be considered verification.

Commented [C-P&TM19]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM20]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM21]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

5.0. Withdrawals of Candidates

5.1. A candidate may withdraw their candidacy in a CSA election as long as their withdrawal is in writing and is submitted to and accepted by the CSA Elections Office twenty-four (24) hours before the voting period commences.

CENTRAL STUDENT ASSOCIATION
APPENDIX ~~I~~K – CSA Electoral

6.0. Referendum

Preamble

Referendum questions may be accepted by the CSA Elections Office following the first day of the Fall semester until the last day of classes in the Fall semester.

Along with the CSA's Bylaw 2 and policies outlining criteria for submission of referendum questions to the CSA, the University of Guelph has additional criteria that should also be reviewed. The University of Guelph has protocol for University compulsory non-tuition related ancillary fees. As well, the University outlines the process for fee changes. This information can be found on the University of Guelph's website under Student Affairs, Policies, Compulsory Non-Tuition Fees Protocol.

6.1. Any student group, or member of the undergraduate student body, may submit a Referendum question on the appropriate form outlined by the CSA Elections Office

6.2. Questions concerning the internal structure, organization, and/or operation of the CSA shall be considered in the general election referenda and shall follow the same format as other questions.

6.3. Referendum questions shall be included during the General Elections period.

6.4. Quorum for a referendum question posed to the membership shall be 20% of the general membership.

6.5. A simple majority vote is required for a valid outcome.

6.6. When the CR~~E~~O is presented with any referenda question which would de-ratify, defund, change the funding model (except to increase), or garner opinion on any campus organization's existence, which in previous referenda garnered support and/or funding, the CR~~E~~O must notify said campus organization via email within 24 hours of receiving the question.

6.6.1. Petition signatures may be collected in opposition to the wording of these questions. The purpose of this petition is not to prevent the question from being asked, but to add, remove, or modify the question's preamble. All signatures on such a petition must be verified by the CEO and presented to the CSA Board of Directors.~~signatures may be collected in opposition to the asking of these questions. All signatures on such a petition must be verified by the CREO and presented to the CSA Board of Directors.~~

Commented [C-P&TM22]: PBRC Meeting #11 – January 11, 2018. Move Appendix H preamble to Appendix L, at top of Referendum section.

Commented [C-P&TM23]: PTM recommendation to copy word-for-word from Bylaw 2. Confirmed by PBRC Feb 15/18.

Commented [C-P&TM24]: PTM recommendation. Confirmed by PBRC Feb 15/18.

Commented [C-P&TM25]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM26]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM27]: PBRC Meeting #15 Feb 28

CENTRAL STUDENT ASSOCIATION
APPENDIX I ~~K~~ – CSA Electoral

7.0. Standing Referendum Committee

7.1. A Standing Referendum Committee (SRC) shall be struck by the Board of Directors upon the submission, or knowledge of forthcoming referendum question submissions.

7.2. The SRC shall:

- **a)** Be comprised of the CR~~E~~O and at least two Directors.
- **b)** Receive all submitted referendum questions from the CSA Elections Office.
- **c)** Upon receipt of a referendum question, the SRC shall meet to approve the question and provide any feedback within two weeks.
- **d)** Determine the wording of the referendum question, which must include the current fee paid by students (if any), the proposed increase, and the new fee to be paid.
- **e)** Determine which fee schedule, paid to the CSA, for hosting the referendum question is applicable to the group.

Commented [C-P&TM28]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

8.0. Referendum Fee Schedule & Expenses

8.1. Internal bodies shall pay no election fees. Internal bodies are defined as CSA Clubs, Services, Board Members or Executive Members acting in pursuance of their respective duties.

8.2. Special Status Groups, Primary Student Organizations and all other campus student organizations (including their accredited student organizations) and the general membership of the CSA shall pay no election fees for the use of the CSA Electoral service.

8.3. Each group sponsoring a referendum question shall present a refundable deposit of $50.00 in the form of cash or certified cheque before campaigning can begin.

8.4. A referendum fee of $300 will be billed to any non-student external organizations, university departments and programs using CSA Electoral services.

9.0. Referendum Question Petition Collection

9.1. Once a question has been approved by the SRC, the referendum team shall begin to collect petitions to allow the referendum question to be placed on the ballot.

9.2. Referendum questions which are initiatives of an Executive Officer, Director or Service Coordinator under the supervision of an Executive Officer acting in pursuance of their respective duties is not required to collect signatures, but must be approved at the Board of Directors.

9.3. The collection of petitions for any referendum question must abide by the following rules of procedure:

9.4. Petition signatures must be collected on the appropriate petition collection forms outlined by the CSA Elections Office;

9.5. Petition collection forms must be signed by no less than 10% of the membership to which the proposed fee/or question would apply; and

9.6. Petitioning for signatures shall not be considered campaigning.

10.0. Ratification of Referendum Questions

10.1. The final ratification date for referendum questions will be the last board meeting of the general election nomination period. The board may call an emergency meeting in the last week of the nomination period if necessary.

10.2. The final date for approval will be well-advertised by the CSA Elections Office at least two weeks in advance of the deadline.

10.3. Referendum questions without~~not accompanied by~~ the appropriate amount of signatures can only~~not~~ be approved by the Board of Directors, if~~unless~~ they are initiatives of an Executive Officer, Director, or Service Coordinator acting under the supervision of an Executive Officer in pursuance of their respective duties.

~~**10.4.** Referendum questions approved at the Board of Directors without signatures must be initiatives of an Executive Officer, Director or Service Coordinator acting under the supervision of an Executive Officer in pursuance with their respective duties.~~

10.4~~5~~. In order to consider the modification or reversal of an earlier decision to approve a referendum question, the Board will require the presence of a representative from the approved referendum team at the meeting. The President is responsible for ensuring that sufficient notice is provided to the referendum team and that all reasonable measures were taken to communicate the necessity of the referendum team's presence. If the President is unable to contact a representative from the referendum team, they will report to the Board with the details of such efforts.

10.5~~6~~. There shall be a moratorium on any referenda questions that has failed at a vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1st, after which such questions are free to be posed to the membership again.

Commented [C-P&TM29]: PBRC meeting Jan 25, 2018: remove 10.4. and renumber subsequent sections. Wording changes for 10.3.

CENTRAL STUDENT ASSOCIATION
APPENDIX ~~I~~K – CSA Electoral

11.0. Responsibilities of Candidates and Referendum Teams

11.1. To check their email at least once every 12 hours throughout the campaign period to ensure they are accessible to the CREO. If access to email is not available, the CREO must be informed before the start of the campaign period and alternative arrangements made.

11.2. To be prepared to attend Board meetings, as requested, during the course of elections.

11.3. To attend the All-Candidates Meeting called by the CREO and to participate in any All Candidates Forum(s) & Fairs as hosted by the CSA Elections Office. Penalties for infractions for lack of attendance by a candidate or referendum team are outlined in the CSA Policy Manual, Appendix H Campaign Policies and Penalties.

11.4. To submit all applicable information or forms prescribed and by the designated dates, and recognize that failure to do so may lead to disqualification at the discretion of the CREO.

11.5. No one, whether a member of a registered campaign committee or otherwise, shall disseminate information verbally, electronically or otherwise that is defamatory, potentially libelous or factually incorrect. Campaigners shall act reasonably, responsibly and in good faith.

Commented [C-P&TM30]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM31]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM32]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

12.0. All-Candidates Meeting

12.1. All candidates, or an authorized representative, must attend the All-Candidates Meeting in its entirety or arrange to meet with the ~~CRE~~O in person within twenty-four (24) hours of the meeting.

12.2. For an authorized representative to be valid, they must possess a signed statement from the candidate that the representative has the authority to act on their behalf for the duration of the meeting.

12.3. Any candidate who fails to attend or send an authorized representative to the All-Candidates Meeting or fails to meet with the ~~CRE~~O shall be disqualified from the election.

12.4. The topics at the All-Candidates Meeting shall include, but not limited to:

a) the elections process as outlined in the CSA Bylaws and Policies;

b) the elections schedule; and

c) the duties and functions of the Elections officials.

12.5. Each candidate, or authorized representative, will sign a statement before leaving the meeting that indicates they understand the rules and regulations governing the election process.

12.6. It is the responsibility of each candidate to understand all information provided at the All-Candidates Meeting.

Commented [C-P&TM33]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM34]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

CENTRAL STUDENT ASSOCIATION
APPENDIX I ~~K~~ – CSA Electoral

13.0. Campaigning

13.1. In the interest of protecting the equitable rights of all persons involved in an election campaign, all materials and services used in any campaigns will be monitored by the CR~~E~~O and the AR~~E~~O. Such materials and services will be assessed at standard market rates.

13.1.1. Candidates and referendum teams must submit receipts with a statement of total expenses on the Final Budget Expenditure Form by 4:00pm on the day the polls close.

13.2. All candidates and referendum teams must abide by the following rules relating to conduct and behavior during campaigning and assume responsibility for those campaigning on behalf of candidates or referendum teams. Campaigners are bound by the same rules as candidates.

13.~~2~~. A list of official campaigners for each candidate or referendum team shall be provided to the CR~~E~~O prior to the commencement of campaign period. This list shall remain confidential and is for CSA Elections Office use only.

13.~~3~~. Campaigning for referendum questions may commence no earlier than the first day of the General Elections nomination period.

13.~~4~~. Candidates and referendum teams shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, malicious and/or intentional breach of elections policy, any attempt to undermine the electoral process and misrepresentation of fact. This type of behavior is not permitted and may result in disqualification.

13.6. Candidates must run as individuals, and not as part of a slate. This includes supporting each other's campaigns, sharing campaign materials or campaign team members, endorsing one another, sharing identical platforms, slogans, logos, and symbols, or promoting each other's electoral social media content. This excludes mandatory logos determined by the elections office.

13.~~5~~. No campaigning shall take place before the nomination period and before the start of the campaigning period.

13.~~6~~. Any current member of the Board, staff, volunteers, and committee members of the corporation who decides to run for an elected position shall disassociate from all areas of their position relating to the Elections from the commencement of the nomination period.

13.9. The candidates and referendum teams are responsible for all advertising placed in their name. Each candidate and referendum team is responsible for the removal of all visual aids from the campus before their deposit will be returned.

13.10. Stickers are banned from use for the reason of expensive clean up and repainting of structures.

13.11. All campaigning must be done in accordance with relevant University solicitation regulations.

13.12. No candidate in any CSA election may have more than one poster listing in their name or depicting their image posted on any given poster board or rail.

13.~~13~~7. It is the responsibility of the candidate or referendum team to ensure that all campaign materials and/or advertisements, conform to all policies and regulations of the CSA, and with all municipal, provincial, federal laws.

