

## 1. CALL TO ORDER

Call to Order – 3:06pm

## 2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Sk̓wx̓wú7mesh Úxwumixw (Squamish), Selíłwítulh (Tsleil-Waututh), k<sup>w</sup>ik<sup>w</sup>əłəm (Kwkwetlem) and qícəy (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

## 3. ROLL CALL OF ATTENDANCE

### 3.1 Governance Committee Composition

VP Internal and Organizational Development (Chair).....	Judit Nagy
Ex-Officio.....	Helen Sofia Pahou
VP Finance and Services.....	Abhishek Parmar
Mathematics Councillor.....	Ben Tischler
Psychology Councillor (Vice-Chair).....	Mark Giles
Society of Arts and Social Sciences Councillor.....	Hilary Tsui

### 3.2 Society Staff

Policy Research & Community Affairs Coordinator.....	Beaty Omboga
Administrative Assistant.....	Riane Ng

### 3.3 Regrets

Policy Research & Community Affairs Coordinator.....	Beaty Omboga
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## 4. CONSENT AGENDA

### 4.1 CONSENT AGENDA

Be it resolved to adopt the consent agenda by unanimous consent.

**CARRIED UNANIMOUSLY**

**4.1.1. MATTERS ARISING FROM THE MINUTES-Governance Committee  
Minutes- MOTION GOV 2022-07-04:01**

Be it resolved to receive and file the following minutes:

- GOV 2022-06-20
  - Approved

**5. ADOPTION OF THE AGENDA**

**5.1 MOTION GOV 2022-07-04:02**

**Judit/Abhishek**

Be it resolved to adopt the agenda as amended:

**CARRIED AS AMENDED**

- Strike items 9.5, 10.1 and 10.2 from the agenda.
- Add items 6.5, 6.6, 6.7, 6.8, 6.9, and 6.10.

**6. NEW BUSINESS**

**6.1 RECOMMENDATION TO COUNCIL: R-3 UPDATES - MOTION GOV 2022-07-04:03**

**SUBMITTED BY:** VP Internal and Organizational Development “Judit Nagy”

**ATTACHMENT:**

**Judit/Ben**

Be it resolved that Governance Committee recommends the following updates and changes to R-3 of Council Policies:

**R-3 UPDATES**

Whereas numerous updates are required for R-3 to make the policy cohesive;

Be it resolved to strike By-Law 4(10)-(16) and By-Law 5(3) from “relevant

bylaws” and replace it with “bylaw 7.”

Be it further resolved to strike “By-Law 4(10)-(16)” from R-3.1 and replace it with ‘bylaw 7.’;

Be it further resolved to add an extra space in R-3.6 “office hours in-person or electronically on the SFSS website.,” to read as “...in-person or...”

Be it further resolved to rename the second R-3.7 section as subsection “a”, as it is subsidiary to the first R-3.7;

Be it further resolved to strike “Exit reports shall take the place of work reports for the Spring Semester which must be completed before the end of Council term.” from R-3.7;

Be it lastly resolved to strike the words “isn’t” from R-3.11 and R-3.12 and replace them with “are not.”

**CARRIED UNANIMOUSLY**

**6.2 RECOMMENDATION TO COUNCIL: R-8 UPDATES - MOTION GOV 2022-07-04:04**

**SUBMITTED BY:** VP Internal and Organizational Development “Judith Nagy”

**ATTACHMENT:**

**Judit/Abhishek**

Be it resolved that Governance Committee recommends the following updates and changes to R-8 of Council Policies:

R-8 UPDATES

Whereas R-8 is referencing the wrong bylaws;

Whereas it is unclear who can fill in as an alternate at council meetings;

Whereas alternates under bylaw 6(24)(b) and (c) are entitled to the same voting, speaking, and in-camera privileges as regular directors;

Be it resolved to strike “bylaw 17(7)” from “relevant bylaws” and replace it with “bylaw 15(7).”

Be it further resolved to add:

“8.2 (a). As per the membership definition of the SFSS Constitution, any and all, alternative councillors must be in good standing of the Society and must be an undergraduate student at SFU.”

Be it further resolved to add:

“8.3(a). The appointment of alternate councillors must be communicated to the President and VP Internal and Organizational Development prior to the alternate's attendance at the Council meeting.

