

AGENDA

Board of Directors Meeting # 15

March 1, 2023 – 6:00 pm



Agenda – March 1, 2023

15.0	Call to Order	
15.1	Land Acknowledgement Member Alec Moyle	
15.2	Adoption of the Agenda 15.2.1 Approve the Agenda 15.2.2 Declarations of Conflicts	1
15.3	Ratifications and De-Ratifications 15.3.1 De-Ratify OPIRG Representative	2
15.4	Comments from the Chair 15.4.1 Introductions and Pronouns	
15.5	Approval of Past Minutes	
15.6	Executive Committee Minutes 15.6.1 Meeting # 20 – January 30, 2023	3 4
15.7	Executive Updates 15.7.1 President – March 1, 2023 15.7.2 VP Student Experience (vacant) 15.7.3 VP Academic – March 1, 2023 15.7.4 VP External – March 1, 2023	8
15.8	Director Reports	
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15.10	Committee Updates and Reports 15.10.1 Finance Committee Meeting # 3 Minutes 15.10.2 Summary of Committee Appointments 15.10.3 Hiring Committee Report: Front Office Assistant	10 15 18
15.11	Business 15.11.1 Student Budget Committee Presentation 15.11.2 Recommendation to Increase FoodBank Fee Beyond CPI 15.11.3 Recommendation to Transfer Funds from Council Grants Line to FoodBank Donations Line 15.11.4 Policy and Bylaw Manual Language Amendments re PBRC 15.11.5 Human Resources Policy Amendments re PBRC 15.11.6 De-Ratify and Appoint Member to Elections Appeals Board 15.11.7 Appoint Directors to the University Centre (UC) Board Selection Committee 15.11.8 Notice: Suspension of Electoral Policy for Spring By-Election	19 20 21 22 23 26 29 30
15.12	New Business 15.12.1	
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AGENDA

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15.14	In Camera Session	
15.15	Adjournment	

Motion

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Item 15.2.1 (a) Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 15 on March 1, 2023, be approved as printed and distributed.

Moved:

Seconded:

Item 15.2.1 (b) Amend the Agenda

MOTION TO AMEND: that the agenda be reordered so that **Item 15.11.1: Student Budget Committee Presentation** is the first item of discussion.

Moved: Nicole Walker, President

Seconded:

Item 15.2.1 (c) Approve the Amended Agenda

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 15 on March 1, 2023, be approved as amended with:

- The reordering of the agenda so that **Item 15.11.1: Student Budget Committee Presentation** is the first item of discussion.

Motion

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Item 15.3.1

De-Ratify OPIRG Representative

WHEREAS representative Trennon Wint is no longer affiliated with OPIRG following the completion of a work study in the Fall semester;

BE IT RESOLVED that **Trennon Wint** be de-ratified as a Student Organization Representative for the **Ontario Public Interest Research Group** on the 2022-23 CSA Board of Directors, effective immediately.

Moved:

Seconded:

Motion

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Item 15.6
Executive Committee Minutes

MOTION: That the Minutes be received as information for the following Executive Committee Meeting:

Agenda Item #	Meeting #	Meeting Date
15.6.1	Meeting # 20	January 30, 2023

Moved:

Seconded:

Minutes

Executive Committee Meeting (ECM)
Meeting #20 – January 30, 2023 – 12:00 pm
Microsoft Teams



Members: Nicole Walker (President, Chair), Mason Friebe (VP Academic, Secretary), Jena-Lee Ashley (VP External)

Regrets: None

Guests: None

1.0 Call to Order @ 12:00 pm

2.0 Adoption of the Agenda

2.1 Approve the Agenda

The agenda was approved as presented.

2.2 Declarations of Conflicts

No conflicts were declared.

3.0 Comments from the Chair

4.0 Approval of the Previous Executive Committee Minutes

Meeting #18 Minutes were approved.

Meeting #19 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

CSA Hiring: I am excited to share that hiring for the Board Scribe position has concluded and the successful applicant has accepted the job offer. The new Board Scribe will be at the February 1, 2023, Board meeting. We are also in the process of hiring for our Front Office Assistant position. Unfortunately, our director on the Front Office Assistant Hiring Committee was unable to provide enough availability. As such, the board will be appointing a new director to the hiring committee at the next meeting. Our hiring timeline for the Front Office Assistant will be delayed as a result.

