AGENDA
Board of Directors Meeting # 4
July 24, 2024 – 6:00 pm

Agenda – July 24, 2024

4.0	**Call to Order**	
4.1	**Land Acknowledgement** Natalie Wilkinson, VP External	
4.2	**Adoption of the Agenda** 4.2.1 Approve the Agenda 4.2.2 Declarations of Conflicts	1
4.3	**Ratifications and De-Ratifications** 4.3.1	
4.4	**Comments from the Chair** 4.4.1 Introductions and Pronouns	
4.5	**Approval of Past Minutes** 4.5.1 Meeting # 3 – July 3, 2024	2
4.6	**Executive Committee Minutes** 4.6.1 Meeting # 4 – June 27, 2024	4 5
4.7	**Executive Updates** 4.7.1 President – July 24, 2024 4.7.2 VP Student Experience – July 24, 2024 4.7.3 VP Academic – July 24, 2024 4.7.4 VP External – July 24, 2024	7 8 9 10 11
4.8	**Director Reports**	
4.9	**CSA Service Update and Report**	
4.10	**Committee Updates and Reports** 4.10.1 Summary of Committee Appointments	 14
4.11	**Business** 4.11.1 Amendment to Appendix G (Electoral) re. PBRC 4.11.2 Fall 2024 By-Election Timeline 4.11.3 Appoint Elections and Referendum Committee 4.11.4 Canadian Federation of Students (CFS) Lobby Week 2024 4.11.5 Appoint Members to Student Affordable Housing Task Force	 17 18 20 23 26
4.12	**New Business** 4.12.1	
4.13	**Announcements**	
4.14	**In Camera Session** 4.14.1	
4.15	**Adjournment**	29

Item 4.2.1 (a)
Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 4 on July 24, 2024, be approved as printed and distributed.

Moved:
Seconded:

Item 4.2.1 (b)
Amend the Agenda

MOTION TO AMEND:

Moved:
Seconded:

Item 4.2.1 (c)
Approve the Amended Agenda

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 4 on July 24, 2024, be approved as amended with:

-

Item 4.5
Approval of Past Board Minutes

MOTION: That the Minutes be approved for the following CSA Board of Directors Meeting:

4.5.1	CSA Board Meeting # 3	July 3, 2024

Moved:
Seconded:

Item 4.6
Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
4.6.1	Meeting # 4	June 27, 2024

Moved:
Seconded:

Minutes
Executive Committee Meeting (ECM)
Meeting #4 – June 27, 2024 – 12:30 pm
Microsoft Teams

Members: Hartej Singh (President, Chair), Harsimran Kalra (VP Student Experience, Secretary), Bawneet Singh (VP Academic), Natalie Wilkinson (VP External)
Regrets: None
Guests: None

1.0 Call to Order @ 12:35 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

Hello everyone, Let's get started with our 4th ECM meeting

4.0 Approval of the Previous Executive Committee Minutes

Meeting 3 Minutes was approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- Ongoing hiring for foodbank (FB) and office coordinator (OCASS)
- Collaborated with student experience (SE) for inclusive training

5.1.2 Supervisory

- Core staff supervision. Conducted 1:1 to get updates and ask them if they need anything from me.

5.1.3 Miscellaneous

- New device for printing set up.
- Preparing presentation to build team spirit.
- Brainstorming on ideas for coming year events

5.2 VP Student Experience

5.2.1 Supervisory

Supervising the Club's Office, working on the Club's Handbook for necessary policy updates. Collaborated on the Social media posts for the club's social media, to make our students aware of the new club's coordinator and the hours of operation for the service.

5.2.2 Committees

Executive Committee Meetings: Scribing Executive Committee meetings.

5.2.3 Miscellaneous

Event plannings for the O-week and Fall 2024. Meeting with clubs to discuss ways to efficiently use the garage spaces in the club's hallway. Daily Social Media updates, engagement and monitoring.

5.3 VP Academic

5.3.1 Supervisory

- Going to meet the SHAC coordinator to discuss future projects.

