



1.0 WELCOME AND OPENING

1.1 Attendance

Bre Shanahan (Chair) (BS), Emma Mezger (EM), Eleanor White (EW), Abdul Rahman (AR), Viknash VM (VVM), Daj Janneh (DJ), Tony Goodman (TG)

1.2 Apologies

April Htun, Chloe Keller, Lauren Mocke

1.3 Proxies

N/A

1.4 Absent

N/A

BS acknowledged the traditional owners of the land on which we are all meeting on, the Whadjuk Noongar people in Perth, and the Menang Noongar people in Albany. She acknowledged they continue to be the custodians of this land, and paid respects to elder's past, present, and emerging. BS acknowledged this land was stolen and never ceded, and always was and always will be Aboriginal land.

2.0 CONFIRMATION OF PREVIOUS MINUTES

N/A

3.0 BUSINESS COMPLETED VIA CIRCULAR

N/A

4.0 COMMITTEE BUSINESS

4.1 **Introduction to Governance**

BS presented a presentation to the committee to give them an introduction to the Governance Committee.

4.2 **Project timeline**

Month	Meeting items
January	<ul style="list-style-type: none">• Introduction to Governance• PSA Rules and PSA Election Rules• Lyn Beazley Institute Rules• Working Group for Special Consideration TOR

February	<ul style="list-style-type: none"> • Committee Constitutions • Access Department Rules • Budget Transparency Policy • Accessible Protest Policy • Standing Orders
March	<ul style="list-style-type: none"> • <i>Guild regulations go to Senate</i> • FacSoc Funding Policy • Collaborative Reference Group Grant TOR • Welfare Department Rules • Workplace Health and Safety Rules
April	<ul style="list-style-type: none"> • <i>Welcome to our Ordinary Committee members</i> • NUS KPIs • SOC Rules • PAC Rules • MCW Rules • EFTPOS Hire Terms & Conditions
May	<ul style="list-style-type: none"> • Pride rules • Promotions and Publications Policy • Media Relations Policy • Social Media Policies • Digital Media Policy • Publications Committee
June	<ul style="list-style-type: none"> • <i>Review of accountability and governance due</i> • EMP Policy • Referendum Standing Committee Rules • Review Department election procedures
July	<ul style="list-style-type: none"> • Busking Policy • Guild Vehicle Policy • RO Training
August	<ul style="list-style-type: none"> • NUS KPI Assessment • Education Council Rules • FacSoc Election Appeal rules • FacSoc Award Rules • Cruickshank-Routley Memorial Prize Rules • Sustainable meetings guidelines
September	<ul style="list-style-type: none"> • Women's Department Rules • Safer Spaces policy

October	<ul style="list-style-type: none"> • Equity & Diversity Club Guide • RSD KPIs • All tenancy rules
November	<ul style="list-style-type: none"> • <i>Update policy book</i> • Young Leader's Council Rules • Transition policy • Guild Council Code of Conduct

BS asked the committee if anyone would like to add anything to the list.

EW is interested in the R.O training.

BS agrees.

TG said the presentation was good and it is a good idea to pass it along to people but there is also the issue that the Governance Committee has a sibling body which is a part of the appeals process for example, if it is with regards to the Elections, which happens at the end of the year, and people challenge the Election results etc this body takes more of a Governing role on those issues as well. TG said to BS that this should be added into the presentation.

BS replied yes, it is under Special Meetings.

TG added that it should probably be added under the role cause at Special Meetings the Governance Committee is the body that has to defer back questions or problems from those areas or resolve issues and report back to the Guild Council so ideally the committee should be a buffer for the Guild Council.

BS added that Guild Council can overrule the decisions that the Governance Committee makes.

4.3 Committee focus

BS said that the two projects which have been identified as good projects to focus on, is the website update and to ensure that all the regulations are available on the Guild website. BS also added that the committee will need to look at the Club and Societies constitutions in terms of provisions that allow clubs to kick members out for sexual harassment etc. BS said that it will be good to look at the transition policy on how the Clubs and Societies manage transferring over data from one office bearer to the next office bearer so there is not a huge loss of institution knowledge media and looking at a Guild Council code of conduct.

4.4 PSA Rules and Election Rules

Attachment 1

BS explains to the committee that a large part of the Governance meetings will be the committee looking at rules and regulations that have been updated for the committee

to approve them. BS explained that these are very open conversations. BS said that when looking at rules it is best to try think of different scenarios and circumstances that might come up under those rules to figure out if anything has been missed out or if anything could be misinterpreted this is the role of the Governance Committee.

PSA Rules:

BS informed the committee that the PSA Rules is in a folder in the drive. BS informed the committee that these rules were mainly done by Jackson MacDonald lawyers the Guild asked the lawyers to amend the rules after the experience of the last PSA Election which resulted in a lot of appeals because they hosted an electronic election and an in-person election which resulted in a lot of problems. BS said she added some comments to this document and suggested they put the rules into the same template as the UWA Student Guild Rules. BS added that this document will go to the PSA Committee on Friday (15/01/2021) for consultation.

DJ said that last year he discussed this issue with Adhish Kastha (AK) and Joey Chan (JC) that is might be better to host the PSA Elections during the Guild Elections.

TG said when it comes to PSA there is a split where they have a certain percentage of semi undergraduate students who want to further their studies in either the coursework side or the research side. TG added that PSA traditionally was researched focused although recently there has been a major push on the coursework angle so you would probably miss a good percentage of people if you hosted the PSA Election with the Guild Elections, as most of the Research PSA students are not interested in the politics. TG added that this was brought up last year and the PSA Research students said that they would not be comfortable with all the politics that surround the Guild Elections. TG suggested that it would be better to leave the PSA Elections separate from the Guild Elections. TG said that in the new PSA Rules they have opted for an only online Election because the in-person voting was getting abused a bit. TG added that last year there was a total of about 800 to 900 votes online and there were only 3 people that voted in person. TG added that the online angle is the better angle as it will reach most of the PSA students. TG said that Jackson MacDonald lawyers put the PSA rules and regulations together nicely and it was built off the previous regulations and rules so there were not any huge changes. TG added that the work BS and AH have done on the regulations were very good. TG had a meeting with JC to speak about the changes that have been made to the PSA regulations and the issues that JC had with the regulations. TG said it looks like the regulations and the Election rules should be completed soon.

PSA Election Rules:

BS informs the committee that these are the same as what was previously discussed and the main changes being only having electronic voting and adding in an appeals mechanism and given more scope for the Governance Committee to propose amendments. BS said that another change that was made under the PSA rules was that the requirement that a PSA student needs to be a financial member of CAPA (Council of Australian Postgraduate Associations) was removed as BS and TG thought it was inappropriate to oblige a body to be a member of a National body.

MOTION: The Governance Committee passes the PSA Rules and the PSA Election Rules

Moved: Brehany Shanahan Seconded: Daj Janneh

Passed Unanimously

4.5 Lyn Beazley Institute

Attachment 2

BS said that there has been a lot of changes made to the Lyn Beazley Institute Rules compared to the Terms of Reference. BS explained to the committee that the Lyn Beazley Institute was a think tank established by Christopher-John Daudu (CJD) last year. BS said this time last year it was clear that there was not any process in the Terms of Reference to bring in the next Chair into the committee and things like that. BS said that she changed some of the names in the rules for example, the Executive was changed to Chair to better reflect the normal naming systems that the Guild uses, BS also aligned the rules with other committee rules according to the frequency of meetings and quorum. BS said that CJD sent a list of issues with regards to these rules which the Governance Committee can discuss.

BS said the main issues that CJD has is that firstly the Lyn Beazley Institute (LBI) should adopt a level of independence from the Guild. BS said that the main items that CJD sent was that the selection process for the LBI Chair should include staff members. BS said that CJD also thinks that the LBI should not just have the outgoing Chair but also have several Executive members of LBI and that the Guild President should not select the Chair. BS said that CJD's second issue is that why does the Chair select the LBI Executive with the Guild Vice President and then the third issue was that the Vice President is enshrined in the rules as being a formal member of the committee.

EW said with the LBI being a relatively new idea and still getting off the ground it is very important to have the involvement of the Guild on a weekly basis as this will allow the Guild to review LBI's progress. EW suggested the committee can review the LBI progress in a year to see how it goes.

EM said that having the Guild President selecting the Chair is similar to what happens in most of the other committees.

TG agrees and asks which other committee boards have staff members involved in them?

BS answers PROSH and Pelican.

TG said that it is up to the Governance Committee to decide if they want staff involvement in LBI. TG said what about Guild Venture.

BS answered that with Guild Venture, Chloe Bull (CB) is on it as CB is the Director of Guild Venture.

EM added that CJD did not want a staff member playing an active part in running LBI.

TG added that he does not suggest they have a staff member running it and that LBI be more like Pelican where they have a staff member sit in on the recruitment process.

BS said that she suggested Alexander Sinclair (AS) maybe being on the LBI board especially if AS is involved with laying LBI out. BS said with PROSH and Pelican AS asks them about the process, but she is not sure if CJD has an idea of how much he wants Guild Engagement to be involved with LBI. BS said her main concern is that the Guild President is ultimately responsible for all publications under the Guild, and if the Guild President is not involved in selecting the Chair it is not evident that the Guild President can veto content etc. BS said it is also good governance to have the Guild President's oversight of who they are putting in that position.

TG agrees and said it is a good idea to have staff and the Guild President involved and for LBI to work similar to Pelican and PROSH and suggested that the Governance Committee reviews this process at a later stage.

BS said to EW that she likes EW's idea of putting in a review clause. BS said this will be added into the rules at the end to say review in a year to see if the process is working.

MOTION: The Governance Committee passes the Lyn Beazley Institute Rules

Moved: Brehany Shanahan Seconded: Eleanor White

Passed Unanimously

BS added that the changes made during this meeting will be submitted to Guild Council if there are no further amendments. BS said if there is an amendment for the PSA Rules for example after the committee discusses the rules then she will send these amendments via circular.

4.6 Working Group on Special Consideration Attachment 3

BS explained that the Working Group on Special Consideration (WGSC) is third in the folder. BS said that she worked on the Terms of Reference based on a motion that was passed at the end of last year in Guild Council. BS said the motion requested that the Guild Council investigates how special consideration is managed, the main point of it is for the Working Group to investigate what is happening, look at the best practice of how other Universities are doing it and to consult with a broad cross-section of the University including FacSoc. BS said the membership of the WGSC is Ed Council President as Chair, Guild President, PSA President, ISD President and then 3 members from Guild Council plus some ordinary students.

