

**Policy Title:** Committees of the Board of Directors

**Policy Number:** 4

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**Attachment:** Committees' Terms of Reference

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## 1. Preamble

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In order to carry out its mandate, the Board of Directors (herein after referred to as the Board) may seek guidance from Committees of the Board as it deems necessary. The use of committees allows for issues to be studied in greater depth, the involvement of members not on the Board in the study of those issues, and the preparation of recommendations that will ensure Board activities are conducted effectively and efficiently.

While a committee's overall function is primarily advisory, it can still propose projects to the Board for consideration and approval.

The objective of this policy is to outline roles, responsibilities, and procedures related to Committees of the Board.

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## 2. Committees of the Board

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2.1 The Standing Committees of the Board are:

- i. Government Affairs Committee
- ii. Finance Committee
- iii. Academic Affairs Committee
- iv. Municipal Affairs Committee
- v. Student Experience Advisory Committee
- vi. Publications Committee
- vii. Internal Funding Committee
- viii. Committee of Presidents
- ix. Health Plan Oversight Committee
- x. Elections Committee
- xi. Co-operative and Experiential Education Committee

2.2 The Board may approve a motion for the formation of an Ad Hoc Committee (where a compelling need for same has been established) to provide recommendations to the Board on a specific matter(s). The motion to approve the formation of an Ad Hoc Committee shall state:

- i. the purpose of the committee.
- ii. the appointment of members.
- iii. the date by which the committee will report to the Board.
- iv. the date of dissolution (items stated in 2.2(i) to (iv) shall collectively form the committee's terms of reference).

- 2.3. Any recommendation for a deferral of the dissolution date shall be accompanied by a rationale, and projected date of completion of the Ad Hoc Committee's report or recommendation to the Board. Notwithstanding the foregoing, the Board may resolve to dissolve an ad hoc committee at any time.

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### **3. Composition and Membership of Committees**

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- 3.1. Composition of each Committee shall be stated in the Committee's Terms of Reference.
- 3.2. Membership of Board Committees shall be split between directors, at large students, and staff members in accordance with the terms of reference for each committee.
- 3.3. Directors' Membership of Committees: Directors can volunteer to serve in a committee they feel they can make significant contributions to due to their skill set, experience, or interests. Where there are no volunteers, the Board will nominate directors to fill available seats in a particular committee. Where on the other hand, the directors that volunteered are in excess of available seats, a vote is held by the board to determine who fills the seat(s) for that Committee.
- 3.4. At large students' Membership of Committees: Responsibilities of the members of each committee will be posted online and students interested in serving in a committee will apply by completing a template application form which includes (amongst other things) the reasons why they would like to serve on a particular Committee, the qualifications they bring to the committee, and how they intend to assist the Committee in achieving its mandate. The committee chair and vice chair will review the applications received and where necessary, interview the candidates to determine the best fit for the committee.
- 3.5. The President or Vice President may serve as Committee Chairs. Where there is a vacancy in the office of either the President or Vice President, the Board will appoint a member of the Committee as Chair.
- 3.6. Where a committee's terms of reference do not specify otherwise, the term of office of a committee member is until the end of the governing year of their appointment.

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### **4. Mandate of Board Committees**

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- 4.1. Standing Committees of the Board shall have the mandate as specified in the Committee's Terms of Reference. Ad Hoc Committees of the Board shall have the mandate specified in the enabling motion to form the Ad Hoc Committee.
- 4.2. The Board may also require a Committee of the Board to consider any other matter not included in their mandate. There is no authority vested in a Committee of the Board to change policy, expend funds, or to take executive action.

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### **5. Meetings of Committees**

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- 5.1. Unless otherwise specified in its terms of reference, quorum for a committee is simple majority of voting members.
- 5.2. Frequency of meetings for each committee shall be detailed in the Committee's terms of reference. Special meetings of any Committee may be scheduled by the Board, the Committee Chair, or any Officer.

- 5.3. Unless a committee's terms of reference provides otherwise, matters discussed at meetings will be determined by a majority of the votes cast. In the case of an equality of votes, the vote shall be deemed to have been lost.
- 5.4. Minutes shall be taken at all Committee meetings and shall contain a short summary of the discussions, a record of any decisions made, including any action items. Minutes shall normally be reviewed and approved at the next Committee meeting.
- 5.5. The approved minutes of meetings can be posted on the Corporation's website to maintain transparency.
- 5.6. Full time staff and student staff may attend committee meetings as requested to provide support and guidance. Full time staff and student staff will however be non-voting.

