Attendance

Records not clear

Introductions

Call to Order: 12:00pm

Required Time for Job Postings

Consensus: Change from 2 weeks to 5 business days.

Communicating Council Decisions to Staff

Sometimes staff not aware of council decisions, i.e. who is new committee chair, etc.

Someone should be responsible for communicating this stuff.

Probably President or VP Academic and University Affairs (who theoretically delivers info to the council)

Conclusion: President makes most sense for delivering info out of council and to the staff.

Include HR and GM in Code for Hiring Managers

Decision to change code to reflect this goal.

Discussion: Elections Review

Start Elections Review after Feb. 9, after we get the Elections Review Report (from Erik - he wants to attend)

- set a time for discussion of slates/third-party rules

- set time to discuss changes to Resource Groups (after Elections Review)

Adjournment
AMS Legislative Procedures Committee

Minutes of September 20, 2011

Attendance

Present: Kyle Warwick (Chair), Eric Gauf (Law), Elin Tayyar (VP Finance), Carven Li (Proxy for Michael Haack, Arts), Noushin Moshgabadi (Proxy for Bahador Moosavi, GSS), Ignacio Rodriguez (Science), Mirko Carich (At-Large), Sheldon Goldfarb (Archivist-Researcher)

Guests: David Hannigan (Senior HR Manager),

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 12:06pm

Introductions

Approval of Agenda

The agenda was adopted by consensus.

Approval of Minutes

Moved: Ignacio Rodriguez Seconded: Carven Li

That the minutes of September 12, 2011 be approved.

The motion carries unanimously.

UBC-O Visiting Student UPASS Eligibility

Kyle: Jeremy has been working on an immediate solution to the fact that these visiting students are not eligible for the UPASS program, as a result of the new UPASS BC contract.

Consensus: Direct Sheldon to draft code putting these students in a similar category as exchange students. Have Jeremy look over this code before granting final approval.
**Student At-Large Definition (for Committee Appointments)**

Kyle: I was surprised to learn that SAC members are not members at large for the purposes of committee appointments. It might be worth discussing whether this restriction is correct, or whether similar restrictions are needed. It is a philosophical question of whether you think committee spots should be spread evenly, or if you think that this can penalize the most qualified candidates.

Eric: Given tremendous level of competition for at-large seats, we should generally spread the seats around.

Ignacio: Disagrees.

Consensus: Budget committee is a special case, given that it works mostly on a specific project. Membership on Budget Committee should not affect eligibility for other committees. No decision to remover other restrictions. Sheldon is directed to draft code changes to this effect.

**Resource Group Membership**

Kyle: As a result of the recent referendum, it is now possible for students to opt out the Resource Group fee. However, as code currently stands, they still have to be allowed to be members of the Resource Groups. Colour Connected Against Racism was asking about this, but it isn't clear if they have a strong preference one way or another.

Sheldon: Important to note that this council has given this committee a larger mandate to review the Resource Groups in general.

Consensus: Kyle is directed to consult with the Resource Groups to find out their preferences. Sheldon is directed to draft a code change that would give Resource Groups the right to exclude those who opt-out of their fees from membership, but this draft amendment will not be voted on until hearing from the Resource Groups.

**Communication Policy Update**

Kyle: We are waiting for some executive input before proceeding to vote this.

Ignacio: Important to make a slight amendment to the proposal. It should explicitly prohibit the President from communicating policies that are in contravention of official AMS policies.
Although this is already implied in other parts of code, previous cases show the need for this to be made completely explicit.

Consensus: Direct Sheldon to make this change. Ensure that Jeremy and Katherine review this newly amended code proposal before it comes to a vote.

**ECSS Update**

Kyle: To update new members, the ECSS position is currently in an odd position, because it is the only position in the Services or Student Government to have not received a pay adjustment recently. The position will likely be changing in nature when the AMS hires a Director of Student Government support, so it may be premature to make too many changes prior to this point. LPC will have a role to play once the job description is changed (for the next ECSS).

**Joint Agenda/Executive Meetings Update**

Kyle: Another update for the new members. Jeremy would like these two committees to have joint meetings. Similar groups exist at several other student governments. The plan is to have a meeting, and see how it works, before codifying all the rules associated with it.

**Performance Accountability Restriction (PAR) Code Amendment**

Kyle: The code has been circulated already. It was prepared in consultation with Sheldon and with David Hannigan, the Senior HR Manager. Does anyone have any recommended changes?

Ignacio: Would like to see the performance of the executive team accounted for in part of the payment.

Eric: Agrees.

Kyle: Based on my experience observing previous executive teams this is definitely a good idea if possible, but I'm not sure how to operationalize this. I will try to bring David Hannigan over.

Consensus: Kyle to attempt to bring David Hannigan to the meeting. The committee will discuss the Cold Beverage Exclusivity Policy until that point.

**Cold Beverage Exclusivity Policy**
Committee members are briefed on the state of the current policy, the historical context that led to its adoption, and the views of the Director of Operations, the VP Finance, and the President on this policy. No decision was made.

PAR

David Hannigan: Difficult to make the incentives too group based. Could create unfairness for the harder working executives.

Ignacio: We need some degree of collective responsibility to avoid executives going into silos and undermining each other, as in previous years.

Sheldon: Much of that is already achieved in other sections of this code amendment, such as the requirement that Exec Com needs to approve the goals in the executive business plans.

Ignacio: True, but some amount of collective responsibility still needed.

David: Possibly the only fair way to do this would be to reward or penalize the performance of the executive committee, such as submission of minutes and holding regular meetings.

Eric: Relatively good solution: These requirements serve as decent indicators of more substantive forms of cooperation.

Consensus: The proposal should be amended to make 10% of the PAR based on Executive Committee performance, by reducing the weighting of the business plans to 70%, and reducing the weighting of the baseline responsibilities to 20%.

Moved: Eric Gauf
Seconded: Ignacio Rodriguez

BIRT LPC recommend the amended Performance Accountability Restriction Code Changes to Council.

*The motion carries unanimously.*

Employee Handbooks: Health and Safety Policy
Kyle: I just talked with David, and he is okay with us adding the recently adopted AMS Health and Safety Policy to the Employee Handbooks. I would recommend that we do this now.

Moved: Ignacio Rodriguez  
Seconded: Mirko Carich

BIRT LPC recommend that council amend the Employee Handbooks, by adding the AMS Health and Safety Policy.

*The motion carries unanimously.*

**Next Meeting**

The next scheduled meeting will be during the next week. The exact date will be set once the remainder of the committee completes the Doodle poll.

**Adjourn**

The meeting was adjourned at 1:44 pm.
AMS Legislative Procedures Committee

Minutes of September 12, 2011

Attendance

Present: Kyle Warwick (Chair), Mirko Carich (At-Large), Bahador Moosavi (At-Large), David Liu (At-Large), Jeremy McElroy (AMS President), Salar Fazeli (At-Large), Sheldon Goldfarb (Archivist-Researcher)

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 4:05pm.

Introductions

Approval of Agenda

The agenda was adopted by consensus.

Approval of Minutes

Moved: Salar Fazeli  Seconded: Bahador Moosavi

That the minutes of August 29, 2011 be approved.

The motion carries unanimously.

Cold Beverage Exclusivity Policy

Kyle: We will be reviewing several external policies today. They have to be reviewed every 3 years. This one was passed to go along with a now expired external policy where we asked UBC not to have cold beverage exclusivity agreements. The AMS of the time felt it would be hypocritical if we didn’t also stop these agreements ourselves.
Kyle: I agree that Coca Cola and Pepsi have a lot of human rights issues and monopolistic business practices, but I don't know if we need such a blanket policy. It seems to be reacting to a very specific incident.

Jeremy: This is a reasonably common policy in various student unions. We shouldn't rush to get rid of it.

Consensus: Kyle to consult with the Director of Operations for input into this change, and to report back to the committee promptly.

**AMS Responsible Alcohol Use Policy**

Consensus: This policy is sound, and does not need to be altered.

Moved: Bahador Moosavi  
Seconded: Jeremy McElroy

BIRT LPC officially declare the AMS Responsible Alcohol Use Policy to be fully reviewed on September 12, 2011.

*The motion carries unanimously.*

**AMS Harrasment Policy**

Consensus: Kyle should consult with Ombuds, SAC Vice-Chair, and General Manager to see if changes needed.

**Personal Information Protection Act Policy**

Sheldon: This policy is very straightforward. It simply says that we will strive to follow the Personal Information Protection Act. We have to follow this law anyways, the question is whether this policy is the best way of doing it.

Consensus: This policy should be kept in its current form.

Moved Bahador Moosavi  
Seconded: David Liu

BIRT LPC officially declare the AMS Personal Information Protection Act Policy to be fully reviewed on September 12, 2011.
The motion carries unanimously.

Expulsion From The SUB Policy

Sheldon: The General Manager and SAC Vice-Chair should be consulted on this policy.

Consensus: Agreed. Kyle should consult these individuals and report back promptly.

Elections Administrator Compensation Update

Kyle: According to the compensation tiers proposal passed by Allen Chen, the Elections Administrator is now a Tier 2 employee. I will be posting the position at 20 hours, as was the case last year. This isn't really a compensation change, but a change in how the amount is calculated, so I decided to inform you about it.

Consensus: This sounds reasonable. Kyle will proceed to ensure the EA job description is promptly posted.

ECSS Hiring Committee

Jeremy: This committee is quite unwieldy.

Kyle: Also, having the VP Academic on the hiring committee doesn't seem to make sense, and it isn't clear that this committee fits into the the general plan of committee reform, so altering it would not neccesarily have wide unforeseen consequences.

Sheldon: Having the VP Academic on the committee stems from the fact that the ECSS job description used to be part of the VP Academic portfolio, before people realized that this created a virtually impossible job.

Kyle: We should examine whether this historical fact still makes sense today.

Consensus: This code should be reviewed once the current hiring process is completed.

ECSS Job Description and Compensation
Kyle: This is something that needs to be looked at, because as Bahador pointed out at council, we currently have a pay inequality, as this is basically the only position that has not been included in our student government and services wage assessment.

Consensus: We should get some recommendations from Jeremy and the executives, to help focus the discussion.

**Performance Accountability Restriction**

Kyle: Draft has been discussed with the David Hannigan, the Senior HR Manager, and with Sheldon. The full language will be coming next week. Broadly speaking, the executives will submit business plans with 3-5 key measurable goals. Council will have to approve these goals, to ensure they are not overly simplistic. Achieving these goals will be worth 75% of the payment, while following the job description as listed in the code and bylaws will be worth 25% of the payment.

**Next Meeting**

The next scheduled meeting will be determined once the new committee members are re-appointed. Committee members were encouraged to re-apply.

**Adjourn**

The meeting was adjourned at 5:43pm.
Attendance
Records not clear

Call to Order
The meeting was called to order at 12:00pm.

Introductions

Discussion Period – Elections Regulations
- We could attempt to regulate slate formations, slates with nomination meetings
  * maybe slates should sign up with SAC before elections
  * make transparent who the slates are and who can join
-Or- only allow endorsements without slates
  Consensus: Draft up policy for both versions of the proposed changes

Discussion Period – Executive Gift Rules
Should gifts to executives have to go to council for review?

Consensus – No – gifts to executives should go to Agenda Committee in Oversight role for review, while gifts to non-executive councilors should still be reviewed by council.

Adjournment
AMS Legislative Procedures Committee

Minutes of April 21, 2011

Attendance

Present: Kyle Warwick (Chair), Cathy Wang (Land and Food Systems), Noushin Moshgabadi (GSS), David Liu (At-Large), Bahador Moosavi (GSS), Salar Fazeli (At-Large)

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 4:07pm

Introductions

Approval of Agenda

Agenda approved by consensus.

Art Gallery Commissioner Hours

Kyle- The number of hours that Art Gallery Commissioner is supposed to work is entirely unclear. Hours were given for last year, but nothing was said about what happened after those hours expired. Talking with Elin and Mike, it appears that setting the hours at 20 per week would be best.

Consensus: Send this recommendation to council.

Code Changes to Account for Fee Referendum and Housekeeping Bylaws Passing

Kyle- The code currently refers to parts of the bylaws that have since been changed by the Housekeeping Bylaws question passing. For instance the code redefines what the Secretary of SAC is, by renaming it the Vice-Chair of SAC. This is no longer necessary, as the bylaws now refer directly to the SAC Vice-Chair. In addition, parts of our code refer to fee referenda, and those now need to be changed, to account for the new referendum results. Sheldon has already drafted code to this effect.
Consensus: Send this code to council.

**Fees and Representation for Diploma in Accounting Students**

Kyle- It isn't clear whether these students want to pay our fees or not. Jeremy and I recommend continuing to exempt them for this year, and subsequently to attempt to hold a plebiscite to figure out what their actual opinions are.

Consensus- This isn't a long term solution, but for now, continuing this exemption is current.

**Committee Chair Compensation and Billable Hours**

Kyle- We need to figure out what defines an hour that counts towards billable time for chairs. A lot of the things we do are ambiguous and may or may not be specifically chair based duties. This includes chairing meetings, since on one hand we would be there either way, but as chairs we perform different duties.

Kyle- I am obviously in a conflict of interest here, so I will leave for this discussion.

Consensus: Hours:

- Keep at 6 hours until the end of the summer term, and use time sheets to decide what the hours should be in September

- Maybe set different hours for different committees, or alternatively, use the time sheets to find an average for all committees and pay everyone according to the average.

"Billable" Definition

- Everyone agreed that setting up meetings, sending out the agenda, sending out minutes, extra research/work outside of committee time should be "billable"

- Most people agreed that committee meetings should not count towards "billable hours", the reason being committee members present are not being paid. However, it can be argued that committee chairs have a different role than committee members, as they tend to be the ones to lead discussion, take minutes, etc. and therefore should be paid for the work they do
A. An obstacle was trying to figure out what types of background work might be involved in chairing a committee. One suggestion that was brought up was to ask past chairs to list duties that they performed, and go through those to determine which should/should not be "billable"

Adjourn

The meeting was adjourned at 5:05pm
Attendance

Note: Committee members were not given 48 hours of advanced notice of this meeting, as required by code.

Present: Kyle Warwick (Chair), Noushin Moshgabadi (GSS), Sheldon Goldfarb (Archivist-Researcher)

Guests: Matt Parson (VP Academic and University Affairs)

Recording Secretary: Kyle Warwick (Chair)

Note: Quorum was not met.

Call to Order

The meeting was called to order at 11:07 am

Introductions

Approval of Agenda

The agenda was approved by consensus.

Change of Art Gallery Commissioner Hours to 15/week

Kyle- It turns out I didn't communicate properly with Mike and Elin. I thought they wanted 20 hours per week, but 15 per week was actually recommended.

Moved: Kyle Warwick

Seconded: Noushin Moshgabadi

BIRT LPC recommend Council change the Art Gallery commissioner hours to 15/week

The Motion Carries.

Changing University Commission Portfolios
Matt- Wants to create primary research position and equity position (would encompass International, First Nations, Disabled, and other traditionally disadvantaged groups).

