

## MINUTES

Policy & Bylaw Review Committee (PBRC)  
Meeting # 2 – Nov 16, 2020 – 9:30 am  
Microsoft Teams



## Attendance

### Members

Pete Wobschall, Chair	Policy & Transition Manager	Present
Alan Negrin, Vice-Chair	Director	Regrets
Jena Ashley	Director	Present (arrived at 10:10am)
Tyler Poirier	President	Present
Horeen Hassan	VP External	Regrets
Sean Mitchell	VP Academic	Present (arrived at 9:45am)

### Guests

Jewel Lindemann	Chief Returning Officer (CRO)	Departed at 10:35am
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### Scribe

Pete Wobschall	Policy & Transition Manager
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## Minutes

### 2.0. Call to Order

Meeting was called to order at 10:10am.

Please note that members began discussing item 2.6.1. Election Bylaw & Policy Revisions with the Chief Returning Officer (CRO) at 9:30am until committee quorum was reached at 10:10am. At this point a summary of discussion was provided to members, the group completed the Elections discussion within quorum, the CRO departed the meeting, and the agenda was followed to completion.

### 2.1. Adoption of the Agenda

#### 2.1.1. Approve the Agenda

Agenda approved.

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### **2.1.2. Declarations of Conflicts**

No conflicts declared.

## **2.2. Ratifications and De-Ratifications**

### **2.2.1. Sean Mitchell, VPA**

This was Sean's second consecutive PBRC meeting and as such, he is automatically ratified as a PBRC member as per CSA Appendix A – Internal CSA Policy, Section 2.6.2.2.

## **2.3. Comments from the Chair**

No comments from the Chair.

## **2.4. Approval of Past Minutes**

### **2.4.1. October 26, 2020 PBRC Minutes**

Approved.

## **2.5. Working Group Updates and Reports**

### **2.5.1. EEC WG Nov 9, 2020 Minutes**

The Executive Evaluation Committee (EEC) Working Group (WG) met on Monday November 9<sup>th</sup> and reviewed ~50% of the EEC policy. A second meeting has been scheduled for Monday November 23<sup>rd</sup> to complete review of the policy and begin development of a revised policy.

## **2.6. Business**

### **2.6.1. Election Bylaw & Policy Revisions**

The group reviewed changes made by the Board in October and determined the following:

- Since the Fall By-Election realized 9% quorum and had limited promotion, reinstating the 10% quorum requirement seemed reasonable; especially with a strong promotional plan in place.

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- Since the upcoming referendum question regarding the Student Health Plan should garner a high level of interest by students, the 20% quorum requirement for referendums seems reasonable.
- Since it is important to have a process to pre-screen applicants and group members supported the 'signature' process; and since in-person ink signatures are not possible in the covid environment, signatures would be solicited in electronic format (TBD) and the number of signatures required by Executive should be reduced from 100 to 50 signatures. The requirement of 25 signatures for Directors as currently in policy, seemed reasonable to the group.
- Since a pdf document can be electronically signed within Adobe Reader, so requiring a signature for the All Candidate's Meeting seemed reasonable to the group.

Due to time limitations, Elections- and Referendum-related policies flagged by CRO not related to today's discussion will be added to future PBRC meeting.

### 2.6.2. HR Policy – Vacation , PED, and Minor Formatting

The group review revisions to the HR policy and approved it to be presented to the Board.

### 2.6.3. PBRC Report # 1 Approval

The group directed the PTM to update PBRC Report #1 to include the motions discussed today, and present the revised report to be received the Board at their next meeting on Nov 25, 2020.

### 2.6.4. EEC Working Group Update

The EEC WG conducted a line by line review of the EEC policy and discussed high level concepts and processes. An additional meeting was scheduled on Monday November 23, 2020 to complete the policy review and begin planning the revised process.

### 2.6.5. PBRC Committee Scribe

PTM declared that they were OK with conducting the PBRC Scribe duties.

**ACTION:** The Executive will discuss a 'Committee Scribe' for all CSA committees in consultation with the Business Manager (to ensure budget compliance) and will report back to the PBRC at the next meeting.

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### 2.6.6. Bike Centre Committee Update

From Oct 26 PBRC Minutes:

**ACTION:** President to discuss relevance and mandate of Bike Centre Committee with Business Manager and report back to PBRC with recommendations for moving forward; including which of the Exec would sit on the committee if it continues.

Group discussion:

- Concern is that the Bike Centre Committee mandate is to help coordinators with operational objectives, not to make governance-related decisions. Committee members do not have the resources or information to make decisions (policy also requires others to make these decisions).
- The actions currently underway by the PTM in committee recruitment, and content within the Executive and Director Training programs is reinforcing the roles of committees, so it is better understood across the organization.
- **ACTION:** PTM to develop a brief educational piece outlining the role of committees for inclusion on outreach materials such as the website. Ensure to include the importance of quorum is validating the work of the committee in the info piece.

### 2.7. New Business

No new business.

### 2.8. *In Camera* Session

No in camera items today.

### 2.9. Adjournment

Meeting was adjourned at 10:55 am.

## Upcoming PBRC Meeting Agenda Items

- More clearly defining 'emergency' and 'time-sensitive' in policy regarding the introduction of 'New Business' items.

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- Review of Bylaw 4 – Policy of the CSA. Identify gaps and make recommended revisions for Board consideration.

## Outstanding Business List (OBL)

Date (Assigned to OBL)	Action / Follow-up
Oct 26, 2020	<b>1.6.6. Review of Policy Review Policy</b> <b>ACTION:</b> PTM to: <ul style="list-style-type: none"><li>○ Revise to ensure all policies are included and correctly numbered.</li><li>○ Replace specific years to generic 'year #'</li><li>○ Bring back to PBRC for review.</li></ul>
Nov 16, 2020	Elections- and Referendum-related policies flagged by CRO not related to discussion at the Nov 16, 2020 meeting will be added to future PBRC meeting.

<b>Approved by the Board of Directors</b>	November 25, 2020
<b>Pete Wobschall</b> , Policy & Transition Manager, PBRC Chair	
Signature 	Date  November 26, 2020