CSA Staff Meetings: Our first set of all-staff meetings for the winter semester took place on Wednesday, January 25 and Thursday, January 26. It was wonderful seeing all our staff after two months since our Festivus Celebration.

5.1.2 Committee

Finance Committee: The Finance Committee met on January 23 to discuss the financial update as of December 31, 2022 and move

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Executive Committee Meeting (ECM)
Meeting #20 – January 30, 2023 – 12:00 pm
Microsoft Teams



to the next phase in the budget development process by reviewing the anticipated revenue.

Petitions, Delegations, and Representations (PDR): The winter semester deadline for the PDR committee closed on Wednesday, January 18. The committee met on Tuesday, January 24 to review the applications. We received over 40 applications for this deadline and the committee was very excited to award lots of funding for this application cycle!

Student Budget Committee: I am excited to share I completed and submitted the presentation for the Student Budget Committee. I will be co-presenting the committee's recommendations to the Board of Governors Finance Committee on February 8.

5.1.3 Ongoing Projects

Student Involvement Fair: I am currently working with Student Experience and the Student Executive Council to finalize the details for the student involvement fair on Wednesday, February 1 from 11 AM - 4 PM. All primary student organizations will be tabling in the UC Courtyard in leading up to our elections. An invitation has been extended to staff to have services participate in tabling if they are available. There will be passports for students, which will be their entry to win several prize packs courtesy of Student Experience and the CSA.

Winter General Elections: I am currently working on developing the promotional strategy for the elections in order to create an awareness about the CSA and engage with students throughout the elections process. As a member of the elections policy working group, we are reviewing the electoral policy. Recommendations by our working group will be brought forward to a future Policy & Bylaw Review Committee Meeting.

5.2 ~~VP Student Experience (Vacant)~~

5.3 VP Academic

5.3.1 Supervisory

SHAC: The Student Help & Advocacy Centre is still quite busy with an influx of inquiries but is managing it well. They are currently working on the AGM content and attempting to line up the podcasts for the semester with a number of groups. They're also hoping to

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Executive Committee Meeting (ECM)

Meeting #20 – January 30, 2023 – 12:00 pm

Microsoft Teams



move forward with a response to questions provided by the Ontario for inclusion in their monthly newspaper on the issue of housing for university students.

5.3.2 Committees

Inclusive Space Sub-Committee (ISSC): Our committee met to discuss the direction for the year. It is originally designed to meet every 4 months to relay accessibility concerns we have heard. However, the committee reviewed an audit that was conducted in October for campus buildings highlighting accessibility concerns. I recommended the committee meet more frequently than every 4 months, as even my term will end prior to the next meeting. I am hoping we can review the audit in sections and work towards developing a survey for students to make recommendations based on student priorities. It is understood that while not everything can be fixed right away, it's helpful to know plans are in progress.

Student Senate Caucus (SSC): SSC met and discussed accessibility barriers on campus like the Multi-Factor Authentication for those who do not have a second device or an ability to use the same device, like some with Mac devices. We also discussed methods of interacting with constituencies so they can relay important information and receive feedback for Senate. The international student and revenue plan for the upcoming academic year was also discussed in its importance with housing, employment, and financial concerns. Possibly meeting with Gwen Chapman, VP Academic, or Stuart McCook, Assistant VP International to get a sense of what is to come and what is planned as things are developed.

5.3.3 Miscellaneous

Clubs Day: It was great to hear lots of interest in our upcoming elections and our services while tabling during Clubs Days.

5.4 VP External

5.4.1 Supervisory

FoodBank: A new FoodBank Assistant was hired and will start on February 6.

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Executive Committee Meeting (ECM)
Meeting #20 – January 30, 2023 – 12:00 pm
Microsoft Teams



Bike Centre: Folks at the Bike Centre and still working to get as many bikes as possible ready for the Bike Auction taking place at the end of March.