13.~~14~~8. All campaign material and/or advertisements need approval by the CR~~E~~O in advance of posting or distribution. At minimum print and electronic campaign material must include the name of the candidate (as it is to appear on the ballot), the full name of the position they are a candidate for, and the elections logo provided by the CSA Elections Officer. All submissions made to the CR~~E~~O shall be returned with or without approval within two (2) business days. ~~All campaign material and/or advertisements need approval by the CEO in advance of posting or distribution. All submissions made to the CEO shall be returned with or without approval within two (2) business days.~~

13.~~15~~9. All campaign materials, where feasible, are to contain the following phrase somewhere in plain sight on the material: "Please recycle after the election."

13.~~16~~0. No campaigning of any form is permitted within CSA offices or CSA service areas unless otherwise stated by the CR~~E~~O.

13.~~17~~1. Candidates or referendum teams must receive permission from the presiding professor/lecturer/faculty member(s) prior to campaigning within a classroom.

Commented [C-P&TM35]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM36]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

Commented [C-P&TM37]: PBRC #11 – January 11, 2018. Appendix I, point 1.1.

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Commented [C-P&TM38]: Taken from Appendix H, Section 1, point 1.2.1.

Commented [C-P&TM39]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM40]: PBRC #13 Feb 8/18

Commented [C-P&TM41]: PBRC #11 – January 11, 2018. Appendix I, point 1.3.1.

Commented [C-P&TM42]: PBRC #11. Appendix I, point 1.3.2.

Commented [C-P&TM43]: PBRC #11. Appendix I, point 1.3.3.

Commented [C-P&TM44]: Appendix I, point 1.3.5.

Commented [C-P&TM45]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM46]: PBRC #11. Taken from Appendix I, second sentence of point 1.3.4.

Commented [C-P&TM47]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM48]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

CENTRAL STUDENT ASSOCIATION
APPENDIX I K – CSA Electoral

13.182. Campaigning is not allowed within individual Student Residences or within the Library.

13.19. The use of election campaign funds that are not provided by the CSA to promote a CSA candidate's name, candidacy, or image is forbidden.

13.20. Candidates and referendum teams may rally support from student volunteers to aid them in their campaign efforts, but may not accept donations in kind (printing, materials, supplies) or other financial support.

13.21. Collecting signatures in pursuance of Appendix K, Sections 4 (Nominations) and 9 (Referendum Question Petition Collection) will not be considered -campaigning, and may continue until the applicable forms are received by the Elections Office, at which point, soliciting further signatures will be considered campaigning.

13.2213. Candidates are not entitled to use in their campaign, any service or monies, conferred onto them by virtue of holding any position in any campus organization unless such services would still be available to them otherwise. This includes, but is not limited to, office supplies, equipment, advertising space and staff.

13.2314. Campaigning During Voting Period will be permitted. While campaigning is permitted during the voting period, any candidate found to be interfering with an individual student ballot or the online ballot process will be disqualified.

13.24. With regard to termination to campaigning: campaigning is permitted from the opening of the campaign period up to and including the close of the polls on the final date of voting. There is strictly no campaigning permitted outside the designated campaign period. Failure to abide by this clause may result in immediate disqualification of the candidate or referendum question.

13.25. Listserv

13.25.1. For the purpose of all matters pertaining to elections, Organizational Email Lists shall be defined as any list of emails containing more than five (5) recipients sent by a candidate or by an individual or organization on a candidate's behalf. For the purposes of all matters pertaining to elections, campaign emails shall be defined as any email which contains text promoting a position with respect to a candidate in the election, sent by a candidate or by an individual or organization on a candidate's behalf.

13.25.2. Candidates are permitted to send campaign emails over organizational listservs. It is the responsibility of the group in question to determine, if and in what manner they will permit candidates to use their listserv.

13.25.3. All Organizational Email List emails are to be accounted for in a candidate's or referendum budget. They will be assessed at a rate of $0.04 per recipient.

13.25.4. It is the responsibility of the candidate to determine, with as much accuracy as possible, the approximate population of an Organizational Email List and to make this information available to the CREO prior to the email being sent-out.

13.25.5. All campaign emails are subject to CREO approval before being sent.

Commented [C-P&TM49]: PBRC Meeting #11. Appendix I, point 1.3.6.

Commented [C-P&TM50]: Appendix I, point 1.3.8.

Commented [C-P&TM51]: Appendix I, point 1.3.7.

Commented [C-P&TM52]: Appendix I, point 1.4.

Commented [C-P&TM53]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM54]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM55]: Entire section taken from Appendix I, Section 2 List-Serves.

CENTRAL STUDENT ASSOCIATION
APPENDIX ~~I~~K – CSA Electoral

14.0. Penalties for Infractions

14.1. The CREO is responsible for monitoring candidates and referendum campaigns, and ensuring that referendum campaigns strictly comply with applicable CSA Bylaws and Policies.

14.2. The CREO and AREOs are empowered to levy fines and/or disqualify any candidates or referendum teams for infractions in campaigning and/or failure to meet the prescribed deadlines as stipulated in this policy~~bylaw~~ and the approved All Candidates Package.

14.3. Specific electoral policy guidelines and campaign infractions, outlined in the All Candidates Package, from which the CREO will make their decisions must be adopted by the CSA Board of Directors at a board meeting during the semester during which the election will be held, and prior to the commencement of such election period.

14.4. Infractions will be percentage based and candidates or referendum teams receiving a sum of 100% or greater will be disqualified.

14.5. Failure to comply with applicable CSA bylaws and policies, could result in the invalidation of a referendum or individual's candidacy, as determined by the CREO, per electoral guidelines, outlined in the All Candidates Package, as adopted by the Board of Directors.

14.6. Should a candidate or referendum team receive a penalty for an infraction, they must be contacted within 24hrs of the decision by email, and informed of the infraction and resulting penalty, as well as any available appeal mechanisms.

14.7. In cases of disqualification, the CREO must attempt to contact the candidate or referendum team by both email and phone.

14.8. The CREO must also prepare a statement informing the public of this disqualification within 24 hours of the decision made. It is the responsibility of the President to ensure that this statement is made available on the CSA website.

Commented [C-P&TM56]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM57]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM58]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

Commented [C-P&TM59]: Friendly amendment by PTM as this section no longer in bylaw

Commented [C-P&TM60]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM61]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM62]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM63]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

CENTRAL STUDENT ASSOCIATION
APPENDIX I K – CSA Electoral

15.0. Expenses

15.1. Candidates and referendum teams are responsible for maintaining all receipts for expenses incurred in their campaign, except receipts for printing, done through the CSA, which will be accounted for and added to their final budget by the CSA.

15.2. Candidates and referendum teams must submit receipts with a statement of total expenses on the Final Budget Expenditure ~~applicable final budgetary F~~form by 4:00pm the day~~48 hours after the close of~~ the polls close. ~~(weekends and statutory holidays included).~~ It may be submitted prior to this deadline.

~~**15.3.** All organizations who put forth a referendum question, and candidates shall be obligated to provide an accurate and comprehensive final campaign budget to the CSA Elections Office within 48 hours after the close of the polls (weekends and statutory holidays included).~~

15.34. All organizations or groups who oppose a referendum question and have formed a "no campaign" shall also be obligated to provide an accurate and comprehensive final campaign budget to the CSA Elections Office within 48 hours after the close of the polls (weekends and statutory holidays included).

15.45. The campaign expense limit for Executive candidates is $200.

15.56. The campaign expense limit for Board of Director candidates is $75.

15.67. The campaign expense limit for Referendum teams is $300.

15.7. If a referendum question is sponsored by an Executive, or their fee schedule permits the deposit and expenses shall be covered by the CSA. All referendum teams, regardless of fee schedule will have a campaign expense limit of $300.

15.8. The CSA will bear the expense of all Executive and Board of Director candidate's campaigns.

Commented [C-P&TM64]: PBRC #11 – January 11, 2018. Similar statement as Appendix H, 1.2.1. Copied changes PBRC recommended.

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Commented [C-P&TM65]: PBRC recommendation February 15/18, duplication of point 15.2. Renumber subsequent points.

CENTRAL STUDENT ASSOCIATION

APPENDIX ~~I~~K – CSA Electoral

16.0. Appeals for CREO Decision

Commented [C-P&TM66]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

16.1. The process for appealing a decision made by the CSA Elections Office is as follows:

a) An attempt must be made to address the issue or concerns directly with the CREO;

Commented [C-P&TM67]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

b) If issues cannot be resolved, then the complainant is to complete the applicable appeals form as outlined by the CSA Elections Office and submit it to the President;

c) The President will submit this form to the Electoral Appeals Board; and

d) The Elections Appeals Board (EAB) will then convene within 36 hours to review the complaint and render a decision.

CENTRAL STUDENT ASSOCIATION
APPENDIX I ~~K~~ – CSA Electoral

17.0. Voting Process: Format of Ballots

17.1. Candidate Ballots

a) Each candidate race will appear on a separate ballot sheet;

b) Names of candidates running for the Executive or Board of Directors shall appear on the ballots in the exact form they were ratified by the Board;

c) The order of each candidate name on the ballot will be randomized through the full ballot population;

d) In the case where there is only one candidate running for a Board of Directors or Executive position, the ballot, shall include a "Yes" or "No" option;

e) Each ballot will contain one additional option: "Abstain~~Decline~~", to represent the voter's rejection of the election process respectively; and

f) The CR~~E~~O will ensure that information explaining the "Abstain~~Decline~~" option is posted at each polling station and on the electronic ballot.

17.2. Referendum Question Ballots

a) Referendum question ballots shall include a "Yes" or "No" option;

b) Each ballot will contain one additional option: "Abstain~~Decline~~", to represent the voter's rejection of the election process respectively;

c) Referendum question shall appear on the ballot in the exact format they were ratified by the Board; and

d) Each referendum question will appear on a separate ballot sheet.

18.0. Voting Process: Polling Stations

18.1. There shall be at least one polling station per day during the voting period for any election.

18.2. Polling stations shall at all times be attended by at least two members, duly hired in accordance with applicable CSA temporary help hiring policies.

18.3. Polling stations shall include the following information about each candidate accessible to voters:

a) The name of each candidate, as it appears on the ballot;

b) The position each candidate has been nominated for;

c) The candidate's statement of interest;

d) Information about the "Abstain~~Decline~~" option on the ballot; and

e) Information about how to properly cast your ballot.

Commented [C-P&TM68]: PBRC #15 Feb 28/18

Commented [C-P&TM69]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM70]: PBRC #15 Feb 28/18

Commented [C-P&TM71]: PBRC #15 Feb 28/18

Commented [C-P&TM72]: PBRC #15 Feb 28/18

CENTRAL STUDENT ASSOCIATION
APPENDIX I ~~K~~ – CSA Electoral

19.0. Election Results

19.1. Candidates who receive a majority of votes in favor of their candidacy shall be declared a winner.

19.2. Candidates who undergo a "Yes" or "No" vote, and receive a majority of "Yes" votes shall be declared a winner.

19.3. Should a candidate who is running unopposed receive a majority of "No" votes, this position shall remain vacant and a by-election will be called.

