



## MINUTES

University of Victoria Students' Society

Monday November 19th, 2018, in SUB Upper Lounge Boardroom, 6:00 pm

### 1. CALL TO ORDER

Angelblazer called the meeting to order at 6:02pm.

### 2. ACKNOWLEDGEMENT OF TERRITORIES

Angelblazer acknowledged the territories.

### 3. ADOPTION OF AGENDA AND MINUTES

- a. Adoption of Agenda
  - Agenda of 2018/11/19

#### MOTION TO ADOPT - GILSON/LORING

##### **MOTION 2018/11/19: 1A - WHITTLA/KERR**

**WHEREAS** Policy Development Committee approved last-minute amendments to the Electoral Policy motions previously sent to the Board; and,

**WHEREAS** as per the requirements listed in Board of Directors policy, Electoral Committee has met to review the edits and has approved them;

**BIRT** Motion 03 is replaced by Appendix A.

##### **MOTION CARRIED**

##### **MOTION 2018/11/19: 2A: KERR/WHITTLA**

**BIRT** the Director of Campaigns' report is added to directors' reports.

##### **MOTION CARRIED**

##### **MOTION 2018/11/19: 3A - WHITTLA/CHASIB**

**BIRT MOTION 2018/11/19: 06** is amended to include that it is recommended by Electoral Committee.

##### **MOTION CARRIED**

#### **AGENDA CARRIED AS AMENDED**

- b. Ratification of Exec Minutes
  - Minutes of 2018/11/15

**MOTION TO RATIFY - GILSON/PATHAK  
MOTION CARRIED**

**4. PRESENTATIONS & ANNOUNCEMENTS**

- a. PRESENTATIONS
- b. ANNOUNCEMENTS

**5. REPORTS**

**A. REPORT – EXECUTIVE DIRECTOR**

Strategic Plan and Society Finances & Operations (re: BoD Policy Section 1, Part 3.2.1)

**B. REPORT – DIRECTOR OF FINANCE & OPERATIONS**

Society Finances (re: BoD Policy Section 2, Part 7.1)

**C. REPORTS – CONSTITUENCY ORGANIZATIONS & NSU**

- I. Pride
- II. The UVSS Feminist Collective
- III. NSU
- IV. SOCC
- V. SSD

**D. REPORTS – COMMITTEES AND COUNCILS**

- I. Advocacy Relations Committee
- II. Campaigns
- III. Clubs Council
- IV. Course Union Council
- V. Electoral
- VI. Events
- VII. Executive
- VIII. Finance & Operations
- IX. Member Outreach & Engagement
- X. Policy Development
- XI. SUB Marketing
- XII. SUB Occupants
- XIII. University Relations Committee

**6. QUESTION PERIOD (15 mins)**

**7. MAIN MOTIONS**

**a. PRIORITY BUSINESS**

**RECOMMENDED BY ELECTORAL COMMITTEE**

**MOTION 2018/11/19: 01 - WHITTLA/GILSON**

**BIRT** Electoral Policy Part 10.1 - Chief Electoral Officer is amended as follows:

## PART 10: JOB DESCRIPTIONS – EXCLUDED POSITIONS

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### 10.1 CHIEF ELECTORAL OFFICER

#### FUNCTION:

1. Responsible for all Electoral Event logistics, campaign regulation, and balloting for the UVSS Board of Directors.

#### ORGANIZATIONAL RELATIONSHIP:

1. Is a person independent of the University and the UVSS, contracted by the UVSS.
2. Reports to the UVSS Executive Director on administrative matters.
3. Functions as a delegate of the UVSS Electoral Committee.
4. Collaborates with the University Secretary.
5. Liaises and consults with the Elections Adjudicator and Arbitration Panel.

#### ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

#### DUTIES:

1. Plan and resource all aspects of UVSS Electoral Events.
2. Enforce UVSS Electoral Policy.
3. Make regular reports to the UVSS Electoral Committee.
4. Execute a staffing plan to carry out the activities of the Electoral Event including the recruiting, hiring, training and supervising of Senior and Deputy Electoral Officers.
5. Liaise with the Office of the University Secretary to ensure that online voting follows established protocols and troubleshoots any issues that may arise.
6. Ensure the posting requirements are met for all referenda, calls for nominations, declaration of candidates, official complaints and decisions, and official results.
7. Declare quorum requirements.
8. Declare candidates to be in good standing or disqualified.
9. Declare results of the Electoral Event.
10. Write a report on the Electoral Event including the results, the conduct of candidates, and recommendations for improving future Electoral Events, co-signed by the Chair of the Electoral Committee, to the Board of Directors.
11. Direct issues of harassment and/or discrimination to UVic's Office of Equity and Human Rights.
12. Ensure impartiality and non-partisanship of all Electoral Office staff and all Electoral Office platforms, including social media accounts.
13. Keep all property, files and records of the Electoral Office organized, secure, and confidential.
- 14. Responsibly manage the budget of the Electoral Office.**
15. Responsible for authorizing Electoral Office expenses within the Electoral Office budget, referring extraordinary expenses to the UVSS Executive Director and/or the Electoral Committee.