5.4.2 Committees

Sexual and Gender-Based Violence Advisory Committee for Students: Received an S22 & F22 update (semester in review) and listened to a presentation from staff at the wellness centre. Upcoming initiatives were also discussed.

Sexual and Gender-Based Violence Education Committee: The same presentation was made by wellness at this meeting.

5.4.3 Miscellaneous

Black History Month Pre-Event: I will be reaching out to student leaders as Payton Head (our keynote for BHM) has suggested a pre-event discussion with folks on campus. I will be creating a Microsoft form for students to sign up. Our maximum capacity is currently 40 students.

CFS Closing Plenary: Since the CFS AGM ended early this year, the closing plenary was postponed until January 26, in which we got through all our business items virtually.

6.0 Business

There were no business items.

7.0 New Business

8.0 In Camera

There was no in camera session.

9.0 Adjournment @ 1:00 pm

Next Meeting: February 8, 2023

Motion

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**Item 15.7
Executive Updates**

MOTION: That the following Executive Updates be received as information:

15.7.1	President	March 1, 2023
15.7.2	VP Student Experience (vacant)	
15.7.3	VP Academic	March 1, 2023
15.7.4	VP External	March 1, 2023

Moved:

Seconded:

Motion

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Item 15.9.1 CSA Clubs Service Update

(a) Extend Speaking Rights to Clubs Administrative Coordinator

WHEREAS CSA Rules of Order, Section 3.3 states that visitors can be extended speaking rights following a motion passed by the Board of Directors;

MOTION: to extend speaking rights to Shaima Alam, Clubs Administrative Coordinator, to present the CSA Clubs Service Update.

Moved:

Seconded:

(b) Receive the CSA Clubs Service Update Presentation

MOTION: to receive the CSA Clubs Service Update as presented by Shaima Alam, Clubs Administrative Coordinator, as information.

Moved:

Seconded:

Motion

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Item 15.10.1
Finance Committee Minutes

MOTION: That the Minutes for the following Finance Committee Meeting be received as information by the CSA Board of Directors:

Agenda Item #	Meeting #	Meeting Date
15.10.1	Meeting # 3	January 23, 2023

Moved:

Seconded:

Minutes

Finance Committee

Meeting #3 – Monday, January 23, 2023 – 12:00 to 1:15 pm

CSA Boardroom



Present: Isha Maharaj (Board Director), Jake Levy (Board Director), Mason Friebe (VP Academic), Lee Anne Clarke (Business Manager), Nicole Walker (CSA President, Chair)

Absent: None

Regrets: Mauricio Canedo Fernandez (Board Director)

1. Welcome & Introduction

2. Approval of the Agenda

The agenda was approved as presented.

3. Approval of the Minutes from November 28 and December 8, 2022

The committee went through the agenda over two meetings, and it will be reflected as two separate Finance Committee Meetings in the minutes. The minutes were reviewed by the committee, in which small edits were made. Final approval was received via email on January 30, 2023.

4. Financial Update to December 31, 2022

• **Schedule of Student Fees Receipts**

The anticipated CSA student fees at the time the budget was prepared were \$812,000. However, fees are now trending 10.37% above projections, primarily due to a significant increase in enrollment (~2,300), we are now projecting a year end student fees revenue of \$896,204.

• **Bullring Financial Update**

The month of December netted a loss due to a shortened month of sales and several expenditures not seen in a typical month. Our External HR Consultant recommended a one-time gratuitous payment for a longstanding employee that could not return in September. The committee also noted that wages and benefits were higher as full time Bullring staff received their annual RRSP contribution.

Overall, the Bullring is running a year-to-date surplus of \$2,343.79 and is in an excellent position to yield a year end surplus of \$40,000. Revenue from event sales has significantly increased year over year. Current event sales are \$34,600, as compared to last year's total of \$3,278 .

Minutes

Finance Committee

Meeting #3 – Monday, January 23, 2023 – 12:00 to 1:15 pm

CSA Boardroom



- **Financial Position to date**

The CSA's member equity is \$1.049 M (unaudited) since we are still waiting for our audit from 2021-2022 to be completed. The committee reviewed the current financial position of the CSA as of December 31, 2022, with careful consideration to unanticipated items that occurred after our budget had been approved.

