
Committee Responsibility: Organizational Development**Adopted:** July 2016**Procedure:** -**Last Amended:** August 2018

STATEMENT

1. POLICIES OF THE STUDENTS' UNION

Policies shall outline administrative and operational structures and principles established to guide, and provide consistency to, the management of the Students' Union. Policies of the Students' Union may be adopted by the Board of Directors in accordance with Bylaw XIII.

2. ESTABLISHMENT, REPEAL AND AMENDMENT OF POLICIES

Bylaw XIII outlines the requirements for adoption, repeal and amendment. Subject to such additional requirements as are outlined in this policy, Bylaw XIII's terms shall be the only requirements for adoption, repeal and amendment of Students' Union policies.

3. REQUIREMENT FOR NOTICE OF MOTION

Two readings shall be required for any proposal to amend, adopt or repeal policy. First reading shall be the presentation of the proposal to a quorate meeting of the Board of Directors prior to the one at which the proposal will be considered for adoption. First reading shall constitute notice of motion, and be deemed to have been served by a simple majority vote of the Board of Directors. The final vote on the proposal shall be subject to the requirements outlined in Bylaw XIII.

4. PROCEDURES OF THE STUDENTS' UNION

Procedures of the Students' Union shall outline the methods by which policies shall be executed, and provide additional detail to aid in the interpretation and implementation of Students' Union policies and bylaws. Every procedure shall be linked to an associated policy. Procedures may be adopted and amended by the Board of Directors. Changes to procedures shall require a single vote and simple majority support.

5. ORGANIZATION OF POLICIES AND PROCEDURES

Each policy and procedure shall be allocated to an area of the Students' Union's operations and provided with an identifying numbers. Each policy shall be assigned a policy number

corresponding to the order of adoption of policies and a series number to topic area of the policy.

Series numbers shall be as follows:

- 10 series shall be Governance Policies
- 20 series shall be Financial Policies
- 30 series shall be Operational Policies
- 40 series shall be Service Policies

END OF DOCUMENT

Committee Responsibility: Board of Directors**Adopted:** Pre-2008**Procedure:** -**Last Amended:** April 2019

PREAMBLE

The Board of Directors will support a system of sub-committees to facilitate the work of the Board; provide a venue for further study of complex issue; gather input from, and facilitate communication with, general members; and execute functions as directed by the bylaws, collective agreement and other statutes. There shall be four types of committees: working groups, standing committees and ad hoc committees.

STATEMENT

1. TYPES OF SUB-COMMITTEES

A. Working Groups

Working groups are constituted by the Board of Directors to organize advocacy or social events and shall include Board of Directors Members and general members. Specific terms of reference for each working group shall be established by procedure.

Working group members shall be appointed by the Board of Directors with membership open to general members.

Meetings shall occur at least once per month between July and March of each year, and quorum shall be three members.

B. Standing Committees

Committees are constituted by the Board of Directors as required by the bylaws or policies to carry out specific functions, study issues in greater detail and provide recommendations to the Board of Directors. Committee terms, powers and responsibilities shall be established in procedure.

Committee membership shall be restricted to members of the Board of Directors and staff unless otherwise specified by the bylaws.

Frequency of meetings and quorum shall be established by procedure.

C. Ad Hoc Committees

Ad Hoc committees are constituted by the Board of Directors as may be deemed required to study an issue or set of issues in greater detail and provide recommendations to the Board of Directors. Committee terms, powers and responsibilities shall be established by the Board of Directors.

Committee membership shall be assigned by the Board of Directors but shall include at least three people of which one shall be a member of the Board of Directors and one staff person.

Ad hoc meetings shall be called as needed to fulfill their mandate.

D. Councils

Councils may be constituted by the Board of Directors to provide direct input by members relating to a specific function of the Students' Union.

Councils shall be comprised in majority of general members and shall have a minimum of two members of the Board of Directors, appointed by the Board of Directors.

Meetings shall occur at least once in each of the fall and spring semesters, and quorum for meetings shall be 25% of the members of the Council.

2. LIST OF BOARD SUB-STRUCTURES

The Students' Union shall maintain the following Standing Committees:

- Executive Committee
- Budget and Operations Committee
- Organizational Development Committee
- Labour Relations Committee
- Working Conditions Committee
- Electoral Committee

The Students' Union shall maintain the following Working Groups:

- Campaigns Working Group
- Campus Life Working Group

The Students' Union shall maintain the following Council:

- Club Council

3. CAMPAIGNS WORKING GROUP TERMS OF REFERENCE

A. Duties and Responsibilities

The Working Group shall:

- Plan and implement campaigns relating to economic, environmental and social issues important to members as directed by the Board;
- Plan and execute the local implementation of campaigns of the BC Federation of Students;
- Make recommendations to the Board of Directors for new campaigns on issues not currently being addressed by the ongoing work of the Students' Union or Federation;
- Regularly review work of like-minded social justice organizations and coalition partners for opportunities to become involved in important social issues;
- Liaise with activist clubs and other on-campus social justice groups to ensure that the Students' Union is working collectively, where appropriate; and,
- Make recommendations to the Board of Directors on matters referred to it.

B. Membership

Voting members of the Working Group shall include:

- Director of External Relations;
- Director of College Relations;
- One Constituency Representative, selected by the Board;
- Two Campus Representatives (One NW C.R. and one Coq C.R.), selected by the Board; and
- Up to six (6) general member volunteers appointed to the Working Group by the Board of Directors.

The Director of External Relations shall serve as chair of the Working Group.

The Advocacy Organizer and Membership Outreach Organizer shall resource the Working Group.

C. Meetings

Meetings shall occur not less than once per month and quorum shall be not less than four members, of which one must be a Director.

Meeting notes shall be produced following each meeting of the Working Group and presented to the Board of Directors.

4. CAMPUS LIFE WORKING GROUP TERMS OF REFERENCE

A. Duties and Responsibilities

The Working Group shall:

- Plan and implement annual campus life events including summer barbecues, September and January welcome events, end of semester and end of year events;
- Plan and implement other events throughout the year to provide service to the unique communities within the student body;
- Plan and implement the Students' Union's participation with ongoing and annual Douglas College events such as new student orientation, The Edge, graduation, welcome weeks, Beyond the Blues and student engagement awards;
- Regularly review work of like-minded social justice organizations and coalition partners for opportunities to become involved in important social issues;
- Make recommendations to the Board on partnerships and sponsorships to provide enhanced campus life and increased events for the membership; and,
- Make recommendations to the Board of Directors on matters referred to it.

B. Membership

Voting members of the Working Group shall include:

- Director of Campus Life;
- Director of Membership Development;
- One Constituency Representative, selected by the Board;
- Two Campus Representatives (One NW C.R. and one Coq C.R.), selected by the

Board; and

- Up to six (6) general member volunteers appointed to the Working Group by the Board of Directors.

The Director of Campus Life shall serve as chair of the Working Group.

The Campus Life Organizer and Membership Outreach Organizer shall resource the Working Group.

C. Meetings

Meetings shall occur not less than once per month and quorum shall be not less than four members.

Meeting notes shall be produced following each meeting of the Working Group and presented to the Board of Directors.

5. BUDGET AND OPERATIONS COMMITTEE TERMS OF REFERENCE

A. Duties and Responsibilities

The Committee shall:

- Oversee the financial management of the Students' Union, review regular financial reports and provide recommendations to the Board of Directors on the adoption of the annual budget and periodic budget amendments;
- Assess the availability of funds for capital purchases and major projects; and develop long-term financial plans for the Students' Union;
- Oversee and provide input on the services and operations of the Students' Union, including, but not limited to, the Health and Dental Plan, office services, and the Students' Union Building;
- Review requests for donation and financial allocation by student groups, the College and external organizations, and make recommendations to the Board of Directors;
- Review the draft annual audited financial statements and the management letter, and make recommendations to the Board of Directors on adoption of the audit, appointment of the auditor and action arising from auditor's recommendations;
- Review and validate Board of Directors work reports and time sheets, and recommend their approval or rejection to the Board of Directors;
- Review and make recommendations to the Board of Directors on allocations from the Clubs Fund and Performing Arts Fund;
- Review and adjudicate health and dental appeals per the policy of the Students' Union; and,
- Make recommendations to the Board of Directors on matters referred to it.

