AGENDA
Board of Directors Meeting # 6
September 10, 2025 – 6:00 pm

*CSA
Central Student Association

Agenda – September 10, 2025

Central Student Association

Item 6.2.1 (a)
Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 6 on September 10, 2025, be approved as printed and distributed.

Moved:
Seconded:

Item 6.2.1 (b)
Amend the Agenda

MOTION TO AMEND:

Moved:
Seconded:

Item 6.2.1 (c)
Approve the Amended Agenda

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 6 on September 10, 2025, be approved as amended with:

Central Student Association

Item 6.3.1
De-Ratify and Ratify Guelph Queer Equality Representative

MOTION: that Ainsley Tunney be de-ratified as the Guelph Queer Equality representative on the 2025-2026 CSA Board of Directors, effective immediately;

AND FURTHER that Rebecca Hallett be ratified as the Guelph Queer Equality representative on the 2025-2026 CSA Board of Directors, effective immediately.

Moved:
Seconded:

Item 6.5
Approval of Past Board Minutes

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

6.5.1	CSA Board Meeting # 5	August 27, 2025

Moved:
Seconded:

Central Student Association

Item 6.6
Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
6.6.1	Meeting # 5	July 17, 2025

Moved:
Seconded:

Minutes
Executive Committee Meeting (ECM)
Meeting #5 – July 17, 2025 – 12:00 pm
CSA Boardroom

Members: Nate Broughton (President, Chair), Pawandeep Singh (VP Student Experience, Secretary), William Coleman (VP Academic)

Regrets: None

Guests: None

1.0 Call to Order @ 12:12 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

No comments were made.

4.0 Approval of the Previous Executive Committee Minutes

Meeting #4 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- **FB Coordinator** posting is going up on Monday
- Finalizing Job Descriptions for the social media assistant positions
- **Events Coordinator** Job Description is with Lee Anne

5.1.2 Miscellaneous

- I will be working on making changes to the SEIF form over the summer, to simplify the application process for our clubs, and greatly simplify the administration work required on our side!

5.2 VP Student Experience

5.2.1 Supervisory

- **Clubs:** Planning for F25 accreditation. Working with a club to ensure they hold elections.

5.2.2 Committees

- Homecoming Planning
- Finance Committee

5.2.3 Miscellaneous

5.3 VP Academic

5.3.1 Supervisory

- **SHAC:** Reworked case tracking sheet in Excel.
- **FoodBank:** FB Coordinator now hired, she starts on Monday. Registration for FB opens around the end of the month – returning users opens sometime next week. Trying to come up with a pickup-based system to expand capacity – under considerations.

5.3.2 Committees

- **Student Food Security:** Productive meeting with Needs-Based Bursaries working group. Full presentation coming in September for some priorities for the University.
- **PBRC:** Presented changes to Accessibility Committee Terms of Reference. Bringing changes back to working group.
- **O-Week Innovation Fund:** Gave away ~$20k to a large number of clubs that applied to Innovation Fund.
- **UC Board:** Met with Ed Townsley and Lisa Latif to chat about classroom bookings. Booking Portal hopefully coming from hospitality in the fall.

5.3.3 Miscellaneous

- **Student Memorial Service:** Reached out to all speakers and provided dedication quote. Currently looking for a musician.

5.4 ~~VP External (vacant)~~

6.0 Business

6.1 Social Media

- **Exec Intro Video:** Should be done by tomorrow.
- **Bill 33 Post:** Awaiting the email blast link from CFS-O.

6.2 FoodBank Assistant Hiring Committee

MOTION: Create the FoodBank Assistant Hiring Committee with the following membership:

William Coleman, VP Academic (chair)

Rozhan Mokhtari, FoodBank Coordinator

Lee Anne Clarke, Business Manager

Moved: William Coleman, VP Academic

Seconded: Nate Broughton, President

Motion Carried.

7.0 New Business

No new business was presented.

8.0 In Camera

There was no *in camera* session.

