The Board of Directors acknowledges and respects the Algonquin First Nation, on whose traditional territory the Carleton University Students’ Association is located.

AGENDA for the 5th Meeting of the CUSA Board of Directors

September 11th, 2022 at 1:00pm
Hybrid at Haven (43 Seneca) and on Zoom
1. Call to Order
2. Disclosure of Interest
3. Approval of the Agenda
   1. Motion to Approve the Agenda as Presented (B-68)
4. Approval of Past Minutes
   1. Motion to Approve the Regular Board Meeting minutes from August 9, 2022 (B-69)
5. Presentations/Delegations
   1. Presentation by President Stoikos-Lettieri on Executive Orders 007-009
6. Directors Reports
7. Staff Reports
8. Committee Reports
9. Introduction of Bylaws/Policy
10. Reconsideration of ByLaws/Policy
11. Announcements and Correspondence
   1. Passing of Motion B-67: Motion to Appoint a Deliberation & Selection Team for the Chief Returning Officer
12. New Business
13. Notice of Motion
14. Unfinished Business and Deferred/Tabled Items
15. Other Business
16. Question and Answer Period
17. In Camera Session
   1. Motion to Move to In-Camera Session (B-70)
18. Adjournment
   1. Adjournment (B-71)
Appendices:

Appendix A: Correspondence from Anastasia Stoikos-Lettieri (President, CUSA) -- EO 2022-007 Millennium Promise Referendum

Appendix B: Correspondence from Anastasia Stoikos-Lettieri (President, CUSA) -- EO 2022-008 Referendum on the CFS

Appendix C: Correspondence from Anastasia Stoikos-Lettieri (President, CUSA) -- EO 2022-009 Prospective OUSA Observer Membership

Appendix D: Announcement from Gray Simms (Chair, CUSA) -- Deliberation & Selection Team for the Chief Returning Officer
Item 3.1

Motion to Approve the Agenda (B-68)

BE IT RESOLVED that the Agenda for the September 11th Special Board Meeting be approved as written.

Moved:

Seconded:
Item 4.1

Motion to Approve the Regular Board Meeting Minutes from August 9, 2022 (B-69)

BE IT RESOLVED that the Past Minutes for the August 9th Regular Board Meeting be approved as written.

Moved:

Seconded:
Item 5.1

Presentation by President Stoikos-Lettieri on Executive Orders 002-005

[see Appendices A, B, and C]

Presentation to be given at Board.
Item 11.1

Passing of Motion B-67: Motion to Appoint a Deliberation & Selection Team for the Chief Returning Officer

[see Appendix D]
Item 17.1

Motion to Move to In-Camera Session (B-70)

BE IT RESOLVED that pursuant to section 6 of the CUSA Board Rules of Procedure, The Board move In-Camera.

Moved:

Seconded:
Item 18

Adjournment (B-71)

BE IT RESOLVED that the Board adjourns until 7:00 pm on Monday, the 14th of November at Haven (43 Seneca) or virtually.

Moved:

Second:
APPENDIX A

Correspondence from Anastasia Stoikos-Lettieri (President, CUSA) -- EO 2022-007
Millennium Promise Referendum

Millennium Village Referendum E.O. 2022–007

<table>
<thead>
<tr>
<th>LONG TITLE</th>
<th>DATE OF ENACTMENT</th>
<th>LAST AMENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Order Endorsing a Referendum on the Millennium Village ancillary fee</td>
<td>6 August 2022</td>
<td>6 August 2022</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALSO INDEXED AS:</th>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion EXEC–038</td>
<td>All staff</td>
</tr>
</tbody>
</table>

By the power vested in this Executive Council by the Executive Policy, the following Order is enacted:

APPLICATION
This Order applies to all Executives and staff.

POLICY
1. This Executive Council recommends that Council proclaim a referendum on the continued existence of the Millennium Village/Millennium Promise ancillary fee.
2. This Executive Council supports the referendum committee that would campaign to remove the fee.
APPENDIX B

Correspondence from Anastasia Stoikos-Lettieri (President, CUSA) -- EO 2022-008
Referendum on the CFS

Referendum on Continued CFS Membership  E.O. 2022–008

<table>
<thead>
<tr>
<th>LONG TITLE An Order Approving and Endorsing a Referendum on Continued CFS Membership</th>
<th>DATE OF ENACTMENT 6 August 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST AMENDED 6 August 2022</td>
<td></td>
</tr>
</tbody>
</table>

ALSO INDEXED AS: Motion EXEC–039

DEPARTMENT All staff

By the power vested in this Executive Council by the Executive Policy, the following Order is enacted:

APPLICATION
This Order applies to all Executives and staff.