B. Membership

Voting members of the Committee shall include:

- Director of Finance;
- Director of Campus Life;
- Director of External Relations;
- One Constituency Representative, selected by the Board; and

- One Campus Representative, selected by the Board.

The Director of Finance shall serve as chair of the Committee.

The Executive Director and Accounting and Finance Coordinator shall serve as resources to the Committee.

C. Meetings

Meetings shall occur not less than once per month and quorum shall be not less than three voting members.

Meeting minutes be produced following each meeting of the Committee and presented to the Board of Directors.

6. ORGANIZATIONAL DEVELOPMENT COMMITTEE TERMS OF REFERENCE

A. Duties and Responsibilities

The Committee shall:

- Oversee the production and content of membership development materials, including the annual handbook, give away materials, leaflets and other promotional items;
- Develop and implement annual membership engagement and communication strategies, including classroom speaking and information tabling;
- Oversee the organization of the annual general meeting, special general meetings, referenda and other membership-based decision-making meetings and processes;
- Periodically review the website and social media sites of the Students' Union and recommend changes as required;
- Periodically review the bylaws and constitution and make recommendations to the Board regarding possible amendments;
- Maintain the policies and procedures of the Students' Union and make recommendations to the Board regarding amendment and development thereof; and,
- Make recommendations to the Board of Directors on matters referred to it.

B. Membership

Voting members of the Working Group shall include:

- Director of College Relations;
- Director of Finance;
- Director of Membership Development;
- One Campus Representative, selected by the Board; and
- One Constituency Representative, selected by the Board.

The Director of Membership Development shall serve as chair of the Committee.

The Executive Director and Membership Outreach Organizer shall serve as resources to the Committee.

C. Meetings

Meetings shall occur not less than once per month and quorum shall be not less than three voting members.

Meeting minutes be produced following each meeting of the Committee and presented to the

Board of Directors.

7. LABOUR RELATIONS COMMITTEE TERMS OF REFERENCE

A. Duties and Responsibilities

The Committee shall:

- Oversee the management of staff including the application of discipline and the handling of grievances;
- Under the direction of the Board of Directors, develop the Students' Union's position in negotiations with the bargaining unit representing Students' Union staff, and represent the employer in negotiations;
- Oversee the work of any excluded (non-union) staff, including conducting an annual review of their work; and,
- Make recommendations to the Board of Directors on labour relations matters and issues referred by the Board for consideration.

B. Membership

The Committee shall be comprised of three members of the Board of Directors appointed by the Board of Directors, including the Board of Directors member appointed to serve as the staff relations officer.

The Staff Relations Officer shall serve as chair of the Committee.

The Executive Director may advise the Committee on matters not related to discipline and discharge, or matters relating to negotiation with the bargaining unit.

C. Meetings

Meetings may be called by the Committee chairperson or any two members of the Committee. The Committee shall meet on an as-needed basis.

8. WORKING CONDITIONS COMMITTEE TERMS OF REFERENCE

A. Duties and Responsibilities

The Committee exists as a function of the Collective Agreement between the Students' Union and CUPE 2396, and will serve such functions as are outlined in the Collective Agreement.

B. Membership

The Committee shall be comprised of equal numbers of Employer and Union representatives as are appointed by each party. Management representatives shall drawn from the membership of the Labour Relations Committee and shall include the Staff Relations Officer.

C. Meetings

Meetings may be called by either the Union or by the Employer. The Committee shall meet on an as-needed basis.

9. ELECTORAL COMMITTEE TERMS OF REFERENCE

A. Duties and Responsibilities

The Committee exists to fulfill functions outlined in Bylaw VI, Election of Board of Directors

Members and such other duties and responsibilities as may be assigned to it by Policy 10.04, Election Regulations, and Policy 10.03, Referendum Regulations.

B. Membership

Bylaw VI 1. (a) specifies the membership of the Committee. The Committee shall select a Chairperson from among its members.

C. Meetings

Meetings may be called by the Committee chairperson or any two members of the Committee. The Committee shall meet on an as-needed basis.

10. CLUB COUNCIL TERMS OF REFERENCE

A. Duties and Responsibilities

The Club Council exists to facilitate communications between clubs and the Students' Union and among clubs themselves. The Council creates a venue for the Students' Union to receive input on the development of the club system and services that benefit clubs and club members.

B. Membership

The Council shall include one representative of each ratified club of the Students' Union plus the Director of Finance, Director of Campus Life and Director of Membership Development. The Director of Finance shall chair the Council.

C. Meetings

The Council shall meet once per semester and may meet additional times at the call of the Chair.

D. Authority

The Council shall serve as an advisory role only. Voting by the Council shall be only on matters internal to the Council's operations, and to determine support for advice provided to the Students' Union's Board of Directors.

END OF DOCUMENT

Committee Responsibility: Electoral Committee**Adopted:** January 2018**Procedure:** -**Last Amended:** August 2018

PREAMBLE

The primary function of the Referenda Policy is to provide for an orderly and democratic process for member-based decision-making. In conduct of referenda, the Students' Union's process shall prioritize respect for the rules and democratic decision-making; respect for those participating in, and those conducting, the referenda process; and, fairness and consistency in the application of rules and the adjudication of complaints and appeals.

STATEMENT:

1. DEFINITIONS

Act: the BC Societies Act.

Approved Posting Location: a general bulleting board or other area approved for posting notices as per College policy.

Chief Returning Officer (CRO): Staff person of the Students' Union assigned by the Board of Directors to take primary responsibility for organizing and overseeing the electoral process (The CRO may be the staff member on the Electoral Committee or contractor employed for the sole purpose of serving as the CRO).

Committee: The Electoral Committee as defined by Bylaw VI, Article 1.

Communication "in writing": for the purposes of the policy, electronic mail shall be considered written communication and time of receipt shall be the time a piece of electronic mail is received by the Students' Union.

Deputy Returning Officer (DRO): Member of the Electoral Committee assigned by the Board to take secondary responsibility for organizing and overseeing the electoral process.

Member: A member of the Students' Union as defined by Bylaw II

Students' Union Employee: any individual who has been employed by the Students' Union in the four months preceding a general election or by-election.

Special Resolution: a resolution requiring 14 days notice and a 66.66% approval rating as per the Act.

Voting Area: The area within sight or sound of a balloting station.

Yes/No Campaign: a group of members undertaking to campaign either in favour or against a

particular referendum question.

2. SCHEDULING OF REFERENDA

Referenda may only be called by the Board of Directors or as otherwise specified in the Bylaws or the Act.

3. ACKNOWLEDGEMENT AND ELIGABILITY OF YES/NO CAMPAIGNS

3.1 Yes/No Campaign Eligibility

A yes or no campaign may be formed by either:

- a. A group of members requesting to be designated as a yes or no side being designated as such by the Electoral Committee; or,
- b. The designation by the Electoral Committee of an existing group (the Board of Directors, a club or other student group) in cases where said group has a relationship to the referendum being held.
- c. A group of members seeking to be designated as a referendum side under sub-section a) above may apply to do so provided that no previous group has been recognized or provided that a previous group has been disqualified. To be recognized as a referendum side, a group of members must present to the CRO a completed request form with the names, signatures and student numbers of no less than 35 members wishing to support their campaign.

3.2 Referendum Orientation

Each yes/no campaign shall attend an orientation sessions prior to being permitted to campaign.

The following information shall be presented at the orientation session:

- A review of the referendum regulations and campaigning rules.
- Announcement of the times and locations of polling.
- An overview of the discipline, disqualification and appeals process.

4. CAMPAIGNING

4.1 Referendum Bulletin

The Students' Union shall produce a referendum publication featuring platforms from each recognized yes/no campaign and information about voting. The referendum publication shall be published on the Students' Union's website no later than 48 hours prior to the opening of polling, and copies will provided at each polling station. The following regulations shall apply to the production of the Referendum Bulletin:

- The CRO shall establish a deadline for submission of platforms for inclusion of the Bulletin. Platforms shall be submitted to the CRO or her designate directly by a representative of the yes/no campaigns. Platforms not submitted directly or submitted following the deadline shall not be published.

- Each platform is limited to 300 words. Platforms longer than 300 words shall be shortened to 300 by deleting words from the end of the platform.
- Following the platform submission deadline, a yes/no campaign may not alter a submitted platform.
- The CRO will ensure that all yes/no sides are treated equally and fairly in the layout of the Bulletin.
- Hard copies of the Bulletin will be printed and provided to members at balloting stations.

4.2 Conduct of Referendum Participants

The leaders of each yes/no campaign are required to act reasonably, responsibly and in good faith; and shall be required to:

- Ensure that they, and any of their campaign volunteers, are aware of, and comply with, the rules, policies and bylaws of the Students' Union that relate to the holding of referenda;
- Be responsible to the Electoral Committee for their actions as well as the actions of their campaign volunteers;
- Report any breaches of the electoral rules, policies or bylaws; and,
- Comply with the rules, policies and procedures of the College.

Members of the Board shall not participate in campaigning for a yes/no campaign as part of their official duties and, while engaged in work for the Students' Union, shall not provide resources or counsel to yes/no campaign unless the Board has been designated as a side in the referendum.

4.3 Campaign Materials

To each yes/no campaign, the Students' Union shall provide supplies to make posters, handbills, banners and buttons. The following limitation shall apply to campaigning material:

- Posters shall be limited to standard tabloid sized piece of paper (8.5" by 14") in dimension and shall be limited in number to not more than thirty (30) on each of the New Westminster and Coquitlam campuses. A vandalism allowance of one (1) additional posters per day will be allocated from the first day posters are approved. Posters must be erected in an approved posting location.
- Handbills shall be no larger than one half of a standard letter sized piece of paper (8.5" by 11") and may be printed double-sided. Handbills must be distributed directly to members. Door-to-door distribution of handbills, as well as distribution of handbills on tables, desks and other surfaces is prohibited. Handbill shall be limited to the equivalent of one thousand two hundred (1,200) half-letter sized pieces of paper.
- Banners shall be no larger than three (3) feet wide and six (6) feet long and shall be hung vertically. Each yes/no side may produce one banner for each campus. Erection of banners shall be done in consultation with the CRO or DRO to ensure that the banners are hung in an approved posting location.

- Yes/no campaigns may produce up to two hundred (200) buttons using the Students' Union button maker.
- All materials must be approved by the CRO, DRO or designate prior to use or posting. In the case of posters and banners, each individual poster and banner must be signed and numbered. The approval process shall occur within one business day of material submission to the appropriate electoral official. Materials containing factual inaccuracies, defamatory statements or those considered to be in contravention of federal or provincial statute shall not be approved.

4.3 Electronic Campaigning

The following regulations shall apply to electronic campaigning:

- Any campaign website, or changes thereto, must be approved by the CRO prior to its publication, and this includes Facebook pages and other social media groups or pages;
- Campaign websites and pages shall only contain information related to the yes/no side platform and related information regarding the schedule of the election;
- Candidates may not collect the personal information of members for the purpose of emailing them or contacting them during the election period regarding the election;
- Electronic campaign materials and their use must not contradict College policies regarding communication and technology use, and must respect the privacy rights of students;
- Posts on an individual's social media platforms are not considered campaign pages or websites, but are considered campaign material in terms of their content;
- With regard to electronic lists, candidates may only post campaign material to "open" lists, meaning ones that are either unmoderated and to which anyone can post, or moderated lists that are open to submissions from everyone regardless of their affiliation; and
- Candidates must keep a record of all electronic posting they make regarding the election, which may be inspected by the CRO, Committee or Board of Directors in assessing breaches of the election rules, or adjudicating disputes.

4.4 Campaigning Guidelines

When engaging in campaigning, yes/no campaigns may not:

- Post or use any material not yet approved by the CRO, DRO or their designate.
- Distribute or erect campaign materials in the Students' Union Building, in Coquitlam Campus Room A1190, or at Students' Union events.
- Deface, remove, vandalize or otherwise alter campaign materials of another yes/no campaign.
- Post or distribute materials in contravention of the College's policies and regulations on posterage and materials distribution.

- Engage in campaigning outside of College property or advertise in off-campus media.
- Use copyrighted materials, slogans, logos or characters in any campaign materials.
- Campaign in a classroom during a class period without the prior approval of the course instructor.

All campaign materials must be removed by 5pm on the last day of polling, or by the conclusion of polling, whichever is later.

4.5 Financing

The following materials shall be provided free of cost by the Students' Union to each yes/no side:

- black and white photocopying/printing up to 500 copies, double sided;
- coloured photocopying/printing up to 100 copies, single sided;
- Banner printing in full colour for two (2) banners of up to three (3) feet by six (6) feet; and
- Colour printing and button making supplies sufficient to make 50 campaign buttons.

Additional materials and printing costs shall be the responsibility of each individual yes/no side. Each yes/no side is limited to a total budget of seventy-five dollars (\$75) for campaign materials and advertising costs, and no candidate shall receive any campaign donations from other persons or organizations, including donations in-kind. The cost of human capital shall not be included in expense calculations for yes/no sides.

Candidates wishing to produce additional materials in accordance with these rules shall be charged the following rates for Students' Union supplies:

- Black and white printing - \$0.05 per copy for 8.5"x 11" paper
- Black and white printing - \$0.10 per copy for 8.5"x 14" paper
- Colour printing/copying - \$0.10 per copy for 8.5"x 11" paper
- Colour printing/copying - \$0.20 per copy for 8.5"x 14" paper
- Buttons - \$0.25 per button including printing costs

4.6 Financial Reporting

Yes/no sides shall provide a reporting of all their expenses to the CRO using a form provided by the CRO, and these reports must be accompanied by receipts supporting each expense. Yes/no side expense reporting must be provided to the CRO prior to 1pm on the final day of balloting.

5. BALLOTING AND RESULTS

5.1 Polling

Only members of the Committee, hired balloting clerks, or Students' Union staff members

approved by the Electoral Committee shall staff balloting stations. Each balloting stations shall have two polling clerks.

Proper ballot boxes shall be used. Prior to the opening of the polling, ballot boxes shall be sealed by the CRO or DRO and witnessed by a Poll Clerk. Ballot boxes shall be sealed throughout the polling process and the Electoral Committee shall be responsible for ensuring the security of the ballot boxes. The CRO or DRO will ensure the safe and secure storage of ballot boxes overnight and between voting days.

The hours and locations of polling shall be determined by the Committee in accordance with direction provided by the Board, but shall never be less than 21 hours of polling across three days on each campus.

Except when casting a ballot, candidates and their volunteers must remain out of the voting area during polling.

5.2 Counting of Ballots

Ballots shall be counted by members of the Committee, poll clerks and Students' Union staff under the direction of the CRO or DRO at a scheduled time following the closing of the voting period. The ballots shall be counted twice to ensure the accuracy of the result. Where the first and second counts do not match, the ballots will be counted a third time by the CRO or DRO.

Each yes/no side may appoint a scrutineer to observe the ballot count provided they do so in writing not less than 48 hours prior to the closing of polling. Scrutineers must be a member of the Students' Union.

During ballot counting, scrutineers are not permitted to speak to ballot counters or to interfere in any way with the process. Questions regarding the ballot counting can be addressed to the CRO or DRO. Any scrutineer found in violation of these rules shall be removed from the counting room.

A yes/no side not on the prevailing side of the vote may request a recount of the ballots if the request is made in writing within seventy-two (72) hours of the announcement of the results. Notwithstanding the above, the Committee shall have the right to recount ballots as deemed necessary or advisable provided that the recount occurs within seventy-two (72) hours of the announcement of the results, or as directed by the Board of Directors.

5.3 Announcement and Ratification of the Results

Following the counting of ballots, the unofficial results shall be communicated to yes/no campaigns participating in the referendum. Once all outstanding appeals and complaints have been dealt with and results adjusted accordingly, the unofficial results will be communicated to the Board for ratification.

The Committee shall produce a Referendum Report and the report shall contain:

- The list of referendum questions being voted on by members;
- The official results, including numerical totals;
- A list of yes/no campaign breaches of the bylaws or policy recorded during the campaign period; and,

- Any recommendations from the Committee regarding improvements or alterations to this policy.

The Referendum Report shall be signed by the CRO and DRO on behalf of the Committee.

The Referendum Report shall be submitted to the Board of Directors not less than one month following the conclusion of the balloting period. Official results shall be published on the Students' Union's website and through the distribution of not less than eight (8) posters on each campus.

5.4 Destruction of the Ballots

Ballots and associated voters lists shall be destroyed fifteen days after the announcement of the results and following a resolution to do so by the Board of Directors.

6. DISCIPLINE AND DISQUALIFICATION

6.1 Administration

Contravening any section of this policy or associated bylaws may result in disciplinary action. The CRO and DRO shall administer the discipline and disqualification process on behalf of the Committee except as may be otherwise noted in this policy.

6.2 Complaints

Complaints may be made by yes/no campaign leaders, volunteers or any general member and may relate to the conduct of referendum campaigners or the implementation of the referendum process. Complaints that relate to decisions of the CRO shall be considered appeals and dealt with under section 6.5 of this Policy.

The following regulations shall apply to the consideration of complaints:

- All complaints must be in writing and contain the name and student number of the complainant; a full description of the cause for complaint with appropriate references to the associated policy or bylaw; the specific individual responsible for the breach, where appropriate; and supporting facts and evidence.
- Incomplete complaints will be returned to the complainant.
- Complaints will be ruled on within forty-eight (48) hours of receipt.
- When a complaint relates to the actions of a third party, that party shall have the right to address the matter before a ruling is made on the validity of the complaint.
- Complaints may be filed up to forty-eight (48) hours following the closing of the balloting period. Complaints filed following this period shall not be considered.

6.3 Minor Offences

Minor offences shall be those breaches of policy, bylaws or regulations not listed under section 6.4 of this policy.

Minor Offences of Similar Nature

- In the case that a yes/no campaign commits a minor offense, said campaign shall be issued a written warning outlining the offense and the steps necessary, if any, to correct the situation.
- Should a yes/no campaign commit a second offense of similar nature to his/her first offense, said campaign shall be issued a final warning and shall have their materials allocation reduced by 50%, including the removal of 50% of previously approved and erected materials.
- Should a yes/no campaign commit a third offense of similar nature to his/her first and second offense, said campaign shall be disqualified by the CRO.

Diverse Minor Offenses

- In the case that a yes/no campaign commits a second offense, but the second offense is of a different nature than the first, said campaign shall be issued a second letter of warning outlining the offense and steps necessary, if any, to correct the situation.
- In the case that a yes/no campaign commits a third offense that is different in nature to the first two offenses, the campaign shall be issued a third and final warning outlining the offense and the steps necessary, if any, to correct the situation; and shall have their materials allocation reduced by 50%, including the removal of 50% of previously approved and erected materials.
- Upon a fourth offense of any kind, the yes/no campaign shall be disqualified.

6.4 Major Offenses

Major offenses will result in disqualification of a yes/no campaign. Major offenses include:

- Engaging in harassment of any kind against members, other yes/no side volunteers, members of the Board of Directors, staff or College officials;
- Exceeding the poster, handbill or banner limit by more than 50%;
- Campaigning prior to, or after the campaign period;
- Continued loitering in the voting area;
- Interfering in the voting process;
- Removal or vandalism of other yes/no campaign's materials;
- Campaigning via campus publications or other media, other than personal interviews;
- Making, joining, or participating in campaigning that defames other candidates, members of the Committee, or officials of the Students' Union and/or College; and,
- Any violation of policy, bylaws or regulations that is malicious and seeks to undermine the process.

6.5 Disciplinary Action

The following shall apply to the application of disciplinary action:

- If disciplinary action involves campaign material, the CRO or a member of the

Committee shall remove the offending material.

- All decisions regarding disciplinary action shall be communicated to the effected yes/no campaign in writing. Decisions shall also be communicated to the complainant, where deemed appropriate by the CRO.
- Yes/no campaigns or members of the Committee may request a meeting to discuss the application of discipline prior to, or following communication of a formal decision in writing.
- If the discipline applied is disqualification, the yes/no campaign being disqualified will be notified in writing and offered a formal meeting to discuss the reasons for disqualification.

6.6 Appeal

Appeals of disciplinary action or decisions of the CRO may be made to the Committee provided that they are delivered in writing within forty-eight (48) hours of the issuance of the decision or disciplinary action. The decision of the Committee shall be communicated to the appellant within forty-eight (48) hours of the receipt of the appeal.

Decisions of the Committee may be appealed to a quorate general meeting.

END OF DOCUMENT

Committee Responsibility: Board of Directors**Adopted:** August 2012**Procedure:** -**Last Amended:** July 2013

1. MEETING SCHEDULING, NOTICE AND ATTENDANCE

- a. Board of Directors shall adopt a schedule of meetings for each semester not less than two weeks in advance of the beginning of that semester, and meetings shall commonly occur Mondays after 4:00pm.
- b. Notwithstanding Article 1. (a) of this Policy, emergency meetings of the Board of Directors may be called if requested by three or more members of the Board of Directors. Such requests shall be made jointly to the Speaker and the Executive Director, who shall call a meeting. Notice of an emergency meeting shall be not less than forty-eight (48) hours.
- b. The agenda for each and every Board of Directors will be distributed electronically to all Board of Directors members not less than forty-eight (48) hours in advance of the meeting.
- c. Not less than 25% of all Board of Directors meetings each year shall be scheduled to be held at the Coquitlam Campus.
- d. Members of the Board of Directors may attend meetings in person, by phone or by video conference.
- e. At the outset of each meeting, the Speaker will acknowledge the traditional territory of the Coast Salish peoples in which the meeting is being held.

2. MEETING REGULATIONS

2.1 Observers and Guests

Any member of the Students' Union may attend meetings of the Board of Directors as an observer. Non-members of the Students' Union may attend meetings of the Board of Directors by invitation of the Executive. The Board of Directors, by resolution, may exclude disruptive or abusive members from attending meetings of the Board of Directors, and may exclude any non-member from attending meetings of the Board of Directors for any reason.

2.2 Confidential Sessions

- a. The Board of Directors may move in-camera to discuss matters in a confidential session when dealing with labour relations, legal affairs, contract negotiation or such other matters deemed confidential by the Board of Directors, unless the discussion of such matters in-camera contradict a policy, bylaw, law or agreement governing the Students' Union.

- b. The Board of Directors may enter an in-camera session by declaration of the meeting chairperson where the adopted agenda specifies that an item will be dealt with in-camera; or by a simple resolution of the meeting.
- c. In-camera sessions shall be restricted to members of the Board of Directors and staff, unless other individuals are specifically included in the session by resolution of the meeting. Those not included in confidential sessions of the Board of Directors must leave the meeting room during the time in which the Board is in-camera.
- d. All participants in confidential session must sign a confidentiality agreement prior to their participation in any confidential sessions of the Board of Directors.
- e. The Board of Directors may hold in-camera sessions without staff to deal with labour relations matters.

2.3 Presentations

The agenda of each Board of Directors meeting shall feature an item that enables members to make formal presentations to the Board of Directors. The Executive Committee, who shall grant presentation times based on availability and the appropriateness of the presentation, shall schedule presentations to the Board of Directors. Appearances before the Board of Directors shall consist of a ten-minute presentation, followed by five minutes of questions. These times may be extended by resolution of the Board of Directors.

3. BOARD OF DIRECTORS ORIENTATION

Each May, the Students' Union will host an orientation for new and returning members of the Board of Directors. The orientations will include information about the internal, financial and labour relations structures of the Students' Union. Each orientation will also include a workshop on the fiduciary responsibilities of Board of Directors members, the work and structure of the BC Federation of Students, and the structures that govern Douglas College and post-secondary education in British Columbia.

When appropriate, orientations will be scheduled in partnership and cooperation with other Federation member locals to promote working together, knowledge exchange and solidarity among students' unions.

4. GENERAL AND PUBLIC CONDUCT

In executing their duties, members of the Board of Directors will act in a professional manner that is befitting of the office they hold, and shall refrain from any actions that bring disrepute to the Students' Union.