Sheldon- Of these changes, the only one that has code implications is the primary research position, since you want it to be 15 hours per week, and code says regular commisioners work 10 hours. The fact that you will be hiring an equity position instead of a specific international commisioner would have code implications, but only if you hire all of your alloted commisioners, which you probably won't.

Moved: Kyle Warwick  Seconded: Noushin Moshgabadi

BIRT LPC recommend council increase the hours of one University Commissioner from 10 per week to 15 per week

*The Motion Carries.*

**Temporary Increase of Sustainability Coordinator's Hours**

Matt- Elin wanted to bring this up, but he couldn't be here. The Sustainability Coordinator is already a busy position, and it has even more to do now that it has to figure out how to administer the new fund created by the referendum. This would be a temporary change just for this year, increasing the weekly hours to 30 in the school year, and 35 for the summer.

Kyle- Seems reasonable.

Noushin- Agreed.

Moved: Kyle Warwick  Seconded: Noushin Moshgabadi

BIRT LPC recommend that council increase the weekly hours of the Sustainability Coordinator to 35 in the summer, and 30 during the school year.

BIFRT these changes last for one year, after which the hours will revert to previous levels.

**Adjourn**

The meeting was adjourned at 11:40 am.
Attendance

Present: Kyle Warwick (Chair), Bahador Moosavi (GSS), Katherine Tyson (VP External), Mirko Carich (At-Large), Jeremy McElroy (AMS President), Salar Fazeli (At-Large), Sheldon Goldfarb (Archivist-Researcher)

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 1:10pm.

Introductions

Approval of Agenda

The Agenda was adopted by consensus.

Approval of Minutes

Moved: Kyle Warwick Seconded: Katherine Tyson

That the minutes of February 1, February 9, March 2, and March 16 be approved.

Kyle- I currently have access to more information for February 9, and March 2, and less for the others.

Bahador- Try to get more complete info for the other two, if possible, before we approve them.

Motion to divide

Moved Bahador Moosaavi Seconded Katherine Tyson

BIRT the motion to approve the minutes of February 9 and March 2 be seperated from the minutes of February 1, and March 16
Motion Carries

Approval of Minutes:

Moved Bahador Moosavi  
Seconded Katherine Tyson

That the minutes of March 2 and February 9 be approved

Motion Carries.

Postponing Minutes:

BIRT the approval of the minutes of February 1, and March 16 be postponed until the Chair can gather additional details.

Executive Gifts and Oversight

Kyle- When small gifts were given to some of this year’s executive's upon their election, they felt compelled to disclose those gifts to council. I had to move a motion to allow them to keep these gifts. Many councillors including myself thought this was a trivial issue for council to spend time on, especially when the Agenda Committee is already given codified responsibilities for Executive Oversight. We have already gone over this at LPC when Ignacio was Chair, and this is the code that was generally agreed upon. It just needs to go to council. If non executive councillors get gifts, these would still need to go to council, unless the gifts are small and acquired as part of the normal course of council duties.

Consensus: General agreement, some questions about which minor expenses need to be reported.

BIRT LPC send the Gifts and Oversight Code to council.

Moved  Bahador Moosavi  
Seconded Mirko Carich

Suspend Code: AMS fees for Students in the Diploma in Accounting Program and other categories
Kyle- LPC already agreed that we should suspend the code that requires us to collect fees from these students for this year. It would be too late for the Registrar to collect these fees anyways. Going forward, we should look at a plebiscite to find out what these students actually think about this, rather than relying on a few vocal students in these programs. Jeremy has already indicated interest in working on this plebiscite. We already agreed to this, I just didn't understand that it required a code suspension.

Sheldon- Provides detailed history of AMS fee exemptions.

Consensus- This is the most viable solution right now, but we should try to create something more stable going forward.

BIRT LPC recommend that council continue the current code suspension for fee waivers until February 2012

BIFRT that LPC ask Council to direct us to find a solution for this prior to September.

Moved Katherine Tyson Seconded Mirko Carich

Motion Carries

**Create Deputy Speaker**

Sheldon: Provides background about previous discussions around this position, including implications for student court and chairing of council meetings.

Kyle: LPC has already agreed on this in principle, and Sheldon has put it into excellent language, so we should approve this. We shouldn't set the pay rate yet, however, since Elin is attending Congretation, and can't be here.

Jeremy: This is a good position to create, it makes sense to have council approve it first, and then to set the compensation rate.

Kyle: Sounds good, quite a few different possibilities, including paying part rates for attending meetings in which they do not actively chair.

BIRT LPC recommend Council approve code changes to create the Deputy Speaker position

Moved Jeremy McElroy Seconded Bahador Moosavi
Action Item

Kyle: Get more detailed minutes for February 1 and March 16 meetings.

Next Meeting

The next scheduled meeting is at 3pm, on Monday, May 30, 2011.

Adjourn

The meeting was adjourned at 2:05 pm
AMS Legislative Procedures Committee

Minutes of May 30, 2011

Attendance

Note: Notice of this meeting being called was not provided to committee members 48 hours in advance as required by code.

Present: Kyle Warwick (Chair) (Late), Michael Haack (Arts), Elin Tayyar (VP Finance), Cathy Wang (Land and Food Systems), Bahador Moosavi (GSS), Mirko Carich (At-Large), Sheldon Goldfarb (Archivist-Researcher)

Recording Secretaries: Elin Tayyar (VP Finance), Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 3:00pm

Introductions

Approval of Agenda

The agenda was adopted by consensus

Michael Haack was appointed acting chair, due to Kyle Warwick's lateness in arriving to the meeting.

Approval of Minutes

Moved: Bahador Moosavi Seconded: Elin Tayyar

BIRT LPC to amend the the minutes of May 6, 2011, to reflect the fact that 48 hours of advanced notice was not provided as required by code.

The motion carries.

Moved: Bahador Moosavi Seconded: Mirko Carich

BIRT LPC approve the minutes of April 21, 2011, and May 25, 2011, and the amended minutes of May 6, 2011
The motion carries.

Elections Code Reform

The Chair was passed back to Kyle Warwick

Sheldon: Provides background on both proposed reforms that he has drafted. Both would require candidates to accept or reject third party endorsements. One would bring back slates, but create a more formalized set of regulations around them. The other would allow candidates to endorse each other, but it would not allow formal slates.

Discussion around enforceability, and practicality of various arguments.

Kyle: Slates already exist, all these rules are very complicated, it would be better to openly acknowledge them, and allow all voters to take them into consideration, rather than allowing only insiders to be aware of these mechanics.

Consensus: We can agree on two things. First, candidates should be responsible for third party expenses that endorse them, unless they decline this endorsement, whether this endorsement is from a club, or an individual. Otherwise, it could create unfairness, uneven spending levels. Secondly, whether a third party endorsement is accepted or not should be determined relatively quickly. 24 hours is a reasonable time limit in most cases. If there is an emergency, the Elections Committee should have the discretion to make exceptions.

Consensus: Include these two changes whether we go with bringing back slates or not.

Kyle: We've had a good discussion, lets choose one option.

Bringing Back Slates

Moved: Elin Tayyar 
Seconded: Michael Haack

BIRT LPC recommend the proposed code bringing back modified slates to council.

The motion fails.

Allowing Candidates to Endorse Each Other, Continuing Slate Ban

Moved: Michael Haack 
Seconded: Bahador Moosavi
BIRT recommend the proposed code allowing candidates to endorse each other, but continuing slate ban.

Motion Carries.

**Elections Good Conduct Incentive**

The next scheduled meeting is [Month] [Date], [Year]. Kyle- Erik MacKinnon suggested this as a possible reward for the candidate that displays the best overall attitude during the elections cycle. It wouldn’t solve problems by any means, but it would send a symbol that we value civility in elections. Is this worth exploring.

Consensus: Yes, Sheldon to bring back potential draft language, award would include a gift of not more than $50 for recipient candidate, could go to successful or unsuccessful candidates.

**Add Slate Code to Minutes**

Bahador: I agree with our choice to go with the other alternative, but a lot of work was put into the slate proposal, so we should show it to council as a reference item to help their decision making process, even if we aren’t actually recommending the slate proposal.

Sheldon: You could include it with the minutes.

Bahador: That sounds good. By directing it to be included, it will be clear that the committee wanted them to be included, and that Kyle wasn't going rogue by including them.

Moved: Bahador Moosavi Seconded: Cathy Wang

BIRT LPC direct the Chair to include the proposed slate code with the May 30, 2011 LPC minutes.

*Motion Carries*

**Choosing Permanent Meeting Time**

Kyle: According to the Doodle, this generally seems to be the best time. We got 6 out of 9 voting members here, and I didn't really try to drag people out like I sometimes do. This time seems good.

Consensus: Agreed, this is best time for remainder of summer term.
Kyle: I will communicate this to the Agenda Committee, and ask for this info to be put up on the website, along with an update list of the committee members.

**Executive Compensation Agenda Committee Working Group**

Kyle: Given that the executives will be losing their meal vouchers shortly, and given that other employees have recently been granted increased compensation in response to the increased provincial minimum wage, I’m leading an Agenda Committee working group to determine what the executive compensation levels should be. Would anyone be interested in helping out with researcher.

Michael, Cathy: Possibly.

Sheldon: Code actually says this responsibility belongs to LPC, not Agenda Committee.

Kyle: Ok, I will tell Agenda Committee that this will have to be created through LPC, but I will still invite the input of the other non-executive committee chairs on Agenda Committee.

**Committee Chair Accountability**

Elin: The Executive Committee has been discussing the fact that there is not currently a mechanism to hold Chairs to account if they have not been performing well.

Consensus: Such a mechanism needs to exist, LPC will look at this in near future.

**Adjourn**

The committee adjourned at 4:57, having exhausted all scheduled business.
AMS Legislative Procedures Committee

Minutes of June 6, 2011

Attendance

Present: Kyle Warwick (Chair), Mirko Carich (At-Large), Salar Fazeli (At-Large), Bahador Moosavi (GSS), Sheldon Goldfarb (Archivist-Researcher), Gary Tse (Science), Cathy Wang (Land and Food Systems), Katherine Tyson (VP External),

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 3:04pm.

Introductions

Approval of Agenda

The agenda was adopted by consensus.

Approval of Minutes

The minutes of May 30, 2011 were approved by consensus.

Elections Fair Play Award

Consensus: Looks generally worthwhile, agree to extend it to Senate and BoG races, but not SLFS, UPS, or other non-executive races.

3rd Party Endorsements

Consensus: Remove reference exclusively to Votermedia from section on media being exempt from endorsement costs. (Otherwise a literal reading of code would require all issues of Ubysssey published to be counted as endorsement costs by endorsed candidates, amongst other issues).

Consensus: Delay the final vote to send this to council for one week to work out final issues.
Executive Compensation Working Group

Creation formalized by consensus.

Executive Quarterly Report Schedule

Consensus: Agreement that current schedule works awkwardly, should be reviewed.

Fee Waiver Solution Discussion

Consensus: Task Kyle with discussing various options (including a plebiscite, or a decision to implement the current fee rules) with Jeremy, to determine a recommendation for LPC.

Adjournment

The meeting was adjourned at 4:06pm
AMS Legislative Procedures committee

Minutes of June 13, 2011

Attendance

Present: Kyle Warwick (Chair), Cathy Wang (Land and Food Systems), Katherine Tyson (VP External), Gary Tse (Science), Bahador Moosavi (GSS), David Liu (At-Large), Mirko Carich (At-Large), Elin Tayyar (VP Finance), Sheldon Goldfarb (Archivist-Researcher)

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 3:10pm

Introductions

Approval of Agenda

The agenda was adopted by consensus.

Approval of Minutes

Moved: Gary Tse Seconded: Cathy Wang

Motion carries, Bahador noted as opposed

Elections Award

Moved: Bahador Moosavi Seconded: Mirko Caric

Elections Reform Motion and Presentation

Decision to create two stages for accepting or rejecting endorsements, and to state whether you are accepting a financial endorsement or just an endorsement in principle.

Moved Cathy Wang Seconded: Gary Tse

BIRT LPC send the finalized language to council
BIFRT LPC direct Kyle Warwick to create a presentation for council on the elections reform motion

**Tasks Assigned**

Kyle Warwick – Talk to BAFCOM chair regarding Deputy Chair compensation, and about creating Compensation/Hours Review Working Group– Due June 20

**Next Meeting**

The next scheduled meeting is June 20, 2011.

**Adjourn**

The meeting was adjourned at 4:56pm.
AMS Legislative Procedures Committee

Minutes of June 20, 2011

Attendance

Present: Kyle Warwick (Chair), Michael Haack (Arts), Katherine Tyson (VP External), Salar Fazeli (At-Large), David Liu (At-Large), Gary Tse (Science), Ravi Parhar (Forestry), Mirko Carich (At-Large), Cathy Wang (Land and Food Systems), Sheldon Goldfarb (Archivist-Researcher)

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 3:05.

Introductions

Approval of Agenda

The agenda was adopted by consensus

Approval of Minutes

The minutes were approved by consensus.

Internal Policies and Policy Manual

Kyle: Code requires a policy manual to be compiled listing all internal, external, and combined policies. The external policies have not been kept up to date, because they expire after 3 years. As a result, the combined policy manual has not been updated for a long time (since 2008). I believe we should have code mention two different policy manuals, an external/combined manual and an internal manual. Also, we should change code so that we do not specify that only the Policy Advisor can update the policy manual. What are your thoughts?

Consensus: General agreement, decision to direct Sheldon to draft code changes to this effect.

Travel Policy

Kyle: LPC previously worked on this when Julian Ritchie was chair. Sheldon has already drafted
quite a bit of language, but a few things still need to be worked out. Do we want to specifically fund South by Southwest for the Events Department (they already get funded for Canadian Organization for Campus Activities (COCA) and an additional $1500)? Also, we likely want to change the per diem amount - what should it be changed to?

Sheldon: The employee handbook that was recently passed states that the per diem should be $45. It makes sense for the same amount to apply here for consistency.

Consensus: Agreed, the per diem should be $45.

Sheldon: Outlines several other minor changes that were made.

Consensus: These are logical changes.

Kyle: Do we want to specifically add the South by Southwest Conference to the Events Department’s compensated conferences. For now, it doesn’t seem necessary. They can always ask again if turns out to be.

Consensus: Yes, not spending money is best default position.

Consensus: Direct Sheldon to update code draft, and bring new version for next meeting.

Communications Policy

Kyle: Two main things to do here. First, remove references to Communications Planning Group that were left in by accident when committee reform was done. Second, is in response to a council motion directing this committee to investigate how and when executives can communicate to outside entities.

Consensus: Direct Kyle to consult Kelli, Jeremy, Ross, David, and Caroline to determine which committee should take over the Communications Planning Group responsibilities (which are
currently being performed by the Kelli by default). Possible committees could include Executive, Student Life, and LPC.