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## **6. Responsibilities of Committee Members**

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- 6.1. All members of a committee will actively participate in committee activities and are expected to:
  - i. Provide an opportunity for the greater student population to share experiences
  - ii. Provide strategic guidance to the Board based on high-quality research and feedback received from students on their experience in respect of matters being handled by the Committee
  - iii. Make recommendations that are in the best interest of the Corporation's long-range plan
  - iv. Assign day to day operation for investigation/work to full-time staff
- 6.2. Non-participation or prolonged absence from Committee meetings may lead to the removal of a member from the Committee, subject to Board approval.

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## **7. Additional Responsibilities of Committee Chairs**

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- 7.1. Committee Chairs (or their designates) have the following responsibilities in addition to the responsibilities stated above which applies to all committee members:
  - i. ensure strict adherence and fulfillment of their Committee's mandate;
  - ii. provide a written report to the Board at the last meeting in the calendar year which specifically identifies completed objectives from the work plan, as well as a detailed status report of objectives that are in progress at the end of the year;
  - iii. recommend to the Board the removal of a member from a Committee for reasons such as non-participation or prolonged absence from committee meetings/activities.

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## **8. Administrative Support Responsibilities**

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- 8.1 The Board will nominate either the Chair or one of the directors in each committee to liaise with full time staff members in carrying out the following duties:
  - i. Schedule committee meetings.
  - ii. Issue a call for agenda items from committee members for discussion.
  - iii. Create and distribute an agenda
  - iv. Create and distribute minutes for each meeting to all committee members and the Manager of Advocacy and Stakeholder Relations (where applicable).

- v. Ensure records of the committee's activities are accurately stored and maintained in digital files.
- vi. Create a termly summary report of the feedback, advice, and solutions generated by each committee.
- vii. Facilitating and maintaining a respectful, safe, and inclusive environment for all committee members.

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## **9. University and External Committees**

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- 9.1. External and Committees of the University requesting the attendance of undergraduate member(s) include (but is not limited to):
  - i. Co-operative & Experiential Learning Advisory Committee
  - ii. Student Services Advisory Committee
  - iii. Undergraduate Student Relations Committee
  - iv. President's Advisory Committee on Design
  - v. President's Advisory Committee on Sustainability
  - vi. Policy 70 Drafting Committee
  - vii. Alternative Credentials Approval Committee
  - viii. City of Waterloo Town & Gown Committee
  - ix. Town and Gown Association of Ontario
    - x. City of Waterloo Cohesion Working Group
  - xi. Active Transportation Advisory Committee (Region of Waterloo)
  - xii. Student Safety Group (WRPS)
  
- 9.2. Details of these committees such as appointments and the expectations of appointees will be contained in their respective terms of reference.

## **Appendix 1**

### **Terms of Reference – Government Affairs Committee**

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#### **Membership**

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The voting membership shall include:

1. The Vice President, who shall be Chair of the Committee.
2. Three (3) non-officer Directors, one of whom shall be elected by the Committee as Vice Chair
3. Three (3) at-large students, preferably one international student

The non-voting membership shall include the Executive Director and/or their designate(s), as resource member(s)

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#### **Meetings**

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The Committee will meet approximately once every month.

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#### **Mandate**

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The Government Affairs Committee will provide recommendations to the Board on matters relating to provincial and federal advocacy and policy papers from external student advocacy groups.

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#### **Responsibilities**

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1. Monitor provincial and federal government activities that may impact students.
2. Assist in preparing official student responses to these governmental activities and ensure the University officials are aware of the position of students.
3. Advise on matters generally pertaining to Government Affairs and assist the Board with pre-budget submission.
4. Assist in the drafting, promoting and reviewing surveys related to provincial and federal advocacy campaigns.
5. Assist in reviewing and editing Ontario Undergraduate Student Alliance (OUSA) and Undergraduates of Canadian Research -Intensive Universities (UCRU) policy papers.

## Appendix 2

### Terms of Reference – Finance Committee

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#### Membership

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The voting membership shall include:

1. Four (4) non-officer Directors, one of whom shall be elected by the Committee as Chair
2. The President, who shall be Vice Chair of the Committee

The non-voting membership shall include:

1. The Executive Director
2. The Financial Officer
3. Any individual as deemed appropriate by the voting members of the Committee who shall serve as a non-voting resource member

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#### Meetings

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The Committee will meet several times throughout the year, particularly in the first term (spring term) of their mandate.

