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 reflects that of the current policy manual. The Code and Policy Committee can be emailed at cpcom@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 putting forms on the website, you may contact the Communications and Marketing Director at communications@gss.ubc.ca.

Date: November 25, 2019  Submitted by: Katharine Sedivy-Haley, CPC Chair

<table>
<thead>
<tr>
<th>What type of change is this?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Amending an existing policy</td>
<td>☐ Addition of a new policy</td>
</tr>
</tbody>
</table>

| Original Policy #: 7.1, 7.7.6 | New Policy # (if applicable): 7.1.14, and existing |

Proposed Revised Policy:

7.1.6 A Committee member other than an ex officio member who misses a total of three Committee meetings without providing regrets and a legitimate reason for missing the meeting may be removed from the Committee, at the Chair’s discretion.

7.1.7 All Committee meetings must be called at least forty-eight hours in advance with the time and place posted on the Society website. An agenda consisting of a list of topics to be discussed must be provided to Committee members at least forty-eight hours in advance, and the Chair or members calling the meeting must endeavour to provide any relevant supporting documents at this time. Modifications to the agenda after this time are permissible by ordinary resolution of the committee.

7.1.11 All standing committees of Council shall be required to submit written SMART goals to the Governance & Accountability committee in December, and update Governance & Accountability on their progress towards these goals.
7.1.12 All Committees should keep detailed minutes of Committee meetings. Committees shall:

(a) provide electronic copies to the President within seven days of the meeting,
(b) approve Committee minutes within two Committee meetings,
(c) submit approved minutes to Council,

7.1.13 Committee minutes shall be posted online once approved by Council.

7.1.14 Any resolution agreed to in writing by greater than one half of the members of the Committee, and placed in the minutes of the next Committee meeting, shall be considered valid as if regularly passed during a Committee meeting.

7.7.6 The Chair of each Committee shall:

(a) submit their Committee's goals as described in Policy 7.1.11,
(b) submit to each Council meeting a brief written report about the Committee's work. In the case of a standing Sub-Committee, updates of the Sub-Committee's progress must be included in this report,
(c) provide notification of Committee meetings as described in Policy 7.1.7,
(d) be responsible for Committee minutes as described in Policy 7.1.12,
(e) liaise with other committees when appropriate, including endeavouring to attend group meetings with other committee chairs,
(f) be responsible for the orientation of Committee members, advising them of their duties, and
(g) be responsible for the effective operation of the Committee including:
   i. designate a substitute Chair for meetings the Chair is unable to attend,
   ii. fill out a chair transition report and appoint a deputy chair, in the event they must step down,
   iii. strive to have the Committee meet at regular times and places,
   iv. run meetings efficiently, and addressing complaints from Committee members about conduct at meetings,
   v. encourage members to actively contribute to the work of the Committee,
   vi. encourage open discussion of items or topics.
Rationale Behind Proposed Changes:

Changes to committee policy are proposed based on updates in line with current practice, and consultation during a meeting to which all committee chairs were invited, and which was attended by a majority of chairs.

For 7.1.6, chairs proposed that three consecutive meetings without sending regrets is too lenient, as it allows non-productive members to stay in committees, and sending regrets is important to ensuring quorum. CPC proposed also allowing chairs to apply discretion in enforcing this new stricter standard.

For 7.1.7, consultation determined that providing a full agenda, particularly an official one with formatting, is not always possible within 48 hours of a meeting, and there are logistical barriers to posting agendas online. However, it was determined that providing a publicly visible calendar which chairs could update with meeting times is feasible, and a more practical set of standards for committee agendas is here proposed.

7.1.11 is modified to describe our current structure for presenting goals to Council through G&A.

7.1.12 and 7.1.13 clarify the order of operations for processing committee minutes, according to current practice and our understanding of the intent of current policy. Note Policy 7.7.6(h) regarding passing minutes within two meetings has been moved to this section.

7.1.14 is an additional policy providing a process for making official committee decisions outside of regularly scheduled meetings, which some chairs indicated was sometimes necessary. The process is modelled after the process for making official decisions of Council outside of Council meetings (Bylaw 7.6.8).

7.7.6 is simplified to refer to procedures detailed in 7.1, rather than duplicating this material. (b) has been updated to be in line with current practice. (e) recommends, though does not mandate, that group meetings of chairs be held. The meeting resulting in, among other things, this policy amendment, was considered fruitful by those attending.