Kyle: With regards to executive communications. General sense of council seemed to be that public relations should refer to media outlets but not entities such as the UNA or UBC. I believe a President who works well with their executive team should not be pushing their communications perogatives too far, but we need to codify limits in case problems arise again in the future. I would like Sheldon to draft possible language clarifying that public relations only refers to media outlets, although I recognize that it will be difficult to define exactly what a media outlet is

Consensus: This makes sense. In addition, Sheldon should circulate all current references to communication found in the code, bylaws, and/or any other governing documents.

**Resource Groups AMS Council Motion**

Kyle: Council passed a motion directing us to look into virtually all aspects of the resource groups’ mandate. This was partially addressed by amending the donations policy to require donations from student fees to either go to on-campus projects, or to projects that UBC students are likely to benefit from. This motion doesn’t fully satisfy the council motion. However, since people will likely be away from campus, we don’t want to unilaterally alter the code related to Resource Groups if representatives from all of them can’t have input into this process.

Consensus: Circulate code related to Resource Groups, as well as constitutions of all resource groups. Attempt to begin contact with Resource Groups if possible.

**Next Meeting**
The next scheduled meeting is June 27, 2011 at 3pm.

Adjourn

The meeting was adjourned at 4:10pm.
Agenda of the AMS Legislative Procedures Committee
June 27, 2011

Attendance

Present: Kyle Warwick (Chair), Bahador Moosavi (GSS), Michael Haack (Arts), Katherine Tyson (VP External), Jeremy McElroy (AMS President), Mirko Carich (At-Large), Sheldon Goldfarb (Archivist-Researcher)

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 3:05pm

Regular Committee Meeting Times

Discussion: How do we make committees meet regularly.

Bahador: Perhaps let the executive committee trigger a meeting if one hasn’t happened in 2 weeks.

Kyle: Better to give this power to Agenda Committee. Executives should not exercise oversight on committee chairs.

Consensus: Let Agenda Committee trigger a meeting of a standing committee if it wishes, if one has not occurred in 2 weeks. Require meetings called this way to be announced at council. Direct Sheldon to draft possible changes to this effect.

Minutes

Moved Jeremy McElroy, Seconded Mirko Carich

BIRT LPC approve its minutes of June 20, 2011.

The motion carries unanimously.

Deputy Speaker Compensation

Kyle: I believe we agreed in principle that we should compensate the Deputy Speaker when
they are actively chairing meetings, and to make their other duties voluntary.

Consensus: We would actually prefer to make the position 100% voluntary.

**Travel Policy Tweaks**

Kyle: David Hannigan has suggested a number of minor changes to the travel policy updates that we agreed on last meeting.

Consensus: $45 per diem may be too low, despite being the amount given to permanent staff as per the permanent staff handbook.

Kyle: Would have been preferable if people had spoken up when we approved this amount for our permanent staff recently. It is an increase from the current $35 amount. In any case, I will invite David Hannigan to LPC, so he can explain logic of $45 amount, and to suggest other possible amounts.

**Communications Planning Group Remnant**

Kyle: No clear consensus in feedback from the various people I was directed to contact.

Jeremy: Communications policy is currently too spread out, it needs to be responsive. In practice if committees too slow, they just get left out of the loop.

Consensus: Direct Sheldon to draft code change striking all CPG remnant references, and to circulate CPG code from pre-committee reform era.

**Executive Quarterlies**

Kyle: Last council meeting we had to make a temporary solution. Everyone agrees current schedule is bad (it makes first report due way too soon), but other options make last report due
too late. No actual requirement that these reports remain quarterly. We could make the monthly and require less detail, or less frequent and require more detail. Right now execs do the reports largely out of obligation, rather than finding them useful, but we shouldn’t abolish them altogether, because they are useful for oversight.

Discussion: Various options proposed, objections raised to each.

Bahador: Make 3 reports. The first should be primarily goal setting. The second should be progress update and goals, the last should be primarily an overview of the term.

Consensus: Good idea. First report should be for last meeting of May, second should be first meeting of September, and last should be for first meeting of January.

Committee Chair Written Reports

Consensus: Committee chairs should also have to provide written reports. Nothing too involved, but something at the last meeting of each month should be required.

University Commission Update

Kyle: Sean Cregten and I will be working to bring the University Commission code in line with reality. This is by no means time sensitive, or an extremely high priority. I could do something similar for the External Commission, if people are interested in that.

Student Life Committee Motions

Consensus: Not enough time to deal with these in detail. One possible concern is that it could be a conflict of interest for SASC to be in attendance when dealing with SAIF applications, given that SASC is already given 95% of SAIF, and can apply for the other 5%. No time to decide anything concrete this week.
The next scheduled meeting is (date & Location)

Next Meeting

The next meeting will be July 4 at 3pm.

Adjourn

The meeting adjourned at 4:36 due to loss of quorum.
Minutes of the AMS Legislative Procedures Committee
July 4, 2011

Attendance

Present: Kyle Warwick (Chair), David Liu (At-Large), Elin Tayyar (VP Finance), Katherine Tyson (VP External), Ravi Parhar (Forestry), Mirko Carich (At-Large), Sheldon Goldfarb (Archivist-Researcher)

Guests: Justin Ritchie (Sustainability Coordinator)

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 3:05pm

Minutes

The minutes of June 27, 2011 were approved by consensus.

Sustainability Fund and Related Code

Justin - We need guidelines to stipulate how we will spend the money from the Sustainability fee that passed in referendum. We also need a body to administer the fee. Originally we thought it could be a sub-group of the Finance Commission or a standing committee, but we quickly realized that it would not be feasible to make a standing committee. I just sent out a new option, which would be to create an extraordinary committee.

Kyle - Both options are not totally ideal. A Finance Commission subgroup arguably concentrates too much power in the hands of the VP Finance, as this nominally independent sub-group would still need the approval of the Finance Commission, whose members all report to the VP Finance. I’m also very hesitant to create another extraordinary committee. Committee reform was necessary because the AMS became cluttered up with too many overly specific committees, and if there is a better option, we should always avoid going back down that road. Both of these are worrisome facts, but neither is totally crippling.

Consensus: An extraordinary committee is somewhat preferable to a Finance Commission subgroup. Also, we should have two non-executive councillors, rather than one, on the committee. Also, small wording changes need to be massaged by Sheldon.
Moved Elin Tayyar, Seconded Ravi Parhar

BIRT LPC recommend the Sustainability code changes to create an extraordinary committee to council, and related tweaks.

Motion carries.

Committee Chair Reports and Office Hours

Elin: Supports motion as presented, opposes changes.

Katherine: Having committee chairs spend their hours in the AMS offices doesn’t increase their productivity. If anything it reduces it.

Kyle: I’m neutral about exactly what change occurs, but having 5 office hours with only 6 total weekly hours is clearly the result of an oversight when the Committee Chair hours were reduced from 12 to 5, so Sheldon’s draft that says 3 hours is reasonable, so would be a lower number of hours.

Consensus: No value in committee chair office hours. Amend motion to strike this requirement.

Moved Mirko Carich, Seconded Ravi Parhar

BIRT LPC recommend code changes requiring monthly committee chair reports, and to remove committee chair office hours from code.

The motion carries.
Agenda Committee Backup Mechanism for Calling Committee Meetings

Kyle: We approved this in principle last week. Does everyone agree with the proposed language?

Consensus: Yes, this motion is ready for council.

Moved Mirko Carich, Seconded Ravi Parhar

BIRT LPC recommend the Agenda Committee backup mechanism code changes.

The motion carries.

Executive Progress Reports

Kyle: Last week we decided to fix scheduling problems by moving from 4 reports to 3, and by giving each report a specific purpose. Does this wording accomplish this?

Consensus: Yes.

Moved Ravi Parhar, Seconded Mirko Carich

BIRT LPC recommend council make executive progress reports occur 3 times per year, and other related code changes.

Motion carries

Elin, Katherine, and Ravi abstained.
Communications Planning Group Update

Kyle: We have two documents. One is the old CPG code from before committee reform, the other is a proposal to strike the entire section from code.

Consensus: Preferable not to restart CPG. We already created an extraordinary committee today, important not to create too many highly specific groups, or we get back to pre-committee reform clutter.

Sheldon: One thing we need to address about the old CPG is that it had hiring power for the Insider coordinator.

Kyle: This is odd. No reason why a group designed to create communications policy would know how to conduct interviews. The two AMS bodies that have this knowledge are BAFCOM, and Extraordinary Hiring Committee. In practice, the Communications Manager handles this hiring right now. We could just continue with that.

Katherine: Preferable to give this responsibility to a committee, in order to avoid possible nepotism if one individual has hiring power.

Consensus: BAFCOM is the best committee for this, because it isn’t really an “extraordinary” type of hiring.

Consensus: Virtually all the powers we are worried about were given to Student Life under
committee reform. The problem seems to be that currently these responsibilities are viewed as less core than event planning and Sexual Assault Initiative Fund administration. Changing the name of the committee to explicitly refer to communications might help.

**Student Life Committee Referrals**

Kyle: These were on the agenda for last week, but we didn’t have time to properly go through them. What are your thoughts.

Consensus: Service Coordinator self studies are excellent, and highly recommended.

Consensus: Not clear if changing the communications policy to allow the Service Coordinator’s to perform qualitative student surveys is advisable, because we don’t have communications policy in front of us, and we don’t have someone to explain the reasoning behind it.

Consensus: Code changes related to the role of the Sexual Assault Support Centre appear to create a conflict of interest. They give SASC a very prominent role in deciding upon the distribution of funds for which they themselves may be applicants. Kyle should invite Caroline to the next meeting, in order to ascertain the reasoning behind these changes, and see if they may have benefits that we missed.

**Upcoming Business**

Sheldon: We may want to look at splitting the External and Internal policy manuals. Code was drafted for this at your request, but we haven’t finalized it yet.

Kyle: Good point. Thanks for the reminder. I will put it on the agenda for next week.
Mirko: Is there an update on the Executive Compensation working group?

Kyle: I am still gathering data. I will likely call a meeting soon on this. It seems clear that our executives are relatively underpaid, but exactly where their pay should be raised to is still unclear. Due to budgeting cycle, any changes may have to take effect for next year.

Sheldon: Even if you did want to put them into effect for this year, you would need to suspend code.

Kyle: I will invite David Hannigan to the next meeting, in order to decide if we erred in setting the permanent employee per diem at $45.

Next Meeting

The next meeting will be July 11 at 3pm.

Adjourn

The meeting adjourned at 4:44pm.
AMS Legislative Procedures Committee

Minutes of July 11, 2011

Attendance

Present: Kyle Warwick (Chair), Cathy Wang (Land and Food Systems), Katherine Tyson (VP External), Mirko Carich (At-Large), Jeremy McElroy (AMS President), Sheldon Goldfarb (Archivist-Researcher), Michael Haack (Arts, 2nd half of meeting only)

Guests: Crystal Hon (AMS Advocacy Coordinator), Caroline Wong (Student Life Committee Chair), DAP Club Representatives

Recording Secretary: Kyle Warwick

Call to Order

The meeting was called to order at 3:05pm

Introductions

Approval of Agenda

The agenda was adopted by consensus.

Approval of Minutes

The minutes of July 4, 2011 were adopted by consensus.

DAP Student Fee Waiver

DAP Student Club Representative: We recognize that the 2008 AMS Referendum says we should pay fees, and that the AMS has been granting us extensions. Our problem is with the process in how we have been included in the fee. If we are granted an extension, we'll have a plebiscite and a consultation process.
DAP students usually take about 2.5 courses, mostly during the evening. During the day they are working and can't fully take advantage of AMS services. The DAP administration also feels that they have not been involved in the process.

Katherine: Has there been an opportunity to consult in the previous 3 years? Why is another year necessary?

DAP: There was little communication with us to convey what we should be doing.

DAP: Lack of a council seat means we aren't fully represented.

Katherine: You do still have votes for the AMS executives.

Kyle: Is the DAP student club representative of all students. Is it an AMS certified club?

DAP: Not AMS certified, but all DAP students are members.

Sheldon: Are you elected?

DAP: No, executives are hired by the previous year's executive.

Kyle: Here is the motion from before, do you want to send it back to council?

Moved Jeremy McElroy, Seconded Cathy Wang

“That on the recommendation of the Legislative Procedures Committee Council continue the suspension of the new rules on fee waivers in Code Section XIII, Article 3 until February 2012, and extend the reinstatement of the old rules on fee waivers until that date.”

Motion fails

Kyle: Motion can still go on agenda. This just means it isn't on our recommendation. Thanks to DAP representatives for coming today.

Student Life Committee Referrals

Kyle: We thought the Committee Chair self report idea was great.
Kyle: The services want to be able to conduct qualitative surveys, but it seems that it may conflict with AMS communications policy.

Sheldon: Doesn't seem to conflict.

Crystal: They also want to have ability to send tweets without sending it through Kelli or Jeremy.

Jeremy: We can probably work on creating a template for surveys. As for tweets, we should discuss it more offline.

Kyle: The last request was to codify an increased role for SASC at meetings where Student Life is allocating SAIF. Last meeting, concern was expressed that this would create a conflict of interest, since SASC would be providing comments on the same fund that they could apply for.

Crystal: Having SASC give advice is crucial. They have much more expertise than Student Life would otherwise.

Jeremy: The committee has a valid concern. There are various ways of doing this, but fundamentally SASC should not be bidding for money that they make recommendations on. This is becoming more of an issue, because the amount of guaranteed funding for SASC has been reduced. More of the money has been set aside for other applicants.

Sheldon: Possible solution would be to have SASC come to budget committee, rather than SAIF to apply for additional funding.

Consensus: SASC gets 2/3rds of fund automatically, can apply to budget committee for more. Involvement in advisory role at Student Life meetings discussing SAIF should be codified. Send this to council pending final wording from Sheldon.

**Renaming Student Life Committee**

Kyle: As discussed previously, this would rename it to Student Life and Communications Committee, to emphasize these aspects of the job that are sometimes overlooked.

Caroline: Name change is good idea.

Jeremy: I was hoping we would proceed with a Communications Working Group.
Katherine: We already decided on this approach in principle.

Moved Cathy Wang, Seconded Michael Haack

BIRT LPC recommend the renaming of Student Life Committee to Student Life and Communications Committee.

The motion carries.

**Travel Policy**

Kyle: Talking with David Hannigan, I have two possible suggestions. Either raise the meal allowance to $60 per day, or make the $45 meal allowance include additional reimbursements for taxes and tips. Both have the same practical effect. Either way, if we change it for student government, it should also be changed for permanent staff. Elin also wants to limit the funding for each executive's personal development conference to $1500, as it is currently unlimited. This would effect nobody this year, but in previous years would have stopped excessive expenses.

Consensus: Make the meal allowance $60, and do not cover taxes and tips. Restrict personal development amount to $1500. Send to council pending final wording being circulated.

**Extraordinary Hiring Committee Chair Compensation**

Kyle: I don't care if I am paid.

Consensus: Do not pay Extraordinary Hiring Chair anything. Strike reference to payment from code entirely. Send this code change to next council meeting pending final wording being circulated. Look into budgeting for volunteer appreciation, but this doesn't require codification.

