

AGENDA

Board of Directors Meeting # 9

October 29, 2025 – 6:00 pm



Agenda – October 29, 2025

9.0	Call to Order	
9.1	Land Acknowledgement Rebecca Hallett	
9.2	Adoption of the Agenda 9.2.1 Approve the Agenda 9.2.2 Declarations of Conflicts	1
9.3	Ratifications and De-Ratifications 9.3.1 Ratify Board of Governors Representative	2
9.4	Comments from the Chair 9.4.1 Introductions and Pronouns	
9.5	Approval of Past Minutes 9.5.1 Meeting # 8 – October 16, 2025	3
9.6	Executive Committee Minutes	
9.7	Executive Updates 9.7.1 President – October 29, 2025 9.7.2 VP Student Experience – October 29, 2025 9.7.3 VP Academic – October 29, 2025 9.7.4 VP External – Vacant	4 5 8
9.8	Director Reports	
9.9	CSA Service Update and Report	
9.10	Committee Updates and Reports	
9.11	Business 9.11.1 Fall 2025 By-Election: Ratification of Results 9.11.2 Initiate Director Appointment Process 9.11.3 Appoint Statement Making Committee 9.11.4 Appoint Art in the Bullring Winner Selection Committee 9.11.5 Appoint Members to University Centre Board 9.11.6 Awards Committee Presentation and Terms of Reference	10 12 14 19 20 21
9.12	New Business 9.12.1	
9.13	Announcements	
9.14	In Camera Session 9.14.1	
9.15	Adjournment	27

Motion

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Item 9.2.1 (a) Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 9 on October 29, 2025, be approved as printed and distributed.

Moved:

Seconded:

Item 9.2.1 (b) Amend the Agenda

MOTION TO AMEND:

Moved:

Seconded:

Item 9.2.1 (c) Approve the Amended Agenda

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 9 on October 29, 2025, be approved as amended with:

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Motion

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Item 9.3.1 Ratify Board of Governors Representative

MOTION: that Ava Augustine be ratified as the Board of Governors representative on the 2025-2026 CSA Board of Directors, effective immediately.

Moved:

Seconded:

Motion

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Item 9.5 Approval of Past Board Minutes

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

9.5.1	CSA Board Meeting # 8	October 16, 2025
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Moved:

Seconded:

Motion

Board of Directors Meeting # 9

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**Item 9.7
Executive Updates****MOTION:** That the following Executive Updates be received as information:

9.7.1	President	October 29, 2025
9.7.3	VP Academic	October 29, 2025

Moved:**Seconded:**

Executive Update

President

October 29, 2025



Wow - we're already halfway through the Fall semester! It's been a very busy few months, and still, there is a lot to accomplish before the end of the year. Here are some of the things I've been working on since our last Board meeting.

Ongoing Projects:

Homecoming:

The Homecoming Concert went very well. We saw over 1,200 students attending the concert (about 85% of attendees were students)! This was a fantastic result for a first-ever homecoming concert, especially one planned in about two short weeks. I have to extend our gratitude to our partners in UC Services and Athletics for their support. We look forward to exploring additional opportunities to work together this year and in the future!

Staff/HR Update:

We have a few positions which have selected candidates but are pending contracts – Assistant Returning Officer and Poster Runner. We anticipate these to be sent out next week.

Meetings with Admin:

The CSA and GSA recently met with Bill Rosehart (Provost) and Melinda Scott (Vice-Provost Student Affairs) and had a great conversation about a number of issues, including student space, the use of AI, work-integrated learning, and more.

Elections:

Our fall by-election unfortunately did not meet quorum. There are some notable factors here, which will be spoken to in the CRO's report. CSA staff and the ERC have already had post-election debrief meetings, and we're already planning for the winter general election so that we can have a successful election there.

Bill 33 Update:

We are keeping a close eye on Bill 33 now that the Legislature is back in session. Bill 33 is currently scheduled for second reading debate on Tuesday, October 28th and Wednesday, October 29th. The CFS-O *Hands Off Our Education* petition was delivered to the Legislature with over 10,000 signatures! We continue to engage MPP Mike Schreiner to discuss Bill 33. Especially now that we are seeing debate, I will be sure to keep folks updated if there's anything relevant discussed.

Executive Update

President

October 29, 2025



NEW BILL:

We have become aware of another sweeping omnibus bill - [Bill 60, Fighting Delays, Building Faster Act, 2025](#). This act proposes changes to 15 existing pieces of legislation and introduces a new act as well. Perhaps the most relevant changes for students include changes to the Residential Tenancies Act, including some that would effectively end rent control. We have already seen the provincial government [back down](#) from some of these proposed changes, so we will continue to keep a close eye on this bill and see where it ends up.

Committee Updates:

Finance Committee:

We have received our audited financial statements from BDO – Finance Committee will be meeting next week to review them so that they can be approved at the next Board meeting and ultimately received by our membership at the Annual General Meeting.

Elections & Referendum Committee:

As mentioned earlier, ERC met to debrief after the Fall By-Election, but additional meetings are scheduled to further discuss referrals from the Board and ideas for our Winter General Election.

Bounce Review Committee:

The Bounce Review Committee had its first meeting and has developed a plan for how to conduct its review and create a report with recommendations. Our second meeting is scheduled for this week.

Town & Gown Committee:

At Town & Gown, we discussed the impacts of Homecoming on the community of Guelph, hearing from city councillors and local residents. Since this was the first meeting after O-Week, we also discussed the impacts of O-Week. Things were largely positive, there were some concerns with noise, but we have always followed the regulations associated with our noise permit and tried to be respectful neighbours.

Student Budget Committee:

SBC met for an orientation meeting, getting new members up to speed. I presented last year's presentation and answered any questions folks had about the presentation. We met again to receive a presentation on the University Budget & Tuition Framework. There is another meeting scheduled for next week to discuss Strategic Enrolment Management & Ancillary Fees.

Executive Update

President

October 29, 2025



Student Events & Initiatives Funding Committee:

Our first SEIF committee meeting is coming up next week! We have successfully launched our new SEIF form on GryphLife, allowing for easier admin tasks on our side, and allowing clubs to easily resubmit if their applications are denied.

TheCannon.ca Committee Meeting:

TheCannon.ca Committee is meeting on Thursday to discuss the operations of the website & future promo ideas.

Upcoming Events:

I will be attending the Canadian Federation of Students National General Meeting in Toronto from Friday October 31st to Tuesday November 4th. CFS events are always a great opportunity to connect with other student unions and discuss student issues.

As always, if you have any questions about what we're up to, feel free to reach out!

A handwritten signature in black ink that reads "Nate Broughton". The signature is fluid and cursive, with the first name "Nate" and last name "Broughton" clearly distinguishable.

Executive Update

VP Academic

October 29, 2025



General Update:

October has been a great month so far – certainly productive for myself and others around the office. There's been a good combination of old and new events, program development, committees, and more committees. As always with my updates, I would appreciate any feedback or questions that Board members may have – I can always be reached via email if something comes up after the meeting!

Our team recently met with Provost Bill Rosehart – one of the major issues discussed was the availability of student workspace across campus. The conclusion was generally that the campus can make better use of the space that we currently have. This includes through making it easier to use classroom spaces outside of scheduled class times and adding new furniture to locations that are currently empty.

Ongoing Projects:

Art in the Bullring: This project is coming along well! All our advertising has gone out, and we've confirmed our food and music with the team at the Bullring. We've also built a new form for artists to submit information about their pieces – submissions are being accepted Nov. 10th and 11th at the Fine Arts Network offices. We're also appointing our half of the judging panel later tonight – stay tuned if you're interested in one of the more fun committee appointments of the year.

CSA Awards: Presentation about this project so far coming later, but we've recently been working on the policy/committee structure for a re-worked awards program. We've also been working on the promotional strategy, branding, as well as the nomination process (all will be part of my presentation later).

Government Relations: This is an element of the VP External role that I've picked up parts of. I've recently been in contact with MPP Mike Schreiner's office regarding Bill 33, but also the new Bill 60 (part of the government's proposed changes to the Residential Tenancies Act), and recent announcements related to GO Transit (which Mike and his colleagues had pushed for).

Committees:

CSA Accessibility Committee: This committee met last Monday for our first meeting. We discussed priorities for the semester (including advocacy around recent issues with SAS accommodations, Guelph Transit, etc.) as well as discussion of a central system to collect feedback from students using CSA services. This system would have a simple feedback form accessible across all service units and would inform potential improvements to service delivery and accessibility.

Board of Undergraduate Studies: BUGS met on Tuesday to review 3 significant changes to academic policy (in addition to routine program updates). I encouraged the

Executive Update

VP Academic

October 29, 2025



University to review its policy on re-taking courses- updates to be made at this meeting. The definition of full-time status is also being updated to allow for additional flexibility for

Teaching & Learning Network: This committee also met last week and discussed some of the current issues in teaching and learning across campus. A significant amount of the discussion was on AI, and how it is affecting the quality of student work and the type of assessments that work to accurately measure student learning in the AI age.

Compulsory Fees Committee: The Library student fee subcommittee (of which I am the chair) met last week to finish our report to the Compulsory Fees Committee. This report includes information on how the Library's Academic Support student fee was used to improve their student programs, academic support, and digital learning resources.

Services:

FoodBank: We had a very successful fundraiser at the Aggies' Women's Hockey game! We raised around 462 items for the Food Bank during the game, and we'll be coming back for a similar event in February as well. The Food Bank will also be hiring a new Assistant for the Winter semester to replace a staff member who will be leaving at the end of the fall.

SHAC: The team hosted a successful Halloween event with a fun pumpkin painting activity and legal trivia to educate students about what SHAC does (and win free candy!) We're hosting a workshop on November 5th about what students should know about tenancy law (in partnership with the Guelph-Wellington Legal Clinic). We've had a total of 40 cases so far and have noticed a recent increase in students whose leases are not covered under the Residential Tenancies Act.

That's all for now folks- please reach out to csavpacademic@uoguelph.ca if you have any questions!

-Will

Motion

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Item 9.11.1

Fall 2025 By-Election: Ratification of Results

BE IT RESOLVED that the Fall 2025 By-Election Unofficial Results, as included in the board agenda package, be received as information;

AND FURTHER that the results of the Fall 2025 By-Election, as included in the board agenda package, be declared official.

Moved:

Seconded:

Fall 2025 By-Election Unofficial Results

Please note that these results contain all verified and valid votes in the count. These results will be made official following the Board Meeting on October 29, 2025

Board of Directors:

College of Social and Applied Human Sciences: Quorum NOT Met

There was one candidate for the College of Social and Applied Human Sciences Director position, Samiya Shakeel.

A verified total of 234 votes were cast which accounts for 3.59% of CSAHS students. Therefore, this did not meet the required minimum of a 10% quorum. The results are as follows:

- Samiya Shakeel: 214
- Decline: 19

The election has not met the required 10% quorum for the College of Social and Applied Human Sciences.

College of Computational, Mathematical and Physical Sciences: Quorum NOT Met

There were two candidates for the College of Computational, Mathematical and Physical Sciences Director position; Tiffany-Miruna Mares and Aidan Mikhail. One position was vacant on the Board of Directors.

A verified total of 128 votes were cast which accounts for 6.63% of CCMPS students. Therefore, this did not meet the required minimum of a 10% quorum. The results are as follows:

- Tiffany-Miruna Mares: 67
- Aidan Mikhail: 59
- Decline: 2

The election has not met the required 10% quorum for the College of Computational, Mathematical and Physical Sciences.

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Item 9.11.2

Initiate Director Appointment Process

WHEREAS CSA Bylaw 2 (Electoral) section 2.4 states that should an "at-large" (elected) Board of Directors seat remain vacant following the CSA General Election in the winter semester and a By-Election in the fall semester, the CSA Board shall initiate an appointment process to fill the At-Large Representative vacancies;

BE IT RESOLVED that the attached overview regarding the Director Appointment Process to follow the Fall 2025 By-Election be received as information by the Board of Directors;

AND FURTHER that the Board of Directors approve the initiation of the Director Appointment Process as proposed.

Moved: Nate Broughton, President

Seconded:

Director Appointment Process Overview

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Current Vacancies: At-Large (Elected) Representatives:

College	Number of Vacancies
College of Arts	1
College of Computational, Mathematical, and Physical Sciences	1
College of Engineering	1
College of Social and Applied Human Sciences	2
Lang School of Business and Economics	2
Ontario Agricultural College	2
Ontario Veterinary College	2

Director Appointment Process:

Bylaw/Policy Reference: Bylaw 2- Electoral, Section 2.3 – At-Large (Elected) Director Appointments

Appointment Process Summary:

- In collaboration with the President, the Policy & Transition Coordinator will ensure a call-out takes place on relevant platforms no less than 14 days prior to the meeting of the Board at which the appointment is to take place regarding the vacancies on the Board of Directors.
- Requirement of 25 verified nomination signatures, except for candidates in the fall by-election that did not reach quorum.
- Requirement of a 150-word written candidate statement submitted to the Board.
- Voluntary opportunity to attend the November 12 Board Meeting to answer questions.
- Board holds secret ballot.
- Simple majority vote and ratification of successful candidates to follow voting.

Appointment Timeline

Official call-out to members	Wednesday, October 29, 2025
Nomination Period	Thursday, October 30, 2025 to Friday, November 7, 2025 at 5:00pm
Verification of nomination signatures	Monday, November 10, 2025
Review of candidate statements of interest and voting/ratification by the Board	Wednesday, November 12, 2025

Motion

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Item 9.11.3 Appoint Statement Making Committee

WHEREAS CSA Policy Appendix D (Committees) section 14.2.2 states that the membership of the Statement Making Committee will consist of:

- The Vice President External;
- Three Directors; and
- Two General Members of the CSA in good standing

WHEREAS the position of VP External is currently vacant, and William Coleman, VP Academic, has been selected by vote of the Executive Committee to fulfill the committee obligations;

BE IT RESOLVED that William Coleman, VP Academic, be appointed to the Statement Making Committee for the 2025-2026 academic year;

FURTHER that the following Directors be appointed to the Statement Making Committee for the 2025-2026 academic year:

[3 Directors]

AND FURTHER that the following General Member of the CSA be appointed to the Statement Making Committee for the 2025-2026 academic year:

Manal Hamid

Moved:

Seconded:

See following pages for General Member Applicant Statements of Interest and Statement Making Committee information.

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Statements of Interest

Manal Hamid

I am writing to express my interest in joining the CSA's Statement Making Committee. I am passionate about advocacy, student representation, and ensuring that the voices of our diverse student body are reflected in the CSA's public communications. I believe statements have real power—they shape perception, build trust, and demonstrate accountability.

Through my academic and extracurricular experiences, I've developed strong communication, writing, and collaboration skills that would allow me to contribute thoughtfully to the drafting process. I enjoy discussing current issues, understanding multiple perspectives, and crafting messages that reflect shared values and integrity.

I would be honoured to help the CSA articulate its stance on key topics that impact students and strengthen our collective voice on campus. Thank you for considering my application.

Motion

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Statement Making Committee – Terms of Reference

Responsibilities

To meet on an as-needed basis to discuss and draft statements on topics that impact members of the CSA and/or the organization as a whole. Statements regarding political matters must be brought to the committee. Other topics can be referred, including but not limited to, local, national, and global events, University of Guelph activities, and more as determined appropriate.

- The CSA Board of Directors may refer topics to the committee for their consideration. This requires a simple majority vote of the Board.

To operate in a manner that is as objective, fair, and impartial as possible when discussing issues and making decisions.

To consult with impacted student groups throughout the statement making process, if applicable, and use appropriate fact checking methods.

- Consultation may occur during or outside of committee meetings, as determined by the committee membership.
- Impacted student groups may attend meetings of the committee when invited or as requested.

To act in the best interest of the organization and the membership when developing statements.

To ensure statements comply with the mandate, bylaws and policies, and approach of the CSA.

To submit all draft statements to the CSA Board of Directors for discussion and approval before posting publicly or sending directly to the attention of University Administration or other external parties.

- The Board of Directors must approve all statements provided and approve the recommended methods and timeline of publishing the statements.
- All political statements must pass via a 2/3 majority vote of the Board.

To submit reports to the CSA Board of Directors as mandated regarding progress and decisions made on topics referred by the Board.

To notify members of the Board of Directors via email when the committee plans to meet to discuss items. In addition, notice of committee meetings must be publicized on the CSA Instagram page.

- Executives, Directors, and General Members may attend meetings of the committee as guests. Interested individuals will email the Vice President External

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to obtain meeting information.

- Guests will not have speaking rights at committee meetings unless extended by consensus or majority vote of the committee membership. Guests will not have voting rights.

Membership and Formation

Membership of the Statement Making Committee will be organized by the Vice President External and ratified by the Board of Directors 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.

The membership will consist of:

- The Vice President External;
- Three Directors; and
- Two General Members of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1.

The Board will nominate and approve the Directors who will sit on the committee as per Robert's Rules.

General Members of the CSA to sit on the committee will be selected as follows:

- General Members of the CSA will be informed of the volunteer opportunity through advertising via mass-email, social media/CSA website, and posters as determined necessary to form a volunteer pool. The Vice President External will organize promotions and the application process.
- All interested General Members shall submit a 150-word statement of interest to be reviewed by the Board.
- The Board will select and ratify General Members to be on the committee as per Robert's Rules.

Advertising to, and the selection process of General Members of the CSA to sit on the Statement Making Committee shall take into consideration candidate equity.

- A candidate who falls within a marginalized group will be selected when that candidate is of comparable qualifications to the other most qualified candidates. Marginalized shall be defined as a person from groups that face systemic barriers to such volunteer opportunities, including but not limited to women, racialized people, indigenous people, queer people, persons with disabilities, and international students.

Structure

The Vice President External shall act as Chair of the committee and be responsible for scheduling meetings, drafting the agenda, and circulating the agenda as required.

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Members shall be entitled to request meetings and submit agenda items to be considered.

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

- The Vice President External must attend all meetings.

A Scribe will be selected from the membership at the beginning of each meeting. Meetings will be recorded.

Decision-Making

The committee will operate by consensus of ratified members; it is understood that the committee is open to examining other procedural options as necessary. From time to time, where consensus cannot be reached on a particular topic, the committee will vote in accordance with Robert's Rules of Order. For minute-taking purposes, decisions reached by consensus will be noted as such.

- When consensus cannot be reached, all decisions must be passed by a 2/3 majority vote to be recommended forward to the Board.

Working Groups

A working group is defined as a committee of no set membership with an interest in a specific issue and its role will be to gather information and present recommendations to the committee. A working group may also work to wordsmith, in a small group setting, draft statements to then be presented to the committee for review and possible recommendation to the CSA Board of Directors.

The committee will strike working groups as necessary for specific issues. Working groups of the committee may only be created by the support of the committee and/or a clear directive from the CSA Board of Directors.

There shall be at least one member in a working group. Each working group will be responsible for reporting back to the committee as appropriate.

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Item 9.11.4

Appoint Art in the Bullring Winner Selection Committee

WHEREAS the Art in the Bullring Winner Selection Committee is tasked with selecting the winner of the Art in the Bullring event; and

WHEREAS the CSA VP Academic and Fine Arts Network Event Coordinator mutually agreed on having three undergraduate student representatives appointed by the CSA and three undergraduate student representatives appointed by FAN for the Art in the Bullring Winner Selection Committee;

BE IT RESOLVED that the following Board Directors be appointed to the Art in the Bullring Winner Selection Committee:

[3 Directors]

Moved: William Coleman, VP Academic

Seconded:

Motion

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Item 9.11.5

Appoint Members to University Centre Board

WHEREAS the University Centre is a central building used by students on campus for organizational and social space, and as a building that was built and continues to be funded by student fees;

WHEREAS the CSA believes that the University Centre should be controlled by students;

WHEREAS the University Centre Board requires membership of ten undergraduate students appointed by the CSA, as well as five undergraduate students as alternate members, as per the Constitution of the University Centre Board; and

WHEREAS the University Centre Board currently has one vacancy for an undergraduate student member and two vacancies for alternates;

BE IT RESOLVED that the following CSA Member be appointed as a member of the University Centre Board for a term of up to two years:

[one CSA member]

AND FURTHER that the following CSA Members be appointed as alternate members of the University Centre Board for a term of up to two years:

[two CSA members]

Moved:

Seconded:

Motion

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Item 9.11.6

Awards Committee Presentation and Terms of Reference

(a) Receive Presentation

MOTION: to receive the presentation by William Coleman, VP Academic, regarding a CSA Awards Committee as information.

Moved:

Seconded:

(b) Approve Terms of Reference

MOTION: to approve the creation of the Awards Committee as an internal committee of the CSA;

AND FURTHER to approve the Terms of Reference for the Awards Committee, as provided in the board agenda package.

Moved: William Coleman, VP Academic

Seconded:

Terms of Reference (DRAFT)

Awards Committee

Introduction

Preamble

CSA's Awards of Excellence recognize student leaders, clubs, and academic staff for their dedication to the University of Guelph community, and for making our campus a great place to live, learn, and work. These awards are managed by students, and their recipients represent the values, needs, and aspirations of undergraduate students at the University.

Purpose

Policy

- a) To provide oversight of policies and procedures related to the CSA Awards of Excellence and provide recommendations to the Board of Directors.
- b) To regularly review and approve criteria, terms, and qualifications for new or updated CSA Awards.
- c) To make recommendations to the Board of Directors concerning approval of new awards or modifications to these Terms of Reference.

Selection

- a) To annually select the recipients for all CSA Awards of Excellence, including:
 - i. The Leadership Excellence Award
 - ii. The Emerging Leader Award
 - iii. The Campus Catalyst Award
 - iv. The Board Impact Award
 - v. The Club of the Year Award
 - vi. The New Club of the Year Award
 - vii. The CSA Club Spirit Award
 - viii. The Faculty Teaching Champion Award
 - ix. The TA Teaching Champion Award

Outreach

- a) To coordinate outreach for the Awards of Excellence program to encourage a diversity of nominations from throughout the University community.

- b) To participate in organizing the annual awards recognition ceremony with the President and VP (Academic).

Membership

Voting Membership

The voting membership of the Awards Committee shall consist of 7 members, including:

- the Vice-President (Academic), who shall chair the Committee;
- the CSA President;
- the Clubs Coordinator;
- 3 members appointed by and from the Board of Directors, including at least 1 college representative (elected or appointed) and 1 student organization representative, with a preference for 1 to be a past award recipient;
- 1 General Member of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1.

Conflict of Interest

a) Active members of the Awards Committee are ineligible to receive any awards that are selected by the Awards Committee for the duration of the year that they serve on the Committee.

b) Members are expected to declare any real, potential, or perceived conflict of interest with a nominee of any award prior to deliberations. Declarations will be recorded in the meeting minutes.

I. Members who have declared a conflict of interest with a nominee will be excluded from any deliberations for awards that the nominee was nominated for.

c) Concerns regarding conflict of interest may be brought to the Chair at any time. The committee may request that a Member who fails to disclose a real, potential, or perceived conflict of interest resign from the Committee.

Following the Committee's request:

I. General Members may be removed from the Committee by a majority vote of the remaining members.

II. Staff, Executives, and Directors will be dispensed with in accordance with Human Resources procedure.

Selection of General Members

Interested 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 General Members shall be circulated in the Fall semester.
- b) The Board will select and ratify one General Member to be on the Committee.

Responsibilities of Members

All Members

- a) Uphold the mandate of the Awards Committee.
- b) Make fair and unbiased decisions on the selection of individuals for awards, in line with the award criteria.
- c) When making decisions, uphold the principles of equity, diversity, inclusion, and accessibility.
- d) Maintain the confidentiality of deliberations, as instructed by the Chair.

Chair (VP Academic)

- a) Responsible for facilitation of Awards Committee meetings.
- b) Act as a primary contact and answer student and community questions regarding CSA Awards of Excellence.
- c) Manage the collection of nominations for all CSA Awards of Excellence, including communications and outreach to the student population.
- d) Act on behalf of the Committee to organize events, including the Awards Presentation.
- e) Maintain the record of past award recipients for archival on the CSA website.
- f) Act as a liaison between the Committee, CSA Staff, and the Board of Directors.
- g) Coordinate recruitment, review, and selection of General Members to the Committee.

Meetings

Scheduling

The Committee shall meet at least two times per semester in the Fall and Winter semesters.

- a) Meetings in the Fall semester will be primarily for committee orientation, revisions to award criteria and procedures, and planning outreach for the year.
- b) Meetings in the Winter semester will be primarily for review of nominations and deliberation on the year's award recipients.
- c) Additional meetings may be scheduled as needed at the request of the Chair.

Quorum

Quorum for meetings of the Committee shall be 4 members, including at least 1 CSA Executive.

Voting

The Awards Committee will work on a consensus-based model where possible. When the group cannot reach consensus, decisions must be passed by a simple majority vote. The Chair may vote.

In-Camera

Meetings of the Awards Committee are considered *in-camera* and shall be subject to the *in-camera* policies and procedures as outlined in the CSA Rules of Order, section 6.

- a) The names of award recipients, nominees, nominators, and the content of nomination statements will be considered strictly confidential, until each recipient has been notified via a letter from the Vice-President (Academic).
- b) The details of committee deliberations on nominations will be considered strictly confidential.

Reporting

Annual

- a) The Committee shall submit an annual report to the Board of Directors by the end of the Winter semester, containing (at minimum):

- I. the current membership of the Awards Committee.
- II. the names and award citations for each recipient.
- III. the date, time, location, and any other relevant details about the awards presentation.
- IV. the number of nominations received for each award.

Policy

- a) The Committee shall report any changes that are made to the nomination criteria or process to the Board as information by the end of the Fall semester
- b) Changes to the Committee Terms of Reference, or the addition of new award categories, require approval from the Board of Directors.

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Item 9.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 9 on October 29, 2025 be adjourned at pm.

Moved:

Seconded: