

THE ALMA MATER SOCIETY OF THE UNIVERSITY OF BRITISH COLUMBIA



AMS Student Society
6138 SUB Boulevard
Vancouver, BC V6T 1Z1
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AMS Legislative Procedures Committee

Minutes of January 9th, 2013

Attendance

Kyle Warwick (VP External), Gary Tse (member-at-large), Justin Fernandes (councillor), Hans Seidemann (councillor), Tristan Miller (VP Finance), Jennifer Law (councillor)

Also Present: Matt Parson (President), Sheldon Goldfarb (Archivist, Clerk of Council).

Recording Secretary: Tristan Miller

Call to Order

The meeting called to order at 3:10 pm.

Approval of Agenda

Moved: Jennifer Law

Seconded: Kyle Warwick

That the circulated agenda be approved.

Approved with unanimous consent.

Approval of November 29th Minutes

Moved: Kyle Warwick

Seconded: Jennifer Law

That the minutes of the November 29th meeting of LPC be approved as circulated.

Minutes amended to read that Sheldon was directed to draft code changes related to non-disclosure agreements, not that the changes were approved by LPC.

Approved with unanimous consent.

Bylaw Change Review

Reviewed Housekeeping changes and substantive changes (Bylaw Changes 2013)

- Housekeeping is largely bringing AMS bylaws into alignment with the BC Societies Act. (Compliance)
- Student Senate Caucus is largely removed from bylaws

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- Honoraria section is revised
- Removal of posting of Minutes in physical form
- All suggested questions approved

Reviewed Quorum Change

- Quorum: from 2% to 1% 1000 members to 500. New rules: whichever is greater (1% or 500)
- Quorum change question approved as presented

Reviewed Substantive Changes

- New addition to section 2: addition of theological colleges. Giving Vancouver School of Theology, St. Marks, Regent College. This will make them voting members of council (all of them receive one representative)
- Discussion over the change of executive turnover: which term should be that changed (the longer, 14 month term), this upcoming year or the next year
 - LPC Recommends: February 2013- February 2014, February 2014 -May 1st 2015
 - Felt changing turnover for the next executive would be unfair as the change would be too close to the upcoming elections and it hasn't been made public knowledge
 - Potential candidates need fair warning that their terms are potentially longer
- Bylaw 11: establishes endowment fund, never to be drawn down, only interest can be spent

Set names for the actual questions:

- "Quorum Reduction for General Meetings."
- "Other Changes: Executive Turnover, Representation for Affiliated Institutions, and Entrenching the AMS Endowment Fund."
- "Housekeeping Changes: Changes Required by the Society Act and Reflecting Current Practices"
 - Society Act to be described in a summary or footnote.

Next Meeting

Next meeting – Wednesday the 16th January at 3:00pm in SUB 224.

Adjourn

Meeting was adjourned at 3:59 pm.

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AMS Legislative Procedures Committee

Minutes of January 16th, 2013

Attendance

Kyle Warwick (VP External), Gary Tse (member-at-large), Dan Olson (member-at-large), Hans Seidemann (councillor), Tristan Miller (VP Finance), Ekateryna Baranovskaya (councillor)

Also Present: Ian Campbell (EUS President), Tagg Jefferson (Engineering Student Centre Student Governance Committee Chair), Sheldon Goldfarb (Archivist, Clerk of Council).

Recording Secretary: Tristan Miller

Call to Order

The meeting called to order at 3:18 pm.

Approval of Agenda

Moved: Ekateryna Baranovskaya

Seconded: Kyle Warwick

That the circulated agenda be approved.

Approved with unanimous consent.

Approval of Minutes

Moved: Kyle Warwick

Seconded: Tristan Miller

That the minutes of the LPC meeting from January 9th be approved as circulated.

The motion carries unanimously.

Code Changes 2013: Conflict of Interest for Others

LPC had previously directed Sheldon to draft something in regards to non-disclosure agreement. In the new code:

- Non-Disclosure agreements are created for all officers of the society
- These officers must sign and oath of office

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- All officers except those of subsidiary organizations (constituencies, clubs) and resource groups are included

Moved: Kyle Warwick

Seconded: Ekateryna Baranovskaya

That LPC recommend the code changes contained in Code Changes 2013: Conflict of Interest for Others to council for approved as presented.

Approved with unanimous consent.

Internal Policy on Records Management

- Section D of this policy describes controls on access to contracts with outside organizations
- We might like to add another section: providing that an outside organization approves, council upon resolution may make public any contract requested by a subsidiary organization
- Concerns were raised about making contracts public, and there was a suggestion that there should perhaps be an exception
- Would also like to add a section to say that subsidiaries should be allowed to keep a copy of contracts signed by the AMS on their behalf, as this reflects current practice.
- Should also specify a difference between a draft or executed contract, to ensure that completed, but unsigned agreements are also controlled
- Should amend to allow anyone involved in the negotiations of the contract my view the final contract, but not to be circulated further
- Would also like to make it clear that people who are responsible for executing contracts should be able to see the contract after it is signed

Sheldon directed to incorporate these suggestions into a revision of the internal policy on records management, for approval by subsequent meeting of LPC.

Next Meeting

Next meeting – Wednesday the 23rd of January at 3:00pm in SUB 224.

Adjourn

Meeting was adjourned at 3:59 pm.

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Minutes of January 23rd, 2013

Attendance

Kyle Warwick (VP External), John Chow (councillor), Tristan Miller (VP Finance), Jennifer Law (councillor)

Also Present: Sheldon Goldfarb (Archivist, Clerk of Council).

Recording Secretary: Tristan Miller

Call to Order

The meeting called to order at 3:16 pm.

Approval of Agenda

Moved: Kyle Warwick

Seconded: Jennifer Law

That the circulated agenda be approved.

Approved with unanimous consent.

Internal Policy on Records Management

- Policy Sheldon drafted as directed at the last meeting achieves the desired objective of a balancing privacy while keeping those who were involved in the construction of the contracts reasonably informed to the final result

Moved: Jennifer Law

Seconded: John Chow

That the Legislative Procedures Committee recommend Council pass the following changes to code of procedures as presented

Approved with unanimous consent.

Note: Passed without quorum present

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Next Meeting

Next meeting – Wednesday the 30th of January at 3:00pm in SUB 213.

Adjourn

Meeting was adjourned at 3:21 pm.

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AMS Legislative Procedures Committee

Minutes of January 30th, 2013

Attendance

Kyle Warwick (VP External), Justin Fernandes (councillor), Ekateryna Baranovskaya (councillor), Jennifer Law (councillor), Hans Seidemann (councillor), Dan Olson (member-at-large), Paolo Mercado (member-at-large)

Also Present: Sheldon Goldfarb (Archivist, Clerk of Council), Tanner Bokor (VP External-Elect), Chris Panadero (Human Resources Associate)

Recording Secretary: Jennifer Law

Call to Order

The meeting called to order at 3:19 pm.

Approval of Agenda

Moved: Kyle Warwick

Seconded: Dan Olson

Ammended without dissent to include revision of position descriptions for Composting Coordinator, AVP External, & External Events Commissioner

That the amended agenda be approved.

Approved with unanimous consent.

Approval of January 16th Minutes of LPC

Moved: Ekateryna Baranovskaya

Seconded: Justin Fernandes

That the January 16th minutes of LPC be approved as circulated.

Approved with unanimous consent.

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Approval of January 23rd Minutes of LPC

Moved: Kyle Warwick

Seconded: Dan Olson

That the January 23rd minutes of LPC be approved as circulated.

Approved with unanimous consent.

Handbook for Student Government Employees

Chris: There's no current handbook for student employees on the student government side – this handbook focuses more on terms, process for discipline, how we recruit & hire, mention EZ Labour system. We want to have a resource for all employees, to address the health and safety component as well. This also includes discrimination and harassment policy.

Hans: *Points out minor formatting issue.* Also, Sheldon had some concerns on how it relates to code. Set up as handbook for part time employees, need to be approved by council. Suggestion: recommend to council on Wednesday to pass/approve the handbook, and then adjust/approve code to reference it afterwards.

Kyle: Hiring employees - include the fact that we need two people and hiring manager in the handbook. Makes sense to be explicit. (manager and hiring committee).

Ekat: We should leave it open ended and flexible.

Kyle: Manager +1 person is in code. Theoretically putting a check on someone from favouritism. Makes sense to at least mention it, and we don't need to be overly specific.

Hans: We could add another line - just a small mention - "hiring should be in accordance with guidelines outlined in code". This is the only manual it will impact since it's student government hires.

Ekat: When do you update it?

Chris: Every year.

Kyle: Should we put in the reference to EZ Labour? Customer relation type work or something, fail to show up for a shift what happens?

Ekat: How are we going to account for it? Say the case of theoretically missing a meeting,

Chris: Yes, everyone is going to switch to it. Salary employees - manager to manage their time, add hours next week.

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Discussion:

- Timesheets or payroll difference?
 - Determined it only applies to hourly hires.
- Scheduling shift changes and attendance?
 - Taking away shift is very severe for punishment, should be gradual.
 - Making that part more general and broad, saying managers are responsible for employee's time/work
- Log in and log out easy payroll?
 - Still applicable for "all hourly employees".

Hans: is this intended to cover committee chairs?

Kyle: Student government side doesn't use EZ Labour.

Ekat: Committee chairs report to Kirin: should someone look into that?

Kyle : Good explanation for probationary period. Other things are standard.

Hans: Only shoes with closed heels and toes?

Chris: To make sure employees don't run around with open toe shoes – we can change it to certain areas like the Pit where food prep is happening.

Ekat: Open toe shoes are professional too! What about heels with open toes?

Discussion: change to footwear that complies to health and safety standard

Ekat: Gifts and complementary items, the process seems strange.

Tanner, Chris: Usually distributed at the Christmas party.

Hans: As it stands it's the same as all the other employees. Government employees should be treated the same way.

Kyle: Problems: paying for dinner, not really a "gift." Trivial gifts like soap. Code states that execs must notify council if gifts have a value above a certain amount, and if not, then they should be run by the oversight committee. Handbook should reference that section in code. It's a blurry area. Also, it should be the Director of Student Services handling those questions instead of Director Operations when problems come up.

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Moved: Ekateryna Baranovskaya

Seconded: Justin Fernandes

That the Handbook for Student Government Employees be approved in principle, subject to the recommended changes.

Approved with unanimous consent.

Assistant Vice-President External Position Description Changes

Tanner: There are two changes. With regards to timing, this position would start earlier than April 30th because otherwise I won't have an AVP when I take office.

Kyle: Also amended duties because the AVP doesn't need to do so much research work.

Ekat: Did you add that they must be flexible to travel? Have a drivers licence?

Tanner: Only that they be flexible in time commitments.

Kyle: Sheldon says changing the length of the term isn't important enough to send to LPC?

Hans: Will check on that for future.

Moved: Kyle Warwick

Seconded: Dan Olson

That the submitted changes to the AVP External Position Description be approved as circulated.

Approved with unanimous consent.

External Event Commissioner Position Description Changes

Tanner: Position was created in August. It used to be a 5 hour / week position. This change is for rehiring the position for a full term, and doubling the hours. Start date would be Feb 27, for a one year appointment.

Justin: Why is it only one year?

Kyle: Budget concerns.

Ekat: Wording in the position refers to BaFCom: should be changed to VP External.

Hans: Why is it increased to 10 hrs?

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Tanner: Not enough time to do what is expected of them in 5 hours. Event planning needs more help, especially for next year with the upcoming provincial elections.

Hans: I have concerns doubling the weekly hour allotment at the same time as we make the position a full-year term.

Tanner: It's unfortunate that Kyle's leaving as I'm coming in. We just want to establishing the regular pattern of hiring for future commissioners.

Moved: Kyle Warwick

Seconded: Ekateryna Baranovskaya

That the submitted changes to the External Events Commissioner Position Description be approved as amended.

Approved with unanimous consent.

Composting Coordinator Position Description Changes

Hans: This is increasing the position hours from 4 to 5, and adding an additional composting coordinator.

Justin : Dates change to 2013? Unclear when this is intended to begin / end.

Hans: Justin Ritchie isn't here, so we should wait until they give input on what they want for this.

Next Meeting

Next meeting – Wednesday the 6th of February at 3:00pm in SUB 42V.

Adjourn

Meeting was adjourned at 4:21 pm.

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AMS Legislative Procedures Committee

Minutes of February 6th, 2013

Attendance

Kyle Warwick (VP External), John Chow (councillor), Tristan Miller (VP Finance), Jennifer Law (councillor), Justin Fernandes (councillor), Hans Seidemann (Councillor), Gary Tse (member-at-large)

Also Present: Sheldon Goldfarb (Archivist, Clerk of Council).

Recording Secretary: Tristan Miller

Call to Order

The meeting called to order at 3:30 pm.

Approval of Agenda

Moved: John Chow

Seconded: Jennifer Law

That the circulated agenda be approved.

Approved with unanimous consent.

Approval of Minutes

Moved: Jennifer Law

Seconded: John Chow

That the minutes of the January 23rd meeting of LPC be approved as presented.

Approved with unanimous consent.

Discussion on Code Changes regarding Handbook for Student Government Employees

- Section 9, Paragraph C, Article 1 describes Personnel Procedures.
- Executive Committee shall establish provisions on the rights and duties of appointees to be contained in the Executive Procedures Manual but there was the creation of a handbook for

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student government appointees to comply with the Employment Standards Act and good HR practices.

- 2 handbooks already, doesn't include student government employee handbook.
- Need to find a way to reference the new student government handbook
- Suggestion to make changes under article 2, mirror language from article one, and describe the handbook there.
- Make it the default source for employment related information, with additional information related to governance positions to be contained in the Executive Procedures Manual.
- Sheldon to draft code for next meeting.

Change of Position Description For Composting Coordinator

- This change would add an additional composting coordinator (from 1 to 2), and increase their hours from 4 to 5 hours per week.
- It's felt that the workload merits this, and the proper process has been followed.

Moved: John Chow

Seconded: Gary Tse

That the changes to the position description for the Composting Coordinator be approved as presented.

Approved with unanimous consent.

Next Meeting

Next meeting – Wednesday the 13th of February at 3:00pm in SUB 213.

Adjourn

Meeting was adjourned at 3:54 pm.

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AMS Legislative Procedures Committee

Minutes of February 27th, 2013

Attendance

Kyle Warwick (VP External), John Chow (Councillor), Tristan Miller (VP Finance), Jennifer Law (Councillor), Justin Fernandes (councillor), Hans Seidemann (Councillor), Dan Olson (member-at-large), Anne Kessler (Councillor), Paolo Mercado (member-at-large)

Also Present: Sheldon Goldfarb (Archivist, Clerk of Council), Tanner B. (AVP External)

Recording Secretary: John Chow

Call to Order

The meeting called to order at 3:30 pm.

Approval of Agenda

Moved: Tristan Miller

Seconded: Justin Fernandes

That the circulated agenda be approved.

Approved with unanimous consent.

Approval of Minutes

Moved: Kyle Warwick

Seconded: Jennifer Law

That the minutes of the Feb 6 meeting of LPC be approved as presented.

Approved with majority consent.

Justin Fernandes Abstains

External Advocacy Commissions

- ADVOCOM is a new proposed Commission
- To create a new commission for VP-External
- Vice chair will be hired and appointed

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- Along with Associate VP-External
- Aboriginal and other political clubs are interested in sitting in the committee
- Tristan: There's a rule about vice chairs and associate VP's?
Sheldon: AVP can be vice chair
Tanner: I don't want AVP to be vice chair
AVP and Councillors can attend but not be part of
- Commissions are not the same as committees and consist of people outside of the AMS council
- Article 3 is suspended until New Executives are turned over on Friday. (Should not be considered at the moment)
- Kyle: If people are OK, the substance of it is ready to go and the value of it is acceptable.
- Sheldon: In article 2, it is stated that the Vice-Chair-to-be needs to be hired but also that the Vice-Chair has to be an active member appointed by council.
 - Change text to: 6 Active members and 1 shall be Vice Chair
- Ekateryna: Is the AVP an active member in this commission.
Hans: The AVP is an addition to the 6 appointed active members
To be determined later. Code to be edited outside of meeting.

VP Academic Proposed Position Descriptions

- The Campus Development Project Assistant is a member of the AMS University Commission, which supports the work of the Vice-President Academic and University Affairs.
- The Assistant will be responsible for aiding the VP Academic and Campus Development Commissioner in developing and implementing the Acadia Park Community Needs Assessment.
- 2 Month Position:
 - Engaging residence and assistance with quant/qual analysis.
 - Facilitate interviews/meetings with residences
- Final Report will be completed by Kiran
- Sheldon: Have to go to council
- New positions should be recommended to council by LPC

Moved: Dan Olson

Seconded: John Chow

That LPC recommend to Council the creation of the Campus Development Project Assistant as described.

Passes without dissent

Anne Kessler Abstaining

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Mental Health and Well Being Commissioner

- The Mental Health and Well-being Commissioner supports the lobbying work of the University Commission. The Commissioner is responsible for conducting research, writing report, policy briefs and recommendations on issues pertaining to student mental health and wellbeing at UBC. The Commissioner will play an integral role in carrying out the goals and strategies identified in the UBC Mental Health Network Strategic Plan and will work collaboratively with the AMS Vice-President Academic and University Affairs and Chair of the UBC Mental Health Network.
- Council has already passed the motion of hiring this commissioner. However, it is unsure if the job description for this position has been presented to Council.
- Approve now and come back to it later

Move: Kyle Warwick

Seconded: Ekateryna Baranovskaya

That LPC approve the job description for the Mental Health and Well Being Commissioner, as described.

Passes without dissent

Anne Kessler Abstaining

Changes to the Name of the Facilities Manager

- Facilities Retail Manger was changed to Sales Manager
- Position still held by Jeffery but the name of the position has been changed
- Changes for SAC code: The sales manager or their designate shall attend meetings of SAC

Moved: Anne Kessler

Seconded: Tristan Miller

That LPC recommend to council approval of the code changes described in “Code Changes 2013: Sales Manager”.

Passes without dissent

Ekateryna Baranovskaya Abstaining

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Personnel Handbook Code Changes

- Changes: These are not the only personnel handbooks. There will be a third.
- Chris said it looked fine to him

Moved: Ekateryna Baranovskaya

Seconded: Kyle Warwick

That LPC recommend to council approval of the code changes described in “Code Changes 2013: Personnel Handbook”

Approved with unanimous consent

Council Taxi Reimbursements

Ekateryna: Edit the code on Taxi Reimbursements as it is a problem for councillors who depend on Transit to get home in areas that are far away from UBC.

Discussion on budgetary restraints, timing of taxi eligibility, etc.

Determined that budget Committee should look into this program, as there is no budget allocated for Taxi Reimbursements at the moment

Adjourn

Meeting was adjourned at 3:59 pm.

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AMS Legislative Procedures Committee

Minutes of March 6th, 2013

Attendance

Present: John Chow (Councillor), Jennifer Law (Councillor), Justin Fernandes (Councillor), Hans Seidemann (Chair), Anne Kessler (Councillor), Justin Chang (Councillor), Joaquin Acevedo (VP Finance), Gary Tse (Member-at-large)

Also Present: Sheldon Goldfarb (Archivist, Clerk of Council), Tanner Bokor (VP External)

Regrets: Derek Moore (VP Administration)

Recording Secretary: Justin Chang

Call to Order

The meeting called to order at 3:14 pm.

Approval of Agenda

Moved: John Chow

Seconded: Anne Kessler

That the circulated agenda be approved.

Approved with unanimous consent.

Approval of Minutes

Moved: John Chow

Seconded: Jennifer Law

That the minutes of the Feb 27 meeting of LPC be approved as presented.

Approved without dissent.

Justin Fernandes Abstains

ADVOCOM Code Changes

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Hans: The code change was sent around already. Tanner and Sheldon have consulted on it, and ExecCom already passed it through already.

Tanner: There were a few changes from the last draft presented: grammatical changes, added AVP as a voting member, and added chair of UNECORN as an invited guest.

Anne points out that UNECORN was written wrong.

Justin: If a GSS member was appointed, will the GSS non-voting seat still be there?

Tanner: Yes. The changes also allow the AVP to be the vice chair if the commission agrees.

Hans: SUDS is removed?

Tanner: Yes

Anne: If the AVP is the vice chair, there'd be 5 active member. Was that intended?

Tanner: That was intended.

Hans: So at most there would be 8 voting members, 7 if AVP is the chair.

Moved: Joaquin Acevedo

Seconded: Anne Kessler

LPC recommend Council adopt the ADVOCOM code changes.

Approved with unanimous consent

Discussion on Timing of the Executive Reports

Sheldon: Code requires 3 executive reports a year. Section 6 of the executive section states they should be submitted by the last meeting in May (for goal setting), 1st meeting in September (for progress), 1st meeting in January (for ending). January didn't make sense as their terms are not done. Code was suspended for this reason. Historically it used to be later in February, but it was moved earlier as the final report tends to be forgotten.

Hans: These dates will be changed with the exec start/end dates.

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Anne: September seems early.

Hans: October would've made sense timing-wise, but September is usually for what I did over the summer, even though it was only 3 months between the first one, with 6 months until the next one.

Joaquin: It makes sense to me that these reports take place at the beginning of May/end of April, late September, and maybe the end of January.

Hans: First meeting of May, last meeting of September, first meeting of February seems to make sense.

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Direct Sheldon to produce a draft for next meeting

Discussion on Clarifying Oversight Rules

Sheldon: Timing for oversight is set in Section 5, article 14, paragraph 3 for the Ombudsperson (in July, October, February). In Section 6 article 1 paragraph 8 it states that oversight should meet in February within 2 weeks of elections.

Hans: PAR should be determined after everything (eg reports) are completed. Tying to the executive reports' timing might work. Goals are meant to be submitted by middle of May; maybe it should be more specified. Maybe we could have all of oversight meet with all execs instead of the 2 people team.

Anne: Should one of the meetings be specific to their PAR (~January)?

Hans: When we did oversight this year, all meetings were related to PAR (What are your goals, how are they it going, etc). If we did meeting in May, October, and February, it would line up with reports. May to set goals, October to change if anything major occurs, and February to determine PAR.

Anne: Should we have it in code that it is the role of both Oversight and Executives to hold the meeting?

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Hans: That's a good idea. Setting a time in code might help, especially if chair changes within the year like this year. I like the team interview idea.