**Separate Internal and External Policy Manuals**

Moved Michael Haack, Seconded Mirko Carich

The motion carries

**Committee Member Absences During Summer**
Kyle: Right now, code says Chairs can ask committee members to resign if they miss 3 meetings, but not during the summer. This is because originally committees were appointed for full years, so it was expected that some summer absences would be unavoidable. Now that we appoint committees twice per year, this provision no longer makes sense. It is a very weak power, it just says we can ask for a resignation, not that one has to be given.

Moved Katherine Tyson, Seconded Michael Haack

BIRT LPC recommend this power be made consistent across the whole year.

**President's Spokesperson Authority**

Katherine: We should discuss this later, to give Jeremy more time to think it over.

Kyle: We won't decide anything final right now, but I'd like to work on at least refining this somewhat.

Consensus: Current draft is too punitive sounding towards the President. Aim should be to empower VP's, not to disempower the President. Committees and commissions do not need to be empowered on communications to same degree as VP's.

Kyle: Executives should be encouraged to discuss this further offline.

The next scheduled meeting is [Month] [Date], [Year].

**Appointing an Alternate Chair**

Kyle: This is a good practice for all committees, in case I am sick or otherwise unable to make it one week.

Michael: Would be willing to serve.

Michael Haack was appointed Alternate Chair by consensus.

**Next Meeting**

Consensus: Due to changing summer class schedules, Kyle will send out a doodle.

The meeting was adjourned at 4:57 pm.
AMS Legislative Procedures Committee

Minutes of July 25, 2011

Attendance

Present: Kyle Warwick (Chair), Ravi Parhar (Forestry), Elin Tayyar (VP Finance), Mirko Carich (At-Large), Bahador Moosavi (GSS), Sheldon Goldfarb (Archivist-Researcher)

Note: Quorum was not met.

Guests: Sean Cregten (AVP Academic)

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 4:06pm

Introductions

Approval of Agenda

The agenda was adopted by consensus.

Executive Compensation

Kyle: Not entirely clear what the logistics are to give the executives 50% off discounts at AMS businesses

Consensus: Include these changes as part of a larger series of compensation changes for the executives, to be completed before August 31. Various possible solutions discussed regarding executive discounts and the logistics of implementing them. Kyle to assign various research tasks to committee members, to move this project forward. Sheldon will forward past research on this to Kyle. Bonuses for exceptional performance will be considered.

Use of AMS Letterhead

Kyle: A senior manager suggested that requiring the Executive Secretary or Administrative Assistant to authorize and format official letters on letterhead could cause confidentiality
issues if the letter is on a sensitive matter, such as an HR issue. To address this, the recommendation*** is for Senior Managers to have access to letterhead.

Elin: Let's change that proposal slightly. We should change code to say that the President can authorize use of letterhead in extraordinary circumstances, since he is already in charge of managing our communications and brand, and he is already made aware of sensitive issues, such as HR complaints.

Sheldon: This doesn't actually require a code change. It is actually a rule in the Executive Procedures Manual, which Exec Com can change without council.

Consensus: Suggest Elin's proposal be adopted by the next quorate meeting of Exec Com.

Laptops

Sean: Education Committee suggested that LPC look into the use of laptops during council, and whether it is leading to problems such as distraction, and disrespect for presenters.

Consensus: Laptop usage during presentations is often problematic, but a discussion about expected behaviour would likely be more beneficial than a formal rule. Laptop use during other portions of council meeting is frequently beneficial.

Sponsorship Policy

Kyle: This is old and outdated. Thanks to Sheldon for bringing this to our attention.

Sheldon: Upon further review, this actually falls into Bafcom's jurisdiction.

Kyle: I will notify them that this policy needs to be reviewed by them

Sexual Assault Support Fund Revision

Kyle: It turns out Budget Committee is not keen about deciding on supplementary funding requests, and would rather that Student Life + Communications be given this power. I worry this still leads to some of the indirect conflicts of interest that we highlighted earlier.

Elin: We can do this if you insist, but we think Student Life + Communication is better informed that us to judge the merit of these requests.
Kyle: I think they might sometimes be, but it would depend on the individuals on each committee.

Consensus: Return SASC funding recommendations to Student Life + Communication, but maintain restriction on SASC acting as advisor on SAIF applications for which it is applying. Revisit this decision next week, hopefully with quorum.

**Extraordinary Committee Appointment Terms**

Kyle: Our current practice is to appoint extraordinary committees for whatever amount of time council deems fit. Code still says these appointments should take place during the beginning of summer, and the beginning of fall. We should amend code to follow our current practice, which seems to be fine.

Consensus: Agreed.

**Adjourn**

The meeting was adjourned at 4:58pm.
Agenda of the AMS Legislative Procedures Committee
August 3, 2011

Attendance

Present: Kyle Warwick (Chair), Ravi Parhar (Forestry), Mirko Carich (At-Large), Cathy Wang
(Land and Food Systems), Bahador Moosavi (GSS), Michael Haack (Arts), Sheldon Goldfarb
(Archivist-Researcher)

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 4:05pm

Minutes

Moved Michael Haack, Seconded Mirko

BIRT LPC approve its minutes of July 25, 2011.

The motion carries unanimously.

Extraordinary Committee Appointment Terms

Kyle: Code currently states that all committees are appointed twice per year: once for the
summer and once for the winter. In practice this is not followed at all with most of the
extraordinary committees. Council seems to appoint them for however long it wants, and this
seems to be working fine. We already agreed in principle to this last meeting, this is just
approving the wording to send to council.

Moved Ravi Parhar, Seconded Cathy Wang

BIRT LPC recommend council be able to set the appointment terms of extraordinary
committees to whatever length it sees fit.

The motion carries unanimously.

Sexual Assault Support Centre - Modification
Kyle: Having talked to Elin and other budget committee members, it seems we misunderstood what they wanted. They would prefer that Student Life and Communications still be given the power to judge funding requests from SASC. SASC will still act as advisors on funding requests, just not their own requests. A theoretical conflict of interest will exist under this modification, but the committee agreed last week that this was acceptable. This motion is to ratify the exact wording for the motion, we already agreed to this in principle last week.

**Moved Michael Haack, Seconded Ravi Parhar**

BIRT LPC transfer the responsibility to make SASC funding recommendations from the Budget Committee to the Student Life Committee.

The motion carries unanimously.

**Brainstorming New Ideas**

Kyle: We’ve now finished the items for the August 10 council meeting. We have some time now to plan out some items for August 31 or beyond, so we can take a bit more of a relaxed pace.

Kyle: Talking to some of the execs, I have two possible items. One would be to change the communications policy so that 1 of our 3 yearly emails to all students would include an annual student satisfaction survey being created by the AMS Academic office. This is something Matt will be doing this year, but he thinks the data would be a lot more useful if we institutionalized it and made it consistent from year to year. Secondly, Elin would will not be able to spend as much time on codifying the terms of reference for the new funds created by the referendum, so we will need to do some more work on that.

Sheldon: I will pass on some existing surveys on these topics that the AMS has done. Matt may find some useful data from that.
Kyle: I will make sure to talk with Jeremy to make sure this survey idea makes sense within our broader communications planning before presenting this to you in a final form.

Sheldon: I can do a bunch of preliminary work on the fund definitions.

Sheldon: Something else to look at is what rules we want to make on voting thresholds for joining external organizations.

Consensus: Probably should take a broader look at what threshold council requires on a whole range of significant areas. Not totally clear if there is a consistent underlying philosophy that determines whether a vote will require a supermajority.

Michael: I have a motion I drafted last year. It was inspired by the exec health benefits debate. It would require any changes in executive remuneration to not go into effect until the AGM (i.e. until the next executive takes office).

Sheldon: This more or less already exists in code, which is why a code suspension was required when we were going to look at Allan Chen’s proposal to raise executive pay.

Kyle: It seems like last year’s exec health benefit vote should have required a code suspension and thus a 2/3rds vote.

Consensus: We should look at changing code to make it explicit that any financial benefit of any sort will be defined as remuneration. Right now definition of remuneration not clear enough. Michael will send his draft motion to Sheldon to see if it has useful language to achieve this result.

**Next Meeting**

The next meeting will be August 8, 2011.
Adjourn

The meeting adjourned at 4:55pm
AMS Legislative Procedures Committee

Minutes of August 8, 2011

Attendance

Present: Kyle Warwick (Chair), Elin Tayyar (VP Finance), Bahador Moosavi (GSS), Cathy Wang (Land and Food Systems), Mirko Carich (At-Large), Sheldon Goldfarb (Archivist-Researcher)

Note: Quorum was not met

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 4:07pm.

Introductions

Approval of Agenda

The agenda was adopted by consensus.

Approval of Minutes

The minutes of August 1, 2011 were approved by consensus.

Renaming Sexual Assault Initiatives Fund

Kyle: Caroline has asked us to change the name of the Sexual Assault Initiatives Fund to the Sexual Assault Support Services Fund. It already goes by the new name in advertisements. This change was originally made by Crystal, the previous Student Life and Communications Committee Chair.

Sheldon: There are currently two funds. The applications still technically go to the Sexual Assault Initiatives Fund, while the Sexual Assault Support Services Fund goes towards the Sexual Assault Support Services Centre. What is the reason she wants to change it?
Elin: More consistent with other funds if we do not change the name. Either way, it won’t be difficult for the accounting staff, but changing the name might give the false impression that it excludes conferences and other kinds of initiatives that are not what would traditionally be called a support service.

Consensus: Kyle to determine the reasons this change has been asked for.

**Budget Committee Consultations with AMS Services**

Kyle: Caroline stated that some AMS Services have felt that they were not consulted about certain aspects of the AMS budget, and that this has been an issue in several different years. Based on my own experience, some degree of consultation definitely does occur. I suppose consultation can mean many different things to different people, however.

Consensus: Not clear exactly what the past issues have been, and not clear what exact solutions are sought. It may be worth exploring if this is viable and if this should be done for all departments, not only the Services. Kyle to gather more specific information and report back next week.

**Executive Compensation Update**

Kyle: Working group had a meeting. Decided to pursue performance based incentives, on top of regular salaries, if possible. Various methods looked at, in an attempt to ensure the awarding of these incentives is not politicized. We will work with David Hannigan to make sure we do not do anything to do with performance incentives in a rushed or haphazard way. We also looked at ways to replace the Exec meal vouchers. We have decided that they will get 50% discounts, but they will not get an unlimited number of 50% per discounts per day, as this could be open to abuse.

**Additional Topics**

Kyle: Are there any other topics that need addressing?

Elin: We should re-examine Voter Media. We should examine if it provides value, whether we should change the weighting between the continous and one-time contests, whether we should alter the amount of money set aside for it, and whether we should change rules for who is eligible to participate.
Consensus: Kyle to invite Mark Latham (Votermedia founder), and Votermedia participants to a future meeting to discuss these questions. Sheldon to distribute relevant information from previous debates to committee members.

Next Meeting

The next scheduled meeting is August 15, 2011.

Adjourn

The meeting was adjourned at 5:46pm.
AMS Legislative Procedures Committee

Minutes of August 5, 2011

Attendance

Present: Kyle Warwick (Chair), Cathy Wang (Land and Food Systems), Conrad Copeland (Proxy for Michael Haack), Mirko Carich (At-Large), Bahador Moosavi (GSS), Katherine Tyson (VP External), Sheldon Goldfarb (Archivist-Researcher)

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 4:08pm

Introductions

Approval of Agenda

The agenda was adopted by consensus.

Approval of Minutes

Mirko: I noticed a few typos. I will pass them on to Kyle.

Moved: Conrad Copeland	Seconded: Bahador Moosavi

That the minutes of August 8, 2011 be approved.

The motion carries unanimously.

Update: Executive Committee Decision on Letterhead Referral

Kyle: The exec has looked at our recommendation to give the President the ability to authorize letterhead in special cases. They've decided this should be expanded to also include the General Manager and the HR Department.

Broadening and Clarifying Definition of Executive Remuneration

Kyle: Sheldon has drafted a motion based largely on a motion that Michael Haack was considering last year. It will make it clear that non salary benefits, such as the executive
wellness plan are a form of remuneration. It means that changes to these forms of remuneration will require code suspension to take effect prior to the next AGM. A code suspension was already passed this year, so this code change will only be applicable in future years.

Moved: Mirko Carich
Seconded: Bahador Moosavi

BIRT LPC recommend the code change redefining executive remuneration as presented.

Katherine Tyson noted in abstention.

The motion carries.

Distance Education Students - Opt-In Membership: Council Direction

Kyle: Council instructed us to look at this. Apparently our new contract with Translink means we can only allow 400 people to opt out of the UPASS per year. If we require Distance Education students to be fee paying AMS members, most of the ones who live outside of the Lower Mainland will apply to opt-out of the UPASS, and this would quickly exhaust our quota.

Sheldon: I’ve drafted language that would allow them to opt-in, rather than requiring mandatory membership.

Katherine: I’ve heard some differing information about who can opt-out and how this will affect our quota. We should postpone deciding this until we can sort out all the facts.

Kyle: We can only delay a maximum of one week. If you can gather all the needed information in that timeframe, then we will revisit this next week.

Update: Health and Dental Plan Joint AMS-GSS Committee
Kyle: Jeremy pointed out that the joint AMS-GSS committee hasn’t looked at the impact that our broadened AMS membership will have on the Health and Dental Plan. I believe they will be doing this at some point in the fall.

Kyle: Also, enrolment services stated at council that they will not be able to implement our new membership fees for DAP students in time for September. They will start collecting them as soon as they have the technical ability to do so.

**Conflict of Interest: AMS Executives as AMS Club Leaders**

Kyle: At last council meeting council very narrowly avoided suspending code to allow Matt Parson to serve as Social Coordinator for the Inter-Fraternity Council, which is an AMS club. A number of people thought the section of code was too broad, and should be revisited. What are your thoughts?

Consensus: Banning all AMS executives from all leadership roles in AMS clubs is too broad of a restriction. If we are worried they will spend too much time on these other activities, this is not an effective remedy. If we are worried about a conflict of interest, we can create less sweeping restrictions.

Conrad: Executives should be allowed to hold senior positions on AMS clubs if they are not signing cheques for that club, lobbying external organizations on behalf of that club instead of on behalf of the AMS, or using their position in the AMS to try to influence internal processes in favour of that club, for instance by advocating for money from the Walter Gage fund.

Consensus: These are reasonable rules, Sheldon will draft rules based on these principles.

Sheldon: I will draft this up for next week. By the way, these rules will still maintain ban on VP Finance or VP Administration from holding senior roles in clubs, because other AMS rules prevent this based on their roles as Chairs of Fincom and SAC.
Budget Consultation Requirements

Kyle: Pavani presented a list of recommendations. They have been circulated to you. They would codify consultative procedures that the VP Finance would need to undertake before the budget could be approved.

Sheldon: Because they direct the VP Finance to do various things, rather than directing the Budget Committee, these proposals do not infringe on the jurisdiction of budget committee, which we cannot touch, because it is in the Bylaws.

