

Committee: Policy & Bylaw Review Committee (PBRC)

Committee Chair: Rotating

Committee Classification: Standing Committee

1. Responsibilities

- 1.1. To solicit input from members of the CSA and/or CSA Board of Directors relating to the CSA Bylaws and Policies.
- 1.2. To develop draft bylaws and policies on said input for the CSA Board of Directors to accept, reject or refer back to the PBRC with further recommendations.
- 1.3. To regularly review existing CSA Bylaws & Policies to ensure relevance; and to conduct review with direction from the CSA Board of Directors.
- 1.4. To review, when appropriate, CSA Standing Resolutions to ensure relevance and application to undergraduate students at the University of Guelph.
- 1.5. To make spelling, grammar, and article numbering changes to the CSA Bylaws and Policies as necessary.

2. Membership

- 2.1. Any member of the CSA and/or member of the CSA Board of Directors may be a member of the PBRC.
- 2.2. Any individual seeking membership will notify the Policy & Transition Coordinator. They will be ratified as members of the PBRC by the committee at the beginning of the second consecutive meeting which they attend. The membership term will be for the remainder of the academic year.
- 2.3. Members who miss two meetings without regrets will be de-ratified from the committee.



- 2.4. The Policy & Transition Coordinator will be a ratified member of PBRC as per their job duties.
- 2.5. At any time, a member may resign from PBRC by notifying the Policy & Transition Coordinator.

3. Structure

- 3.1. The Committee Chair is rotated among the PBRC members on an individual meeting basis. The selection of Chair takes place at the beginning of each meeting. This rotation provides valuable experience for members and reduces any potential conflicts of interest. The Policy & Transition Coordinator is responsible for collecting discussion items and coordinating agenda preparation.
- 3.2. The PBRC minutes will be recorded by the Policy & Transition Coordinator. Committee minutes will be circulated between meetings of the PBRC for member review and for approval at the next regularly scheduled meeting.
- 3.3. Quorum shall be three ratified members, one of which must be a Director of the CSA.

4. Decision Making

- 4.1. The PBRC 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 PBRC will vote in accordance with Robert's Rules of Order. For minute-taking purposes, decisions reached by consensus will be noted as such.

5. Reporting

- 5.1. The PBRC will report to the CSA Board of Directors at least twice a semester. It is understood that the Board of Directors will request reports on specific issues with specific timelines relevant to that issue.
- 5.2. Reports of the PBRC may include, where relevant but not limited to, a list of meeting dates since the last report, the next regularly scheduled meeting date, time and location, upcoming discussion points, and recommendations for CSA Bylaws and/or Policies for final decision making at the CSA Board of Directors.



6. Conflict of Interest

- 6.1. Each member of the PBRC is expected to declare a conflict of interest on an issue before discussion of the issue commences. A conflict of interest may result from the direct involvement of a member in a particular topic of discussion where the member may be unable to participate without bias.
- 6.2. Other members are free to express concerns about the conflict of interest of another member at any time, provided that such an expression is undertaken in a non-accusatory manner.
- 6.3. In either case, the PBRC as a whole will decide whether or not the supposed conflict of interest, as outlined in Bylaw 1 Section 10 (Conflict of Interest), merits exclusion of the member from the discussion for that item.

7. Working Groups

- 7.1. 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 on necessary policies to the PBRC. A working group may also work to wordsmith, in a small group setting, draft bylaws and policies to then be presented to the PBRC for review and possible recommendation to the CSA Board of Directors.
- 7.2. The PBRC will strike working groups as necessary for specific issues. Working groups of PBRC may only be created by the support of the PBRC and/or a clear directive from the CSA Board of Directors.
- 7.3. There shall be at least one member in a working group. Each working group will be responsible for reporting back to the PBRC as appropriate.