Justin: Should we tie it to the reports?

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Hans: To have a report for May, Oversight would have to meet with the executives in April. Maybe we can suggest April, October, February as PAR goal meetings.

Anne: Should that be stated to be separate from the quarterly team meeting?

Hans: That is a separate meeting. Maybe we can specify it more.

Sheldon: What about 3b?

#

3:49pm Justin F left

Hans: Change b to say April, set goals, October, review progress and suggest changes when appropriate, February to evaluate progress against PAR goals and set PAR payment. Just so there're less places for the chair to look for it.

Anne: Should we keep 3ai?

Hans: Most of 3a should be kept. We'll add the changes to 3b. With regards to PAR goals in Oversight Committee, in section 6 article 1, paragraph 8 d, e, f) measurable goals section; execs and oversight have problem communicating with how these goals are evaluated. We tried to do that while approving the goals, and asked how these goals should be evaluated. (Eg Matt's beer hall goal, it specified how many beer halls, and with how many attendees, etc). Some of these will be more qualitative than quantitative. With specific goals, success would be 100% of PAR, non-success could be judged by how much has been accomplished towards the goal. Should there be criteria on how the goals are evaluated.

Gary: Is there a format for the goals to be written?

Hans: No. Some executive teams coordinated, some don't.

Gary: If there is a standard form that had the overarching goal, as well as parameters to achieving it, it would make it easier for executives and oversight to implement it.

Hans: If goals are not met, then it's more subjective to "how much was done". As a hypothetical example with Whistler Lodge, if everything was done to try to get it sold, but a referendum failed, it was not accomplishable, despite all efforts put in. A standardized goal form might be helpful, especially if there are measurement steps.

Action item: Have Oversight make a form/set up a framework for PAR evaluation.

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Joaquin: I like the idea, although maybe it would be too free or too restricting depending on how the chair forms it.

Anne: We should just have it created once, instead of having it created every year in Oversight.

Hans: A lot of the time executives can't/don't fulfill the goal, but have done a lot of things relevant to the goals.

Joaquin: What if we list 5~8 steps to achieve the goal?

Hans: That'd be useful in the October meeting, so maybe a few of the steps could be changed.

Sheldon: Regards to code, did you want to make things more specific or more vague?

Hans: More specific.

Sheldon: section e) – add steps to be taken to achieve those goals to the goals/deliverable.

Hans: Yes, and mention and/or a measurable metrics for the goals, which could be used for evaluation. Maybe even adding it as a separate paragraph specifying this section. PAR payment dates in Feb should change.

#

Joaquin left at 4:12pm

Anne: Are we going to talk about the employment of PAR just for the legal issues? Because it is a blurry line between payment versus bonus. This should probably be clarified.

Hans: Sounds good, we should invite people (Eg, Chris, Ross) next meeting.

Sheldon: Intended goals are not included in PAR goals due to it being harder to achieve, than easier goals that they will likely achieve.

Gary: Wasn't the point of oversight to be a conversation? So that they can pick up on that?

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Hans: There is a distinction between what had to be done, versus new achievable goals.

Anne: Should we have provision of the right type of goals?

Hans: The goals are meant to be related to the portfolio including but not limited to hiring, etc... Goals set in the past are usually good, and it's been more of an evaluation issue. Goals are also harder to define because of the roles of the different executive.

#

Discussion on Referenda Code Changes

Sheldon: It might be more useful for me to go over it to then make suggestions next meeting.

Adjourn

Meeting was adjourned at 4:20 pm.

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AMS Legislative Procedures Committee

Minutes of March 13th, 2013

Attendance

Present: Justin Fernandes (Councillor), Hans Seidemann (Chair), Anne Kessler (Councillor), Joaquin Acevedo (VP Finance), John Chow (Councillor), Gary Tse (Member at Large), Justin Chang (Councillor).

Also Present: Sheldon Goldfarb (Archivist, Clerk of Council)

Recording Secretary: Joaquin Acevedo

Call to Order

The meeting called to order at 3:14 pm.

Approval of Agenda

Moved: Anne Kessler

Seconded: John Chow

That the circulated agenda be approved.

Approved with unanimous consent.

Code Changes for PAR

Hans: This package has changes for the timing in PAR.

Anne: I suggest that there be an additional meeting specified: one in April to work on PAR goals and a second in May to approve PAR goals.

Sheldon: PAR goals are due no later than middle of May.

Hans: We should add to Oversight Committee in Section 3 , b would include a meeting in May to approve goals prior to going to Council.

Hans: We need feedback from Ross and Chris about PAR. There was an issue this past year determining how to evaluate progress to a goal that may not have been met

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completely. Goals now include steps or deliverables to help do this. Metrics in goals must be included to be approved.

Anne: Section D should include language that specifies that PAR payment can be prorated based on steps and deliverables.

Justin: That is already included, what if Executives reach a goal without following steps?

Ross: I would use the steps only if the goal is not achieved. We shouldn't get too specific in case their goal is no longer realistic.

Hans: It is now emphasized that Execs can modify their goals in October in case that needs to happen.

Anne: A criticism of PAR is that Executives make goals that are easier to reach and don't take risks. We should make full PAR payment available at the discretion of Oversight if all steps are completed to encourage Execs to be innovative in their approach.

Justin: PAR can be obtained if the goal is achieved without following the steps but won't be directly reflected in the language.

Hans: There is an issue with the name of restrictions of salary based on performance.

Anne: This is a bonus to the executive, perhaps the name needs to be changed to reflect this in order to avoid employment standards.

Ross: Executives are not necessarily employees, they are elected officials. The reason this was passed as a restriction was because Council wanted to influence behaviour.

Hans: (responding to a question from Justin Fernandes on when the amount of the restriction is set) The way it's written in Code, it's that they have a remuneration and PAR is a restriction of that. The recommendation from LPC does not need to be established every year.

Anne: Do we want it to be a restriction or a bonus?

Ross: It doesn't matter what you call it because it is the same. In other organizations, the reason bonuses are put in place is to encourage executives to go above and beyond.

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Hans: There was a perception that this money is guaranteed unless there is an extraordinary reason that it was not achieved. Perhaps, rename it as Performance Accountability Incentive.

Ross: Executives should be told that there is an earning potential including their performance during their term. Use it as positive incentive.

--- Gary Tse and Justin Chang enter the meeting --

Hans: There should be a different motion to do changes to delivery and structure from the name.

Hans: In Oversight section, add a meeting to approve and recommend Executive goals to Council. In Executive Section, add a clause that states that deliverables and steps can account for a portion of PAR and full PAR may be achieved if all steps are met and not necessarily the goal.

Anne: Add “and steps” to other sections.

Hans: We only need to reference in other sections.

Sheldon: Will send out a draft prior to next meeting.

Moved: Anne Kessler

Seconded: John Chow

That LPC approve in principle, the Code changes entitled Code Changes 2013 – Oversight and PAR.

Passes without dissent.

Joaquin Acevedo and Justin Chang abstain.

Discussion on PAR vs PAI

Hans: We should change PAR to Performance Accountability Incentive (PAI) everywhere. Additionally, in Executive pay, change the language to reflect this to be as a bonus rather than a restriction. We can't recall money that has already been disbursed. When creating these Code changes we need to clarify that the amount being remunerated is not changing the base salary.

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Hans: May want to change Section J, to say that PAI may be reduced as opposed to withheld. Also note that 50% is of the overall PAI rather than what is achieved. I.E. an executive may reach 80% of their goals but not follow all the values leaving them with 30% of PAI.

Chris: Are Executive guaranteed then 50% of the overall PAI?