Consensus: Considerable number of these recommendations worthy of future examination. Scheduled meetings and deadlines seem very worthwhile, some of the other proposals could likely be better optimized. Due to the primarily operational nature of these changes, it would be preferable for the Executive Committee to discuss if they want to put these into the Executive Procedures Manual, rather than sending them to the whole council as a code change.

Consensus: Kyle to communicate this decision to Pavani, and to inform the Executive Committee that we have referred this issue to them.

Executive Compensation Working Group Updates

Progress reports on data gathering were given.

Kyle: Good work. It looks like we will be able to get this completed in time for the August 31 council agenda.

Consensus: We should also explore making committee chair pay rates at least partially merit based. Kyle to talk to David Hannigan about how merit based pay could work within student government.
Next Meeting

The next scheduled meeting is August 22, 2011

Adjourn

The meeting adjourned at 5:51pm.
AMS Legislative Procedures Committee

Minutes of August 22, 2011

Attendance

Present: Kyle Warwick (Chair), Elin Tayyar (VP Finance), Jeremy McElroy (AMS President, ex-officio member), Katherine Tyson (VP External), Bahador Moosavi (GSS), Ravi Parhar (for first half of meeting, Forestry), Cathy Wang (Land and Food Systems), Conrad Copeland (Proxy for Michael Haack), Stewart McGillivray (2nd half of meeting, Proxy for Ravi Parhar), Sheldon Goldfarb (Archivist-Researcher)

Guests: Pavani Gunadasa (Executive Coordinator of Student Services), Mark Latham (Votermedia Founder)

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 4:04pm.

Introductions

Approval of Agenda

*The agenda was adopted by consensus.*

Approval of Minutes

*The minutes of August 15, 2011 were adopted by consensus.*

Services Pay Restructuring

Pavani: These changes have been made in consultation with David Hannigan, Senior HR Manager. They bring the services relatively in line with student government, with an extra tier for the Assistant Coordinator level, which doesn’t have an exact equivalent in the student government side.

Kyle: All the changes are in the excel document I circulated. The one very small additional change that we will be voting on, that wasn’t in the excel document is to raise the pay for the Assistant Coordinators by 1 cent per hour, to get to a more rounded rate of $11.55 vs. $11.54
Consensus: These changes sound reasonable.

Moved: Elin Tayyar                     Seconded: Bahador Moosavi

BIRT LPC recommend the Services compensation changes as presented to council.

The motion carries unanimously.

**Votermedia Update**

Mark Latham: Votermedia is a way to engage and inform voters. Voters allocate funding to different media sources. The different bloggers bring a variety of different and new views. We’ve been doing it for about 5 years now - lots of development has occurred. This idea started with corporations - in both cases the goal is to connect voters with the elected people they don’t know a lot about.

The notion is that media serves the community, so it is reasonable for community to help pay for it - like with the Ubyssey or CBC but on a smaller scale. At first it was basically $8000 during election time - later we found advantages to going year round. For first 2 years, I provided the funding, afterwards the AMS has budgeted for it.

Key questions have generally been: who qualifies for entry, and should there be an entry fee? Ballot security has been a big priority. Continuous Votermedia had no log in, but was working fine. The supposedly more secure elections based Votermedia got hacked. (I first noticed the hack, by analyzing voting data.)

On approximately March 1 we put the continuous Votermedia on hold due to possible, but unconfirmed security issues. We now have a Facebook based login which is relatively secure. You can also login through a confirmed UBC email address. The system is adequately secure to go again. In the longer run, it would be good to eventually integrate Votermedia with Campus Wide Logins.
The usual annual budget is $8000. If the same total is allocated this year, I would recommend dividing this allocation on a 50/50 basis. Last year 75% went to the continuous Votermia contest, but more people vote in the one time one. It is good that this allocation isn’t I code, so that we can flexibly change it around each year.

Bahador: How much do bloggers earn per each post?

Mark: Hard to calculate. A better question is probably how much are they being paid relative to the quality of the coverage, because each post isn’t equal in quality.

**Executive Conflict of Interest: Club Leadership Roles**

Elin: Not sure if it makes sense to discriminate between the VP Finance and VP Administration who are still not allowed to hold club executive roles, and the VP External, VP Academic, and President who are allowed. Probably everyone has some degree of conflict of interest, except possibly VP External. Also, what about Grad Class Council. Technically they are not a subsidiary.

Consensus: A number of other provisions will exist in this code, which will ensure conflicts of interest can be controlled. We aren’t singling out the VP Finance and VP Administration, we just aren’t changing the other sections of code that restrict them from holding these positions due to their role as chairs of SAC and Fincom.

Moved: Elin Tayyar  
Seconded Bahador Moosavi

Amendment to increase threshold for council approval of executives holding club executive roles from 50% to 2/3rds.

The amendment is adopted.

Moved Elin Tayyar  
Seconded Bahador Moosavi

BIRT LPC recommend the executive conflict of interest (club leadership roles) code change to
council.

The motion carries.

**Codifying/Defining New Fees Created by Referendum**

Sheldon: Provides overview of the changes, which have already been circulated to the committee.

Bahador: Why were travel grants removed from the purview of the Clubs Benefit Fund?

Elin: In a lot of cases it was being used as a fund for club executives to go on road trips, without providing a benefit to a larger group of students. We’ve kept the requirements pretty broad, so if travel grants can be shown to have wider benefits, they may still be approved.

Moved: Elin Tayyar  
Seconded: Bahador Moosavi

BIRT LPC recommend the new fund descriptions, as presented, to council

The motion carries unanimously.

**Speaker of Council**

Kyle: We need to go into camera to discuss a possible conclusion.

In camera discussion.

Ex-camera

Consensus: No code change is needed.

**Distance Education AMS Fee Opt-Out**
Kyle: We already agreed in principle to these changes last week. They are needed so that distance education students from outside the Lower Mainland don’t use up our entire quota of opt-outs for the new U-Pass, but we can still provide services to distance ed students in the area who would benefit from them.

Moved: Elin Tayyar Seconded: Conrad Copeland

The motion carries unanimously.

Jeremy: Good to see this passed. Going forward, we will work with Enrollment Services to attempt to create a system for future years, which would allow us to tell whether or not a student is in the Lower Mainland.

**AMS Fee Subsidy Administration:**

Elin: Executive Committee has discussed this. We’ve decided to recommend consolidating the AMS fee subsidy administration into Fincom. Currently it is spread out in several places, and none of them are set up to administer the new 3% overall subsidy fee.

Consensus: Confusion seems to exist between the various executives. Not clear what is being requested.

Jeremy: We need to make these changes, because we need to create a consolidated subsidy application form, and we need to hire someone to do data entry.

Conrad: You don’t need a code change to do those to things. We can just provisionally recommend them, with the understanding that you’ll bring a code change forward soon.

Sheldon: This might be the most ideal. This way we can see what works in practice, before committing to something.

Moved: Conrad Copeland Seconded: Bahador Moosavi

BIRT LPC direct the President to create a consolidated AMS fee subsidy application form
The motion carries unanimously

Moved: Conrad Copeland          Seconded: Stewart McGillivray

BIRT LPC direct the President to hire a part time data entry position to facilitate AMS fee subsidy applications.

The motion carries unanimously.

**Renaming Titles of Managers in Code**

Kyle: With the new senior managers/directors being hired, certain references are made in code to positions that technically no longer exists (such as Treasurer-Controller).

Consensus: Direct Sheldon to keep track of any changes in titles that impact code, and to recommend a series of changes after the current round of changes are completed.

**Executive Compensation Changes**

Kyle: Thanks to everyone for help with all this research. There are a number of ways that executive compensation could be set. I have chosen to use the average of salaries at large student unions in which being an executive is a full time job. I have then added a small amount to take into account the higher cost of rent in Vancouver. Based on this I recommend the salary be changed from $25,000 to $32,500. I also recommend that we give the executives two meal vouchers per day, each of which is good for 50% off of a $7 meal (the meal vouchers have the same amount of benefit as their current ones, just spread out over two meals, in order to follow CRA guidelines). I will make a presentation to council that features more visual aids and documentation than I am currently using.

Kyle: Ideally this would partly be performance incentive based, but in order to ensure we have the best possible process, we would need to wait.

Consensus: We can approve these changes right now, and have council to direct us to get the performance review metrics ready by the end of September.
Moved: Bahador Moosavi  
Seconded: Stewart McGillivray

BIRT $5000 of the recommended increase be dependent on an appraisal of executive performance.

BIFRT LPC ask council to direct LPC to complete create these metrics before the end of September.

The motion carries.

Katherine Tyson and Elin Tayyar abstained.

Moved: Bahador Moosavi  
Seconded: Stewart McGillivray

BIRT LPC recommended that executive salaries be increased to $27,500 from $25,000, and that executives be eligible for a $5000 performance bonus.

The motion carries.

Katherine Tyson and Elin Tayyar abstained.

**Next Meeting**

The next scheduled meeting is August 29, 2011

**Adjourn**

The meeting was adjourned at 6:00pm.
AMS Legislative Procedures Committee
Minutes of August 29 2011

Attendance

Present: Kyle Warwick (Chair), Mirko Carich (At-Large), Ravi Parhar (Forestry), Katherine Tyson (VP External), Sheldon Goldfarb (Archivist-Researcher), Michael Haack (Arts), Bahador Moosavi (GSS), Elin Tayyar (VP Finance), Jeremy McElroy (AMS President, ex-officio LPC member)

Recording Secretaries: Michael Haack (Arts), Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 4:06pm

Introductions

Approval of Agenda

Passed by consensus

Approval of Minutes

Moved: Michael Haack Seconded: Ravi Parhar

Motion carries unanimously

ECSS Pay Discussion

Kyle: Review of the ECSS will happen in the future after the hiring of the Director of Student Gov’t

Safety Policy

Kyle: This policy is required by provincial law. It isn’t necessary for council to pass it, but I feel they should, to increase awareness about safety issues. I will consult with David Hannigan, to determine if this internal policy will also be placed into the employee handbooks.
Moved: Katherine Tyson  
Seconded: Michael Haack

BIRT LPC recommend that AMS Council adopt the AMS Health and Safety Policy

*Motion carries unanimously*

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**Agenda items deadline for Council meetings**

Moved: Bahador Moosavi  
Seconded: Michael Haack

BIRT LPC recommend that the deadline for submitting committee chair written reports be 2 business days prior to the last council meeting in each month.

*Motion carries unanimously*

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**Creating a mechanism for committee chairs/execs meet on a regular basis**

Jeremy: Some schools have a mechanism where the committee chairs/execs can meet every two weeks or so. Not all execs sit in each committee

Ravi: Who would all be on it?

Jeremy: Five execs, five committee chairs

Bahador: Wary about codifying it. Council can direct the ten of you to meet. But there could be some issues with the committee chairs on Oversight Committee and its relations with the Execs

Kyle: I don’t see that Oversight Committee is adversarial towards the Execs. Agreed that we shouldn’t codify too many details or we veer into micromanaging.

Jeremy: It would give the committee chairs another way to help/work with/monitor the execs

Katherine: This new group shouldn’t be able to send motions to Council. Should minutes be kept?

Consensus: Yes.

Bahador: Issues with codifying it is with how vague this new structure is. We should find out the scope of what we want it to accomplish and its function before codifying it

Jeremy: I’ll coordinate a meeting between Exec Committee and Agenda Committee and see if this idea will work in the long run
[4:45 pm Jeremy, Ravi leave]

**VFM Discussion**

Elin: Look at funding based on a formula, based on the number of media outlets there are, general consensus was concern that the ongoing one at $6000 is too much. Waiting for EA to get hired before finalizing this budget.

**Exec Performance Metrics**

Kyle: Oversight, Speaker and Ombudsperson – each of these people could plausibly have some role in assessing if performance metrics are being achieved.

Katherine: Ombudsperson is an apolitical position, they should not get involved

Bahador: Speaker/Ombuds are the only unbiased people here

Kyle: The Ombuds is one of the few unbiased people and we don’t want to put him in a position where he could be accused of bias.

There is confusion around the $5000. Is it a bonus on exceptional work or is it taken away if the executive member fails at their job?

Consensus: It is a Performance Accountability Restriction (PAR). Creating a sensible business plan and actually implementing it should allow an executive to receive a majority of the $5000.

Mirko: An executive could get a portion of the $5000 – so the rubric would be necessary.

Kyle: Working on these issues with David Hannigan, Senior HR Manager.

**Meeting adjourned**

5:35 pm

*Approved by consensus*
AMS Legislative Procedures Committee

Minutes of September 12, 2011

Attendance

Present: Kyle Warwick (Chair), Mirko Carich (At-Large), Bahador Moosavi (At-Large), David Liu (At-Large), Jeremy McElroy (AMS President), Salar Fazeli (At-Large), Sheldon Goldfarb (Archivist-Researcher)

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 4:05pm.

Introductions

Approval of Agenda

*The agenda was adopted by consensus.*

Approval of Minutes

Moved: Salar Fazeli  
Seconded: Bahador Moosavi

That the minutes of August 29, 2011 be approved.

*The motion carries unanimously.*

Cold Beverage Exclusivity Policy

Kyle: We will be reviewing several external policies today. They have to be reviewed every 3 years. This one was passed to go along with a now expired external policy where we asked UBC not to have cold beverage exclusivity agreements. The AMS of the time felt it would be hypocritical if we didn’t also stop these agreements ourselves.
Kyle: I agree that Coca Cola and Pepsi have a lot of human rights issues and monopolistic business practices, but I don't know if we need such a blanket policy. It seems to be reacting to a very specific incident.

Jeremy: This is a reasonably common policy in various student unions. We shouldn't rush to get rid of it.

Consensus: Kyle to consult with the Director of Operations for input into this change, and to report back to the committee promptly.

**AMS Responsible Alcohol Use Policy**

Consensus: This policy is sound, and does not need to be altered.

Moved: Bahador Moosavi  
Seconded: Jeremy McElroy

BIRT LPC officially declare the AMS Responsible Alcohol Use Policy to be fully reviewed on September 12, 2011.

*The motion carries unanimously.*

**AMS Harrasment Policy**

Consensus: Kyle should consult with Ombuds, SAC Vice-Chair, and General Manager to see if changes needed.

**Personal Information Protection Act Policy**

Sheldon: This policy is very straightforward. It simply says that we will strive to follow the Personal Information Protection Act. We have to follow this law anyways, the question is whether this policy is the best way of doing it.

Consensus: This policy should be kept in its current form.

Moved Bahador Moosavi  
Seconded: David Liu

BIRT LPC officially declare the AMS Personal Information Protection Act Policy to be fully reviewed on September 12, 2011.
The motion carries unanimously.

Expulsion From The SUB Policy

Sheldon: The General Manager and SAC Vice-Chair should be consulted on this policy.

Consensus: Agreed. Kyle should consult these individuals and report back promptly.