9.0 Adjournment @ 12:38 pm

Item 6.10.1
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:

CSA/GSA Transit Committee
Appointed: August 27, 2025

Noel Johnston	Director

Athletics Advisory Council
Appointed: July 23, 2025

Kovar Yu	Director
Pawandeep Singh	VP Student Experience

TheCannon.ca Operating Committee
Appointed: July 23, 2025

Ash Ames	Director

Sustainability Action Fund
Appointed: July 23, 2025

Yael Lazebnik	Director

Student Events & Initiatives Funding Committee
Appointed: July 23, 2025

Nate Broughton	President
Pawandeep Singh	VP Student Experience
Alex Song	Director (At-Large or College)
Branden Newman	Director (Student Organization)
Susannah Polack-Finley	Director (Additional)
Ethan Warren	Director (Additional)

Policy and Bylaw Review Committee
Ratified: July 17, 2025

Ethan Warren	Director
William Coleman	VP Academic

Elections and Referendum Committee
Appointed: July 2, 2025

Jonah Greenhut	Director
Yael Lazebnik	Director

Student Health and Dental Plan Committee
Appointed: June 11, 2025

Keira Gayowsky	Director

Finance Committee
Appointed: June 11, 2025

Nate Broughton	President
Pawandeep Singh	VP Student Experience
Noel Johnston	Director
Ethan Warren	Director
Marcus Aldred-Ganhao	Director

Policy and Bylaw Review Committee
Appointed: May 28, 2025

Nate Broughton	President
Noel Johnston	Director
Jonah Greenhut	Director
Marcus Aldred-Ganhao	Director
Alex Song	Director

Central Student Association

Item 6.10.2
Policy & Bylaw Review Committee (PBRC) Minutes # 2

MOTION: that the minutes for the following PBRC meeting be received as information by the Board of Directors:

Agenda Item #	Meeting #	Meeting Date
6.10.2	Meeting # 2	July 17, 2025

Moved:
Seconded:

MINUTES
Policy & Bylaw Review Committee (PBRC)
Meeting # 2 – July 17, 2025 – 7pm – 8:30pm
Microsoft Teams

Attendance

Members

Colleen Bovay	Policy & Transition Coordinator	Present
Nate Broughton	President	Present
Noel Johnston	Director	Present
Marcus Aldred-Ganhao	Director	Present
Alex Song	Director	Present
Jonah Greenhut	Director	Regrets
William Coleman	VP Academic	Present
Ethan Warren	Director	Present
Philip McMorran	CSA Member	Present
Bethany Harripersad	CSA Member	Present
Nicholas Grigg	CSA Member	Present

Scribe

Colleen Bovay	Policy & Transition Coordinator

Guests

2.0 Call to Order

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

Called to order at 7:03pm

2.0.1 Attendance

2.0.2 Chair

Member Marcus Aldred-Ganhao was selected as the Chair for this meeting.

2.0.3 Introductions

2.1 Adoption of the Agenda

2.1.1 Approve the Agenda

Agenda approved with no additions.

2.1.2 Declarations of Conflicts

No conflicts were declared.

2.2 Ratifications and De-Ratifications

2.2.1 Ratify New Members

William Coleman, Ethan Warren, and Philip McMorran, Bethany Harripersad, and Nicholas Grigg were ratified as members.

2.3 Comments from the Chair

2.4 Approval of Past Minutes

2.4.1 Meeting # 1 – July 7, 2025

Minutes were approved with no additions.

2.5 Working Group Updates and Reports

No Working Group Updates or Reports were received.

2.6 Business

2.6.1 Bylaw 1 (Organizational) re. College Government Representatives

The Chair read the provided summary of the item and the two proposed options to consider; option one being to make no further bylaw amendments regarding this item until the new college government is in place, or option two, amend the bylaw to give the College of Engineering and Physical Sciences

Student Council (CEPSSC) two seats in recognition of the two colleges that they currently represent.

The PTC spoke on behalf of Member Greenhut who could not attend the meeting but forwarded his opinion on the item, noting that he was in support of leaving the college government seat composition as is until the new college government is in place.

Member Warren agreed that since currently both colleges are represented by CEPSSC, it's sufficient to have one representative until the separate college government is made a Primary Student Organization (PSO).

The President agreed and noted that this option also has the benefit of simplicity, given that one bylaw amendment has already been approved for the college seats, and another will need to be made in the future for the updated college governments.

Member Johnston agreed and noted that the consensus seems to be that the bylaw should be interpreted as one seat per Primary Student Organization of the colleges, rather than one seat per college.

The committee reached consensus to recommend no further amendment regarding this topic to the board until the restructuring is completed.

2.6.2 Appendix G (Electoral) re. Referendum Question Petition Signatures

The Chair read the provided summary of the item as well as the proposal of lowering the petition signature requirements from 10% of the applicable membership to 1000 signatures or 5% of the applicable membership, whichever is fewer.

The President explained that this item was initially brought to PBRC last year, and the outcome of the discussion was to do additional research and then come back to PBRC. The research of other student unions shows that the 10% requirement is high compared to numerous comparable universities, such as McMaster (3% of membership), Carleton (1000 members), and Western (200 members across at least 3 faculties). The President motivated that this wouldn't make it easier to get a student fee in place, but rather easier to get questions on the ballot to ask the students their opinion. The 20% quorum requirement for elections would remain unchanged. Multiple groups have had difficulty reaching the 10% signature threshold in recent years, not for lack of effort, but due to the very high requirement.

Member Warren agreed with the proposal as he thought 1000 members would be a reasonable threshold and the 20% quorum will not be changed.

Member Johnston provided context that this item was originally brought to the Elections and Referendum Committee for discussion, and the recommendation they came to was for the current 10% threshold for petition signatures to remain in place, and for a reduced threshold of 7.5% in cases when a group is only seeking to increase their existing fee by CPI moving forward. He motivated that lowering the requirement from 10% will make it significantly easier for groups to try to introduce student fees via referendum. He noted that groups can start collecting signatures as early as May if they submit their paperwork, so there is time if groups put in the effort.

Member Warren responded that since quorum for the election isn't being lowered, it's still a large percentage that would need to vote in favour for questions to be passed. This change just increases access to the elections and letting students express their opinions.

The PTC spoke on behalf of Member Greenhut who could not attend the meeting but forwarded his opinion on the item, noting that he was in support of the proposal after reading the comparison with the policies of other student unions. He thinks it's fair and balances the high threshold while also addressing the accessibility issues noted. The PTC also noted that the discussion at the Elections and Referendum Committee was largely focussed on existing fees that do not increase annually with the Consumer Price Index (CPI), as they were enacted prior to that becoming a standard practice for new fees. The 7.5% recommendation for existing fees to increase by CPI was the only recommendation that could reach consensus at ERC, though some members supported a larger change. Since that meeting, more research has been done in comparing to other student unions, which suggests our petition signature requirements may be too high for all referendum questions in general, not just those looking to increase their existing fees by CPI.

Member Harripersad agreed with the proposal, noting that 1000 students is still a large number to meet, and giving students more opportunities to vote allows them to have a voice.

The Chair understood wanting to lower the threshold from 10% but motivated that 1500 students or 7.5% would be more reasonable than 1000 students or 5%. He noted that the lower threshold may not be an issue as the task of running a successful referendum campaign is a huge barrier, given that the most recently passed referendum took two attempts before being passed.

The President noted that the current requirements disproportionately impact student groups who wish to run a referendum as university departments have paid staff available to do signature collection, and even university departments struggle to meet the signature threshold, as we've seen recently with OUTLINE. The President also clarified that the threshold of 1000 members would be for fees that apply to all undergraduate students, whereas the 5% option would apply if a fee was specific to a particular college, since 1000 members would be a much higher percentage in that case.

Member Johnston noted that while he was adamant in his opinion when the Elections and Referendum Committee discussed the topic, other members shared similar views and supported only reducing to 7.5% for increasing CPI. He thinks the proposed number is too low but can see a case for a smaller reduction for the requirement.

Member Song inquired if we have any stats or research of how successful groups have been with getting their proposed questions on the ballot.

The PTC shared that over the past three academic years, the Arboretum referendum team is the only one who has been successful in getting on the ballot. There have been a couple other groups who have submitted questions and been unsuccessful, including the GBSA and OUTLINE. The OUTLINE team got approximately half the signatures needed. The GBSA has collected signatures the past two years. Two years ago, they got a few hundred signatures, and last year, when they started their signature collection much earlier, they were approximately 600-700 signatures short of the requirement. Referendum proposals are accepted on an ongoing basis throughout the summer until the end of the fall semester, and teams may start collecting signatures as soon as the Elections and Referendum Committee approves their question. They have until early February to collect the requisite signatures. She noted that often referendum submissions are received close to the deadline at the end of the fall semester, so their time is limited for signature collection. Since the GBSA already had their proposal from the previous year and knowledge of the process, they were able to start earlier.

Member Warren proposed that since there are many competing views on the topic, that a compromise of 1500 signatures and 7.5% would be suitable.