END OF DOCUMENT

Committee Responsibility: Electoral Committee**Adopted:** November 2016**Procedure:** -**Last Amended:** -

PREAMBLE

The primary function of the Electoral Policy is to provide for an orderly and democratic process for the selection of members to serve on the Representative Committee. In conduct of elections, the Students' Union's process shall prioritize respect for the rules and democratic decision-making; respect for those participating in, and those conducting, the election process; and, fairness and consistency in the application of electoral rules and the adjudication of complaints and appeals.

STATEMENT:

1. DEFINITIONS

Acknowledgement Form: a document signed by a nominee to verify that the nominee has received a copy of the Students' Union's Administrative Policies, Constitution and Bylaws, Society Act and College and Institute Act, and understands the roles and responsibilities of the position for which they are running (per Bylaw VI, Article 4. (c)).

Approved Posting Location: a general bulleting board or other area approved for posting notices as per College policy.

By-election: An election for a partial term of a position vacated prior to the term expiration, held in the Fall Semester.

Candidate: a nominee whose nomination form has been declared valid by the Chief Returning Officer.

Chief Returning Officer (CRO): Staff person of the Students' Union assigned by the Representative Committee to take primary responsibility for organizing and overseeing the electoral process (The CRO may be the staff member of the Electoral Committee or a different staff person).

Deputy Returning Officer (DRO): Member of the Electoral Committee assigned by the Board to take secondary responsibility for organizing and overseeing the electoral process.

Committee: The Electoral Committee as defined by Bylaw VI, Article 1.

Communication "in writing": for the purposes of the policy, electronic mail shall be considered written communication and time of receipt shall be the time a piece of electronic mail is received by the Students' Union.

General Election: An election process for the full-term of a position as per Bylaw VI, held in the Winter Semester.

Information Release Form: A form signed by a member interested in seeking election that enables the Students' Union to access such personal information about a potential nominee from Douglas College as may be required to verify their eligibility.

Member: A member of the Students' Union as defined by Bylaw II

Nominee: A member who submits a nomination form seeking candidacy in a general or by-election.

Nomination Form: A standard form provided to members interested in seeking election that can be filled out to list the position being sought, nominator information and verification by the nominee.

Students' Union Employee: any individual who has been employed by the Students' Union in the four months preceding a general election or by-election.

Slate: a group of candidates seeking election to different positions as a team using a common platform.

Voting Area: The area within sight or sound of a balloting station.

2. ELECTION SCHEDULE

Through this policy the Representative Committee delegates its authority for the setting of election schedules to the Committee. Annually, the Committee shall set the schedule for the general election, and shall set the schedule for a by-election should a by-election be called by the Representative Committee

3. NOMINATIONS AND ELIGIBILITY

3.1 Eligibility

Eligibility requirements are established in Bylaw VI, Article 4.

3.2 Verification of Nominees

Nomination forms shall contain the name, signature, phone number and student numbers of not less than ten (10) members supporting the nomination of the listed nominee. For a nomination to be valid, a nominee must also submit a signed acknowledgement form and information release form. A member interested in seeking nomination must submit the three forms listed herein prior to the close of the nomination period to participate in the election process.

The CRO will evaluate each nomination submitted to determine whether a potential nominee meets the requirements set out in the Bylaws and Policies of the Students' Union. Submission of incorrect, incomplete or fraudulent forms will result in the disqualification of a nominee from the election process.

3.3 Nominee Orientation

All nominees shall attend an orientation sessions held between the conclusion of the nomination period and commencement of the campaign period. The CRO or DRO may exempt individuals from attendance under extenuating circumstances, but only if the individual requesting an exemption does so prior to the close of nominations, or informs the appropriate electoral official of an emergency for which no notice could be given. Failure to attend a nominee orientation session or make alternate arrangements to receive an orientation shall result in disqualification.

The following information shall be presented at nominee orientation sessions:

- A review of the elections regulations and campaigning rules.
- Announcement of the times and locations of polling.
- An overview of the discipline, disqualification and appeals process.

3.4 Slates

Nominees may seek election as a slate. Slates must be registered with the CRO prior to the campaign period, and approval of the CRO is required for each slate name to ensure they are distinct, and conform to the rules herein.

4. CAMPAIGNING

4.1 Election Bulletin

The Students' Union shall produce an election publication featuring platforms from each candidate and information about voting. The election bulletin will be published on the Students' Union's website no later than 48 hours prior to the opening of polling, and copies will be provided at each polling station. The following regulations shall apply to the production of the Election Bulletin:

- The CRO shall establish a deadline for submission of platforms for inclusion of the Election Bulletin. Platforms shall be submitted to the CRO or her designate directly by the candidate. Platforms not submitted directly or submitted following the deadline shall not be published.
- Each platform is limited to 200 words. Platforms longer than 200 words shall be shortened to 200 by deleting words from the end of the platform.
- Following the platform submission deadline, a candidate may not alter a submitted platform.
- The CRO will ensure that all candidates are treated equally and fairly in the layout of the Election Bulletin.

4.2 Election Forum

The Committee shall host one election forum at each campus and the following regulations shall apply:

- The forum will be organized by position and each candidate shall be granted two (2)

minutes to outline their platform.

- The Committee will select a moderator for the forum.
- The Committee may choose to ask each candidate up to three (3) questions pre-determined by the Committee. Such questions may vary by position but must be asked to each candidate for a position. Each candidate will have one (1) minute to reply.
- The Committee may choose to allow questions from the floor. Questions from the floor shall be written down and passed to the Committee, and then chosen questions will be posed by the forum moderator to each candidate for a given position. Each candidate shall have the right to reply to each question posed of that position, and such replies shall be limited to one (1) minute.
- Notice of the forum shall be as per Bylaw VI, Article 3 (b)(iii).

4.3 Conduct of Election Participants and Students' Union Officials

Each individual candidate is required to act reasonably, responsibly and in good faith; and shall be required to:

- Ensure that they, and any of their campaign volunteers, are aware of, and comply with, all rules, policies and bylaws of the Students' Union;
- Be responsible to the Electoral Committee for his/her actions as well as the actions of his/her campaign volunteers;
- Report any breaches of the electoral rules, policies or bylaws; and,
- Comply with the rules, policies and procedures of the College.

Members of the Representative Committee shall not participate in campaigning as part of their official duties and, while engaged in work for the Students' Union, shall not provide resources or counsel to candidates. Clubs, campus groups and internal organizations are prohibited from endorsing or providing resources to candidates.

4.4 Approved Campaign Materials

To each candidate, the Students' Union shall provide supplies to make posters, handbills, banners and buttons. The following regulations shall apply to campaigning material:

- Posters shall be limited to standard letter sized piece of paper (8.5" by 11") in dimension and shall be limited in number to not more than thirty (30) on each campus. A vandalism allowance of one (1) additional posters per day per campus will be allocated from the first day posters are approved.
- Handbills shall be no larger than one half of a standard letter sized piece of paper (8.5" by 11") and may be printed double-sided. Handbills must be distributed directly to members. Door-to-door distribution of handbills, as well as distribution of handbills on tables, desks, cars and other surfaces is prohibited. Handbill shall be limited to the equivalent of eight hundred (800) half-letter sized pieces of paper. At least one side of each handbill must be attributable to one candidate.
- Banners shall be no larger than three (3) feet wide and six (6) feet long and shall be

hung vertically. Each candidate may produce one banner for each campus. Erection of banners shall be done in consultation with the CRO or DRO to ensure that the banners are hung in an approved posting location.

- Candidates may produce up to two hundred (200) buttons using the Students' Union button maker.
- All materials must be approved by the CRO, DRO or designate prior to use or posting. In the case of posters, each poster must be signed and numbered. The approval process shall occur within twenty-four (24) hours of material submission to the appropriate electoral official. Materials containing factual inaccuracies, defamatory statements or those considered to be in contravention of federal or provincial statute shall not be approved.