Elections Administrator Compensation Update

Kyle: According to the compensation tiers proposal passed by Allen Chen, the Elections Administrator is now a Tier 2 employee. I will be posting the position at 20 hours, as was the case last year. This isn't really a compensation change, but a change in how the amount is calculated, so I decided to inform you about it.

Consensus: This sounds reasonable. Kyle will proceed to ensure the EA job description is promptly posted.

ECSS Hiring Committee

Jeremy: This committee is quite unwieldy.

Kyle: Also, having the VP Academic on the hiring committee doesn't seem to make sense, and it isn't clear that this committee fits into the general plan of committee reform, so altering it would not necessarily have wide unforeseen consequences.

Sheldon: Having the VP Academic on the committee stems from the fact that the ECSS job description used to be part of the VP Academic portfolio, before people realized that this created a virtually impossible job.

Kyle: We should examine whether this historical fact still makes sense today.

Consensus: This code should be reviewed once the current hiring process is completed.

ECSS Job Description and Compensation
Kyle: This is something that needs to be looked at, because as Bahador pointed out at council, we currently have a pay inequality, as this is basically the only position that has not been included in our student government and services wage assessment.

Consensus: We should get some recommendations from Jeremy and the executives, to help focus the discussion.

**Performance Accountability Restriction**

Kyle: Draft has been discussed with the David Hannigan, the Senior HR Manager, and with Sheldon. The full language will be coming next week. Broadly speaking, the executives will submit business plans with 3-5 key measurable goals. Council will have to approve these goals, to ensure they are not overly simplistic. Achieving these goals will be worth 75% of the payment, while following the job description as listed in the code and bylaws will be worth 25% of the payment.

**Next Meeting**

The next scheduled meeting will be determined once the new committee members are re-appointed. Committee members were encouraged to re-apply.

**Adjourn**

The meeting was adjourned at 5:43pm.
AMS Legislative Procedures Committee

Minutes of September 20, 2011

Attendance

Present: Kyle Warwick (Chair), Eric Gauf (Law), Elin Tayyar (VP Finance), Carven Li (Proxy for Michael Haack, Arts), Noushin Moshgabadi (Proxy for Bahador Moosavi, GSS), Ignacio Rodriguez (Science), Mirko Carich (At-Large), Sheldon Goldfarb (Archivist-Researcher)

Guests: David Hannigan (Senior HR Manager),

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 12:06pm

Introductions

Approval of Agenda

The agenda was adopted by consensus.

Approval of Minutes

Moved: Ignacio Rodriguez Seconded: Carven Li

That the minutes of September 12, 2011 be approved.

The motion carries unanimously.

UBC-O Visiting Student UPASS Eligibility

Kyle: Jeremy has been working on an immediate solution to the fact that these visiting students are not eligible for the UPASS program, as a result of the new UPASS BC contract.

Consensus: Direct Sheldon to draft code putting these students in a similar category as exchange students. Have Jeremy look over this code before granting final approval.
Student At-Large Definition (for Committee Appointments)

Kyle: I was surprised to learn that SAC members are not members at large for the purposes of committee appointments. It might be worth discussing whether this restriction is correct, or whether similar restrictions are needed. It is a philosophical question of whether you think committee spots should be spread evenly, or if you think that this can penalize the most qualified candidates.

Eric: Given tremendous level of competition for at-large seats, we should generally spread the seats around.

Ignacio: Disagrees.

Consensus: Budget committee is a special case, given that it works mostly on a specific project. Membership on Budget Committee should not affect eligibility for other committees. No decision to remover other restrictions. Sheldon is directed to draft code changes to this effect.

Resource Group Membership

Kyle: As a result of the recent referendum, it is now possible for students to opt out the Resource Group fee. However, as code currently stands, they still have to be allowed to be members of the Resource Groups. Colour Connected Against Racism was asking about this, but it isn't clear if they have a strong preference one way or another.

Sheldon: Important to note that this council has given this committee a larger mandate to review the Resource Groups in general.

Consensus: Kyle is directed to consult with the Resource Groups to find out their preferences. Sheldon is directed to draft a code change that would give Resource Groups the right to exclude those who opt-out of their fees from membership, but this draft amendment will not be voted on until hearing from the Resource Groups.

Communication Policy Update

Kyle: We are waiting for some executive input before proceeding to vote this.

Ignacio: Important to make a slight amendment to the proposal. It should explicitly prohibit the President from communicating policies that are in contravention of official AMS policies.
Although this is already implied in other parts of code, previous cases show the need for this to be made completely explicit.

Consensus: Direct Sheldon to make this change. Ensure that Jeremy and Katherine review this newly amended code proposal before it comes to a vote.

**ECSS Update**

Kyle: To update new members, the ECSS position is currently in an odd position, because it is the only position in the Services or Student Government to have not received a pay adjustment recently. The position will likely be changing in nature when the AMS hires a Director of Student Government support, so it may be premature to make too many changes prior to this point. LPC will have a role to play once the job description is changed (for the next ECSS).

**Joint Agenda/Executive Meetings Update**

Kyle: Another update for the new members. Jeremy would like these two committees to have joint meetings. Similar groups exist at several other student governments. The plan is to have a meeting, and see how it works, before codifying all the rules associated with it.

**Performance Accountability Restriction (PAR) Code Amendment**

Kyle: The code has been circulated already. It was prepared in consultation with Sheldon and with David Hannigan, the Senior HR Manager. Does anyone have any recommended changes?

Ignacio: Would like to see the performance of the executive team accounted for in part of the payment.

Eric: Agrees.

Kyle: Based on my experience observing previous executive teams this is definitely a good idea if possible, but I'm not sure how to operationalize this. I will try to bring David Hannigan over.

Consensus: Kyle to attempt to bring David Hannigan to the meeting. The committee will discusss the Cold Beverage Exclusivity Policy until that point.

**Cold Beverage Exclusivity Policy**
Committee members are briefed on the state of the current policy, the historical context that led to its adoption, and the views of the Director of Operations, the VP Finance, and the President on this policy. No decision was made.

PAR

David Hannigan: Difficult to make the incentives too group based. Could create unfairness for the harder working executives.

Ignacio: We need some degree of collective responsibility to avoid executives going into silos and undermining each other, as in previous years.

Sheldon: Much of that is already achieved in other sections of this code amendment, such as the requirement that Exec Com needs to approve the goals in the executive business plans.

Ignacio: True, but some amount of collective responsibility still needed.

David: Possibly the only fair way to do this would be to reward or penalize the performance of the executive committee, such as submission of minutes and holding regular meetings.

Eric: Relatively good solution: These requirements serve as decent indicators of more substantive forms of cooperation.

Consenus: The proposal should be amended to make 10% of the PAR based on Executive Committee performance, by reducing the weighting of the business plans to 70%, and reducing the weighting of the baseline responsibilities to 20%.

Moved: Eric Gauf Seconded: Ignacio Rodriguez

BIRT LPC recommend the amended Performance Accountability Restriction Code Changes to Council.

*The motion carries unanimously.*

Employee Handbooks: Health and Safety Policy
Kyle: I just talked with David, and he is okay with us adding the recently adopted AMS Health and Safety Policy to the Employee Handbooks. I would recommend that we do this now.

Moved: Ignacio Rodriguez  
Seconded: Mirko Carich

BIRT LPC recommend that council amend the Employee Handbooks, by adding the AMS Health and Safety Policy.

_The motion carries unanimously._

**Next Meeting**

The next scheduled meeting will be during the next week. The exact date will be set once the remainder of the committee completes the Doodle poll.

**Adjourn**

The meeting was adjourned at 1:44 pm.
AMS Legislative Procedures Committee

Minutes of September 26, 2011

Attendance

Present: Kyle Warwick (Chair), Bahador Moosavi (GSS), Eric Gauf (Law), David Liu (At-Large), Katherine Tyson (VP External), Hans Seidemann (Engineering), Elin Tayyar (VP Finance), Mirko Carich (At-Large), Sheldon Goldfarb (Archivist-Researcher)

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 11:06 am.

Introductions

Approval of Agenda

Elin: I would like to amend the agenda to add a motion to create a new AMS position responsible for coordinating the Resource Groups, and to place this motion above the other motions on the agenda.

Consensus: Allow the amendment to the agenda.

The motion to adopt the amended agenda is adopted by consensus.

Approval of Minutes

Moved: Bahador Moosavi Seconded: Hans Seidemann

That the minutes of September 20, 2011 be approved.

The motion carries without dissent.

AMS Resource Group Commissioner/Coordinator

Elin: Would like to propose adding a SAC Commissioner to be responsible for the Resource Groups. This position would report to the VP Admin, and would have a vote on SAC. Their responsibilities would be relatively similar to those of the Resource Groups Coordinator, a position which was recently vacated. Hiring this position is important, in part to ensure that the
opt-out booth is manned at all times, and primarily because the Resource Groups have failed to submit a budget, and their members with pending reimbursements will not be able to get their money back until a budget can be submitted. There have been ongoing issues with the ability of the Resource Groups to submit budgets on time, and considerable leeway was given before their accounts were frozen.

Sheldon: Have the Resource Groups been consulted about this position?

Elin: No. Time sensitiveness and short notice made that impractical.

Consensus: Resource Groups should be informed as soon as possible of whatever decision this committee makes.

Kyle: Has the VP Admin been consulted about the fact that we may be creating a new direct report for him?

Elin: No he has not been. It would be okay to make this appointment report to me, if you prefer.

Eric: Does this position need to be permanent? If the crisis is immediate, it might be necessary in the short run, but this is a very ad-hoc way to come to permanent solution.

Consensus: Agreed. This position should not be permanent. It should only be hired for approximately 2 months. Resource Group autonomy should not be infringed any more than necessary.

Kyle: How exactly do we want to accomplish this. Does it require a code suspension? I think it would, assuming that we agree that this motion restricts Resource Group autonomy. Council already has the right to infringe resource group autonomy, but this motion would make the new position report to the VP Finance, which would arguably give the VP Finance the power to infringe on autonomy. This would be solved if the position were to report to AMS Council, but
that would be very unwieldy. Also, would it require a code suspension to allow this position to be hired quickly?

Consensus: No code suspension needed for the hiring timetable, it is already fast enough. Code suspension is needed to infringe Resource Group autonomy. Even though technicalities could be used to make this not infringe Resource Group autonomy, it is better to err on the side of transparency and ask for a code suspension.

Moved: Eric Gauf  
Seconded: Elin Tayyar

BIRT LPC recommend the creation of a temporary Resource Groups Coordinator to AMS Council.

BIFRT LPC recommend that council suspend the relevant sections of code.

BIFRT finalized wording of this motion shall be circulated to the committee by email as soon as possible.

The motion carries without dissent.

Which Committee Members Have Voting Seats?

Sheldon: Under the previous committee system, it stated which members of the committee were non-voting, with the clear implication that all other members were voting. It is less explicit under the new system, which may have led to confusion when the BAFCOM chair was wondering whether the three students at large appointed by council have voting rights. I told her they do, but it might not be a bad idea to make it explicit.

Kyle: It wouldn’t hurt to make it explicit, but it is already pretty well known, so it isn’t totally imperative either.
Eric: Better to make it fully explicit when it comes to serious issues like who has voting seats.

Consensus: Direct Sheldon to draft code change making it explicit which members of the standing and extraordinary committees have voting rights.

**Definition of Student At-Large**

Sheldon: I have drafted the code change requested at the last meeting, which would allow Budget Committee members to still be considered members-at-large for the purposes of being eligible for other appointments.

Kyle: Does anyone want to see anything else added to this code change? Excluding Budget Committee members makes sense because it is a committee dedicated to a very specific project, and the vast majority of its work is done in a short period of time. At the same time we can amend this, if you feel that other committees are similarly unique.

Consensus: This change is sufficient at this time.

Moved: Eric Gauf
Seconded: Mirko Carich

BIRT LPC recommend the Student at Large code change, as presented, to council.

*The motion carries unanimously.*

**UBC-O U-PASS Update**

Sheldon: As mentioned previously, Jeremy is working to allow UBC-O students who are visiting us, to have access to the UPASS program here. In the longer term, this issue will require a code change to avoid having to continually deal with this on a piecemeal basis. We do have a possible draft, which puts visiting UBC-O students in a similar category as exchange students, (and which removes a strange description that says exchange students come from abroad,
when some of them actually come from schools within Canada). I don’t know if Jeremy has had a chance to look over these changes yet.

Kyle: These changes seem good, but I haven’t had a chance to go over them with Jeremy yet. Is the committee ok with holding off on these changes until he can review them?

Consensus: Yes.

**Committee Composition and Requirements**

Kyle: There are a number of issues that we need to look at here. One is what we want to do, in order to bring in a more systematic solution to the issue of GSS representation. The current situation is clearly ad-hoc, and will need adjustment. The second issue is what to do with the current situation, in which it is mathematically impossible for every councillor to be able to sit on an AMS standing committee, despite this being a requirement in code. Possible solutions would include expanding each committee, or allowing extraordinary committees to count towards the committee requirement. We also need to look at how expanding the committee and having GSS guaranteed representation would proceed, assuming that we choose to go in those two directions.

Katherine: The GSS should have a seat on all committees. Also, each committee should probably be enlarged, and the GSS representatives should still be eligible to run for the non-GSS designated seat, if they chose to do so.

Kyle: We have to leave the room now, as our booking is expiring, but please give this issue some thought over this week, so we can begin making decisions on this at our next meeting.

**Next Meeting**

The next scheduled meeting is October 3, 2011.
Adjourn

The meeting was adjourned at 12:01 pm.
AMS Legislative Procedures Committee

Minutes of October 3, 2011

Attendance

Present: Kyle Warwick (Chair), Hans Seidemann (Engineering), Eric Gauf (Law), Mirko Carich (At-Large), Isabel Montoya(At-Large), Katherine Tyson (VP External), Sheldon Goldfarb (Archivist-Researcher)

Guests: Laura Rodgers (UBC Insiders)

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 11:29 am.

Introductions

Approval of Agenda

The agenda was adopted by consensus.

Approval of Minutes

The minutes of September 26, 2011 were approved by consensus

Performance Accountability Restriction Improvementss/Clarification

Kyle: As mentioned at the last council meeting, several concerns were raised about how PAR is currently constructed. Some of these issues, we can start to fix, but it will be tricky to identify all of them. I did mention to many people that all LPC meetings are public, but maybe this wasn't advertised well enough.

Kyle: One of the main concerns raised was that even if an executive is checking off all the items on the current to-do list, it would not stop some of the actions in recent years in recent years that have led to controversial media for the society.
Consensus: This criticism makes sense. It is important that the penalty not be for controversy, however, as this can inevitably occur even if an executive is being transparent and effective. Instead the penalty should be for secrecy and other gaps of professionalism.

Eric: Penalty should be loss of up to 50% of PAR, even if all other criteria are met.

Consensus: Agreed.

Sheldon: How would this be defined?

Kyle: We should see if there are best practice codes of professional conduct in other organizations that we could draw from.

Consensus: Sheldon will look into this. He will also look into the AMS' HEART values that we have adopted for all employees. Important that these requirements be objectively measurable.