EM asked was bi-monthly meetings part of a motion that was passed.

BS answered no, that is what she added as a suggestion.

EM said that maybe the bi-monthly meetings should be the minimum.

BS asked EM how often should the WGSC have meetings.

EM said monthly and then as needed on top of their monthly meetings.

BS agreed and added that the Governance Committee is changing it from bi-monthly to at least monthly.

MOTION: The Governance Committee passes the Working Group on Special Consideration Rules

Moved: Brehany Shanahan Seconded: Emma Mezger

Passed Unanimously

4.7 Working Group on Assessments Attachment 4

BS explains that this working group is separate from the Special Consideration Working Group, this group looks at assessments at UWA and gaging student feedback on how it should be improved on so that EM, AH and JC can take the feedback to the University. BS said that there will probably be some changes given the changes that are happening more broadly, especially as Professor David Sadler has mentioned about not doing exams anymore.

EM said it will be good to get a working group set up to firstly gather the evidence of how the student body interprets the assessments the University currently conducts and then to work out the changes the Guild can make to improve the student experience with assessments.

EW asked if the committee thought that bi-monthly meetings will be enough or should it also be monthly.

EM answered that when this working group has meetings will vary pretty frequently depending on what is happening at that point in time. EM said she is comfortable to change it to monthly, but she does see the working group meeting at least bi-monthly.

BS added that her understanding of bi-monthly is every two months.

EM said she thought it meant twice a month.

BS said that it can mean that. BS suggested that the working group have the meetings every second month so that if the working group is conducting surveys, they have time for the surveys to happen. BS suggested to change the rules to having a meeting at least every second month and then the committee has the scope to reduce the meetings if



there is a need to do so.

AR said with the Assessment Working Group membership will it be possible for him to join.

EM yes

BS said sure it can be added to the rules that the ISD President be added to the group and then two members of Guild Council or the committee can leave the rules as is which says three Guild Council members and leave it more open.

AR said to rather leave it as three members.

* Viknash VVM arrives to the meeting.

4.8 ENVIRO Grants

BS said this was a late edition to the agenda, Elle sent BS a proposal written by the Environmental Department and Societies Council to bring in the new Enviro Grants. BS said there is two documents in the folder first is the Club Grants Policy and the second is the Enviro Grants. BS said the Enviro Grants doc is the section where she is proposing that the Governance Committee inserts this part into the Club Grants Policy under SPG's (Special Projects Grants). BS said by doing this the Enviro Grants will be governed by all the processes and rules already in Society Council Grants which makes it a lot easier instead of just repeating these points.

BS asked the committee if they wanted Student Societies just affiliated with SOC or if they wanted ED Council to also be eligible.

EW said that is a good question. EW added that it was specifically just for SOC Clubs, but she suggests they expand it to ED Council in the future.

BS agrees.

BS said the second question is that in the proposal document is mentions reimbursements or funding. BS asked the committee if they wanted this to act as funding for example giving money in advance or reimbursements like giving back money once the money has been spent.

EW said to work in the retrospective that you buy something and get the money back.

BS said yes how it is written it is only retrospective just because if the Governance Committee wanted to make it prospective the committee would have to put in rules to check that this is done.

EW said that for now retrospective is much better.

BS agrees.

BS said that in the Enviro Grants document under sub-section 3(a) to add how often they are

open so in the Grants rules it states they will be open the whole year, but the grants only get allocated twice a year. BS asked the committee if they wanted them open the entire year in the way the other ones are.

EW answered yes that would be easier.

BS said this policy got updated last year so she suggested that the Governance Committee passes it here and then it can be taken to Guild Council next month to pass the Enviro Grants insertion.

EW said that she was going to do a review of this policy with her treasurer. EW asked if this could wait till the next Governance meeting.

BS answered yes and asked if it would be best to keep the Enviro Grants section separate.

EW answered yes.

MOTION: The Governance Committee passes the Enviro Grants section

Moved: Brehany Shanahan Seconded: Eleanor White

Passed Unanimously

BS said the committee has passed the Enviro Grants, but they will review it next month.

4.9 Sponsorship Working Group Terms of Reference

EM informed the committee that last year the previous committee started a working group to internally review sponsorship opportunities within clubs and societies and the Guild and from that there were several recommendations that were passed through Guild Council as to how the Guild can best support clubs and societies with sponsorship. EM added that potentially the committee is looking at creating a working group with the intention of fulfilling those recommendations.

BS said the only difference that she made to the terms of reference is that a few definitions were added. BS also updated the objects, to say implement the recommendations of the Sponsorship Working Group on an annual basis so that this Sponsorship Working Group can be relevant from year to year instead of just being relevant to 2020. BS also updated the members so that it is in a table and she added a retirement date. BS also added some information about what the Sponsorship Working Group does for committees. BS also made the Guild General Secretary Nominee Chair instead of it being GenSec.

MOTION: The Governance Committee passes the Sponsorship Working Group Terms of Reference

Moved: Brehany Shanahan Seconded: Emma Mezger



Passed Unanimously

EM asked the committee with the Working Group on Assessment if it would be better for her to Chair this committee instead of AH as she said this group is something, she is looking at focussing on.

BS said no problem and she will update the Working Group on Assessments.

5.0 ALL OTHER BUSINESS

BS asked the committee if they would like to set a regular day for the Governance Committee meetings.

TG suggested that everyone email CK and LM so they can check everyone's diaries to see what the best times will be.

6.0 NEXT MEETING

The next Governance Committee Meeting is TBC. Please send apologies to Bre Shanahan (Chair) by the time noted on the agenda.

Meeting closed at 14:36



1.0 ACKNOWLEDGEMENT OF COUNTRY

BS acknowledged the traditional owners of the land on which we are all meeting on, the Whadjuk Noongar people in Perth, and the Menang Noongar people in Albany. She acknowledged they continue to be the custodians of this land, and paid respects to elder's past, present, and emerging. BS acknowledged this land was stolen and never ceded, and always was and always will be Aboriginal land.

2.0 WELCOME AND OPENING

1.1 Attendance

Bre Shanahan (Chair) (BS), Emma Mezger (EM), Eleanor White (EW), Abdul Rahman (AR), Viknash VM (VVM), Daj Janneh (DJ), April Htun (AH), Tony Goodman (TG).

1.2 Apologies

Chloe Keller, Lauren Mocke

1.3 Proxies

N/A

1.4 Absent

N/A

3.0 CONFIRMATION OF PREVIOUS MINUTES

Governance Committee Minutes – 12/01/2021 – *Approved*.

4.0 BUSINESS COMPLETED VIA CIRCULAR

N/A

5.0 COMMITTEE BUSINESS

5.1 **PSA RULES - Attachment A**

BS explained to the committee that these are the PSA rules are not the Election PSA Rules these are the rules with the amendments that Joseph Chan (JC) made.

MOTION: *The Governance Committee passes the PSA Rules*

Moved: Brehany Shanahan Seconded: Emma Mezger

Passed Unanimously

5.2 **PSA ELECTION RULES – Attachment B**

BS explained to the committee that the PSA Election Rules is attachment B these rules only have minor changes.

MOTION: *The Governance Committee passes the PSA Election Rules*

Moved: Brehany Shanahan Seconded: Emma Mezger

Passed Unanimously

5.3 **STANDING ORDERS – Attachment C 2019 Standing Orders Attachment D Standing Orders - edits**

BS thanked VVM for putting the Standing Orders together, the Standing Orders are based on a few different Standing Orders across the country and they looked at other Student Unions to figure out what the Guild was missing. BS said that VVM and herself felt like in general the Standing Orders are a little bit messy, so they are trying to tidy up the structure and add in some things that came up because of motions last year. BS added that VVM and herself have also added a few things that they thought would help the Guild Council run more smoothly.

- *Daj arrived at the meeting.*

BS explained to the committee that these Standing Orders can be discussed during this meeting. BS said the committee can start at Section 10, under the Chair of the Standing Orders.

- *Tony arrived at the meeting.*

BS explains that this section explains the role of the Chair, most of this is what was in the regulations already it has just been changed around to make more sense. For example:

- If the Chair rises the committee/people have to be quiet
- The Chair has to be passed if they wish to talk
- The Speaking list

BS said that these are all things that were already in the Standing Orders. BS added that the only addition is 18,19 and 20 and this was taken from the **ANUSA (Australian National University Students Association)** Regulations and these are around allowing the Chair to immediately remove someone who is intimidating, bullying, abusive or harassing. BS added that the Chair is responsible to protect members from discrimination based on gender, race or sexuality and people can be immediately removed for extreme types of discrimination.

BS said that the members and standing invitees have been added to the Standing Orders

as it was taken out of the Guild Regulations, up to Standing Order 31 which was put in by VVM. BS asked VVM to explain this to the committee.

VVM said that because there are people joining via online comments, for compassionate reasons for example someone is sick, how would we carry on with Council in this instance so if Council votes and agrees that they can carry on capacity via Zoom and then we can have them as present so they can still vote. VVM asked the committee what their opinions are on this. VVM added that this will make council more accessible.

TG agreed.

PROXIES

BS explained that this was also taken from the ANUSA Standing Orders just to clear up how we do proxies as there is some ambiguity around it. BS said that VVM and herself added in that firstly they are able to proxy their rights as this wasn't stated in the Standing Orders and secondly, they have to satisfy eligible criteria, and this is just conforming with the Guild regulations. BS said that they also added in a section around the proxy having conditions for example it has to be signed, it cannot be altered, and it is for the duration of the meeting. BS added that her and VVM have agreed to add that a proxy needs to be sent 2 hours before the meeting minimum, and the General Secretary needs to verify that it is a proxy as an extra formality. BS said that no 36 was already in the Standing Orders that they have to sign a code of conduct before they are accepted, if the council member subsequently attends the meeting the proxy lapses. BS said that she thinks this is a very important point as last year they had a situation where a member was attending the meeting via Zoom while proxying their rights to someone who was attending the meeting in person. BS said that in her opinion this is inappropriate because a purpose of a proxy is that you can't attend so you give your rights to someone else, it is not just for someone to decide who is going to go to the meeting. BS said that you can only have one vote at a time per person who is present at the meeting and everyone who is attending the meeting via Zoom/online they will be an observer unless they have been approved as VVM explained earlier.