5.3.2 Committees

- Teaching and Learning Network: Planning on usage of funds for betterment of pedagogy at university of Guelph.

5.3.3 Miscellaneous

- Met with IHC: Discussed future projects to increase collaborations between both organizations.
- Planning Student Memorial Service and finalizing speakers lists and duties.

5.4 VP External

5.4.1 Supervisory

- **FoodBank:** Finalized the Foodbank job description with the coordinator and the business manager.
- **Bike Centre:** It has been a busy summer! We are looking into restarting the Lock4Lock program and beginning more social media to stay active and make students aware! Stay tuned.

5.4.2 Committees

- **Transit Advisory Committee:** Learned about how transit is improving routes for folks in the city and working on making some stops more accessible. No more transit committees until the fall.

5.4.3 Miscellaneous

- Worked on promo for the TapIn! Campaign for the summer set to launch on July 16th with informative posts about making water a human right, choosing the tap, how much students pay for plastic water bottles etc. Stay tuned to see the posts.

6.0 Business

N/A

7.0 New Business

Motion: To strike a hiring committee for the position Office Coordinator and Service Support with following membership:
Hartej Singh (President)

Emma Bradley (Promotional Service Coordinator)
Jack Fisher (Events Coordinator)
Moved: Hartej Singh
Seconded: Natalie Wilkinson
Motion Carried

Motion: Amendment to the previous appointed hiring committee for the Food Bank Coordinator with the following membership:
Natalie Wilkinson (VP External)
Lee Anne Clarke (Business Manager)
Joy Amyotte (Food Bank Coordinator)
Moved: Natalie Wilkinson
Seconded: Hartej Singh
Motion Carried

8.0 In Camera

There was no in-camera session.

9.0 Adjournment @1:15 pm

Next Meeting: July 12, 2024

Item 4.7
Executive Updates

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

4.7.1	President	July 24, 2024
4.7.2	VP Student Experience	July 24, 2024
4.7.3	VP Academic	July 24, 2024
4.7.4	VP External	July 24, 2024

Moved:
Seconded:

Executive Update

President

July 24, 2024

Central Student Association

General Update:

- Working with the promo coordinator and events coordinator for the o-week preparation.
- Planning with executives for retreat.
- Meetings with Melinda (University admin) discussing several topics (over-enrollment)

Ongoing Projects:

- Hiring for front office coordinator.
- Finalizing o-week tote bags.
- Supervising the core-staff.
- Working with promo coordinator and VPSE to make videos to capture more audience on social media**.**
- Xerox photocopying machine. It will be installed in the coming week.

Committees:

- Bullring Operations Committee.
- OCASS Hiring Committee

Services:

- Monitoring all the services, finding ways to outreach more students.

Executive Update

Vice President Student Experience

July 24, 2024

General Update:

Hello Folks, this is Simran your CSA Vice President Student Experience. I hope your summer is going great so far.

Ongoing Projects:

Ongoing planning for fall events and O-Week. Planning and organizing the socials for O-Week and working on strategies for better social media engagement throughout the Fall semester.

Ongoing work on Clubs Lounge Project which focuses on implementing changes that will make the lounge a more inclusive space for all clubs to host their events. Additionally, there are ongoing discussions with clubs about how to efficiently use the Clubs Garage and Overflow Garage, which includes reorganizing these spaces to ensure compliance with fire code regulations and improve their functionality.

Regular meetings with students to hear about their concerns and suggestions to improve the experience at university.

Committees:

Over the course of the week, I took part in many committees on-campus such as, Homecoming Internal Planning Committee, Inclusive Space Subcommittee, theCannon.ca Operating Committee and CSA Executive Committee.

Services:

Working on the policy changes for the Clubs Handbook with Clubs Coordinator. Planning for the fall accreditation for the clubs and more outreach for the service to enhance student experience.

Donated Menstrual Hygiene products to our FoodBank, thanks to the FoodBank Coordinator for communications with the FoodBank visitors.