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#### Mandate

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The Finance Committee will monitor, evaluate, advise and make recommendations to the Board with respect to significant financial matters and policies of the Corporation. The Committee shall also consider any other matter delegated by the Board.

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#### Responsibilities

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##### *Audit*

1. Review the external audit plan annually regarding the scope and cost of the audit
2. Assess, independence of the external auditor, the overall approach and the related fees
3. Recommend annually to the Board the (re)appointment of external auditors and fees
4. Review the audited financial statements before approval by the Board of Directors.
5. Approve annually any internal audit plans that may arise, and report accordingly to the Board of Directors
6. Review contentious issues, including actual or anticipated litigation, with material financial impact
7. Assess the risk of fraud and ensure appropriate oversight processes to assist in the prevention and detection fraud
8. Review reports to management from the auditors and verify that management has taken appropriate corrective action (where applicable).

##### *Risk Management*

1. Monitor the general effectiveness of the risk management environment
2. Receive and consider reports on significant risks or exposures to the Corporation and review the management of such cases
3. Review the status of risk management initiatives and emerging issues that have the potential to impact the Corporation's risk profile.
4. Report findings and recommendation on risk management to the Board.

### *Budget*

1. Assist with budget preparation in accordance with the Bylaws, Policies, and Procedures governing budget and appropriations
2. Review year-to-date expenditures and ensure consistency with the approved budget, except where restricted by Board
3. Assess budget-to-actuals and make recommendations to the Board
4. Continuously review and recommend improvements to procedure governing budget, appropriations, and student levies

### *Capital Fund & SLC Maintenance and Capital Fund*

1. Develop and no less than annually perform a review of a five (5) year capital improvement plan for those student commons, spaces, and buildings which are owned, operated, or managed by students, for recommendation to the Board
2. Approve, on behalf of the Board, all capital, renovation, or construction projects budgeted for in the approved budget or from discretionary budget allowances up to a maximum of \$500,000; and make recommendations to the Board of Directors regarding such projects exceeding \$500,000, including (without limitation) the appointment of architects and design consultants, the business plan and specific project budget, the design, and the award of construction contracts, where appropriate.
3. Ensure that the interest of students is considered in all decisions relating to student buildings, commons and other spaces
4. Oversee student space planning, development activity and prudent environmental sustainability projects
5. Report annually to the Board of Directors on all matters related to space planning issues, student works, and capital projects operated by the Corporation.

### *Savings and Investments*

1. The Executive Director shall be responsible for the regular monitoring of all three accounts. The Executive Director will provide quarterly reports of investment performance to the Committee.

### *Additional Responsibility*

1. The Finance Committee may be saddled with the responsibilities of the Internal Funding Committee (IFC) where the IFC becomes inactive.

## Appendix 3

### Terms of Reference – Academic Affairs Committee

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#### Membership

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The voting membership shall include:

1. The President, who shall be Chair of the Committee
2. Three (3) non-officer Directors, one of whom shall be elected by the Committee as Vice Chair
3. The Vice President, Academic or equivalent of the faculty, Affiliated and Federated Institutions of Waterloo (AFIW), and satellite campus student societies
4. Three (3) at-large students, elected by the Board of Directors

The non-voting membership shall include:

1. The undergraduate members of the Senate of the University of Waterloo
2. The Executive Director and/or their designate(s), as resource member(s)

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#### Meetings

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The Committee will meet approximately once every month.

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#### Mandate

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The Academic Affairs Committee is concerned with matters affecting the teaching, learning, research, assessment, tuition and course-related fees, faculty society advocacy (as it pertains to academics), university policies, textbooks and other learning materials, student financial aid, degree requirements, and course calendar.

Academics are the core component of the student experience and result in some of the greatest stressors during a student's time at Waterloo. Academic stressors that could be the subject of discussion of a student advisory committee include academic appeals, academic integrity, student-facing academic policies and procedures, and academic resources such as textbooks, OERs, and learning platforms.