DJ said that on the proxy section he suggests the proxy should be in at least 24 hours prior to the meeting because a proxy really has a huge impact on how things get communicated especially between the Guild Secretary and the Chair during Council, cause these proxies and apologies get updated late.

TG said it is not a bad idea and that having the proxies in 24hrs before the meeting might make it more structured by saying you are on council and you cannot just sub people in and out of the meeting. TG added that sometimes having a proxy dubs down the importance of being elected. TG suggested that proxies should be more formal unless you get a situation where someone is sick or something.

BS said that VVM and herself have discussed what would be the best time to have the proxies in and originally it was down as a University day, but we were worried about what happens if someone gets sick. BS said the committee could qualify such that you can still vote to accept proxies that are late but there is more impetus to say no. BS said that her

problem with this is that this is already in place for motions without notice and this hasn't encouraged people to submit their motions on time it just means that people assume that the motion will be heard because of the politic implications if people vote against hearing them. BS added that she personally thinks that the committee needs to set the time period and stick to it otherwise it is just going to become irrelevant.

AH said she thinks that 24hrs suits and then there can be a clause stating unless in certain situations that you are very ill, etc.

TG added that they need to prove it as there are cases where people will say they were unavailable, and it would be the people who need to deliver reports and they would say they were so sick. TG said that unfortunately they will play this card very regularly but if you are talking about governing a body for a lengthy period of time it actually makes the meeting more focus but then you run the risk of people being legitimately unwell or have a family situation.

BS said the other consideration would be that we expect every person at Guild council to have read the papers and if you are proxying only two hours before the meeting it is unlikely that the proxy will read the documents so what is the proxy contributing to Guild council. BS added that it is ok to submit an apology and you won't be marked as absent, but you can't proxy in that time.

TG agreed. TG said that what is happening is where a proxy is literally there to keep the numbers balance, so you don't lose a vote and you get to keep your vote, and this is not good governance.

DJ said that it is very unprofessional cause all the proceeds he has been receiving is "Hey Daj by the way thing told me I am going to proxy for them" and they send the request via messenger.

BS said that VVM and herself have specified that the proxy request needs to be done via email cause realistically if you are going to proxy an elected position it has to be done officially and you need that paper trail.

VVM said that BS and himself explained that is had to be done via email.

EW asked what if you make it 10am on the day of Council.

EM said no we need to have 24hrs.

DJ added yes it should be 24hrs as it should not be something you have to second guess.

TG agrees and says the committee can give it a go and see if it works. TG said he thinks this is a good discipline measure because in this environment there are teams and what this mean is that the team has to be ready 24hrs ahead of the meeting which we can hope is a biproduct of this rule and that the team will be more ready for the various questions that are going to come up and they will have a look at the motions and the figures and the reports.

BS said that her and VVM will change it to 24hrs.

CONDUCT AT MEETINGS – NO 45 AND 46

BS said that this section can be moved to under the Chair section, this section was taking from ANUSA. BS explains it is just around formalising that speakers can only address the meeting when called upon by the Chair and that they must be heard in silence.

AH asked is this for all business and meetings?

BS yes.

BS said that under 47a she has formalized that there will be an Acknowledgement of Country on the Agenda. BS said that VVM has added in Elections when needed. BS said that her and VVM added in Standing Order 50 which is that Office Bearers are to submit their reports 3 University working days prior to a Guild Council meeting, currently this was not formalised, this means that the reports will need to be in by the Monday instead of the Friday as previously stated. BS said her and VVM also added that motions need to be submitted 5 University days before a Guild Council Meeting, which is the Wednesday before the meeting.

BS said the General Meetings of The Guild is all copied from the Guild Regulations. BS said that her and VVM adding in under Duration of Debates that people need to put in a motion to move in camera. BS said that Points or Order, Standing Orders no 91 to 96, is trying to flush out what a Point of Order is cause currently is just mentions that the Chair can say there is a Point of Order or someone can raise a Point of Order, but it does not clarify what that means so herself and VVM have copied ANUSA. BS said that ANUSA has three different types of Point of Orders, which are a Point of Order in the regular sense, there is a Factual Point of Order which allows if someone says something that isn't factual correct in their speech a person can call a Point of Order asking them to clarify that and then if someone has been misrepresented, they can call a Point of Order on that. BS said that she thinks this happens a lot, so these are good additions as they ensure that the debate in Guild Council will be more robust instead of people being able to say whatever they want. BS added that as long that this is not misused.

TG asked how it is proved?

BS said so when a member makes a Point of Order, they explain what was factual incorrect or what was misrepresented, and it is only confined to that fact or misrepresentation it does not allow them to do a big speech.

TG said he thinks that the factual angle is not bad cause there is the issue at Guild Council involving defamation so if you have got a factual angle the person will need to prove it. TG added that hopefully this might stop people from saying things that are not true.

BS said that since the Guild Council minutes are a formal document available on the internet, it allows you to clarify the record that is there forever. BS said the Point of Order

must be confined to one minute.

BS said her and VVM changed no 109, originally the Standing Order stated you didn't have to write down who was voting against motions. BS said they just clarified this to reflect practice that they do actually write it down as this is important, there is no reason why someone should be able to come attend Council and know who is voting for what but when you are reading the minutes you don't know.

BS said Standing Order no 112 they spoke about introducing a 10min break from the motion that Martha McKinley and Mike Anderson passed last year which is just after two hours the meeting will pause. BS said she wants to clarify the wording of this point so that it becomes a more natural break between debates like between motions and not in the middle of a debate. BS said for no. 114 it states that anyone can move a procedural motion to have a break on compassionate grounds. BS said that no 141 her and VVM included that if there is a Guild Council meeting that is not in person how will the vote be done and the Standing Orders etc.

TG said that everything seems to be covered.

BS said that her and VVM will go through the Standing Orders and clean them up and then bring them back to the committee so the Standing Orders can hopefully be passed at the next Guild Council meeting.

5.4 COMMITTEE AGENDAS - Attachment E – Committee Constitutions 2020

BS suggested that because there is 8 documents the committee can pass this section via circular, because the Guild Regulations have passed there is actually no documentation or policy around how to conduct these committees and it has been removed from the UWA website, they got passed by Governance last year, so they are uncontroversial. BS asked the committee to check their emails as she will send it around later today and she asked the committee to get back to her by Friday 12/03/2021.

6. ALL OTHER BUSINESS

BS informed the committee that EW wanted to talk to the committee about the Environmental Grants policy. BS said EW and herself were thinking of incorporating it into the Grants policy as is. BS asked the committee if they were ok if they put forward the Environmental Grant Policy to pass independently.

MOTION: *The Governance Committee passes the Environmental Grants Policy*

Moved: Brehany Shanahan Seconded: Emma Mezger

Passed Unanimously

BS asked the committee if they wanted to send the Environmental Grants Policy to Guild Council.

DJ said there will not be enough notice.

BS asked EW to send the policy to DJ and James Haley

BS asked the committee if there is any other business.

TG said that himself, EM, BS and EW need to meet to discuss the banning of Clubs. TG also said that UWA contacted him with regards to record keeping for clubs. TG said that the Guild have their own policy but a club who works with kids for example UNICAMP FOR KIDS who actively work with kids need to keep records for up to 45 years. TG said there was an incident which had nothing to do with the Guild, it was a situation that was reported to a club member regarding child abuse this is a situation where minutes and the report needs to be kept by the Guild or the Club must keep it. TG said the committee must brief clubs on what the procedure is to keep records this could also be something that Melissa Hetherington could help with and the Guild could maybe keep the club's records in our filing system. TG said the committee needs some policies and something in the constitution that certain elements of record keeping that Clubs are bound by law to do.

BS said she is happy to meet and run this as a project. BS suggested they also do a briefing regards record keeping at a SOC meeting.

TG said yes, we will have to do a briefing at a SOC meeting and to tell students that this is a requirement and explain to them on how we manage record keeping.

AH asked so in terms of storage of items for 45 years, that obviously goes passed the normal duration the person's normal tenure of club committee members.

TG said yes that sexual assault records need to be kept for 45 years. TG recommends that the clubs that fall under that category is likely that they are going to have to hand their records to the Guild for the Guild to help the club manage those records because the club is affiliated to the Guild, we will have to help create a system. TG said this is where Melissa Hetherington can help create a system which is easy to find documents and reports.

BS said yes, we can make it into a policy, and it does not necessarily need to be in their constitutions.

BS asked the committee if there is any other business.

VVM said that the council has not spoken about transparency and what transparency is. VVM said the thing is Councils view on transparency is very different to a Board's view on transparency. VVM asked the committee what their thoughts are on this.

BS answered that there is a Transparency Policy on budget and communications, and she



thinks that people are not aware that these exist. BS said that another role of the Governance Committee is to conduct a report on governance and accountability and transparency in June, this has not been done in practice for a few years. BS said that this is something she wants to do this year to stop the debate that the Guild is not transparent. BS suggested that the committee discusses this at the next meeting and then after that there can be a briefing at Guild Council to walk everyone through the new Standing Orders and budget transparency.

VVM agrees.

DJ said that it can also be addressed at the General Meeting.

BS agrees and says that would be a good agenda item to have.

NEXT MEETING

The next Governance Committee Meeting is TBC. Please send apologies to Bre Shanahan (Chair) by the time noted on the agenda.

Meeting closed at 10:50am

1.0 ACKNOWLEDGEMENT OF COUNTRY

BS acknowledged the traditional owners of the land on which we are all meeting on, the Whadjuk Noongar people in Perth, and the Menang Noongar people in Albany. She acknowledged they continue to be the custodians of this land, and paid respects to elder's past, present, and emerging. BS acknowledged this land was stolen and never ceded, and always was and always will be Aboriginal land.