Executive Update

Vice President Academic

July 24, 2024

General Update:

- Student Memorial Service: Preparation is underway. We are planning to send emails to families by the end of this month. GSA VP Academic, Manjurul Islam is also working with me on this, and we are planning to have everything ready before the Fall semester starts.

Ongoing Projects:

- Transcript Petition: The petition has been revived and escalated to the senate members. The student who initiated it have more than 2000 signatures on the petition. VP Student Experience who is also ex board of governor is also giving us some insights on moving forward.
- Enrollment Crisis Task Force: The task force is set to meet with AVPA and VPSA on Tuesday. This might have already occurred, and a verbal update will be provided. Thanks to member Nate to lead the task force in my busy schedule and updating me with all the required details and information.
- Meeting with Melinda: Discussed enrollment issues and outside food accommodation for club events. Melinda has shown a positive response and is also concerned about the food regulations as per the University guidelines.

Committees:

- Inclusive Space Committee: The committee met and discussed the future implications of the project and the roadmap for better accessibility. Thanks to member Noel for being another student representative other than our VP Student Experience.
- Meeting with International Student Advisor: Learned more about suspension and probation policies. I have great information and knowledge on this, so if anyone wants to discuss on this, let me know I am happy to assist.

Services:

- Meeting with SHAC Coordinator: Met with Danielle to discuss O-week preparation and future projects. Dani is our ex-board of director and is very passionate of the year ahead. Don't feel shy to reach out to Dani at shac@uoguelph.ca

Executive Update
Vice President External
July 24, 2024

Hello CSA Directors,

I hope you are all having a great summer so far even with the weather that has been quite unpredictable.

As for me, the last almost two months have been filled with lots of service updates, CFS things and some advocacy on multiple fronts that I cannot wait to tell you all about. I am also currently entering the thick of hiring for our services, which is so exciting because we get to see more new faces join the CSA.

Simran, Bawneet, and I will be going to the Ontario General Meeting hosted by CFS-Ontario in August. This is very board directors' style where we discuss what we want the federation to do for us, what campaigns to focus on and how we can help our constituents. I have also worked with CFS folks to draft a motion regarding TapIn! so that we can get new information, more research, and more promotion on it on a provincial scale - this means more institutions will be fighting for this campaign as well!

As always, please reach out to me if you every want to discuss anything, have any questions or just want to chat.

Ongoing Projects:

As for ongoing projects, I am currently pushing out the TapIn! series on the CSA Instagram, with lots of help from our Promotional Service Coordinator, Emma who has done such an amazing job on all the graphics. Stay tuned every Tuesday to learn about the campaign and bring back the tap!

As well, currently looking into the future of the Sustainability Action Fund, and meeting with new people in Physical Resources who are involved with that. Since they do collect lots of student fees, we want to see more opportunities back into the hands of students. I hope that by the time that we have the next board meeting that I will have a more concrete plan, as communication with folks has been proven difficult.

Committees:

TapIn!: The TapIn! Committee is currently working on planning for disorientation week, which is a collaboration with OPRIG. We are thinking of doing a teach-in to inform students about the importance of choosing tap water, and how water is not a commodity but a human right.

Transit Advisory Committee: I went to another transit advisory committee, and we continued to talk about the increases to the Sunday service as well as new ways to help

the Guelph community in transit. I attended the last meeting before we breaked for the summer- expect more updates in September!

CSA/GSA Transit Committee: We approved the late-night service contract! We are so excited to provide that to our students this year. As well, we decided to strike an advertising/promo committee with Guelph Transit and GSA folks so that we can spend it solely on promo and how we want to promote our service to our students. We also talked about fall opt-in for students so that if a student is not registered for any in person classes but still want to purchase a bus pass, they can come to the CSA office and grab one! Stay tuned for that promo coming out.

Services:

Lots of service updates which is so exciting!

FoodBank:

We are currently right underway with hiring our new FoodBank Coordinator, who we hope to have start on August 12, which gives plenty of time for our FoodBank Coordinator, Joy, to transition them nicely into the role. We are also hiring for a FoodBank Assistant, so we (our Business Manager, Coordinator, and I) have been finalizing the job description for that to get posted on Wednesday July 31 as scheduled!