8.3(a)(i) The groups shall provide the alternate's or alternatives': full name, student number, and student email.”

Be it lastly resolved to strike “bylaw 17(7) from R-8.6 and replace it with “bylaw 15(7).”

**CARRIED UNANIMOUSLY**

**6.3 RECOMMENDATION TO COUNCIL: R-17 UPDATES - MOTION GOV**  
**2022-07-04:05**

**SUBMITTED BY:** VP Internal and Organizational Development “Judith Nagy”

**ATTACHMENT:**

**Judit/Ben**

Be it resolved that Governance Committee recommends the following

updates and changes to R-17 of Council Policies:

**AVP HOUR REQUIREMENTS AND UPDATES:**

Whereas Associate Vice Presidents (AVP) for Executive Committee members do not exist in bylaw, only in policy;

Whereas AVPs are unpaid and are required to work at least fifteen (15) hours weekly for their Executive Officers;

Whereas there is not enough funding to pay AVPs for their work;

Whereas AVPs may be non-executive Council members, but can also be non-Council members students;

Be it resolved to strike the “relevant bylaws” section of R-17;

Be it further resolved to fix the missing space in R-17.1 and 17.1(a);

Be it lastly resolved to strike R-17.5 and replace it with:  
"Associate Vice-Presidents shall work no more than 10 hours per week."

**CARRIED UNANIMOUSLY**

**6.4 RECOMMENDATION TO COUNCIL: SO-1 UPDATES - MOTION GOV  
2022-07-04:06**

**SUBMITTED BY:** VP Internal and Organizational Development “Judith Nagy”

**ATTACHMENT:** SO-1 (Reviewed by JN)

**Judit/Ben**

Be it resolved that Governance Committee recommends the following updates and changes to SO-1 of Council Policies:

## SO-1 UPDATES

Whereas there are numerous spacing and numbering errors in SO-1;

Whereas it is unclear how committee meetings are meant to be called without a defined Chair;

Be it further resolved to add section 1.12 in SO-1 to read as the following:  
“1.12 Whereby the Chair of the committee is not defined in the composition of the Standing Order of the committee, the President will be tasked with calling the first meeting of the Committee, where the chair must be elected.”

Be it further resolved to renumber as attached in SO-1 (Reviewed by JN)

### **CARRIED AS AMENDED**

- Add “Be it further resolved to renumber as attached in SO-1 (Reviewed by JN)”

## **6.5 RECOMMENDATION TO COUNCIL: HOUSEKEEPING CHANGES TO R-2 – MOTION GOV 2022-07-04:07**

**SUBMITTED BY:** VP Internal and Organizational Development “Judith Nagy”  
**Judit/Ben**

Be it resolved that Governance Committee formally approves the following recommendations to Council:

### HOUSEKEEPING CHANGES TO R-2

Whereas there is a minor error in R-2 based on inconsistent wording due to past amendments not fully considering all language that exists in R-2

Be it resolved to amend R-2.7 by striking the word “semi-monthly” and

replacing it with “monthly”

**CARRIED UNANIMOUSLY**

**6.6 RECOMMENDATION TO COUNCIL: CHANGE TO CONFLICT RULES IN R-4  
– MOTION GOV 2022-07-04:08**

**SUBMITTED BY:** VP Internal and Organizational Development “Judit Nagy”  
**Judit/Abhishek**

Be it resolved that Governance Committee formally following  
recommendations to Council:

**CHANGE TO CONFLICT RULES IN R-4**

Whereas serving as an executive of a group that operates within the SFSS  
and as an SFSS Executive could give rise to potential conflicts of interest

Whereas By-Law 13(3) outlines a basic framework for preventing this,  
although there is no enforcement measure outlined within any council  
policies

Whereas one method of ensuring that these rules is a stipend reduction  
under R-4

Be it resolved to amend R-4 by adding a new heading "Conflict in Seats  
Held" that contains a new R-4.17 that reads:

4.17. Executive officers may not sit as an executive of a Faculty  
Student Union, Departmental Student Union, Constituency Group, or  
Club at the same time as they are a member of the executive  
committee."

Be it resolved to amend R-4.17 by adding a new subsection (a) that reads:

- a. The stipend of an Executive Officer will be reduced by \$100 where they fail to comply with this rule

Be it resolved renumber the policy accordingly.