2.0 WELCOME AND OPENING

1.1 Attendance

Bre Shanahan (Chair) (BS), Emma Mezger (EM), Eleanor White (EW), Abdul Rahman (AR), Viknash VM (VVM), Daj Janneh (DJ), Tony Goodman (TG), Lauren Mocke (LM)

1.2 Apologies

Chloe Keller

1.3 Proxies

N/A

1.4 Absent

April Htun

3.0 CONFIRMATION OF PREVIOUS MINUTES

Governance Committee Minutes – 24/02/2021 – *To be approved at the next meeting*

4.0 BUSINESS COMPLETED VIA CIRCULAR

N/A

5.0 COMMITTEE BUSINESS

5.1 **Update from the Chair**

Model Code; Club Constitutions; Election dates

BS said we have been advised by Senate to check our existing rules and regulations to ensure they in compliance with the Model Code of Academic Expression, so BS explained that this is something she will look over in the next month or so, this is going to be something that we need to create a framework around in a briefing so that when we start looking at new rules we start in compliance instead of accidentally violating it.

- *DJ arrived at the meeting.*

BS said the second issue that is becoming more prominent is with constitutions with clubs kicking out members or generally not understanding their responsibilities. BS mentioned that the Election dates were passed at Guild Council.

5.2 Standing Orders

Attachment A – Standing Orders 2019

Attachment B – Standing Orders - Edit

BS asked the committee if anyone had final comments on the new Standing Orders.

- *TG arrived at the meeting.*

BS said to the committee that if anyone has any feedback at a later stage, they can email her.

BS said that she will send the timeline to Guild Council today (7/04/2021) through DJ for feedback for the next Guild Council and hopefully they can get passed after that unless the committee think the Standing Orders need to go to the lawyers.

TG said that he thinks that we can deal with the Standing Orders.

MOTION: *The Governance Committee pass the Standing Orders.*

Moved: Brehany Shanahan Seconded: Emma Mezger

Approved

5.3 Committee agendas

Attachment C – Committee Constitutions 2020 folder

BS explained to the committee that the Committee Constitutions is a few documents, and she asked the committee if anyone had any comments regarding these documents. BS said that each document followed the same template as the regulations.

EW said they look good.

5.4 Motion explanation

Attachment D – Motion Education

BS explained to the committee that this document was written by VVM and asked him to explain this section to the committee.

VVM explained to the committee that this is the same that they discussed in the previous Governance Committee meeting, it is about what Council does and what motions are. VVM said this document advises the general public and the students on how they can get more involved to go to the relevant Guild Council member on the

relevant issues for examples if its regards to exam start times then they should go to ED council. VVM explained that this document is more for the general students, so they understand what Guild Councilors do.

BS asked the committee if they have any questions or comments.

EM asked where this document is going.

VVM said he thought it could go onto the Guild website as a block post or put a link in Guild weekly.

TG said to VVM and the committee that if they are happy with this and they pass it, if they could give Caitlin MacPhail (CM) enough time as she is very busy at the moment.

VVM agrees.

EW said in the document is states that you are welcome to attend Guild council as a spectator, EW asked if we are still doing this or is it via zoom.

TG asked do you mean observer and asked if the wording can be changed from a spectator to observer.

BS said that she thinks that in that paragraph explaining motions it seems to be saying that they will move your motion and she thinks it is a good idea to clean up the wording in this paragraph. BS said the paragraph states that the Guild Council member can help with the wording of the motions and also advise on any other platforms and then move it at Guild Council.

TG asked if we are allowing students to move motions as this defeats the purpose of Guild Council.

EM agrees and says this was spoken about at the last Guild Council.

BS said that in this paragraph the wording does not align to what the section is talking about, so it says that you can talk to the Guild Council office bearers in terms of getting involved. BS said she thinks that if we are going to allow them to propose motions that office bearers will have to put forward that this should probably go under another heading and suggested that the committee discusses if this is something they want to do.

EM said that it is hard for the Guild Council member to fully understand the motion that this individual might want to put forward and to be able to justify it in front of council and if this individual student isn't there to be able to justify the motion.

TG said he thinks that if the councilor is confident and passionate in the motion, then the councilor should be confident enough to speak about it at Council otherwise the motion does not stand.

EW agrees and says that there should be another clause stating it is at the discretion of the councilor if they want to bring this motion forward at council.

TG agrees and says a person could come to a councilor asking them to put a motion through to council, and then the councilor could say no I am not comfortable bringing this motion forward, or I am not knowledgeable on this motion.

EM asked if things need to be put through as motions as students can email the relevant person to follow it up and she does not think that it is productive to have students raise issues in a form of a motion rather than doing something productive by talking to a councilor directly for example if a student has an issue with exam timing why don't they come talk to April or myself, this is a lot more productive then making a motion at Guild Council.

BS said that her understanding on this document is explaining on how they can get involved with Guild Council.

VVM said that Guild Council pass motions every month, but students don't know what it means or what it does, so the first part of this document explains what a motion is and the last part explains on how a person can get involved, for example you email an office bearer and then they decide what the next step should be.

DJ suggested to VVM to work with Lachlan McDonald (LMD) as he is involved in a project to explain to students what the Guild is, and he is organizing an information session which will cover the history and background of the Guild. DJ said that as OGC's we need to represent and talk to students and if they tell us if they have issues and then we investigate it and figure out if this is an issue which needs to be raised at council via a motion. DJ said that if the student's issue does not need to be raised at council, the students can reach out to Office bearers and everything does not have to be in a motion.

BS said that what she is hearing is the committee is comfortable with the first page of this document and that it is the final paragraph that we restrict it to raising issues to office bearers and OGC's and then include discretion when forwarding the motion.

BS asked the committee if they are happy with this.

Committee yes.

BS said that the committee can pass the Motion Education document as a later stage.

5.5 Lyn Beazley Institute Rules

Attachment E – LBI Rules v3

BS explained that she was asked by Jameson Thompson and Casey the chair of the Lyn Beazley Institute to update these rules from what was passed in January and this is on the basis with their meeting with Lyn Beazley the patron who said that she had not agreed to the institute operating as a Policy Centre and that she was under the

impression the Centre would operate as a Research Centre. BS said that she removed the references to Policy Centers, and she adjusted the objectives to make them align with the role that Lyn was comfortable with. BS asked the committee if everyone was comfortable with the changes that she made.

EM said she was at this meeting and she is in favor of changing the regulations as she feels the way the regulations are set up, they are very restrictive to run Policy Centre's which is not the intent of the regulations.

MOTION: *The Governance Committee pass the Lyn Beazley Institute Rules v3.*

Moved: Brehany Shanahan Seconded: Emma Mezger

Approved

5.6 Access Department Rules

Attachment F – Access Department Rules

BS said that she never received an update from Will Norrish with regards to the Access Department Rules so the committee will not be considering these at this meeting.

5.7 Matchbox Initiative Terms of Reference

Attachment G – Matchbox Initiative Terms of Reference

BS said that DJ asked her to put this document together.

DJ explained that this is an initiative that seeks to be a role barrier scheme for students to make friends easily on campus. DJ said he has been having discussions with EM regarding this and she has issues with this, EM sees this initiative could be something that brings the Guild drama because when students get match if something goes wrong then who is responsible for that. DJ said because of this the initiative is going to be put on pause, and we are going to look at ways to make it very safe and then maybe bring it back to the table again.

5.8 Guild Council Code of Conduct

Attachment H – Guild Code of Conduct

BS said this is something that she drew up in response to some of the concerns that we have with Guild Council, in creating this document she researched what happens at the University of ANU, Curtin, Liverpool. BS said this document is meant to put into words the ethical and professional obligations that we have as members of Council but also just generally how we should treat each other. BS said hopefully this provides a framework on how to sort out any disagreement's members might have. BS said there are two things she would like to flag is that TG and herself have both agreed this is something that needs to be checked by the lawyers to make sure we are adequately defining those roles and that we are not stepping on any toes. BS said secondly, she has highlighted 2.1, most of these documents have a purpose statement for example the Student Guild is committed to provide inclusive and safe working environment. BS said

that these are describing value that underlines the Code of Conduct which she thinks is important and useful to pass this document with consultation with the Guild Council so that it has this collective ownership of it.

TG said that one advantage of this Code of Conduct is that it can be used in the transitions between councils, and we are setting the tone for future councils about what they are responsible and liable for when you are on council. TG said that having record keeping in the Code of Conduct is good and it need to be carefully managed.

BS suggested that the committee goes through the Code of Conduct item by item to check. BS said that an addition she wants to make is that the Code of Conduct states that it needs to be read in conjunction with the Misconduct Chapter and she would like to update this so that it is also read in conjunction with the University Student Conduct Regulations and to clarify that it applies to all Guild Councilors which means under the regulations every person that sits on Guild Council and not just OGC's. BS said that the conduct is quiet broad so whether is takes place at in The Guild, at Guild meetings or in connection with the Guild and then at 3 we provided that it doesn't address all possible situations, but it is a set of principles to provide guidance. BS said that after discussions with TG about subsection 5 (i) "Conduct themselves in a manner that does not offend others and refrain from using foul and abusive language, either verbally, in writing or via social-media; "they thought that this might be too broad.

TG said that "conduct in a manner that does not offend others" that is what you have to be careful of and we must also be careful and make sure we follow the Freedom of Speech act. TG said we need to get the lawyers to have a look at the Code of Conduct.

TG asked BS what you mean by 6(1)(g) "Related director's duties."

BS said that under ethical and professional standards these are the points she identified, and it is supposed to make it broader so that if someone breaches a director's duty which is not listed it is still seen as a breach.

TG said that we will need a lawyer to check this.

EM said that most workplaces have code of conducts now which states what a person that works at that company can and cannot do in public, as they are representing the company.

TG agrees.

BS said that no 7 is addresses confidentiality and in camera.

EM asked about behavior no 5. 1 (c) "Act in good faith towards the Guild and all elected representatives; "if this could be clarified.

BS said yes, she will speak to the lawyers about this.

VVM said 5(1)(e) "Treat all members of the University with respect, fairness

and courtesy;”

TG said this is where the Freedom of Speech comes in. TG said he thinks the principles of the Code of Conduct is good, but we need to get it checked by the lawyers to ensure we are not stepping on any toes.

BS said that because we have a section on relevant policies, we can structure regulations in such a way that certain regulations take precedence, BS does not think it is unreasonable to expect all members to treat all members of the University with respect, fairness and courtesy.

EM said ultimately this is interpreted by the Misconduct Committee if there are breaches.