We are currently at capacity and serving 240 students! It is so great continuing to provide nutritious food and directly put them into the hands of students.

In regard to FoodBank physical updates, we are finally getting our new fridges into the FoodBank after multiple hurdles! But they are almost here! I cannot wait to update on how those fridges are working out in the next board meeting. The exterior landscape of the Foodbank has been cleaned up, and we are still continuing with our physical changes, more updates as they come.

Bike Centre:

The CSA Bike Centre has been working full steam ahead with very busy days. Our coordinator, Joseph, has served over 50 students so far, that's a lot of bikes!

We have currently restarted our Lock4Lock program, in collaboration with Campus Safety office. Students can drop off an old bike lock and we can give them a more secure new one.

We have also started increasing promo for the Bike Centre on our social media, and really want to utilize the social media space to promote it. You can currently find Bike Centre digital signage on any major tv on campus!

We, (our Business Manager, Coordinator, and I) have also been working on the Bike Centre Assistant job description to ensure it is ready to be posted as scheduled on July 24.

I would like to end my update to give a big thank you to Joy, our lovely FoodBank Coordinator who will be leaving us, August 23, before our next board meeting. Joy has worked so hard in the FoodBank in the last year and us folks at the CSA are so sad to see them go, but so excited to see what is next for Joy on all their adventures. To all directors, if you are on campus within the next few weeks, stop into the FoodBank and say hello!

Happy July! That's all from me.

Sincerely,
Natalie

Item 4.10.1
Summary of Committee Appointments

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

Moved:
Seconded:

The following Summary of Committee Appointments is provided as information:

Student Events and Initiatives Funding (SEIF) Committee
Appointed: July 3, 2024

Hartej Singh	President
Simran Kalra	VP Student Experience
Nate Broughton	Director (At-Large)
Naomi Amayaevbo	Director (Student Organization)
Gursimran Chadha	Director

Student Health and Dental Plan Committee
Appointed: June 19, 2024

Mira Carter	Director

Enrolment Crisis Task Force
Appointed: June 19, 2024

Nate Broughton	Director (Co-Chair)
Bawneet Singh	VP Academic (Co-Chair)
Ashley Ames	Director
Naomi Amayaevbo	Director
Noel Johnston	Director

Teaching and Learning Network
Appointed: June 19, 2024

Maya Liddell	Director

TheCannon.ca Operating Committee
Appointed: June 19, 2024

Ashley Ames	Director

Finance Committee
Appointed: June 19, 2024

Hartej Singh	CSA President (Chair)
Simran Kalra	Executive Member
Ashley Ames	Director
Brady Amos	Director

Nate Broughton	Director

Policy and Bylaw Review Committee
Appointed: June 5, 2024

Hartej Singh	President
Jake Levy	Director
Nate Broughton	Director
Naomi Amayaevbo	Director
Manpreet Rattan	Director
Gursimran Chadha	Director
Noel Johnston	Director

Item 4.11.1
Amendment to Appendix G (Electoral) 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 July 3, 2024.

MOTION: that the Board of Directors approve the following amendment to Appendix G section 2.15, as included in the board agenda package, and as recommended forward by the Policy and Bylaw Review Committee.

Current Wording:

2.15.1 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
- Voting

Proposed Wording:

2.15.1 The Election Schedule shall include a minimum of five (5) business days for each of the following elections periods:

- Nominations
- Campaigning
- Voting

2.15.2 The Election Schedule shall include a minimum of two (2) business days for the Promotion and Signature Verification elections period.

Moved: Hartej Singh, President
Seconded:

Item 4.11.2
CSA Fall 2024 By-Election Timeline

MOTION: that the Board of Directors approve the timeline for the CSA Fall 2024 By-Election, as presented in the Board Agenda Package.

