



# YEAR-END REPORT

*From the office of the...*

## Associate Vice-President (AVP) Internal Governance

---

TO: Members of the Executive Board  
FROM: Graeme Noble, AVP Internal Governance  
SUBJECT: EB Report 19-29  
DATE: March 26, 2020

---

Hey Folks,

Below is a list of all that's happened this year in the world of MSU policy.

Feel free to Ctrl/Cmd + F and browse at your leisure.

---

### PROGRESS ON YEAR-PLAN

#### Complete

**Policy Review Record:** This year, I have devised a new record with which to maintain information on the recency of policy documents and their respective revisions. It includes review and revision dates for all bylaws, corporate bylaws, and operating policies within the MSU as well as links to the updated drafts of each document as displayed on the website. As the year ends, I will be updating the record to include updates to review and revision dates and carry that forward through my transition.

**Policy Review Schedule:** Committee members were each tasked with the reviews of 4-5 policies within the MSU and executed that task with ease and civility. In some instances, the committee felt the review schedule did not present enough of a challenge and took extra steps to consult with relevant parties or organize meetings with other universities to get a holistic picture of the issues at hand. Members of my committee have proposed that we cut the 5-year review cycle in favour of a 4-year review since we now have fewer policies (~91) and that would mean 23 policies reviewed annually amongst 6 committee members. Given the effectiveness of the review template and the meeting schedule, this would mean 3 policies would be reviewed every 2 weeks and each (6) individual would only review 2 policies per academic term, which is entirely achievable.

**Policy Review Template:** A new policy review template has been established as an accessible tool for policy reform with a simple rubric and room for commentary. While policies remain largely inaccessible due to their unnecessary flavour text and use of jargon, I hope that this template will grow and adapt in the next few years to increase its utility and the input of committee members without demanding high levels of policy expertise for a single review.

**Master Policy Documents:** Master documents are now posted on the website to allow for quick scans and easy updating. This will become especially useful when positions and organizations within the MSU require a title change. As well, it shall expedite job description reviews with position responsibilities searchable across a broad scope in only a few seconds.

**Delegate Selection Overhaul:** The oldest operating policy currently in circulation, Delegate Selection and its partner documents required updates to reduce redundancy. Through consultation with the VP Education and other involved parties, 2 OPs and 1 bylaw have undergone significant changes to improve the communication of delegation procedures.

## Partially Complete

**Transparent Committee Meeting Frequency:** Each awards committee policy document has been reviewed with approximate meeting dates included in Bylaw 11. This will likely improve the possibility for future consultation with said committees where required. However, many committees did not undergo such reviews. It is my hope that future consultation throughout the review cycle will lead to greater changes in those untouched policy documents alongside large-scale changes more deserving of SRA approval and consideration.

**Awards Committee Transparency:** With awards committee meeting frequencies now included within those documents, there is now greater opportunity for further consultation and subsequent changes to the transparency of their selection procedures.

**iSci Council Removal:** Given the relative insignificance of this point, this section has only been partly completed. With the rescindment of Bylaw 7/B and Bylaw 7/C, this section has been addressed somewhat, but Bylaw 7/A requires

**Organization/Position Title Update:** Many organizations and positions have now been updated to match the titles now in use throughout the union. Unfortunately, some documents (e.g. **Operating Policy – Services**) have yet to receive this update due to the need for larger scale changes (e.g. the removal of organizations, changes in procedures, etc.). Thus, the Student Life Development Coordinator, the Student Community Support Network, the Commissioners, the External Affairs Standing Committee, and many other titles now reflect acting MSU positions or groups.

**Internal Document Distribution Digitization:** Slight changes have now been made to facilitate the digitization and paperless goals of the MSU within its meeting structures. Minutes, budgets, and other documentation shall now follow a stricter system for paper requests to facilitate reduced printer waste. Unfortunately, it will have to wait until later as they need to be reviewed a little further.

## Impartially Incomplete

**Job Description Updates:** While not necessarily within my portfolio, I only managed to get through a few policy corrections without any corrections to the job descriptions themselves. This project will likely require a year of concentrated focus and consultation at a minimum.

**Operating Policy Organization:** Due to the rapid rotation of operating policies within the MSU, a numeric system simply promotes unnecessary changes across multiple documents as soon as one gets rescinded.

There is surely a need for reorganization of titles to include **Operating Policy - Environmental Sustainability** but this adjustment is not urgent nor crucial.

**SRA Election Confidence Votes:** The current state of SRA election turnout does not demand the need for any additional barriers to attaining any SRA position. While the committee has determined this procedure is feasible and the vote of confidence system may require additional clarification for its other uses within MSU elections, SRA positions shall remain acclamable.

## Clubs\*

**Complete Clubs Reform:** Clubs policies have been proposed in their final forms. If you have any questions, feel free to reach out to Josh, Sarah, or myself for more information on **Operating Policy – Clubs**

**Operations, Operating Policy – Clubs Status, and Operating Policy – Clubs Advisory Council** as well as to learn more about the new Clubs Administrator full-time position and their part-time Assistant Clubs Administrator. For more information on **Operating Policy – Clubs Financial Procedures**, please speak to Alex. This project was so immense that I'd much rather you look at the policies themselves than to look for information here. We went from two (2) OPs to four (4), added an appeals body, a full-time staff member, and removed two (2) positions, while also establishing a completely novel ratification procedure.

## Projects In Progress

**MSU Document Management:** In conjunction with Pauline, Victoria, and Maddison, I hope to relocate a large portion of the MSU server to our OneDrive in accordance with a new tentative file structure. Files will adopt a new naming convention and organizational system across the MSU to increase the searchability of documents, decrease archiving fees, and promote efficient communication during a period of extensive isolation. This project has only just begun but shall hopefully continue into the summer months.

## **Transition**

**Transition Report & Hiring:** I plan to update all the documents I've compiled this year and hand them off to the new AVP with full instructions for use. I plan to meet with them over a video call to go over the year's turmoil, my roster of new documents, and suggestions for the coming year.

**Committee Overview:** I was so incredibly fortunate to have my committee along for the ride this term. Even now, two (2) members of my committee have volunteered to take on four (4) additional policies amidst quarantine to contribute to MSU procedural reform. I am proud of the work they have accomplished and continue to receive recognition for their genuine work ethic. As for those policies, I hope to see them put forward by the next AVP soon after they are hired as part of the transition process.

## **Successes**

**General Overview:** The committee has so far presented three (3) bylaws and five (5) operating policies for review (excl. clubs). While this only represents the beginning of a large-scale policy review, the committee and I have established a firm foundation for the continuity of progressive reform within the MSU.

## **Other**

**COVID-19:** While my committee's meetings have been cut somewhat short this year, I hope next year's AVP will rise to the occasion and help implement policies that will brave our newfound isolation that may last for quite some time.

Kind regards,

A handwritten signature in black ink that reads "Graeme Noble". The signature is written in a cursive style with a large, prominent 'G' and 'N'.

**Graeme Noble**

AVP Internal Governance

McMaster Students Union

[avpinternal@msu.mcmaster.ca](mailto:avpinternal@msu.mcmaster.ca)