4.5 Electronic Campaigning

The following regulations shall apply to electronic campaigning:

- Any campaign website, or changes thereto, must be approved by the CRO prior to its publication, and this includes Facebook pages and other social media groups or pages;
- Campaign websites and pages shall only contain information related to the candidates platform and related information regarding the schedule of the election;
- Candidates may not collect the personal information of members for the purpose of emailing them or contacting them during the election period regarding the election;
- Electronic campaign materials and their use must not contradict College policies regarding communication and technology use, and must respect the privacy rights of students;
- Posts on an individual's social media platforms are not considered campaign pages or websites, but are considered campaign material in terms of their content;
- With regard to electronic lists, candidates may only post campaign material to "open" lists, meaning ones that are either unmoderated and to which anyone can post, or moderated lists that are open to submissions from everyone regardless of their affiliation; and
- Candidates must keep a record of all electronic posting they make regarding the election, which may be inspected by the CRO, Committee or Representative Committee in assessing breaches of the election rules, or adjudicating disputes.

4.6 Campaigning Guidelines

When engaging in campaigning, candidates may not:

- Post or use any material not yet approved by the CRO, DRO or their designate.
- Distribute or erect campaign materials in the Students' Union Building, in Coquitlam Campus Room A1190, or at Students' Union events.
- Deface, remove, vandalize or otherwise alter campaign materials of another candidate.

- Post or distribute materials in contravention of the College's policies and regulations on postering and materials distribution.
- Engage in campaigning outside of College property or advertise in off-campus media.
- Use copyrighted materials, slogans, logos or characters in any campaign materials.
- Campaign in a classroom during a class period without the prior approval of the course instructor.

All campaign materials must be removed prior to the conclusion of the election per Bylaw VI, Article 5 (b).

Any campaign materials containing languages other than English must also include an English translation that appears in equivalent size and prominence.

4.7 Financing

The following materials shall be provided free of cost by the Students' Union to each candidate:

- black and white photocopying/printing up to 300 copies, double sided;
- coloured photocopying/printing up to 100 copies, single sided;
- Banner printing in full colour for two (2) banners of up to three (3) feet by six (6) feet; and
- Colour printing and button making supplies sufficient to make 50 campaign buttons.

Additional materials and printing costs shall be the responsibility of each individual candidate. No candidate may spend more than twenty dollars (\$20) on their campaign, and no candidate shall receive any campaign donations from other persons or organizations, including donations in-kind.

Candidates wishing to produce additional materials in accordance with these rules shall be charged the following rates for Students' Union supplies:

- Black and white printing - \$0.05 per copy for 8.5"x 11" paper
- Colour printing/copying - \$0.10 per copy for 8.5"x 11" paper
- Buttons - \$0.25 per button including printing costs

4.8 Financial Reporting

Candidates shall provide a reporting of all their expenses to the CRO using a form provided by the CRO, and these reports must be accompanied by receipts supporting each expense. Candidate expense reporting must be provided to the CRO prior to 1pm on the final day of voting in each election process.

5. BALLOTING RESULTS

5.1 Polling

Only members of the Committee, hired balloting clerks, or Students' Union staff members

approved by the Electoral Committee shall staff balloting stations. Each balloting stations shall have two polling clerks.

Proper ballot boxes shall be used. Prior to the opening of the polling, ballot boxes shall be sealed by the CRO or DRO and witnessed by a Poll Clerk. Ballot boxes shall be sealed throughout the polling process and the Electoral Committee shall be responsible for ensuring the security of the ballot boxes. The CRO or DRO will ensure the safe and secure storage of ballot boxes overnight and between voting days.

The hours and locations of polling shall be determined by the Committee in accordance with Bylaw VI, Article 2 (b)(iv).

Except when casting a ballot, candidates and their volunteers must remain out of the voting area during polling.

5.2 Counting of Ballots

Ballots shall be counted by members of the Committee, poll clerks and Students' Union staff under the direction of the CRO or DRO at a scheduled time following the closing of the voting period. For each position, the ballots shall be counted twice to ensure the accuracy of the result. Where the first and second counts do not match, the ballots will be counted a third time by the CRO or DRO. A third count will only occur if the difference in counts is greater than 5% of the overall ballots cast for the position, or the if the difference in counts is great enough to alter the results of the vote.

Each candidate may appoint a scrutineer to observe the ballot count. One scrutineer may act on behalf of multiple candidates in a slate. Candidates must appoint a scrutineer in writing and must do so no less than 48 hours prior to the closing of polling. Scrutineers may not be a candidate in the election and must be a member of the Students' Union.

During ballot counting, scrutineers are not permitted to speak to ballot counters or to interfere in any way with the process. Questions regarding the ballot counting can be addressed to the CRO or DRO. Any scrutineer found in violation of these rules shall be removed from the counting room.

Candidates may request a recount of the ballots cast as per Bylaw VI, Article 7. (a). Such recounts shall be undertaken where the request is in writing from a candidate for the position in question within seventy-two (72) hours of the announcement of the results. Notwithstanding the above, the Committee shall have the right to recount ballots for any position as deemed necessary or advisable provided that the recount occurs within seventy-two (72) hours of the announcement of the results, or as directed by the Representative Committee.

5.3 Announcement and Ratification of the Results

Following the counting of ballots, the unofficial results shall be communicated to the candidates participating in the election. Once all outstanding appeals and complaints have been dealt with and results adjusted accordingly, the unofficial results will be communicated to the Representative Committee for ratification.

The Committee shall produce an Electoral Report as per Bylaw VI, 1. g. and the report shall contain:

- The list of positions being elected and the schedule of elections;
- The official results, including numerical totals;
- A list of candidate breaches of the bylaws or policy recorded during the election period; and,
- Any recommendations from the Committee regarding improvements or alterations to electoral policy.

The Electoral Report shall be signed by the CRO and DRO on behalf of the Committee.

The Electoral Report shall be submitted to the Representative Committee not less than one month following the conclusion of the balloting period, or not less than one week prior to the beginning of the term for which candidates sought election, whichever comes first.

Official results shall be published on the Students' Union's website and through the distribution of not less than 25 posters on each campus.

Published results shall indicate those elected and those not elected as appropriate and shall not contain the numerical result. The numerical result shall not be published unless directed by a resolution of not less than two-thirds of voting members of the Representative Committee, or a simple resolution at a quorate general meeting.

5.4 Destruction of the Ballots

Ballots and associated voters lists shall be destroyed fifteen days after the announcement of the results and following a resolution to do so by the Representative Committee.

6. Discipline and disqualification

6.1 Administration

Contravening any section of this policy or associated bylaws may result in disciplinary action, as may failing to adhere to direction provided by the CRO, DRO or Committee. The CRO and DRO shall administer the discipline and disqualification process on behalf of the Committee except as may be otherwise noted in this policy or in Bylaw VI.

6.2 Complaints

Complaints may be made by nominees, candidates, members or members of the campus community, and may relate to the conduct of election participants or the implementation of the electoral process. Complaints that relate to decisions of the CRO shall be considered appeals and dealt with under section 7.5 of this Policy.

The following regulations shall apply to the consideration of complaints:

- All complaints must be in writing and contain the name and, where applicable, the student number of the complainant; a full description of the cause for complaint with appropriate references to the associated policy or bylaw; the specific individual responsible for the breach, where appropriate; and supporting facts and evidence.
- Incomplete complaints will be returned to the complainant.

- Complaints will be ruled on within forty-eight (48) hours of receipt.
- When a complaint relates to the actions of a third party, that party shall have the right to address the matter before a ruling is made on the validity of the complaint, and shall have the right to see the evidence/complaint brought against them.
- Complaints may be filed up to forty-eight (48) hours following the closing of the balloting period. Complaints filed following this period shall not be considered.

6.3 Minor Offenses

Minor offenses shall be those breaches of electoral policy, bylaws or regulations not listed under section 6.4 of this policy.

Minor Offenses of Similar Nature

- In the case that a candidate commits a minor offense, said candidate shall be issued a written warning outlining the offense and the steps necessary, if any, to correct the situation.
- Should a candidate commit a second offense of similar nature to his/her first offense, said candidate shall be issued a final warning and shall have their materials allocation reduced by 50%, including the removal of 50% of previously approved and erected materials.
- Should a candidate commit a third offense of similar nature to his/her first and second offense, said candidate shall be disqualified by the CRO.