The CSA budgeted to receive \$12,300 in revenue from interest earnings, but we have received \$22,831 to date, and expect to reach \$45,500 by year end due higher interest rates (net increase \$33,200 over budget projections). We are anticipating approximately \$10,000 in additional funding because of defunct CSA Clubs. When CSA Clubs are inactive for more than 3 semesters (although we wait until it's 5 semesters), our policy is to transfer the outstanding club account balance the PDR (Grants) line in the CSA Budget. Since our last Finance Committee meeting, the cost for leasehold improvements has increased to \$121,000 since it now includes UC 258 as a CSA conference room space.

The net changes to the current CSA budget as of December 31st indicate a net general operating surplus of \$84,000. The Entertainment Reserve currently has \$194,000 available to do cool events and initiatives for students!

5. **Budget Development**

The timeline for the budget development is being moved to February since the Auditor has confirmed they will be completing the CSA audit in March. This is atypical since the budget is usually brought forward and approved at the final meeting of the year. The Finance committee supported the timeline and agreed to meet more frequently for shorter periods of time.

The first step in the budget development process for the upcoming fiscal year is the initial review of revenue. The budget is created based on the total revenue anticipated. The CSA is anticipating a revenue of \$915,000 in student fees when considering the Consumer Price Index and the increase in enrolment.

Minutes

Finance Committee

Meeting #3 – Monday, January 23, 2023 – 12:00 to 1:15 pm

CSA Boardroom



For the Entertainment Fee, there is a fee that goes to the CSA to support the general coordination of the fee and cover expenses such as auditing fee, office equipment and administration. For 2023-2024 Budget, the proposal is to have it increase from \$11,000 to \$22,000 since the fee will be collected for the Fall and Winter semester. With the entertainment fee being collected in the winter semester this year, only 50% of the admin fee was charged.

The Bullring Admin Fee was created to support the costs of a bookkeeper salary, which does the financial books and auditing for the Bullring. The committee discussed how much the cost should increase by and the timing in which to review the fee given the fee almost matches the salary of our bookkeeper. An initial recommendation was brought forward by a member of the committee to hold the fee and review every three years, but concerns were raised about having significant increases in future years. There was another concern raised about having to increase prices at the till if the Bullring was charged the full CPI. The committee unanimously decided to increase the Bullring Admin fee by a cap of 1.5% for the next fiscal year.

For several of the referendum fees the CSA administers, there is a 9% admin fee applied for auditing and bookkeeping expenses. These services include the Menstrual Hygiene Initiative and SafeWalk. A note was made that while the CSA could charge the FoodBank budget a 9% admin fee, many of our undergraduate students are being impacted by Food Insecurity and the focus should go towards supporting students.

Other revenue that is important to note is the UC digital signage dividend which will mature in April 2024 and the UC photo arts investment that will mature in April 2025.

When developing the CSA Budget, a portion of funds is set aside as a buffer in the event something unexpected occurs. The recommendation is to hold back \$41,500 compared to \$27,000 as revenue streams from UCS will expire over the next two years. However, the CSA is expecting an increase in student fees compared to this past year, in which the additional funds can be allocated to various areas of the budget.

MOTION: Finance Committee recommends forward to the Business Manager to begin building the CSA Budget 2023-2024 based on \$915,000 in student fees.

Minutes

Finance Committee

Meeting #3 – Monday, January 23, 2023 – 12:00 to 1:15 pm
CSA Boardroom



MOVED: Jake

SECONDED: Isha

Motion Carried

Adjournment: The committee will be meeting the week of February 6. CSA President will be reaching out to confirm member availability for the next meeting.

Information Report

Board of Directors Meeting # 15

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Item 15.10.2

Summary of Committee Appointments

Motion: That the Summary of Committee Appointments, as presented in the Board Agenda Package, be received as information.

