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# POLICY for the POLICY COMMITTEE

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As Compiled on March 22, 2022

By the Deputy Speaker

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Under the Supervision of the Speaker

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THE SOCIETY OF GRADUATE STUDENTS

*The University Western Ontario*

LONDON ONTARIO CANADA

2022

## 5.14 Policy Committee

### 5.14.1 Ratified

July 29, 2020

### 5.14.2 Mandate

A Standing Committee of the Society (Bylaw 2.9.5.11), the Policy Committee is mandated with maintaining the Policy Manual, consulting on policy for standing and ad-hoc committees and commissions as well as other SOGS policies, including but not limited to Committee, Financial, Operational, Personnel Policies, and drafting motion-based policies. The Policy Committee works in conjunction with the Bylaws and Constitution Committee to ensure consistency and cohesion within the Society's unified governing documents.

### 5.14.3 Membership

5.14.3.1. The Policy Committee shall have:

5.14.3.1.1. An Official Liaison, who shall be the President, in compliance with Bylaws 2.9.3.2 and 2.9.3.3.

5.14.3.1.2. The Policy Committee will elect:

5.14.3.1.2.1. A Chairperson, who shall:

5.14.3.1.2.1.1. be elected from amongst the committee members;

5.14.3.1.2.1.2. act in compliance with the Duties of the Chairperson (Bylaw 2.9.2), and;

5.14.3.1.2.1.3. fulfill the duties in Bylaw 2.9.5.11.1.

5.14.3.1.2.2. A Deputy Chairperson (if applicable), who shall assume the duties of the Chairperson at the discretion of the Chairperson or the committee or in the absence of the Chairperson.

5.14.3.1.3. The Deputy Speaker shall be a voting ex-officio member (Bylaw 2.9.5.11.2).

5.14.3.1.4. The Ombudsperson shall be a non-voting ex-officio member (Bylaw 2.2.7.5).

5.14.3.2. No member shall sit on the committee for more than twelve (12) months without re-ratification (Constitution 1.6.5.).

5.14.3.3. As per bylaw 2.9.4.2.2., the membership limit for the Policy Committee is set at thirteen (13) voting members, including the Chairperson and/or Deputy Chairperson.

### 5.14.4 Article II: Committee Management

5.14.4.1. The Policy Committee will act in accordance with bylaw 2.9.3.5 and 2.9.3.7 to determine quorum, bylaw 2.9.3.9 to manage and maintain attendance, and bylaw 2.9.4.2.1 to count votes.

#### 5.14.4.2. Voting Policies

- 5.14.4.2.1. Aside from the scheduled meetings (in-person or online), email voting is permitted with the following procedures:
  - 5.14.4.2.1.1. Voters are given at least one (1) full business day to respond to an email vote, at which point the vote shall be considered concluded;
  - 5.14.4.2.1.2. If any voting member objects to business being voted over email, the voting shall be prohibited for that particular piece of business.
- 5.14.4.2.2. All Committee members (including the Official Liaison, Chairperson, and ex-officio members) can hold up to three (3) proxies.
- 5.14.4.2.3. Non-committee members may attend as non-voting guests if invited by the Chairperson. Committee members may also request that non-committee members attend as non-voting guests.
- 5.14.4.2.4. Respectful abandonment: In the event of the failure of a voting member of the committee to attend two meetings during their term either in person or by proxy, the Chairperson may remove the member from the committee in accordance with the protocols listed in bylaw 2.9.3.9.
- 5.14.4.2.5. Roles and Responsibilities
  - 5.14.4.2.5.1. The Chairperson shall:
    - 5.14.4.2.5.1.1. be required to submit a written and present an oral report at the Annual General Meeting;
    - 5.14.4.2.5.1.2. submit committee member names to Council each May for re-ratification (article 1.6.5.1.);
    - 5.14.4.2.5.1.3. submit approved committee meeting minutes to be ratified at Council every month;
    - 5.14.4.2.5.1.4. sit, ex-officio, on the Bylaws and Constitution Committee;
    - 5.14.4.2.5.1.5. complete a transition document before the end of their term;
    - 5.14.4.2.5.1.6. upload the transition document onto the committee Google drive;
    - 5.14.4.2.5.1.7. request updated Committee Policy documents from all standing committees in February/March and upload it to the Google drive for archival purposes;
    - 5.14.4.2.5.1.8. Attend Council in order to relay passed Council Meeting motions affecting policy to the committee.
  - 5.14.4.2.5.2. The Official Liaison (President) shall:
    - 5.14.4.2.5.2.1. endeavour to attend all committee meetings;
    - 5.14.4.2.5.2.2. endeavour to engage in discussions regarding policy documents and operational concerns;
    - 5.14.4.2.5.2.3. bring reviewed policies to the PC for consultation prior to presenting the policies to Council.
  - 5.14.4.2.5.3. The Deputy Speaker shall:
    - 5.14.4.2.5.3.1. endeavour to attend all committee meetings;

