CLV Graduate Housing Consultative Council Terms of Reference

Mission

The mission of the CLV Graduate Housing Consultative Council is to consult graduate residents living in CLV on all major issues related to living accommodations.

Membership

There are two types of voting members:

1) Student members of the council include current, fee-paying CLV-North or CLV-South residents that have signed a graduate housing student resident contract. Membership does not include those residents who have signed current family housing contracts and therefore they do not have the right to vote. However, those individuals may attend and participate in meetings or events.

2) Campus Housing staff members, including the Manager, Graduate & Student Family Housing and/or their appointed staff designates. The Manager, Graduate & Student Family Housing (or their designate) shall be the chair of all council meetings or events.

Quorum

The quorum, which is the minimum number of members necessary to conduct the purposes of this groups, is 5 Graduate Housing residents and 3 Campus Housing staff members.

Meetings

Meetings/Events of the council should try to occur at least three times per year; at least once per term. Meetings and events may be held virtually or in-person. In-person meetings/events should be held in an accessible location that is within a reasonable distance from the resident’s living facilities.

Decisions

The council is a consultative body and therefore informs Campus Housing but does not control nor oversee Campus Housing; the decisions made only affect the responsibilities of the council itself. The decisions of the council are made by a majority vote of the members present and entitled to vote. If votes are equally divided, the chair has a casting vote. Voting is to be conducted according to Robert’s Rules of Order.

Examples of decisions made by the consultative council include (but are not limited to): changes to the
Terms of Reference, future meeting dates, empowerment of responsibilities to sub-committees, meeting locations, and recommendations on consultative matters.

Consultation Practices

Information regarding the council is available on the Campus Housing website. This includes upcoming meeting dates and times, the council’s terms of reference, meeting minutes (or event summaries) from within the last 2 years, methods for suggesting upcoming meeting topics, and the contact information of the chair of the council.

**Before any meetings or events of the council**, notice is given to the entire membership via the Campus Housing website no less than 5 business days before the day of the meeting or event. A courtesy notice is also sent to community members via email. Notice includes expected meeting/event topics and the time, location, and expected length of the meeting/event. Notice is written with the intent of encouraging members to participate in the council. If topics change during the consultation process, sufficient opportunity is given to discuss these new topics.

**During meetings or events of the council**, minutes are taken by a member as assigned by the chair. A majority of time within the meeting or event is given for current residents to discuss and provide feedback on major questions related to living accommodations. These topics may include (but are not limited to): rent, rent and fee increases, capital expenditures, healthy facilities, guest policy changes, changes to the occupancy agreement, changes to the behavioural standards or appeals process, or issues related to contract termination and eviction. Not all topics need to be discussed at every meeting/event – but priority should be given to topics which the membership considers to be the most important. As well, personal issues should be avoided.

**After meetings or events of the council**, minutes or summaries are posted on the Campus Housing website within 10 business days. Campus Housing will provide responses and outcomes of the consultation. Such responses should be made public alongside the meeting minutes or event summaries.