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#### Responsibilities

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1. Create and foster an open channel of communication for students to share their academic-related issues and concerns.
2. Review the current academic environment, identify current and emerging student concerns and issues related to academics, and suggest solutions.
3. Evaluate existing academic policies, procedures, and learning resource approaches to identify gaps and areas for improvement.
4. Determine key areas for student education related to academic policies, procedures, and learning resources
5. Provide local student voices to advocacy-related efforts when required



## Appendix 4

### Terms of Reference – Municipal Affairs Committee

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#### Membership

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The voting membership shall include:

1. The Vice President, who shall be Chair of the Committee
2. Three (3) non-officer Directors, one of whom shall be elected by the Committee as Vice Chair
3. Three (3) at-large students, elected by the Board of Directors

The non-voting membership shall include:

1. The Presidents of the satellite campus student societies
2. The Executive Director and/or their designate(s), as resource member(s)

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#### Meetings

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The Committee will meet approximately once every month.

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#### Mandate

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The Committee advocates for students on a regional and municipal level regarding issues such as student housing (on and off campus housing), transit, active transportation, unsanctioned street gatherings, By-law enforcement, regional policing, and neighborhood community engagement.

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#### Responsibilities

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1. Work with local organizations and build on ties established with the municipal government and surrounding community.
2. Discuss issues and suggestions received from the student community that relate to municipal affairs
3. Articulate current student needs as they pertain to municipal/regional issues and recommend strategy for addressing such needs

## Appendix 5

### Terms of Reference – Student Experience Advisory Committee

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#### Membership

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The voting membership shall include:

1. The President, who shall be Chair of the Committee
2. The President, or designate, of each of the faculty student societies
3. Three (3) non-officer Directors, one of whom shall be elected by the Committee as Vice Chair
4. Three (3) at-large students, preferably include one international student, elected by the Board of Directors

The non-voting membership shall include:

1. One co-ordinator/representative of each of the Corporation's student-run service deemed by the Board as relevant to this committee
2. Members of the Student Services Advisory Committee and Undergraduate Student Relations Committee, or any successor to these University committees
3. The Executive Director and/or their designate(s), as resource member(s)

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#### Meetings

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The Committee will meet approximately once every month.

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#### Mandate

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This Committee will provide guidance on non-academic on-campus issues, campus wellness, campus safety, on-campus housing, sexual and gender-based violence response and prevention, equity, issues with specific on-campus support units and environmental sustainability.

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#### Responsibilities

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1. Analyze the available services that support the student experience, excluding indigenous and health & wellness related services provided by the University of Waterloo community
2. Identify current and emerging student concerns and issues related to campus services and student life, and brainstorm solutions.
3. Receive and discuss student issues and suggestions made by the Waterloo community related to campus services and student life
4. Approve advocacy initiatives presented by the Corporation's student-run services
5. Provide local student voices to advocacy-related efforts when required

## Appendix 6

### Terms of Reference – Publications Committee

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#### Background/Mandate

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The Corporation is the owner of various Student Publications and the campus newspaper. The Board of Directors has a fiduciary responsibility to supervise the management of all the affairs of the Corporation, including Student Publications. The Board of Directors' composition includes some selected student representatives, who may be the subject of published news and editorial coverage, making it challenging for the Board of Directors to provide direct and wholly independent governance for all aspects of publication.

In order to minimize this potential conflict of interest posed by the above challenge, the Publications Committee shall be constituted to act as fiduciaries for the various Student Publications and offer objective recommendations to the Board of Directors or make decisions in accordance with the authority provided under this procedure, as the case may be, pertaining to: strategy, operating procedures and guidelines, and finance.

Subject to the provisions above, the Publications Committee serves as an autonomous management committee for the Corporation's student publications, providing general oversight in accordance with the duties and responsibilities set out below, under the ultimate authority of the Board of Directors.

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#### Membership

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The voting membership shall include:

1. The Vice President, who shall be Chair of the Committee
2. One (1) individual who is not a University of Waterloo undergraduate student but is a community member including, but not limited to, Faculty, voting, for a term of two (2) years, renewable once up to a maximum of four (4) years;
3. One non-Executive voting member of the Board of Directors
4. Publisher
5. Three (3) at-large students elected by the Board of Directors

The non-voting membership shall include:

1. The Executive Director and/or their designate(s), as resource member(s)
2. Those other non-voting resource members who the Publications Committee may, from time to time, see fit to appoint

Any member, with the exception of the chairperson, Publisher, and members ex officio, may be removed from the Publications Committee by the passage of two-thirds of the voting members of a motion to that effect. The Publisher may only be removed by the Board of Directors, in the case of termination or suspension, where recommended by the Publications Committee.

