Appendix XIII Policy Revision Form

Instructions:
The purpose of this form is to present proposed policy amendments or additions in an explicit and standard manner. Members of the Graduate Student Society of UBC Vancouver wishing to make policy amendments or additions for Council approval must use this form. Consultation with the Code and Policy Committee is strongly recommended to ensure that the language and style reflect that of the current policy manual. The Committee can be emailed at info@gss.ubc.ca. As per bylaw 13.1.4 and policy 1.2.1, notice of a proposed policy amendment or addition must be posted on the Society’s website and emailed to all Council members at least seven days prior to the motion at Council. For assistance with this, please contact the Executive Assistant at info@gss.ubc.ca.

Date: April 10, 2019
Submitted by: Katharine Sedivy-Haley, Chair of Code & Policy Committee

What type of change is this?
Amending an existing policy
Addition of a new policy
Removal of a policy

Original Policy #: 7.1.3, 7.7.3, and 7.7.5(g)(ii)

New Policy # (if applicable): same, 7.7.3 expanded

Proposed Revised Policy:

7.1.3 Any member of a Committee, except the Chair, may appoint a proxy from among the members of the Society. The Chair may designate a deputy chair as per Policy 7.7.3.

7.7.3 In the event of the absence or anticipated absence of a Chair to fulfill their duties, the chair or committee should appoint a deputy chair from among the members of the committee. A deputy chair:
(a) is primarily intended to provide a backup in the event that a chair is temporarily absent and to ease the transition between chairs;
(b) is appointed by the chair or by a quorate meeting of the committee, and acts until removed by the chair or quorate committee unless otherwise specified at the time of appointment;
(c) assumes all of the duties of the chair in the event that the chair is absent or unseated;
(d) shall not receive remuneration if they assume the duties of the chair for less than one month; in the event that they fulfill these duties for one month or longer they
should receive the remuneration due to the chair, and be elected chair as per Policy 7.7.1 or 7.7.2 if possible.
7.7.5 The Chair of each Committee shall:
(g)(ii) fill out a chair transition report and appoint a deputy chair, in the event they must step down,

*Rationale Behind Proposed Changes:*

Committees do not function effectively if a chair is temporarily absent, and the current policy of having executives chair a committee is not ideal (as executives are busy, and there is a risk of introducing bias).

The position of a deputy chair will both provide for the temporary absence of a chair and ease transitions between chairs,

The practice of using a chair transition document should also be codified to improve chair transitions,