

# MINUTES

## Policy and Bylaw Review Committee

PBRC Meeting # 5

November 22, 2018 – 10:00 am – CSA Boardroom



**Members Present:** Earl Evans - PTM (Chair), Horeen Hasson, Nick Kowaleski, (arrived at 10:17 am), Alan Negrin (left at 11:19 am), Alana Keenan - see item 5.1 (arrived at 10:17 am)

**Executive Present:** Kayla Weiler (Vice Chair), Aidan Paskinov

**Guests:** Sean Mitchell, Katrina Lindsay

**Regrets:** Jack Fisher, Natalie Clarke

### 5.0. Call to Order: 10:10 am

#### **Additional Item:**

5.6.2. Appendix F Clubs Handbook (Aidan Paskinov)

### 5.1. Ratifications and De-Ratifications

**Motion:** To ratify Alana Keenan as a member of PBRC.

Moved: Kayla Weiler                      Seconded: Horeen Hasson  
Consensus

### 5.2. Comments from Chair

5.2.1. Intros and Pronouns

5.2.2. Membership: New Members:

Sean Mitchell, Board Member, will be ratified as a PBRC member at the second PBRC meeting attended.

5.2.3. Meeting Schedule:

Next meeting: January 10, 2019 at 10 am.

### 5.3. Approval of Past PBRC Minutes

5.3.1. Meeting # 4 – November 1, 2018

**Motion:** To approve the minutes from PBRC Meeting #4 on November 1, 2018.

Moved: Alana Keenan                      Seconded: Horeen Hasson  
Consensus

### 5.4. Business

5.4.1. Appendix C - HR Policy - Section 4. Hiring

Staff-initiated change in wording suggested to avoid delay in hiring process due to Board approval of job descriptions.

Nick: delete word "minor" so just administrative changes to job description.

Admin changes to Board for info. Substantive changes require Board approval.

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**Motion:** That the PBRC recommend to the Board that Appendix C – CSA Human Resources Policy, Section 4.2 be approved as amended, to read:

“A job description must be completed and previously approved by the CSA Board. All three of the Executive Supervisor, the Business Manager and the program coordinator (where applicable) shall be responsible for approving any administrative changes to a job description, with any changes provided to the Board as information. Any substantive changes will require Board approval. The up-to-date job description will be available to applicants.”

Moved: Kayla Weiler                      Seconded: Horeen Hasson  
Consensus

#### 5.5. New Business

##### 5.5.1. Bylaw 1 Amendments

Section 12.4 changes are approved, to be recommended to the Board  
Roll Call Votes – to be discussed as part of CSA Rules of Order  
Procedure for Paper Ballots – to be discussed as part of CSA Rules of Order

##### 5.5.2. Bylaw 4 Section 2 re Policy Amendments

Tabled from PBRC November 1. Wording changes provide consistency for establishment, amendment suspension, and rescindment of CSA policies. For example, all require one Board meeting notice and two-thirds majority vote.

**Motion:** That the PBRC recommend to the Board that Bylaw 4, Section 2 re Policy Amendments, be approved.

Moved: Aidan Paskinov                      Seconded: Horeen Hasson  
Consensus

##### 5.5.3. CSA Policies

###### Section 23 - Joint Health & Safety Committee

Katrina Lindsay, Co-Chair of the CSA Joint Health & Safety Committee, was present for this discussion.

Katrina: important to follow the Occupational Health & Safety Act, eg. Sect 23.3. which states 50% management representation rather than list all the job titles. CSA JHSC will create a schedule of inspections – some areas monthly based on traffic and risk; other policy sections rephrased to avoid repeated requirements for JHSC minutes, posting etc.

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Katrina: we are meeting the requirements of the provincial Act and doing our best to represent everybody

Amendment in 23.3 to state "The membership will consist OF UP TO 50% management and 50% or more non-management.