Hans: Clarification – this is not related to achievement of other goals. It is based on the whole potential PAI. They are additive not percentages.

Sheldon will work on the language based on the intentions of LPC.

Chris: There should be no issues with this. Asks about evaluations and would like to see how values are measured.

Anne: Does Oversight need to have minutes submitted to Council?

Sheldon: Yes, but there are some things that shouldn't be included. There can be in Camera minutes to be kept in Archives but not circulated.

Hans: Need basic committee minutes, but in Camera minutes are in Archives.

Chris: HR is in charge of employment files. Thinks that Executive files should be kept in HR regardless of technical status of Executive.

Hans: Therefore, private minutes of Oversight should be kept by HR and add language in Code that would direct people to visit HR to see these.

Sheldon: It's legal to publish pay of executives, but not specific to a position or individual.

Hans: Suggests that the paragraph be amended that a summary should include basic findings but exclude percentages or dollar values of remuneration. This is a good balance between transparency and privacy issues. These will have placeholder for Council but we'll need to receive a copy of the discussed changes and vote on it next week.

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Approval of Minutes

Moved: John Chow

Seconded: Gary Tse

That the minutes of the Mar. 6th meeting of LPC be approved as presented.

Approved, Opposed by Justin Chang.

Executive Code Changes – Executive Reports

Hans: Streamline the schedule with Oversight. Reflect our discussion last week.

Justin: What's the role of VP Academic in keeping the reports?

Hans: Suggests a change that each Executive will be responsible to submitting their report to Council.

Gary: Notes that it's already tied to PAR and could be struck unless you want to be specific.

Hans: We'll strike paragraph 6 as it is already listed specifically in PAR.

Moved: Gary Tse

Seconded: Justin Chang

That the code changes entitled "Code Changes 2013: Executive Reports" be approved as amended.

Approved without dissent.

Adjourn

Meeting was adjourned at 4:30 pm.

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AMS Legislative Procedures Committee

Minutes of March 20th, 2013

Attendance

Joaquin Acevedo (VP Finance), Anne Kessler (Councillor), John Chow (Councillor), Jennifer Law (Councillor), Justin Fernandes (councillor), Hans Seidemann (Councillor), Gary Tse (member-at-large), Justin Chang (Councillor)

Also Present: Sheldon Goldfarb (Archivist, Clerk of Council), Tanner Bokor (VP External), Ekateryna Baranovskaya (AVP External)

Recording Secretary: Jennifer Law

Call to Order

The meeting called to order at 3:07 pm.

Approval of Agenda

Moved: John Chow

Seconded: Anne Kessler

That the circulated agenda be approved.

Approved with unanimous consent.

Code Changes 2013: Oversight and PAR

Anne: I had a concern with section 3b) "...meeting in April, meeting in May" should be more explicit that the meetings are with the exec, and not simply meetings of the committee. Also have concerns with section 8k) "...partial payment in proportion to the extent the steps are completed". The strict number of steps may not be a good indication of how much work is required to complete each one. The description should be more broad.

Ekateryna: You may also want to consider having disputes on PAR payments from the executive go to the Ombudsperson to work out the issue.

Hans: Ombudsperson shouldn't really be getting involved with HR / payroll / employment concerns.

Ekate: Is the day of the payment still specified?

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Sheldon: 8i) specifies that it's made once a year, in the month of February. Not a specific date.

Moved: Anne Kessler

Seconded: Jennifer Law

That LPC recommend that council consider and approve the code changes contained in "Code Changes 2013: Oversight and PAR".

Approved with unanimous consent.

Joaquin Acevedo abstaining.

ADVOCOM Vice Chair Job Description Changes

Tanner: The major changes to the position are that the ADVOCOM Vice Chair now also takes on the duties of the old SUDS commissioner during the summer. To account for this, we've given the position an increased 5 hours a week over the course of the term (now 20 hours).

Hans: Do we need to send this to council for approval, or can we simply approve it ourselves?

Sheldon: Code states "When a new appointed position is created, the terms of employment, including but not limited to the job description and the number of hours for that position, shall be set by Council in the Code or by a Council Resolution, on the recommendation of the Legislative Procedures Committee."

Hans: This would be a new position, since we struck down the old commission. We should take this to council, even though the position existed previously, since there is an increase in hours anyways.

Joaquin: The executive committee decided that the SUDS commissioner should not be paid at tier 2 since the job has no content creation, only coordination.

Tanner: We determined that the best thing to do was remove the SUDS commissioner, and allow ADVOCOM Vice Chair to take on those duties instead, since they also have work to do over the summer, for instance, provincial election campaigns.

Sheldon: There has been a desire in the past to not have more hours for a single position. 20 hours might be a bit much?

Hans: The difference between 15 and 20 hours isn't really all that significant though.

Sheldon: Code specifies there must be a minimum of 15, so 20 is likely fine.

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Moved: Jennifer Law

Seconded: John Chow

That LPC recommend to Council the creation of the position of ADVOCOM Vice Chair, as presented.

Passes without dissent.

Joaquin Acevedo and Justin Chang abstaining.

Code Changes 2013: Executive Performance Incentive

Hans: Section 8L isn't worded as we had talked about at the last meeting. This reduces the amount of PAI available to be earned, instead of reducing their payment, calculated earlier, by a percentage of the total available PAI (up to 50%). We should consider changing the wording to something more like "reduce the incentive payment by up to 50% of the total incentive".

Justin Chang: We may also want to add wording to ensure that it's clear the payment can never be less than \$0.

Ekateryna: That's unnecessary. You can't have a negative dollar amount bonus, or force them to pay the society. Also there are two broad sections of PAI: the goal setting section, and the values violation part. We need to arrange them so that it gives the executives incentives, and ensure that oversight is reasonable with their evaluation.

Gary: Should we define the PAI maximums and payments more clearly. Maybe through a definition in code?

Anne: It's pretty clear for now, but it just doesn't do what we want it to do.

Hans: We can look later into adding definitions in code to help clarify.

Sheldon: Section 8a specifies that "Council may create and set the maximum value of a Performance Accountability Incentive, payable to members of the Executive in addition to their regular remuneration".

Hans: we should refer to that section when talking about the 50% for values violations.

Anne: Maybe we should include an example for illustration purposes.

Gary: Examples are poor form, since they can never cover all possibilities. Better to be clear in the code.

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Hans: Here's my suggested wording for the section: "If a member of the Executive has, in the opinion of the Oversight Committee, violated the Society's Values, the Oversight Committee may recommend to Council that the incentive payment, as determined in accordance with paragraph (j) above, be reduced by up to 50% of the maximum value of the incentive, as set by council subject to paragraph (a) above, such a reduction to take effect only if approved by a Two-thirds (2/3) Resolution of Council."

Hans: Also, we should make sure that section 8J doesn't refer to section 8L anymore, and take away that wording in the paragraph.

Sheldon: Why?

Justin Chang: Up to section L, the code refers to how the PAI payment should be determined based on the goals set. After calculating that, then if the society's values are violated, then we'll reduce the payment by up to 50% of the total available payment. If we have J refers to L, then it will become circular.

Sheldon: Should we put these changes off to another meeting?

Hans: As it's my last council meeting tonight, and I expect these may be contentious, I want to be able to be present as Chair to speak to them.

Anne: Note that section 3B still refers to PAR.

John: Why is the potential value violation deduction up to 50% of the total PAI? Did council decide this?

Hans: The percentage was set by LPC back in the day so that Oversight couldn't go overboard with the reduction. To go ahead with a reduction as well, Oversight has to recommend it to council, who votes on it.

Move: John Chow

Seconded: Anne Kessler

That LPC approve and recommend to council the code changes contained in "Code Changes 2013: Executive Performance Incentive".

