



# BYLAW COMMITTEE MINUTES

2013 – 2014 #2

Date: May 13<sup>th</sup> 2013

Time: 6.06 pm

**In Attendance:**

ERIC GREHAN (Chair)

CORY HODGSON (Left at 7.09 pm)

CHLOE SPEAKMAN

MAXWELL DOUGLAS

DAWSON ZENG

**Excused Absence:**

BRENT KELLY

ADAM WOODS

**Others in Attendance:**

SACHITHA KUSALADHARMA

**1. CALL TO ORDER:** The meeting was called to order by GREHAN at 6.06 pm.

**2. NEW BUSINESS**

Roles within the meetings, and collective expectations

- The committee discussed about the delegation of duties such as time keeper, facilitator, maintaining the speaker list, etc. *DOUGLAS was assigned the time keeper duties.*
- GREHAN explained that the Standing Orders (part 8: 11(1)) state that every single bylaw should be looked through annually for editorial changes. He further mentioned that he was looking to split up the work regarding this. SPEAKMAN expressed her interest to volunteer herself to perform any necessary editorial changes.
- HODGSON mentioned that the last year's committee wasn't able to accomplish everything they had wanted to, and because of that, it may not be a good idea to sacrifice bylaws that need changing for ones which only require minor editorial corrections. Because different members will be assigned bylaws to review separately, it was of the

opinion of the committee that it should not take too much of the committee's time to perform this.

- HODGSON raised an issue about the role of the bylaw committee. He asked whether there should be a discussion within the committee, or whether the committee should just find out whether or not it is acceptable to be sent to council. GREHAN mentioned that he will reach consensus as much as possible. Furthermore, he stated that it was really great when people have their own initiatives, such as how Basheer is interested in some issues within bylaws. HODGSON stated that he would prefer more discussion within the bylaw committee.

### Review of the Standing Orders

- SPEAKMAN mentioned that there was no “mandate” section in the Standing Orders for the bylaw committee. GREHAN mentioned that the mandate is included within bylaw 100. HODGSON stated that it is not necessary to have the mandate within the standing orders, though it would be good to have it. The committee decided not to include a “mandate” section within its Standing Orders.

*Discussions about each part of the Standing Orders were as follows:*

- Part 1 (RULES OF ORDER)
  - SPEAKMAN mentioned that it would be easier to have it completely relaxed, unless someone wants strict compliance of the Roberts' Rules. HODGSON also mentioned that Roberts' Rules were hardly used during his tenure as chair of the Audit Committee. GREHAN stated that it would be acceptable to keep the Roberts' Rules as it is within the Standing Orders, in order to use if necessary. The committee agreed to this.
- Part 2 (STRUCTURE OF THE SESSIONS)
  - GREHAN mentioned that he would like to add general business and action items, points of process, and recognitions to the relevant section of the Standing Orders (part 2: 2(1)), and leave out general business.
  - SPEAKMAN pointed out that there was a wrong reference to bylaw 100 from within part 2 of the Standing Orders. She further brought up issues with the numbering.
- Part 3 (ORDERS OF THE DAY)
  - The committee discussed about the definition of a “Special Order”. SPEAKMAN mentioned that a special order can be used to add some item to the present meeting's agenda, after it has been drafted. She further mentioned that if a special order is not used, the item will come up on a later date.
  - HODGSON mentioned that these items are kind of irrelevant

because the committee will not be strictly following Roberts' Rules of order, and that if every member is okay, there would be no problem in bringing up something new immediately. ZENG mentioned that having this section may be necessary for future committees if they decide to use Roberts' Rules of order.

- Part 4 (CHAIR'S BUSINESS)
  - The committee discussed about the numbering system of the Standing Orders. The opinion was that the numbering was confusing.
  - With reference to part4: 7(1) (b), HODGSON mentioned that bylaw 100 does not have section 16.
  - GREHAN mentioned that he may like to add an item about delegating authority to this section.
- Parts 5-6-7 (PROCESS FOR DRAFTING RERERENDUM & PLEBISCITE QUESTIONS, PROCESS FOR DRAFTING BYLAWS FOR SECOND READING, and PROCESS FOR DRAFTING BILLS FOR FIRST READING)
  - HODGSON explained to the committee about the process of drafting bills for the first reading, and drafting bylaws for the second reading. In addition, he stated that there will most probably be disagreements only on very specific things during the second reading.
  - The committee discussed about drafting referendum questions.
  - SPEAKMAN pointed out that there was an issue with the first sentence of part 7, "*Determination of Bylaws with Committees Mandate upon which to Recommend Substantive Change*".
- Part 8 (PROCESS FOR DRAFTING EDITORIAL AMENDMENTS TO BYLAW)
  - GREHAN mentioned that the bylaw committee is able to make small editorial changes to bylaws without affecting their meaning.
  - MAXWELL suggested 3 systems of numbering for each level of specificity. He suggested having a number, a letter, or a roman numeral at each level. The committee decided to change the numbering in the brackets, and the numbering of parts, within the Standing Orders.
- Part 10 (ATTENDANCE)
  - The committee decided that the minute taker should record attendance at the start and end of each meeting.
- Part 11 (RECORDS OF BYLAW COMMITTEE)
  - SPEAKMAN mentioned that if minutes were getting circulated as the committee's reports, the members should have the opportunity to edit their comments beforehand. Moreover, she said that usually, there is a time at the start of the meeting to formally approve the agenda and minutes. GREHAN mentioned that he was thinking of sending an email with the minutes, and

- whoever wants any changes could reply back.
  - SPEAKMAN stated that it is better to correct an error in the current report itself, rather than mentioning about it in the next report. GREHAN said that this was covered in part 11: 14 (2).
  - HODGSON mentioned that the submission of reports to Nicole was the duty of the recording secretary.
- Part 12 (DUTIES)
  - GREHAN told the committee that he would like to clarify part 12: 15 (1) (b), to include something about passing the report through the committee to verify everything before it gets submitted to Nicole. SPEAKMAN stated that the idea already exists, because the recording secretary has to send the report to the committee for any edits before submitting it.
  - HODGSON stated that the administrative assistant should be carbon copied in emails having the agendas etc.
  - Regarding part 12: 15 (3) (d), GREHAN asked the committee members to talk to him before submitting anything to Students' Council. SPEAKMAN stated that it is unhealthy to have members directly going to Students' Council for the removal of another member without first notifying that member. She said that it should get brought up in the committee first. HODGSON stated that only Student's Council can to remove any member from the committee.
- Parts 13-14 (NON\_VOTING MEMBERS, and MISCELLANEOUS)
  - The committee found no points which needed change in parts 13 or 14.
- GREHAN stated that he will draft up the necessary changes to the Standing Orders.

#### What the bylaw committee wants to do in the coming year

- GREHAN stated that what the bylaw committee would be doing in the coming year can come from 3 different sources. Namely, individuals who want to make certain changes in bylaw, things brought up internally by the bylaw committee, and stuff referred from Students' Council.
- GREHAN said that the one big thing he wanted to work on was the "Conflict of Interest" bylaw. Furthermore, he added that members were free to bring their own ideas for potential bylaw changes and new bylaws to the committee. GREHAN stated that he would like the committee to come up with first principles for the "Conflict of Interest" bylaw at the next meeting. SPEAKMAN asked whether this would be

its own bylaw, or whether it would be added to an existing bylaw. GREHAN answered that he thought it would probably fit into an existing bylaw.

**3. CLOSED SESSION** *NIL*

**4. NEXT MEETING** *May 27, 2013 at 6.00 pm.*

**5. ADJOURNMENT** The meeting was adjourned at *7.18 pm.*