OCFA POLICY MANUAL

Jan 4 2022

Your union policies

Collation of all known union policy documents

OCFA POLICY MANUAL

YOUR UNION POLICIES

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Draft Credit Card Policy ..... **Error! Bookmark not defined.**

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GUIDING PRINCIPLE

These policies are intended to support the business of the Association. Sound judgment and reasonable expectations should be applied to individual situations given the spirit and intent of being fiscally responsible, transparent, and accountable to the members. The OCFA is committed to the membership as a whole, shall lead by example, model equality, and follow the OCFA Constitution and By-Laws and these policies.

MANDATORY NOTIFICATIONS SCHEDULE

MARCH/APRIL/MAY First nominations call for AGM – FPSE Standing Committee Policy sent by secretary and president.

APRIL/MAY First notice for AGM - Elections Policy sent by president

POLICIES AND MOTIONS OF THE ASSOCIATION

Investment Policy Statement

Jan 22, 2015 Winter General Meeting Approved as Interim Policy
May 1, 2015 Annual General Meeting Reviewed and Approved
May 1, 2017 Annual General Meeting Amended and Approved

Okanagan College Faculty Association ("OCFA") operational reserve portfolio (the "Portfolio")

1) INTRODUCTION:

a. The Okanagan College Faculty Association ("OCFA") Operational Reserve Portfolio is available to provide funding towards faculty members in the event of a strike and to support OCFA operations as needed.

b. The purpose of this Investment Policy Statement is to establish and maintain the objectives and constraints of OCFA Operational Reserve Portfolio, so an appropriate portfolio can be constructed, effectively supervised and evaluated.

c. OCFA is responsible for the creation of, approval of, and updates to the Investment Policy Statement. OCFA Treasurer and Investment Subcommittee shall advise the Faculty Association Council on issues related to the policy, including identifying the need for updates and monitoring the portfolios for compliance with the policy.

d. Annually the Faculty Association Council along with OCFA Treasurer will review the Investment Policy Statement to ensure the goals and circumstances are aligned.

e. This Investment Policy Statement covers the following portfolios:

i. Okanagan College Faculty Association, AAA - Asset Advantage Account

2) INVESTMENT OBJECTIVE:

a. Income:

The primary objective of OCFA is to achieve income, preservation of capital and capital appreciation. This investment objective will be achieved by investing primarily in income producing securities such as bonds and guaranteed investments. They have historically been less risky than equity investments. The higher weight in fixed income securities the lower expected risk/ volatility and expected long term returns.

3) INVESTMENT CONSTRAINTS

a. Risk Tolerance:

Risk is a measure of the volatility of returns. Types of risk include, but are not limited to price risk, interest rate risk, inflation risk, political risk and currency risk. A proper diversified portfolio will manage and reduce these risks. Given the portfolio will hold primarily income producing investments the portfolio will experience lower volatility to achieve the above stated objective.

To understand risk tolerance both OCFA's ability and willingness to take on risk is considered. The ability to take risk is determined by the financial goals relative to resources and time frame within which the goals must be met. In contrast, the willingness to take on risk is more ofa_ subjective measure.

The ability of OCFA to take on risk is considered below average given the potentially short time horizons of the capital. The willingness of OCFA to take on risk is also

considered below average considering the potential short time horizons. Overall the willingness and ability for OCFA to take risk, the portfolio has a below average risk tolerance.

b. Time Horizons:

The time horizons of OCFA for this portfolio is the span of time before there is a significant change. Portfolio performance can suffer if there is insufficient time for the securities to realize their full potential.

OCFA agree that this portfolio currently has a longer time horizon, but the invested capital could be required in a very short time frame to fund a faculty members' strike or any job action on campus where faculty cannot cross picket lines. OCFA Treasurer will advise the Manager of any actual or possible upcoming job action.

c. Income Requirements:

Cash transfers to bank accounts occur on a regular schedule and/or by request. OCFA requires income from this portfolio to support OCFA operations. Although most of the required income is covered by on-going deposits, the treasurer will notify the manager of any further capital requirements.

d. Liquidity:

Liquidity is the ability to sell securities in a time efficient manner to provide OCFA with capital. The portfolio will hold securities with sufficient market liquidity to raise cash in a time efficient manner once advised of the amount required.

e. Unique Considerations:

Favorable consideration is to be given to investment opportunities in corporations which maintain high ethical standards, comply with environmental regulations, have a track record of progressive labour relations, do not have business dealings with countries where human rights are violated, and do not have the production of armaments as their primary activity.