Passes without dissent

Joaquin Acevedo Abstaining

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Adjourn

Meeting was adjourned at 4:04 pm.

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AMS Legislative Procedures Committee

Minutes of May 7th, 2013

Attendance

Present: Paul McDade (Councillor), Serena Ng (Councillor), Derek Moore (VP Admin), Anne Kessler (Chair), Hans Seidemann (Member-at-large), Phaidra Ruck (Councillor)

Guests: Sheldon Goldfarb (Archivist, Clerk-of-Council), Caroline Wong (AMS President), Chris Panadero (HR), Tanner Bokor (VP External)

Regrets: Chris Roach (Councillor), Maria Mohan (Member-at-large), Joaquin Acevedo (VP Finance)

Recording Secretary: Hans Seidemann

Call to Order

The meeting was called to order at 12:14 pm.

Introductions

Approval of Agenda

Moved: Derek Moore

Seconded: Serena Ng

That the agenda be adopted.

The motion carries unanimously.

VP Academic Commissioner Contract Extensions

Anne: LPC Considers changes to contract terms for appointed AMS employees. There are two commissioners in the VP Academic portfolio who need extensions because they haven't been able to hire replacements yet. They need extensions until May 17th for the Equity Commissioner and the Campus Development Commissioner.

Moved: Derek Moore

Seconded: Paul McDade

That the contract extensions for the Equity Commissioner and Campus Development Commissioner be approved as presented.

The motion carries unanimously.

Code Changes Related to Bylaw Changes From Referenda

Anne: We changed the bylaws through referendum back in January, principally to remove the student senate caucus, and to add affiliated institutions to AMS council. Those changes passed, but the code still reflects the old bylaws, and needed updating. Sheldon was previously directed to update code, and has provided the package before us, which corrects those two problems.

Hans: Are these all the bylaw-related changes?

Anne: It's all I've received from Sheldon, we'd have to check with him. As far as I know though, this is it.

Phaidra: Did we confirm why we want to separate Senate Caucus instead of bringing it in to the AMS?

Anne: Yes. The Senate is a UBC body, we've just held their elections for them, but we've never had any real authority over their actions.

Phaidra: But do we want to affirm that separation? It looks like the original intention of the old bylaws was to try and exert some influence on that body. Do we want to abandon that?

Hans: We never really had any authority to influence them, so this maintains our connection, but doesn't try to exert influence where we don't have any.

Sheldon: Senate Caucus has existed as a completely separate body for years now. I could have looked into how it was intended to be managed back in the 70's when it was drawn up, but didn't.

Hans asked Sheldon whether these are all the bylaw-related changes to code, and Sheldon said yes, except for those which come into effect later (i.e. executive turnover)

Moved: Phaidra Ruck

Seconded: Paul McDade

That LPC recommend that council approve the code changes contained in CODE CHANGES 2013: SENATE CAUCUS and AFFILIATES.

The motion carries unanimously.

Discussion on Wage Tiers

Anne: 2 years ago Council passed a motion creating 3 tiers of compensation for employees: one for regular employees, one for supervisory roles, and one for specialized skills. It was only ever passed in council, but never included in code, which makes it hard to reference and make good use of. We'd like to put this in code, but it sparks a larger discussion on who is covered by these tiers. Is it everyone who's not permanent staff? Does it cover all the business employees? For instance, why are some positions appointed and not hired?

Chris: Sheldon might be better to explain that.

Sheldon: The larger issue is who does this cover? Who are considered student government employees?

Chris: The way I think of student government employees is that they encompass all student employees on the government side of the org chart. Also, with the businesses, they have their own tier system, for instance, employees at the Pit follow a different structure for those serving liquor.

Sheldon: The question as I see it is who is covered by this? Employees working for permanent staff? Safewalkers? Do these people need to come to LPC for contract changes?

Chris: If you want to change contract terms, and it's significant, it should go through LPC.

Sheldon: Code talks about a hiring process for a number of appointed positions, including but not limited to student services coordinators, commissioners, AVPS, exec assistants, publication coordinators, etc.

Hans: That list is exactly what we considered when I was chair with regards to who we considered when deciding who to hear changes for at LPC.

Caroline: But then if we want to have some checks or balances in place for employees of permanent staff, what would be the structure for that?

Sheldon: I would think that this would be best for HR or for that permanent staff member's boss to give the ok on.

Anne: It would be a good idea though if HR followed similar tier structures for employees of permanent staff as exist for the appointed employees. We wouldn't want a postering person working for a permanent staff member to make more than an AVP working for an executive.

Phaidra: Do we want to write all those employees into code then?

Sheldon: Alongside the tiers though, do we want to have a line that describes who has to come to LPC?

Caroline: Yes, it seems like it would make sense to have LPC only cover employees who don't report directly to permanent staff.

Sheldon: So should we remove the AMS Insider editor from the listing, so that it doesn't get covered by LPC's purview?

General approval for the suggestion that the AMS Insider be not considered by LPC

Anne: What about several levels down the org chart? So what happens if a tutoring coordinator wants to change the hours of a given tutor? How would that work?

Sheldon: But many of the students listed in the list I provided don't get approved by council, so do we want them to be covered by LPC or not?

Chris: I would prefer that ECSS go through LPC instead of being exempt. Even though they report to the Director of Student Services, they hire their own staff, etc.

Sheldon: Well code says that the ECSS position reports to the President.

Caroline: That shouldn't be. They report to the Executive Director. So we should change the code to reflect that.

Hans: If a permanent staff member changes the hours of one of their employees that are unbecoming, then there's a mechanism to deal with that: you fire the permanent staff member. Because we don't have that option with council or committees or executives, that's why LPC has oversight over their desired contract changes. We should only be handling those.

Caroline: ECSS should be an employee of the executive director, who would have the authority to punish or fire them, which would remove LPC's responsibility to manage their hires and changes to their contract terms. If ECSS wants to change hours or wages, they should do it through the Executive Director or HR.

Hans: So long as we have consistent wage tiers across the governmental organizational units, then that should be fine.

Sheldon: So I should draft code to account for this? There are also sections for determining how to appoint coordinators. Should we remove that as well?

General agreement that the ECSS should not need LPC approval for changes in the terms of employment for their employees, and that the tiers and needing LPC approval should be for employees or appointees of council, committees of council and the executive.

Someone asked whether the services would be covered under the tiers, and Sheldon clarified that the services already had their own tier system. It was asked whether student employees of permanent staff should be covered, and there was general agreement that they should have their own separate but similar wage tier system. Sheldon is going to draft some code to reflect these changes.

Anne: We should move on the tier system specifically. There are three tiers, at \$10.50/hr for entry level, \$11.25/hr for supervisory and \$12.25/hr for specialized skills. *She brought up the presentation for the April 2011 meeting and showed them.* The reason for the change was that the minimum wage was increased and it was decided that we should standardize wages to be more equitable between positions and to have more clarity about appropriate wages.

Paul: The descriptions for the tiers are very vague.

Anne: Yes, the motion had very little description and only described which positions are which tier. We want to add more detail about the tiers to make it easier to decide which position is which tier.

Phaidra: Can you send the powerpoint to us?

Anne: Yes.

Sheldon is going to draft something for next meeting for us to review.

Caroline: Just to let the committee know, one item of business that will be upcoming during the summer is changes to committees.

Adjourn

The meeting was adjourned at 1:17pm.