Kyle: A second question is whether PAR was meant to be pro-rated or not. My understanding is that the motion wasn't pro-rated, and that execs would be getting the full $2500 for this year.

Consensus: It should be pro-rated. The executives have not been doing the PAR planning process for the full year, so the PAR should not be for the whole year, either.

Consensus: Finalization of wording and other details on this issue will continue via email.

Kyle: Laura, do you have any other thoughts on behalf of students at large?

Laura: I can't really speak on behalf of students at large. Some people will not be satisfied if any PAR happens at all, regardless of what other changes you make.

Next Meeting

The next scheduled meeting will have to be re-arranged due to the Thanksgiving weekend. Kyle will consult the committee to determine the next meeting date.

Adjourn

The meeting was adjourned at 12:50pm
AMS Legislative Procedures Committee

Minutes of October 24, 2011

Attendance

Present: Kyle Warwick (Chair), Bahador Moosavi (GSS), Mirko Carich (At-Large), Hans Seidemann (Engineering), Isabel Montoya (At-Large), Eric Gauf (Law), Sheldon Goldfarb (Archivist-Researcher)

Guests: John-Jose Nunez

Recording Secretary: Mirko Carich (At-Large)

Call to Order

The meeting was called to order at 11:19 am

Introductions

Approval of Agenda

*The agenda was adopted by consensus.*

Approval of Minutes

Minutes of October 3, 2011

Isabel: Correction: Minutes of October 3 should say Iggy was absent and Mirko was present.

Consensus: This change should be made.

*The amended minutes were adopted by consensus.*

Open Houses

LPC presented on the process and proposals thus far. Various questions were then asked by members of the public. Several individuals expressed concern about PAR being paid this year. Others argued that bylaws required the compensation changes to be passed by a 2/3rds vote of Budget Committee.
Performance Accountability Restriction

Kyle: People appear to want a code amendment to make it clear that future changes of this sort must go through Budget Committee.

John: Very concerned about PAR taking effect for this year. Also, supportive of viewing PAR as a bonus, not as part of salary.

Eric: Original motion wording leans towards PAR as salary, not as bonus.

Hans: We need clarification on the PAR/ Bonus definition.

Kyle: Regarding legal issues of reducing PAR, HR isn’t sure, and some have talked about legal advice on the issue.

Kyle: it depends on if the execs have standard employee rights. Is there value in a legal opinion?

John: Legal advice could be beneficial for years to come

Sheldon: Let’s worry about what we should do, not what’s legal.

Kyle: Let’s get the legal opinion, set a $ limit. Will save time and effort for future LPC committees.

John: Can we just say it is just a bonus and avoid all this?

Hans: Everyone is quite confused on the idea of what a ”PAR” even is.

Isabel: Execs shouldn’t be paid the PAR this year because it hasn’t been worked out yet.

Eric: As long as LPC passes a clarification motion, going by the original August 31 motion, there is no obligation to current execs to pay the PAR

Hans: Given that certain metrics and procedures concerning the PAR haven’t been arranged, recommend that the current exec not be paid the PAR.

Eric: A legal opinion as far as their (execs) contracts go is probably a good thing

John: I would like to see a small part of the PAR tied to the overall AMS budget.

Consensus: Fiscal accountability is important, but most executives have little to do with AMS businesses, which are the main source of fluctuation in revenue.

Eric: Budget can be document of wishful thinking. This proposal would create incentive to have selective/creative accounting in order to show surpluses on paper, even if underlying reality is different.
Bahador: Hesitation with delaying PAR. I don't trust council to have effective institutional memory. Those who pass the motion should ideally be those to implement it.

MOTION:

WHEREAS on August 31, 2011, Council directed the Legislative Procedures Committee (LPC), in consultation with the Senior HR Manager, to determine appropriate metrics and procedures for assessing the AMS Executive Performance Accountability Restriction (PAR),

THEREFORE BE IT RESOLVED THAT, on the recommendation of LPC, the metrics and procedures for PAR shall take effect for the 2012-13 AMS Executive.

BE IT FURTHER RESOLVED THAT there be no PAR for the 2011-12 Executive

Moved Hans Seidemann, Seconded Eric Gauf.

In Favour: Eric, Mirko, Hans, Isabel,

Opposed: Null.

Abstain: Bahador

The motion carries.

Legal Opinion

BIRT LPC direct Kyle to talk to Ross & David regarding a legal opinion on whether PAR can be rescinded.

In favour: Hans, Eric, Mirko, Isabel

Opposed: Null

Abstention: Bahador

The motion carries.

Next Meeting

The next scheduled meeting is October 31, 2011.

Adjourn

The meeting was adjourned at 12:34 pm.
AMS Legislative Procedures Committee

Minutes of October 31, 2011

Attendance

Present: Kyle Warwick (Chair), Mirko Carich (At-Large), Hans Seidemann (Engineering), Eric Gauf (Law), Isabel Montoya (At-Large), Bahador Moosavi (GSS), Stewart McGillivray (Arts), Sheldon Goldfarb (Archivist-Researcher)

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 11:12 am.

Introductions

Approval of Agenda

*The agenda was adopted by consensus.*

Approval of Minutes

Moved: Bahador Moosavi   Seconded: Mirko Carich

That the minutes of October 24, 2011 be approved.

*The motion carries unanimously.*

Performance Accountability Restriction – Legal Opinion

Consensus: Now that we are waiting for a legal opinion, we should withdraw the motion.

Eric: I originally thought that the motion to rescind PAR would have provided a second reference point for the lawyers, but this appears not to be the case.

Hans: Do we know the legal opinion is actually asking about the legality of PAR? It would make no sense to pull the motion if the legal opinion was actually on a slightly different question.
Sheldon: Yes, this is one of the questions they are looking at.

Moved: Eric Gauf  Seconded: Stewart McGillivray

BIRT LPC postpone the motion to rescind PAR until the completion of the current legal opinion on this topic.

*The motion carries without dissent.*

**Executive Compensation Changes as Budget Amendments**

Kyle: Are we happy with the language that Sheldon has proposed?

Hans: It might be better to say that this follows the same process as a budget amendment, but isn’t technically a budget amendment. This would avoid the concern that the VP Finance is technically given a role in reviewing his own raise.

Consensus: Following actual budget amendment process has major checks and balances. Sheldon’s proposed wording is fine.

Moved: Bahador Moosavi  Seconded: Stewart McGillivray

BIRT LPC recommend the proposed code change to council stating that executive compensation changes will be considered budget amendments.

*The motion carries without dissent.*

**Committee Chair Hours**

Kyle: I will only provide some factual background, and I will then remain quiet, because I am in a conflict of interest on this.

A previous motion directed LPC to report back to council by the end of October on whether committee hours should be changed, since they were reduced from 12 to 6 earlier in the year. Many timesheets haven’t been submitted, so at this time I would recommend against increasing the hours. Since this is a continuation of the status quo, council doesn’t need a motion, but I would be happy to be directed to verbally report on this matter to council. I
Kyle and Bahador: Declare themselves in conflict of interest.

Moved: Hans Seidemann  
Seconded: Eric Gauf

BIRT LPC direct its chair to present an update in his next verbal report, stating that LPC recommends committee hours remain at the current level.

*The motion carries without dissent.*

**AMS Intramural Fund**

Kyle: Mike and Jeremy have reached an agreement with UBC Athletics that some of the intramural money that we give to them will be returned to us for the use of AMS competitive athletics clubs, such as Lacrosse and Wrestling. This would likely require some code changes.

Sheldon: As code is currently written, SAC would make recommendations on using this fund to council.

Kyle: I will ask SAC if this is something they want. I will find this out on Thursday and report back for next week.

**Sexual Assault Support Centre**

Kyle: Sheldon pointed out an inconsistency in code. We changed one section on the minimum guaranteed funding level, but we forgot that as a Service, there was a corresponding section in the Services section of code that was not changed. We could do any number of things here, but I would recommend making the Services part of code consistent with the change we already made. Sheldon already has a draft ready for us.

Consensus: This seems like a straightforward and effective housekeeping update.

Moved: Stewart McGillivray  
Seconded: Isabel Montoya

BIRT LPC recommend that council change the Services code to state that the minimum allocation from the Sexual Assault Initiatives Fund to the Sexual Assault Support Centre be 2/3rds of the total fund.

*The motion carries unanimously.*
Executive and Committee Chair Written Reports

Kyle: Some of the deadlines may be slightly sub-optimal here. For instance, the 2nd executive report has to come out very shortly after Imagine, which is tricky. In addition, the committee chair report for September is at an odd time, because it must be written extremely shortly after the new chair takes office.

Kyle: I will talk with Agenda and Exec Comm about this, and I will report back to you.

Education Committee

Bahador: Education committee hasn’t been working to its full potential. This may be a systematic structural question. We have had a large number of chairs, and this has persisted through each of them. Two possible solutions could be to fold the Education Committee and give this responsibility to un-e-corn, or to carve university affairs out of un-e-corn and give that to Education Committee.

Kyle: This is something worthwhile to look at. Both of your proposals are problematic, however. If we move university affairs into Education Committee then it will make that committee completely coterminous with the VP Academic and University Affairs portfolio. This is problematic, as it would give that executive tremendous de-facto power within this committee. This was something that was consciously avoided when the major committee reform structure was brought in a few years ago. Striking education committee would also be problematic. It would likely overload Un-e-corn.

Consensus: Refer this issue to Un-e-corn and Education Committee for discussion.

GSS Committee Representation

Kyle: Right now there is one GSS guaranteed seat on Un-e-corn, but it was created on an ad-hoc basis, rather than through a code amendment. I’ve asked Jeremy for his thoughts on what the GSS might want, but I haven’t heard back yet.

Bahador: The GSS will very likely not give an official opinion on how they want us to structure our committees. They feel that the GSS and AMS should respect the autonomy of their counterpart.
Bahador: Education Committee and Un-e-corn are the two committees that have a particularly strong need for graduate student voices. The other committees would benefit from graduate student voices, but it would be much less important than on these committees. Graduate student voices doesn’t necessarily mean official GSS voices.

Hans: Would this mean that one of the existing councilors or 3 students at large would have to be a graduate student?

Bahador: Yes.

Isabel: If the representative is for graduate students in general, and not the GSS specifically, I would have concerns about double representation. We saw this complaint previously with International Students.

Hans: A solution could be to explicitly require all AMS standing committees to have to interface with related groups within the GSS. This would not require any guaranteed seats.

Kyle: This solution is worth exploring.

Consensus: Kyle will discuss this proposal with Jeremy and with the GSS.

Committee Seats:

Kyle: It is currently not arithmetically possible for every councilor to hold a seat on one of the AMS standing committees. We should in some way address this. Possibilities would include counting extraordinary committees towards this requirement, enlarging committees, or something else we haven’t thought of yet.

Hans: We could change requirement to say that you must stand for election to a committee, rather than win election top a committee.

Consensus: Sheldon is directed to draft a possible code change to this effect.

Bahador: Still might be worthwhile to explore enlarging committees.

Kyle: Makes sense with regards to members at large. I’m unsure if this is advisable with councilors. Some expansion might be ok, but not too much, because if committees are too big, they lose the ability to work efficiently.
Internal Policy Review Update

Kyle: Uli, the Director of Operations, is looking at the cold beverage exclusivity policy. If we replace this policy, we will probably want to bring in a new policy, perhaps an overall ethical purchasing policy.

Kyle: Other internal policies up for review are also being analyzed by our senior staff members.

Next Meeting

The next scheduled meeting is November 7, 2011.

Adjourn

The meeting was adjourned at 12:32 pm.
AMS Legislative Procedures Committee

Minutes of November 7, 2011

Attendance

Present: Kyle Warwick (Chair), Eric Gauf (Law), Elin Tayyar (VP Finance), Hans Seidemann (Engineering), Stewart McGillivray (Arts), Katherine Tyson (VP External), Sheldon Goldfarb (Archivist-Researcher)

Recording Secretary: Kyle Warwick (Arts)

Call to Order

The meeting was called to order at 11:11 am

Introductions

Approval of Agenda

The agenda was adopted by consensus.

VP Finance Presentation on Changing AMS Funds

Elin: The AMS has several different funds. Some are created by bylaws, but others are created by code. There are 4 in particular that we have the ability to change, and that we should seriously consider changing.

Elin: These are the President’s Fund, the Events Fund, the Childcare Fund, and the Lighter Footprint Fund. There is also an Insurance Fund, which exists in practice, but isn’t codified anywhere. Events and President’s Funds are both already depleted. We already give Childcare Funding through CPAC, the Childcare Fund is just a weird intermediate fun where the money sits. And the Lighter Footprint Fund currently has $30,000, but with the recent referendum, there is a lot of other sustainability money that the AMS can access. The Insurance Fund exists so that the AMS can simply pay out a claim, if we think that going through the formal Insurance process would simply be more expensive. In the long run, we have considered using the Insurance Fund to allow us to eventually self-insure.
Elin: From the perspective of Budget Committee, it is ideal to not spend these funds, as they are not replenished on a regular basis.

Elin: I propose that we replace these funds, and roll all of the money into a general AMS endowment fund. All future surpluses would also be dedicated towards this endowment fund. This may help us with regards to CRA issues, as it would be more clear that our business revenues were not being used to subsidize student fees.

Kyle: Since this endowment fund would only exist in code, it would not completely bind council from spending it for unintended purposes in the future.

Elin: But it would create a regular accepted practice. It would be clear if future Budget Committees were to try to take from this fund. As it is, it hasn’t been that clear that some “balanced budgets” were actually the product of withdrawals from non-replenished funds.

Sheldon: The bylaws do not allow us to run a deficit. They explicitly allow us to use funds to cover shortfalls.

Bylaws are quickly consulted.

Consensus: Elin's proposal likely does not violate bylaws.

Elin: This proposal will allow us to invest in the longer term.

Hans: How much money needs to be in the Insurance Fund before we can self insure? It appears we are already a good ways towards that goal. In the long run, we would save more money by putting money towards self-insuring.

Katherine: With regards to the Childcare Fund, some of the extra money that has been allocated to it (from surpluses) was intended to move us towards eventually operating our own childcare facility. This could be at risk if this fund is rolled into a general endowment fund.

Elin: We could protect the $100,000 per year commitment that we have with UBC by putting it in code.
Eric: That wouldn't address the fact that after our 10 years of committing to fund UBC Childcare has expired, we will need to have a reserve to create our own system.

Kyle: What is the opinion of Keith Hester, the Director of Finance and Administration, on this.

Elin: He is completely in support of these changes.

Kyle: These are major proposals. I'm at least partly agreement. At a minimum, we should really abolish the President's Fund.

Sheldon: Even if we abolish a fund, all the money that is already in that fund must still go towards the purposes of that fund. Abolishing a fund doesn't take the money out of it.

Elin: Could we amend code to change the purpose of various funds?

Sheldon: Yes, this would likely be an acceptable way to implement your proposal.