19.4. In the event that a "Abstain~~Decline~~" option records more votes than a winning candidate, a by-election will be called within one month. In the event that a "Decline" option again records more votes than a winning candidate, the candidate with a majority of the remaining votes will still be declared a winner. However, an external review of the election will be initiated, the procedure for which will be decided by the Board. The use of the University of Guelph as an external review body shall not be considered appropriate option by the Board.

19.5. In the event that a "Abstain~~Decline~~" option records more votes than a winning referendum option, that referendum is deemed to have failed, but the moratorium will not be placed on it.

20.0. Ballot Counting Process

20.1. The ballot counting process shall commence no later than 24 hours after the polls officially close.

21.0. Auditing/Recounting the Ballots

21.1. An audit is in reference to the review of the process and results of electronic voting. The audit will include total undergraduate student population, total number of undergraduate students who received a ballot, e-mail addresses which received ballots, e-mail addresses which failed to receive ballots, the number of students who were re-sent ballots, and the total number of times the ballot was e-mailed.

21.2. A recount is in reference to a review of the voting results and a recounting of cast ballots.

21.3. Following the close of the voting period, there shall be a five (5) day audit/recount period.

21.4. The CR~~E~~O may issue a recount of the ballots at any time during the five (5) day audit/recount period at their discretion. However, a candidate may appeal any decision made by the CR~~E~~O by following the appeal procedure outlined in Section 16 of this policy (Appeals for CR~~E~~O decisions).

21.5. An audit and recount will automatically be initiated if the winning candidate or option outperforms the second place candidate or option by less than 3% of total votes cast.

21.6. The CR~~E~~O will accept appeals for an audit/recount during this period following the posting of the results.

21.7. A request for an audit/recount of the ballots must be submitted in writing to the CR~~E~~O within the five (5) day period. A request should state clearly the reasons behind such a request and any and all evidence.

21.8. During the five (5) day audit/recount period following the release of the unofficial results, the Board of Directors may not ratify the election results.

21.9. The Board of Directors will be informed of any request for an audit/recount at the first board meeting after the close of the five (5) day period.

21.10. Successful candidates will only be ratified after this five (5) day period.

21.11. The CR~~E~~O shall send a copy of any audit to the President and the Policy & Transition Manager for archiving purposes. Audit results will be archived for a period of at least 5 years.

Commented [C-P&TM73]: PBRC #15 – Feb 28/18

Commented [C-P&TM74]: PBRC #15 – Feb 28/18

Commented [C-P&TM75]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM76]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM77]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM78]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

21.12. If candidates have further concerns or questions regarding the voting process and audit, they may be put in contact with the third party administering the online elections process in the presence of the CR~~E~~O.

Commented [C-P&TM79]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

22.0. Announcements of the Results

22.1. The CR~~E~~O shall release the election results of the election no later than Noon, on the first business day after the close of the voting period.

Commented [C-P&TM80]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

22.2. The results shall be released to all candidates and referendum teams, and the Board of Directors including the Executive Committee. The results shall also be made available on the CSA website.

22.3. The results of the election shall be advertised as "unofficial" until the Board of Directors ratifies the results.

CENTRAL STUDENT ASSOCIATION
APPENDIX ~~I~~K – CSA Electoral

23.0. Online Elections Contingency Plan

23.1. In the event that the Board of Directors rules that online elections have been ascertainably compromised, or the online polling provider can no longer support, CSA elections must move to the contingency plan outlined in this policy.

23.2. In the event that CSA elections must move to the contingency plan, a mass email must be sent to the CSA membership within 12 hours of the decision for elections to move to the contingency plan. This email shall detail the voting procedure and the details of the contingency plan.

23.3. Voting will be conducted via paper balloting.

23.4. The format of the ballots will be as outlined in Appendix K, Section 17.0.

23.5. The location of polling locations on campus.

23.6. Counting of the ballots will be as outlined below:

a) The ballots shall be counted immediately upon the closing of the polls on the last day of voting;

b) The ballots shall be counted by the CR~~E~~O, the AR~~E~~O, the CR~~E~~O's supervisor, at least two polling clerks;

c) One Scrutineer may be present to represent each of the candidates and each referendum campaign if they so desire, as long as said Scrutineer is not a campaign manager or member of a campaign team; and

d) Recounting of the ballots will be as outlined in Appendix K, Section 21.0.

Commented [C-P&TM81]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM82]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

CENTRAL STUDENT ASSOCIATION
APPENDIX I – CSA Electoral

Contents

1. Conflict of Interest
2. Roles and Responsibilities of the CSA Elections Office
3. Roles and Responsibilities of the CSA Board and Executive with regard to CSA Elections
4. Nominations
5. Withdrawals of Candidates
6. Referendum
7. Standing Referendum Committee
8. Referendum Fee Schedule & Expenses
9. Referendum Question Petition Collection
10. Ratification of Referendum Questions
11. Responsibilities of Candidates and Referendum Teams
12. All-Candidates Meeting
13. Campaigning
14. Penalties for Infractions
15. Expenses
16. Appeals for CRO Decisions
17. Voting Process: Format of Ballots
18. Voting Process: Polling Stations
19. Election Results
20. Ballot Counting Process
21. Auditing/Recounting the Ballots
22. Announcements of the Results
23. Online Elections Contingency Plan

Commented [C-P&TM1]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

CENTRAL STUDENT ASSOCIATION
APPENDIX I – CSA Electoral

1.0. Conflict of Interest

1.1. A conflict of interest is deemed to be any relationship that a CSA Elections Office staff may have with any electoral candidate or principal in a referendum campaign, which may interfere with the impartial operation of the electoral office.

1.2. The CRO and ARO are expected to declare conflict of interest to their supervisor, who will then report such to the Board of Directors.

1.3. Any member of the organization who feels that the CRO or ARO may have a conflict of interest may report this to the appropriate supervisor, who will then take it to the Board of Directors.

1.4. In the case where a conflict of interest is reported, the Board of Directors will determine whether the perceived conflict merits an alternative process.

1.5. In the case where a conflict of interest is determined to merit action, approvals for all campaign material for the candidate or referendum committee involved, as well as for the other candidates or referendum committee for the same question, will be determined by another CSA Elections Office staff.

1.6. If a conflict of interest is determined to exist for all electoral officers, then approvals will be determined by the CSA Elections Office supervisor.

1.7. If a conflict of interest is identified during or after the voting period, the Board of Directors will immediately begin a review of the electoral period to determine whether such a conflict has disrupted the normal operation of the democratic process, and, if so, what remedy will be undertaken.

Commented [C-P&TM2]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM3]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

Commented [C-P&TM4]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM5]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

CENTRAL STUDENT ASSOCIATION
APPENDIX I – CSA Electoral

2.0. Roles and Responsibilities of the CSA Elections Office

2.1. The role of the CSA Elections Office shall be to conduct CSA elections and by-elections in accordance with CSA Bylaws and Policies and any relevant directives as may from time to time be given by resolution of the Board of Directors; and

2.2. The CRO shall oversee the completion of the ARO's roles and responsibilities; and

2.3. The CRO is responsible for ensuring all relevant by-laws, policies, and University regulations are available to all candidates prior to campaign commencement; and

2.4. The CRO shall obtain a voters list from the University of Guelph Administration in order to verify a voter's identity as well as the voter's respective faculty or college; and

2.5. The CSA Elections Office shall verify the authenticity of nomination signatures or petition signatures; and

2.6. The CSA Elections Office shall securing polling stations or voting spaces on campus; and

2.7. The CSA Elections Office shall prepare and update all applicable forms and ensure that they are available within 10 business days of the Fall semester; and

2.8. The CSA Elections Office shall organize all aspects of the All Candidates Meeting; and

2.9. The CSA Elections Office shall ensure the All Candidates Package is up to date and provided to the Board of Directors; and

2.10. The CSA Elections Office shall be responsible for the approval of all campaigning material; and

2.11. The CSA Elections Office shall adjudicate and provide rulings on complaints filed by during the electoral process; and

2.12. The CSA Elections Office shall prepare any necessary reports for the Board of Directors; and

2.13. The CSA Elections Office shall provide all official correspondence from the CSA Elections Office via email; and

2.14. The CSA Elections Office shall abide by adhere to any other roles and responsibilities laid out in the CRO and ARO approved job descriptions, the CSA Bylaws and Policies and as directed by their supervisor.

Commented [C-P&TM6]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM7]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

Commented [C-P&TM8]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM9]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM10]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM11]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

CENTRAL STUDENT ASSOCIATION
APPENDIX I – CSA Electoral

3.0. Roles and Responsibilities of the CSA Board and Executive with regard to CSA Elections

3.1. The Elections Office staff, in collaboration with the President, will create an election campaign strategy to promote the CSA elections during the nomination, campaign and voting periods. This campaign strategy should be submitted to the Board of Directors for information prior to the last board meeting of the semester prior to the commencement of the election process.

3.2. Components of the election campaign strategy may include classroom talks, canvassing students, paneling, online outreach campaigns, poster runs etc.

3.3. Directors and Executives shall aspire to attend any emergency Board meetings during the CSA election period.

3.4. Failure, on the part of Directors, to contribute to the election campaign as directed may lead to disciplinary action in accordance with Bylaw 1 Section 15 (Accountability & Removal From office), at the Board's discretion.

Commented [C-P&TM12]: PBRC Meeting Jan 25, 2018: remove 3.1. and change subsequent numbering.

Commented [C-P&TM13]: PBRC Meeting Jan 25, 2018

CENTRAL STUDENT ASSOCIATION
APPENDIX I – CSA Electoral

4.0. Nominations

4.1. Eligibility

4.1.1. Any member deemed in good standing with the CSA is eligible to stand as a candidate for the office of any Executive Officer position, or any non-executive director position, so long as they have been enrolled in a degree program within the current CSA fiscal year. Members in good standing are also eligible to nominate another member as a candidate.

4.1.2. Candidacy is exclusive; members may run for only one elected position within the CSA in an election. If it is the case that a member has been nominated for multiple CSA positions in a given nomination period, they must communicate their desire to withdraw all but one of the nominations to the CRO before the end of the nomination period. If such a desire is not communicated before the end of the nomination period, the last submitted nomination will be considered the official nomination and all others will be discarded.

Commented [C-P&TM14]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

4.1.3. For the purpose of General Elections, individuals not registered in the winter semester are considered members in good standing if it can be shown that they were members in good standing in the previous fall semester of the same academic year.

4.1.4. The CRO shall submit the names of all valid candidates and the offices they are seeking to the Board of Directors for ratification within seven days of the close of nominations. If the Board of Directors does not meet within seven days of the close of nomination, the Executive Committee is empowered to ratify the list of candidates.