**Motion:** That the PBRC recommend to the Board that Appendix C – CSA Human Resources Policy, Section 23 – Joint Health & Safety Committee, be approved.

Moved: Kayla Weiler                      Seconded: Horeen Hasson  
Consensus

#### **Violations of Policy**

Aidan: our policies are vague as to the consequences when someone violates a policy. Will provide suggestion at January meeting.

#### **5.5.4. CSA Rules of Order**

##### **Status as Separate Document**

September 27, 2017 Board motion to move CSA Rules of Order from Policy Manual to the CSA Bylaws. September 26, 2018 Board motion to confirm CSA Rules of Order as a separate document from the bylaws and the policy manual. Earl: keep CSA Rules of Order separate and distinct from other documents. No PBRC recommendation necessary.

##### **Nick Changes**

Roll Call Vote:

Nick: important that Board members indicate their vote at the same time so no opportunity to change vote. Aidan: Chair to ask for abstentions first.

##### **Paper Ballot:**

Kayla: Define as part of Roll Call Vote procedure.

The following will be added to the CSA Rules of Order - Section 3 (Efficiency of Board Meetings):

#### **3.11 Roll Call Vote**

3.11.1. When a roll call vote is required, the Chair shall first ask all members abstaining to indicate their vote, and keep it indicated until the Chair calls their name for the Scribe to record. The Chair shall then ask all members in favour, and then all members opposed, to do the same. The final numbers

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and result will be announced by the Chair and recorded in the minutes. Should any Member present not vote, they will be recorded as an abstention.

3.11.2 Roll call votes shall be used for any changes to the CSA Bylaws.

3.11.3 A member may request a roll call vote prior to voting on a main motion, which must be approved by a majority vote. This request may be made after the speakers list has been closed.

### 3.12 Secret Ballot Vote

3.12.1. When a secret ballot vote is required, the PTM will distribute a paper ballot to each voting member. Members will indicate their vote, including abstention, on the ballot. Ballots will be collected by the PTM and counted by the Chair. The ballots will be kept anonymous. Any member may act as a scrutineer for the counting of ballots. The final result will be announced by the Chair and recorded in the minutes.

3.12.2. A secret ballot vote shall be used for any item where the Board chooses between candidates for a position.

3.12.3. A member may request a secret ballot vote prior to voting on a main motion, which must be approved by a majority vote. This request may be made after the speakers list has been closed.

To be reviewed and finalized at next PBRC meeting.

### Speakers List – Aidan and Kayla

Tabled to next meeting.

## 5.6. Other PBRC Business

### 5.6.1. Sexual Violence Policy Working Group

Kayla: SWP Working Group struck at November 7, 2018 Board meeting. Membership includes Board members and PBRC representative.

**Motion:** To appoint Horeen Hasson as PBRC representative on the Sexual Violence Policy Working Group.

Moved: Kayla Weiler  
Consensus

Seconded: Horeen Hasson

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#### 5.6.2. Other Items

##### **Appendix F – Clubs Handbook**

Aidan: Colleges accredit certain clubs, CSA accredits more than 100 clubs.

CSA only entity that requires winter accreditation. This is extra work and duplicated effort for the clubs. If a club applies and is accredited in the fall semester, re-applying should not be required in the winter semester.

Kayla: any effect on insurance? Aidan: No, insurance for entire year

**Motion:** That the PBRC recommend to the Board that Appendix F - Clubs Handbook be amended to cancel the need for winter accreditation.

Moved: Kayla Weiler      Seconded: Horeen Hasson  
Consensus

##### **Agenda**

Future agendas will be numbered as follows:

.4 Business [most discussion items]

.5 New Business [new items added at meeting]

.6 Other Business [updates on related matters]

#### 5.7. **Adjournment – 11:22 am**

Moved: Horeen Hasson      Seconded: Aidan Paskinov  
Consensus

The next PBRC meeting will be held on **Thursday, January 10, 2019 at 10:00 am.**