

## Committee Report

Policy & Bylaw Review Committee

Report # 1

November 12, 2020



## Committee Name

**Policy & Bylaw Review Committee (PBRC)**

## Membership Requirements

Any member of the CSA and/or member of the CSA Board of Directors may be a member of the PBRC.

## Quorum

Quorum shall be three ratified members, one of which must be a Director of the CSA.

## Committee Mandate

- To solicit input from members of the CSA and/or CSA Board of Directors relating to the CSA By-laws and Policies.
- To develop draft by-laws and policies on said input for the CSA Board of Directors to accept, reject or refer back to the PBRC with further recommendations.
- To regularly review existing CSA Bylaws & Policies to ensure relevance; and to conduct review with direction from the CSA Board of Directors.
- To review, when appropriate, CSA Standing Resolutions to ensure relevance and application to undergraduate students at the University of Guelph.
- To make spelling, grammar, and article numbering changes to the CSA By-laws and Policies as necessary.

## Committee Policy Reference

Appendix A – Section 2.6.

## Committee Reporting & Meeting Requirements

### Meeting Frequency

As required to fulfil mandate; minimum meeting frequency is not specified in policy.

### Minutes

Appendix A – Internal CSA Policy

2.6.3.2. The PBRC minutes will be recorded by the CSA Committee Scribe (or designated scribe in the absence of the Committee Scribe). Committee minutes will be circulated between meetings of the PBRC for member review and for approval at the next regularly scheduled meeting.

### Reporting

Appendix A – Internal CSA Policy

#### 2.6.5. Reporting

2.6.5.1. The PBRC will report to the CSA Board of Directors at least twice a semester.

It is understood that the Board of Directors will request reports on specific issues with specific timelines relevant to that issue.

## Committee Members

Name	Position Title	Date Ratified by Board	Date Ratified by PBRC (2 <sup>nd</sup> Consecutive Meeting)	Date De-Ratified by Board
Tyler Poirier	President	Sept 16, 2020		
Horeen Hassan	VP External	Sept 16, 2020		
Pete Wobschall	PTM	Auto ratified (App A, S 2.6.2.4.)		
Jena-Lee Ashely	Director	Sept 16, 2020		
Alan Negrin	Director	Sept 16, 2020		

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## Committee Roles

<b>Chair</b>	Pete Wobschall, PTM
<b>Vice-Chair</b>	Alan Negrin, Director
<b>Committee Scribe</b>	Pete Wobschall, PTM

## 2020-2021 Meeting Dates

<b>Meeting Date / Time / Location</b>	<b>Meeting #</b>	<b>Date Minutes Received at Board Meeting</b>
Apr 15, 2020 (previous academic year)	NA	Sept 3, 2020
Mon, Oct 26, 2020, 10:00am, Microsoft Teams	1	Nov 11, 2020?
Mon, Nov 16, 2020, 9:30am, Microsoft Teams	2	
Mon, Dec 6, 2020, 10:00am, Microsoft Teams	3	
Winter Semester Meeting Dates to be established in Dec 2020	TBD	

## Major Activities

<b>Executive Evaluation Committee (EEC) Policy Review &amp; Evaluation</b>
<ul style="list-style-type: none"><li>• Review and evaluation the existing EEC policy/process.</li><li>• Develop revised policy that is consistent with the hierarchical organizational model for Board of Directors consideration.</li></ul>
<b>Review of Amended Bylaw &amp; Policies from Fall 2020 By-Election</b>
<ul style="list-style-type: none"><li>• Review and evaluation the election-related policies and bylaw that were amended at the Board Meeting on Sept 9, 2020.</li></ul>

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- Provide the Board of Directors options and associated rationale in regard to the affected policies.

### HR Policy Revisions

- Review of revised Vacation and Personal Emergency Day (PED) policy for staff.
- Developed by the CSA Business Manager and an external HR consultant.
- The revised policies bring the CSA into Employment Standards Act (ESA) compliance.
- To go to the CSA Board for consideration in Nov 2020.

### Elections Candidate's Package Review

- Continuing from 2019-2020 PBRC activities.
- PBRC's Candidate Package Working Group recommendations were approved by PBRC in October 2020.
- Elections Office will ensure recommended revisions are made in the Candidates Package in Nov 2020.

### Policy Review Policies Review

- To review policies outlining policy and bylaw review requirements and develop revisions based on achievable timing (SMART goals) for Board consideration.

## Future Major Activities

### New Business Items: Defining 'Emergency' & 'Time Sensitive'

- More clearly define, and provide examples of, 'emergency' and 'time-sensitive' issues for Members to better understand how to justify introducing New Business items at Board Meetings (recommended by Member Pacheco).

### Referendum Policies

- Review and evaluation referendum-related policies to make selected sections more clear.
- Define the roles and impacts of 'opposition campaigns'.