Commented [C-P&TM15]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

4.2. Nomination of Directors

4.2.1. The nomination for any non-executive Board of Directors position must abide by the following rules of procedure:

a) The nominee must declare their interest in collecting nomination signatures on the appropriate form outlined by the CSA Elections office;

b) The nominee must provide a listing of all extra-curricular activities engaged in by the nominee, to allow the CRO to make appropriate decisions related to the abuse of other positions the nominee may hold. This list will be kept until the results of the election have been ratified, at which point it shall be destroyed;

Commented [C-P&TM16]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

c) The nominee must collect nomination signatures on the appropriate form outlined by the CSA Elections Office;

d) The nominee must receive a total of 50 verified signatures in support of their candidacy and must be from individuals within your constituency;

e) The nominee shall submit a short statement that the CSA may use in media when promoting all the candidates in the Election, as a link on the electronic ballot and may use at Poll Station locations where appropriate. This statement should be no longer than 150 words;

f) The nominee shall present a refundable deposit of $25.00 in the form of cash, certified cheque or personal cheque.

4.2.2. These items must be completed and all appropriate forms and signatures must be submitted during the prescribed nomination period and prior to the final deadline as stated by the CSA Elections Office.

4.2.3. Nominations received during the nomination period will be kept in confidence until the closing of the nominations period, at which point the CRO will announce the list of candidates, upon confirmation of the eligibility of all seconders and nominators.

Commented [C-P&TM17]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

4.2.4. In order to facilitate verification and eligibility, the CRO will request a voters list from the registrars office. A nominator's signature, student number as well as confirmation of CSA general membership will be considered verification.

Commented [C-P&TM18]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

CENTRAL STUDENT ASSOCIATION
APPENDIX I – CSA Electoral

4.3. Nomination of Executive Officer

4.3.1. The nomination for any Executive Officer Board of Directors position must abide by the following rules of procedure:

a) The nominee must declare their interest in collecting nomination signatures on the appropriate form outlined by the CSA Elections office;

b) The nominee must provide a listing of all extra-curricular activities engaged in by the nominee, to allow the CRO to make appropriate decisions related to the abuse of other positions the nominee may hold. This list will be kept until the results of the election have been ratified, at which point it shall be destroyed;

c) The nominee must collect nomination signatures on the appropriate form outlined by the CSA Elections Office;

d) The nominee must receive a total of 100 verified signatures in support of their candidacy;

e) The nominee shall submit a short statement that the CSA may use in media when promoting all the candidates in the Election, as a link on the electronic ballot and may use at Poll Station locations where appropriate. This statement should be no longer than 150 words;

f) The nominee shall present a refundable deposit of $50.00 in the form of cash, certified cheque or personal cheque.

4.3.2. These items must be completed and all appropriate forms and signatures must be submitted during the prescribed nomination period and prior to the final deadline as stated by the CSA Elections Office.

4.3.3. Nominations received during the nomination period will be kept in confidence until the closing of the nominations period, at which point the CRO will announce the list of candidates, upon confirmation of the eligibility of all seconders and nominators.

4.3.4. In order to facilitate verification and eligibility, the CRO will request a voters list from the registrar's office. A nominator's signature, student number as well as confirmation of CSA general membership will be considered verification.

Commented [C-P&TM19]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM20]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM21]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

CENTRAL STUDENT ASSOCIATION
APPENDIX I – CSA Electoral

5.0. Withdrawals of Candidates

5.1. A candidate may withdraw their candidacy in a CSA election as long as their withdrawal is in writing and is submitted to and accepted by the CSA Elections Office twenty-four (24) hours before the voting period commences.

CENTRAL STUDENT ASSOCIATION
APPENDIX I – CSA Electoral

6.0. Referendum

Preamble

Referendum questions may be accepted by the CSA Elections Office following the first day of the Fall semester until the last day of classes in the Fall semester.

Along with the CSA's Bylaw 2 and policies outlining criteria for submission of referendum questions to the CSA, the University of Guelph has additional criteria that should also be reviewed. The University of Guelph has protocol for University compulsory non-tuition related ancillary fees. As well, the University outlines the process for fee changes. This information can be found on the University of Guelph's website under Student Affairs, Policies, Compulsory Non-Tuition Fees Protocol.

6.1. Any student group, or member of the undergraduate student body, may submit a Referendum question on the appropriate form outlined by the CSA Elections Office

6.2. Questions concerning the internal structure, organization, and/or operation of the CSA shall be considered in the general election referenda and shall follow the same format as other questions.

6.3. Referendum questions shall be included during the General Elections period.

6.4. Quorum for a referendum question posed to the membership shall be 20% of the general membership.

6.5. A simple majority vote is required for a valid outcome.

6.6. When the CRO is presented with any referenda question which would de-ratify, defund, change the funding model (except to increase), or garner opinion on any campus organization's existence, which in previous referenda garnered support and/or funding, the CRO must notify said campus organization via email within 24 hours of receiving the question.

6.6.1. Petition signatures may be collected in opposition to the wording of these questions. The purpose of this petition is not to prevent the question from being asked, but to add, remove, or modify the question's preamble. All signatures on such a petition must be verified by the CEO and presented to the CSA Board of Directors.

Commented [C-P&TM22]: PBRC Meeting #11 – January 11, 2018. Move Appendix H preamble to Appendix L, at top of Referendum section.

Commented [C-P&TM23]: PTM recommendation to copy word-for-word from Bylaw 2. Confirmed by PBRC Feb 15/18.

Commented [C-P&TM24]: PTM recommendation. Confirmed by PBRC Feb 15/18.

Commented [C-P&TM25]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM26]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM27]: PBRC Meeting #15 Feb 28

CENTRAL STUDENT ASSOCIATION
APPENDIX I – CSA Electoral

7.0. Standing Referendum Committee

7.1. A Standing Referendum Committee (SRC) shall be struck by the Board of Directors upon the submission, or knowledge of forthcoming referendum question submissions.

7.2. The SRC shall:

a) Be comprised of the CRO and at least two Directors.

b) Receive all submitted referendum questions from the CSA Elections Office.

c) Upon receipt of a referendum question, the SRC shall meet to approve the question and provide any feedback within two weeks.

d) Determine the wording of the referendum question, which must include the current fee paid by students (if any), the proposed increase, and the new fee to be paid.

e) Determine which fee schedule, paid to the CSA, for hosting the referendum question is applicable to the group.

Commented [C-P&TM28]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

8.0. Referendum Fee Schedule & Expenses

8.1. Internal bodies shall pay no election fees. Internal bodies are defined as CSA Clubs, Services, Board Members or Executive Members acting in pursuance of their respective duties.

8.2. Special Status Groups, Primary Student Organizations and all other campus student organizations (including their accredited student organizations) and the general membership of the CSA shall pay no election fees for the use of the CSA Electoral service.

8.3. Each group sponsoring a referendum question shall present a refundable deposit of $50.00 in the form of cash or certified cheque before campaigning can begin.

8.4. A referendum fee of $300 will be billed to any non-student external organizations, university departments and programs using CSA Electoral services.

9.0. Referendum Question Petition Collection

9.1. Once a question has been approved by the SRC, the referendum team shall begin to collect petitions to allow the referendum question to be placed on the ballot.

9.2. Referendum questions which are initiatives of an Executive Officer, Director or Service Coordinator under the supervision of an Executive Officer acting in pursuance of their respective duties is not required to collect signatures, but must be approved at the Board of Directors.

9.3. The collection of petitions for any referendum question must abide by the following rules of procedure:

9.4. Petition signatures must be collected on the appropriate petition collection forms outlined by the CSA Elections Office;

9.5. Petition collection forms must be signed by no less than 10% of the membership to which the proposed fee/or question would apply; and

9.6. Petitioning for signatures shall not be considered campaigning.

CENTRAL STUDENT ASSOCIATION
APPENDIX I – CSA Electoral

10.0. Ratification of Referendum Questions

10.1. The final ratification date for referendum questions will be the last board meeting of the general election nomination period. The board may call an emergency meeting in the last week of the nomination period if necessary.

10.2. The final date for approval will be well-advertised by the CSA Elections Office at least two weeks in advance of the deadline.

10.3. Referendum questions without the appropriate amount of signatures can only be approved by the Board of Directors, if they are initiatives of an Executive Officer, Director, or Service Coordinator acting under the supervision of an Executive Officer in pursuance of their respective duties.

10.4. In order to consider the modification or reversal of an earlier decision to approve a referendum question, the Board will require the presence of a representative from the approved referendum team at the meeting. The President is responsible for ensuring that sufficient notice is provided to the referendum team and that all reasonable measures were taken to communicate the necessity of the referendum team's presence. If the President is unable to contact a representative from the referendum team, they will report to the Board with the details of such efforts.

10.5. There shall be a moratorium on any referenda questions that has failed at a vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1st, after which such questions are free to be posed to the membership again.

Commented [C-P&TM29]: PBRC meeting Jan 25, 2018: remove 10.4. and renumber subsequent sections. Wording changes for 10.3.

CENTRAL STUDENT ASSOCIATION
APPENDIX I – CSA Electoral

11.0. Responsibilities of Candidates and Referendum Teams

11.1. To check their email at least once every 12 hours throughout the campaign period to ensure they are accessible to the CRO. If access to email is not available, the CRO must be informed before the start of the campaign period and alternative arrangements made.

11.2. To be prepared to attend Board meetings, as requested, during the course of elections.

11.3. To attend the All-Candidates Meeting called by the CRO and to participate in any All Candidates Forum(s) & Fairs as hosted by the CSA Elections Office. Penalties for infractions for lack of attendance by a candidate or referendum team are outlined in the CSA Policy Manual, Appendix H Campaign Policies and Penalties.

11.4. To submit all applicable information or forms prescribed and by the designated dates, and recognize that failure to do so may lead to disqualification at the discretion of the CRO.

11.5. No one, whether a member of a registered campaign committee or otherwise, shall disseminate information verbally, electronically or otherwise that is defamatory, potentially libelous or factually incorrect. Campaigners shall act reasonably, responsibly and in good faith.

Commented [C-P&TM30]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM31]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM32]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

CENTRAL STUDENT ASSOCIATION
APPENDIX I – CSA Electoral

12.0. All-Candidates Meeting

12.1. All candidates, or an authorized representative, must attend the All-Candidates Meeting in its entirety or arrange to meet with the CRO in person within twenty-four (24) hours of the meeting.

12.2. For an authorized representative to be valid, they must possess a signed statement from the candidate that the representative has the authority to act on their behalf for the duration of the meeting.

12.3. Any candidate who fails to attend or send an authorized representative to the All-Candidates Meeting or fails to meet with the CRO shall be disqualified from the election.

12.4. The topics at the All-Candidates Meeting shall include, but not limited to:

a) the elections process as outlined in the CSA Bylaws and Policies;

b) the elections schedule; and

c) the duties and functions of the Elections officials.

12.5. Each candidate, or authorized representative, will sign a statement before leaving the meeting that indicates they understand the rules and regulations governing the election process.

12.6. It is the responsibility of each candidate to understand all information provided at the All-Candidates Meeting.

Commented [C-P&TM33]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM34]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

CENTRAL STUDENT ASSOCIATION
APPENDIX I – CSA Electoral

13.0. Campaigning

13.1. In the interest of protecting the equitable rights of all persons involved in an election campaign, all materials and services used in any campaigns will be monitored by the CRO and the ARO. Such materials and services will be assessed at standard market rates.

