Minutes of the AMS Operations Committee

July 26th, 2017

Attendance

Present: Pooja (chair), Julian, Caroline, Brad, Jeanie (by phone)

Regrets: Scott, Chris

Recording Secretary: Julian

Call to Order

The meeting was called to order at  4:07  pm

Approval of the minutes

MOVED BY, SECONDED BY Brad, Julian

“BE IT RESOLVED THAT the July 12th, 2017 meeting minutes be approved as presented”

[motion passes]

Agenda Items

Plan today is to deal with policy that logically goes into Ops Committee internal policy.

Last two meetings over the summer will be cleaning up the policy handbook, we need to integrate these policies below.

1. Bookings Policy - edit

Pooja: Concerning booking requests for the Nest by non-AMS external organisations, President says that technically, decisions on bookings should be made by multiple people. Not OK to only have VP Admin to make executive decision. Now the booking policy for non-AMS external organisations is:

RULES FOR BOOKING REQUESTS FROM NON AMS APPROVED EXTERNAL BOOKINGS

1. All bookings are subject to the same policies as commercial clients

2. Non AMS Approved External bookings may be exempt from the charge at the discretion of the VP Administration and the Vice Chair of Operations Committee, which will consider:
   a. Educational, social, and professional benefit to AMS Members
   b. Other venues at which the event could be held
   c. The Organizer’s attempt at sources of funding
   d. other circumstances determined, by the VP Administration

3. The VP Administration and Vice Chair must report their decision to Operations Committee to go into the minutes for approval

4. Non AMS Approved External Organizations may direct themselves to AMS Council to seek approval, in which they will be subject to the booking procedures for AMS Approved External Organizations
Jeanie: proposes a form for non-AMS external organisations to fill to
Brad: but then we normalise this kind of behaviour.
Jeanie: form does not need to be publicly available. Can reply by email. Also good documentation process for these kinds of decisions.
[everyone agrees with above policy]

2. Constituency and Club Elections

Brad: submit elections results to C+S through Campus Vibe. Important to submit to indicate in policy that this is going to an AMS body through online clubs interface.

Jeanie: Is it useful to have “AMS Campus Vibe” in writing because we change our club interface regularly.

Brad: We can use a general term like “online clubs interface” in the code to avoid this problem.

Jeanie: What about constituencies, is this relevant to them?

Pooja: No, at the moment we don’t have anything for constituencies in here. Whether or not policy on constituency elections should be in this handbook is debatable.

Jeanie: Some of the points in the policies can be applied to constituencies. However, things like the rules on timing on the election seem irrelevant to constituencies. Some constituencies like Forestry and CUS have their elections at different times, and orientations on different cycles. For constituencies, perhaps a policy at the bottom? Big question is who do they go to for oversight? In the past this has been the AMS Elections Administrator. Maybe we should clarify with Max Holmes about what makes most sense from the EA perspective. Who should enforce these policies about constituency elections?

Pooja: Constituency EAs are not a reliable way to deal with election debacles. Hesitant to put anything on constituency elections in OpsCom. The placement of this policy seems like something governance committee should be working on.

Jeanie: SAC was not the body that oversaw constituencies. That body is council. Perhaps makes sense to clock more hours under the AMS EA. Would be good to have someone from the AMS train all the EAs in the constituencies and be charged with this role of oversight.

Pooja: Many problems would be solved if in the past constituencies talked to the past EA.

Jeanie: past EA did meet with constituencies to provide support. Perhaps formalising this process?

Pooja: It should be governance committee that solve these issues.

Jeanie: What about sending constituencies elections to President’s Council? Another person who should be involved in the process of formalizing constituency election oversight is the previous EA, Max Holmes, because he recently dealt with this. He also wrote a report that indicated several issues with constituency elections that should be addressed. Perhaps put another EA to deal with constituency election. What needs to be in writing: who constituencies need to report to, whether or not to use SimplyVoting (not even worth saying paper ballots?), and indicate the roles and components in an election process like the EA, timeline, etc.
Pooja: Can talk to Max about this, but this is about oversight on constituency elections, so this should go to President’s Council.

Jeanie: Constituency manual is another place to include this policy.

**MOTION**

MOVED BY Jeanie, SECONDED BY Brad

“BE IT RESOLVED THAT Recommendation 11 (sent from Governance Committee, from the ad hoc committee on constituencies report) be sent to presidents council for review after consultation with past EAs”

[motion passes]

Jeanie: what about program clubs and how they run elections? This might be another thing under constituency elections.

Pooja: Will let Alan know about the progress in this matter.

3. **Constituency Media Protocol Policy**

Pooja: for media training, should we be involving UBC?

Jeanie: UBC Public Affairs office offers free media training, they are happy to provide students with this, so this might be a resource we can use. Hour-long training, with practice.. Good quality.

Caroline: Even Residence Advisors get media training. Provided at advisor orientation, by senior RAs.

Pooja: Whoever is in charge of OpsCom will interpret how this training would be provided. Perhaps including suggestions in terms of who/which groups to engage.

Jeanie: AUS debacle is a specific incident. For these kinds of things, a responsible AMS executive should react quickly to media requests.

Caroline: What about a media ban?

Pooja: I’ve included a consultation with AMS Communications Manager before releasing a public statement.

Jeanie: But then, what about statements for advertising events? Would this policy apply for those kinds of things?

Pooja/Caroline: modify to specify for situations when an event is potentially damaging to AMS reputation.

Julian: what about specifying that this procedure only applies when a constituency is approached by the media. Being approached by media could be an encompassing situation.

Jeanie: What about when Ubyssue asks for bios from people, then in this case constituencies would
not be able to talk to. Perhaps we can apply UBC Staff policy?

Caroline: Suggests wording: “When approached by the media on matters relating to sensitive topics that can be perceived as having a negative impact on the reputation of the AMS and its constituencies.”

Pooja: Will edit policy in current handbook to reflect this suggested wording.

Caroline: important to include the word “must” consult.

*Regarding the fourth clause of the policy:*

Caroline: people who have potential to deal with the greater community should be affected by this policy.

Jeanie: Brick training?

Jeanie: Public-facing staff?

**MOTION**

MOVED BY Julian, SECONDED BY Caroline

4. “BE IT RESOLVED THAT the document titled Operations Committee Policy Handbook be approved as presented”

Julian: Idea is that we’ll continue working on it to have a workable and current version by the end of the summer.

Pooja: Yes.

**[motion passes]**

Action items:

Pooja: will talk to Max about elections and constituencies, and will let Alan know of this decision. Will also combine all working documents.

**Next Meeting**

The next scheduled meeting is TBD

**Adjourn**

There being no further business the meeting was adjourned at 5:00 pm