

MINUTES

Policy and Bylaw Review Committee

PBRC Meeting # 1

September 20, 2018 – 10:30 am – CSA Boardroom



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

Also Present: Nick Kowaleski

Executive Present: Jack Fisher (arrived 10:50 am), Aidan Paskinov (arrived 10:35 am), Natalie Clarke, Kayla Weiler (arrived 10:34 am)

1.0 Call to Order: 10:32 am

1.1. Comments from the Chair (PTM)

1.1.1. Introductions and Pronouns

Earl: this is the first meeting of the PBRC in this Board term. The PTM is designated as PBRC Chair in the position job description. Alan and Horeen are PBRC members as ratified by the Board on August 15, 2018.

1.2 Approval of Past PBRC Minutes

1.2.1. Meeting # 16 – March 8, 2018

Last meeting of previous PBRC term. Minutes provided for background and context.

Motion: To approve the minutes from PBRC Meeting # 16 on March 8, 2018.

Moved: Horeen

Seconded: Alan

1.3 Introduction to Policy and Bylaw Review Committee

1.3.1. PBRC Terms of Reference (Internal CSA Policy – Appendix A, Section 2.9)
Provided for reference.

1.3.2. PBRC Report Winter 2018

Kayla's final report to Board as PBRC Chair provided for reference.

1.3.3. Membership

Kayla: no limit on membership, CSA members and Board members.

Nick: Expressed an interest in this committee in the summer and requested becoming a ratified member. The Executive members asked to be ratified at the next meeting as well.

1.3.4. Meeting Schedule

Nick: bi-weekly meetings unless urgent item(s). Earlier start time better for my schedule.

Kayla: aim for less busy class time (afternoons) so more members attend. Next meeting in two weeks, then poll for a different time. **Consensus**

Motion: That the next PBRC meeting be held on Thursday, October 4, 2018 at 10:00 am.

Moved: Horeen

Seconded: Alan

1.3.5. Vice-Chair selection

A Vice-Chair will be appointed at the next meeting. **Consensus**

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1.4 Business

1.4.1 Ratification of PBRC members (after two meetings)

Appendix A, Section 2.9.2.2. of Internal CSA Policy, states that PBRC members are ratified by the committee at the beginning of the second consecutive meeting which they attend.

Kayla: Keep this clause as it prevents people from seeking membership when they attend for one meeting to speak on one particular topic.

Nick: provision for Board to add members if they so choose. No change to second consecutive meeting provision. **Consensus**

1.4.2 Speakers List – Board of Directors Meetings – Gender Parity

A motion to suspend CSA Rules of Order, Section 2.1. re Speakers List was approved by the Board on May 31, 2017. Committee discussed keeping the gender parity provision or making permanent the suspension.

Kayla: Changed to CFS method of prioritizing first-time speakers. It is important to hear from gender-oppressed people.

Alan: CFS has quite diverse meetings where white males less common than at CSA meetings.

Kayla: Board members share pronouns, guests will too.

Nick: It is difficult for the Chair to maintain a speakers list with a gender parity stipulation. Efficient meetings with no problems in last year and half since suspension.

Earl: [read email from Board Chair outlining reasons to strike gender parity.]

Aidan: Hard to notice how this [suspension] affects speakers rights. It is valuable to have gender parity.

Alan: I can ask at GQ coordinators meeting how to deal with this matter.

Horeen: Important to steer this in the correct direction.

Motion: To table the matter of the speakers list / gender parity, pending input from the GQ committee.

Moved: Horeen

Seconded: Alan

1.4.3 “Vacation” (Vacancy) of a Director

Recommend draft Board motion / housekeeping amendment to Bylaw 1, Section 3.7.1. to change heading from “vacation” of the office of a director” to “vacancy”. **Consensus**

Aidan: need to amend pronoun wording in this section from “her or his” to their”.

Alan: I will search the entire bylaw for other pronoun usage to be updated.

Motion: To recommend to the Board and for confirmation at the Annual General Meeting, that the heading of Section 3.7.1. in Bylaw 1 be amended from “Vacation of the Office of a Director” to “Vacancy in the Office of a Director”.