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AMS Legislative Procedures Committee

Minutes of May 13th, 2013

Attendance

Present: Anne Kessler (Chair), Phaidra Ruck (Councilor), Maria Mohan (At-Large), Sheldon Goldfarb (Archivist and Clerk of Council), Joaquin Acevedo (VP Finance), Serena Ng (Councilor)

Guests: Tanner Bokor (VP External), Ekateryna Baranovskaya (AVP External)

Regrets: Chris Roach (Councilor), Hans Seidemann (At-Large), Paul McDade (Councilor), Derek Moore (VP Admin)

Recording Secretary: Phaidra Ruck

CALL TO ORDER 1:10pm

Approval of Agenda

Additions: Amendments to FINCOM vice chair hours and code change to remove First Week from the list of services

Moved: Phaidra Ruck

Seconded: Joaquin Acevedo

That the agenda be adopted.

The motion carries unanimously.

Approval of Minutes

Moved: Phaidra Ruck

Seconded: Serena NG

Abstention: Joaquin

That the minutes of May 7th, 2013 be approved.

The motion carries.

FINCOM Hours

Joaquin: The FINCOM vice chair currently works 15 hrs week, and the VP Finance office is normally supported by a couple other positions. The position has been working more than 15 hrs week, 1 person is taking on more work, rather than distribution among the smaller positions. It takes time to hire the team, so I am recommending we increase the hours to reflect the workload increase and hours to 20 hours.

Moved by: Joaquin Avecedo

Seconded: Serena NG

BITR LPC recommend to council to increase hours of the FINCOM Vice-Chair position from 15 to 20 hours/week for the remainder of the term, until April 2014.

Note: The current occupant of the position has agreed to this change.

Motion carries.

PAY TIERS

ANNE: The tiers system was passed a couple years ago, and now we are trying to work out how we will work this into code.

EKAT: Codifying the difference between regular staff and appointed staff?

Sheldon: This refers to current code for appointees and employees.

Joaquin: What about the issue of BAGB? We don't want them to fall under this.

Sheldon: We can exclude BAGB.

Sheldon: Here's the list of who is included so far (2nd paragraph lists) ...commissioners, vice presidents, exec assistants, shinerama coordinator, etc.

What is left out is the service coordinators, because they are not appointed, they are regular employees.

Anne: The services already have their own tiers that were approved by council.

Joaquin: In terms of pay equity, we should try to bring that in.

Sheldon: This came up before.

Anne: I think that as long as the pay is similar, we don't have a pay equity issue.

JOAQUIN EXITS FOR ANOTHER COMMITMENT

QUORUM IS LOST

Sheldon: This is the first stab at trying to bring order

TANNER EXITS

Anne: This is so employees can go through HR but Execs have to come to LPC for changes to the terms of employment for positions. Usually, it's just minute position description changes, like Joaquin just did.

Ekat: This is one of the only mechanisms of council that interacts with the job descriptions of the services to keep in the loop. Sometimes it is important to have the oversight and control over the questions, such as why a job hours are cut.

Anne: But having them come to LPC takes time from other issues.

Serena: If it doesn't come here, where does it go?

Anne: The executive director, which is currently unfilled so it would be the President.

Phaidra: Are services and appointees the same people?

Sheldon: We are looking at changing these positions to not be appointed.

Ekat: It depends on which position.

Phaidra: Maybe we can have a written record of the job changes.

TANNER RETURNS

Anne: So we can add a part any job description changes or changes in the terms of employment under the ECSS will require consultation with the Exec director, and a rationale (quick note) be available for the reason for the change. A well, we should exclude BAGB.

Serena: Where else are the tiers written?

Anne: No where, only the original motion.

Phaidra: Recommend to strike 'professional' from highest tier, change to specialized, to reflect wage is not the level usually regarded as that of a professional.

Anne: We should also add more of a description of a tier, maybe add which position is which tier into code?

Sheldon: This would be helpful as a point of reference.

Serena: Maybe we should postpone approving this?

Anne: Yes, Sheldon will edit the draft and we will look again next meeting.

ECSS CHANGES

Tanner: We should wait for Caroline

Anne: I would like to see them stay in council, but we will discuss this fully another time.

FIRST WEEK

Anne: Listed as a service, but it's an event that's run by the events office. The recommendation is to strike from a list of services.

Sheldon: Another question was whether SASC should be listed here since it is not run under the ECSS.

Anne: There is a services review right now, we should maybe wait until that's done.

Tanner: We are just going through the process of hiring someone to manage this project right now, so we should wait.

Moved: Phaidra Ruck

Seconded: Serena Ng

BIRT remove First week from the list of services.

Carries Unanimously

Adjourn

The meeting was adjourned at 2:00pm.



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AMS Legislative Procedures Committee

Minutes of May 21, 2013

Attendance

Present: Phaidra Ruck (Councillor), Chris Roach (Councillor), Paul McDade (Councillor), Niloufar Keshmiri (Councillor), Cole Leonoff (Councillor), Hans Seidemann (Member-at-large), Anne Kessler (Chair)

Also Present: Sheldon Goldfarb (Archivist, Clerk of Council), Tanner Bokor (VP External) Matthew Duguay (ECSS), Ekateryna Baranovskaya (AVP External)

Regrets: Maria Mohan (Member-at-large)

Recording Secretary: Hans Seidemann

Call to Order

The meeting called to order at 4:07 pm.

Approval of Agenda

Moved: Chris Roach Seconded: Paul McDade

That the circulated agenda be approved.

Approved with unanimous consent.

Approval of Minutes

Moved: Hans Seidemann Seconded: Anne Kessler

That the minutes of the May 13 meeting of LPC be approved as presented.

Approved without dissent.



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Tiers and Appointees in Code:

Anne: This was brought to LPC as a draft last meeting, but it was felt further revisions were needed.

Paul: Is there any reason we use the specific wages for each tier?

Anne: It's really hard to find out what the pay rates are, this makes it readily findable / accessible.

Ekateryna: Short of having it in code, it's really hard to find them.

Phaidra: Does this raise a problem by putting it in code that if a wage tier wants to be changed, it requires 2/3 instead of a simple majority vote of council?

Hans: Council already does 2/3 for setting procedures for employees, so the standards would be the same for wages.

Ekateryna: More oversight over wages is generally better anyways.

Sheldon: Why are we including appointees who report to committees? Other than Eric Gauf last year, when will this be used?

Anne: It's easier for us to have the description exist, than have to add it in later if we ever create the position?

Sheldon: What about poll clerks? Should they be included as appointees? They report to the Elections administrator, which is appointed themselves.

Chris: How much time do Elections Administrators have to hire these poll clerks?

Tanner: They'll likely get hired in July, and hire their poll clerks usually right before the election (in January).

Anne: So we're agreed that the sections covering appointees would also cover poll clerks?

General assent



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Sheldon: Is this really what we want? If a commission decides to hire postering people and things like that to do work for them, do we want them to be considered appointees?

Hans: There shouldn't be a situation with a commission or committee hiring an employee, unless they've been set up as an executive project officer, since it's the only structure that allows for an employee to report to those bodies. In those cases, they should be covered by the rules regarding appointees.

Sheldon: So do we want to add a line to include those who report to the elections committee?

Hans: Why don't we just say that it includes anyone who reports to an appointee?

Paul: But there might be a lot of people who fall under that description?

Sheldon: We could add it in to the section that describes appointees?

General Assent

Anne: With regards to the pay rates, I didn't think we were going to include the pay rates in the code in the same place as the description, because that may impact how easy it is to change.

Hans: If it's in the code, it'll require a 2/3 vote anyways. My only suggestion would be to include the name of the tier next to the pay rate, so that it's clear which is which.

Phaidra: Are we going to run into problems with this definition conflicting with the pay rates of existing position?