**CARRIED AS AMENDED**

- Strike the words “Affiliated Student Group” in the new R-4.17

**6.7 RECOMMENDATION TO COUNCIL: HOUSEKEEPING CHANGES TO R-5 –  
MOTION GOV 2022-07-04:09**

**SUBMITTED BY:** VP Internal and Organizational Development “Judit Nagy”  
**Judit/Abhishek**

Be it resolved that Governance Committee formally following recommendations to Council:

**HOUSEKEEPING CHANGES TO R-5**

Whereas R-5 has several minor errors and typos/spelling mistakes that need to be corrected to ensure the consistency of the policy with established practice

Be it resolved to amend R-5.1 by striking it and replacing it with:

- 5.1. Proper operation of a democratic student organization requires that students elected or appointed to Council or a Society Committee be duly responsible to the membership. To this end, it is imperative that:

Be it further resolved to amend R-5.3 by striking R-5.3 and replace it with "Members of Council and Society Committees shall not:"



Be it further resolved to amend R-5.3 by adding the word “the” in between the words “at” and “Council” in R-5.3(iii)(c)(v)

Be it further resolved to amend R-5.4 by striking the phrase “- with Council or Council initiating the proceedings for removal.” from R-5.4(c)

Be it resolved to renumber the policy accordingly.

**CARRIED AS AMENDED**

- Strike “R-5.3(c)(iii)(v)” and replace it with “R-5.3(iii)(c)(v)”

**6.8 RECOMMENDATION TO COUNCIL: HOUSEKEEPING CHANGES TO R-6 – MOTION GOV 2022-07-04:10**

**SUBMITTED BY:** VP Internal and Organizational Development “Judith Nagy”  
**Ben/Abhishek**

Be it resolved that Governance Committee formally following recommendations to Council:

**HOUSEKEEPING CHANGES TO R-6**

Whereas R-6 has several minor issues that should be corrected to ensure that the policy is worded correctly in the event that it needs to be applied

Be it further resolved to amend R-6 by striking R-6.9(c) and replacing it with “be submitted at least one (1) hour in advance of the meeting in question.”

Be it further resolved to amend R-6.11 by striking the word “body organizational unit” and replace it with “body”

**CARRIED AS AMENDED**

- Strike the first be it resolved clause outlined in the recommendation

**6.9 RECOMMENDATION TO COUNCIL: HOUSEKEEPING CHANGES TO R-7 –**

**MOTION GOV 2022-07-04:11**

**SUBMITTED BY:** VP Internal and Organizational Development “Judit Nagy”  
**Judit/Ben**

Be it resolved that Governance Committee formally approves the following recommendations to Council:

**PROCEDURAL CHANGES TO R-7**

Whereas R-7 has numerous procedures in it that are completely inconsistent with established practice by the previous chair(s) of council

Whereas R-7 should be corrected to ensure that the procedures within it are consistent with established practice, so that Council begins to follow the policy as written

Be it resolved to amend R-7.21 by striking all occurrences of “Board” within R-7.21 and replacing it with “Council”

Be it further resolved to amend R-7.23 by striking all of R-7.23

Be it further resolved to amend R-7.24 by striking “isnot” and replacing it with “is not”

Be it further resolved to amend R-7.30 by striking all of it and replacing it with “The agenda, time, and location of Council Meetings shall be published on the Society Website and/or Social Media prior to these meetings.”

Be it further resolved to fix the indenting.

**CARRIED UNANIMOUSLY**

**6.10 RECOMMENDATION TO COUNCIL: PROCEDURAL, DEFINITIONAL,**

**AND HOUSEKEEPING CHANGES TO SO-18 – MOTION GOV 2022-07-04:12**

**SUBMITTED BY:** VP Internal and Organizational Development “Judit Nagy”  
**Judit/Abhishek**

Be it resolved that Governance Committee formally approves the following recommendations to Council:

PROCEDURAL, DEFINITIONAL, AND HOUSEKEEPING CHANGES TO SO-18

Be it further resolved to amend SO-18.3 by striking “involves” and replacing it with “involves:”

Be it further resolved to strike the 8th point in the “Composition” section of SO-18

Be it further resolved to strike the 10th point in the “Composition” section of SO-18

Be it further resolved to strike “Constrains” and replace it with “Constraints”

Be it further resolved to amend SO-18.10 by adding a new section (a) that reads:

- a. Notwithstanding SO-18.10, the committee may not approve additional funding for projects where funding has already been granted for that project by Council.

Be it further resolved to strike SO-18.11 and SO-18.12, and renumber accordingly

Be it further resolved to amend SO-18.19 by striking “Annual Budget” and

replacing it with “Annual Budgets”

**CARRIED AS AMENDED**

- Strike the first be it resolved clause from the recommendation

## **7. DISCUSSION ITEMS**

### **7.1 Policy Review: Check-In**

**SUBMITTED BY:** VP Internal and Organizational Development “Judith Nagy”

**BLURB:** Review completion of Council Policies, MSGP, Privacy and Information Management, and Orientation and Retention Policies. What is ready to be signed off on, and what needs to go to Council.

- The committee has almost finished all of the assigned policies to review. They will be spending the next week or two drafting notices to push to council.
- They will then move on to retail services policies and policy manual.
- The committee discussed the policies they reviewed and their recommended updates.
- VPIOD will soon assign new policies for the committee to review.

## **8. In-Camera**

### **8.1 MOTION GOV 2022-07-04:13**

**Judit/Ben**

Be it resolved to go in-camera for the remainder of the meeting.

**CARRIED UNANIMOUSLY**

## **9. Ex-Camera**

### **9.1 MOTION GOV 2022-07-04:14**

**Judit/Abhishek**

Be it resolved to go ex-camera for the remainder of the meeting.

**CARRIED UNANIMOUSLY**

## **10. ATTACHMENTS**

**10.1** SO-1 (Reviewed by JN)

## **11. ADJOURNMENT**

**11.1** MOTION GOV 2022-07-04:15

**Judit/Ben**

Be it resolved to adjourn the meeting at 4:38pm

**CARRIED UNANIMOUSLY**



## SO-1: STANDING AND AD-HOC COMMITTEES, SUBCOMMITTEES AND WORKING GROUPS

<p><i>POLICY TYPE: COUNCIL POLICY</i></p> <p><i>POLICY TITLE: STANDING AND AD-HOC COMMITTEES, SUBCOMMITTEES AND WORKING GROUPS</i></p> <p><i>POLICY REFERENCE NUMBER: SO-1</i></p> <p style="text-align: right;"><i>Adopted: 2021-08-25</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: April 2022</i></p> <p style="text-align: right;"><i>Previous Revisions: 2021-08-04</i></p>		
Position	Signature	Date
President		

### Establishment and Dissolution of Society Committees and Working Groups

1.1 Council may delegate its authority and/or empower committees between Council meetings to make decisions, within their delegated authority, **to standing** committees, ad-hoc committees, and working groups.

- (a) Council may establish a standing or ad-hoc committee by including a Standing Order establishing its terms in Council Policies.
- (b) Council may dissolve a standing or ad-hoc committee by repealing a Standing Order consisting of its terms from Council Policies.
- (c) Council or a Council Committee may establish a working group amongst itself by a majority vote.

### Standing and Ad-hoc Committees

1.2 Council establishes the Standing Orders that comprise the terms of reference for all standing and ad-hoc committees. Committees have the authority to act in accordance with their terms of reference, but must always report and receive direction from Council.

1.3 Unless otherwise specified in the Standing Order establishing the committee, standing and ad-hoc committees are chaired by an Executive Officer.

1.4 The duties of the Chair include:

- (a) ensure all meetings are included in the Society virtual calendar,
- (b) convening regular meetings,
- (c) informing committee members of meeting times and locations,
- (d) preparing agendas and collecting agenda items based on a timeline, set by the Chair, in contemplation of Committee members, who should receive the agenda reasonably in advance in order to thoroughly review its contents,
- (e) distributing any documents or materials to committee members,
  - (i) where possible, documents should be in PDF format and use Times New Roman font,
- (f) submitting attendance to the VP Finance & Services,
- (g) reporting on committee activities to the to Council,
- (d) acting as the primary point of contact between the committee and its staff support, if any,
- (e) act as the primary point of contact between the committee and its staff support, if any,
- (f) liaising with the Administrative Assistant(s) by:
  - (i) Sending agenda items and any relevant documents to the Administrative Assistant to prepare the draft agenda at least two (2) business days prior to the meeting,
    - a. The Chair will inform the Administrative Assistant(s) if a document contains confidential information,
  - (ii) Sending any required changes of the draft agenda and approval of the draft agenda to the Administrative Assistant(s), and
  - (iii) Sending feedback on the draft minutes and approval of the draft minutes to the Administrative Assistant within one (1) week of receiving the draft minutes,
- (k) liaising with the Communications Coordinator to ensure that Committee information relevant to the SFSS Membership is up-to-date on the SFSS Website and SFSS social media channels at all times, including:

