CLV SINGLE GRADUATE RESIDENTS’ CONSULTATIVE COUNCIL

Terms of Reference

Mission

The mission of the CLV Single Graduate Resident 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 who have signed single graduate student resident contracts. Membership does not include those residents who have signed current family resident contracts and therefore they do not have the right to vote; however those individuals may attend and participate in meetings.

2) Staff members include the Housing Director and/or their appointed staff designates. The Housing Director or their designate shall be the chair of all council meetings.

Quorum

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

Meetings

Meetings of the council should try to occur at minimum three times per year; at least once each term. Meetings should also 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 Housing and Residences but does not control nor oversee Housing and Residences; 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: 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 Housing and Residences website. This includes upcoming meeting dates and times, the council’s terms of reference, meeting minutes within the last 2 years, methods for suggesting upcoming meeting topics, and the contact information of the chair of the council.
Before any meeting of the council, notice is given to the entire membership via the Housing and Residences website no less than 5 business days before the day of the meeting. A courtesy notice will be sent to residents via email. Notice includes the expected meeting topics and the time, location, and expected length of the meeting. 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 of council, minutes are taken by a member as assigned by the chair. A majority of time within the meeting is given for 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, and issues related to contract termination and eviction. Not all topics need to be discussed at every meeting – but priority should be given to topics which the membership considers to be most important. As well, personal issues should be avoided.

After meetings of council, minutes are posted on the website of Housing and Residences within 5 business days. Housing and Residences will provide responses and outcomes of the consultation. Such responses should be made public alongside the meeting minutes.