The President noted that those numbers are higher than the requirements of comparable institutions and would prefer to first vote on the initially proposed numbers before pursuing a compromise.

Member Grigg agreed that 1000 and 5% is a high enough barrier, given that getting quorum for the elections has a high bar. Only the Arboretum has been successful in recent years, and they have more resources than the average student group.

As consensus could not be reached among all members, the committee did a secret ballot vote for the proposal of amending to 1000 members or 5%,

	whichever is fewer. The vote the passed in favour of recommending this amendment to the board.
2.7	**New Business** No new business was discussed.
2.8	***In Camera* Session** No in camera session was held at this meeting.
2.9	**Adjournment** 2.9.1 Adjourn Meeting adjourned at 8:09pm

Item 6.10.3
Hiring Committee Report
FoodBank Assistant

Posting Date: July 29, 2025
Closing Date: August 15, 2025

Hiring Committee Members:

William Coleman (VP Academic)
Rozhan Mokhtari (FoodBank Coordinator)
Lee Anne Clarke (Business Manager)

Number of Applicants: 215
Number of Interviews: 4

Successful Candidate: Jade Hargrave
Start Date: September 9, 2025

MOTION: That the hiring of Jade Hargrave for the position of FoodBank Assistant be approved, as recommended by the Hiring Committee.

Moved:
Seconded:

Central Student Association

Item 6.11.1
Member's Motion: Amendment to Bylaw 2 (Electoral)

Note: Bylaw 1 - Organizational, Section 12, states that amendments to a CSA Bylaw require one Board meeting notice. Bylaw amendments require a two-thirds majority vote at a Board meeting and a roll call vote.

Notice of this motion was provided at the Board meeting on August 27, 2025.

WHEREAS the CSA Fall 2024 By-Election fell short of the required 10% quorum by a large margin of 6.17% for the College of Biological Sciences Director seats, which was the only position with candidates;

WHEREAS the CSA Winter 2024 General Election failed to meet quorum for all executive positions and put the CSA in a political crisis due to having failed to elect a new executive team and an emergency by-election was held with the same high quorum to fill the vacant executive positions, and quorum was barely reached in this subsequent election at 10.21%; and

WHEREAS this scenario can easily happen again and poses a very real risk to the corporation, its members, and risks disrupting the services it provides to its constituents including CSA Clubs, Bus Pass, the Bike Centre, The Cannon, Student FoodBank, Health & Dental Plan, Menstrual Hygiene Initiative, Printing & Promotion, The Bullring, SafeWalk, and the Student Help & Advocacy Centre;

BE IT RESOLVED that CSA Bylaw 2 (Electoral) Section 2.2 By-Elections be amended to the following:

2.2 By-Elections

2.2.1 By-Elections shall occur during the Fall semester to fill vacancies on the Board of Directors.

2.2.2 Quorum shall be ~~10%~~ 5% of the general membership of the applicable constituency.

Moved: Marcus Aldred-Ganhao
Seconded:

Central Student Association

Item 6.11.2
Approve Updated Accessibility Committee Terms of Reference

MOTION: to approve the updated Terms of Reference for the Accessibility Committee, as included in the board agenda package.

Moved: William Coleman, VP Academic
Seconded:

Accessibility Committee
DRAFT Terms of Reference

Committee: Accessibility Committee
Committee Chair: Vice-President (Academic)
Date Adopted: [Date Adopted]

1. Preamble

Those with disabilities face additional barriers to participation in the University and this is not always recognized or understood by those who do not identify as having a disability. Barriers to accessibility can be visible and invisible, tangible and intangible, and perceived or real. They occur in all aspects of student life including services, clubs, bylaws and policies, events, and student space.

2. Purpose

The Accessibility Committee will act as both a forum for discussing and promoting accessibility for persons with disabilities within the CSA, and as an advocacy group on concerns related to accessibility across the University.

2.1. Internal Responsibilities

a) To act as a resource for accessibility within the organization.
b) To make recommendations to the appropriate CSA Executive, staff, committees and/or the Board of Directors to reduce barriers within their areas of responsibility.
c) To ensure that all changes to CSA bylaws and policies take into account accessibility of services and experiences of students with disabilities.
d) To examine all aspects of the CSA, including (but not limited to) bylaws and policies, service delivery, student space, meetings and events for opportunities to improve accessibility.