Moved:

Seconded:

Information Report

Board of Directors Meeting # 15

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The following Summary of Committee Appointments is provided as information:

Teaching Excellence Award Selection Committee

Appointed February 15, 2023

Michaela Hishon	CSA Director
Sanya Sareen	CSA Director
Isha Maharaj	CSA Director

University Centre (UC) Board

Appointed February 15, 2023

Jenna Scharnowski	CSA Director/CSA Member
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Elections Appeals Board

Appointed February 15, 2023

Sanya Sareen	CSA Director
Simran Kalra	CSA Director

Student Affordable Housing Taskforce

Appointed February 1, 2023

Nicole Walker, President	CSA Executive, Committee Chair
Jena-Lee Ashley	CSA Executive
Mason Friebe	CSA Executive
Isha Maharaj	CSA Director
Mauricio Fernandez	CSA Director
Michelle Wilk	CSA Director
Samantha Ogbeiwi	CSA Director
Olivia Smith	CSA Director
Jenna Scharnowski	CSA Director
Duncan McGuire	CSA Director
Jacob Miller	CSA Director
Anthony Pereira	CSA Director
Varnika Karavadi	CSA Director
Ella Odeh	CSA Director

Information Report

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Hiring Committee: Front Office Assistant

Appointed February 1, 2023

Michelle Wilk	CSA Director
Nicole Walker, President	CSA Executive
Kandace Blaker	CSA Staff Member

Hiring Committee Report

Front Office Assistant

March 1, 2023



Item 15.10.3

Hiring Committee Report

Front Office Assistant

Posting Date: January 20, 2023

Closing Date: Friday, February 3, 2023

Hiring Committee Members:

Michelle Wilk, CSA Board Member
Kandace Blaker, CSA Office Manager
Nicole Walker, CSA President

Number of Applicants: 40

Number of Interviews: 5

Successful Candidate: Mackenzie Baird

Start Date: Monday, February 27, 2023

MOTION: That the hiring of Mackenzie Baird for the position of Front Office Assistant be approved, as recommended by the Hiring Committee.

Moved:

Seconded:

Motion

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Item 15.11.1 Student Budget Committee Presentation

(a) Extend Speaking Rights: Student Senate Caucus Co-Chair

WHEREAS CSA Rules of Order, Section 3.3 states that visitors can be extended speaking rights following a motion passed by the Board of Directors;

WHEREAS CSA Rules of Order, Section 3.9, states that presentations will be given a maximum of ten minutes; and

WHEREAS CSA Rules of Order, Section 3.9.1, states that the length of a presentation may be extended by a Board motion;

BE IT RESOLVED that speaking rights be extended to Mandy Wuth, Student Senate Caucus Co-Chair, for a presentation regarding the Student Budget Committee;

AND FURTHER to extend speaking time from 10 minutes to 30 minutes for this presentation.

Moved: Nicole Walker, President

Seconded:

b) Presentation

MOTION: That the presentation by Nicole Walker, CSA President, and Mandy Wuth, Student Senate Caucus Co-Chair, regarding the Student Budget Committee, be received as information

Moved:

Seconded:

Motion

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Item 15.11.2 Recommendation to Increase FoodBank Fee Beyond CPI

WHEREAS Guelph Student FoodBank staff have been working tirelessly to mitigate the effects COVID-19 and inflation has had on our service to students;

WHEREAS this past year has brought many successes, including the ability to supplement our food budget with donations and grants to help offset the rising cost of food, garden boxes with fresh produce and herbs, and fostering relationships with campus and community partners to promote food security for those attending the University of Guelph;

WHEREAS while we are extremely proud of the strides our team has taken to improve our service, the unfortunate reality is that our small operation has been struggling to meet the increasing demand for our service with a long waitlist of students, as students are experiencing food insecurity at exceptionally high rates;

WHEREAS The FoodBank Fee for undergraduate students is currently \$2.66 and is subject to increases as per the Consumer Price Index, which is set at 6.8 percent for 2023; and

WHEREAS the CSA has the option to increase the FoodBank Fee by 3 percent in addition to CPI to offset the cost of inflation and meet service demands.

MOTION to approve the FoodBank Fee increase of 3 percent in addition to CPI, as recommended and forwarded by the Finance Committee and presented in the March 1, 2023, board agenda package.

