

TRANSPARENCY IN DECISION MAKING GUIDELINES

PURPOSE:

To outline the process by which decisions are made at OPIRG McMaster. The transactions of the affairs of OPIRG McMaster are outlined in the Constitution of OPIRG McMaster. Below are excerpts of the Articles that exemplify transparency in decision making.

According to the OPIRG McMaster Constitution:

Article 4: Board of Directors

- 4.1 The affairs of OPIRG McMaster shall be managed by a Board of Directors. There shall be nine members of the Board, unless specified by the Board by special resolution. Any member of OPIRG McMaster in good standing shall be eligible for the Board of Directors as outlined in Article 6.4.

Article 5: Meetings of the Board of Directors

- 5.1 The Board of Directors may transact any business of OPIRG McMaster at a meeting of the Board, with the exception of those items of business for which a General Meeting must be called as specified in Article 12.
- 5.2 The Board of Directors shall meet regularly and adequate prior notice of meetings of the Board of Directors shall be given to the members of OPIRG McMaster. Meetings shall be open to members and members may speak at meetings with the consent of the Board. A Board member who is absent from any three consecutive meetings without twenty-four hours prior notice or an adequate explanation shall automatically be removed from OPIRG McMaster Board of Directors. Appeal shall be made to the remaining Board members. If a Director is so removed, replacement shall be according to Article 4.4.
- 5.3 The majority of the Board of Directors shall form quorum for the transaction of business.

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5.4 In the event that a Board meeting begins with quorum, and because of the departure of one or more of the Directors quorum is lost, the Directors who remain, provided they number at least three, may continue to transact the business of the meeting.

5.5 Except, as provided in Section 5.7, questions arising at any Board meeting shall be decided by consensus. Training in consensus shall be part of the Board orientation every year. The working rules of consensus, as developed through this training process or adopted by the Board from another source shall be made into OPIRG McMaster policy and introduced to each new member of the Board.

5.6 Ex-officio members of the Board include OPIRG McMaster staff, representatives from community organizations and OPIRG McMaster members. All members may attend and participate in consensus-based decisions made at Board meetings but may not vote on questions at Board meetings.

5.7 If the Board is unable to reach consensus after discussion on a question at three Board meetings, a $\frac{3}{4}$ majority of the Board of Directors present may call a vote. Once a vote is called, a $\frac{3}{4}$ majority of the Board present at the meeting may pass a motion. Ex-officio members of the Board may not participate in the voting process.

5.8 Board of Directors' meetings shall be formally called by the Board's Secretary on direction in writing of two Directors. Notice of such meeting shall be communicated to each Director not less than one day before the meeting is to take place. Board may appoint a day or days in any month or months for regular meetings at an hour and of such regular meeting, no notice need be sent.

5.9 No formal notice of any meeting of the Board of Directors shall be necessary if all of the Directors are present, or if those absent have signified their consent to the meeting being held in their absence.

5.10 No error or omission in giving such notice for a meeting of Directors shall invalidate or make void any proceedings taken or had at such meeting. Any Director may at any time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had thereat.

Article 8: Election of the Board of Directors

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8.1 Elections shall be held annually at General Meetings from which voting members have been notified that elections will be held. While non-voting members may attend the meeting, only voting members may elect Directors.

The OPIRG McMaster Constitution can be accessed online at opirg.ca, at the OPIRG McMaster office McMaster University Student Centre Room 229 or by request at opirg@mcmaster.ca.

In-Camera meetings:

In addition to the above, for the purposes of all Human Resources and/or legal discussions and/or any matters deemed sensitive by the Board or its legal counsel, the Board shall be empowered to call an executive session/confidential proceeding open only to Directors and their invitees.

In addition to the above all Human Resources discussions and decisions shall follow the most recent Collective Agreement.

Access to Information:

Agendas and Minutes will be posted to the OPIRG website within a timely manner. Consult Agenda Policy for specifics.

OPIRG's budget approved at the Annual General Meeting and Audited Financial statements are posted on the OPIRG website and in the Financial Binder at the OPIRG McMaster office.

This policy adheres to McMaster University Financial Accountability Policy for Student Organizations that Receive Fee Remittances from the University.

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