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#### Meetings

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The Committee will meet at least once per term but may meet more frequently if justified by the workload.

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## Responsibilities

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1. Provide regular reports to the Board of Directors regarding student publications, including, the operational updates and progress on key performance indicators as may be set from time to time by the Publications Committee or requested by the Board of Directors.
2. Make recommendations regarding policy, strategy, and any other matter of business matters to the Board of Directors as it deems necessary for the effective execution of its duties.
3. Review the finances of student publications, including the budgets, internal audits, and external audits thereof
4. Advise the President and Board of Directors on relevant insurance coverage that may, from time to time, be deemed advisable
5. Regulate the chartering, administration, discipline, and disbandment of student publications in accordance with the Policy
6. Adjudicate editorial complaints that have not been resolved by the Publisher, in accordance with applicable procedures as set by the Publications Committee
7. Regulate the appeal mechanisms for, and determine a decision on final appeal of, any alleged breaches whether claimed by a Student Publication or the Publisher of the Policy, a Student Publication's Charter, operating procedures, or other matters of germane to student publications.
8. The Publications Committee shall be responsible for the interpretation of the charters and other governing documents of Student Publications, with a deference to historical precedent and editorial independence.

**Appendix 7**  
**Terms of Reference – Internal Funding Committee**

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**Membership**

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The voting membership shall include:

1. The Vice-President, who shall be chair;
2. Three (3) non-officer Directors;
3. Two (2) students at-large;

The non-voting membership shall include:

1. The Director of Campus Life, as a non-voting resource member;
2. Accounting Assistant – Account Payable/Receivable; and
3. Those other members as determined by the voting membership of the Committee.

The Chair may, from time to time, request the service of a member of the Committee on the SLEF Board of Directors should a vacancy arise on the Board

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**Meetings**

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The committee will meet as necessary to fulfill its duties.

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**Mandate**

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This Committee will provide guidance on administration of the Equity, Opportunity, and Innovation Fund, the Special Projects Fund and Student Life Endowment Fund

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**Responsibilities**

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1. Administer and govern the Equity, Opportunity, and Innovation (EOI) Fund and the Special Projects Fund in accordance with the appropriate procedures.
2. Serve as the Funding Committee for and administer the Student Life Endowment Fund (SLEF)
3. To make recommendations to the Board on good governance, financial position, and administration of the Funds in the Committee's charge.

## Appendix 8

### Terms of Reference – Committee of Presidents

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#### Membership

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The voting membership shall include:

1. President of the Federation of Students, University of Waterloo who shall be chairperson;
2. Presidents of the following recognized constituency societies:
  - i. Waterloo Architecture Students Association,
  - ii. Arts Student Union,
  - iii. Engineering Society A, and Engineering Society B
  - iv. Environment Students Society
  - v. Math Society
  - vi. Science Society
  - vii. Applied Health Sciences Undergraduate Members
  - viii. Society of Pharmacy Students
  - ix. University of Waterloo Optometry Student Society (UWOSS); and
  - x. Presidents of any other student associations of satellite campuses of the University of Waterloo.
3. Presidents of the Student Associations of the Affiliated and Federated Institutions of Waterloo.

The following shall be non-voting members of the Committee of Presidents:

1. President of the Graduate Students' Association
2. Presidents of any other organization which may be recognized by the Board as solely representing students in a particular academic area.
3. Those other parties, as non-voting members, as determined by the voting membership of the Committee.

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#### Meetings

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1. The Committee will meet at least once every month.
2. All decisions shall be carried by a  $\frac{2}{3}$ -majority vote in the affirmative, save for any amendments to the Societies Agreement which shall require unanimous approval of all members of the Committee with at least 5 business days of notice having been provided.

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#### Responsibilities

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1. To maintain and promote communication, liaison, and coordination between the Corporation and the Faculty Student organizations.
2. To maintain, uphold, and review the November 1968 Federation-Societies Agreement (a Corporate Policy) or any such statement to follow afterwards.
3. To establish new sub-committees, and abolish or merge old sub-committees, as required.
4. To formulate its own policies and procedures in accordance with the Federation's policies and bylaws and the 1968 Federation-Societies Agreement or its successor. Notice of policies or procedures approved by the Committee to enter into force shall be provided to Board who shall ensure records of the same are included in the appropriate manuals.
5. To encourage and develop student representation in all sectors of the University of Waterloo and to advise the President on decisions made regarding University representation including the business of the University Senate and Board of Governors.
6. Provide advice on or approval of student appointments made by the President, in accordance with the procedure.

