



Brock University Graduate Students' Association

Document 047A

The Graduate Students' Association Mandated Organizational Leave Policy

Name:

1. This Document shall be known as the "Mandated Organizational Leave Policy".

Purpose:

2. The purpose of this document is to provide a clear outline for when Executive, Board and committee members of the GSA must take a leave from their role. Specifically, when mandated leave must be applied during an election period of the GSA.
3. This document shall assist in minimizing the advantages inherent to incumbents who seek further involvement with the GSA through an Executive election, in that it recognizes the need to limit access to structural components within the organization which may further benefit their candidacy as compared to another member seeking the same role.

Context:

4. The Board of Directors recognizes that members of the Executive, Board or various committees may be placed in various situations that place undue pressure on those individuals to avoid conflicts of interest directly related to their role(s). In some cases, it may not be tenable for those individuals to successfully manage the conflict while maintaining their role(s).
5. A conflict of interest is defined within and by Document 001 and Document 112 (Board Conflict of Interest Procedure).
6. All references to Executive, Board and Committees are specifically referring to the GSA Executive, GSA Board and GSA Committees unless otherwise specified.

Executive Members:

7. Executive Members who hold office during an election period who are also seeking to be elected or are actively/passively campaigning for a candidate shall be required to take a leave of absence from all Executive, Board and committee activities for the duration of the campaign and related preparation week. This period shall not normally extend for longer than three weeks.
8. Executive Members who hold office during an election period who are actively/passively campaigning for a referendum that has not been endorsed by the Board (i.e. a referendum that the GSA has approved for a vote, but has chosen to remain neutral in campaigning) shall be required to take a leave of absence from all Executive, Board and committee activities for the duration of the campaign and related preparation week. This period shall not normally extend for longer than three weeks.
9. Executive Members who hold of office during an election period who are actively/passively campaigning in support of a referendum that has been



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endorsed by the Board (i.e. a referendum that the GSA has approved for a vote and has chosen a side to support) shall not be required to take a leave of absence from any Executive, Board and committee activities for the duration of the campaign and related preparation week it as long as the Board approves this action. This period shall not normally extend for longer than three weeks.

10. Executive Members who hold office during an election period who are actively/passively campaigning in opposition to a specific side taken or endorsed by the GSA shall be considered to be in violation of Document 114 (Board Solidarity Procedure) and shall have the issue managed under Document 115 (Board Member Sanctions Procedure).

Board Members:

11. Board Members who hold office during an election period who are either seeking to be elected or are actively/passively campaigning for a candidate shall be required to take a leave of absence from all Board and committee activities for the duration of the campaign and related preparation week. This period shall not normally extend for longer than three weeks.
12. Board Members who hold office during an election period who are actively/passively campaigning for a referendum that has not been endorsed by the Board (i.e. a referendum that the GSA has approved for a vote but has chosen to remain neutral in during the campaign) shall be required to take a leave of absence from all Board and committee activities for the duration of the campaign and related preparation week. This period shall not normally extend for longer than three weeks.
13. Board Members who hold of office during an election period who are actively/passively campaigning in support of a referendum that has been endorsed by the Board (i.e. a referendum that the GSA has approved for a vote and has chosen a side to support) shall not be required to take a leave of absence from any Board and committee activities for the duration of the campaign and related preparation week as long as the Board approves this action. This period shall not normally extend for longer than three weeks.
14. Board Members who hold office during an election period who are actively/passively campaigning in opposition to a specific side taken or endorsed by the GSA in a referendum shall be considered to be in violation of Document 114 (Board Solidarity Procedure) and shall have the issue managed under Document 115 (Board Member Sanctions Procedure).

Committee Members:

15. Committee Members who hold office during an election period who are either seeking to be elected or are actively/passively campaigning for a candidate shall be required to take a leave of absence from all committee activities for the duration of the campaign and related preparation week. This period shall not normally extend for longer than three weeks.



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16. Committee Members who hold office during an election period who are actively/passively campaigning for a referendum that has not been endorsed by the Board (i.e. a referendum that the GSA has approved for a vote but has chosen to remain neutral in during the campaign) shall be required to take a leave of absence from all committee activities for the duration of the campaign and related preparation week. This period shall not normally extend for longer than three weeks.
17. Committee Members who hold of office during an election period who are actively/passively campaigning in support of a referendum that has been endorsed by the Board (i.e. a referendum that the GSA has approved for a vote and has chosen a side to support) shall not be required to take a leave of absence from any committee activities for the duration of the campaign and related preparation week as long as the Board approves this action. This period shall not normally extend for longer than three weeks.
18. Committee Members who hold office during an election period who are actively/passively campaigning in opposition to a specific side taken or endorsed by the GSA in a referendum shall be considered to have violated Document 114 (Board Solidarity Procedure) and shall have the issue managed under Document 115 (Board Member Sanctions Procedure).
19. Election and Referendum Committee Member roles shall be managed in accordance with Document 040.

Leave of Absence and Access:

20. Any leaves shall take effect immediately following the conclusion of the All Candidates Meeting (ACM) where the candidate or campaign have been ratified for the election period. Any leaves shall end at the conclusion of the campaign period upon the announcement of preliminary voting results to the membership.
21. The following section deals with definitions and procedures for managing a leave of absence of a member of one of the three previous groups, owing to their involvement with the elections process.
 - a. Executive Committee Members:
 - i. Shall inform the President & CEO and the Executive Director once their intention to participate in the election is known. In cases where the President & CEO is intending to participate in the election, the President & CEO shall inform the Executive Director and the Board Chair.
 - ii. Once on leave, a member of the Executive shall not have access to any aspects of their role that would provide them an undue advantage over another GSA member for the duration of the preparation and campaign periods. This shall include, but is not limited to:
 1. Email access;
 2. social media access;



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3. attendance at any meetings with any persons or groups that could not reasonably be arranged and attended by another candidate; and
 4. any other resources of the GSA that would not reasonably be provided to another candidate.
- iii. The CRO, in consultation with the Elections Committee, may place additional limitations on Executive members involved in the election process during a leave of absence.
 - iv. Any remuneration that members of the Executive receive for their roles shall not be interrupted as a result of their leave; their leave is considered to be a paid leave of absence.
- b. Board Members:
- i. Shall inform the Board Chair once their intention to participate in the election is known. In cases where the Board Chair is intending to participate in the elections, the Board Chair shall inform the Executive Director.
 - ii. Once on leave, a Director shall be removed from the Board distribution list and will not be invited to or able to attend any meetings of the Board or their committees. Additionally, they shall have no access to any other resources of the GSA that would not reasonably be provided to another candidate.
 - iii. Shall not attend any meetings with any persons or groups that could not reasonably be arranged and attended by another candidate.
 - iv. The CRO, in consultation with the Elections Committee, may place additional limitations on Board members involved in the election process during a leave of absence.
- c. Committee Members:
- i. Shall inform the Committee Chair once their intention to participate in the election is known.
 - ii. Once on leave, a Committee member shall be removed from the committee distribution list and will not be invited or able to attend any meetings their committees.
 - iii. The CRO, in consultation with the Elections Committee, may place additional limitations on committee members involved in the election process during a leave of absence.
- d. General:
- i. Any members of the Executive, Board or committees may continue to attend meetings for committees, boards or other external groups that they may also be a member of as these leave procedures.

22. This document shall work directly with Document 001, Document 040, and any other relevant legislation as established by the Executive Committee and Board of Directors.