Moved: Hartej Singh, President
Seconded:

Fall 2024 By-Election Schedule

By-Election General Promotions	Monday, September 9 to Friday, September 13
Nomination Period	Monday, September 16 to Wednesday, September 25
Promotional Preparation and Signature Verification Period	Thursday, September 26 to Sunday, September 29
Campaigning Period	Monday, September 30 to Friday, October 4
Voting Period	Monday, October 7 to Friday, October 11
Voting Period Extension *(if needed)*	Saturday, October 12 to Friday, October 18
Ratify New Members	Wednesday, October 30

Item 4.11.3
Appoint Board Director to Elections and Referendum Committee

WHEREAS the Elections and Referendum Committee is responsible for overseeing the operations of CSA Elections and ensuring the electoral bylaw and policy of the CSA are upheld throughout the elections; and

WHEREAS CSA Policy Appendix G, Section 3.2.1 requires membership of the committee to consist of the President, Policy & Transition Coordinator, CRO, ARO, and two Directors;

BE IT RESOLVED that the following Directors be appointed to the Elections and Referendum Committee for the 2024-2025 academic year:

[2 Directors]

Moved: Hartej Singh, President
Seconded:

See following pages for Elections and Referendum Committee information.

Elections and Referendum Committee

3.1 The role of the Elections and Referendum Committee shall be to oversee the operations of CSA Elections and exercise decision making power as authorized with regards to elections and referenda. The committee will ensure the electoral bylaw and policy of the CSA are upheld throughout the elections.

3.2 Membership and Meetings

3.2.1 Membership of the committee shall consist of the President, Policy & Transition Coordinator, CRO, ARO, and two Directors. If the President is a candidate in the General Elections, another Executive will be selected.

3.2.2 The committee Chair shall be the CRO. The Chair shall be responsible for scheduling committee meetings and developing the meeting agenda.

3.2.3 The committee scribe shall be the Policy & Transition Coordinator.

3.2.4 Quorum for meetings is a minimum of three members which must include at least one Director.

3.2.5 Members of the Elections and Referendum Committee cannot be members of the Elections Appeals Board or candidates in the elections. The President is permitted to act in their role with the Elections Appeals Board.

3.3 Elections Oversight

3.3.1 The Elections and Referendum Committee shall engage in the following activities regarding CSA Elections, along with other tasks as assigned by resolution of the Board of Directors:

- Approve updates to the candidate's and nomination packages before submission to the Board of Directors.
- Approve any changes to the elections schedule and extensions to the nomination period or voting period.
- Receive regular updates regarding elections operations and provide input as needed.
- Receive regular updates regarding any candidate infractions and complaints. Committee meetings may be called on short notice to make determinations on infractions or disqualifications at the discretion of the CRO.
- Consider and approve the Elections Report of the CRO before it's

submitted to the Board of Directors as information following the elections.

- Provide feedback and recommendations following the conclusion of all elections.
- Receive and approve the updated Elections Office Manual following the conclusion of the Winter General Elections.

3.4 Referendums

3.4.1 The Elections and Referendum Committee shall engage in the following activities regarding referendum questions, along with other tasks as assigned by resolution of the Board of Directors:

- Receive all submitted referendum questions from the CSA Elections Office.
- Upon receipt of a referendum question, meet to approve the question and provide any feedback within two weeks. Must ensure the question adheres to all requirements and regulations of the university.
- Approve the wording of the referendum question, which must include the current fee paid by students (if any), the proposed increase, and the new fee to be paid.
- Determine which fee schedule, paid to the CSA, for hosting the referendum question, is applicable to the group.

Item 4.11.4
Canadian Federation of Students (CFS) Lobby Week 2024

WHEREAS Lobby Week is an annual event where groups of students meet with Members of Parliament and policymakers about the issues that students face such as housing, education quality, and student supports;

WHEREAS Lobby Week is a great opportunity for students who are passionate about policy change and holding policymakers accountable;

WHEREAS CFS is holding an opportunity for members to get involved and to fill out a registration request form, and if selected all expenses will be paid by the federation to attend Lobby Week from October 6 to October 11, 2024, in Ottawa; and