## Appendix 9

### Terms of Reference – Health Plan Oversight Committee

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#### Membership

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The voting membership shall include:

1. Vice President (WUSA), who shall serve as co-chair,
2. President (GSA), who shall serve as co-chair
3. President (WUSA),
4. Vice President (GSA)
5. General Manager (WUSA)
6. Executive Manager (GSA)

The non-voting membership shall include the Executive Director and/or their designate(s), as resource member(s)

1. UWaterloo Health Services Representative,
2. UWaterloo Counselling Services Representative,
3. Plan Administrator or Vendor Representative,
4. All other the parties as the Committee may, from time to time, determine

An Executive Sub-Committee consisting of the Committee co-chairs (or designates) shall exist to represent the Committee, negotiate on the Committee's behalf, and make recommendations to the Committee as it deems appropriate.

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#### Meetings

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The Committee will meet at least once per term. Additional meetings may be held as required by the decision of the co-chairs.

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#### Mandate

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The purpose of this Committee is to oversee the administration of the University of Waterloo Student Health Plan and the Student Assistance Plan (collectively referred to as the "Plan"). As policy holders of the Plan, the Waterloo Undergraduate Student Association (WUSA) and the Graduate Student Association (GSA) have need of information and guidance when making decisions regarding the management of the Plan. This Committee will allow policy holders access to resource members who have expertise and historical knowledge of the Plan.

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#### Responsibilities

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1. Maintain the financial sustainability of the Plan;
2. Ensure the Plan provides the best value to students;
3. Grant or deny, or delegate authority for the same, the coverage of special claims submitted by student members based on the following criteria:
  - i. The validity of the medical case presented by the student and their physician,
  - ii. The financial impact on the Plan, and
  - iii. The improvement of the student's well-being and academic success;
4. To receive reports from and seek expert clinical advice from resource members in the management of the Plan;

5. Determine Plan coverage, service levels, and make decisions regarding addition, suspension, removal, and review of Plan offerings;
6. Review and make recommendations to the Vice President, President, and Board of Directors regarding Plan vendor contracts; and
7. To review and determine appropriate resolution of any matters or questions regarding the Plan.



## Appendix 10

### Terms of Reference – Elections and Referenda Committee

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#### Membership

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The voting membership shall include:

1. Four (4) full members of the Corporation as elected by Board, and the Chief Returning Officer, who shall be Chair.
2. Normally, at least [2] of these members shall be at-large members of the Federation of Students. Under no circumstances shall any voting member of ERC be a candidate for an active Election or By-election, join a referendum committee, endorse, or campaign on behalf of any candidate, team or referendum position.
3. The Executive Director as a non-voting resource member.

The non-voting membership shall include the Executive Director and/or their designate(s), as resource member(s)

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#### Meetings

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The Committee will meet approximately once every month.

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#### Mandate

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The Elections & Referenda Committee (ERC), through the Chief Returning Officer (CRO) of the Federation of Students, is responsible for the oversight, and the fair and impartial execution of all Elections, By-elections, and Referenda administered by the Federation of Students.

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#### Responsibilities of the ERC

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1. Act impartially and shall not show or promote bias towards any candidate, campaign team, or referendum committee during any Electoral Event for which they are a member of the ERC.
2. Not sign any nomination form of any candidate or any document related to a referendum position during any Electoral Event for which they are a member of ERC.
3. The Board shall always reserve the right, by a two-thirds (2/3) majority vote, to remove or replace any member of ERC due to a real or perceived conflict of interest, misconduct, or breach of any of the rules and regulations set herein.
4. Additional duties and responsibilities of the ERC shall include, but not be limited to, the following:
  - i. Final adjudication and ruling on all appeals to decisions made by the Federation's CRO during an active Electoral Event
  - ii. Ruling on all allegations for which the recommended or determined penalty is disqualification or rescission of a member's candidacy in an Electoral Event
  - iii. Having sufficient and adequate knowledge of the Elections & Referenda Procedures of Board to review and rule on all appeals to decisions made by Elections & Referenda Officers and the Chief Returning Officer
  - iv. In conjunction with the CRO, EROs, Executive Director, and all other relevant persons, reviewing the Elections & Referenda Procedures and suggesting amendments to or rescission of any portion of these procedures they deem advisable