Occasionally OCFA may identify individual companies or investment opportunities that, in OCFA's opinion, do not maintain high ethical standards, comply with environmental regulations or have a track record of progressive labour relations. As a result, OCFA could request that a particular investment not be purchased. If the investment has been purchased, they could request it to be divested.

f. Legal Constraints:

It is the responsibility of OCFA to notify the investment advisory manager of any legal constraints. None exist at this time.

4) ASSET ALLOCATION

The balance of fixed income and equity security weightings in the portfolio will be determined by OCFA objectives and constraints. A greater fixed income weighting will result in a lower long-term expected return and lower volatility. The investment manager shall review the asset allocation at least on a quarterly basis to ensure compliance with these limits.

The asset allocation of the portfolio will be maintained in the following percentages:

	Target	**Investment Range**
Cash	10%	0%-100%
Fixed Income & GIC	65%	50%- 90%
Equities	25%	0% - 40%

5) PORTFOLIO DIVERSIFICATION AND ASSET QUALITY STANDARDS

The portfolio shall be held in Cash and Cash equivalents, Fixed Income Securities and Equities and adhere to the following guidelines:

a. Cash and Cash Equivalents:

i. Cash and cash equivalents are short term securities of less than one year term.
ii. Cash and cash equivalents may be invested in:
    1. Securities of or fully guaranteed by the Government of Canada;
    2. Securities of or fully guaranteed by any province of Canada;
    3. Term deposits, Guaranteed Investment Certificates, and Bankers Acceptance of Federal Schedule 1 chartered banks or provincial credit unions;
    4. Pooled or mutual funds or exchange traded funds (ETFs) limited to those invested in the above categories.
iii. All Cash Equivalents will be rated Investment Grade by a recognized rating agency.

b. Fixed Income Securities:

i. Fixed income securities may be invested in:

1. Securities of or fully guaranteed by the Government of Canada;
2. Securities of or fully guaranteed by any province or territory of Canada or municipal government in Canada;
3. Canadian corporations;
4. Pooled or mutual funds or exchange traded funds (ETFs) limited to those invested in the above categories;
5. *Foreign Bonds.*

ii. For securities defined in 5.b.i.3, the amount invested in any single issuer will be not more than 10% of the total portfolio at market value.

iii. All debt securities will be A Grade or higher rated by a recognized rating agency.

c. Equities:

i. Securities may be individual, pooled, mutual funds or exchange traded funds (ETFs).

ii. At the time of purchase not more than 10% of the total equities at market value shall be invested in any individual security.

6) GENERAL INVESTMENT GUIDELINES

a. No private placements, either equity or fixed income will be purchased without specific authorization of OCFA

b. The use of leverage, margin or lending is expressly prohibited.

c. The portfolio will not be invested directly in commodities.

d. Investment advisory manager will direct the custodian to vote all proxies in favour of management, except in those circumstances where, in their opinion, a vote against management is in the best interest of OCFA.

7) EVALUATION, REVIEW AND REPORTING

a. The Investment Subcommittee will monitor the portfolio's investment performance against the portfolio's stated investment objectives.

b. The portfolio's investment performance will be judged using the following weighted benchmark as per the asset allocation

a. Cash & GICs: 3 month t-bill index
b. Canadian Equities: S&P/TSX
c. US Equities: S&P500

c. All documents and presentations shall be provided without delay directly to OCFA Treasurer.

d. Trade confirmations and monthly activity statements will be. provided by the investment advisory manager.

e. The investment advisory manager will provide on a semi-annual basis or as agreed with OCFA Treasurer an investment summary outlining current portfolio positions, income generated by the portfolio, fees and expenses paid and investment performance compared to the relevant benchmarks.

f. The investment advisory manager will, on an annual basis, make a formal presentation to the Investment Subcommittee to review the portfolio's performance and to update the investment strategy for the coming year.

8) CONFLICT OF INTEREST

a. The investment advisory manager and OCFA Treasurer must disclose any direct or indirect association or material interest or involvement in aspects related to his or her role with regard to the portfolio that would result in any potential, actual or perceived conflict of interest.