2.2. External Advocacy

a) To discuss and advocate for action based on the experiences of members with disabilities.
b) To promote and take action to advance the reduction of the stigma surrounding disabilities.
c) To ensure adequate representation of student with disabilities on University committees (e.g., Inclusive Space Sub-Committee).

d) To conduct and advise research related to campus accessibility and the experiences of students with disabilities.

2.3. Education

a) To promote and take action to create an accessible environment for all members of the CSA.
b) To promote broader understanding of the experiences of students with disabilities.
c) To promote the Declaration of the Rights of Students with Disabilities in discussions across campus.

3. Membership

3.1. Membership

Membership will consist of:

- the Vice-President (Academic);
- 2-3 Directors appointed by and from the Board;
- 2-3 General Members of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1;
- 1 CSA Staff member or additional Executive.

3.2. Confidentiality of Membership

Membership lists will not be made public outside of the Accessibility Committee.

3.3. Students with Disabilities

Membership should prioritize (but is not restricted to), individuals who self-identify as having a disability or who have encountered barriers to participation in the CSA.

3.4. Application Process

Interested Staff or General members must apply in writing to the Chair, including a 150-word statement outlining their interest in being a part of the Committee.

a) A call for staff and general members will be circulated before the end of September.
b) Applications by staff and general members submitted will be reviewed by the Chair and any Directors appointed to the Committee to ensure members' commitment to the purpose and responsibilities of the Committee.

4. Responsibilities of Members

4.1. General Members

a) To uphold the mandate of the Accessibility Committee.
b) To maintain the confidentiality of the membership.

c) To uphold the Declaration of the Rights of Students with Disabilities in all decisions.

4.2. Chair (VP Academic)

a) Responsible for meeting facilitation.
b) Responsible for acting as a primary contact for the group.
c) To act as a liaison to the greater CSA and university community.
d) Responsible for executing the decisions made by the Accessibility Committee.
e) To act in the best interests of the group.
f) To act as a moderator and uphold a safe space for meetings.
g) Responsible for recruitment of general members to the Committee.
h) To educate themselves about and be aware of the diverse abilities of students on campus.

5. Removal of Members

Recognizing that the Accessibility Committee needs to be a safe space for all participants, the group may come to the decision that a member is compromising this and the mandate of the committee.

5.1. Grounds

Grounds for removal of a member from the Committee may include:

a) Breach of the confidentiality rules established for the Committee.
b) Violations of members' responsibilities under section 9.4.
c) Conduct that is contrary to the Committee's established Code of Conduct.

5.2. Procedure

If a member feels that another member is creating an unsafe space, they should speak to the Chair.

a) The Chair will meet with the member in question.
   i) If the Chair is the member in question, concerns should be directed to the President.
b) For Staff or General members, the Chair and any Directors appointed to the Committee may make a recommendation to the remaining members that a member be removed from the Committee.
c) For Directors, the Chair may make a request to the Board, on behalf of the Committee, that a member be removed from the Committee.

6. Meetings

6.1. Scheduling

Meetings are to be scheduled regularly or with 48 hours advance notice of emergency meetings.

6.2. Quorum

Quorum for meetings shall be 4 members, including the Chair.

6.3. Minutes

The Chair will be responsible for ensuring that minutes are taken for each meeting by a member of the Committee.

a) Minutes of the Accessibility Committee will be regularly submitted to the Board, and a copy will be kept on file by the Office of the Vice-President, Academic.
b) Names of members or other personally identifiable information will not be kept in the minutes.
c) For the purpose of member accountability, a separate and confidential attendance record will be retained by the Office of the Vice-President, Academic.

6.4. Voting

The Accessibility Committee will work on a consensus-based model where possible. When the group cannot reach consensus, a secret ballot vote will be held. The Chair may vote.

6.5. Safe Space

The Accessibility Committee will strive to create and uphold a safe space for all participants:

a) A safe space consists of an environment that allows students of all abilities to be able to express themselves in a way that allows them not to feel oppressed by their abilities.
b) A safe space is a place to allow students to feel more comfortable participating fully in the committee.
c) Every effort must be made to ensure that meetings are held in a room that is conducive to maintaining the safety of members.

6.6. Agenda Distribution

Agenda items will be emailed to the Chair. Agendas will be sent to all members at least 48 hours prior to the meeting.