13.1.1. Candidates and referendum teams must submit receipts with a statement of total expenses on the Final Budget Expenditure Form by 4:00pm on the day the polls close.

13.2. All candidates and referendum teams must abide by the following rules relating to conduct and behavior during campaigning and assume responsibility for those campaigning on behalf of candidates or referendum teams. Campaigners are bound by the same rules as candidates.

13.3. A list of official campaigners for each candidate or referendum team shall be provided to the CRO prior to the commencement of campaign period. This list shall remain confidential and is for CSA Elections Office use only.

13.4. Campaigning for referendum questions may commence no earlier than the first day of the General Elections nomination period.

13.5. Candidates and referendum teams shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, malicious and/or intentional breach of elections policy, any attempt to undermine the electoral process and misrepresentation of fact. This type of behavior is not permitted and may result in disqualification.

13.6. Candidates must run as individuals, and not as part of a slate. This includes supporting each other's campaigns, sharing campaign materials or campaign team members, endorsing one another, sharing identical platforms, slogans, logos, and symbols, or promoting each other's electoral social media content. This excludes mandatory logos determined by the elections office.

13.7. No campaigning shall take place before the nomination period and before the start of the campaigning period.

13.8. Any current member of the Board, staff, volunteers, and committee members of the corporation who decides to run for an elected position shall disassociate from all areas of their position relating to the Elections from the commencement of the nomination period.

13.9. The candidates and referendum teams are responsible for all advertising placed in their name. Each candidate and referendum team is responsible for the removal of all visual aids from the campus before their deposit will be returned.

13.10. Stickers are banned from use for the reason of expensive clean up and repainting of structures.

13.11. All campaigning must be done in accordance with relevant University solicitation regulations.

13.12. No candidate in any CSA election may have more than one poster listing in their name or depicting their image posted on any given poster board or rail.

13.13. It is the responsibility of the candidate or referendum team to ensure that all campaign materials and/or advertisements, conform to all policies and regulations of the CSA, and with all municipal, provincial, federal laws.

13.14. All campaign material and/or advertisements need approval by the CRO in advance of posting or distribution. At minimum print and electronic campaign material must include the name of the candidate (as it is to appear on the ballot), the full name of the position they are a candidate for, and the elections logo provided by the CSA Elections Officer. All submissions made to the CRO shall be returned with or without approval within two (2) business days.

13.15. All campaign materials, where feasible, are to contain the following phrase somewhere in plain sight on the material: "Please recycle after the election."

13.16. No campaigning of any form is permitted within CSA offices or CSA service areas unless otherwise stated by the CRO.

13.17. Candidates or referendum teams must receive permission from the presiding professor/lecturer/faculty member(s) prior to campaigning within a classroom.

13.18. Campaigning is not allowed within individual Student Residences or within the Library.

13.19. The use of election campaign funds that are not provided by the CSA to promote a CSA candidate's name, candidacy, or image is forbidden.

Commented [C-P&TM35]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM36]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

Commented [C-P&TM37]: PBRC #11 – January 11, 2018. Appendix I, point 1.1.

Commented [C-P&TM38]: Taken from Appendix H, Section 1, point 1.2.1.

Commented [C-P&TM39]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM40]: PBRC #13 Feb 8/18

Commented [C-P&TM41]: PBRC #11 – January 11, 2018. Appendix I, point 1.3.1.

Commented [C-P&TM42]: PBRC #11. Appendix I, point 1.3.2.

Commented [C-P&TM43]: PBRC #11. Appendix I, point 1.3.3.

Commented [C-P&TM44]: Appendix I, point 1.3.5.

Commented [C-P&TM45]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM46]: PBRC #11. Taken from Appendix I, second sentence of point 1.3.4.

Commented [C-P&TM47]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM48]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM49]: PBRC Meeting #11. Appendix I, point 1.3.6.

CENTRAL STUDENT ASSOCIATION
APPENDIX I – CSA Electoral

13.20. Candidates and referendum teams may rally support from student volunteers to aid them in their campaign efforts, but may not accept donations in kind (printing, materials, supplies) or other financial support.

13.21. Collecting signatures in pursuance of Appendix K, Sections 4 (Nominations) and 9 (Referendum Question Petition Collection) will not be considered campaigning, and may continue until the applicable forms are received by the Elections Office, at which point, soliciting further signatures will be considered campaigning.

13.22. Candidates are not entitled to use in their campaign, any service or monies, conferred onto them by virtue of holding any position in any campus organization unless such services would still be available to them otherwise. This includes, but is not limited to, office supplies, equipment, advertising space and staff.

13.23. Campaigning During Voting Period will be permitted. While campaigning is permitted during the voting period, any candidate found to be interfering with an individual student ballot or the online ballot process will be disqualified.

13.24. . With regard to termination to campaigning: campaigning is permitted from the opening of the campaign period up to and including the close of the polls on the final date of voting. There is strictly no campaigning permitted outside the designated campaign period. Failure to abide by this clause may result in immediate disqualification of the candidate or referendum question.

13.25. Listserv

13.25.1. For the purpose of all matters pertaining to elections, Organizational Email Lists shall be defined as any list of emails containing more than five (5) recipients sent by a candidate or by an individual or organization on a candidate's behalf. For the purposes of all matters pertaining to elections, campaign emails shall be defined as any email which contains text promoting a position with respect to a candidate in the election, sent by a candidate or by an individual or organization on a candidate's behalf.

13.25.2. Candidates are permitted to send campaign emails over organizational listservs. It is the responsibility of the group in question to determine, if and in what manner they will permit candidates to use their listserv.

13.25.3. All Organizational Email List emails are to be accounted for in a candidate's or referendum budget. They will be assessed at a rate of $0.04 per recipient.

13.25.4. It is the responsibility of the candidate to determine, with as much accuracy as possible, the approximate population of an Organizational Email List and to make this information available to the CRO prior to the email being sent-out.

13.25.5. All campaign emails are subject to CRO approval before being sent.

Commented [C-P&TM50]: Appendix I, point 1.3.8.

Commented [C-P&TM51]: Appendix I, point 1.3.7.

Commented [C-P&TM52]: Appendix I, point 1.4.

Commented [C-P&TM53]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM54]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM55]: Entire section taken from Appendix I, Section 2 List-Serves.

CENTRAL STUDENT ASSOCIATION
APPENDIX I – CSA Electoral

14.0. Penalties for Infractions

14.1. The CRO is responsible for monitoring candidates and referendum campaigns, and ensuring that referendum campaigns strictly comply with applicable CSA Bylaws and Policies.

14.2. The CRO and AROs are empowered to levy fines and/or disqualify any candidates or referendum teams for infractions in campaigning and/or failure to meet the prescribed deadlines as stipulated in this policy and the approved All Candidates Package.

14.3. Specific electoral policy guidelines and campaign infractions, outlined in the All Candidates Package, from which the CRO will make their decisions must be adopted by the CSA Board of Directors at a board meeting during the semester during which the election will be held, and prior to the commencement of such election period.

14.4. Infractions will be percentage based and candidates or referendum teams receiving a sum of 100% or greater will be disqualified.

14.5. Failure to comply with applicable CSA bylaws and policies, could result in the invalidation of a referendum or individual's candidacy, as determined by the CRO, per electoral guidelines, outlined in the All Candidates Package, as adopted by the Board of Directors.

14.6. Should a candidate or referendum team receive a penalty for an infraction, they must be contacted within 24hrs of the decision by email, and informed of the infraction and resulting penalty, as well as any available appeal mechanisms.

14.7. In cases of disqualification, the CRO must attempt to contact the candidate or referendum team by both email and phone.

14.8. The CRO must also prepare a statement informing the public of this disqualification within 24 hours of the decision made. It is the responsibility of the President to ensure that this statement is made available on the CSA website.

Commented [C-P&TM56]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM57]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM58]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

Commented [C-P&TM59]: Friendly amendment by PTM as this section no longer in bylaw

Commented [C-P&TM60]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM61]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM62]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM63]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

CENTRAL STUDENT ASSOCIATION
APPENDIX I – CSA Electoral

15.0. Expenses

15.1. Candidates and referendum teams are responsible for maintaining all receipts for expenses incurred in their campaign, except receipts for printing, done through the CSA, which will be accounted for and added to their final budget by the CSA.

15.2. Candidates and referendum teams must submit receipts with a statement of total expenses on the Final Budget Expenditure Form by 4:00pm the day the polls close. It may be submitted prior to this deadline.

15.3. All organizations or groups who oppose a referendum question and have formed a "no campaign" shall also be obligated to provide an accurate and comprehensive final campaign budget to the CSA Elections Office within 48 hours after the close of the polls (weekends and statutory holidays included).

15.4. The campaign expense limit for Executive candidates is $200.

15.5. The campaign expense limit for Board of Director candidates is $75.

15.6. The campaign expense limit for Referendum teams is $300.

15.7. If a referendum question is sponsored by an Executive, or their fee schedule permits the deposit and expenses shall be covered by the CSA. All referendum teams, regardless of fee schedule will have a campaign expense limit of $300.

15.8. The CSA will bear the expense of all Executive and Board of Director candidate's campaigns.

Commented [C-P&TM64]: PBRC #11 – January 11, 2018. Similar statement as Appendix H, 1.2.1. Copied changes PBRC recommended.

Commented [C-P&TM65]: PBRC recommendation February 15/18, duplication of point 15.2. Renumber subsequent points.

CENTRAL STUDENT ASSOCIATION
APPENDIX I – CSA Electoral

16.0. Appeals for CRO Decision

Commented [C-P&TM66]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

16.1. The process for appealing a decision made by the CSA Elections Office is as follows:

a) An attempt must be made to address the issue or concerns directly with the CRO;

Commented [C-P&TM67]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

b) If issues cannot be resolved, then the complainant is to complete the applicable appeals form as outlined by the CSA Elections Office and submit it to the President;

c) The President will submit this form to the Electoral Appeals Board; and

d) The Elections Appeals Board (EAB) will then convene within 36 hours to review the complaint and render a decision.

CENTRAL STUDENT ASSOCIATION
APPENDIX I – CSA Electoral

17.0. Voting Process: Format of Ballots

17.1. Candidate Ballots

a) Each candidate race will appear on a separate ballot sheet;

b) Names of candidates running for the Executive or Board of Directors shall appear on the ballots in the exact form they were ratified by the Board;

c) The order of each candidate name on the ballot will be randomized through the full ballot population;

d) In the case where there is only one candidate running for a Board of Directors or Executive position, the ballot, shall include a "Yes" or "No" option;

e) Each ballot will contain one additional option: "Abstain", to represent the voter's rejection of the election process respectively; and

f) The CRO will ensure that information explaining the "Abstain" option is posted at each polling station and on the electronic ballot.