- v. Working in conjunction with the Chief Returning Officer and other relevant Officers of the Corporation or Board to propose solutions to issues arising during an active election, by-election, or referendum
- vi. Determining Referenda wording, and ensuring that fair, unbiased language is used
- vii. Approving the timelines and dates of each Election, By-election, and Referendum
- viii. Providing feedback on other aspects of Electoral Events, as necessary
- ix. In accordance with the Bylaws, referring all matters relating to Electoral Events of substantial controversy to Board.
- x. Assisting the Chief Returning Officer in the execution and operation of Electoral Events.

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### **Responsibilities of the Chief Returning Officer (CRO)**

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1. Being an authority on interpretations of the Federation of Students Elections and Referenda Procedure, subject to the policies and by-laws of the Federation of Students and any interpretations thereof
2. Receiving any and all appeals on rulings made by any of the Federation's EROs during an active Electoral Event and where necessary convening the ERC to execute its duties
3. Conducting independent reviews and appeals of any rulings of EROs and issuing an appellate decision for the matter in question
4. Ensuring that the Elections & Referenda Procedures and all relevant rules and regulations of the Federation and the University are upheld during any and all Elections, By-elections, and Referenda
5. Running any All-Candidates Meetings with the support of any EROs
6. Together with the appropriate officers and staff, preparing the transition and orientation of their replacement, ensuring continuity of the role, with consideration of the needs of the incoming CRO
7. Planning regularly scheduled Electoral Events, in consultation with relevant staff and compliance with procedure
8. Normally serving as the Chair of the Elections & Referenda Committee (ERC), and executing those duties associated with and required of a Chairperson
9. Approving all informational packages and content issued by the Federation for all candidates and referendum campaign committees
10. Notwithstanding the President as the primary spokesperson of the Federation of Students, being the official spokesperson for the ERC, and for those responsibilities delegated or required of ERC
11. In conjunction with the appropriate Administrators, preparing a debrief report, including a summary of all allegations and appeals, of the any Elections, By-elections, and Referenda for public access and, if necessary, presentation of the same, within sixty (60) days of the conclusion of such Electoral Events
12. In conjunction with the Executive Director and one (1) additional member of the ERC, serve as a scrutineer for the initial viewing of results of all Electoral Events after its associated Polling Period
13. In conjunction with relevant Administrators, confirm and publish for ratification at the next possible General Meeting or meeting of Board the official results of the Electoral Event
14. Other duties arising from or relating to the above, as required.

### **Qualifications of the CRO**

The Chief Returning Officer shall be hired by the Board based on their qualifications to manage and oversee election and referenda processes

1. Normally the CRO shall be hired at the beginning of the governing year, at the first meeting of Board
2. Under no circumstances shall the CRO be a candidate for an active Election or By-election, join a Referendum committee, endorse, or campaign on behalf of any candidate, team or referendum position

3. Moreover, the CRO shall sign a statement of intent not to participate in any other capacity in an Electoral Event, except for casting their ballot if they are eligible to do so

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### **Electoral and Referenda Officer (ERO)**

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1. There shall be at least one (1) Electoral & Referenda Officer (ERO) per Electoral Event, who is a full undergraduate member of the Federation of Students, and who shall be hired by and liaise with the Federation of Students' Chief Returning Officer and Executive Director for the period of one Electoral Event at a time, unless otherwise determined by the CRO.
2. Under no circumstances shall any ERO be a candidate for an active Election or By-election, join a Referendum committee, endorse, or campaign on behalf of any candidate, campaign team or referendum position.
3. Responsibilities and duties of the ERO shall include the following:
  - (i) Being an authority on interpretations of the Federation of Students Elections and Referenda Procedures, subject to the policies and by-laws of the Federation of Students, and interpretations and rulings of the CRO
  - (ii) Determine whether a candidate, team of candidates or campaign committee has violated the Election & Referenda Procedures,
  - (iii) With the assistance of the Executive Director and CRO, ensuring that candidates, campaign teams, and referendum committees are informed and aware of these procedures, and any other by-laws, policies, and procedures, as it pertains to Elections & Referenda
  - (iv) Supporting the CRO with running any All-Candidates Meetings in pursuit of the above
  - (v) Adjudicating allegations of misconduct or breach of any provision provided in this procedure
  - (vi) Assessing penalties against candidates, campaign teams, or referendum committees found to have been acting in violation of any portion of these procedures
    - a) In all cases where the resulting penalty is disqualification or any other decision which may result in the rescission of a member's candidacy, the matter shall be referred to the CRO for resolution as soon as feasible
  - (vii) Enforcing reporting of and verifying all campaign spending by all candidates, campaign teams, and referendum committees and reporting the same to the CRO
  - (viii) Assessing Fair Market Value, determining campaign reimbursements, and ensuring compliance of Section G of these procedures, Budgets & Spending Limits
  - (ix) Remaining impartial and unbiased in all Elections and Referendum matters and ensuring that the Elections and Referenda are fairly run,
  - (x) Assisting the CRO in settling, recording, and publishing all allegations and disputes between candidates and teams, and
  - (xi) Additional duties and responsibilities as assigned by the CRO and/or the ERC