7. Reports

7.1. Annual Report

The Chair will submit an annual report to the CSA Board of Directors at the end of the Winter semester.

7.2. Report Contents

The report must include:

a) Timeline of activities.
b) Selected highlights of agenda items and group initiatives.
c) Future work for the next semester.

7.3. Confidentiality

Reports must also adhere to the confidentiality policies of the Accessibility Committee.

7.4. Final Approval

All reports must be approved by the membership before submission to the Board.

Item 6.11.3
Notice: Amendment to Appendix D (Committees) re. Accessibility Committee

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 is hereby provided at the Board meeting on September 10, 2025.

This motion will be considered at the Board meeting on September 25, 2025.

MOTION: to adopt the attached amendments to Appendix D (Committees) Section 9, as recommended by the Policy & Bylaw Review Committee.

CURRENT Terms of Reference

9.0 Accessibility Committee
(formerly the Accessibility Working Group - AWG)

9.1 Preamble

Those with disabilities face additional barriers to participation in the CSA and this is not always recognized or understood by those who do not identify as having a disability. Barriers to accessibility can be visible and invisible, tangible and intangible, and perceived or real. They occur in all aspects of the CSA including Board meetings, services, bylaws and policies, events, and space.

9.2 Mandate

The Accessibility Committee will act as a forum for discussing and promoting accessibility for persons with disabilities within the CSA.

9.2.1 To act as a resource for accessibility within the organization.

9.2.2 To promote the development of critical disabilities assessment within the CSA.

9.2.3 To examine all aspects of the CSA, including but not limited to, bylaws and policies, operations, space, meetings and events for accessibility barriers.

9.2.4 To explore and deconstruct all real and potential barriers within the CSA.

9.2.5 To promote the reduction of the stigma surrounding disabilities.

9.2.6 To promote broader understanding of the experiences of students with disabilities.

9.2.7 To promote an accessible environment for all members of the CSA.

9.2.8 To discuss the experiences of members with disabilities.

9.2.9 To ensure that all CSA bylaws and polices become, and continue to be, accessible for all members.

9.2.10 To make recommendations to the appropriate CSA Executive, staff, committees to reduce barriers within their areas of responsibility.

9.2.11 To uphold and promote the Declaration of the Rights of Students with Disabilities.

9.3 Membership

9.3.1 Membership is comprised of the Vice President Academic (Chair), Students, CSA Staff, and CSA Board Members.

9.3.2 Membership lists will not be made public outside of the Accessibility Committee.

9.3.3 Membership is intended for, but not restricted to, individuals who self-identify as having a disability or who have encountered barriers to participation in the CSA.

9.4 Responsibilities of Members

9.4.1 General Members

a) To uphold the mandate of the Accessibility Committee.
b) To maintain the confidentiality of the membership.
c) To appoint a Vice-Chair from the membership.

9.4.2 Chair

a) Vice President Academic will be the Chair.
b) Responsible for meeting facilitation.
c) Responsible for acting as a primary contact for the group.
d) To act as a liaison to the greater CSA and university community.
e) Responsible for executing the decisions made by the Accessibility Committee.
f) To act in the best interests of the group.
g) To act as a moderator and uphold a safe space for meetings.
h) Responsible for ensuring that the appropriate avenues of recruiting volunteers are explored.
i) To be aware of diverse abilities of students on campus/ educate yourself.

9.4.3 Vice-Chair

a) Act as an assistant to the Chair.
b) In the absence of the Chair take up the responsibilities of the group.
c) Be comfortable disclosing publicly that they are a member of the Accessibility Committee.

9.5 Removal of Members

Recognizing that the Accessibility Committee needs to be a safe space for all participants, the group may come to the decision that a member is compromising this and the mandate of the committee.

9.5.1 If a member feels that another member is creating an unsafe space, they should speak to the Chair or Vice Chair

a) The Chair and the Vice Chair will meet with the member in question.
b) If the member fails to demonstrate a renewed commitment to the committee and its safe space, the Chair and or Vice Chair will request that they withdraw their participation from the committee.
c) Members can be removed immediately by the Chair and Vice-Chair for violation of Section 9.4.

9.6 Meetings

Potential members who are a threat to the confidential nature or safe space of the Accessibility Committee will not be allowed to participate. This decision is made in confidence by the membership.

