

**University of Saskatchewan Faculty Association
Fall General Meeting
Monday, October 28, 2024 2:00 pm
HLTH 1B11 and Via Zoom**

Minutes

Called to order @ 2:04 p.m.

Present: Chair and 57 members

The Chair, Geraldine Balzer, introduced herself, welcomed everyone in attendance, described the process for voting, and provided a land acknowledgement.

1. Agenda

J.VASSILEVA/C.CARD to adopt the agenda.

D Westlake noted he will be moving four motions included in the meeting package and that he is scheduled to teach at 3:30. Adding he is happy to leave the agenda as proposed but will ask for the motions to be brought forward if preceding business is not done by 2:45. The Chair responded she will look to the body to move them forward if needed.

CARRIED.

2. Minutes

2.1 Spring General Meeting Minutes May 1, 2024

D. Westlake requested an amendment of the Minutes to note he put forward a motion that was unilaterally rejected by the meeting chair, which according to Roberts Rules of Order is incorrect.

J.VASSILEVA/C.BELL to approve the Minutes of May 1, 2024 as amended.

CARRIED.

2.2 Special General Meeting Minutes August 15, 2024

J.VASSILEVA/N. WEBSTER to accept as circulated.

CARRIED.

3. Business Arising

There was no business arising.

4. Chair's Remarks

The Chair again welcomed attendees and introduced herself. She noted it was wonderful to see everyone present, in person and those who joined remotely. She congratulated the negotiations committee on successfully negotiating a Collective Agreement that improves

working conditions for faculty and thanked Chief Negotiator Allison Muri for her leadership. The Chair noted careful implementation of new provisions is needed and encouraged units to develop standards for professors of teaching. She noted the work of JCMA and Grievance committees and expressed heartfelt thanks to Matthew Mitchell and Dionne Pohler for chairing these committees. The Chair also noted the USFA office would not function without the dedicated Association staff and thanked Member Services Officers Johanne Brassard and Abbie Kappel, and Professional Officer Reuben Kellen for their work ensuring collegial processes are followed and information is current. The Chair noted work on administrative processes continues with meetings with management to seek solutions that will make faculty work life less complicated. She closed by inviting members to reach out to the Association with concerns and issues as soon as possible.

5. Nominations for Elections Committee

The Chair read the list of nominees for the Elections Committee, noting they are included in the meeting package.

R.ENGLER-STRINGER/J.VASSILEVA to approve slate of nominees.

CARRIED.

6. Reports

The Chair noted reports were included in the meeting package and asked if there were any questions. No questions were raised.

- 6.1 Joint Committee for the Management of the Agreement (JCMA)
- 6.2 Joint Benefits Committee (JBC) and 2023 Faculty Benefits Report Mercer
- 6.3 Association Grievance Committee (AGC)
- 6.4 Communications Committee Report
- 6.5 External Relations Committee Report

7. Other Business

- 7.1 Notice of motion submitted by Daniel Westlake, Political Studies: to amend the USFA Constitution Re: Regular and Special General Meeting Minutes

D.WESTLAKE/A.ZUCKER-LEVIN to amend section 10 of the USFA constitution by adding:

10. g. Meeting Minutes

Minutes must be taken by a member of the executive or a person designated by a member of the executive at all regular general meetings and special general meetings. Provisional minutes from the meeting must be provided electronically to the Association membership within two weeks of the conclusion of the regular general or special general meeting during which they were taken. Minutes from a prior meeting must be submitted to the membership for approval at the earliest possible regular general or special general meeting. Should minutes be amended prior to approval at the following general meeting, a revised version of the minutes must be provided to the membership within two weeks of the meeting at which they were approved. Copies of meeting minutes must be retained for at least 5 years, and a member of the executive or a person designated by the executive must provide minutes for past

meetings to a member upon request.

D. Westlake presented his rationale for presenting this and three other motions to amend the USFA Constitution.

Discussion was held.

D. POHLER, made a friendly amendment to provide minutes within one month of the meeting, which was accepted by the mover and seconder.

C. SOTEROS made a further friendly amendment to clarify the circulation of amended minutes following their approval, which was accepted by the mover and seconder.

The Chair read the motion as amended.

10. g. Meeting Minutes

Minutes must be taken by a member of the executive or a person designated by a member of the executive at all regular general meetings and special general meetings. Provisional minutes from the meeting must be provided electronically to the Association membership within one month of the conclusion of the regular general or special general meeting during which they were taken. Minutes from a prior meeting must be submitted to the membership for approval at the earliest possible regular general or special general meeting. Amended minutes must be provided to the membership within one month of the meeting at which they were approved. Copies of meeting minutes must be retained for at least 5 years, and a member of the executive or a person designated by the executive must provide minutes for past meetings to a member upon request.

CARRIED.

7.2 Notice of motion submitted by Daniel Westlake, Political Studies: to amend the USFA Constitution Re: Executive Committee and Sub-Committee Meeting Minutes

D.WESTLAKE/A.ZUCKER-LEVIN to amend section 9 of the USFA constitution by adding:

9. Executive Committee: Meeting Minutes

a. Executive Committee and Sub-Committee Meeting Minutes

A member of the executive committee or a person designated by a member of the executive committee must take minutes at all executive committee meetings and all meetings by sub-committees created by the executive. These meetings shall record all discussion and decisions made by the committee unless the discussions or decisions have been moved in camera in accordance with section 9b. Provisional meeting minutes must be circulated electronically to the Association membership within two weeks of the conclusion of the meeting they were taken at. Meeting minutes must be submitted for approval at the earliest possible executive committee

meeting. In cases where the minutes are amended prior to approval, a revised version of the minutes must be circulated to the Association membership within two weeks of the meeting at which they were amended. Copies of meeting minutes must be retained for at least 5 years, and a member of the executive or a person designated by the executive must provide minutes for past meetings to a member upon request.

b. In Camera Executive and Sub-Committee Meetings

The executive committee or a sub-committee created by the executive shall go in camera subject to provisions i. and ii. of this sub-section. Discussions and decisions taken when the executive committee or a sub-committee created by the executive goes in camera must not be circulated to the Association membership. The executive or a sub-committee created by the executive shall go in camera subject to the following rules:

- i. An executive committee meeting or meeting of a sub-committee created by the executive must go in camera in cases when discussing or making decisions related to a grievance made by a member, an equity issue where discussion and decisions would compromise the privacy of a member, any similar issue in which discussions or decisions would compromise the privacy of a member, or during any discussion or decision that legal counsel advises the executive or sub-committee created by the executive should be in camera.
- ii. The executive committee or a sub-committee created by the executive may choose to go in-camera if the committee deems that making discussion or decisions public to the membership could harm the Association when engaging in collective bargaining with the employer.
- iii. The executive committee or a sub-committee created by the executive must not go in camera when discussing and make decisions involving political advocacy including advocacy on university policy unrelated to contracts on which the Association collectively bargains.

D. Westlake presented his rationale for presenting this and three other motions to amend the USFA Constitution.

Discussion was held. Concern was expressed that much of the information the Executive Committee and other Association Committee's, such as the Grievance Committee, deals with is confidential in nature. Concern was also expressed that the ability to fulfill this motion would require additional Association staff or fall to Executive Committee members, making being an Executive Committee member onerous.

D.WESTLAKE withdrew the motion.

7.3 Notice of motion submitted by Daniel Westlake, Political Studies: to amend the USFA Constitution Re: Secret Ballots

D.WESTLAKE/A.ZUCKER-LEVIN to amend section 10 of the USFA constitution by adding:

10. h. Secret Ballots: Conditions and Requests

Votes at regular and special general meetings must be held by secret ballot if:

- i. The vote concerns the acceptance or rejection of an agreement collectively bargained between the Association and the employer.
- ii. A member present at the general or special general meeting requests that the vote be conducted by secret ballot.

10. i. Secret Ballots: Preparation and Provision

The executive committee or a person designed by a member of the executive committee must ensure that a secret ballot can be conducted at any regular or special general meeting. To facilitate a secret ballot, the executive committee or person designated by the committee must ensure ballot papers are available for all those attending the meeting in person and that members attending the meeting electronically have a way of registering a vote by secret ballot. Provided there are no challenges to the outcome of the vote, both paper and electronic ballots must be destroyed once the ballots are counted and the result is announced.

D. Westlake presented his rationale for presenting this and three other motions to amend the USFA Constitution.

Discussion was held.

The Chair suggested a friendly amendment to remove paragraph 10.i from the motion, which the mover and seconder accepted.

The Chair read the motion as amended.

10. h. Secret Ballots: Conditions and Requests

Votes at regular and special general meetings must be held by secret ballot if:

- i. the vote concerns the acceptance or rejection of an agreement collectively bargained between the Association and the employer,
- ii. a member present at the general or special general meeting requests that the vote be conducted by secret ballot.

D. POHLER suggested a friendly amendment to add the word “or” between subparagraphs i and ii, which the mover and seconder accepted.

CARRIED.

7.4 Notice of motion submitted by Daniel Westlake, Political Studies: to amend the USFA Constitution Re: Absentee Voting

D.WESTLAKE/A.ZUCKER-LEVIN to amend section 10 of the USFA constitution by adding:

10.j. Absentee Voting

In cases where a regular general meeting or special general meeting takes places at a time when members may be unable to attend the meeting due to teaching, research, departmental, or other employment related obligations, the Chair of the Executive Committee must make provisions that allow members to vote by absentee ballot. No less than one week prior to the meeting the Chair must communicate these provisions to the Association membership. These provisions must include ways for members to submit absentee ballots to both the Chair and Secretary electronically. Members voting by absentee ballot must submit their ballots to both the Chair and the Secretary. The Chair may allow ballots to be submitted to the Vice-Chair if the Vice-Chair will be taking on the duties of the Chair during the meeting. In this case, the Vice-Chair takes on all of the responsibilities of the Chair with respect to absentee ballots. When voting by absentee ballot, members must indicate their vote on whichever motions on the agenda they are choosing to vote on by absentee ballot. The Chair and Secretary must accept absentee ballots until the meeting has commenced. The Chair and Secretary must also accept absentee ballots from a member that is present at the beginning of the meeting and must leave the meeting before it is adjourned. Absentee ballots are presumed to be secret ballots.

k. Refusal to Accept Absentee Ballots

An absentee ballot must not be accepted if:

- i. The ballot is not received by both the Chair (or Vice-Chair acting in place of the Chair) and Secretary.
- ii. The version of the ballot received by the Chair (or Vice-Chair acting in place of the Chair) and Secretary are inconsistent with each other.
- iii. The member submitting the ballot is present at the meeting at the time the vote on the motion the ballot is for takes place and is capable of casting a vote either in-person or electronically.
- iv. The Chair (or Vice-Chair acting in place of the Chair) deems that the motion has been amended to the point that it is no longer substantively similar to the motion that was communicated to the membership when the absentee ballot was received. In such a case, the Chair will announce the decision not to count absentee ballots to the membership present at the meeting and subject this decision to a vote of all members present at the meeting.

D. Westlake presented his rationale for this motion to amend the USFA Constitution.

Discussion was held.

DEFEATED.

7.5 Notice of motion submitted by Audrey Zucker-Levin, School of Rehabilitation Science: to amend the USFA Constitution Re: Use of USFA logo

A.ZUCKER-LEVIN/D.MILNE to amend the USFA constitution by adding:

13. Display of Association Flags and Banners

a. Flags and banners that bear the name and/or logo of the Association may only be displayed at events when permission to do so is given by the executive committee, a sub-committee created by the executive, or the membership of the union. A decision to give permission to display a flag or banner at an event must be recorded in the relevant meeting minutes.

A.Zucker-Levin provided her rationale for presenting the motion.

C. Soteris asked if a question like this is better regulated through a policy rather than changing the constitution.

A. Muri responded that the text of the Constitution is carefully crafted, and issues such as the use of flags are a matter of policy and have no place in the Constitution. She suggested a friendly amendment directing USFA to establish clear guidelines for use of the USFA flags and banners because use implies endorsement. The mover and seconder agreed.

The Chair clarified that the motion on the floor is to establish guidelines for the display of flags and banners displaying the USFA logo, which will task the Executive Committee with drafting guidelines for presentation at the next general meeting.

A. Zucker-Levin read the motion as amended.

To establish guidelines for display of USFA flags and banners.

CARRIED.

8. Other business

G. Zello suggested a question period be included at the end of future general meetings. He also noted that Roberts Rules of Order requires a seconder for a motion to adjourn the meeting.

G. ZELLO/D.MOUSSEAU to adjourn.