17.2. Referendum Question Ballots

a) Referendum question ballots shall include a "Yes" or "No" option;

b) Each ballot will contain one additional option: "Abstain", to represent the voter's rejection of the election process respectively;

c) Referendum question shall appear on the ballot in the exact format they were ratified by the Board; and

d) Each referendum question will appear on a separate ballot sheet.

18.0. Voting Process: Polling Stations

18.1. There shall be at least one polling station per day during the voting period for any election.

18.2. Polling stations shall at all times be attended by at least two members, duly hired in accordance with applicable CSA temporary help hiring policies.

18.3. Polling stations shall include the following information about each candidate accessible to voters:

a) The name of each candidate, as it appears on the ballot;

b) The position each candidate has been nominated for;

c) The candidate's statement of interest;

d) Information about the "Abstain" option on the ballot; and

e) Information about how to properly cast your ballot.

Commented [C-P&TM68]: PBRC #15 Feb 28/18

Commented [C-P&TM69]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM70]: PBRC #15 Feb 28/18

Commented [C-P&TM71]: PBRC #15 Feb 28/18

Commented [C-P&TM72]: PBRC #15 Feb 28/18

CENTRAL STUDENT ASSOCIATION
APPENDIX I – CSA Electoral

19.0. Election Results

19.1. Candidates who receive a majority of votes in favor of their candidacy shall be declared a winner.

19.2. Candidates who undergo a "Yes" or "No" vote, and receive a majority of "Yes" votes shall be declared a winner.

19.3. Should a candidate who is running unopposed receive a majority of "No" votes, this position shall remain vacant and a by-election will be called.

19.4. In the event that a "Abstain" option records more votes than a winning candidate, a by-election will be called within one month. In the event that a "Decline" option again records more votes than a winning candidate, the candidate with a majority of the remaining votes will still be declared a winner. However, an external review of the election will be initiated, the procedure for which will be decided by the Board. The use of the University of Guelph as an external review body shall not be considered appropriate option by the Board.

Commented [C-P&TM73]: PBRC #15 – Feb 28/18

19.5. In the event that a "Abstain" option records more votes than a winning referendum option, that referendum is deemed to have failed, but the moratorium will not be placed on it.

Commented [C-P&TM74]: PBRC #15 – Feb 28/18

20.0. Ballot Counting Process

20.1. The ballot counting process shall commence no later than 24 hours after the polls officially close.

21.0. Auditing/Recounting the Ballots

21.1. An audit is in reference to the review of the process and results of electronic voting. The audit will include total undergraduate student population, total number of undergraduate students who received a ballot, e-mail addresses which received ballots, e-mail addresses which failed to receive ballots, the number of students who were re-sent ballots, and the total number of times the ballot was e-mailed.

21.2. A recount is in reference to a review of the voting results and a recounting of cast ballots.

21.3. Following the close of the voting period, there shall be a five (5) day audit/recount period.

21.4. The CRO may issue a recount of the ballots at any time during the five (5) day audit/recount period at their discretion. However, a candidate may appeal any decision made by the CRO by following the appeal procedure outlined in Section 16 of this policy (Appeals for CRO decisions).

Commented [C-P&TM75]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

21.5. An audit and recount will automatically be initiated if the winning candidate or option outperforms the second place candidate or option by less than 3% of total votes cast.

21.6. The CRO will accept appeals for an audit/recount during this period following the posting of the results.

Commented [C-P&TM76]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

21.7. A request for an audit/recount of the ballots must be submitted in writing to the CRO within the five (5) day period. A request should state clearly the reasons behind such a request and any and all evidence.

Commented [C-P&TM77]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

21.8. During the five (5) day audit/recount period following the release of the unofficial results, the Board of Directors may not ratify the election results.

21.9. The Board of Directors will be informed of any request for an audit/recount at the first board meeting after the close of the five (5) day period.

21.10. Successful candidates will only be ratified after this five (5) day period.

21.11. The CRO shall send a copy of any audit to the President and the Policy & Transition Manager for archiving purposes. Audit results will be archived for a period of at least 5 years.

Commented [C-P&TM78]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

21.12. If candidates have further concerns or questions regarding the voting process and audit, they may be put in contact with the third party administering the online elections process in the presence of the CRO.

Commented [C-P&TM79]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

22.0. Announcements of the Results

22.1. The CRO shall release the election results of the election no later than Noon, on the first business day after the close of the voting period.

Commented [C-P&TM80]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

22.2. The results shall be released to all candidates and referendum teams, and the Board of Directors including the Executive Committee. The results shall also be made available on the CSA website.

22.3. The results of the election shall be advertised as "unofficial" until the Board of Directors ratifies the results.

23.0. Online Elections Contingency Plan

23.1. In the event that the Board of Directors rules that online elections have been ascertainably compromised, or the online polling provider can no longer support, CSA elections must move to the contingency plan outlined in this policy.

23.2. In the event that CSA elections must move to the contingency plan, a mass email must be sent to the CSA membership within 12 hours of the decision for elections to move to the contingency plan. This email shall detail the voting procedure and the details of the contingency plan.

23.3. Voting will be conducted via paper balloting.

23.4. The format of the ballots will be as outlined in Appendix K, Section 17.0.

23.5. The location of polling locations on campus.

23.6. Counting of the ballots will be as outlined below:

a) The ballots shall be counted immediately upon the closing of the polls on the last day of voting;

b) The ballots shall be counted by the CRO, the ARO, the CRO's supervisor, at least two polling clerks;

c) One Scrutineer may be present to represent each of the candidates and each referendum campaign if they so desire, as long as said Scrutineer is not a campaign manager or member of a campaign team; and

d) Recounting of the ballots will be as outlined in Appendix K, Section 21.0.

Commented [C-P&TM81]: PBRC Meeting 13 Feb8/18 – recommendation CEO to Chief Returning Officer (CRO)

Commented [C-P&TM82]: PBRC Meeting 13 Feb8/18 – recommendation AEO to Assistant Returning Officer (ARO)

Notice Item 18.11.3.

Elections Bylaw amendment from 2015-2016

It was brought to the PTM's attention before a PBRC Meeting on Thursday March 8th, 2018 that a section of CSA policy was missing within the CSA Policy Manual, Appendix K – CSA Electoral. A current Board Member who was also on the CSA Board in the 2015-2016 term brought the following to the PTM's attention.

- In the Board Meeting minutes for Meeting #15 March 28, 2016, the Board carried a motion to Amend Bylaw 2, point 6.12 (see Supplementary Material A). As a result of staffing changes, this amendment did not make it in to Bylaw 2 in the 2015-2016 term.

- In the 2016-2017 term (in the Winter semester) the Board carried a motion to move several sections of Bylaw 2 into a new policy section, Appendix L – CSA Electoral. The above noted section 6.12., which was not present in the Bylaw, was therefore not moved to Section 10 – Ratification of Referendum Questions.

- In the 2017-2018 term of the Board (current term) the Board carried a motion to move Appendix A from the policy manual, which resulted in Appendix L being renamed Appendix K.

As a result of this being brought to the PTM's attention, they are bringing forward this notice to notify the Board that the above noted point 6.12., as approved by the 2015-2016 Board in Meeting minutes #15, has been added to Appendix K, Section 10 – Ratification of Referendum Questions as points 10.6.1. and 10.6.2. (Supplementary Materials B and C).

If there are any questions, the PTM politely asks that the Board Member who brought this to the PTM's attention, speak to this item for the Board as they were present during the 2015-2016 term to speak to this.

Policy and Transition Manager (PTM)

Scarlett gives a land acknowledgement.

15.2 Adoption of the Agenda

11.2.1 Motion to Approve the Agenda

Motion: to amend the agenda to consider 12.4.3 Bus pass referendum before 12.4.2 (Action) Referendum Moratoriam Bylaw) referendum mora.
Moved: Peter **Seconded:** Sonia
Zoey noted abstension.
Motion Fails

Motion to approve the Agenda
Motion carries

15.3 Motion to extend speaking rights to all present
- Moved by Jack and seconded by Jasmine
- Motion carried

15.4 Business

15.4.1 (Notice) Rescindment of Approval of Feb. 10 Minutes

15.4.2 (Action) Referendum Moratorium Bylaw

BIRT: Bylaw 2 item 6.12 be amended to read:

- ***6.12*** . There shall be a moratorium on any referenda questions that has failed due to "no" vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1st, after which such questions are free to be posed to the membership again.
    - ***6.*12.1** Referendum questions that failed due to a lack of quorum shall be exempt from the one year moratorium. Such questions are free to be posted to the membership again in the next possible election period
        - **6.12.2** Furthermore, in addition to exemption from the one year moratorium, referendum questions which deal with contractual obligations that fail to reach quorum, may, at the directive of the Executive committee and/or the Board of Directors, have their voting extended or re-opened to allow

quorum to be met, regardless of any previously approved electoral timeline.

Moved by: Ellen Song
Seconded by: Nicolas

Motion to postpone this motion to the April 6th Board Meeting

Moved: Peter **Seconded:** Sonia

Motion to call the question.

Moved: Marcus **Seconded:** Prabhjot:

Motion defeated

Motion to table the postponement to after the last agenda item.

Moved: by Sonia **Seconded:** Miriam.

Motion defeated

Motion to call the question

Moved: Ryan **Seconded:** Jasmin

Motion carried

Motion to postpone

Motion fails

Motion to call the question

Moved: Nicolas **Seconded:** Duly seconded

Motion Carried

All those in favour of bylaw amendement

Sonia: Abstain
Robert: abstain
Olivia: in favour
Graeme: in favour
Jasmine: in favour
Ryan: in favour
Aidan: in favour
Jack: in favour
Ellen: in favour
Ashwin: in favour
Anna bella: in favour
Nick: in favour
Marcus: in favour
Courtney: in favour
Rachel: in favour
Zoey: in favour
Spencer: in favour
Peter: Opposed
Prabjot: in favour
Miriam: in favour
Scarlett: abstain

Bylaw amendment carried

15.4.2 (Action) Bus pass referendum

BIRT: Voting be re-opened for the 2016 bus pass referendum question for a period five (5) days, or until quorum is met.

Move to amend to say:

BIRT: Voting be re-opened for the 2016 bus pass referendum question for a period of March 30th to April 1st.

Moved: Ellen **Seconded**: Jasmine

Motion: to call the question

CENTRAL STUDENT ASSOCIATION
APPENDIX K – CSA Electoral

10.0. Ratification of Referendum Questions

10.1. The final ratification date for referendum questions will be the last board meeting of the general election nomination period. The board may call an emergency meeting in the last week of the nomination period if necessary.

10.2. The final date for approval will be well-advertised by the CSA Elections Office at least two weeks in advance of the deadline.

10.3. Referendum questions not accompanied by the appropriate amount of signatures cannot be approved by the Board of Directors, unless they are initiatives of an Executive Officer acting in pursuance of their respective duties.