9.6.1 Meetings are to be scheduled regularly or with 48 hours advance notice of emergency meetings.

9.6.2 No specific quorum for meetings is set, however proper notice of scheduled meetings must be adhered to.

9.6.3 The Chair will be responsible for compiling a summary of business transacted at meetings:

a) Minutes of the Accessibility Committee will be kept on file in the Vice President Academic's Office and available by request.
b) Names of members or attendance lists will not be kept in the minutes. Nothing that could personally identify members shall be included in the record.

9.6.4 The Accessibility Committee will work on a consensus-based model where possible. When the group cannot reach consensus, an anonymous ballot vote will be held. The Chair may vote.

9.6.5 The Accessibility Committee will strive to create and uphold a safe space for all participants:

a) A safe space consists of an environment that allows students of all abilities to be able to express themselves in a way that allows them not to feel oppressed by their abilities.

b) A safe space is a place to allow students to feel more comfortable participating fully in the committee.
c) Every effort must be made to ensure that meetings are held in a room that is conducive to maintaining the safety of members.

9.6.6 Agenda items will be emailed to the Chair. Agendas will be sent to all members 24 hours prior to the meeting.

9.7 Reports

9.7.1 The Chair will submit a report to the CSA Board of Directors at the end of each semester.

9.7.2 The report must include:

a) Overview of membership, without listing names of participants.
b) Timeline of activities.
c) Selected highlights of agenda items and group initiatives.
d) Future work for the next semester.

9.7.3 Reports must not include specific membership lists and will adhere to the confidentiality policies of the Accessibility Committee.

9.7.4 All reports must be approved by the membership before submission to the Board.

Appendix D
CSA Committees

Central Student Association

DRAFT

9.0 Accessibility Committee

9.1 Preamble

Those with disabilities face additional barriers to participation in the University and this is not always recognized or understood by those who do not identify as having a disability. Barriers to accessibility can be visible and invisible, tangible and intangible, and perceived or real. They occur in all aspects of student life including services, clubs, bylaws and policies, events, and student space.

9.2 Purpose

The Accessibility Committee will act as both a forum for discussing and promoting accessibility for persons with disabilities within the CSA, and as an advocacy group on concerns related to accessibility across the University.

9.2.1 **Internal Responsibilities**

a) To act as a resource for accessibility within the organization.
b) To make recommendations to the appropriate CSA Executive, staff, committees and/or the Board of Directors to reduce barriers within their areas of responsibility.
c) To ensure that all changes to CSA bylaws and policies take into account accessibility of services and experiences of students with disabilities.
d) To examine all aspects of the CSA, including (but not limited to) bylaws and policies, service delivery, student space, meetings and events for opportunities to improve accessibility.

9.2.2 **External Advocacy**

a) To discuss and advocate for action based on the experiences of members with disabilities.
b) To promote and take action to advance the reduction of the stigma surrounding disabilities.
c) To ensure adequate representation of student with disabilities on University committees (e.g., Inclusive Space Sub-Committee).

d) To conduct and advise research related to campus accessibility and the experiences of students with disabilities.

9.2.3 **Education**

a) To promote and take action to create an accessible environment for all members of the CSA.
b) To promote broader understanding of the experiences of students with disabilities.
c) To promote the Declaration of the Rights of Students with Disabilities in discussions across campus.

9.3 Membership

9.3.1 Membership

Membership will consist of:

- the Vice-President (Academic);
- 2-3 Directors appointed by and from the Board;
- 2-3 General Members of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1;
- 1 CSA Staff member or additional Executive.

9.3.2 Confidentiality of Membership

Membership lists will not be made public outside of the Accessibility Committee.

9.3.3 Students with Disabilities

Membership should prioritize (but is not restricted to), individuals who self-identify as having a disability or who have encountered barriers to participation in the CSA.

9.3.4 Application Process

Interested Staff or General members must apply in writing to the Chair, including a 150-word statement outlining their interest in being a part of the Committee.

- A call for staff and general members will be circulated before the end of September.
- Applications by staff and general members submitted will be reviewed by the Chair and any Directors appointed to the Committee to ensure members' commitment to the purpose and responsibilities of the Committee.

9.4 Responsibilities of Members

9.4.1 General Members

a) To uphold the mandate of the Accessibility Committee.
b) To maintain the confidentiality of the membership.
c) To uphold the Declaration of the Rights of Students with Disabilities in all decisions.