Moved: Alan

Seconded: Horeen

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1.4.4 Executive Evaluation Committee (EEC)

Earl: EEC terms of reference (Appendix A, Section 2.5.1.2., Internal CSA Policy) should be revised to reduce the required four reports per term to three. A SWOT analysis (strengths, weaknesses, opportunities and threats) would provide a more balanced perspective than “noting any structural problems that have inhibited... ability to function...” I saw how busy the summer was for the Executive without the requirement to submit these report(s) so early in their term.

Kayla: would be valuable to have exact dates when reports are due.

Jack: [read current policy] Policy requires a report for a certain Board meeting but we could provide a list of exact dates.

Kayla: [provided motion from July 12, 2017 to use as an example.] **Consensus**

Motion: That PBRC recommend a proposed guideline to the Board outlining the dates of reports required by the Executive Evaluation Committee.

Moved: Horeen **Seconded:** Alan

1.4.5 Executive Quorum – Board Meetings

Earl: Based on CSA Rules of Order, Section 1.2.4. and 1.2.5., current quorum requirement is:

- All Executive available - President and at least one VP must attend
- President unable to attend - all three VPs must attend
- Vacant Executive position - all filled Executive must attend

Nick: previous PBRC discussion that “majority” of Executive must attend if vacant Exec position. Quorum would be higher when vacancy occurs. **Consensus** to change to majority.

Motion: To recommend that the CSA Rules of Order, Sections 1.2.5. and 1.3.5. be amended to state that a “majority” of Executive Officers would be required to meet quorum, as opposed to “all filled Executive Officer positions”.

Moved: Alan **Seconded:** Horeen

1.4.6 Speaking Rights – PTM, Scribe at Board Meeting

Earl: currently requires a motion at beginning of term to provide speaking rights for PTM and Scribe at Board meetings. Rather than a motion each term, need to include in bylaw. **Consensus**

Motion: To recommend to the Board and for confirmation at the Annual General Meeting, that a new section be added to Bylaw 1 - Organizational that would provide speaking rights for Board Meetings on an ongoing basis for the PTM and Board Scribe.

Moved: Alan **Seconded:** Horeen

1.4.7 Amendment from CEO to CRO and AEO to ARO (Info)

Earl: A Board motion on March 28, 2018 approved this change and it is underway now.

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1.5. Other PBRC Business

1.3.3. Annual Review of Electoral Bylaw 2

Earl: Appendix A, Section 12 – Policy Review Policy requires that the Bylaw 2 – Electoral is to be reviewed annually in the summer. I met with CRO Mohammad in the summer and determined there were no concerns with the current provisions in Bylaw 2.

Aidan: Also considerable work done previous year to review and make updates.

Consensus: no further action required.

1.3.4. Update – Workplace Violence Working Group

Kayla provided update and noted it is now “Sexual Violence Working Group”. Suggested the working group be formally struck at this meeting and members appointed at the next meeting. **Consensus**

Motion: That PBRC formally strike the Sexual Violence Working Group, and further, that members be appointed at the next meeting on October 4, 2018.

Moved: Horeen **Seconded:** Alan

1.6 Items to be Recommended at AGM

1.6.1. CSA Rules of Order – Stand Alone

Earl: The Rules of Order have been removed from the Policy manual but the old format may still be found. Important to formalize this change, including approval at AGM. **Consensus**

Motion: To recommend that the CSA Rules of Order be approved as a separate document from the CSA Bylaws and Policy Manual/Appendices and that this change be confirmed at the CSA Annual General Meeting on November 21, 2018.

Moved: Alan **Seconded:** Horeen

1.6.2. Confirmation of Appendices in Policy Manual

Earl: Similar to previous item, important to formalize the order of the Policy Appendices.

Consensus to combine CSA Electoral (formerly Appendix K) and Elections Appeals Board (formerly Appendix I) and create one Appendix G.

Motion: To recommend that the Policy Manual consist of Appendices A to H, with Appendix G combining CSA Electoral (formerly Appendix K) and Elections Appeals Board (formerly Appendix I).

Moved: Alan **Seconded:** Horeen

Other items: Alan addressed the need for everyone at Board meetings to state their pronouns. Earl will speak with the Board Chair about this matter.

1.7 Adjournment: 11:38 am

The next PBRC meeting will be held on **Thursday, October 4, 2018** at 10:00 am.