#### QUALIFICATIONS:

##### Required:

1. **A background working in any of the following: law, policy, elections, business administration or public administration.**
- ~~2. Demonstrated experience with electoral processes.~~
3. Demonstrated experience supervising staff.
4. Demonstrated leadership abilities.
5. Demonstrated experience administering rules and regulations.
6. Demonstrated financial management skills.
7. Experience in positions of responsibility.

8. Demonstrated ability to work under stress and to deal with difficult situations.

**Preferred:**

1. Experience working with anti-oppressive frameworks or willingness to undergo training.
2. **Demonstrated experience managing electoral processes.**
3. ~~A background in any of the following: law, policy, elections, business administration or public administration.~~

This is a temporary position excluded from union membership.

**MOTION TO AMEND - STREMEL/GILSON**

Change #2 in "preferred" to, "demonstrated experience with planning logistics for electoral events."

**MOTION FAILED**

**MOTION CARRIED**

**RECOMMENDED BY PERSONNEL AND POLICY DEVELOPMENT COMMITTEES**

**MOTION 2018/11/19: 02 - WHITTLA/GILSON**

**BIRT** the Employee Handbook Section 2, Part 2.1 is amended as follows:

**Excluded Employees**

- **Hiring – The hiring process may be outlined in the relevant committee Terms of Reference but is not applicable to contractors, Ad Sales Representative, Ombudsperson, or Electoral Office excluded staff. A hiring committee is struck by the relevant UVSS committee overseeing the position. The hiring committee will consist of one [1] Excluded Manager, at least one [1] staff member, the Chair of the relevant UVSS committee (as defined in its terms of reference) and at least one [1] director. The Excluded Manager or designate will be the chair of the committee. Quorum is all members of the hiring committee.**
- **Approval - Approval by the Board of Directors is required for all Excluded Employees except for the Ombudsperson. Approval consists of a 2/3 majority vote of the Board of Directors.**

**General Operations Employees**

- **Hiring (General Operations Student Employees) - The relevant Department Manager follows the job posting procedures as outlined in this policy and conducts interviews, recommends successful candidates and schedules them according to the Collective Agreement and policy. The only exception is the hiring of the Deputy Electoral Officer(s) and Voting information Officers where the hiring committee can consist of an excluded Electoral Office employee and one unionized employee or delegate.**
- **Approval - Approval by the General Manager or Executive Director is required for all General Operations Employees.**

**Affiliated Organization Employees**

- **Hiring (Affiliated Organization Student Employees) - A hiring committee is struck by the relevant affiliated organization and includes ~~one (1) to (2) three~~ up to two members as selected by the affiliated organization and one [1] USW representative as selected by the Union to attend at least the first meeting. Union presence at subsequent meetings of the hiring committee is at the discretion of the Union representative. The role of the Union representative is to ensure that the USW Collective Agreement in regards to posting is followed. The Affiliated Organization will chooses one of their members on the hiring committee to be the chair of the committee.**

- Approval - Approval by the General Manager or Executive Director is required for all affiliated organization employees. A memorandum with their hiring recommendation to one of the Excluded Managers for approval must be provided.

### Permanent Employees

- **Hiring** - A hiring committee is struck by the Board of Directors and consists of one [1] Excluded Manager selected by the Excluded Managers (or designate as assigned by the Excluded Managers), one [1] USW union representative selected by the union, one [1] unionized staff member selected by the Excluded Managers, and one [1] lead director elected by the Board. An Excluded Manager or designate will be the chair of the committee. Quorum is all members of the committee. The hiring committee shall consist of at least one self-identified woman. If the hiring committee has four (4) or more members, at least two (2) will be self-identified women. **The only exception to this is Security Supervisors or Attendants, which will follow the same hiring process as General Operations, Student employees.**
- **Approval** - Approval by the Board of Directors is required for all permanent USW staff in Class 13 and above. Approval consists of a majority vote of the Board of Directors. **Approval by the General Manager or the Executive Director for employees Class 12 and below.**

