



**GRADUATE
STUDENT SOCIETY**
UBC VANCOUVER

GSS Executive Conflict Resolution Policy

Last revision: January 2024

1. Objective

- 1.1. The objective of this policy is to create a guideline for how the Executive Oversight Committee (EOC) addresses conflict between members of the Graduate Students Society (GSS) Executive Committee, when such a conflict has risen to the level where EOC is required to intervene to bring such conflict to a close.
- 1.2. EOC is currently empowered to resolve disputes between Executives as per the GSS Policy Manual. Conflicts are meant to be resolved by the Chair of EOC, with support from two other committee members, with the aggrieved parties.
- 1.3. Conflict resolution policies in the GSS Policy Manual are currently limited to the scope of EOC's mandate and do not outline steps for the committee to take to ensure that conflicts are resolved in a timely manner.

2. Procedure

- 2.1. A complaint shall be issued from a member of the Executive Committee to EOC, outlining their conflict. It shall include the following:
 - (a) the complainee and their email (if known),
 - (b) what the conflict entails, including dates and whether it is a recurring issue,
 - (c) references to the Code of Conduct, Policy Manual, and/or Bylaws (when possible), and
 - (d) provision of supporting documents as attachments (such as emails, screenshots, or other forms of evidence).
- 2.2. The chair of EOC will notify the complainee that they have received a complaint, and will inform them of the process for conflict resolution. The EOC chair will present the complaint to the committee at their next regularly scheduled meeting. If no meeting is scheduled within the next three (3) weeks, the chair of EOC will attempt to call a meeting within that time period. At the committee meeting, the chair of EOC will request that two (2) EOC committee members volunteer to participate in the mediation process if possible.
- 2.3. EOC Chair, along with two (2) members of EOC, will request a meeting from the complainant to be scheduled within five (5) business days of appointment of the EOC committee meeting in Policy 2.2.
- 2.4. EOC Chair, along with two (2) members of EOC, will request a meeting with the complainee to be scheduled within five (5) business days of the completion of the previous meeting.
- 2.5. After both meetings, the chair of EOC will write a "memorandum of understanding" within five (5) business days. This MOU will contain:
 - (a) the subject of the complaint as understood by the Mediator, and
 - (b) proposed outcome of the situation.

- 2.6. The MOU will be presented to both parties in a joint meeting. The parties will have the opportunity to express issues or concerns, see if there are any parts of the MOU which can be mutually agreed to change.
- 2.7. If agreed and signed by all members involved within three (3) business days, the resolution stands, and the complaint is considered completed. Completed files will be stored by EOC, and a copy will be sent to the Governance and Accountability Committee Chair for storage. These files are confidential and shall stay within a digital folder only accessible to the Executive Oversight Committee and the Governance and Accountability Committee.
- 2.8. If there is a disagreement, the disagreeing member(s) may submit amendments. These amendments will be considered by the chair of EOC. If they stand, they may be submitted and the count of three (3) business days will be restarted. Changes to the document may not be made after ten (10) business days.
- 2.9. If no solution can be found, in that either the complainant or complaine, or both, reject the MOU, a grievance hearing will be held between the members and the Mediator, who will chair this meeting. There shall be two other Committee Chairs or Deputy Chairs selected by the chair of EOC who are not in conflict and agree to a written statement that they are not (these members, as well as the original Mediator, shall be known as the Panel). The Panel shall take the following actions:
 - (a) Hold a fair hearing with the complainant and complaine present.
 - (b) Ask the complainant and/or complaine questions related to the complaint and ask for further evidence or relevant information that may inform their decision, if required.
 - (c) Deliberate *in camera* and write a resolution that also contains its reasoning.
 - (d) The Panel shall vote on the resolution, with a simple majority needed for it to pass
 - (e) Formulate a Resolution that shall be sent out to the President and all involved parties within three (3) business days of its certification by the aforementioned majority vote of the Panel.
 - i. The Resolution from the Panel is considered final. If solution needs to be voted on by Council, this must take place at the next available council.
 - ii. Further deliberations will only be considered for conflict-of-interest reasons.