9.4.2 Chair (VP Academic)

a) Responsible for meeting facilitation.
b) Responsible for acting as a primary contact for the group.
c) To act as a liaison to the greater CSA and university community.
d) Responsible for executing the decisions made by the Accessibility Committee.
e) To act in the best interests of the group.
f) To act as a moderator and uphold a safe space for meetings.
g) Responsible for recruitment of general members to the Committee.
h) To educate themselves about and be aware of the diverse abilities of students on campus.

9.5 Removal of Members

Recognizing that the Accessibility Committee needs to be a safe space for all participants, the group may come to the decision that a member is compromising this and the mandate of the committee.

9.5.1 Grounds

Grounds for removal of a member from the Committee may include:

a) Breach of the confidentiality rules established for the Committee.
b) Violations of members' responsibilities under section 9.4.
c) Conduct that is contrary to the Committee's established Code of Conduct.

9.5.2 Procedure

If a member feels that another member is creating an unsafe space, they should speak to the Chair.

a) The Chair will meet with the member in question.
    - If the Chair is the member in question, concerns should be directed to the President.
b) For Staff or General members, the Chair and any Directors appointed to the Committee may make a recommendation to the remaining members that a member be removed from the Committee.
c) For Directors, the Chair may make a request to the Board, on behalf of the Committee, that a member be removed from the Committee.

9.6 **Meetings**

9.6.1 Scheduling

Meetings are to be scheduled regularly or with 48 hours advance notice of emergency meetings.

9.6.2 Quorum

Quorum for meetings shall be 4 members, including the Chair.

9.6.3 Minutes

The Chair will be responsible for ensuring that minutes are taken for each meeting by a member of the Committee.

a) Minutes of the Accessibility Committee will be regularly submitted to the Board, and a copy will be kept on file by the Office of the Vice-President, Academic.
b) Names of members or other personally identifiable information will not be kept in the minutes.
c) For the purpose of member accountability, a separate and confidential attendance record will be retained by the Office of the Vice-President, Academic.

9.6.4 Voting

The Accessibility Committee will work on a consensus-based model where possible. When the group cannot reach consensus, a secret ballot vote will be held. The Chair may vote.

9.6.5 **Safe Space**

The Accessibility Committee will strive to create and uphold a safe space for all participants:

a) A safe space consists of an environment that allows students of all abilities to be able to express themselves in a way that allows them not to feel oppressed by their abilities.
b) A safe space is a place to allow students to feel more comfortable participating fully in the committee.
c) Every effort must be made to ensure that meetings are held in a room that is conducive to maintaining the safety of members.

9.6.6 **Agenda Distribution**

Agenda items will be emailed to the Chair. Agendas will be sent to all members at least 48 hours prior to the meeting.

9.7 Reports

9.7.1 Annual Report

The Chair will submit an annual report to the CSA Board of Directors at the end of the Winter semester.

9.7.2 Report Contents

The report must include:

a) Timeline of activities.
b) Selected highlights of agenda items and group initiatives.
c) Future work for the next semester.

9.7.3 **Confidentiality**

Reports must also adhere to the confidentiality policies of the Accessibility Committee.

9.7.4 **Final Approval**

All reports must be approved by the membership before submission to the Board.

Item 6.11.4
Notice: Amendments to Appendix D (Committees) 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 is hereby provided at the Board meeting on September 10, 2025.

This motion will be considered at the Board meeting on September 25, 2025.

MOTION: to adopt the attached addition to Appendix D Section 3.5 and amendment to Appendix D Section 14.2.1, as recommended by the Policy & Bylaw Review Committee.

3.5 Composition

In cases of Executive vacancies, alternate Executive Members will be assigned to fulfill the committee responsibilities of the vacant position, by vote of the Executive Committee. The selected Executive will assume responsibility for all listed duties of the vacant Executive position within the Terms of Reference for the committee.

14.0 Statement Making Committee

14.2 Membership and Formation

14.2.1 Membership of the Statement Making Committee will be organized by the Vice President External and ratified by the Board of Directors ~~no later than the second Board meeting of the fall Semester.~~ at the first meeting of the summer semester. The Vice-President External will be responsible for prompting the call-out for general members for the upcoming academic year in the winter semester.

Item 6.15
Adjournment

MOTION: That the CSA Board of Directors Meeting # 6 on September 10, 2025 be adjourned at pm.

Moved:
Seconded: