

**Committee:** Statement Making Committee  
**Committee Chair:** Vice-President (External)  
**Committee Classification:** Internal Committee

### 1. Responsibilities

- 1.1. 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.
- 1.2. To operate in a manner that is as objective, fair, and impartial as possible when discussing issues and making decisions.
- 1.3. 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.
- 1.4. To act in the best interest of the organization and the membership when developing statements.
- 1.5. To ensure statements comply with the mandate, bylaws and policies, and approach of the CSA.
- 1.6. 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.



- 1.7. To submit reports to the CSA Board of Directors as mandated regarding progress and decisions made on topics referred by the Board.
- 1.8. 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 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.

## 2. Membership and Formation

- 2.1. 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.
- 2.2. The membership will consist of:
  - The Vice President External;
  - Three Directors;
  - Two General Members of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1.
- 2.3. The Board will nominate and approve the Directors who will sit on the committee as per Robert's Rules.
- 2.4. 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.



- 2.5. 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.

### 3. Structure

- 3.1. 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.
- 3.2. Members shall be entitled to request meetings and submit agenda items to be considered.
- 3.3. 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.
- 3.4. A Scribe will be selected from the membership at the beginning of each meeting. Meetings will be recorded.

### 4. Decision Making

- 4.1. 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.

### 5. Working Groups

- 5.1. 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 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.

- 5.2.** 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.
- 5.3.** 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.