9) INVESTMENT SUBCOMMITTEE

a. The Investment Subcommittee will consist of OCFA Treasurer plus four members. OCFA Treasurer will act as chair to this subcommittee. To be eligible to participate in the Investment Subcommittee, one must be a current member of OCFA This committee will meet on a semi-annual basis or as needed to review the Investment Manager Investment Summary and update the Investment Policy Statement.

ADDENDUM: RESTRICTED INVESTMENTS

Pursuant to the Operational Reserve Portfolio Investment Policy Statement, Part 3, line e, OCFA may identify individual companies or investment opportunities that, in OCFA's opinion, do not maintain high ethical standards, comply with environmental regulations or have a track record of progressive labour relations. As a result, OCFA

could request that a particular investment not be purchased. If the investment has been purchased, they could request it to be divested.

In its opinion, OCFA Council has determined that the following companies do not maintain high ethical standards. Consequently, OCFA Council instructs the investment advisory manager to ensure there is no direct investment in:

1. Goldcorp,
2. Coca-Cola,
3. Taseko Mines

ELECTIONS POLICY

4-Apr-2019

Whereas;

- participation in elections at the OCFA AGM is both a right and responsibility of all members, and,

Whereas;

- all members, including the nominees for positions, will benefit from publicity about who the nominees are and why they are seeking to serve on the Grievance Committee, on the Executive Committee or in any other Association Council position,

Be it resolved that the following is adopted as OCFA policy.

MOTION (PASSED):

Nominations for Council or steward positions received by the OCFA Secretary prior to the AGM (pursuant to By-Laws, Article VI, Section B, 2.) will, normally, be accompanied by a notice to all members which; identifies the position the nominee is seeking,

I. identifies the two nominators,
II. states the nominee's reasons for wanting to serve in the office sought, and,
III. provides a brief biography of the nominee.

THIS POLICY WILL BE MADE KNOWN TO MEMBERS ANNUALLY, BY THE PRESIDENT, NO LATER THAN THE DATE ON WHICH THE FIRST NOTICE OF THE AGM IS CIRCULATED.

PERSONAL INFORMATION PROTECTION POLICY

29-Oct-2021

Okanagan College Faculty Association is committed to safeguarding the personal information entrusted by our members. The Association manages personal information in accordance with *the British Columbia Personal Information Protection Act [BCPIPA]* ("the Act") and other applicable laws. This policy outlines the principles and practices followed in protecting your personal information.

The purpose of the Act is to govern the collection, use and disclosure of personal information by organizations in a manner that balances both the right of individuals to protect their personal information and the need of organizations to collect, use or disclose personal information for purposes that a reasonable person would consider appropriate in the circumstances.

This policy applies to the Okanagan College Faculty Association and to any person providing services on behalf of the Association. A copy of this policy can be provided to any member on request.

1) WHAT IS PERSONAL INFORMATION?

Personal information means information about an identifiable individual. The Act defines "personal information" as information about an identifiable individual and includes employee personal information (e.g., home address, home email address, home telephone number, family status, national or ethnic origin, membership in an equity group, record of union interests and involvement). It does not include aggregate information which cannot be associated with a specific individual, and it does not include the name, title, business address, business email address, or business telephone number of an individual.

2) WHY DOES THE OCFA NEED TO COLLECT PERSONAL INFORMATION?

The OCFA collects personal information of members to fulfill its legitimate purposes. The Association requires personal information to carry out its representational obligations and to provide a variety of member services, and to communicate and engage members in union business. For example, the OCFA may need to communicate with a member outside the workplace for a strike vote or to comply with other statutory obligations; to provide services related to grievances, legal services, and other advocacy and assistance; or to conduct research.

3) WHAT PERSONAL INFORMATION DOES OCFA COLLECT?

The Association collects only the personal information that is needed for the purposes of providing services to members, including personal information needed to:

a. represent its members with respect to employment under the collective agreement and applicable legislation;
b. investigate and resolve grievances, appeals and claims;
c. maintain a complete record of membership in the union;
d. communicate and engage with members in union business and respond to their enquiries;
e. provide information about union membership programs and benefits;
f. provide information services;
g. administer the business of the union such as component/local business, correspondence and research;
h. consult with members with respect to union programs, priorities, and activities;
i. facilitate participation in union events;
j. collect and manage dues and assessments;
k. collect members' demographic information;
l. verify eligibility for strike pay and benefits;
m. process members' expense claims for participation in union events or activities;
n. communicate with members about issues of interest and concern; and
o. comply with other statutory or regulatory requirements.

Personal information is only collected in order to fulfill legitimate purposes. The Faculty Association will not use or disclose member personal information for any additional purposes as set out above, unless the Association obtains additional consent to do so.

The OCFA is committed to ensuring that any personal information it collects, uses, discloses or retains is as accurate, current, and complete as necessary for the purposes for which it uses the data. The Faculty Association normally collects member personal information directly from our members. The OCFA may collect your information from other persons with your consent or as authorized by law.

4) CONSENT

The Association asks for consent to collect, use or disclose member personal information, except in specific circumstances where collection, use or disclosure without consent is authorized or required by law. As a general rule, the OCFA will not collect, use, or disclose personal information without consent. However, there are some circumstances in which consent is not required or cannot be obtained. For example, the OCFA may collect and use personal information provided by the employer in accordance with collective agreements, as mandated or allowed by legislation, or by order of a court or administrative tribunal.

The OCFA assumes member consent to continue to use and, where applicable, disclose personal information that we have already collected, for the purpose for which the information was collected. The Faculty Association asks for express consent for some purposes and may not be able to provide certain services if members are unwilling to provide consent to the collection, use or disclosure of certain personal information. Where express consent is needed, the Association will normally ask members to provide their consent orally (in person, by telephone), or in writing (by signing a consent form, by selecting confirm in an online form).

A member may withdraw consent to the use and disclosure of personal information at any time, unless the personal information is necessary for the Association to fulfil legal obligations. The OCFA will respect member's decisions, but may not be able to provide members with certain services if the necessary personal information is unavailable.

5) HOW DOES THE OCFA COLLECT PERSONAL INFORMATION?

The Association may collect, use or disclose member personal information without consent only as authorized by law, or in other cases. For example, the OCFA may not request consent when the collection, use or disclosure is to determine suitability for an honour or award, or in an emergency that threatens life, health or safety.

The OCFA may also collect and retain personal information from the following sources:

a. dues and membership forms;
b. grievance, appeal or claim forms;
c. information provided by the employer in accordance with the collective agreement or by order of a court, or administrative tribunal;
d. information provided pursuant to statutory or regulatory requirements;
e. information provided through surveys, registration forms, etc.;
f. members' interactions with the union (e.g. telephone, correspondence, email, etc.); and
g. members' interaction through OCFA-operated websites and other online activities.

6) HOW DOES THE OCFA USE AND DISCLOSE PERSONAL INFORMATION?

The OC Faculty Association uses and discloses client personal information only for the purpose for which the information was collected, except as authorized by law. For example, the OCFA may use member contact information to deliver goods.

If the Association wishes to use or disclose personal information for any new business purpose, consent will be obtained. The OCFA may not seek consent if the law allows this (e.g. the law allows organizations to use personal information without consent for the purpose of collecting a debt).

7) WHAT IS PERSONAL EMPLOYEE INFORMATION?

Personal employee information is personal information about an employee or volunteer which is collected, used or disclosed solely for the purposes of establishing, managing or terminating an employment relationship or a volunteer work relationship. Personal employee information may, in some circumstances, include a Social Insurance Number, a performance review, etc.

The OCFA can collect, use and disclose your personal employee information without your consent only for the purposes of establishing, managing or ending the employment or volunteer relationship. The Association will provide current employees and volunteers with prior notice about what information is collected, used or disclosed and the purpose for doing so.

8) WHAT PERSONAL EMPLOYEE INFORMATION DOES THE OCFA COLLECT, USE AND DISCLOSE?

The Association collects, uses and discloses personal employee information to meet legitimate purposes. The personal information the OCFA may collect include your name, home mailing address, personal email address, telephone number, and demographic information such as a birth date and gender. Additional examples of personal information that may be collected include:

a. job classification;
b. job duties;
c. rates of pay;
d. grievance, appeal or claim forms;
e. dues records and membership forms;
f. work history;
g. information provided by the employer in accordance with the collective agreement or by order of a court, or administrative tribunal;
h. information provided pursuant to statutory or regulatory requirements;
i. information provided through surveys, registration forms, etc.;
j. members' interactions with the union (i.e., correspondence, email, etc.); and
k. members' interaction through FSA-operated websites and other online activities.

