



## **LSS Equity & Diversity Committee Regulations**

*Adopted on February 13th 2024*

*Amended on N/A*

### **PART I: MANDATE**

- 1** The Committee shall be responsible for aiding in the maintenance of an equitable and respectful environment at the Law School through the education of the Members and inquiry into and advice on issues of equity and diversity relating to the LSS.
- 2** The Committee's vision is to create a progressive and holistic learning environment that respects, values, and includes the diverse perspectives that are present in Canadian society. To that end, it devotes considerable focus on the representation of women, 2SLGBTQIA+ students, Indigenous peoples, those who live with a disability, and visible minorities within the law school, while remaining live to the voices of other individuals and groups with equity and diversity concerns.
- 3** Through inquiry, education, respectful dialogue, and outreach on issues related to the wide variety of student backgrounds, concerns, and lived experiences, the Committee strives to promote its vision among Allard Law students, faculty, and administrators.
- 4** In any given year, the Committee may add to or amend its mandate to better reflect its role in advancing equity and diversity at Allard Law.

### **PART II: COMPOSITION**

- 5** The Committee shall be composed of the following persons:
  - a) The LSS Ombudsperson, who shall be Co-Chair;
  - b) The LSS Indigenous Director of Student Affairs, who shall be Co-Chair;
  - c) Representatives from every equity-seeking or other club at Allard Law which decides to participate on the Committee;
  - d) Two (2) First Year Committee Representatives;
  - e) The LSS President; and
  - f) Any other members that the Co-Chairs shall deem appropriate in a given year.
- 6** The First Year Committee Representatives shall be selected from the incoming 1L class in a given year by way of election.
- 7** The First Year Committee Representatives may be elected during the 1L LSS small group elections which run in September of every year.
  - a) Any candidate who runs for the position of First Year Committee Representative must comply with the election procedures governing the LSS 1L September Election.
  - b) The Committee may add or substitute requirements regarding ballot statements, photos, campaigning procedures, video speeches, or other electoral processes as it sees fit.
- 8** The Committee Co-Chairs shall decide from year to year how many members-at-large will be on the Committee and the manner of their selection.

### **PART III: ROLES OF THE COMMITTEE MEMBERS**

- 9** The Ombudsperson and the Director of Indigenous Affairs shall serve as Co-Chair of the Committee and shall be responsible for all administrative work related to the Committee, including but not limited to the following:
- a. Scheduling committee meetings;
  - b. Preparing and disseminating the meeting agenda prior to any Committee meeting;
  - c. Chairing Committee meetings, alone or alongside the Indigenous Director of Student Affairs;
  - d. Managing the projects undertaken by the Committee in a given year;
  - e. Organizing and maintaining the Committee's Shared Google Drive;
  - f. Preparing and disseminating the meeting minutes following any Committee meetings; and
  - g. Anything else the Ombudsperson deems appropriate in relation to their role as Co-Chair Admin.
- 10** Representatives from equity-seeking clubs shall serve as members on the Committee and shall:
- a. Review the meeting agenda prior to any Committee meeting;
  - b. Make best efforts to attend Committee meetings in accordance with Article 4.2;
  - c. Share the perspective of the representative's club at Committee meetings, where relevant;
  - d. Make best efforts to participate in projects undertaken by the Committee.
- 11** The First Year Committee Representatives shall serve as members on the Committee and:
- a. Review the meeting agenda prior to any Committee meeting;
  - b. Make best efforts to attend Committee meetings in accordance with Article 4.2;
  - c. Share perspectives of 1L students, where relevant;
  - d. Make best efforts to participate in projects undertaken by the Committee.

### **PART IV: MEETINGS AND PROCEDURE**

- 12** The Committee shall hold at least one (1) meeting per month between September to April of a given academic year, excluding holidays and official examination periods.
- 13** All members shall be given at least three (3) business days notice of any meeting, and shall provide at least 24 hours notice if they are unable to attend a meeting, except where lesser notice is deemed appropriate by the Co-Chairs.
- 14** The Committee should schedule the dates and times for monthly committee meetings at the beginning of each semester, and a list of these dates and times should be disseminated to each Committee member via email by the Ombudsperson.
- 15** Any member of the Committee has the right to request that a third party guest or guests be invited to attend a given Committee meeting.
- a. Any such request shall be made at least 7 days in advance of a scheduled Committee meeting, unless lesser notice is deemed appropriate by the Co-Chairs.
  - b. Any such request shall be granted upon simple majority vote of all Committee members.
  - c. Any third party guest(s) must be given at least 24 hours notice of the invitation to attend a given Committee meeting.
- 16** Subject to Section 17, all members of the Committee, except the Co-Chairs, have the right to vote in Committee.

- 17 If there is more than one representative from a club then one shall be deemed the voting member
- 18 Meetings may be conducted in-person, via Zoom, or in hybrid format.
- 19 Meeting procedure should follow the latest edition of Robert's Rules of Order, if unspecified in this Regulation.
- 20 The attendance of at least half of the Members of the Committee shall constitute quorum.
- 21 The Committee shall mainly focus as an advisory committee and for advocacy within the LSS, however, the committee may engage in outside advocacy with the approval of the LSS Executive.

#### **PART V: MINUTES**

- 22 Minutes of all meetings shall be kept in the Committee Google Drive in an easy-to-read format, including the date, time, and location of the meetings, as well as the names of all persons attending; all projects and decisions of the Committee; and any other minute requested by a representative.
- 23 Minutes of all meetings shall be disseminated to all Committee members via email by the Ombudsperson within 7 days following a meeting, except where additional time is considered appropriate.
- 24 Upon their approval, the minutes must be sent to the LSS Clerks to be kept on record.

#### **PART VI: AMENDMENTS**

- 25 The Committee or Executive may amend or repeal this Regulation with a majority vote of the respective council and upon approval of the Executive.