003 – MATERIAL IMPORTANCE DESIGNATION

SUPPORTS DECISION-MAKING TRANSPARENCY

This policy provides for the notification of the Membership when the Board proposes to change a process, policy or other approach that affects the accountability framework of the Association.

A. MATTERS OF MATERIAL IMPORTANCE

The Board or the Membership may designate any policy, process, or procedure a matter of material importance.

Non-urgent budgetary or operational changes that result in a 20% or greater change in the annual operating budget are deemed to be a matter of material importance.

Once designated, only the Membership may rescind the designation (i.e. the Board does not have rescinding authority)

B. PROCESS

Once an item has been designated as materially important, the Membership must be notified of any proposed changes and given at least a 4 week opportunity to provide comment prior to the Board making any final decisions.

Notification shall be done in the same manner as a Special Meeting notice. The Board shall determine when notification is issued, and may combine the notifications of several changes into a single notice; where final decisions on all items will be made at the same Board meeting.

The notice to members shall include information about the proposed change and presented in the following order:

(a) A brief description of the item and the proposed change;
(b) The benefits and risks identified with making the change;
(c) How Members may provide their comments on the change, and the deadline for providing comments; and
(d) The date of the Board meeting where the final decision on the change is planned to occur.

Members may provide their comments:

(a) In writing and delivered to the MAPS offices
(b) By email to MAPS@mcmaster.ca or other designated email address
(c) By non-binding electronic poll, if provided for by the Board.
(d) In person, by addressing the Board at the meeting where the final decision is on the Agenda.
C. Breach of Fiduciary Responsibility to Interfere

Board members are encouraged to speak to members to urge feedback and ensure that members know how to make their opinions known.

Board members shall not actively campaign in favour or against a proposed change to a designated matter.

A Board member who interferes in the solicitation, collection, and collation of members’ input on a designated matter is in breach of his obligations as a fiduciary.

D. Summary and Consideration of Input

The Executive Director, or another person deemed impartial by the Board will receive and prepare a summary of the feedback for the Board. This summary will be posted on the association’s website and public media websites and provided to the Board with the agenda package for the meeting where the final decision of the decision as part of the materials for the meeting where the matter is on the agenda.

While the input from members is non-binding, the Board shall seriously consider the input provided and assure itself that concerns raised are, where reasonable, addressed.

A. Decision of the Board Announced

The final decision of the Board shall announced by posting of the decision on the association’s website and social media sites, and on any electronic signage owned or controlled by the association.

J. Designation of this Policy

This policy is designated as materially important. To change it, the Board must provide the membership with notice of intent to change the policy. For more information, see Policy 003.

APPROVED BY THE BOARD.

Andrew Smith, President

David Moore, Secretary

November 12, 2013

McMaster Association of Part-time Students

BOARD POLICY

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