Diverse Minor Offenses

- In the case that a candidate commits a second offense, but the second offense is of a different nature than the first, said candidate shall be issued a second letter of warning outlining the offense and steps necessary, if any, to correct the situation.
- In the case that a candidate commits a third minor offense of any kind, the candidate shall be issued a third and final warning outlining the offense and the steps necessary, if any, to correct the situation; and shall have their materials allocation reduced by 50%, including the removal of 50% of previously approved and erected materials.
- Upon a fourth offense of any kind, the candidate shall be disqualified.

6.4 Major Offenses

Major offenses will result in disqualification of a candidate. Major offenses include:

- Engaging in harassment of any kind against members, other candidates, members of the Representative Committee, staff or College officials;
- Exceeding the poster, handbill or banner limit by 33% or more;
- Campaigning prior to, or after the campaign period;
- Loitering in the voting area;
- Interfering in the voting process;

- Removal or vandalism of other candidate's campaign materials;
- Campaigning via campus publications or other media, other than personal interviews;
- Making, joining, or participating in campaigning that defames other candidates, members of the Committee, or officials of the Students' Union and/or college; and,
- Any violation of the election policy, bylaws or regulations that is malicious and seeks to undermine the electoral process.

6.5 Disciplinary Action

The following shall apply to the application of disciplinary action:

- If disciplinary action involves campaign material, a member of the Committee shall remove the offending material.
- All decisions regarding disciplinary action shall be communicated to the effected candidate in writing. Decisions shall also be communicated to the complainant, where deemed appropriate by the CRO.
- Candidates may view a copy of a complaint filed against them.
- Candidates or members of the Committee may request a meeting to discuss the application of discipline prior to, or following communication of a formal decision in writing.

6.6 Appeal

Appeals of disciplinary action or decisions of the CRO may be made to the Committee provided that they are delivered in writing within forty-eight (48) hours of the issuance of the decision or disciplinary action. The decision of the Committee shall be communicated to the appellant within forty-eight (48) hours of the receipt of the appeal.

As per Bylaw VI, decisions of the Committee may be appealed to the Representative Committee or a quorate general meeting.

END OF DOCUMENT

Committee Responsibility: Board of Directors**Adopted:** August 2012**Procedure:** -**Last Amended:** July 2013

1. MEETING SCHEDULING, NOTICE AND ATTENDANCE

- a. Board of Directors shall adopt a schedule of meetings for each semester not less than two weeks in advance of the beginning of that semester, and meetings shall commonly occur Mondays after 4:00pm.
- b. Notwithstanding Article 1. (a) of this Policy, emergency meetings of the Board of Directors may be called if requested by three or more members of the Board of Directors. Such requests shall be made jointly to the Speaker and the Executive Director, who shall call a meeting. Notice of an emergency meeting shall be not less than forty-eight (48) hours.
- b. The agenda for each and every Board of Directors will be distributed electronically to all Board of Directors members not less than forty-eight (48) hours in advance of the meeting.
- c. Not less than 25% of all Board of Directors meetings each year shall be scheduled to be held at the Coquitlam Campus.
- d. Members of the Board of Directors may attend meetings in person, by phone or by video conference.
- e. At the outset of each meeting, the Speaker will acknowledge the traditional territory of the Coast Salish peoples in which the meeting is being held.

2. MEETING REGULATIONS

2.1 Observers and Guests

Any member of the Students' Union may attend meetings of the Board of Directors as an observer. Non-members of the Students' Union may attend meetings of the Board of Directors by invitation of the Executive. The Board of Directors, by resolution, may exclude disruptive or abusive members from attending meetings of the Board of Directors, and may exclude any non-member from attending meetings of the Board of Directors for any reason.

2.2 Confidential Sessions

- a. The Board of Directors may move in-camera to discuss matters in a confidential session when dealing with labour relations, legal affairs, contract negotiation or such other matters deemed confidential by the Board of Directors, unless the discussion of such matters in-camera contradict a policy, bylaw, law or agreement governing the Students' Union.

- b. The Board of Directors may enter an in-camera session by declaration of the meeting chairperson where the adopted agenda specifies that an item will be dealt with in-camera; or by a simple resolution of the meeting.
- c. In-camera sessions shall be restricted to members of the Board of Directors and staff, unless other individuals are specifically included in the session by resolution of the meeting. Those not included in confidential sessions of the Board of Directors must leave the meeting room during the time in which the Board is in-camera.
- d. All participants in confidential session must sign a confidentiality agreement prior to their participation in any confidential sessions of the Board of Directors.
- e. The Board of Directors may hold in-camera sessions without staff to deal with labour relations matters.

2.3 Presentations

The agenda of each Board of Directors meeting shall feature an item that enables members to make formal presentations to the Board of Directors. The Executive Committee, who shall grant presentation times based on availability and the appropriateness of the presentation, shall schedule presentations to the Board of Directors. Appearances before the Board of Directors shall consist of a ten-minute presentation, followed by five minutes of questions. These times may be extended by resolution of the Board of Directors.

3. BOARD OF DIRECTORS ORIENTATION

Each May, the Students' Union will host an orientation for new and returning members of the Board of Directors. The orientations will include information about the internal, financial and labour relations structures of the Students' Union. Each orientation will also include a workshop on the fiduciary responsibilities of Board of Directors members, the work and structure of the BC Federation of Students, and the structures that govern Douglas College and post-secondary education in British Columbia.

When appropriate, orientations will be scheduled in partnership and cooperation with other Federation member locals to promote working together, knowledge exchange and solidarity among students' unions.

4. GENERAL AND PUBLIC CONDUCT

In executing their duties, members of the Board of Directors will act in a professional manner that is befitting of the office they hold, and shall refrain from any actions that bring disrepute to the Students' Union.

END OF DOCUMENT

Committee Responsibility: Board of Directors**Adopted:** September 2015**Procedure:** -**Last Amended:** December 2016
August 2018

PREAMBLE

For the purposes of this policy, meetings of the Federation shall include general meetings of the BC Federation of Students. This policy shall apply to External meetings and conferences as well as Federation meetings shall be those events to which members of the Board of Directors and staff are delegated to participate, and where such participation is on behalf of the Students' Union.

1. CONDUCT AND ATTENDANCE

- a. Delegates/attendees shall always conduct themselves in a professional manner at all time, including those times that are considered social.
- b. Delegates/attendees shall attend all scheduled activities, sessions, and workshops for which they are eligible.
- c. Should a delegate/attendee be ill or incapacitated, they must inform other members of the delegation (if applicable) so appropriate arrangements can be made. Delegates/attendees are responsible for taking appropriate measures to ensure they do not become ill as a result of excessive socializing at meetings and conferences.
- d. Not less than one month following each meeting or conference, every delegate shall provide to the Board of Directors an accounting of their activities at the meeting or conference.
- e. A delegate/attendee found to have been unnecessarily absent from portions of a meeting or conference may be required to repay a portion of the cost of their attendance and will not be granted delegate status to future meetings.
- f. Failure of a delegate/attendee to attend at least half of a conference or meeting will result in the that delegate having to reimburse the Students' Union for the cost of their attendance to a maximum of \$500.
- g. If a duly appointed delegate cancels their registration prior to the meeting they have been assigned to attend they must notify the Executive Director and Provincial Executive Representative immediately. If, as a result of the cancellation, the Students' Union receives a charge for the absence of the delegate, that charge will be billed back to the cancelling individual to a maximum of \$100 per occurrence.
- h. Delegates/attendees found to have acted inappropriately at meetings (i.e. participated in

vandalism, harassment, or displayed disruptive behavior) will not be granted delegates status to future meetings and will be held personally responsible for any damage.