TG said yes and you could find people will bring up breaches, but they are not actual breaches. TG said he suggests that the committee uses Jackson McDonald lawyers as they have done the Guild Regulations.

BS said that any breach that happens which is listed in the Misconduct Chapter needs to be reported to the President and then the Managing Director who then determine whether it is vexatious or frivolous.

EM said she thinks that this document is a nice sentiment to remind everyone what is expected from them.

TG agrees and says that it is good to have a Code of Conduct as we never had one before and that the one that UWA has is broad in the sense on an elected body.

VVM said with regards to 5(1)(f) “Maintain a safe and healthy workplace” what do you mean by this.

BS said to comply with the Work Health and Safety Policies the Guild already have in place. BS said that Guild Officers have a responsibility to maintain a safe working environment.

BS said that with no 7 “Communications and official information” what she was intending to do with this section is to with subsection (1)(a) “Maintain appropriate confidentiality about the Guild’s confidential information, including in-camera discussions;”. BS feels that this is very important and no (2) “The Guild President is the sole authorised Officer to make comment on behalf of the Guild and represent the Guild to the University.” and (3) “Any engagement with the University in which a Guild Officer is representing or could be perceived to be representing the Guild must have the approval of the Guild President prior to undertaking the engagement unless prior permission has been granted.”

EM agrees and says this is very important.

BS said no 8 “Fraudulent, corrupt or misleading and deceptive behaviour or conduct” is

very straight forward.

TG asked if this section was taken from the Director's Guide.

BS said it is from another Code of Conduct.

BS said no 9 "Use of Guild Resources" this is requiring people to just comply with the process that the Guild already has in place.

BS said no 10 "Recordkeeping and use of information" is very straight forward.

BS said no 11 "Conflicts of interests and gifts and benefits" is basically just declaring private interests, reporting decisions especially with gift benefits or hospitality. BS said this is not a common problem, but it is something that can become an issue. BS said that this means that you need declare any gifts that are received.

BS said no 12 "Compliance with policies, guidelines and procedures" this is about complying to rules under subsection (2) "Guild Officers bear the onus to make themselves aware of these documents and to understand and comply with those obligations." BS said that if the Guild Officer does not understand their obligations, they need to contact the Guild Executive.

BS said no 14 "Reporting Breaches of Code of Conduct", section (1)" Guild Officers must report any actual or suspected breaches of the Code of Conduct, policies or procedures of the Guild to the Guild President, General Secretary or Chair of Guild Council."

TG is this aligned to new Code of Conduct.

BS yes.

VVM asked if the Guild Councillors should sign the Code of Conduct.

TG said no you do not sign a Code of Conduct.

EM said we can tell them that they must read it.

VVM said what happens if we have a copy on the website and we update the code of conduct, but we do not upload the new version onto the website and some points are missed and then they can say they did not have access to it.

BS said that she thinks that a matter of procedure if there are any changes which are made to the Code of Conduct it would go through Guild Council so, people cannot say they did not have access to it or did not know there were changes. BS said the concerning thing with making people sign the Code of Conduct is that they might refuse to sign it and then say they are not bound by it. BS said she thinks it should be distributed to everyone on the 1st of December.

BS said that one of the key principles of this document for example no 12(3)" If a Guild

Officer does not understand their obligations, they will seek out the information by getting in touch with the Guild Executive. "the obligation is on them to ensure they understand their obligations.

TG said this is a good starting point as we need to add this to the Student Leadership training which all the new councillors need to attend before they start. TG said in this training we will also cover event training for example how to put an event on, what you are cover for and not covered for under insurance, what your liability is when you sign a contract. TG said this Code of Conduct can be added to this training which will essentially tell the Guild Executive that you are a part of on organisation, and this is what expected of you and this is what you are liable for.

VVM said is there not a list of consequences of what will happen if you breach the code of conduct.

BS yes, it is in the Misconduct Regulations which is on the website, if there is a breach it will go to Tony and Emma and then they will decide if it needs to go to the tribunal or if it is something they can manage. BS said that if it goes to the tribunal, they have a list of penalties that range from a fine for up to \$200, to suspension, to removal, to writing an apology so they have a whole list and one of the things they were discussing for Jackson MacDonald is to write a policy outlining what would apply for when there are more serious offenses.

MOTION: *The Governance Committee pass the Guild Council Code of Conduct*

Moved: Brehany Shanahan Seconded: Emma Mezger

Approved

6.0 ALL OTHER BUSINESS

Any other business?

EM said with the Freedom of Speech we need to do an internal review.

BS yes, this is something I am busy working on.

EW said that they are looking at getting the SOC Regulations redone as well.

BS said great and that she will provide an update at the next Governance meeting.

6.0 NEXT MEETING

The next Governance Committee Meeting is TBC. Please send apologies to Bre Shanahan (Chair) by the time noted on the agenda.

Meeting closes 13:46

1.0 ACKNOWLEDGEMENT OF COUNTRY

BS acknowledged the traditional owners of the land on which we are all meeting on, the Whadjuk Noongar people in Perth, and the Menang Noongar people in Albany. She acknowledged they continue to be the custodians of this land, and paid respects to elder's past, present, and emerging. BS acknowledged this land was stolen and never ceded, and always was and always will be Aboriginal land.

2.0 WELCOME AND OPENING

1.1 Attendance

Bre Shanahan (Chair) (BS), Emma Mezger (EM), Abdul Rahman (AR), Viknash VM (VVM), Daj Janneh (DJ), Tony Goodman (TG)

1.2 Apologies

Eleanor White, Chloe Keller, Lauren Mocke.

1.3 Proxies

N/A

1.4 Absent

April Htun

3.0 CONFIRMATION OF PREVIOUS MINUTES

Governance Committee March Minutes – 07/04/2021 – *APPROVED*

4.0 BUSINESS COMPLETED VIA CIRCULAR

N/A

5.0 COMMITTEE BUSINESS

5.1 LBI Rules

BS said just as a quick update for the committee that they have been advised by Casey the Chair of the Lyn Beazley Institute and Jameson Thompson (JT) the VP of the Guild to tighten up the objects in the rules so the rules will not be going to Guild Council tonight (28/04/2021). BS said she is waiting on feedback from them about the LBI Rules and once she receives this, she will bring the feedback to the next Governance meeting.

5.2 Accountability & transparency review

BS said that this meeting will be more about discussing principles instead of passing regulations, so a key principle of the Governance Committee is ensuring the accountability and transparency of the Guild and part of this is writing a report in July 2021 which tells Council where we are at. BS asked the committee what they think

should be included in this report in terms of accountability and transparency.

EM said that due to COVID-19 it would be a good thing to show students how they are still getting value even though they are not on campus.

BS agrees.

BS said that VVM and herself had a meeting to discuss a project which they are going to do more broadly. BS gave some context to this by saying that this year has been difficult, and the Guild's transparency and accountability has received criticism and that we do not have a collective understanding of what it really means so we would like to get council together to consider what people are valuing in that space and what their thoughts are so we can address it. BS said that she can see this being broken up into three stages: the consultation stage, the assessment of our regulations stage and then the transitions stage where we look at how we induct people in a good accountable transparency space that has a shared understanding of what those things mean.

EM said that a lot of the criticism can come from people not understanding. EM said that in the hand over process and the transition process of new office bearers, she thinks there are a lot of things that are missed, and office bearers assume that things have been withheld from them.

TG agrees and says that he thinks that the Guild is very transparent, but he does think this needs to be embedded in the transition process for when new office bearers come in. TG said to BS that she should not make this document too broad as this might be too overwhelming for people.

EM asked if we should separate this document into categories for example representative transparency and financial transparency.

BS agrees and says this is probably the outcome we are seeking from talking to Guild Councilors and this is what will probably come out of this process. BS said that what this is going to target is to find out what are the questions that people want answered and then we can answer these in the report and have evidence to show what the reality is. BS said this document will cover more on how we guide the Councilors into the operations.

DJ said he agrees with the points that EM and TG made and says that the Guild is very transparent in his opinion. DJ said that everything we do, and all the documents are online, but he thinks that the problem comes down to the fact that Councilors do not take the time to look into the Regulations, read what they are supposed to do or the Rules and Regulations that guide every action that a member of the Guild does. DJ said that it is every Councilors responsibility to familiarize themselves with the regulations, etc but he thinks that if we can give this a little push by having some training and by putting the basic information that everyone should know in the document, so this makes it easier for everyone to read these documents.

BS said that to clarify her and VVM do believe the Guild is transparent and the issue that

they have identified is the faulty thinking that is underlying that belief that people are perpetuating at the Guild Elections so what they are trying to do is to identify the flaws in this logic and they think the people who are interested in accountability should be the people who are coming along to those sessions. BS said that she already has a document that trains people into the regulations that they need to know, and it was circulated to all Councilors after transitions last year, so they do all have it and she thinks it is about reminding people throughout the year by doing extra training sessions. BS said that she thinks this works well with the Code of Conduct that they are creating because the code requires everyone to be up to date with Regulations and Rules.

5.3 Access Department Rules

ATTACHMENT B – Access Department Rules

BS said that these rules were amended by one of the Access Officer, William Norrish. BS said her understanding is that they put it into the Regulation template and tidied up the details of the roles of the members of the committee.

MOTION: *The Governance Committee pass the Access Department Rules.*

Moved: Bre Shanahan Seconded: Emma Mezger

Motion Passed.

5.4 Appeals form for election proceedings

ATTACHMENT C -

BS said that this was done by VVM.

VVM said that this is a form to make it easier for people to appeal during Elections, people can email this form to whoever is hosting the Elections. VVM said they have attached the Appeals Regulation so people know exactly what they can appeal and what procedures there are. VVM said the second page of this document is the Appeal Regulation which was taken from the UWA Student Guild Regulations and the first page is just the form the person fills out when making an appeal. VVM said they will probably need to do one for SOC so clubs can appeal the Elections through SOC, he will chat to EW about this. VVM said this form is for the Guild Departments.

BS said that she thinks this is good because the one issue they had with people submitting appeals was that they do not address why they are appealing it or what outcome they want, and this makes it very difficult for the Governance Committee to review the appeal.

TG said that we must remember we are redoing the SOC and PAC regulations, so will this form part of that.