### MOTION CARRIED

#### b. NEW BUSINESS

### RECOMMENDED BY ELECTORAL AND POLICY DEVELOPMENT COMMITTEES

#### MOTION 2018/11/19: 03 - WHITTLA/KERR

BIRT Electoral Policy is amended as follows:

#### PART 3: ELECTORAL EVENT PLANNING

##### 3.4 Giving Notice of an Electoral Event

- d. **The Electoral Office must communicate the Call for Nominations using popular social media channels.**

##### 3.6 Autonomy of the Electoral Officials

- d. The CEO must consult with the Electoral Committee about any issues that arise that may have ~~unanticipated~~ budget impacts. Electoral Committee must then consult with the Director of Finance and Operations about the issue(s).
  - i. **During the election period, the Electoral Committee may allocate up to \$5000 in excess of the amount within the Elections budget as per Part 6.1 to the Elections Office without approval of the Board of Directors, if:**
    - a) **the Elections Office requests the allocation as necessary to conduct a fair and democratic election; and,**
    - b) **there is no opportunity for the Board of Directors to approve the allocation in a timely manner**
  - ii. **The Board of Directors must approve all Electoral Office budget overruns that exceed \$5000, as per Board of Directors policy.**

#### PART 4: NOMINATIONS

##### 4.3 Close of Nomination Period

- e. **The Electoral Office must:**

- I. **Update and publish a handbook for candidates 48-hours following the close of the Nomination Period.**
- II. **Publish the handbook on the Electoral Office website and send it to candidates.**
- III. **~~the Electoral Office must~~ Provide a physical copy of the handbook free of charge to all candidates who request it.**

## PART 5: CAMPAIGNING

### 5.1 Scheduling

- a. ~~Candidates must attend all meetings scheduled by the CEO~~ **Mandatory meetings can only be set for all candidates.**
- b. The CEO ~~may~~ **must give at least 24-hours notice** of any mandatory meeting by email to the address shown on the candidate's nomination form. **Efforts must be made to accommodate student schedules.**

### 5.3 Platforms

- a. ~~Candidates must file, at~~ **submit their platform for publication in *the Martlet* to the Electoral Office, their platform for publication in *The Martlet*,** within the time and other limits set under this Policy. Platforms that are submitted late ~~will~~ **may** not be published.
- d. Once submitted to the Electoral Office, a platform cannot be edited **by either the candidate or the Electoral Office. Should** ~~Except~~, if the maximum applicable word limit ~~is~~ **be** exceeded, an Electoral Officer will notify the candidate and the candidate may inform the Electoral Office which words are to be deleted. If the candidate does not respond within the time set by the Electoral Office, the Electoral Office must delete words, starting from the last word and continuing from there until the maximum allowable number of words is reached.

### 5.4 Limits on Campaign Material

- j. ~~Banners shall only be posted in permitted areas, as per University Postering Policy.~~

### 5.7 Campaign Managers

- g. **A campaign manager may be responsible for a campaign's finances on behalf of their candidate(s) or slate. This includes but is not limited to: using the Zap credit, submitting the expenses allowances form to the Electoral Office, and otherwise making purchases on behalf of the campaign.**

**5.9.8 Sanctions cannot incur financial costs to, or impose spending limits on candidates, slates, or campaign managers.**

## MOTION CARRIED

### RECOMMENDED BY ELECTORAL AND POLICY DEVELOPMENT COMMITTEES

#### MOTION 2018/11/19: 04 - WHITTLA/LEE

**Whereas** references to UVic postering regulations and/or policy contained in Electoral Policy are inconsistent and differ depending on the section;

**BIRT** all mentions of UVic’s poster policy in Electoral Policy are replaced by “UVic’s Student Election Poster and Banner Procedures.”

**MOTION CARRIED**

**RECOMMENDED BY PERSONNEL AND POLICY DEVELOPMENT COMMITTEES**

**MOTION 2018/11/19: 05 - WHITTLA/GILSON**

**BIRT** the Employee Handbook Section 2, Part 2.8 is amended as follows:

If the employee is clearly intoxicated, send them home immediately via taxi (i.e. ensure they get home safely); in no circumstances should the employee be allowed to continue working, or to potentially drive home. From there, contact the General Manager **or Executive Director** immediately.

