



Internal Governance Standing Committee Meeting Minutes

November 1st 2021, 3:30-4:30 pm

Document Management OP

- **Attendance**

- Members - Voting
 - Present
 - Harasees Singh
 - Maryam Sheikh
 - Zena Shamli Oghli
 - Nerij Sharia
 - Aiman Dhiloon
- Members – Non-Voting
 - Present
 - Associate Vice-President: Internal Governance Armin Sariaslani
- Observers
 - Official
 - N/A
 - Unofficial
 - N/A

- **Business**

- The Changes made by AVP IG to the document management OP was discussed.
- The AVP IG explained the changes in the document to ensure that hardcopy documents and digital documents are differentiated in the policy.
- The AVP IG further went over all the changes made to the document and the members found all the changes satisfactory.
- The members of the committee raised a point that a digital list of the employees of MSU must be crated yearly and maintained indefinitely.
- The members agreed that further discussions are needed regarding section 5.11 of the policy as this section grants a lot of power to the members of the BOD.

- **Motions**

- N/A