BS said that this form is not for SOC and PAC it is for the Guild Departments.

TG said so we will have a different appeal system for their Elections.

BS and VVM said yes.

BS said she has set some rules for those Elections which are not covered in this document so we would have to make a new appeal regulation for SOC and PAC.

BS asked the committee if they are happy to publish the form.

Committee said yes.

Motions without notice

ATTACHMENT D – Thoughts on Motions Without Notice

BS said that this document was sent to her by Mike Anderson (MA) and he discussed some issues he noticed during his time at the Guild with motions without notice. BS said that she thought she should bring it to the Governance Committee because she has noticed that this gets exploited especially over the past few years in Guild Council in the sense that we go through the motion of accepting the motions and listening to them, so she wanted to get the committee's thoughts on whether this needs to be added to the Standing Orders, or as a Policy or Practice.

VVM said he agrees with most of the information in the document because he thinks that we end up waving notice for motions that are very important because on how it will seem if we do not vote for it, but I think the reason we do have notice is so that we can do our due diligence and read up on the matter ahead of time and we cannot do this if there is no notice. VVM said that when a motion is made without notice we end up taking breaks during the meeting to try and read up on the motions, which is not productive.

BS and TG agree.

BS said she will look and see if this is something that needs to be added to the Standing Orders or addressed through another mechanism and she will bring it back to the Governance Committee in May.

6.0 ALL OTHER BUSINESS

Any other business?

TG said that he sent BS, EM and DJ the document about the re- Election and asked them to check the document. TG said the voting period will be from Monday 9am (03/05/2021) till Friday 4pm (07/05/2021).

BS asked if we could do this voting online especially with the COVID- 19 lockdown and ordinary we would not give people the opportunity to vote if they were not in the council room.

TG said we could run it online and if we can find a way to allow people to select their

preferences. TG said that it is up to the committee on how they want to run it.

BS said that Amy Header (AH) from ED Council had software which allowed for preferential voting.

VVM asked was there not a problem with this software.

EM said the problem with PSA was that people were allowed to vote online and in person and the issue with the ED council one was a human error.

VVM said when they were counting the votes for ED Council, they were not sure if the system calculated preferential votes because there was an issue, so they had to actually write down the votes and then re-do it.

DJ said that he would like to point out that with the software they are talking about that he is not familiar with it and if we had to use it, he would not feel confident handling that software process. DJ asked if there is anyone who is comfortable handling this type of software.

TG said that Kelvin Lee (KL) would be the best person to chat to about this because we are looking at a software for the PSA Election. TG said that cause of the time constraints he suggests they either use the ED Council system or he can set up a ballot box at Guild Finance and then Councilors can just print off their sheet and drop it in the ballot box during next week (03/04/21 – 07/04/21).

DJ said that this sounds good. DJ suggested that the ballots get emailed to the Councilors and then they can drop it into the ballot box at the finance office and then everyone can do it at their own time but within the allocated timeframe.

BS said how do we know that someone has not voted twice.

TG said we can have a register at the counter.

BS said that her preference is to do it online and she knows it is short notice but for the future especially if we must go into lockdown, it would be better to do it online. BS said because it is not the correct practice as we only allow people who are in the council room to vote but she does understand that this might be the only way to make it practical under these circumstances.

TG asked how many positions we are voting on again.

BS said only two positions.

TG asked how many candidates for each position.

BS said she thinks it could be four.

DJ said no we have nine candidates for the Volunteering Committee, there are five candidates for the Equity and Diversity Committee and four candidates for the Welfare and Advocacy



Committee.

TG said that the RO needs to decide on what is the most appropriate way is to run this Election.

TG phoned KL during the meeting to find out if there is a voting system which can do preferential voting. TG said that KL said that he is not confident that he can get the system up and running by Monday because it has not even been tested.

TG said that if the committee decides to use the ED Council system, then they need to vote at least two students as RO's as he does not know the system and he has not been able to check it.

BS said that if no one is comfortable using the software that AH used then it will be easier to use ballots, cause if you make a student an RO then they are not going to be able to vote.

TG said yes that is true unless they are a non-voting member.

VVM said that we can get the votes in online and then do the counting in person.

TG suggests that with the time constraints the committee should look at doing the voting via ballots.

MOTION: *The Governance Committee agree to run the Elections via a ballot draw*

Moved: Bre Shanahan Seconded: Viknash VM

Motion Passed.

TG asked DJ to send him the spreadsheet of the committees and candidates which will need to be voted on in this Election. TG said once he has received this information, he will organise a zoom call to do the ballot draw name order via zoom so the committee can observe.

6.0 NEXT MEETING

The next Governance Committee Meeting is on the 19/05/2021 at 12pm in Meeting Room 1. Please send apologies to Bre Shanahan (Chair) by the time noted on the agenda.

Meeting closes 12:30pm

1.0 ACKNOWLEDGEMENT OF COUNTRY

BS acknowledged the traditional owners of the land on which we are all meeting on, the Whadjuk Noongar people in Perth, and the Menang Noongar people in Albany. She acknowledged they continue to be the custodians of this land, and paid respects to elder's past, present, and emerging. BS acknowledged this land was stolen and never ceded, and always was and always will be Aboriginal land.

2.0 WELCOME AND OPENING

1.1 Attendance

Bre Shanahan (Chair) (BS), Emma Mezger (EM), Abdul Rahman (AR), Viknash VM (VVM), Levon Johnson (LJ), Shelby Robinson (SR), Rashdina Ayesha Ramli (RR), Tony Goodman (TG)

1.2 Apologies

Eleanor White, Daj Janneh, Chloe Keller, Lauren Mocke.

1.3 Proxies

N/A

1.4 Absent

April Htun

3.0 CONFIRMATION OF PREVIOUS MINUTES

Governance Committee March Minutes – 28/04/2021 – *APPROVED*.

4.0 BUSINESS COMPLETED VIA CIRCULAR

N/A

5.0 COMMITTEE BUSINESS

5.1 Standing Orders

Attachment D – Jackson McDonald Advice

BS informed the committee that the Standing Orders which were attached with the agenda for this meeting has already been passed in a previous meeting. BS said the advice that was provided by Jackson McDonald was in relations to the Ordinary General meetings and the Special General meetings which the Guild holds, which is a meeting of all the members which are the students of UWA. BS said that Jackson McDonald pointed out that there are some differences between the Standing Orders, which is supposed to govern Guild Council meetings, and these normal General meetings as well as Sub-council meetings and the needs of both are not quite parallel.

BS read out all the points listed in the document attachment D – Jackson McDonald

Advice:

- Regulation 53 (1)(1) this is addressing the notice of a motion in the regulations, which we cannot amend, it states that members must be given at least 10 University Working Days' notice of a general meeting of the Guild, which must provide details of all matters to be considered at the meeting. BS said the difficulty of this is if we are going to accept motions from students, the Standing Orders state that the motions can be accepted up to 5 working days prior to the meetings. BS said the concern is whether we want more notice for motions to be received before you call the Special General meetings especially if the Special General meetings are only going to be called for the purpose of putting up a motion which is what they are generally called for.
- Regulation 53 (1)(2) says to amend the Standing Orders to comply with the notice period for meetings, you will have to call for any notice of motions to be received by a certain date / time before you send out the notice of meeting. BS said that the question is whether we would like to make a timetable for when meetings are held or to send out an email to ask for motions on notice to be received by a certain date.
- Regulation 54(6) states unless otherwise resolved by Guild Council, Special General meetings of the Guild can only pass motions to provide a recommendation to the Guild Council, which must be endorsed by Guild Council before it takes effect. BS said that Jackson McDonald is suggesting that we duplicate this point for Ordinary General meetings and to include the new provision about interfering with legitimate management functions or decisions of Guild Council.
- The fourth point is around requiring protections for notices and motions so instead of having a seconder and a mover, providing that they need to have signatories to those motions. BS said this point is also around frivolous or vexatious motions and allowing the Guild Secretary or Guild Council to accept or not accept a motion.
- Point five is a draft, Jackson McDonald spoke about how Ordinary General meetings and Annual General meetings function in a shareholder's space which is essentially similar to what happens in the Guild, the concern or risk to the Guild is that motions could be passed by risky groups which might be considered bullying for example motions that interfere with the management functions or the business side of the Guild. BS said the Guild needs to obtain the ability to function properly which is compliant with the laws and compliant with staying afloat.

TG said that we have dealt with this sort of thing in the past and what Jackson McDonald is trying to do is give the context on how you use this with regards to an AGM. TG said that our normal AGM is like an AGM in a corporate setting where you just report on topics rather than the old way where you elected people to the board, we do not do this as we have a separate election. TG said at a Special General meeting this could be used as more of a political stance in terms of motions that need real consideration, and this is where this document is going to help.

TG said that Jackson McDonald has written this advice on the basis on how you would run your Ordinary General meeting so you would still allow motions, but they cannot be of a certain nature, and this gives the General Secretary the right to say if a motion is vexatious or say no the motion is not going to work. TG asked if this correct.

BS yes, and says if you look at point 5, Jackson McDonald is asking if the Ordinary meetings are held at a certain time or if there is a timetable. BS said she thinks that practically we have not had a timetable, it has been more the requirement on doing it once per year.

TG said it used to be twice a year but in the new regulations it states once a year, and it is at our choosing. TG said that generally we have it in the second semester because the accounts have gone through, and the President has had time in their position to give a report on what is going on at the Guild. TG suggested that the committee leaves it as it is.

BS agrees and asks the committee if anyone has thoughts on the advice they received from Jackson McDonald.

BS said the one thing that came to her attention that the committee might want to discuss is whether it is appropriate for this to be inserted into the Standing Orders because she feels the regulations say that it is govern by the Standing Orders. BS said the Standing Orders are getting bigger and bigger, and they are becoming unmanageable as the Chair to know where to look at it unless we add the General meeting section to the end or something. BS said that the Standing Orders are also quite congruous. BS said to explain what she means is, is the Standing Orders have requirements around notices for motions for Guild Council which has a smaller time- period then the requirements for notices for Ordinary General meetings.

TG suggested to put the timing in the section where it speaks about timing.

BS says yes and that the committee need to figure out how to change the wording for Guild Council to make it clear what applies to Guild Council versus what applies to Ordinary General meeting.

Emma Mezger arrives at the meeting.

BS said that the committee need to figure out where this section will go in the Standing Orders. BS said she will contact Liz from Jackson McDonald and then bring the new suggestions back to the committee.

TG said you can ask Liz about where this should fit into the Standing Orders, and he said to BS as Chair if you are comfortable of where it must go then that is what we should do. TG said after that we can send this to Council.

5.2 Access Department Rules

ATTACHMENT D – Access Department Rules

BS said that this document was amended by the Access Officers, she said that VVM has already pointed out that there is a reference to the old regulations in these rules. BS said that this will be

taken as an amendment that needs to be made.

MOTION: *The Governance Committee passes the Access Department Rules.*

Moved: Bre Shanahan Seconded: Emma Mezger

Motion Passed.

5.3 **Social Media Policy** ATTACHMENT E – Social Media Policy

Abdul Rahman arrives at the meeting.

BS said the Social Media Policy has been updated by Caitlin MacPhail (CM) the Communications Manager for the Guild. BS said most of the policy is like the old version it has just been updated to reflect practice. BS said the policy addresses who should have access to social media accounts, in the past there were issues with people setting up Guild accounts that were not approved and this policy covers how to manage the risks around this.

VVM asked if there are any repercussions if someone does start a Guild account without the Guild approval.

TG said it will go to misconduct.

BS said that we could look at putting a section of misconduct under general guidelines and say in the event that someone does not comply with this policy it will be referred to the Guild President and the Managing Director for consideration to the Guild misconduct.

VVM and TG agree.

MOTION: *The Governance Committee passes the Social Media Policy with the amendment.*

Moved: Bre Shanahan Seconded: Viknash VM

Motion Passed.

5.4 **LBI Rules** ATTACHMENT F – LBI Rules

BS mentions that LJ has a conflict of interest on this agenda item as he is on the LBI committee but considering this is about the purpose of the LBI it will not affect his ability to contribute to this part of the agenda.

BS says as some background this is the second time this committee has looked at these rules this year. BS said the first time was amending the appointment structure, then we need received feedback from Lyn Beazley (LB), who is the patron of the institute. BS said that LB felt like she had been misrepresented in the sense that, originally the rules were looking at creating policy centres whereas she wanted to focus more on research. BS said so we have amended these rules to



better reflect the research focus as opposed to a policy and to get rid of the policy centres.

MOTION: *The Governance Committee passes the Lyn Beazley Institute Rules*

Moved: Bre Shanahan Seconded: Viknash VM

Motion Passed.

6.0 ALL OTHER BUSINESS

TG said that they are starting to work with Jackson McDonald on the SOC and PAC Regulations which will be a rather lengthy piece of work but there is a lot of updating on that which will impact Club Constitutions because it is out of date on a lot of rules. TG said in order for Jackson McDonald to do these two pieces of work it will cost around \$10-15K. TG said he has spoken to Mutya Maragiot-Joseph (MMJ) about this, and he thinks there is enough in the legal budgets, so this should not be a problem to get them done. TG said these will hopefully be done by July 2021 and he said to the committee if anyone would like to get involve, please chat to BS.

BS said that she thinks a key part of this process would be to engage with existing clubs and societies to have them contribute instead of us imposing it from the top. BS said she will be in touch if she needs help on this.

7.0 NEXT MEETING

The next Governance Committee Meeting is on the 21/07/2021 at 1pm in Meeting Room 1. Please send apologies to Bre Shanahan (Chair) by the time noted on the agenda.

Meeting closes 12:20pm



1.0 ACKNOWLEDGEMENT OF COUNTRY

BS acknowledged the traditional owners of the land on which we are all meeting on, the Whadjuk Noongar people in Perth, and the Menang Noongar people in Albany. She acknowledged they continue to be the custodians of this land, and paid respects to elder's past, present, and emerging. BS acknowledged this land was stolen and never ceded, and always was and always will be Aboriginal land.

2.0 WELCOME AND OPENING

1.1 Attendance

Bre Shanahan (Chair) (BS), Emma Mezger (EM), Abdul Rahman (AR), Viknash VM (VVM), Shelby Robinson (SR), Rashdina Ayeesha Ramli (RR), Tony Goodman (TG), Daj Janneh (DJ), April Htun (AH), Eleanor White (EW).

1.2 Apologies

Levon Johnson, Chloe Keller, Lauren Mocke.

1.3 Proxies

N/A

1.4 Absent

3.0 CONFIRMATION OF PREVIOUS MINUTES

Governance Committee Minutes – 19/05/2021 – *APPROVED*.

4.0 BUSINESS COMPLETED VIA CIRCULAR

N/A

5.0 COMMITTEE BUSINESS

5.1 **Standing Orders**

ATTACHMENT A – Standing Orders Final Version

BS explained to the committee that this is the third time this committee has discussed the Standing Orders. BS said there are some small updates from Jackson McDonald to make the Standing Orders more workable. BS said that she would like these to get passed at Guild Council next week. (Wednesday the 28th of July 2021)

TG said that in the future there will still be some work that will need to be done on the Standing Orders. TG said the committee can amend the Standing Orders now and redo them next year and we can get Jackson McDonald to help with it.

MOTION: *The Governance Committee passes the ATTACHMENT A - UWA Student Guild*



Standing Orders Final Version.

Moved: Bre Shanahan Seconded: Viknash VM

Motion Passed.

5.2 PAC Rules

ATTACHMENT B – Jackson McDonald Compare

ATTACHMENT C – PAC Rules

5.3 SOC Rules

ATTACHMENT D – Jackson McDonald Compare

ATTACHMENT E – SOC Rules

BS explained to the committee that these rules have been updated by Jackson McDonald in response to the changes that were made to the UWA Student Guild Regulations. BS said the changes removed some of the information from the Public Affairs Council (PAC) and Societies Council (SOC) rules.

TG said that he would like to have a meeting with Jackson McDonald, EW, Chloe Kam (C Kam) and the Guild Chair to do one final pass before these rules get sent to Guild Council as he thinks there is more information that needs to be added to these rules. TG said that what needs to be added is a hand-over section and for it to explain exactly what happens when the new council comes in. TG suggested maybe running a workshop with EW, C Kam, EM and the Guild Chair and then once they have discussed what needs to be added they can send the rules to Jackson McDonald.

BS said that she is asking for preliminary feedback if anyone thinks that there is anything missing in these new rules from the old rules.

EM asked is it is a good idea to add in a section about insurance.

TG said yes.

EM said we need to find a way to communicate to clubs what their liability might look like because we have had issues, so it will be worth adding another section to cover this.

BS agrees.

5.4 RO Training

ATTACHMENT F – RO Training

BS said the RO training has been prepared by VVM.

VVM said that there has been a discussion to get RO training for people especially for the Guild Department Elections and these documents will tell the RO what their responsibilities are. VVM said that he sent these documents to TG, and he met with Mary Petrou (MP) to discuss these documents. VVM said that MP said these documents meet the requirements from the WAEC for



what an RO should be doing. VVM said that these documents need to be given to each RO, so they know what they are getting themselves into and in the document, it says if they need anything they need to contact the Governance Committee.

BS asked with annexure C she notices that on the bottom of this form there are still notes from Amy Hearder (AH). BS asked if they needed to keep it like that or incorporate it into the writing.

TG said that he is still working with KL to move it onto online voting with the PSA Elections coming up. TG said that this system should have a way of calculating the votes. TG said to VVM that he has done a very good job on these documents.

BS said that the committee needs to decide if this will form part of the policy or to just remove it.

VVM suggested to remove it.

BS agrees and says that another comment she had was on the RO training material document, which is written as a policy, but it uses the word “you” and generally when we write documents like this, we are describing it in a way that says these are your responsibilities. BS suggested to change the wording to “the Returning Officer may use”.

TG agrees.

MOTION: *The Governance Committee passes the ATTACHMENT F – RO Training subject to these changes*

Moved: Bre Shanahan Seconded: Emma Mezger

Motion Passed.

5.5 EFTPOS POLICY

ATTACHMENT G – Eftpos policy

EW said this is the document that outlines the responsibilities a club has when hiring out an EFTPOS Machine. EW said the only thing she updated was the section about late returns, in the previous policy there was a \$10 an hour penalty fee and EW changed it to \$20 per day. EW said she thought this will be more manageable for the clubs and the rest of the policy is still the same.

BS said she noticed that point 1.2.2 (A Guild bank account with a minimum balance of \$200) is highlighted in yellow. BS asked if this is minimum balance is still \$200.

EW said yes.

BS said she would like this policy to be placed in the new rule template for consistency.

EW agrees.

MOTION: *The Governance Committee passes the Attachment G - EFTPOS Policy.*

Moved: Bre Shanahan Seconded: Emma Mezger



Motion Passed

5.6.0 Insurance Policy

EM said that they are looking at adding the Insurance Policy into the Sub-Council Regulations. EM said that the Guild Insurance Policy is not available on the website, and she asked the committee if they thought it would be good to add it to the EMP website. EM said that the Insurance Policy is for the Guild, and it has become rather difficult to explain it to clubs so the Insurance company has provided a few frequently asked questions (FAQs). EM said she will draw up a document that clubs can look at. EM said she will send this document to the Governance Committee for approval. EM also suggested to add this document about the Insurance Policy to the Student Leadership training.

TG said that the FAQs are a good idea, and he agrees that it should be part of the Student Leadership training.

5.7 Ruling on Guild Regulations

Regulation 28 *Guild Regulations* – see Guild website for regulations

BS said she has brought this to the Governance Committee for an official ruling as she will be resigning as the Guild Chair and Ordinary Guild Councillor by 26th July 2021 and there is a bit of ambiguity in the Guild Regulations about who is able to fill this position. BS said that she thought it would be best if the Governance Committee can decide how they are going to interpret this. BS said alternatively it might be good to get legal advice as it will have a big impact on how the Guild works. BS said from her perspective looking at regulation 18 and 28 in terms of the Guild Chair it says:

Student Guild Regulations 18 - Guild Office Bearers (1) Table 1 – Guild Office Bearers, Processes of Election & Role

- a. Chair of the Guild Council and Governance Committee
 - i. Elected by and from Guild Council at the first meeting for the Guild year

BS said that Guild Council is prescribed under in Regulation 28 as only members that have a vote so BS reading of the Guild Regulations is that only members of Guild Council may nominate and be elected as Chair of Guild Council. BS said she would like to open this as a discussion.