10.4. Referendum questions approved at the Board of Directors without signatures must be initiatives of an Executive Officer, Director or Service Coordinator acting under the supervision of an Executive Officer in pursuance with their respective duties.

10.5. In order to consider the modification or reversal of an earlier decision to approve a referendum question, the Board will require the presence of a representative from the approved referendum team at the meeting. The President is responsible for ensuring that sufficient notice is provided to the referendum team and that all reasonable measures were taken to communicate the necessity of the referendum team's presence. If the President is unable to contact a representative from the referendum team, they will report to the Board with the details of such efforts.

10.6. There shall be a moratorium on any referenda questions that has failed at a vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1st, after which such questions are free to be posed to the membership again.

10.6.1. Referendum questions that failed due to a lack of quorum shall be exempt from the one year moratorium. Such questions are free to be posted to the membership again in the next possible election period.

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Commented [C-P&TM2]: BM#15 March 28, 2016 minutes. Passed by a motion of the Board to amend Bylaw 2.
Due to staffing changes, this amendment did not make it in to Bylaw 2 during the 2015-2016 term.
In the 2016-2017 term, the Board motioned to move sections of Bylaw 2 into a new electoral Appendix L. Due to this amendment not being within Bylaw 2, it was not moved.
In the 2017-2018 term, the Board renamed Appendix L to Appendix K.
As well, in 2017-2018 a Board Member brought this missed amendment to the PTM's attention, as proven within the 2015-2016 minutes, and they made this amendment to ensure this section of policy approved by the 2015-2016 Board was added to the policies.

CENTRAL STUDENT ASSOCIATION
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As well, in 2017-2018 a Board Member brought this missed amendment to the PTM's attention, as proven within the 2015-2016 minutes, and they made this amendment to ensure this section of policy approved by the 2015-2016 Board was added to the policies.

Action Item 18.11.4.

Motion to Amend CSA Elections Policy - Appendix K

WHEREAS It is the responsibility of the CSA Board and Executive to assure elections are promoted to the point they reach quorum.

WHEREAS It has been a recurring issue at the CSA where referendum questions, though heavily voted in favour, did not reach quorum.

WHEREAS On March 28, 2016, the CSA Board of Directors voted to allow referendum questions which failed to reach quorum to be reopened (see Supplementary Material A).

WHEREAS This exception applied only to questions which concerned "contractual obligations" - specifically tailored to the Bus Pass Referendum (March 2016).

Motion: To amend CSA Policy Manual Appendix K - Section 10.6.2 (Supplementary Material B).

BIRT "which deal with contractual obligations" be struck (Supplementary Material C).

Moved: Nick Kowaleski **Seconded:** Sean Mitchell

Scarlett gives a land acknowledgement.

15.2 Adoption of the Agenda

11.2.1 Motion to Approve the Agenda

Motion: to amend the agenda to consider 12.4.3 Bus pass referendum before 12.4.2 (Action) Referendum Moratoriam Bylaw) referendum mora.
Moved: Peter **Seconded:** Sonia
Zoey noted abstension.
Motion Fails

Motion to approve the Agenda
Motion carries

15.3 Motion to extend speaking rights to all present
- Moved by Jack and seconded by Jasmine
- Motion carried

15.4 Business

15.4.1 (Notice) Rescindment of Approval of Feb. 10 Minutes

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BIRT: Bylaw 2 item 6.12 be amended to read:

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quorum to be met, regardless of any previously approved electoral timeline.

Moved by: Ellen Song
Seconded by: Nicolas

Motion to postpone this motion to the April 6th Board Meeting

Moved: Peter **Seconded:** Sonia

Motion to call the question.

Moved: Marcus **Seconded:** Prabhjot:

Motion defeated

Motion to table the postponement to after the last agenda item.

Moved: by Sonia **Seconded:** Miriam.

Motion defeated

Motion to call the question

Moved: Ryan **Seconded:** Jasmin

Motion carried

Motion to postpone

Motion fails

Motion to call the question

Moved: Nicolas **Seconded:** Duly seconded

Motion Carried

All those in favour of bylaw amendement

Sonia: Abstain
Robert: abstain
Olivia: in favour
Graeme: in favour
Jasmine: in favour
Ryan: in favour
Aidan: in favour
Jack: in favour
Ellen: in favour
Ashwin: in favour
Anna bella: in favour
Nick: in favour
Marcus: in favour
Courtney: in favour
Rachel: in favour
Zoey: in favour
Spencer: in favour
Peter: Opposed
Prabjot: in favour
Miriam: in favour
Scarlett: abstain

Bylaw amendment carried

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BIRT: Voting be re-opened for the 2016 bus pass referendum question for a period five (5) days, or until quorum is met.

Move to amend to say:

BIRT: Voting be re-opened for the 2016 bus pass referendum question for a period of March 30th to April 1st.

Moved: Ellen **Seconded**: Jasmine

Motion: to call the question

Moved: Ryan **Seconded:** Jasmine

Motion carried

All those in favour of amendment

Motion carried

Motion: to amend to say voting be re-opened for Winter 2016 referenda

Ruled out of order.

Motion: To call the question.

Moved: Ryan **Seconded:** Aidan

Motion: for a roll call vote.

Moved: Aidan **Seconded:** Nicolas

Motion carried

Vote passed:

Scarlett: in favour
Miriam: in favour
Prabjot in vaour
Peter: abstain
Spencer: in favour
Zoey in favour
Rachel in favour
Courtney in favour
Marcus in favour
Nick in favour
Annabella in favour
Ashwin in favour
Ellen in favour
Jack In favour
Aidan in favour
Ryan in favour
Jasmin in favour
Grame in favour
Olivia in favour
Robert in favout

Sonia abstain

Motion carried
Motion to adjourn.

Motion Carried

CENTRAL STUDENT ASSOCIATION
APPENDIX K – CSA Electoral

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Commented [C-P&TM2]: Amendment proposed for Board Meeting #18 March 14, 2018.

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Commented [C-P&TM2]: Amendment proposed for Board Meeting #18 March 14, 2018.

Action Item 18.11.5.

Motion to Reopen The FRT Referendum

WHEREAS It has been a recurring issue at the CSA where referendum questions, though heavily voted in favour, did not reach quorum.

WHEREAS The CSA Board of Directors has the authority to reopen referendum questions (CSA Policy Manual 10.6.2).

WHEREAS On March 28, 2016, the CSA Board of Directors voted to reopen a referendum question which failed to reach quorum (Supplementary Material A).

WHEREAS The 2018 General Election's Referendum Question Concerning the University of Guelph First Response Team, while having a 77% approval vote, only reached 73% of quorum, being deemed failed.

WHEREAS It is imperative that the CSA assure a fair and open election and referendum questions.

WHEREAS It is unfair that a question be deemed as failed due to voter apathy.

Motion: To reopen the 2018 CSA General Election.

BIRT Only the FRT referendum question be reopened.

BIFRT The voting period be March 21 at 10:00 am to March 22 at 11:59 PM.

Moved: Nick Kowaleski **Seconded:** Sean Mitchell

Scarlett gives a land acknowledgement.

15.2 Adoption of the Agenda

11.2.1 Motion to Approve the Agenda

Motion: to amend the agenda to consider 12.4.3 Bus pass referendum before 12.4.2 (Action) Referendum Moratoriam Bylaw) referendum mora.
Moved: Peter **Seconded:** Sonia
Zoey noted abstension.
Motion Fails

Motion to approve the Agenda
Motion carries

15.3 Motion to extend speaking rights to all present
- Moved by Jack and seconded by Jasmine
- Motion carried

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Moved by: Ellen Song
Seconded by: Nicolas

Motion to postpone this motion to the April 6th Board Meeting

Moved: Peter **Seconded:** Sonia

Motion to call the question.

Moved: Marcus **Seconded:** Prabhjot:

Motion defeated

Motion to table the postponement to after the last agenda item.

Moved: by Sonia **Seconded:** Miriam.

Motion defeated

Motion to call the question

Moved: Ryan **Seconded:** Jasmin

Motion carried

Motion to postpone

Motion fails

Motion to call the question

Moved: Nicolas **Seconded:** Duly seconded

Motion Carried

All those in favour of bylaw amendement

Sonia: Abstain
Robert: abstain
Olivia: in favour
Graeme: in favour
Jasmine: in favour
Ryan: in favour
Aidan: in favour
Jack: in favour
Ellen: in favour
Ashwin: in favour
Anna bella: in favour
Nick: in favour
Marcus: in favour
Courtney: in favour
Rachel: in favour
Zoey: in favour
Spencer: in favour
Peter: Opposed
Prabjot: in favour
Miriam: in favour
Scarlett: abstain

Bylaw amendment carried

15.4.2 (Action) Bus pass referendum

BIRT: Voting be re-opened for the 2016 bus pass referendum question for a period five (5) days, or until quorum is met.

Move to amend to say:

BIRT: Voting be re-opened for the 2016 bus pass referendum question for a period of March 30th to April 1st.

Moved: Ellen **Seconded**: Jasmine

Motion: to call the question

Moved: Ryan **Seconded:** Jasmine

Motion carried

All those in favour of amendment

Motion carried

Motion: to amend to say voting be re-opened for Winter 2016 referenda

Ruled out of order.

Motion: To call the question.

Moved: Ryan **Seconded:** Aidan

Motion: for a roll call vote.

Moved: Aidan **Seconded:** Nicolas

Motion carried

Vote passed:

Scarlett: in favour
Miriam: in favour
Prabjot in vaour
Peter: abstain
Spencer: in favour
Zoey in favour
Rachel in favour
Courtney in favour
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Nick in favour
Annabella in favour
Ashwin in favour
Ellen in favour
Jack In favour
Aidan in favour
Ryan in favour
Jasmin in favour
Grame in favour
Olivia in favour
Robert in favout

Sonia abstain

Motion carried
Motion to adjourn.

Motion Carried

Action Item 18.11.6.

Gender-Neutral Washrooms

Members of the campus community including but not limited to the members of Guelph Queer Equality and the Young Communist League ask that the Central Student Association advocate in an active and persistent manner to increase the number of gender-neutral stalled washrooms on campus to the benefit of all but those that wish to uphold the oppressive and violent cisnormative gender binary. This begins with the agreement to immediately convert the current washrooms under the CSA's control into gender-neutral washrooms and ends when University controlled buildings do the same by means of persistent and active advocacy of the CSA.

WHEREAS, The CSA maintains a responsibility to advocate for marginalized students.

WHEREAS, Those whose gender differs from that which they were assigned at birth experience discrimination, exclusion, and violence in spaces where specific attention is not given to create a safer space for them.

WHEREAS, The number of washrooms on campus that do not exclude those whose gender differs from that which they were assigned at birth are few and far between.

WHEREAS, The gender-neutral washrooms that do exist are largely single-stall, accessibility washrooms that are designed specifically to serve those with disabilities that require more room, privacy, or both.

WHEREAS, Gendered bathrooms serve to systematically exclude those whose gender differs from that which they were assigned at birth.

WHEREAS, Gendering bathrooms serves to exclude and oppress those who do not align with the gender binary and others who feel out of place/endangered in gendered washrooms.

MOTION: The CSA will advocate for an increased number of gender-neutral stalled washrooms across University- and CSA- owned buildings in an active and persistent manner until there is at minimum one (1) gender neutral stalled washroom in every building that contains a gendered stalled washroom.

BIRT The CSA converts the gendered washrooms that exist under their maintenance to gender-neutral washrooms by replacing the signage labeling the bathrooms to a gender-neutral label such as "WASHROOM," "GENDER-NEUTRAL WASHROOM," or "ALL GENDER WASHROOM."

BIFRT The CSA advocates to University building managers, University administration, and other avenues as they may present themselves for the removal of gendered signage.

Moved: **Seconded:**

Agenda Item 18.11.7.

Course Selection Changes

The following is taken from the university webpage entitled: Course Selection- Summer & Fall 2018, which can be found at https://www.uoguelph.ca/registrar/courseselectionwindow

Information for Undergraduate Students

Please refer to the Frequently Asked Questions for more information and check back here for updates over the next few weeks.

On the afternoon of February 13, 2018, the email below was sent to all currently registered undergraduate students on the Guelph campus (excluding Doctor of Veterinary Medicine students):

Dear Undergraduate Guelph Campus Student,

The Office of Registrarial Services is improving course selection. We are making various changes that will allow you more time to better plan your schedules and ensure a more equitable and consistent approach to course selection windows.

First, course selection for fall 2018 will begin in June instead of March. This will allow you to complete your winter semester before you are asked to select your fall courses. As well, you will not have to worry about planning your fall schedule and enrolling in courses while completing winter midterms and assignments.

Course selection for students planning to take summer 2018 semester courses will begin March 5.

Other improvements we are considering include leaving course selection open from the time it opens in June until the end of the add period in September and improving the priority order for accessing course selection windows.

More information about these and other changes will be forthcoming, so please look for subsequent emails from our office and consult our course enrolment information website regularly:

https://www.uoguelph.ca/registrar/courseselectionwindow

Sincerely,
Ray Darling
University Registrar

Frequently Asked Questions

Did you consult students before making these changes?

The changes to Fall course selection have been introduced to address the significant number of complaints and suggestions we have heard over the years from students and families at course enrolment time. We also received feedback from Program Counsellors and Associate Deans, Academic of each college as well as many other university staff.

The March course selection period for Fall courses was initially put in place before WebAdvisor was available, when course selection was a paper-based process. Changing the course selection period reflects the University's move from paper to electronic, and the new timing is consistent with Fall course selection at the majority of other Ontario institutions.

There are numerous benefits to moving the Fall course selection period from March to June. It will give students more time to plan their Fall schedule, without the stress of winter midterms and assignments. They will be able to add or drop courses throughout the summer, as they make those decisions, instead of having to wait until the August add period. In addition, the Confirmation of Enrolment process can be completed earlier and more accurately, and the University can adjust their resources based on more gradual changes in course enrolment.

How am I going to get course waiver forms completed with the signature I need in June when I am home for the summer? Do I have to come back to campus?

The Fall 2018 course offerings will be available on WebAdvisor at the end of March so that you can determine in advance if you will need to submit course waiver forms for Fall course selection. If waivers are required, you can obtain the necessary signatures and drop off the forms to Enrolment Services (UC Level 3) before you leave campus in April. Alternatively, you can email your waivers to es@uoguelph.ca at any time during the summer.

My work schedule will make it difficult to select courses during the summer OR I will not have internet access due to work or a field course. How will I select my courses before my preferred sections fill up?

The dates and times for Fall course enrolment in June have not yet been determined, but they will be announced well in advance to provide students with sufficient time to plan for the start of their course selection window. If you have already selected your preferred sections on WebAdvisor, you should only

need a few minutes of internet connectivity to complete the course enrolment process once your enrolment window is open. It is important to note that you are not required to enrol on your exact start date/time, although you are encouraged to do so as soon as possible after your course selection window has opened.

There will never be a perfect date and time for the entire student population. 8 a.m. on a school day in March was difficult for students travelling to campus for class, studying for midterms, working part-time, working full-time in a co-op position, or training as a varsity athlete.

When will I be able to see what courses will be offered in the Fall?

The Fall 2018 course offerings will be available on WebAdvisor the week of March 26th (no later than March 29th).

How will this affect Fall course selection for graduate students?

The Fall course selection period for graduate students will not change. It will begin Monday, June 4.

When can I see what Summer 2018 courses are available and when can I select Summer 2018 courses?

Summer 2018 course offerings can now be viewed on WebAdvisor. Undergraduate and graduate students can register for Summer 2018 courses between March 5 and March 26. The graduate student add period will begin on Monday, April 2 and the undergraduate and associate diploma add period will begin on Monday, April 30.

Where can I find more details about the priority order for accessing course selection windows?

Additional details will be posted here as they become available. We are working with the company who supports WebAdvisor to determine how many students the system can handle at one time for course selection. We are exploring alternative options to class level and ID number, which we have used in the past to establish course enrolment window openings. This will take some time and we thank you for your patience as we move through this process.

Agenda Item 18.11.8.

University of Guelph
Final Examination Scheduling
March 2018

Introduction

In 2016, the University of Guelph struck a special sub-committee of the Board of Undergraduate Studies to review policies and procedures to assess their impact on student mental health. A number of observations and recommendations were presented, such as changes to deferred exam scheduling and expansion of the fall break. During the discussions of these recommendations, the approach of final examination scheduling was also raised as something that should be reviewed.

The current approach to final exam scheduling at the University of Guelph is to create an exam schedule approximately one month prior to the start of classes. Only the date and time is published at this time; the location of the exam is published two weeks prior to the exam period. The benefit of this approach is that instructors and students know their final exam schedule ahead of the term so that they can adjust their course schedule accordingly and can also make post-exam plans. The drawback of the current approach is that the university "loses control" of the final exam schedule as it is then left in the hands of students who continue to drop and add course in to the second week of the term. Due to the fact that students are still dropping and adding courses after the exam schedule is created, the university has no policies to protect students from situations like having 3 exams in 24 hours. On average, 250 to 300 students in the fall term create direct exam conflicts for themselves. That is, they choose courses whose exams fall at the exact same time. Although they are told not to do this and that the university will not make alternate arrangements for them, instructors almost always do by arranging for an alternate time and location for them to write.

The approach taken at other universities in Ontario is to create the final exam schedule after the add period is over using complete course enrolment data. The benefit of this approach is that the university controls the final exam schedule and can use software and processes to create a schedule that will support student success. The other universities who take this approach are almost always able to create schedules with no direct conflicts. If a direct conflict does arise, the universities have policies that allow student to make alternate arrangements. These universities also have policies that allow students to seek out accommodation for having 3 examinations in 24 hours. The drawback is that instructors and students are finding out exactly when their own final exam will be scheduled only a month and a half to two months prior to the start of the exam period.

It should be noted that the University of Guelph-Humber has always taken this approach to final exam scheduling and it has worked well for them.

Recommendation

It is recommended that the University of Guelph start the scheduling of final examinations when the add period ends each semester and that an Exam Conflict policy be created.

The Scheduling team in the Office of Registrarial Services will continue to create and publish the final examination schedule based on student demand in conjunction with academic departments. Rather than use a snapshot of student course enrolment taken one month prior to the start of classes, a snapshot will be taken of student course selection once the add period ends so that there will be minimal additions.[1]

The benefit of this approach is that the university will have a full snapshot of student course enrolment data with which to create a final exam schedule that maximizes the potential for student success. Direct conflicts will be almost entirely eliminated and if they do occur, Scheduling Services will notify the student to make arrangements rather than the current approach of students approaching Instructors during the semester in the case of the many direct conflicts that are occurring. The exam conflict policy will allow students to request relief where applicable. **It will need to be determined who will manage rescheduled seating due to what is identified as a conflict in the policy.**

Final Exam Scheduling

An amendment should be made to items 1 and 2 in the Final Examinations/Assignments and Final Week of Classes section of the calendar under Instructor's Responsibilities.

1. Including **the requirement** ~~the time~~ of **a** ~~the~~ final examination on the course outline distributed to students at the commencement of the semester. Note that under normal circumstances, once established, the date, time and location of final examinations may not be changed (see Grading, Resolution 5), and that where a course is taught in multiple sections the final examination date and time will be the same for all sections regardless of location (see Grading, Resolution 7).
2. If it becomes necessary to change an examination time or to add a final examination, contacting Scheduling Services, and once a time is set, obtaining the written approval of all students.

An amendment should be made to item 1 in the Final Examinations/Assignments and Final Week of Classes section of the calendar under Students Responsibilities

[1] A relatively small number of late additions are approved for students upon special request.

1. Students are advised that the Final Examination schedules are available for Fall Semester by mid-~~August~~**October**, for Winter Semester by mid-~~December~~, **March** and for Summer Semester by mid-~~April~~ **June**. ~~Students are required to consult the final examination timetable in order to avoid conflicts in examination times when adding courses in subsequent Add periods. Students may not remain registered in courses with conflicting final examinations unless written approval is obtained from the dean or director and the instructors-in-charge of the courses. (Note that three examinations in 24 hours does not constitute an examination conflict. A conflict exists only where two examinations are scheduled into the same timeslot.)~~

An amendment should be made to the Final Examinations/Assignments and Final Week of Classes section of the calendar under Registrar's Responsibilities.

The Final Examination Timetable, prepared by Scheduling Services is based on student course selections on file at the end of **the add period for all three semesters**~~October (for Winter), March (for Summer), and July (for Fall). (Please note that for courses in which no students have registered by the time the data is downloaded, examinations cannot be centrally scheduled.)~~ In the unusual circumstance that scheduling of final examinations by the Office of Registrarial Services results in a~~n~~ direct examination conflict for a student, the Examinations Coordinator in Scheduling, ORS, will contact the student, the course instructors on record, the relevant departmental examination coordinators and Program Counselor by email. Instructors will be asked to schedule an alternate examination time within the examination period for the student. Program Counselors and Scheduling will provide support to the instructors in determining an appropriate time for the re-scheduled examination. Resolution of the conflict will take place ~~before the end of the Add period for the semester.~~ A time will need to be identified

Final Examination Timetables are made available for Fall Semester by mid-~~August~~ **October**, for Winter Semester by mid-~~December~~ **February**, and for Summer Semester by mid-~~April~~ **June**. ~~Once Examination Timetables are published, students must ensure that they do not create examination conflicts for themselves when adding courses in subsequent Add periods. For further information, see Student's Responsibilities above.~~

Exam Conflict Policy

A student who has three final examinations scheduled within a 24-hour period may request an alternate examination time within the examination period. The request must be made no later than the 9th week of the semester to the Instructor of the exam that is scheduled in the middle of the three exams. Program Counsellors and Scheduling Services will provide support to instructors in determining an appropriate time for the rescheduled exam.