***What to do if an employee or their guest appears to be notably impaired by substances at a UVSS staff event?***

**At UVSS staff events the safety to our employees and their guests is our number one priority. If a staff member or their guest appears to be notably impaired by a substance they may be asked to leave the event and emergency services may be contacted for their safety as well as the safety of others in attendance of the event.**

***What to do if an employee or their guest overindulges at a UVSS staff event and wants to drive home:***

At some UVSS **staff** events, alcoholic beverages may be served and consumed. In all events where alcohol is made available to our employees and their invited guests, it’s critical that you support a safe ride home by making every effort to ensure employees either have a designated driver, use public transportation or take a taxi (which must be provided and paid for by the UVSS).

Although safety to our employees and their guests is our number one priority in these situations, you should also know that the UVSS may be held both financially and criminally liable in the event that an employee harms themselves or someone/thing else as a result of the UVSS-supplied and/or promoted alcohol consumption.

***What to do if an employee or their guest appears to be impaired by any substance at a UVSS staff event and wants to drive home:***

**UVSS supports a safe ride home for all employees and their guests by ensuring they have either a designated driver, use public transportations or take a taxi (which will be provided and paid for by the UVSS).**

**MOTION CARRIED**

**RECOMMENDED BY ELECTORAL COMMITTEE**

**MOTION 2018/11/19: 06 - WHITTLA/LORING**

**BIRT** Electoral policy section 5 be amended as follows:

~~5.9.5 Minor infractions of electoral policy are punishable at the discretion of the CEO. The following are considered minor infractions and their sanctions:~~

**5.9.7** Sanctions for minor infractions, at the discretion of the CEO include, but are not limited to:

- e. The Electoral Committee must approve sanctions to candidates, slates, or campaign managers outside of those listed in Electoral Policy.**

**MOTION CARRIED**

**8. In Camera**

**a. Legal**

- b. Personnel Committee Report** (re: BoD Policy Section 5, Part 3.7.3)
- i. Voting Members (directors) & Ex Officio Non-voting (excluded managers)
  - ii. Voting Members – Directors Only (no excluded managers)

**MOTION TO MOVE IN CAMERA - GILSON/BOPARI  
MOTION CARRIED**

The meeting moved in camera at 6:52pm.

**MOTION TO MOVE OUT OF CAMERA - LEE/GILSON  
MOTION CARRIED**

The meeting moved out of camera at 7:04pm.

**MOTION TO RECESS FOR 5 MINUTES - GILSON/ZHANG  
MOTION CARRIED**

The meeting resumed at 7:10pm.

**MOTION TO MOVE IN CAMERA - CHRYSTALL/KERR  
MOTION CARRIED**

The meeting moved in camera at 7:10pm.

**MOTION TO MOVE OUT OF CAMERA - ZHANG/LORING  
MOTION CARRIED**

The meeting moved out of camera at 7:41pm.

**9. MEETING TIMES**

**The next meeting scheduled by the Board of Directors is:**  
Monday December 3rd, 2018, in the SUB Upper Lounge Boardroom.

**10. ADJOURNMENT**

**11. DIRECTOR REPORTS**

**Curtis Whittla (56 hours, 1 statutory holiday, 1 vacation day)**

- Answering emails and phone calls
- HR policy writing
- Electoral policy writing
- Electoral Committee
- Finance and Operations Committee
- Events Committee
- Executive Committee
- Signing Cheques



- Personnel Committee

**Noor Chasib (65 hours)**

- Sent and responded to emails
- Answered calls
- Went to committee meetings
- Held events committee meeting
- Went to UVSS board meeting
- Worked on & executed shuttle service
- Attended CFUV board meetings
- Continued work on upcoming events for next semester
- Did 10 pushups a day in the office

**Mary Wood (1.25 hours)**

- Attended board meeting

**Isabella Lee (72 hours)**

- Emails
- Office hours
- Explained the cheque requisition process (again)
- Perfectly processed cheque requisitions
- Dug into policy
- Almost chaired ARC

**Pierre-Paul Angelblazer (50 hours)**

- Sent and responded to emails
- Answered calls
- Radio-Canada Entrevue
- Policy Development
- Housing Announcement
- Hiring Committee
- Personnel Committee
- Finance and Operations Committee
- Electoral Committee
- Board Meeting as Chair

**Ainsley Kerr (87 hours)**

- Mental health awareness week meetings
- Coordinate with Residence Services re: UVSS mental health awareness week “meal planning for mental health” event
- Wellness space coordination and opening
- LGC planning, research and coordination with AVP
- SVSEC, Mental Health Awareness Week, Campaigns, and Policy committee meetings
- GOTV & Make Transit Work Tabling
- Cyber Security panel panelist outreach
- White elephant + Cannabis Talk + Naloxone organization & work order details
- Research for RWR & Grants Now
- Housing announcement interviews w/ CFX & CBC