Moved: Nicole Walker, President

Seconded:

Motion

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Item 15.11.3 Recommendation to Transfer Funds from Council Grants Line to FoodBank Donations Line

WHEREAS *CSA Policy Appendix F – Clubs Handbook Section 4.3.21* states: If after three (3) semesters a club remains inactive, all financial assets are absorbed into the CSA's Petitions, Delegations, and Representations (PDR) budget;

WHEREAS the CSA Club Universities Fighting World Hunger (UFWH) has been inactive for three semesters;

WHEREAS a letter has been signed by the CSA President and Clubs Coordinator and forwarded to the Office of Student Affairs to terminate the collection of fees for UFWH, effective Summer 2023;

WHEREAS as per CSA Policy, the total assets for UFWH in the amount of \$49,453.73 have been transferred to the CSA PDR budget line;

WHEREAS the PDR budget line currently has sufficient funds to meet operational needs for this fiscal year;

WHEREAS the Guelph Student Foodbank does not have sufficient funding to meet operational needs and currently has a long waitlist of students;

WHEREAS the UFWH mandate to eliminate hunger closely aligns with our Guelph Student FoodBank; and

WHEREAS the Finance Committee met on February 13, 2023, and recommended forward the following motion for the board's consideration.

BE IT RESOLVED that the amount of \$49,453.73 be transferred from the Council Grants – Fall & Winter budget line, to the FoodBank Donations budget line, to support the operations of our Guelph Student FoodBank.

Moved: Nicole Walker, President

Seconded:

MOTION

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Item 15.11.4

Policy and Bylaw Manual Language Amendments re PBRC

Note: Bylaw 1 - Organizational, Section 12, states that amendments to a CSA Bylaw require one Board meeting notice. Bylaw amendments require a two-thirds majority vote at a Board meeting.

Note: Bylaw 4 – Policy of the CSA, Section 2.2 states that amendments to a policy require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on February 15, 2023.

MOTION: That the CSA Policy and Bylaw Manual be amended as follows:

- That all occurrences of the word 'Aboriginal' throughout the Policy and Bylaw Manual be deleted and replaced with the word 'Indigenous';
- That all occurrences of the job title 'Policy and Transition Manager' throughout the Policy and Bylaw Manual be deleted and replaced with the job title 'Policy and Transition Coordinator'.

Moved:

Seconded:

MOTION

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Item 15.11.5 HR Policy Amendment re PBRC

Note: Bylaw 4 – Policy of the CSA, Section 2.2 states that amendments to a policy require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on February 15, 2023.

MOTION: That CSA Policy Appendix C – Human Resources Policy be amended as follows:

- That Section 4.2.2 be deleted and replaced with the following wording:
The Striking of a hiring committee at the last Executive Committee Meeting prior to the close of the job posting period. The hiring committee shall consist of the Executive Supervisor, a CSA staff member (preferably the outgoing position holder or staff supervisor) and a member of the Core Staff team, to be selected by the CSA President. At the discretion of the CSA President, individuals outside CSA staff and Executive may also be appointed to the hiring committee as applicable.
- That Section 4.2.6 be deleted and replaced with the following wording:
The Hiring Committee Chair will be the Executive Supervisor of the position. In the event that the Executive Supervisor is unable to be Chair, an alternate member of the Executive will be appointed Chair at the discretion of the CSA President.

Moved:

Seconded:

MOTION

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Appendix C – Human Resources Policy, Section 4.2

Current Wording:

4.2 The following are the minimum requirements for hiring a vacancy or new position:

4.2.1 Notification of the CSA Board of Directors at least two weeks prior to the projected hiring date.

4.2.2 The striking of a hiring committee at the last Board meeting prior to the close of the job posting period. The hiring committee shall consist of the Office Manager and/or the Policy & Transition Manager and/or at least one member of the Executive; at least one Board member (if no voluntary Board member participation is available, then another member of the Executive may sit on the committee) and a CSA staff member (preferably the outgoing position holder or staff supervisor).

If felt appropriate by a Hiring Committee Chair, individuals outside the Board, staff and Executive may also be appointed to the hiring committee. Should Board member participation become available after the hiring committee is struck, additional Board members may be appointed at the discretion of the Hiring Committee Chair.