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## Working Groups

### EEC Evaluation & Development Working Group (PBRC)

#### Date Established

Oct 26, 2020

#### Members

Name	Position Title
Tyler Poirier	President
Sean Mitchell	VP Academic
Pete Wobschall	Policy & Transition Manager
(Optional) Jena-Lee Ashely	Director
(Optional) Alan Negrin	Director
(Optional) Horeen Hassan	VP External

#### Meeting Date(s)

Mon Nov 9, 2020, 1:00pm, Microsoft Teams

#### Mandate or Terms of Reference (TOR)

- Review EEC and develop a policy with the 'trends' in mind (from Oct 26, 2020 Minutes).
- Find a way to restructure the EEC and provide evaluation and accountability for Exec.
- Ensure Business Manager is well-informed and supports actions and decisions of Working Group
- External HR consultant could be engaged (budget-permitting), to vet policies and ideas through (to ensure legal compliance as appropriate)

#### Major Activities

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- Review and evaluation of Executive Evaluation Committee and develop associated revised policy to support the new hierarchical model (EEC was developed under the Commissionaires model)

## Elections Candidate's Package Working Group (PBRC)

### Date Established

April 15, 2020

### Members

Name	Position Title
Pete Wobschall	Policy & Transition Manager
Patrick MacCarthy	Chief Returning Officer (CRO)

### Meeting Date(s)

May 5, 2020

### Mandate or Terms of Reference (TOR)

- Review the Candidate's Package and make revisions as per Board direction.
- Identify policy excerpts that the PBRC needs to explore more fully (e.g. a social media policy for the CSA).

### Major Activities

- See mandate.

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## Recommendations

### Winter 2021 General Election Electoral Policy Amendments

**WHEREAS** filling all Executive and Board of Director positions is critical to the success of the Central Student Association;

**WHEREAS** COVID-19 public health policy and University of Guelph COVID-19 regulations have made the prescribed electoral process infeasible;

**WHEREAS** it is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic;

**WHEREAS** it is necessary for the CSA to revise related policy in order to carry out the 2021 Winter General Election in a timely manner; and

**WHEREAS** the CSA Board of Directors suspended various elections-related policies at their meeting on September 9, 2020 with direction to reassess these amendments in November 2020;

**RESOLVED** that based on review and recommendations from the Policy & Bylaw Review Committee (PBRC):

- a) The following clauses from CSA's Appendix D – Electoral be reinstated for the Winter 2021 General Election:
  - i. 4.2.1.c. [Director candidate to collect signatures]
  - ii. 4.2.1.d. [Director candidate to collect 25 signatures]
  - iii. 4.3.1.c. [Executive Officer candidate to collect signatures]
  - iv. 12.5. [Candidates sign a statement before leaving the All Candidate's Meeting that indicates they understand the rules and regulations governing the election process]
- b) The following clauses from the CSA's Appendix D – Electoral continue to be suspended for the 2021 Winter General Election.
  - i. 4.2.1.f. [Director candidate to present a refundable cheque of \$25]
  - ii. 4.3.1.f. [Executive Officer candidate to present a refundable cheque of \$50]
- c) The requirement of 100 verified signatures being required by an Executive candidate be reduced to 50 verified signatures in Section 4.3.1.c).

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- d) Recommendations from the Chief Returning Officer (CRO) relating to the policy revisions in a), b) and c) above, be included in their report at the end of the academic year for consideration by the Board for future elections cycles.

**Moved:**

**Seconded:**

### **Winter 2021 General Election Amendment to Bylaw 2 Electoral, Section 2.2.**

**WHEREAS** filling all Executive and Board of Director positions is critical to the success of the Central Student Association;

**WHEREAS** COVID-19 public health policy and University of Guelph COVID-19 regulations have made the prescribed electoral process infeasible;

**WHEREAS** it is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic;

**WHEREAS** it is necessary for the CSA to amend Bylaw 2- Electoral in order to carry out the 2021 Winter General Election in a timely manner;

**WHEREAS** at their meeting on September 9, 2020, the CSA Board of Directors amended Bylaw 2 – Electoral, Section 2.2.2. eliminating the requirement of quorum being 10% of the general membership of the applicable constituency; and

**WHEREAS** the Policy & Bylaw Review Committee (PBRC) has reviewed and approved of the following amendment.

**RESOLVED** that:

- a) Effective immediately, CSA Bylaw 2 – Electoral, Section 2.2. By-Elections be temporarily amended by reinstating subsection 2.2.2. stating “Quorum shall be 10% of the general membership of the applicable constituency.”
- b) Recommendations from the Chief Returning Officer (CRO) relating to elections quorum be included in their report at the end of the 2020-2021 academic year for consideration by the Board for future elections cycles.



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**Moved:**

**Seconded:**

### **Amendment to Appendix C – CSA Human Resources Policy: PED & Vacation**

**WHEREAS** the Business Manager, working in consultation with an external HR consultant, provided the Policy & Bylaw Review Committee (PBRC) with revisions to the CSA’s Human Resources (HR) policy;

**WHEREAS** these revisions ensure compliance with the Ontario’s Employment Standards Act (ESA) in relation to Personal Emergency Days and Vacations; and

**WHEREAS** the Policy & Bylaw Review Committee (PBRC) has reviewed and approved the following revisions at it’s meeting on November 16, 2020:

- a) Revised vacation policy [Section 11.0.]
- b) Added Personal Emergency Day (PED) policy [Section 12.0]
- c) Addition of clickable Table of Contents
- d) Addition of a table to track ongoing revisions at the beginning of the policy
- e) Ensuring all headings are sequentially numbered
- f) Ensuring that all body text has similar formatting

**RESOLVED** that the revised Appendix C – CSA Human Resources Policy be approved, as presented to the CSA Board of Directors at their meeting on November 25, 2020.

**Moved:**

**Seconded:**

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


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 A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.	
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