POLICY
Proclamation of Referendum
1 A referendum on Carleton’s continued membership in the Canadian Federation of Students, and all divisions and parts, shall be held on the 17th of October, 2022, in accordance with the Referenda and Recall Policy and approved by Council.
2 The consideration of this referendum should not be discussed in camera at any body of this Association, and shall not be discussed in camera at this Executive Council.
APPENDIX C

Correspondence from Anastasia Stoikos-Lettieri (President, CUSA) -- EO 2022-009
Prospective OUSA Observer Membership

Prospective OUSA Observer Membership  E.O. 2022–009

<table>
<thead>
<tr>
<th>LONG TITLE</th>
<th>DATE OF ENACTMENT</th>
<th>LAST AmENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Order Approving a movement towards OUSA observer membership</td>
<td>6 August 2022</td>
<td>6 August 2022</td>
</tr>
</tbody>
</table>

ALSO INDEXED AS: Motion EXEC–040

DEPARTMENT: All staff

By the power vested in this Executive Council by the Executive Policy, the following Order is enacted:

APPLICATION
This Order applies to all Executives and staff.

POLICY
Application for Observer Membership
1 A representative from the Association shall petition the Steering Committee of the Ontario Undergraduate Student Alliance for Observer Membership at their meeting on the 22nd of September 2022.

Reporting
2 The representative for this Association to OUSA shall tender to Council and the Executive at the end of every year of the two-year Observer membership, a report on their evaluation of the Alliance, in accordance with the External Relations Policy not yet extant.
APPENDIX D

Announcement from Gray Simms (Chair, CUSA) -- Deliberation & Selection Team for the Chief Returning Officer

Time Sensitive: Action Required: Chief Returning Officer (CRO) Selection Team Motion - CUSA Board e-vote business

Samuel Kilgour <samuel.kilgour@cusaonline.ca>
Aug 23, 2023, 3:16 PM (2 days ago)

Hello CUSA Board voting members,

I wrote the below motion in consultation with some other CUSA staff. I am asking the Voting Board Members to review, ask any questions, seek amendment, and ultimately vote over e-mail by replying all with a “Yea” or “Nay” vote in favour of or not in favour of adopting this motion over e-mail as the matter cannot wait until our next meeting but should not necessitate the scheduling of a special meeting. The e-mail thread with votes will be printed to PDF and submitted for approval along with other prior meeting minutes at the next regularly scheduled CUSA Board meeting.

""

Motion to appoint a Deliberation & Selection Team for the Chief Returning Officer:

WHEREAS many proposals for the Chief Returning Officer (CRO) position have been received

AND WHEREAS it is preferable for a CRO to begin onboarding as soon as possible

BE IT RESOLVED THAT the Deliberation & Selection Team select a suitable CRO for the coming year

BE IT FURTHER RESOLVED THAT the following individuals serve on the Deliberation & Selection Team

- voting member: Chair of the Board & HR Subcommittee Co-Chair or designate
- voting member: President/CEO & HR Subcommittee Co-Chair or designate
- voting member: Executive Director or Designate
- voting member: Director of Finance & Administration or designate
- advisor: Vice Chair of the Board
- advisor: Director of Student Development

Moved: Director Harris
Seconded: President/CEO Stoikos-Lettieri

""

If any director wants to amend, I am happy to support in any way to ensure the selection team is appointed in an expeditious fashion.

The applications/proposals have already been received/organized and we are hoping to have a candidate in place as soon as possible for the mid-October byelection.

Some rationelle which can also be passed on to full Board as necessary:
Why am I proposing a motion rather than an amendment to a policy?
I have chosen to do this as a motion rather than as an amendment to the Hiring Policy & Procedure. The reason for this is that the Policy & Procedure do not outline the selection process for any of the consultant-type positions, and this process was run as a Request For Proposal (RFP) rather than an employee job posting. I also chose this process as it is similar to when the Board appoints a negotiating team, as this Board did with the 1281 Union negotiations, meaning this process would not be without precedence.

Why did I choose the voting Team I did?
I included the Director of Finance & Administration as they are involved in the vast majority of interview processes across the organization. I included the Executive Director as they will manage the CRO as needed, and we generally have a line of accountability present in hiring processes. I hope we can set a similar standard for these types of RFP processes. I included the Chair of the Board as they are the co-chair of the HR Subcommittee. If the Chair intends to run for CUSA Executive in a process overseen by the CRO, it would be ideal if they could designate perhaps another HR Subcommittee member to this Team. I included the President/CEO as they are limited by nature of their role from running for further office within CUSA and also are the Co-Chair of the HR Subcommittee.

Why did I choose the Advisors I did?
I included Vice Chair Harris as an advisor to this team not only due to Director Harris’ experience in elections management with RRRA, but also due to Director Harris’ previous involvement with the Democratic Reform Committee (DRC). The DRC met with a number of consultants, including former CROs of other unions, and helped to craft the new structure of elections then adopted by CUSA Council, which included the external CRO role. Not many individuals involved in the DRC remain at Carleton, and Director Harris’ knowledge gained in this area should be capitalized on. Similar, I have included myself on the team due to my previous involvement with the DRC and due to the close relationship my department will have with the CRO. Many logistical responsibilities from the previous iteration of this role will be executed by the full-time staff in the Student Development Office, and it would be helpful for me to be involved to answer questions from those who submitted proposals and to ensure the role is accurately represented to candidates.