Eric: In general this is a good proposal. It smooths out the jaggedness of our revenue/expense spikes.

Stewart: The general principle is good. I can't fully endorse it yet, because I don't understand all of the details.

Elin: Given that the committee has some hesitation, why not leave the existing amount of money in the already established funds, but draft a code amendment in order to create the endowment funds for surpluses in the future.

Elin: This is the only way the society can grow financially in a stable way.

Consensus: Sheldon will draft code changes to create an endowment fund. Elin will also take this to Budget Committee.

Note: Quorum is lost after funds discussion has concluded.

PAR Update

Kyle: We have just received the legal opinion. Since we do not have quorum we will need to wait until next week to discuss matters further.
Kyle: I have copies of the legal opinion for you to look at. Ross has okayed this, but for it to become available to the general public, we appear to need a council motion. Since we don't have quorum, I will move such a motion as an individual councillor.

The copies of the legal opinion were returned to Kyle and destroyed after the meeting.

**AMS Athletics Fee**

Kyle: Thanks to the executives, some of the money that we give to UBC Athletics will be returned to us for the use of our athletic clubs. Under current code this would be administered by Council on the recommendation of SAC. I will consult SAC and Fincom to see if they would like any changes to this code section.

**Committees**

Katherine: Not happy with the proposal from last meeting that would change the requirement to serve on a committee to a requirement to stand for a committee. It would be better to enlarge committees.

Eric: Enlarging committees is questionable. It isn't reasonable to require someone to succeed in being elected to something. All you can do is ask them to try. Any work arounds would be too unwieldy.

Consensus: Postpone this discussion until next week, in order to regain quorum.

**Next Meeting**

The next scheduled meeting is November 14, 2011.

**Adjourn**

The meeting was adjourned at 12:35 pm.
AMS Legislative Procedures Committee

Minutes of November 14, 2011

Attendance

Present: Kyle Warwick (Chair), Eric Gauf (Law), Isabel Montoya (At-Large), Mirko Carich (At-Large), Bahador Moosavi (GSS), Hans Seidemann (Engineering), Stewart McGillivray (Arts), Elin Tayyar (VP Finance), Sheldon Goldfarb (Archivist-Researcher)

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 11:10 am

Introductions

Approval of Agenda

*The agenda was adopted by consensus.*

Approval of Minutes

Moved: Hans Seidemann  Seconded: Isabel Montoya

That the minutes of November 7, 2011 be approved.

*The motion carries unanimously.*

Administration of Athletics Fund

Kyle: Wording has been circulated to change the body in charge of administering the portion of this fund that the university has now agreed will be returned to the AMS. Code previously said council, on the recommendation of SAC, would administer it. It is clear that having council administer a whole bunch of small purchases, such as team uniforms, would be inefficient. I asked if SAC or Fincom would like to take this on themselves, and they mutually agreed that
Fincom should do it, since they already administer similar funds. This code change would bring this into effect.

Moved: Bahador Moosavi  Seconded: Stewart McGillivray

BIRT LPC endorse the code change presented, giving control of the Athletics Fund to the Finance Commission.

*The motion carries unanimously.*

**Pro-Rating AMS Fees for Students Starting in Summer Session**

Elin: Currently, if you start in the summer session you will pay AMS fees then, and then if you continue into the winter you will pay another round of AMS fees in the same year. We should consider changing code to say that those starting in the summer pay only half of the AMS fees, in order to increase fairness.

Sheldon: This fits within a section of the bylaws, which states that council, through code, can establish procedures to ensure nobody pays AMS fees twice in one year.

Kyle: This seems positive in general, especially from a fairness perspective, but two questions. First, how would this affect our revenues, and second, do you have exact language ready.

Elin: On the financial side of things, it would be a small impact. I do not have wording yet. I will try to get it for next week.

Bahador: This is a good proposal, but what about people who start in January. Are they being treated fairly?

Sheldon: It might be possible to word this proposal in a general way that ensures fairness for all students who start at non-standard points in the year. I will circulate proposed wording this week.

**Legal Opinion - Making Public**

Moved: Isabel Montoya  Seconded: Bahador Moosavi

BIRT LPC recommend that Council request the General Manager to make the legal opinion from Davis LLP regarding executive compensation available to the public.
The motion carries without dissent

Internal Policy Review

Kyle: Council passed a motion several years ago allowing councilors to access the pit through the back after every 3rd council meeting. Does this constitute an internal policy, or a regular motion?

Consensus: This is a regular motion, not an internal policy, so do not include this motion in the Appendix to Code on internal policies.

In Camera Discussion: Regarding Legal Opinion on Exec Compensation

Moved: Bahador Moosavi, Seconded: Hans Seidemann, Thirded: Mirko Carich

BIRT LPC move in camera

LPC went into camera at 11:40 am

LPC went out of camera at 11:57 am

Pro-Rating PAR

Eric: We should pay half of PAR, for a maximum possible amount of $2500 PAR per executive. This is based on the effect that the original motion was passed on August 31.

Hans: We should pay the least possible PAR. A compromise could be to pay it starting with when PAR comes into effect, which would yield slightly over a quarter of PAR as a maximum. This way, we are not paying PAR for a period in which we weren’t tracking their behaviour.

Isabel: This is unfair, in that it is effectively penalizing the executives for a delay on the part of LPC. With that said, it is a compromise, and we will never be able to make everyone completely happy.

Kyle: While I don’t have a vote at this committee, I strongly disagree with this compromise.

Moved: Bahador Moosavi Seconded: Hans Seidemann

BIRT LPC recommend PAR come into effect at the meeting in which code establishing its terms is accepted (November 23).

The motion carries.

Elin Tayyar noted in abstention
AMS Legislative Procedures Committee
Minutes of November 14, 2011

**Motion to Codify PAR**

Moved: Hans Seidemann
Seconded: Eric Gauf

BIRT LPC recommend the code changes formally establishing PAR and its terms and conditions to council.

*The motion carries without dissent.*

**Elin Tayyar noted in abstention**

**Adding GSS Liaison Requirement for AMS Committee Chairs**

Kyle: This was discussed last week. One small but useful step towards improving ties with the GSS would be to have each AMS Committee chair liaise with their counterpart in the GSS.

Bahador: This would not be a bad idea. It is more relevant for some like Un-e-corn and Education and less for some like LPC, but having better communication channels is never a bad idea.

Moved: Hans Seidemann
Seconded: Bahador Moosavi

BIRT LPC recommend that council adopt a code change requiring all AMS committee chairs to liaise with their GSS counterparts.

*The motion carries without dissent.*

**Next Meeting**

The next scheduled meeting is November 21, 2011.

**Adjourn**

The meeting was adjourned at 12:46 pm.
AMS Legislative Procedures Committee

Minutes of November 21, 2011

Attendance

Present: Kyle Warwick (Chair), Bahador Moosavi (GSS), Eric Gauf (Law), Stewart McGillivray (Arts), Mirko Carich (At-Large), Elin Tayyar (VP Finance), Sheldon Goldfarb (Archivist-Researcher)

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 11:12 am

Introductions

Approval of Agenda

The agenda was adopted by consensus.

Approval of Minutes

Moved: Mirko Carich Seconded: Bahador Moosavi

That the minutes of November 14, 2011 be approved.

The motion carries unanimously.

Creation of AMS Endowment Fund

Elin: This proposal was brought to LPC previously. Since then, it has been incorporated into the AMS strategic plan. It would get rid of all non-replenished funds. Over time, businesses would be expected to cover administrative expenses, but not to make contributions on an annual basis to the AMS, as these contributions fluctuate tremendously. By having an endowment fund, these contributions could grow in a long term manner. This endowment fund might be directed through the AMS Foundation, in order to make it more difficult for future councils to use it for unintended purposes. This would help us with CRA issues. We could also look at
extending the $100,000 per year commitment to child care for another 5 years, for a total of another $500,000.

Elin: We should name this fund the Anton Chekov AMS Endowment Fund, in honour of his literary and academic achievements.

Moved: Elin Tayyar

BIRT This fund be named the Anton Chekov AMS Endowment Fund

The motion fails for lack of a seconder.

Moved: Elin Tayyar
Seconded: Bahador Moosavi

BIRT LPC recommend the establishment of an AMS Endowment fund according to the code change draft circulated at this meeting

The motion carries unanimously.

Pro-Rating AMS Fees For Students Beginning Classes at Non-Traditional Times

Consensus: The principle that no student should pay AMS fees twice in one year is very sound and non-controversial. Enshrining this in code prevents unfair situations for certain groups of students starting school at atypical times of the year. For instance, certain students starting in summer could currently pay full summer student fees, and then pay full fees again starting in September, resulting in double payment.

Consensus: Further exploration should be pursued in this matter, but the code amendment suggested by Sheldon is a good start.

Moved: Elin Tayyar
Seconded: Stewart McGillivray

BIRT LPC recommend that council adopt its recommendation to create a code change stating that no student shall pay AMS fees more than one time per year.

Next Meeting

The next scheduled meeting is November 28, 2011.

Adjourn

The meeting was adjourned at 12:05 pm.
AMS Legislative Procedures Committee

Minutes of November 28, 2011

Attendance

Present: Kyle Warwick (Chair), Eric Gauf (Law), Mirko Carich (At-Large), Katherine Tyson (VP External), Bahador Moosavi (GSS), Stewart McGillivray (Arts), Elin Tayyar (VP Finance), Isabel Montoya (At-Large)

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 11:20 am.

Introductions

Approval of Agenda

The agenda was adopted by consensus.

Approval of Minutes

Moved: Mirko Carich Seconded: Bahador Moosavi

That the minutes of November 21, 2011 be approved.

The motion fails unanimously.

Committee Changes

Eric: To recap from the previous meeting, I feel we can’t force councilors to serve on a committee if they do not want to. Also, saying that someone who is on more than one committee must resign one of their seats if a new councilor comes on board would be both logistically awkward and ethically questionable.
Katherine: Every councilor should have to be on a committee. We should either make add more seats to AMS committees, or require someone to resign if they are on more than one committee, or both.

Bahador: Councillors should be required to be involved at the committee level, as that is where the real work generally happens. If we don’t require councilors to serve on committees, we should require them to participate, even if not as formal members. This would be similar to how the Education Committee must have a non-voting liaison from the Student Senate caucus if there are no student senators on the committee.

Kyle: Adding a small number of councilor seats to committees would probably be ok. Adding many would make committees less effective.

Isabel: It would be ok to add a few.

Eric: We should suspend the current code, which is unenforceable, and arithmetically impossible. We are making progress but we need more time to work out the best solution. We should be done well before the next main round of committee appointments, but in the mean time, we shouldn’t claim to enforce a piece of code that we don’t actually enforce, stating that councilors must serve on committees.

Moved: Eric Gaufl Seconded: Katherine Tyson

BIRT LPC recommend that council suspend the section of code requiring councilors to serve on at least one standing committee until the next major round of committee appointments.

*The motion carries without dissent.*

Kyle: On the issue of normalizing Graduate representation on AMS committees, I would like a better sense of what the GSS would like. I know that they respect our autonomy, and will be hesitant to offer opinions about our internal matters, but it would be helpful to hear the general consensus of the GSS, as they would be impacted by any changes we make. I would like to suggest that Bahador take the lead on liaising with the GSS in order to determine their views on this matter.

Bahador: That makes sense, I am happy to do that.
Special General Meeting Discussion

Elin: The SLC organizers have just told me that I will need to present a plan for an SGM by tomorrow. We will have very limited time, and there will be numerous logistical challenges.

Bahador: The only question we should ask students is if they are comfortable with lowering quorum for a general meeting to 500. This would allow all other sensitive matters to be done at the AGM, and it would still be a much higher quorum than other student unions.

Consensus: Agreement with Bahador.

Business Governance Discussion

In Camera

Policy on Rehiring for Student Positions

Kyle: David Hannigan has asked me to check with LPC regarding whether we would like to implement restrictions on students re-applying for a yearly position that they already hold, such as a Service Coordinator, or AVP position.

Consensus: Current process strikes reasonable balance between continuity and fresh blood. Changes not recommended at this tie.

Next Meeting

The next meeting will be set once exams are concluded.

Adjourn

The meeting was adjourned at 1:54 pm.
AMS Legislative Procedures Committee

Minutes of December 14, 2011

Attendance

Present: Kyle Warwick (Chair), Bahador Moosavi (GSS), Conny Lin (GSS), Katherine Tyson (VP External), Jeremy McElroy (AMS President), Stewart McGillivray (Arts), Eric Gauf (Law), Mirko Carich (At-Large), Hans Seidemann (Engineering), Sheldon Goldfarb (Archivist-Researcher)

Recording Secretary: Kyle Warwick (Chair)

Call to Order

The meeting was called to order at 3:14 pm.

Introductions

Approval of Agenda

*The agenda was adopted by consensus.*

Approval of Minutes

Moved: Eric Gauf  
Seconded: Bahador Moosavi

BIRT the minutes of November 28, 2011 be approved.

*The motion carries unanimously.*

Proposed Referendum Questions

Jeremy: These proposed questions have come out of discussions at executive committee and from previous discussions with LPC. The quorum question was already attempted in the most recent referendum, as part of a larger series of reforms. The exact wording of all proposed changes has been circulated.

Kyle: The first three questions directly relate to LPC business, since they suggest amending bylaws. The other two questions are just here as information items.
Question 1: Reducing Quorum for General Meetings

Moved: Jeremy McElroy  Seconded: Katherine Tyson

BIRT LPC support the first proposed referendum question (amending the bylaws to reduce quorum to 500 students, or 1%, whichever is greater.).

The motion carries unanimously.

Question 2: Changing the Timing of Executive Turnover

Jeremy: Moving back executive turnover is a good idea. It would bring us in sync with virtually all other student unions.

Katherine: The proposed wording should be made more flexible. The elections should not end after March 15, but it isn’t necessary to set the earliest possible time in Term 2. We should allow flexibility. Given that bylaws basically can’t be changed, they should not be overly narrow.

Consensus: Agreed.

Moved Katherine Tyson  Seconded: Bahador Moosavi

BIRT LPC support the second proposed referendum question (amending the bylaws to allow AMS elections to take place at any point between the start of Term 2 and March 15, with turnover to take place on May 1. )

The motion carries unanimously.

Question 3: Establishing an AMS Endowment Fund

Kyle: We have already approved this as a code change. However, putting it in the bylaws is the only way to fully ensure that the Endowment is not misused by future councils.

BIRT LPC support the third proposed referendum question (amending the bylaws to establish an AMS Endowment fund).

The motion carries unanimously.

Future Tasks
AMS Legislative Procedures Committee  Minutes of December 14, 2011

Kyle: Going forward, we have a number of other important issues to look at. These include rules for electronic meetings, SAC receiving contracts, updating salary review code due to the new tier system, council representation for DAP students, communications code amendments.

Kyle: We don’t have any time to further discuss these issues right now, but if you could give these issues some thought over the break, that would be great.

Next Meeting

The next scheduled meeting will be set in the new year.

Adjourn

The meeting was adjourned at 4:55 pm