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| MSU-logo-2001. | REPORT*From the office of the…*Internal Governance Committee |
| TO: | Members of the Student Representative Assembly |
| FROM: | Michelle Brown – Associate Vice-President (Internal Governance) |
| SUBJECT: | SRA 20L Report |
| DATE: | Jan 10th, 2021 |

**Progress On Year Plan**

Objective # 1 – Review 25 Policies

* Reviewing 1 policy every week from Sept. 4th to December 1st (not during reading week)
* Currently have reviewed 13 policies
* Reviewed Bylaw 11/F, OP - Bereavement, OP - Services, OP - Disciplinary Procedures, OP - Ancillary Operations, OP - Retail Services, OP – Union Market, OP – Food & Beverage Services, OP – Elections Committee, Bylaw 12 – McMaster University Student Centre, OP – SRA Communications and Outreach, OP – Sustainability

Objective #2 – Small changes memo template

* Completed

Objective #3 – Policy formatting guideline

* Beginning planning stages starting Jan 4th

Year plan is significantly outdated

* Update proposed to revise a more detailed and appropriately directed plan
* With the turnover of one supervisor to another who both have a very different skill set and priorities, the tasks for this year have changed quite drastically
* Year plan has been updated to better reflect this

**Past Events, Projects & Activities**

Objective #1 – Review 25 Policies

* Reviewed 13 Policies
* Finalized and Passed changes include: OP - Bereavement, OP - Ancillary Operations, OP – Marmour

Objective #2 – Non-functional changes memo template

* Completed and finalized

Long-term planning

* Successfully created and passed the Policy Reorganization Project
	+ Reorganization of all the policies within the MSU
* Creation of Bylaw 8
	+ Outlines system of creating, amending, suspending, and rescinding Operating Policies, Bylaws, Employment Policies, Advocacy Policies, etc.

**Upcoming Events, Projects & Activities**

Objective #1: - Review 25 Policies

* Another 12 policies are still to be reviewed
* 1 policy/weekly meeting
* Policies to cover are:
	+ OP – Service Creation & Review, OP - Silhouette Board of Publication, Employment Policy – Employee Conflict of Interest, OP – Business Related Expenses, OP – TwelvEighty, OP – Sponsorship and Donations, OP – Promotions and Advertising, OP – Space Allocation & Audit

Objective #3 – Policy Formatting Guide

* Planning stages begin Jan 4th
* To be completed and submitted by the end of March
* May be an appendix to the new Bylaw 8

Role Delegation:

* Each committee member is responsible for leading the review of 4 policies for the year; 2 per semester.

**Current Challenges**

Outdated Year plan

* With a large supervisor change, plans for the year have changed quite dramatically
* Year plan did not change with those plans, so I’ve submitted it for updates along with this report
* It now more accurately reflects the plans for this year

Many reviewed, few finalized

* Many of the policies have lots of complicated components
* The MSU is in the midst of quite a lot of changes, so it’s difficult to finalize the changes to the policies when they are about to change again

COVID-19 Challenges: - New online world and challenges

* Switching to all online learning brings a long adjustment period where students and staff are working more than usually to accommodate
* Technical issues are prevalent especially during meetings where there can be major connectivity issues

**Volunteers**

Committee – The best committee to ever exist on Earth

* Passionate, engaged, and committed members of the committee with great attendance

**Successes**

IG Committee is on track to complete our goals by the end of the semester!

Kind regards,



Michelle Brown

AVP Internal Governance

McMaster Students Union

avpinternal@msu.mcmaster.ca