



# NOTICE OF MOTION REGARDING AMENDMENTS TO THE INTERNAL REGULATIONS OF COMMITTEE TERMS OF REFERENCE 2020-04-02

Submitted for: 2020-03-26

<b>Submitted to:</b>	SSMU Legislative Council	<b>Document no.:</b>	LEG-PUB-MOT-2020-03-26-001 (to be assigned by Steering)
<b>Moved by:</b>	Adam Gwiazda-Amsel <i>Vice-President (External Affairs)</i>	<b>Current Status:</b>	<input checked="" type="checkbox"/> FOR APPROVAL <input type="checkbox"/> APPROVED <input type="checkbox"/> POSTPONED <input type="checkbox"/> COMMITTED <input type="checkbox"/> NOT APPROVED
<b>Seconded by:</b>	Darshan Daryanani <i>Arts Representative</i>		

**Issue** As part of the larger effort to accessibilize our governance documents, certain sections of Policies formalizing committees are better placed within the ToRs. This motion seeks to formalize the Equity Complaints Committee

**Background and Rationale** Best practice informs this motion. The GSVP Committee as outlined in the GSVP was framed as a proper committee that can be referred to by its membership earlier this year.

In general, a member of a committee would expect to find its ToRs in the Committee ToR book, and not the Policy & Plan Book.

A determination was made to formalize this committee under the Board of Directors rather than the Legislative Council because its primary dealings are related to Human Resources.

For additional information, Committee Terms of Reference takes precedent over the Policies & Plans of the Society.

**Alignment with Mission** Accessibility of governance documents moves us toward a more institutionally sustainable organisation. It brings in people who do not want to wade through pages and pages of governance.



<b>Consultations Completed</b>	The committee’s term of reference are taken from a standardized template, and the content is drawn directly from the Equity Policy with no amendments.
<b>Risk Factors and Resource Implications</b>	The Committee Terms of Reference book will need to be updated to reflect this change by the Governance Manager and Communications Department.
<b>Sustainability Considerations</b>	As mentioned, social and institutional sustainability are bettered through this ongoing process of accessible governance.
<b>Impact of Decision and Next Steps</b>	The Communications Department will work with the Governance Manager to ensure the committee terms of reference book is properly updated.
<b>Motion or Resolution for Approval</b>	<i>Be It Resolved, That</i> the addition to the Internal Regulations of Committee Terms of Reference (Appendix A) be adopted.
<b>Results of the Vote</b>	In favour () Opposed () Abstain ()

## APPENDIX A: Equity Complaints Committee Terms of Reference

**4.1. Oversight** The Equity Complaints Committee shall be a Committee of the Board of Directors.

**4.2. General** The Equity Complaints Committee shall be responsible for responding to Complaints, including Informal and Formal Resolution.



#### 4.3. Responsibilities

Committee Chairs are empowered to:

- a. Respond to Complaints under the Equity Policy in order to facilitate an Informal Resolution Process;

All Committee Members are empowered to:

- b. Facilitate the Formal Resolution process. The member serving in this capacity may not, however, be the member who initially responded to the complaint;
- c. Consult other members of the Executive Committee as required in seeking the Resolution of a Complaint; and
- d. Investigate Complaints under the Equity Policy according to the Equity Complaint Process.

4.4. **Confidentiality** The Equity Complaints Committee must respect the confidentiality of the Equity Complaint at all times during the resolution processes, in consideration of the restrictions outlined in the Equity Policy.

4.5. **Membership** The GSVP Committee shall consist of:

- a. The two (2) Equity Commissioners;
- b. The Vice-President (University Affairs), unless the complaint being considered is against the Vice-President (University Affairs), in which case the SSMU President will take their place; and
- c. One (1) member of the Executive Committee as selected by the Equity Commissioners following the election of the incoming SSMU Executive Committee

4.6. **Mandatory Training** The Equity Officers must have received adequate equity training.

4.7. **Meetings** The Equity Complaints Committee will meet as needed.

4.8. **Reporting** A general summary of the number of Complaints received and the status of resolutions will be drafted for inclusion in the report of the Equity Committee to Legislative Council.