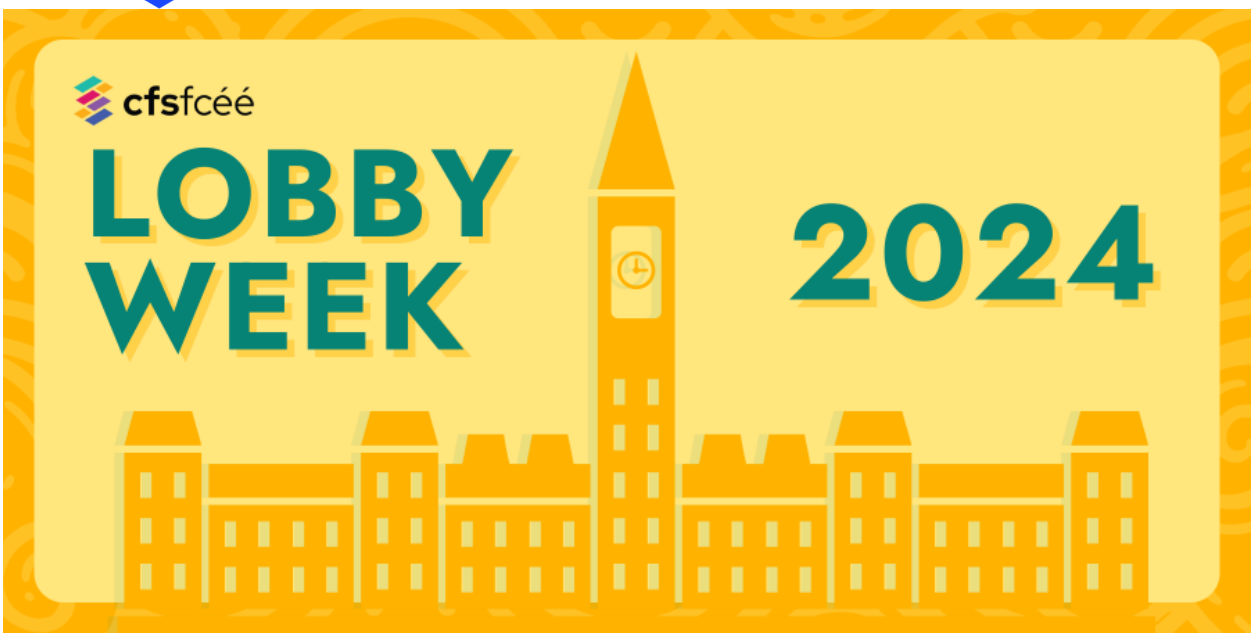
WHEREAS Interested board members must email Natalie Wilkinson, Vice-President External, if interested in registering;

BE IT RESOLVED that the Board of Directors receive the notice regarding the CFS Lobby Week 2024 as information, as included in the board agenda package.

Moved: Natalie Wilkinson, VP External
Seconded:

cfsfcéé

CANADIAN FEDERATION OF STUDENTS
FÉDÉRATION CANADIENNE DES ÉTUDIANT-E-S



Dear Members,

We are pleased to announce that the Federation will be holding its first in-person Lobby Week since 2020. Lobby Week 2024 will be taking place in Ottawa, between **October 6 - 11, 2024.**

WHAT IS LOBBY WEEK?

Lobby Week is an important opportunity for students across Canada to build relationships with Members of Parliament and Senators, while also educating them about the need for policy-driven student support.

WHO CAN ATTEND?

While we encourage all our members including those on the National Executive, Caucuses, Constituencies and Provincial Executive Committees to participate, it is important to note that registering for Lobby Week does not guarantee your attendance. Delegates will be selected based on the availability of MPs/ Senators.

HOW MUCH IS THE LOBBY WEEK?

Lobby Week is free for all candidates accepted and selected to attend. The Canadian Federation of Students recommends that all selected candidates verify their eligibility to attend with their local students' union. Selected candidates will have their hotel accommodations, travel, full participation in the gathering and meals 100% covered.

LOBBY WEEK REGISTRATION?