Anne: No. They should agree with the existing positions. They were all brought in line with the tiers when they were introduced.

Anne: My other question was with AVP's though: since they're not technically supervisors, they wouldn't be included in tier two, but they work independently, and aren't entry levels.

Phaidra: Could we say that tier 2 also includes specialized skills, and tier 3 has "advanced" specialized skills?



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Chris: It seems like you could make the argument that AVP's have specialized skills, and could be considered tier 3.

Ekateryna: Could we leave the tier of a given AVP to their executive?

Chris: If council wants to put an employee at a given pay-scale, it doesn't matter what the description is, right? If they wanted to pay a tier-1 employee at \$12.25 per hour, they could just vote to change that.

Hans: The point of code though is to set guidelines. We should try and provide direction so that Council has something to consult down the road if they have questions.

Discussion on how the section should be worded. Eventually settled on describing tier 2 as "supervisory, or having increased responsibility"

ECSS Discussion:

Anne: It was discussed earlier at LPC about how ECSS should be handled. Currently, we don't have an Executive Director, and the ECSS reports to Caroline. I like that ECSS is on council and Execom, since we created this position originally as being essentially an executive, without all the difficulties of bylaws changes and whatnot.

Matthew: I don't have a voting seat on council. It was always conceived that the ED would be the services representative on council.

Sheldon: Caroline felt that the ECSS shouldn't be a presidential officer, and shouldn't report to her.

Chris: But until we have an executive director, then we should just leave things be.

Hans: Could we specify that the ED or their designate attend council?

Anne: But currently, the ED is Caroline essentially, and we don't want her to be able to designate someone else to attend council to represent the services.

Hans: Could we set it up for Matthew to report to the GM in the interim between now and when we are in the budgetary position to hire an ED? That might work better than just having ECSS quasi-report to president for 2 years.



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Anne: Caroline said she wanted to keep things as they were for now.

Chris: We should present any ideas for changes to the executive committee and let them consider it before we go ahead with anything.

Appointment of Alternate Chair

Sheldon reads the description of alternate chairs

Moved: Chris Roach Seconded: Paul McDade

That Hans Seidemann be named the alternate chair of LPC.

Approved with unanimous consent.

Bylaw Changes

Anne: We're talking about having a referendum or special general meeting in the fall. It would be good if we can take this opportunity to change bylaws where they cause problems. Sheldon and I are likely going to be drafting some suggested changes to bring to you down the road. I wanted to run them by you for feedback first.

Reading of the list of bylaw change suggestions produced by LPC in 2012

Adjourn

Meeting was adjourned at 5:03 pm.



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AMS Legislative Procedures Committee

Minutes of June 3, 2013

Attendance

Present: Hans Seidemann (Member-at-large; acting Chair) Niloufar Keshmiri (member-at-large), Cole Leonoff (Councillor), Paul McDade (Councillor), Phaidra Alisha (Councillor), Derek Moore (Vice-President, Administration)

Recording Secretary: Niloufar Keshmiri

Call to Order

The meeting called to order at 5:05 P.M.

Approval of Agenda

Moved: Phaidra Alisha Seconded: Derek Moore

That the circulated agenda be approved.

Approved with unanimous consent.

Approval of Minutes

Approval of the minutes of the May 21st meeting.

Moved: Cole Leonoff Seconded: Paul McDade

That the circulated Minutes be approved.

Abstention: 1

Election Reserve Fund Code and Lobbying Fund:

The VP Finance requested at the previous council meeting to suspend the transfer of funding into the election reserve and lobbying fund, and the matter was table and sent for further review to LPC. This fund was set up just over a year ago to cover the three major areas of lobbying for the external portfolio, municipal, provincial and federal, and



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it is set up on a schedule that allows for there to always be funding available for the given cycle.

There is currently \$10,000 in the fund for municipal and federal elections.

The committee briefly discussed a possible transfer from the constituency aid fund, however it is defined in bylaws and therefore the current balance cannot be altered for any other purpose than as defined for the fund, prohibiting its use to fill the election reserve in case of a transfer suspension.

An alternative solution discussed by the committee was a suspension of code to allow for less to be transferred. Last year, part of the VP External budget was used to supplement spending for the election because there was only one year of transfers. However, it was concluded by the committee that LPC would not make definitive recommendations on whether changes on a year-by-year basis depending on financial need might negatively affect future campaign efforts, that was thought to be better handled by the University and External Relations Committee.

The discussion of the committee shifted to the structure and intentions of the fund. It was part of the initial intention of the fund for it to be used in order to get out the student vote and not necessarily fund an issues campaign. Part of the creation was also attributed to our departure from CASA, and the new need to conduct independent lobbying efforts. This year there were particular guidelines in place on how the AMS, and its clubs and constituencies, could act and the impact on the AMS' spending capabilities. There is currently equal division for the three levels of government, but concerns were raised as to possible spending limits that might render the current caps ineffective.

The committee agreed unanimously that the structure of a bulk amount placed into a broad fund and then divided into separate funds is a good model, though there were still concerns about the usefulness of equal division.

Though it was considered that lobbying efforts could merely be perceived as something that a VPX could budget for in a given year, the trade-offs are negative and unnecessary for their office given the necessity of the effort.



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The committee concluded that it is broadly in favour of having a fund that is also distinctly divided into three separate funds. The minimums may need to be changed upon further inquiry into past spending and spending limits, but the structure of the fund as it stands is appropriate.

Those questions can be referred to UNECORN for further discussion.

Discussion is tabled.

Constituency Aid Fund:

The aid fund was initially interpreted to fulfil the purpose of covering any constituency shortfalls, though the outline seems to be much more broad.

The section of code allowing for furnishings replacement was interpreted by the committee to reflect emergency damages to said furnishings. The same was concluded for elections in case of emergencies. Special projects relating to academics seemed to not reflect the emergency nature of the aid fund. The only other case where this would make sense is if the constituency has a very small budget and therefore small capabilities to do such. The committee proposed clarifying the furnishings section by prepending the code to add that the fund is designed for emergencies or where no other funding exists, independent of specifics.

Some of the limits as outlined in code seem to be irrelevant or out of date, and Hans suggested sending the limits for further review.

Phaidra asked whether there should be some oversight about the allocation of this fund, which the committee concluded falls under the jurisdiction of the finance commission.

The committee concluded that should the fund not be used to cover budget shortfalls then it might be more appropriate to place a cap, given that the fund currently has \$75,000.

There also needs to be a look into whether constituencies experience budget shortfalls and are incapable of withstanding any temporary shortfalls and whether the current code allowances for the fund's usage are appropriate.

Point 4 of the code is also missing.



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Elections Committee Bonuses:

Sheldon has drafted code that defines the pay given an off cycle election or referendum, \$750 and \$50 for every referendum question outside of the third.

A reference was added into the pay tier system code section with the original code appearing in Elections Bonuses.

BIRT Legislative Procedures Committee recommend that council adopt the code changes entitles Code Changes 2013: Election Bonuses.

Moved: Phaidra Alisha Seconded: Paul McDade

Approved with unanimous consent.

Policy Guidelines:

There are changes requiring notification of appropriate bodies when policies expire and a checklist of the steps taken when a policy is being formed.

The standing committee is going to be notified a month before it expires, should it expire without action, executive committee sends it back to council who could send it to exec committee.

The committee feels that the policy should be amended to include renewal in addition to the preparation of a new policy.

Hans finds the policy guidelines somewhat cumbersome and proposes the policy be sent to Anne and Sheldon for further clarification.

The committee recommends sending the guidelines to the relevant bodies and tables discussion.

Adjourn

Meeting was adjourned at 6:13 P.M.