

Human Rights Task Force Procedures

1. Schedule of meetings

- 1.1. The Task Force will meet at least monthly between July - December 2016.
- 1.2. Meetings will be scheduled by the Chair in consultation with members and the University Secretariat.

2. Notice of meetings

- 2.1. Notice of meetings of the Task Force will be provided to members at least three days in advance of the meeting.

3. Meeting Materials

- 3.1. Materials for meetings of the Task Force will be distributed to members and made available on the Task Force web site at least three days in advance of the meeting.
- 3.2. Meeting materials shall include an agenda and relevant background documentation.

4. Attendance by members

- 4.1. Members of the Task Force are strongly encouraged to attend Task Force meetings in person. If the Chair consents, a member may participate in a meeting by teleconference.
- 4.2. Members shall endeavor to attend every meeting of the Task Force. Members who fail to attend more than two meetings without reasonable excuse and/or prior notice to the Chair may be removed from the Task Force by majority vote. The Task Force will attempt to fill the vacancy with a representative from the same constituency.

5. Attendance by Brock community

- 5.1. Meetings of the Task Force are open to the Brock University community, who may attend and observe all proceedings that are not held in-camera, subject to space limitations. Attendance will be on a first come first served basis.
- 5.2. Members of the Brock University community who wish to participate in proceedings of the Task Force must contact the Chair and/or Vice-Chair in advance to obtain approval or must seek to be recognized by the Chair during the meeting.

6. Accommodations

- 6.1. Accommodations for human rights or disability-related reasons may be arranged through the Chair who will work with the University Secretary to arrange appropriate accommodations.
- 6.2. All requests for accommodations will be kept confidential.

7. Meeting procedures

- 7.1. The conduct of meetings shall be decided by the Chair, who shall be guided by Robert's Rules of Order where necessary, except where these Procedures set out a rule or process.

8. Quorum

- 8.1. Quorum is a majority of the total number of members of the Task Force.
- 8.2. A Task Force meeting may proceed without a quorum, and the decisions taken are valid, unless rescinded by a quorum of members at the next meeting of the Task Force.

9. Voting

- 9.1. The Task Force shall endeavor to make decisions by consensus. Where necessary to vote, each member of the Task Force, excluding the Chair but not the Vice-Chair, shall be

entitled to vote on any motion, subject to 9.2 below. All members are expected to vote on the final recommendations of the Task Force.

9.2. If a vote results in a tie, the Chair shall have the deciding vote.

9.3. If a decision or recommendation needs to be made in between meetings, the Chair may conduct an electronic vote. Electronic voting will be conducted in accordance with the bylaws of the University Senate.

10. In camera sessions

10.1. In exceptional circumstances, the Task Force may move in-camera to consider confidential or sensitive matters upon a majority vote of the members present at the meeting.

10.2. Members shall keep confidential any information or documentation identified as confidential, either in writing or orally.

11. Conduct of meetings

11.1. Task Force will, by nature of its mandate, discuss sensitive topics, including those concerning all protected grounds under Ontario's *Human Rights Code*. Members are expected to discuss matters with sensitivity and respect for individual differences as well as the University's legal obligations under relevant human rights legislation.

11.2. The Chair will uphold a culture of respect, tolerance, openness and free discussion at all meetings and activities of the HRTF.

11.3. Members will bring valuable perspectives and insight from various constituencies, and are expected to conduct themselves in the collective interests of the Task Force.

12. Conflict of interest

12.1. Members shall declare to the Chair of the Task Force any real or perceived conflict of interest at the earliest possible opportunity.

12.2. The Chair shall determine how to resolve or address any real conflict of interest.

13. Minutes and reporting

13.1. Minutes of meetings shall be taken by the University Secretary or designate and shall record the decisions made without reference to the discussion involved

13.2. Unapproved minutes of the Task Force shall be made available on the Task Force website no later than two weeks after each meeting and replaced with the finalized minutes following approval by the Task Force.

13.3. The Task Force will provide regular updates to the University community through a dedicated Task Force website.

14. Vacancies

14.1. If a member ceases to be a member of the Task Force for any reason, the Task Force shall determine if a replacement is advisable given the stage of review and deliberations.

14.2. If a replacement is advisable, a successor shall be chosen in the same manner as the member withdrawing, that is, by an open call for nominations by the General Counsel & Secretary to the University, and selection by the Office of the President.

15. Procedures

15.1. These procedures may be amended by a 2/3 majority vote of all members.