Please use the Google Form below to register delegates. **Responses are due back by August 13 2024.**

To help with prep, the Federation will also be hosting 3 training sessions in the lead up to Lobby Week:

- The first during the week of August 26,
- The second during the week of September 16, and
- The third during the week of September 30.

Stay tuned for more information regarding these sessions to come in the coming months!

Register here: https://cfs-fcee.us5.list-manage.com/track/click?u=81f51ce7cc7fbf76b5d1f76d7&id=2f1193c9a5&e=de2baf1abe

For any further questions regarding Lobby Week, please reach out to Beryl-Aissatou Kem-Bumbara, Public Affairs Officer at b.kem@cfs-fcee.ca**.**

Thank you, and we look forward to hearing back from you soon.

In solidarity,
The Canadian Federation of Students.

Item 4.11.5
Appoint Members to Student Affordable Housing Task Force

WHEREAS the CSA formed a Student Affordable Housing Task Force in the Winter 2023 semester with the purpose of gathering student feedback and developing recommendations to be brought forward to the CSA Board of Directors, as it pertains to affordable housing for students and addressing the housing crisis; and

WHEREAS the Student Affordable Housing Taskforce Terms of Reference require the membership to include the VP External (Committee Chair), a minimum of one additional CSA Executive Member, and a minimum of three CSA Board Directors;

BE IT RESOLVED that the following CSA Executive Members be appointed to the Student Affordable Housing Task Force for the 2024-2025 academic year:

Natalie Wilkinson, VP External
Bawneet Singh, VP Academic

AND FURTHER that the following CSA Directors be appointed to the Student Affordable Housing Task Force for the 2024-2025 academic year:

[minimum of 3 Directors, no maximum]

Moved: Natalie Wilkinson, VP External
Seconded:

See following pages for Student Affordable Housing Task Force Information

Student Affordable Housing Task Force – Terms of Reference

Purpose:

With 2,300 additional undergraduate students accepted to the University of Guelph in the Summer of 2022, it had negative implications for students' access to affordable housing on campus and in the Guelph community. Specifically, Student Housing Services expanded their capacity and created an additional residence location at the Days Inn. As students start to consider their living arrangements for 2023-2024, the additional Guelph students have flooded the market with potential tenants looking at off campus housing, driving up the cost of rent. The reality is the unplanned increase in student enrolment puts students at risk of not securing housing for next year or being required to pay an unfeasible amount for it. Seeing as the Central Student Association represents and advocates for undergraduate students, it is important we hold the University accountable for their actions and work towards solutions for our undergraduate community.

The focus will be on gathering student feedback and developing recommendations to be brought forward to the CSA Board of Directors, as it pertains to affordable housing for students and addressing the housing crisis. Once approval from the CSA Board of Directors has been received, the CSA Executive will bring forward the recommendations to the University Administration and Guelph City Council .

Membership:
The committee membership shall include, but not be limited to:

- VP External (Chair);
- Minimum of one additional Executive (Member), but is not required for quorum;
- Minimum of 3 Directors to be appointed.

Responsibilities:

- The VP External is to be the chair and will actively seek input from the membership;
- If an Executive member is in attendance, they will scribe the meetings. In the event the executive member is absent, a scribe will be appointed for the meeting;
- Members are expected to actively participate in meetings through providing feedback on gathering student input, assisting with determining committee priorities, and developing recommendations in the best interest of undergraduate students.

Structure:

- The VP External, Chair, must be present for all meetings;

- Decision-making shall be determined with a simple majority;
- Meetings are to be called at the chair's discretion;
- Quorum will be the VP External and a minimum of 2 CSA Directors.

Considerations:
Members who miss two meetings without regrets will be de-ratified from the committee. At any time, a member may resign from Student Affordable Housing Task Force by notifying the VP External.

Committee minutes will be circulated between meetings of the Student Affordable Housing Task Force for member review and for approval at the next scheduled meeting.

Item 4.15
Adjournment

MOTION: That the CSA Board of Directors Meeting # 4 on July 24, 2024 be adjourned at pm.

Moved:
Seconded: