

MINUTES

Policy and Bylaw Review Committee

PBRC Meeting # 7

March 20, 2019 – 3:30 pm – CSA Boardroom



Members Present: Earl Evans - PTM (Chair), Horeen Hassan (arrived at 3:35 pm), Alana Keenan, Nick Kowaleski, Alan Negrin

Executive Present: Aidan Paskinov

Regrets: Jack Fisher, Natalie Clarke, Kayla Weiler

7.0. Call to Order: 3:32 pm

7.1. Ratifications and De-Ratifications

7.2. Comments from Chair

7.2.1. Introductions and Pronouns

7.2.2. Membership: No new members.

7.3. Approval of Past PBRC Minutes

7.3.1. Meeting # 6 – January 14, 2019

Motion: To approve the minutes from PBRC Meeting # 6 on January 14, 2019.

Moved: Nick Kowaleski Seconded: Alana Keenan

Consensus

7.4. Business

7.4.1. Policy Review Policy – Priorities for PBRC

Policy Manual Appendix A outlines which CSA policies will be reviewed on an annual, bi-annual or tri-annual basis. The Chair asked for suggestions of which policies should be a priority for future PBRC consideration. Members suggested:

- Appendix F – Clubs Handbook
- Appendix H – Second Floor Acceptable Use (formerly Appendix J)

Earl noted that the HR Policy is being reviewed by staff at this time. And after ongoing discussions with the CRO, the Elections Policy is up-to-date and does not require further amendment at this time.

7.4.2. Speakers List – Preamble (CSA Rules of Order, Section 2.0)

Draft preamble previously submitted by Aidan and Kayla.

Aidan presented updated wording based on consultation with GQ, GRCGED and Sexual & Gender Diversity Advisor, as follows:

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CSA Board – Gender Parity

The Central Student Association Board of Directors tries to operate through the lens of gender parity. This means Board members, Executive, staff, and those present should strive towards acknowledging the topic of discussion, and the voices that would be most suited to speaking on the issue. This includes acknowledging the amount of space they are taking up on the speakers list.

For example, this would mean that a topic revolving around gender neutral bathrooms should include mostly voices from gender-oppressed peoples. Board members or Executive are encouraged to call people out of order if they feel as though this mandate is not being followed by others at the table.

Aidan: This new wording is less directional. The Chair will not be required to make a decision regarding a member's gender when establishing the speaker's list.

Nick: Better approach, does not put anyone in an awkward position

Aidan: This shows the CSA operates in a spirit of gender parity.

Motion: To recommend to the CSA Board that the revised wording be approved as Section 2.1 of the CSA Rules of Order.

Moved: Aidan Paskinov Seconded: Nick Kowaleski
Consensus

7.4.3. Review Role of CAPCOM Committee

Aidan reported that from the Executive perspective, this committee should operate on an as-needed basis, not necessarily every year.

Motion: To recommend to the CSA Board that the Capacity, Analysis and Planning Committee (CAPCOM) be considered an ad hoc committee rather than a standing committee;

BIFRT Appendix A - Internal CSA Policy, Section 2.4.1, be amended with the addition of the following sentence:

The Capacity, Analysis and Planning Committee is an ad hoc committee that may be formed at the discretion of the Board and the Executive, to address issues based on annual priorities.

Moved: Nick Kowaleski Seconded: Aidan Paskinov
Consensus

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7.4.4. Appointment of Anti-Harassment Officer

This item was tabled to the next PBRC meeting, due to Kayla's absence.

7.5. New Business

7.5.1. Minimum Three Directors

Since only four Directors were elected in the 2019 General Elections, Nick suggested an amendment to Bylaw 1 to protect against the situation where the number of Directors falls below the minimum three required by the Ontario Corporations Act.

Motion: To recommend to the CSA Board that Bylaw 1 - Organizational, Section 3.1. be amended to add an additional clause 3.1.9. as follows:

3.1.9. Should at any time the membership of the CSA Board of Directors fall below three Directors, the representative(s) appointed to fill the vacancy will become ratified without the requirement for a Board motion.

Moved: Nick Kowaleski Seconded: Alan Negrin
Consensus

7.5.2. Quorum

Since only four Directors were elected in the 2019 General Elections, Nick suggested an amendment to the CSA Rules of Order.

Motion: To recommend to the CSA Board that CSA Rules of Order, Clause 1.2.3. and 1.3.3. be amended as follows:

At all times, quorum must be a minimum of three members.

Moved: Nick Kowaleski Seconded: Alan Negrin
Consensus

7.5.3. Suspend the Rules

Committee discussed whether there was any need to change the vote required to suspend the rules from a 2/3 majority to a simple majority, but decided against any change at this time.

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7.5.4. Executive Portfolios

Aidan summarized the changes to Executive portfolios being considered due to efficiencies. He will be presenting this information to the Board.

7.6. Other PBRC Business

7.6.1. Update Sexual Violence Policy Working Group

This item was tabled to the next PBRC meeting, due to Kayla's absence.

7.6.2. Elections – Appointment Process

This matter was discussed under Item 7.6.3.

7.6.3. Review Director Appointment Process

At the Board meeting on January 16, 2019, when no applications were received for vacant Director positions, the matter was referred to this committee. PBRC members suggested a process to facilitate having more members on the Board.

Motion: To recommend to the CSA Board that Bylaw 2 - Electoral, Section 2.2.5. be amended to add an additional clause e) as follows:

- e) Should a seat (s) become vacant after the appointment process, the CRO will accept applications with the required 50 valid nomination signatures and submission of a 150-word statement, to be presented at the following Board of Directors meeting.

Moved: Nick Kowaleski Seconded: Alana Keenan
Consensus

7.6.4. Review Policies on CAPCOM

This matter was discussed under Item 7.4.3.

7.6.5. Appendix G, Clause 16.2 – Submit Receipts Day Polls Close

Appendix G, Clause 16.2, reads as follows:

Candidates and referendum teams must submit receipts with a statement of projected total expenses on the Final Budget Expenditure Form within 48 hours after the close of the polls.

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In response to an inquiry from the CRO, Committee confirmed that this wording is appropriate, as opposed to requiring receipts to be submitted on the day that polls close.

7.7. Adjournment

The next meeting will be at the Call of the Chair.

Motion: To adjourn this meeting at 4:18 pm.

Moved: Horeen Hassan Seconded: Aidan Paskinov

Consensus