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### **Polling Clerks**

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1. There shall be multiple polling clerks hired to ensure the smooth operation of each polling location for the duration of the Polling Period.
2. All Polling Clerks shall be hired by and liaise with the Federation of Students' Chief Returning Officer and Executive Director. This shall not exclude the use of the Federation's promotional teams serving in such capacity.
3. Under no circumstances shall any Polling Clerk be a candidate for an active Election or By-election, join a Referendum committee, endorse, or campaign on behalf of any candidate, team or referendum position. Nor shall Polling Clerks be any full-time staff member of the Federation of Students.
4. The duties of the Polling Clerks shall include:

- (i) Being familiar with and upholding Section K of these procedures
- (ii) Being the first point of contact and a resource for all voters
- (iii) Verifying the eligibility of all voters
- (iv) Administering online and paper ballots, and enabling voters to cast their vote,
- (v) Monitoring the voting area to which they are assigned
- (vi) Assisting students with voting process on the days of elections, and
- (vii) Other duties assigned by the Chief Returning Officer and Executive Director.

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## **Executive Director**

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1. The Executive Director, or another party designated by the Executive Director serves as a resource for all electoral matters of the Federation and shall assist the CRO in serving as the main point of contact with candidates and committees in any electoral event.
2. The Executive Director's duties and responsibilities as it pertains to Elections & Referenda shall include the following:
  - (i) Serving as a non-voting resource member of the ERC.
  - (ii) Supporting the hiring, oversight, and adequate and sufficient training of all Polling Clerks
  - (iii) Assisting the CRO with oversight of the operation of all polls during the Polling Periods of all Electoral Events
  - (iv) Assisting the CRO in the preparation and execution of the All-Candidates' Meeting
  - (v) The Preparation of any informational materials and packages for approval by the CRO
  - (vi) Verifying Nomination Forms for all Electoral Events
  - (vii) In conjunction with the CRO and one (1) additional voting member of the ERC, serve as a scrutineer for the initial viewing of results of all Electoral Events after its associated Polling Period

## Appendix 11

### Terms of Reference – Co-operative and Experiential Education Committee

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#### Membership

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The voting membership shall include:

1. Four (4) directors, one of whom shall be Chair.
2. Two (2) students-at-large enrolled in co-op.

The following shall be non-voting members of the Committee:

1. Faculty Society student representatives of the Co-operative Education Council or a designated student enrolled in a co-op program.
2. Representatives from respective student societies operating at a satellite campus and Affiliated and Federated Institutions of Waterloo that offer co-op programs (Cambridge, Kitchener, St. Jerome's, Renison) enrolled in co-op.
3. Co-op Student Experience Manager.
4. Other staff from the Co-operative Education Department, at the invitation of the Chair

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#### Meetings

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The Committee will meet at least three times per academic term.

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#### Mandate

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The Co-operative Advisory Committee provides a forum for students to advise committee members and Co-operative Education Department staff of attitudes and opinions towards existing operations relating to co-operative education and to provide suggestions and advice for improvement.

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#### Responsibilities

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1. Facilitate regular feedback channels between undergraduate students, the Co-operative Education Department (CE) and the Corporation on issues relating to co-operative education.
2. Advise on CE operational issues such as:
  - job placement software (e.g. WaterlooWorks).
  - student-staff relationships at CE.
  - student support through co-op process
  - progress on CE projects.
  - employment standards.
  - availability and diversity of jobs.