How is this Deliberation & Selection Team different from last year’s Hiring Panel?
Last year, the selection panel included a CUSA Councillor selected by lottery, a CUPE 1281 employee selected by lottery, the Director of Human Resources, and myself (non-voting) as I was onboarding the Director of Human Resources at the time to our Hiring processes. The CUSA Executive was supposed to have two voting members on the panel (President & VP Internal), but recused themselves from the hiring process.

Why is the Deliberation & Selection Team so different from prior precedence?
Firstly, the CUPE 1281 representative position has been removed from all hiring panels. In places where it was relevant, an outgoing 1281 employee may be involved in selecting their successor, but the removal of this position from hiring panels across the Corporation has been in effect since May. Secondly, the CUSA Councillor was removed as that member of the panel has fairly or unfairly received criticism in the past for conflict of interest in selecting an individual to oversee a process they may then run in. Of note, on occasion the CUSA councillor serving on this hiring panel would serve on the panel not intending to run in the upcoming election, only to change their mind once election season began, opening them up to the conflict-of-interest criticism when they could not have conceivably foreseen the conflict at the time they served on the hiring panel. As for previous executive involvement, the VPI was participating in previous hiring panels as a result of their role on the Board of CUSA Inc. That responsibility has since shifted to the external directors, meaning a Director Co-Chairing or a member of the HR Subcommittee may be a better fit. Finally, by inviting advisors into the process, the individuals could be different every year based on experience. This year, I happen to believe Director Harris and myself have the most beneficial experience.

Why not have more people on the Team or have the HR Subcommittee deliberate and select a candidate?
I would fully support an expansion of the team or referral to any Subcommittee. The reason it is not my recommendation is due to timelines and schedules. One of the main thrusts of the new Hiring Policy & Procedure was to cut down on the size of Hiring panels and to make the process of getting onto a Hiring panel more efficient. I anticipate coordinating with 6 individuals is already likely to be a large ask, with limited availability across office, vacation, class, and other commitment schedules. I would also highlight we are on-track for a mid-October by-election, and we hope to appoint someone to this role with great haste.
Has the VPI seen this Motion, and can he live with it even though his position used to be involved in the hiring of former similar positions?

Yes.

Best,
Sam

--

Sam Kilgour
Director of Student Development
Carleton University Students' Association | office: 613-520-2600 remote: 705-491-6460
401 University Centre, 1125 Colonel By Dr., Ottawa, ON
cusapoint.ca | Instagram | Facebook

CUSA Board Vice Chair
Tue, Aug 23, 4:36 PM (2 days ago)

to me, Kathryn, CUSA, Anastasia, Karl, Yohance, Jodi, Sarah, Lily, Gabe, Dustin, Aneesh

Yes

Thank you! Merci! Migwech/Ni'awen,
Simone

Simon Harris
(Vice Chair, Board of Directors)
Carleton University Students' Association
401 University Centre, 1125 Colonel By Dr.,
Ottawa, ON
cusapoint.ca | Instagram | Facebook

Anastasia Lettieri
Tue, Aug 23, 4:41 PM (2 days ago)

to CUSA, Aneesh, CUSA, Dustin, Gabe, Jodi, Karl, Kathryn, Lily, me, Sarah, Yohance

Yea

Anastasia Stoiko-Lettieri
CUSA President

Yohance Huggins-Charles
Tue, Aug 23, 6:37 PM (2 days ago)

to Kathryn, Karl, Jodi, me, CUSA, pres, CUSA, Sarah, Lily, Gabe, Dustin, Aneesh

Yea

Yohance Huggins-Charles
CUA Board Chair

to Kathryn, Karl, Yohance, Jodi, me, Anastasia, CUSA, Sarah, Lily, Gabe, Dustin, Aneesh

Yea.

Also just as some context, the HR Subcommittee did look over this before sending it to the Board as a whole. In addition, for anyone concerned about email voting, e-voting is allowed per the ONCA since we don’t have anything in our bylaws prohibiting it. It may be something we should consider having a procedure to govern the process in future, although this seems to be working quite well.

Best,

Gray Simms

Chair of the CUSA Board

Carleton University Students’ Association | office: 613-520-2600

401 University Centre, 1125 Colonel By Dr., Ottawa, ON

cusaonline.ca | Instagram | Facebook

---

Jodi Matthews

to Kathryn, Karl, Yohance, me, CUSA, CUSA, Sarah, pres, Lily, Gabe, Dustin, Aneesh

Yea

Get Outlook for iOS

---

Karl Alary

to Jodi, me, Kathryn, CUSA, CUSA, Yohance, Sarah, pres, Lily, Gabe, Dustin, Aneesh

Yea

---

Karl Alary, CUSA Director

BCom / Legal Studies

Carleton University, Sprott School of Business

---

Kathy Jajo-Yacoub

to Karl, Jodi, me, CUSA, CUSA, Yohance, Sarah, pres, Lily, Gabe, Dustin, Aneesh

Yea

Get Outlook for iOS

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Sarah Zaitlin

to Kathryn, Karl, Yohance, me, CUSA, CUSA, pres, Lily, Gabe, Dustin, Aneesh

Yea

Get Outlook for iOS