- (i) the name and contact details of the Chair,
- (ii) the date and time of meetings,
- (iii) the location and accessibility information of meetings,  
and
- (iv) vacant seats,
  - a. where a vacancy arises, the Chair will ensure that the vacancy is listed on the SFSS website and SFSS social media channels within one (1) week of a vacancy arising, and
  - b. where the vacancy is a Council-designated seat, the Chair will liaise with the Council Chair to ensure that Council recommends a replacement.

1.5 The duties of the Vice-Chair include:

- (a) convening meetings in the absence or at the discretion of the Chair, and
- (b) any other duties as may be assigned by the Chair.

1.6 The duties of Committee members include:

- (a) Attend all meetings of the committee
- (b) Read all materials provided to the committee and prepare constructive critical feedback regarding committee business prior to every meeting, and
- (c) regularly volunteer in support of committee initiatives.

1.7 Composition of committee membership is specified by the committee's Standing Order. Unless otherwise specified by the standing order establishing the committee, only members in good standing may be appointed to a voting seat on a committee.

1.8 Duties of committee members include:

- (a) attending all meetings of the committee,
- (b) representing to the best of their abilities the interests of the Society, and



- (c) performing any duties assigned as part of the committee's mandate.

1.9 Unless otherwise specified in the standing order establishing the committee, members of standing and ad-hoc committees shall be elected/removed by a simple majority vote of Council.

1.10 Unless otherwise specified in the standing order establishing the committee, quorum for all standing and ad-hoc committees shall be a majority of the seats filled.

1.11 For the purposes of the standing orders, 'student at-large' shall refer to a student who does not hold a position on Council but is a member in good standing of the Society.

### **Sub-Committees**

1.13 Standing or Ad-hoc Council committees may, if its terms of reference allow, strike subcommittees, and adopt its own terms of reference for the subcommittee, establishing its mandate, authority, and jurisdiction - and may delegate tasks to subcommittees for recommendation to the Committee.

1.14 Sub-committees are established by a majority vote.

1.15 Committees shall select the chair of a sub-committee from among its members who shall convene meetings, prepare agendas, distribute documents to sub-committee members, and report subcommittee activities and recommendations back to the committees. Sub-Committee membership is open to all Members in good standing of the Society.

1.16 Duties of sub-committee members include:

- (a) attending all meetings of the sub-committee,
- (b) representing to the best of their abilities the interests of the Society, and
- (c) performing any duties assigned as part of the committee's mandate.

1.17 Sub-Committees are established by a Standing Order of the Committee.

- (a) All Standing Orders establishing a Sub-Committee must be reported to the Governance Committee, who will keep record of the Standing Orders by including the Standing Order in the SFSS Council Policies.

- (b) If a Committee establishes a Sub-Committee by Standing Order, this action must be reported to Council.

### **Working Groups**

1.17 Council, or standing or ad-hoc committees, may establish working groups, as well as their mandates, authority, and jurisdiction by motion.

1.18 Council, or standing or ad-hoc committees, select the chair of a working group from among its members who shall convene meetings, prepare agendas, distribute documents to working group members, and report working group activities and recommendations back to the standing or ad-hoc committees.

1.19 Composition of working groups is open to all members in good standing of the Society.

- (a) Duties of working group members include:

- (i) attending all meetings of the working group,
- (ii) representing to the best of their abilities the interests of the Society, and
- (iii) performing any duties assigned as part of the working group's mandate.

1.20 Meeting times and locations of all standing committees, ad-hoc committees, and working groups shall be published on the Society's website and social media, and in person in the vicinity of the Society's General Office/Student Centre prior to these meetings.

1.21 Information about student-at-large vacancies on the Society's committees shall be published on the Society's website prior to these meetings.