Proposed Wording

4.2 The following are the minimum requirements for hiring a vacancy or new position:

4.2.1 Notification of the CSA Board of Directors at least two weeks prior to the projected hiring date.

4.2.2 The Striking of a hiring committee at the last Executive Committee Meeting prior to the close of the job posting period. The hiring committee shall consist of the Executive Supervisor, a CSA staff member (preferably the outgoing position holder or staff supervisor) and a member of the Core Staff team, to be selected by the CSA President. At the discretion of the CSA President, individuals outside CSA staff and Executive may also be appointed to the hiring committee as applicable.

Appendix C – Human Resources Policy, Section 4.2.6

Current Wording:

4.2.6 The Hiring Committee Chair will be the Executive Supervisor of the position. In the event that this role is shared between two Executive members, they will co-chair the hiring committee. In the event that the Executive Supervisor is unable to be chair, the Office Manager or the Policy & Transition Manager will be the chair.

MOTION

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Proposed Wording:

4.2.6 The Hiring Committee Chair will be the Executive Supervisor of the position. In the event that the Executive Supervisor is unable to Chair, an alternate member of the Executive will be appointed Chair at the discretion of the CSA President.

Motion

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Item 15.11.6
De-Ratify and Appoint Member to Elections Appeals Board

WHEREAS CSA Policy Appendix G – Electoral, Section 27.3.1 states that the Elections Appeals Board (EAB) shall consist of the following:

- Three Directors; and
- Two General Members of the CSA in good standing

WHEREAS CSA Policy Appendix G – Electoral, Section 27.3.5 states that membership of the EAB will be reviewed by the Chief Returning Officer and the President at the close of the nomination period for the General Elections, or as required, to ensure no conflict of interest exists among members and candidates;

WHEREAS Member Mauricio Fernandez is unable to remain on the EAB due to a conflict of interest; and

WHEREAS CSA Policy Appendix G – Electoral, Section 27.3.4 states that the membership of the EAB shall consist of no less than 40% women-identified individuals;

BE IT RESOLVED that Mauricio Fernandez be de-ratified from the Elections Appeals Board;

AND FURTHER that the following CSA Director be appointed to the Elections Appeals Board for the remainder of the 2022-2023 academic year:

[one Director]

Moved: Nicole Walker, President

Seconded:

Motion

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CSA Policy Appendix G: Electoral

27.1 Mandate of the Elections Appeals Board (EAB)

- 27.1.1 The Elections Appeals Board (EAB) will meet on an as-needed basis to preside over any appeal of a decision made by the CRO; including infractions.
- 27.1.2 Any appeals to be discussed following elections period and scheduled meetings of the EAB will be sent directly to the Board of Directors.
 - a) The President 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.
- 27.1.3 The EAB will not hear any appeals submitted more than 24 hours after the Chief Returning Officer's decision.
- 27.1.4 The decisions of the Elections Appeals Board shall be considered final and will not be subject to further review.

27.2 Formation of the Board

Membership of the Elections Appeals Board will be organized by the President and ratified by the Board of Directors no later than the first Board meeting of the Fall semester.

27.3 Membership of the Board

- 27.3.1 The Elections Appeals Board (EAB) shall consist of:
 - a) Three Directors; and
 - b) Two General Members of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1.
- 27.3.2 The Board will nominate and select the Directors who will sit on EAB as per Robert's Rules and the Chair's discretion.
- 27.3.3 General Members of the CSA to sit on the Elections Appeals Board will be selected as follows:
 - a) General Members of the CSA will be informed of the volunteer opportunity through advertising via mass-mail and posters to form a volunteer pool.
 - b) All interested CSA members shall submit a 150-word statement of interest and CV to be reviewed by the Board.
 - c) The Board will select and ratify CSA General Members to be on the EAB as per Robert's Rules and the Chair's discretion.

Motion

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- 27.3.4 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.

Marginalized shall be defined as a person from groups that 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.

- a) The membership of the EAB shall consist of no less than 40% women-identified individuals.