2. SELECTION OF DELEGATES TO BC FEDERATION OF STUDENTS GENERAL MEETINGS

- a. The Students' Union shall either send a delegation to attend each BCFS general meeting or shall proxy it's vote to another British Columbia member local union.
- b. Should the Students' Union choose to send a delegation, that delegation shall consist of at least one staff person and the Director serving as the Federation Representative as a minimum delegation.
- c. Additional delegates to BCFS general meeting shall be chosen by the Board of Directors, and in making a selection, the Board of Directors shall consider the following criteria:
 - membership on the BC Executive Committee, and/or experience coordinating or assisting with Federation campaigns, services and referenda;
 - active involvement in local implementation of Federation campaigns and services;
 - experience as a delegate at a previous national or provincial general meetings;
 - ability to attend the entire meeting;
 - membership in a recognized constituency group as defined in the Federation's policies, bylaws and structures; and,
 - record of attendance and participation at past meetings of the Federation.
 - Delegations to BCFS general meetings shall be capped at six Board of Directors member delegates plus one staff person.
- d. Should the Board of Directors be unable to meet in time to select a delegation to a BCFS general meeting, the Executive Committee shall be empowered to either proxy the Students' Union's vote per Article 5. (a), or select a delegation per Article 4. (b) and (c).

3. SELECTION OF PARTICIPANTS TO SKILLS DEVELOPMENT WEEKEND

The Executive Committee shall select participants to attend the BCFS Skills Development Weekend. In the selection process, the Executive Committee shall attempt to send a balanced group of participants including both new members in need of skills and knowledge, and those experienced members of the Board of Directors and staff whom can provide advice and mentoring to newly elected members.

END OF DOCUMENT

Committee Responsibility: Board of Directors

Adopted: July 2007

Procedure: -

Last Amended: November 2016

PREAMBLE

The Society Act of BC outlines conflicts of interest in Part 5, Division 4, Section 56. The purpose of this policy is to describe conflicts of interest and outline the process by which the Students' Union will determine if the interests of a member of the Board of Directors are conflicted. This policy will also make clear the prohibitions that arise from a conflict, outline the way in which an undeclared conflict is investigated and resolved, and identify the types of penalties which may be applied to members of the Board of Directors who breach conflict of interest laws, bylaws and policies.

POLICY

1. CONFLICT OF INTEREST

Conflict of interest exists where:

- a. a member of the Board of Directors has a direct or indirect interest in a contract or transaction of the society;
- b. a matter being considered by the Board of Directors creates a conflict between a director's duties and obligations to the Students' Union and some other duty or interest;
- c. there is a reasonable perception, which a reasonably well informed person could properly have, that the ability of a member of the Board of Directors to exercise their duties is limited due to a conflict outlined in Article 1 (a) or (b) of this policy.

Notwithstanding the foregoing, a conflict of interest does not apply to directors in considering directors' remuneration, directors' liability insurance, and indemnification of directors.

2. IDENTIFICATION OF A CONFLICT OF INTEREST

A director in conflict must:

- a. promptly and fully disclose their conflict to their fellow Board of Directors members;
- b. abstain from voting on matters in which their interest is conflicted;
- c. leave any meeting for the duration of the discussion and vote on matters in which their interest is conflicted, unless allowed to remain in the meeting by the consent of the Board of Directors;

- d. refrain from using their position, or undertake any action, to influence a discussion or decision on a matter in which they are conflicted; and,
- e. ensure that their disclosure of interest is duly noted in Board of Directors minutes or through correspondence to other members of the Board of Directors as outlined in Society Act Article 56 (3).

3. FAILURE TO ACKNOWLEDGE A CONFLICT AND INVESTIGATION

The failure of any member of the Board of Directors to disclose and resolve a conflict of interest may give rise to an investigation to enable the Board of Directors to make a determination as to whether a conflict exists.

- a. A request to investigate a possible conflict of interest must be initiated by a member in good standing. If the request comes forward due to a resolution of the Board of Directors, a member of the Board of Directors must initiate the request on behalf of those Board of Directors members seeking an investigation.

Requests for an investigation shall be subject to the following conditions:

- i. The request must arise from the existence of reasonable and probable grounds that a member of the Board of Directors is in contravention of this policy.
 - ii. The request must be submitted in writing, and include:
 - The name, student identification number, telephone number, and email address of the member making the request;
 - The a clear articulation of who is alleged to be in contravention of this policy, and grounds for, and nature of, the contravention alleged; and
 - The date submitted, along with the signature of the complainant.
- b. The investigation will be undertaken by the Executive Director, who shall:
 - i. Report the receipt of the request for an investigation to the Board of Directors;
 - ii. Be authorized to order:
 - The attendance of the member of the Board of Directors under investigation to give evidence on oath, affirmation, or in any other manner; and
 - The submission of records in the possession of the member of the Board of Directors under investigation.
 - iii. Provide a copy of the request for investigation, including the details of the alleged contravention of the policy, to the Board of Directors member under investigation.
 - iii. Inform the member of the Board of Directors under investigation of any adverse effect that may result from the investigation and provide that member the opportunity to make representations before recommendations are made as a result of the investigation.
 - iv. Make a report following the investigation to the Board of Directors, which:

- Shall indicate an opinion on the nature of the alleged contravention of this policy; and
- May recommend a penalty to the member of the Board of Directors under investigation, or to the member requesting the investigation.

4. PENALTIES

- a. Penalties shall be authorized if, following an investigation:
 - i. A member of the Board of Directors is found to have contravened Section III. or IV., or failed to comply under Section VI; or
 - ii. The member requesting the investigation is found to have had no reasonable and probable grounds for the request.
- b. The nature of the penalty applied shall be recommended to the Board of Directors by the Executive Director, and such penalties shall include:
 - i. That the member of the Board of Directors:
 - Be reprimanded;
 - Be suspended for specified period; or
 - Be removed from office; and
 - ii. That the member requesting the investigation be held in bad standing.
- c. The Board of Directors shall determine the penalty applied for breach of this policy within thirty (30) days of receipt of a recommendation from the Executive Director.

END OF DOCUMENT

Committee Responsibility: Board of Directors/Labour
Relations Committee

Adopted: February 2016

Adopted by: General Meeting

Last Amended: January 2018

Procedure: -

POLICY STATEMENT

The Douglas Students' Union (DSU) is committed to fostering a harassment-free workplace where all representatives, employees and members are treated with respect and dignity.

The Canadian Human Rights Act protects individuals from harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction. Harassment and bullying at the DSU is not tolerated. Individuals who are found to have harassed and/or bullied another individual may be subject to disciplinary action.

APPLICATION

This policy applies to all representatives, employees and members of the DSU.

This policy applies to all behaviour that is in some way connected to the Douglas Students' Union, including during off-site meetings, training and on business trips.

1. DEFINITIONS

Harassment is any inappropriate conduct or comment by a person toward another individual that the person knew or reasonably ought to have known would cause that individual to be humiliated or intimidated and includes but is not limited to:

- offending or humiliating someone physically or verbally;
- threatening or intimidating someone physically or verbally;
- spreading rumours and false information about another individual;
- real or perceived power to abuse, devalue or humiliate someone;
- abuse of professional or supervisory authority that belittles, usurps or interfere with the work of the individual; or
- making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

Sexual harassment is discrimination on the basis of 'sex' and includes but is not limited to:

- uninvited, sexually suggestive, obscene, offensive remarks or gestures;
- verbal advances, unwelcomed attention and physical advances;
- behaviour of a sexual nature that creates an intimidating, unwelcome, hostile or offensive work environment; or
- behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.

2. RESPONSIBILITIES AND EXPECTATIONS

The Douglas Students' Union is responsible for providing an environment free from all kinds of harassment for representatives, employees and members.

The Board of Directors is responsible for:

- fostering a harassment-free work environment and setting an example about appropriate workplace behaviour;
- communicating the process for investigating and resolving harassment complaints made by directors and excluded employees;
- dealing with harassment situations immediately upon becoming aware of them, whether or not a harassment complaint has been made;
- taking appropriate action during a harassment investigation, including separating the parties to the harassment complaint, when appropriate; and
- Administrative Policy - Amended 2016-02
- ensuring harassment situations are dealt with in a sensitive and confidential manner.

Representatives, employees and members can expect:

- to be treated with respect;
- that reported harassment will be dealt with in a timely, confidential and effective manner;
- to have their rights to a fair process and to confidentiality respected during a harassment investigation; and
- to be protected against retaliation for reporting harassment or cooperating with a harassment investigation.

3. PROCEDURES FOR ADDRESSING A HARASSMENT COMPLAINT

The procedures for addressing a harassment complaint will be developed and adopted by the Board of Directors.

END OF DOCUMENT