

Labour Relations Committee Terms of Reference

Definitions

All defined terms which are used, but not defined herein, and which are defined in the University of Calgary Graduate Students' Association Bylaws shall have the meaning given to them in those Bylaws.

“Academically employed graduate student” includes a graduate student employed as a teaching or research assistant [PSLA 1(c.1)].

“Committee” is the Labour Relations Committee

Establishment

The academically employed graduate students of UCalgary hereby establishes a standing committee called the *Labour Relations Committee* (LRC) under the provisions of Bylaw 18 of the Association.

Statement of Purpose

The purpose of the Committee is the administration of labour relations of the Association and its academically employed graduate student members. This includes but is not limited to collective agreement negotiations, the handling of disputes with employers, and advocating for a high standard of graduate student employment.

Authority

1. The authority of the Committee is derived from the Association bylaws, the *Post-Secondary Learning Act*, and the *Labour Relations Code*.
2. The Committee has the authority to carry out its role and responsibilities, subject to any specific conditions imposed on it by the Association Bylaws, the

Post-Secondary Learning Act, the *Labour Relations Code*, or a resolution of academically employed graduate students at an annual general meeting.

3. The Committee constitutes the highest decision-making authority for Association matters pertaining to labour relations.

Membership

4. All members of the Committee must be
 - 4.1. An Active Member of the GSA, and
 - 4.2. An academically employed graduate student at the time of election
 - 4.2.1. For the purposes of these Terms of Reference, as derived from Bylaw 1.2 and applied per Bylaw 18, at the time of election any graduate student whose academic employment terminates may maintain his or her status as an academically employed graduate student for a period of 12 months following the termination of their employment, with all rights and privileges except those restricted by the *Post-Secondary Learning Act* or the *Labour Relations Code*.
5. The Committee shall consist of:
 - 5.1. The Chair (non-voting) who is elected as per Bylaw 18
 - 5.2. One representative Member from each of the faculties of UCalgary, who are elected as per Bylaw 18

Expectations and Obligations of Members

6. Members will read and adhere to these Terms of Reference
7. Members are expected to:
 - 7.1. Ensure that they are able to devote sufficient time and energy to carrying out their duties effectively,
 - 7.2. Make every effort to attend all Committee meetings and activities, in person whenever possible, and carry out all duties requested of them by the Chair
 - 7.3. Come to meetings prepared to engage in respectful, meaningful discussion and provide considered, constructive, and thoughtful feedback and commentary, express opinions and ask questions to enable the Committee to exercise its best judgement in decision making and advising,
 - 7.4. Act honestly, in good faith, and in the best interests of the Committee and the academically employed graduate students of UCalgary without regard to their own private interests,
 - 7.5. Act with integrity, and in a manner befitting the trust and confidence placed in them and that will bar up under public scrutiny, and

- 7.6. Once a decision is made, respect the authority of the Committee and its decisions.
8. Members acknowledge that the Chair is the only official spokesperson of the Committee
9. Members will consider these Terms of Reference before acting and, where there is any doubt, will refrain from the action in question and seek guidance from the Chair

Confidentiality

10. Members will hold in strict confidence all confidential Committee information, documents, proceedings, deliberations, interviews, and opinions expressed therein and will sign a confidentiality agreement articulating their obligations in this regard.

Conflicts of Interest

11. Members are required to:
 - 11.1. Disclose to the Chair a potential or existing, real or apparent Conflict of Interest, including any Private Benefit, Related Person or Related Entity that could give rise thereto, at the first opportunity after they become aware of it,
 - 11.2. Review agenda items and declare any conflicts in respect of an item at the beginning of each meeting,
 - 11.3. Actively manage a conflict by applying one or more of the following options, as appropriate for the circumstance and as agreed to by the chair of the meeting, if in a meeting, and the Chair if otherwise. Options for action are:
 - 11.3.1. Removing themselves from any discussion and decision on matters for which the conflict exists or is perceived to exist,
 - 11.3.2. Removing themselves from the circumstance that gives rise to the conflict, and/or
 - 11.3.3. Resigning their position with the Committee.

Operations

Responsibilities of the Chair

12. The Chair presides at meetings of the Committee and leads the Committee in all aspects of its work and is responsible to effectively manage the affairs of the Committee and to ensure that the Committee is properly organized, functions effectively, and meets its obligations and responsibilities. The chair will foster

and promote the integrity of the Committee and a culture where the Committee works ethically and cohesively in the best interest of the Committee.

12.1. A Vice Chair may be appointed at the discretion of the Chair to act on their behalf in the event that the Chair is absent or unable to carry out their responsibilities and will have those additional powers and duties assigned by the chair from time to time.

12.1.1. A Vice Chair acting on behalf of a Chair remains a voting member.

13. The Chair shall formulate meeting agendas.

14. The Chair, or in their absence the Vice Chair, shall be responsible for the orderly conduct of the meeting. Meetings will be conducted in accordance with all applicable laws and these Terms of Reference or, where applicable laws or these Terms of Reference are silent on the matter, as determined by a ruling of the chair, acting reasonably.

Meetings

15. Other than as set out in these Terms of Reference, the Committee shall establish its own operating procedures.

16. The Committee will meet in accordance with a meeting schedule provided to members in advance of or at the first Committee meeting of the terms of the members. Additional meetings may be called at any time by the Chair. Except in the case of an emergency meeting, notice of meetings that do not appear in the schedule will be provided at least two (2) days in advance of the meeting date. The accidental omission to send notice of any meeting to, or the non-receipt of any notice by, any of the persons entitled to notice does not invalidate any proceedings at a meeting.

17. Whenever possible, meeting materials will be distributed to members in advance of a scheduled meeting.

18. In the event that both the Chair and an appointed Vice Chair are unable to attend a specific meeting, the meeting will be cancelled. In the event that neither the Chair nor the Vice Chair is present within fifteen (15) minutes of the time fixed for commencement of the meeting, the meeting will be cancelled.

Quorum

19. A majority (at least 50%) of sitting members shall constitute a quorum for the transaction of business at any meeting of the Committee as per bylaw 18.3.5.

20. If quorum for a Committee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the chair of the meeting may adjourn or cancel the meeting.

21. A meeting adjourned for lack of quorum may be adjourned to a date and time that is not less than one (1) day after the date of the original meeting and the number of members in attendance at the adjourned meeting shall constitute a quorum thereat and may transact the business for which the meeting was originally called.

Voting

22. Only voting members may move, second, and vote on motions and each member is entitled to one vote.

23. Motions will be decided by a show of hands, a roll call (voice), consensus, or otherwise in such manner that clearly evidences a member's vote and is accepted by the chair of the meeting. Voting by proxy is not allowed.

24. An affirmative vote of majority of the members present and eligible to vote, or consent without objection is required to pass a motion. The Chair does not have a vote.

25. A declaration by the Chair of the meeting that a motion has been carried and an entry to that effect in the minutes shall be *prima facie* evidence of the action taken. Any member may ask at the time of the vote that the member's individual vote or abstention be recorded in the minutes.

Effective Date: Sept 1, 2018

Last Updated: September 2019

Board Approval Date: *TBD*