- 27.3.5 Membership of the EAB will be reviewed by the Chief Returning Officer and the President at the close of the nomination period for the General Elections, or as required, to ensure no conflict of interest exists among members and candidates.

27.4 Meetings of the Board

- 27.4.1 Quorum for EAB meetings shall be set at three (3) members.

- 27.4.2 The President shall not be a voting member of the EAB, however, the President shall break a tie among the voting members if required.

- 27.4.3 The EAB will establish regular meeting times prior to campaign and voting periods. The EAB will hold three (3) meetings during campaign and voting periods.

- 27.4.4 The President 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 reply quickly and efficiently to appeals should they arise.

- 27.4.5 It is the responsibility of the President to inform the Board of Directors of EAB decisions.

- 27.4.6 The candidate or referendum team in question must make themselves available and be prepared should the EAB deem it necessary to ask the candidate or referendum team questions.

- a) If extenuating circumstances apply, and a candidate or referendum team cannot attend a meeting of the EAB, notification must be given to the President at least 24 hours before the time of the meeting. Otherwise, failure to appear may cause the complaint or appeal to be rendered null and void.

Motion

Board of Directors Meeting # 15
March 1, 2023



Item 15.11.7

Appoint Directors to the University Centre (UC) Board Selection Committee

WHEREAS it is the responsibility of the [University Centre Board](#) ('UC Board') to establish written policies respecting the use of facilities and management of space within the University Centre (UC); to acknowledge the special requirements of user groups to management their own activities within the spaces assigned to them and to provide services for the University Community at large;

WHEREAS Appendix J – Internal CSA Policy, Section 5.0 University Centre Board states that the UC is a central building used by students on campus for organizational and social space, and as a building that was built and continues to be funded by student fees, and should be controlled by students;

WHEREAS the UC Board is comprised of ten (10) students, four (4) university appointees, two (2) alumni, two (2) clubs' representatives; including one (1) CSA Executive, nine (9) CSA representatives, and five (5) 'Alternates' appointed by the CSA Board of Directors;

WHEREAS appointments to the University Centre Board of Directors are for a term of two (2) years, as defined by the University Centre Board of Directors Constitution; and

WHEREAS Appendix J – Internal CSA Policy, Section 5.0 University Centre Board provides a process to select undergraduate member appointees to the UC Board by the Vice President Student Experience and two (2) Directors;

RESOLVED that the following CSA Directors be appointed to assist the President, in the absence of a Vice President Student Experience, in selecting UC Board appointees for a two-year term beginning in the 2023-2024, academic year:

[two Directors]

Moved: Nicole Walker, President

Seconded:

Motion

Board of Directors Meeting # 15
March 1, 2023



Item 15.11.8

Notice: Suspension of Electoral Policy for Spring By-Election

Note: Bylaw 4 – Policy of the CSA, Section 2.3 states that the suspension of policies, or a section of a policy, must be submitted and included in the Board package for review prior to the Board meeting. All suspensions require a one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion is hereby provided at the Board meeting on March 1, 2023.

The following motion will be considered at the Emergency Board meeting on March 8, 2023.

WHEREAS CSA Policy Manual Appendix G – Electoral, Section 2.15.1 states that the Election Schedule shall include a minimum of five (5) business days for each of the following elections periods: nominations, promotion and signature verification, campaigning, and voting;

WHEREAS the CSA will be running a Spring By-Election to fill the position of VP Student Experience which has no candidates for the CSA Winter 2023 General Election;

WHEREAS the voting period for the Spring By-Election will occur during the exam period if each elections period is given five (5) business days;

WHEREAS campaigning and securing quorum will be more difficult for candidates during the exam period due to the competing priorities of students; and

WHEREAS signature verification and promotions require less time to complete during a By-Election due to a smaller pool of candidates;

BE IT RESOLVED that the CSA Board of Directors suspend Appendix G – Electoral, Section 2.15.1 of the CSA Policy Manual for the duration of the CSA Spring 2023 By-Election.

Motion

Board of Directors Meeting # 15

March 1, 2023



Item 15.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 15 on March 1, 2023 be adjourned at pm.

Moved:

Seconded: