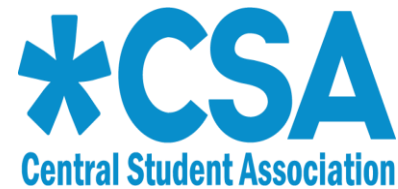


MINUTES

Policy and Bylaw Review Committee

PBRC Meeting # 3

October 18, 2018 – 10:00 am – CSA Boardroom



Members Present: Earl Evans (PTM, Chair), Alan Negrin

Executive Present: Jack Fisher (left at 10:59 am), Aidan Paskinov,

Regrets: Horeen Hasson, Nick Kowaleski, Natalie Clarke, Kayla Weiler (Vice Chair)

Guests: Alana Keenan (left at 10:55 am), Laura Parsons (item 3.5.3.)

3.0. Call to Order: 10:10 am

3.1. Ratifications and De-Ratifications

Motion: That President Jack Fisher be ratified as a member of the PBRC, effective immediately, as this is the second meeting attended.

Moved: Aidan

Seconded: Alan

Consensus

3.2. Comments from the Chair

3.2.1. Introductions and Pronouns

Alana Keenan introduced herself and explained that she would like to become a member of PBRC. She is a third year Political Studies student.

3.3. Approval of Past PBRC Minutes

3.3.1. Meeting # 2 – October 4, 2018

Motion: To approve the minutes from PBRC Meeting # 2 on October 4, 2018.

Moved: Aidan

Seconded: Jack

Consensus

3.4. Business

3.4.1. Membership

Alana Keenan will be ratified as a PBRC member at the beginning of the second meeting attended.

3.4.2. Meeting Schedule

As agreed, meetings will take place every second Thursday at 10 am. Because of Trick or Eat schedule, members agreed to start the next meeting (November 1) at 11 am. **Consensus**

3.5. New Business

3.5.1. Executive Evaluation Committee – Proposed Timeline

Earl: This timeline for the evaluation of Executive Officers by the EEC (Policy Appendix A) was discussed and finalized at the last meeting. The timeline was provided at this meeting for information and confirmation. Timeline dates for 2018-2019 were provided for clarification. The timeline included in the proposed EEC terms of reference will not list dates so that the policy does not become outdated.

MINUTES

Policy and Bylaw Review Committee

PBRC Meeting # 3

October 18, 2018 – 10:00 am – CSA Boardroom



For example, “one week after submission of goals” is used rather than an exact date. As recommended by PBRC, the amendment to Appendix A will also reduce the required four reports per term to three.

Aidan: Will the wording outline the difference between goals and reports? [Yes]

Earl: Prefer not to use word “explicit” goals.

Motion: That the PTM draft an amended Appendix A, Section 2.5. (Executive Evaluation Committee) reflecting PBRC discussion and the proposed timeline, for discussion at the next PBRC meeting.

Moved: Aidan

Seconded: Alan

Consensus

3.5.2. Bylaw 1 and Bylaw 4 – Amendments

Earl: Bylaw 1 (Section 12.0) states the requirements for the amendment, suspension, rescindment, etc. of CSA bylaws whereas Bylaw 4 (Section 2.0) states the requirements for the amendment, suspension, rescindment, etc. of CSA policies. However, there are inconsistencies between the two, eg. policy amendments included in the bylaw that pertains to bylaw amendments.

Motion: That the PBRC recommend to the Board that Bylaw 1, Section 12. 1 be amended by deleting the words “and policies” so that it now reads: “An amendment to the University of Guelph’s Central Student Association’s Bylaws may be proposed at any Board of Directors meeting...”

Moved: Aidan

Seconded: Jack

Consensus

Earl: Bylaw 4 requires a two-thirds majority to establish policy (Section 2.1), to suspend policy (Section 2.3) and to rescind policy (Section 2.4). However, to amend policy (Section 2.2) requires only a majority vote.

Motion: That the PBRC recommend to the Board that Bylaw 4, Section 2.2. be amended to require a two-thirds majority vote rather than a majority vote.

Moved: Aidan

Seconded: Alan

Consensus

Earl: Bylaw 4 requires two weeks or one meeting notice to establish policy (Section 2.1) and to rescind policy (Section 2.4). However, the same bylaw requires notice in the agenda only to amend policy (Section 2.2) and to suspend policy (Section 2.3).

Aidan: Important to be uniform by using “one Board meeting notice” in all four sections.

Alana: Is there an instance when two weeks would be required rather than one meeting?

Earl: most meetings are two weeks apart and summer meetings three to four weeks apart.

Motion: That the PBRC recommend to the Board that Bylaw 4, Sections 2.1, 2.2, 2.3 and 2.4 be amended to require “one Board meeting notice” rather than “one meeting notice” or “notice in agenda package”.

Moved: Aidan

Seconded: Alan

Consensus

MINUTES

Policy and Bylaw Review Committee

PBRC Meeting # 3

October 18, 2018 – 10:00 am – CSA Boardroom



Earl: Based on the above committee discussion, Bylaw 1 requires the same amendment regarding notice of “one Board meeting” to amend a bylaw.

Motion: That the PBRC recommend to the Board that Bylaw 1, Section 12. 2 be amended to require “one Board meeting notice” rather than “one meeting notice”

Moved: Aidan

Seconded: Jack

Consensus

In summary, it was noted that Bylaw 1 is recommended for the following amendments:

- Section 12.1 re deleting “and policies”
- Section 12.2 re one Board meeting notice
- Section 12.4 re roll call vote (Oct 4 PBRC)

3.5.3. Amendments to Appendix C – HR Policy – Joint Health & Safety Committee

Also present: Laura Parsons, CSA Office Manager and Executive Support, and JHSC member

Aidan: suggested need for definition of management and non-management

Committee discussion re changing terms to employer and employee

Jack: let’s define which positions are management and which are non-management

Alana: role-based would avoid confusion

Laura: may be defined in provincial legislation; usually depicts a unionized workplace but we are not

Alana: people may think there are more management reps on JHSC

Laura: before recent changes to structure, CSA was in flux as to who is management

Some CSA staff may hire other staff but are not technically management.

Aidan: Suggest last line of 23.3 not be deleted – JHSC membership should include FoodBank and Bike Centre staff – potentially hazardous workplace

Laura: difficult for this staff to attend meetings and the role is not reflected in the job descriptions

Alan: look at future job descriptions and consider including JHSC membership in key positions

Reference to inspections once per semester recommended to be deleted.

Revised wording is for inspections to occur “as per schedule” that JHSC will produce on an annual basis.

Laura – training of JHSC members

Motion: To request that the CSA Joint Health & Safety Committee define the terms “management” and “non-management” for inclusion in the JHSC policy.

Moved: Jack

Seconded: Aidan

Consensus

MINUTES

Policy and Bylaw Review Committee

PBRC Meeting # 3

October 18, 2018 – 10:00 am – CSA Boardroom



3.5.4. Amendments to CSA Rules of Order - Section 3.1: Board Meeting Efficiency

An update to Section 3.1 was suggested at the previous meeting but was not resolved. It currently reads: "All [agenda] submissions... shall be in writing and placed in members' boxes three days previous to that week's meeting, for members to read, and talk/think about; otherwise, that business shall be omitted from the agenda."

This item was tabled for discussion at the next meeting: **Consensus**

3.6. Other PBRC Business (Items for Next Meeting)

3.6.1. Speakers List – Gender Parity – Preamble

3.6.2. Update – Sexual Violence Working Group

3.6.3. Appendix G – CSA Election Policy

3.7. Bylaw Amendments to be Confirmed at AGM

Ongoing list for reference

3.8. Policy Amendments – Do not Require Confirmation at AGM

Ongoing list for reference

3.9. Adjournment

Motion: That the PBRC meeting of October 18, 20018 be adjourned at 11:01 am, with the next meeting to be held on **Thursday, November 1, 2018** at 11:00 am.

Moved: Alan

Seconded: Aidan

Consensus