- 5.14.4.2.5.3.2. endeavour to host joint meetings with the Chairperson;
- 5.14.4.2.5.3.3. endeavour to participate in email voting.
- 5.14.4.2.5.4. The Ombudsperson shall:
  - 5.14.4.2.5.4.1. endeavour to attend all committee meetings;
  - 5.14.4.2.5.4.2. consult with the policy committee regarding changes to the discipline manual.
- 5.14.4.2.5.5. Members shall:
  - 5.14.4.2.5.5.1. endeavour to attend all committee meetings;
  - 5.14.4.2.5.5.2. assign a proxy when unable to attend meetings;
  - 5.14.4.2.5.5.3. endeavour to read over all documents needed for the meeting;
  - 5.14.4.2.5.5.4. endeavour to participate in email voting.

### **5.14.5 Article III: Operations**

#### **5.14.5.1. The Policy Committee shall:**

- 5.14.5.1.1. meet at least once between meeting of Council;
- 5.14.5.1.2. review the motions database in order to discern and/or devise policies from it for systematic inclusion in a distinct Policy Manual that will be publicly available in the same manner as other documents of the Society;
- 5.14.5.1.3. draft motion-based policies so that the original intents of motions are not substantially altered;
- 5.14.5.1.4. react to motions of Council that affect the Policy Manual;
- 5.14.5.1.5. advise committees on their policy manuals (bylaw 2.9.4.1.);
- 5.14.5.1.6. advise and review other Society policy documents (e.g., Personnel Policy, Financial Policy, and Grad Club Policy);
- 5.14.5.1.7. Discern and/or devise policies from passed Council Meeting motions for inclusion in the Policy Manual(s) related to them.

#### **5.14.5.2. The Policy Committee shall complete the following annual review of policies:**

- 5.14.5.2.1. Policy Section of the Unified Documents:
  - 5.14.5.2.1.1. Must be reviewed once per year;
  - 5.14.5.2.1.2. Should be reviewed in consultation with the relevant parties for each section (e.g., Ombudsperson).
- 5.14.5.2.2. Committee Policy Documents:
  - 5.14.5.2.2.1. Overhaul review of all SOGS Committee Policy documents in May-June, or;
  - 5.14.5.2.2.2. As submitted for review at the request by other SOGS Committees or their Official Liaison.
- 5.14.5.2.3. Discipline Manual Review:

5.14.5.2.3.1. The Policy Committee shall review the Discipline Manual (Policy 3.2.) in consultation with the Ombudsperson.

5.14.5.2.4. Financial Policy Document:

5.14.5.2.4.1. The Policy Committee shall review the Financial Policy manual every year.

5.14.5.2.5. Operational Policies Documents:

5.14.5.2.5.1. SOGS Office Personnel Policy Manual;

5.14.5.2.5.2. Grad Club Personnel Policy Manual.

5.14.5.2.6. Other Policy Documents.

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