TG asked if MP gave clarity on this.

VVM said yes that BS definition of the regulations are correct. VVM said if we follow the new Guild Regulations the voting members are the only members of Guild Council so you will only be able to elect positions from those members. VVM said that we have two different terms we have Guild Council members and Guild Officer Bearers, so Guild Office Bearers include all Guild members, but Guild Council members do not include all Guild Office Bearers. VVM said so previously the composition was anyone who was elected at the annual Guild Elections, but this



was removed from the regulations, so now it is only Guild Council members who can be elected as Guild Chair.

BS asked to move a motion that the membership of Guild Council referred to under the UWA Guild Regulation 18 is the voting members to be included in the Statue Book.

MOTION: *The Governance Committee passes that the membership of Guild Council referred to under the UWA Guild Regulation 18 is the voting members to be included in the Statue Book.*

Moved: Bre Shanahan Seconded: Emma Mezger

Motion Passed

6. ALL OTHER BUSINESS

Any other business?

6.1 NUS KPI'S

BS said that these are the Key Performance Indicators that the Guild uses to determine if they will recredit the NUS, these KPI's are passed by the Governance Committee then they go to Guild Council for approval. BS said that after this the KPI's go through an analytical process.

EM explained that the KPI's are the same as last year which was approved. EM said the only edit that was made was the date to say 2021. EM asked if the KPI's have any reference to a face-to-face conference but since this has not been possible, she suggested that they amend this.

BS said the Exit Performance Indicator no.1 is that the NUS holds a National Conference, so it was not necessarily specified that it needed to be in person.

MOTION: *The Governance Committee passes the NUS KPI'S.*

Moved: Bre Shanahan Seconded: Emma Mezger

Motion Passed

6.2 TRANSPARENCY AND ACCOUNTABILITY SURVEY

BS explained that this survey forms the basis of the Transparency review that the Governance Committee is going to undertake this year. BS said that these are responses we got from Guild Council on what transparency means to them. BS said she just wanted to share these responses with the committee and confirm that they would be the same pillars that you would like us to look at. BS said the responses were around financial accountability and information being available. BS asked the committee if there was anyone who would like to include any other key areas into the review.

TG asked where these responses are coming from.

BS said that they conducted a survey of Guild Council members to do with the Accountability Review which is something the Governance Committee has wanted to do since the beginning of the year. BS



said it looked at the policies and practices that are in place around financial transparency, process transparency, decision-making transparency and then report to Guild Council on what is in place already in those areas and possible areas of improvement.

BS said she will start working on a framework which they can bring to the next Governance Committee meeting to confirm.

6.3 ANY OTHER BUSINESS

AR said he would like to discuss the election timetable for the Guild Elections.

EM asked if the timetable had already been approved by Guild Council.

VVM said he was speaking to MP, and she said that the changes have been approved.

BS said she thinks it has already gone to Guild Council.

DJ asked if it was the election timetable, he said he remembers circulating it and it was in the agenda for Guild Council. DJ said that it was approved at Guild Council.

BS suggested they discuss this in the Election Culture Committee meeting.

Committee agrees.

BS said she will add the election timetable to the agenda for the next ECC meeting.

7 NEXT MEETING

The next Governance Committee Meeting will be confirmed. Please send apologies by the time noted on the agenda.

Meeting closes 13:23pm



1.0 ACKNOWLEDGEMENT OF COUNTRY

AE acknowledged the traditional owners of the land on which we are all meeting on, the Whadjuk Noongar people in Perth, and the Menang Noongar people in Albany. She acknowledged they continue to be the custodians of this land, and paid respects to elder's past, present, and emerging. BS acknowledged this land was stolen and never ceded, and always was and always will be Aboriginal land.

2.0 WELCOME AND OPENING

1.1 Attendance

Adam Elyousef (Chair) (AE), Emma Mezger (EM), Eleanor White (EW), Abdul Rahman Abdul (AR) Rahim, Viknash VM (VVM) , Tony Goodman (TG) , Rashdina Ramli (RR).

1.2 Apologies

Levon Johnson, Chloe Keller, Lauren Mocke.

1.3 Proxies

N/A

1.4 Absent

3.0 CONFIRMATION OF PREVIOUS MINUTES

Governance Committee Minutes – 19/07/2021 – *APPROVED*.

4.0 BUSINESS COMPLETED VIA CIRCULAR

N/A

5.0 COMMITTEE BUSINESS

5.1 **Standing Orders**

ATTACHMENT B – Standing Orders V3 (Clean)

ATTACHMENT C – Standing Orders V3 (with comments)

AE said he circulated Standing Orders (clean version) and the one with comments. We have been working on the Standing Orders for quite some time. AE, TG & VVM met yesterday to flesh out everything. The main thing in the Standing Orders was adding a section for voting. We also clarified in some instances, what Guild Council means. For example, instead of Guild Council putting voting members on Guild Council - because some Office Bearers are standing invitees. So that would get confused quite a bit.

TG said Jackson McDonald added a clause in the General Meetings area about motions, because we've had that problem in the past where people can throw motions up which will disrupt the business. And that's under the line of fictitious and frivolous. So that change should be enough to



stop, for the General Secretary to know what motions can be used in a General or Special Meeting.

TG said it's still not totally perfect, because there's stuff that we're going to have to reduce but next year, we go back apply fresh budgets, and then we look at Jackson McDonald redoing, get it right. It doesn't totally align to the Guild Regulation, but good enough to get through now.

AE said we also changed sending proxies in from 24 hours in the previous day, to an hour before because things happen (e.g. someone might get sick last minute).

MOTION:

The Governance Committee accepts the Standing Orders.

Moved: Adam Elyousef Seconded: Viknash VM

Motion Passed.

TG noted he hadn't heard back about the SOC & PAC Rules but he'll send a note about that. He said that can be next month's fun project!

5.2 Pride Department Rules

ATTACHMENT D – Pride Department Rules

AE said Pride & Sports Department Rules - he has not been actively involved in these, but he knows VVM has been working hard on these. AE said he has taken a look over the rules and they look pretty fleshed out. EM asked if Thomas, Avery & AI have had a look and AE said yes.

TG asked was there anything on removing people? AE said removal of Department members then looked at section. TG said we've got a problem. You'll have to go back to the University on this, because the uni says no departments is allowed to (even clubs can't) ban someone from being a member. Because if they're saying that there's physical sexual abuse or anything like that, then they can't be banned from the club. They need to be banned from the whole University, and the only people who can do that is the University. The club or department can't administer its own defense, or its own punishment. TG said I think only the club or department can remove someone if it's on procedural grounds e.g. breach of club rules or constitution - lost keys to a room multiple times, unauthorised distribution of membership list or weren't elected correctly but can't do anything about sexual harassment/discrimination – university matter.

TG said if the club bans someone, the person who is being expelled, has been potentially discriminated against themselves. So we have to advise them clubs and that they can't ban someone once they've joined. TG said I'm not sure how you want to communicate that back to everyone, but we're going have to. You can suspend the membership pending investigation. But again, it's for the reasons of the procedural running of the club, or breach of the club's rules, or constitution.

EM asked if there was a situation like that, which was raised, and we were informed about it, but we can't do anything about, then then incident was to happen - would that put us under any scrutiny?



TG said this all comes back again to an allegation, it has to be registered, you can't just keep it within the confines of the circle, it has to be raised at the university for policing. We've got to be careful that students don't overstep the mark in this particular area, and try to administer their own policy/punishment, what needs to happen if someone if there was a complaint against the student, then that should be raised with the Guild, then they go straight to the University.

VVM because this is all Guild departments removal of department members – can we change replace this section with should misconduct arise, they should be referred to the Guild misconduct tribunal, TG said and/or the University. Then goes to the tribunal. TG said anything of serious nature - areas of sexual assault, racism, bullying, homophobia - the University will take over. It's not for the Guild.

VVM said Chapter 7 Misconduct Policy – replace policy section, misconduct & regulations. TG said the club itself can kick people out of the club, e.g. drunken behaviour but if it led on to something else, criminal behaviour then it becomes a university problem. Clubs don't have separate rules outside the Guild. We just streamline it to say that all good departments follow the process of the misconduct issue.

TG said what you could do get the wording right now, and make it just like to replace contract without prejudice, Guild Regulations, this contact tribunals, regulations etc and then next council meeting, we say that all your department staff with your departments (because then we're going through SOC & PAC) it's like all your rights constitutions or replaced. The any area of help with the removal of people from departments with this. We have to make all the rules across the board uniform, with this year and autonomous Department rules. Maybe you could do it the next Council meeting. TG said make this the template. You could still have a clause for clubs to say you can remove a member should there have been a breach of constitution of the club.

TG said he needs to speak to the University and get clarity on it, this back clause, so copy that out, send it to the University and to ask them Can you guys watch it go to a club or department for that? Because the idea of putting a motion up against someone can be seen as defamatory.

5.3 Sports Department Rules

ATTACHMENT E – Sports Department Rules

AR said the Sport Department rules – all appointed members must be appointed within the first three weeks of December, means the first few weeks after the new Sports Officer is granted all the Secretary, OCMS and deputy, have to be appointed the first few weeks – wouldn't... maybe new students coming in the year after applying for these positions. True.

EW said that's just for your primary committee, but you can open up subcommittees that's not exempt, but because it's not specified. EM said I wouldn't want to fresher having a big role. I don't think it's necessarily bad but I think it would limit us, we have applications open for other Guild Committees available during the next year for first years.

MOTION:



The Governance Committee accepts the Sports Department Rules.

Moved: Adam Elyousef

Seconded: Viknash VM

Motion Passed.

5.4 New Governance OCM

AE said we need a new governance OCM - we have a vacancy. AE said we put that out on the Guild Facebook page and he has received two applications so far and they both good. Deadline is in one week, so we will see how that goes but we should have a new member at next meeting, after they are elected by Guild Council as well.

6. ALL OTHER BUSINESS

N/A

7. NEXT MEETING

The next Governance Committee Meeting is Wednesday 22nd of September 2021.
Please send apologies to Adam Elyousef (Chair) by the time noted on the agenda.

Meeting closed 12:22pm