

# Policy Committee report

Date: December 17<sup>th</sup>, 2014

The Policy Committee met throughout the fall 2014 semester to review the current governing documents of the association and then begin the rewriting work.

Although the composition of the committee changed multiple times – necessary in order to find the perfect balance between policy experience, interest in the project, and awareness of the current context of the ECA –, its actual members never changed. The members are the following:

- Melissa Nielsen, BCE Representative;
- Iman Hassanein, Chairperson of Council;
- Chuck Wilson, Secretary of Council; and
- Emma Saboureau, President.

## 1 SCOPE OF THE CHANGES

---

There is a lot of confusion surrounding the current governing documents: some documents have been lost, the number of policies adopted is unclear, the amendments were not recorded, parts of the regulations are obsolete, and policies are contradictory. Therefore, only the By-Laws adopted in February 2006 and the Standing Regulations adopted in June 2010 are currently in use.

This makes it extremely difficult to interpret those documents and leads to very little accountability and a framework that doesn't reflect our current needs as an Association.

The committee has decided to rewrite all the documents in their entirety, starting with the By-Laws. The ruling documents will be divided in 2 categories:

- (1) **By-Laws**, adopted and amended by vote of the members (ie Referendum or Annual General Meeting); and the
- (2) **Book of Policies**, adopted and amended by resolution of the Advisory Council. The following will be included: mandates of the standing committees, mandate of the employees, member association governance policy, financial policy, administrative policy, special projects grants, elections and referenda, respectful conduct and complaint resolution policy.

The Policy committee did not take into account the Letters Patent.

## 2 TIMELINE

---

### ❖ Milestone 1: December - January

- Completion of Alpha (first draft)
- Alpha sent to Board of Directors for discussion
- Alpha sent to Patrice Blais (ECA's legal counsel) for review

- Alpha sent to selected members for discussion
- ❖ **Milestone 2: February - March**
  - Presentation of the new framework to Council
  - Completion of Beta (second draft) incorporating reviews
  - Start drafting Book of Policies
  - Beta sent to Council for discussion
- ❖ **Milestone 3: March - April**
  - Completion of RC1 (final version) incorporating reviews
  - RC1 sent to Council for approval
  - Referendum

### 3 CURRENT PROGRESS

---

An early version of the By-Laws, labeled Alpha, has been drafted. The document does not include some minor sections, but is being released in order to start the review process. The content of those sections should not have any effect on the essence of the documents as they either require the completion of other sections to be written (eg: definitions) or are to be determined by our legal counsel (eg: duties of a Director of a corporation, general meetings).