The OCFA will inform our members of any new purpose for which person information is collected, used, or disclosed, or the Association will obtain consent, before or at the time the information is collected.

The Faculty Association will obtain consent to collect, use and disclose personal information for purposes unrelated to the employment or volunteer relationship (e.g. such as providing you with information about a workplace charity program).

9) WHAT INFORMATION DOES OCFA PROVIDE FOR EMPLOYMENT/VOLUNTEER REFERENCES?

The OCFA will not distribute personal information to a third party without your consent unless required to do so by law, in which case the information released will be limited to what is legally required. In some circumstances, the OCFA may share members' personal information with legal or financial advisors, consultants, benefit and pension plan administrators, insurers, or contractors retained by the OCFA to fulfill its legitimate purposes. Membership lists and personal information about members will never be sold or used for any commercial purposes.

In some cases, after your employment relationship with the OCFA ends, the Association may be contacted by other organizations and asked to provide a reference for you. It is OCFA policy not to disclose personal information about members and volunteers to other organizations who request references without consent. The personal information normally provided in a reference includes:

a. Confirmation that an individual was an employee or volunteer, including the position, and date range of the employment or volunteering.
b. General information about an individual's job duties and information about the employee or volunteer's ability to perform job duties and success in the employment or volunteer relationship.

10) HOW DOES THE OCFA SAFEGUARD PERSONAL INFORMATION?

The OCFA makes every reasonable effort to ensure that personal information is accurate and complete. The Association relies on individuals to notify the Organization if there is a change to their personal information that may affect their relationship with OCFA. If members are aware of an error in personal information, please inform the Association and it will be corrected on request wherever possible. In some cases, the OCFA may ask for a written request for correction.

The OCFA protects personal information in a manner appropriate for the sensitivity of the information:

a. all personal information collected by the OCFA is held in strict confidence;
b. the OCFA will employ appropriate safeguards and security standards to protect and maintain the confidentiality of your personal information and to ensure only authorized individuals have access to your information;
c. access to personal information will be limited to authorized OCFA employees, officers, and representatives in the performance of their job function and/or for fulfillment of the OCFA's legitimate purposes;
d. in some circumstances, the OCFA may share personal information with third parties, such as external legal or financial advisors, consultants, contractors, or regulators who require access to this information in fulfillment of the OCFA's legitimate purposes;
e. personal information will be used only for the purposes identified;
f. personal information will be retained only as long as is reasonable to fulfil the purposes for which the information was collected or for legal or business purposes;
g. when personal information is no longer required, it will be destroyed using a confidential, secure method, including shredding paper records and permanently deleting electronic records; and
h. personal information will not be disclosed without permission unless required or authorized by law to do so.

The Association makes every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information. Although the OCFA does not take responsibility for any theft, misuse, unauthorized disclosure, loss, alteration or destruction of data by other parties, it takes reasonable precautions to prevent such an event. OCFA members or elected officers found to be abusing membership information can be subject to disciplinary action in accordance with the applicable staff collective agreement and/or the OCFA Constitution and Bylaws.

If the OCFA uses a member's personal information to make a decision that directly affects the individual, the Association will retain that information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

The OCFA must destroy its documents containing personal information, or remove the means by which the personal information can be associated with particular individuals, as soon as it is reasonable to assume that the purpose for which that personal information was collected is no longer being served by retention of the personal information, and retention is no longer necessary for legal or business purposes. Retained personal information will be reviewed by the OCFA in years that end in 0 and 5 to ensure record keeping is up to date.

11) ACCESS TO RECORDS CONTAINING PERSONAL INFORMATION

Individuals have a right to access their own personal information in a record that is in the custody or under the control of the Okanagan College Faculty Association, subject to some exceptions. For example:

a. where provision may reveal personal information about another individual;
b. where the information is subject to solicitor-client privilege;
c. where the information was collected in relation to an investigation or a contravention of federal or provincial law; or
d. where provision could reasonably be expected to threaten the health or safety of an individual.

If the Association refuses a request in whole or in part, the reasons for the refusal will be provided. In some cases where exceptions to access apply, the OCFA may withhold that information and provide the member with the remainder of the record.

Members may make a request for access to their personal information by writing to the OCFA Secretary (currently listed on the OCFA website). Members must provide sufficient information in the request to allow for the Association to identify the information being sought.

Members may also request information about the Association's use of their personal information and any disclosure of that information to persons outside the Organization. In addition, members may request a correction of an error or omission in their personal information.

The OCFA will respond to requests within 45 calendar days, unless an extension is granted.

12) QUESTIONS AND COMPLAINTS

The OCFA's Secretary is the designated Privacy Officer who is responsible for ensuring compliance following publication of this policy and, for assisting members with inquiries. The Privacy Officer also has delegated authority to issue directives or decisions regarding the interpretation and application of this policy. Any historical records in existence prior to the publication of this policy, while significant, are a work in progress.

If you have a question or concern about any collection, use or disclosure of personal information by the Okanagan College Faculty Association, or about a request for access to your own personal information, please contact the OCFA Secretary.

If the complaint is justified, the OCFA will take the steps necessary to resolve the issue, including amending this policy and associated practices, if necessary. If the Association is not able to resolve a complaint, or if a member has any other concerns about this policy, the member may contact the Office of the Provincial Privacy Commissioner at:

Office of the Information and Privacy Commissioner for British Columbia
PO Box 9038 Stn. Prov. Govt.
Victoria B.C. V8W 9A4

13) A SAMPLE PERSONAL INFORMATION REQUEST MAY BE COMMUNICATED TO MEMBERS AS:

"The personal information collected in this _____ (survey/document) will be used to/for _____, in accordance with BC PIPA. OCFA will not use personal information for any purpose other than that for which consent has been provided. Should the Association require use of personal information for a new purpose, consent will be sought for the new use. If you have a question or concern about any collection, use or disclosure of personal information by the OCFA, or about how to request access to your own personal information, please contact _____ to ensure compliance with BC PIPA.

POLICIES AND MOTIONS OF ASSOCIATION COUNCIL

FPSE STANDING COMMITTEE POLICY

20-May-2021

Article III.B.1.a of the OCFA Constitution requires that members of Council "shall investigate and report on all matters of interest to the Association". This responsibility includes Council member activities on FPSE standing or ad hoc committees to which a Council member has been appointed by the President. Article ?? of the FPSE Constitution and Bylaws states that members of FPSE standing and ad hoc committees are appointed by the local's President and serve at the pleasure of the local. As such, this policy explains the responsibilities of all OCFA members that serve on FPSE standing or ad hoc committees.

1) PURPOSE

a) To facilitate timely and full reporting of the activities of FPSE standing and *ad hoc* committees to Council.
b) To allow Council to vet proposed measures or motions proposed at FPSE standing or *ad hoc* committees and give direction, if Council so chooses, to the committee member on how to vote on such proposals.
c) To allow Council to review proposed resolutions FPSE standing and *ad hoc* committees plan to make at the FPSE Annual General Meeting and give direction, if Council so chooses, to the committee member on the Association's vote on said resolutions.

2) APPLICABILITY

a) This policy applies to all OCFA members who have been appointed to serve as a representative on a FPSE standing or ad hoc committee. At the time of publication of this policy, those committees include:
    i) Bargaining Coordination, Contract Administration Review, Decolonization, Reconciliation & Indigenization Standing; Disability Management & Rehabilitation, Education Policy; Human Rights & International Solidarity; Non-Regular Faculty; Pension Advisory; Professional & Scholarly Development; Status of Women; Workplace Health and Safety.
    ii) Should additional standing or ad hoc committees be formed by FPSE to which an OCFA member is appointed, this policy shall apply.

3) REPORTING PROCEDURES AND RESPONSIBILITIES

a) An OCFA member who has been appointed to a FPSE standing or ad hoc committee shall submit a written report to the next Council meeting occurring after the FPSE committee in question meets or thirty days, whichever is first.
b) Written reports shall include:
    i) Reporting the activities of the committee.
    ii) Reporting any substantive motions the committee plans or has passed.
    iii) Report any resolutions to be submitted to the FPSE AGM prior to their adoption by the committee in question.
    iv) Failure to report as directed by this policy shall be grounds for removal (by majority vote of Council) from the FPSE standing or ad hoc committee.

4) VOTING RESPONSIBILITIES

a) Members are appointed to FPSE standing and ad hoc committees by the President and serve at the pleasure of the local.
b) Members serving on FPSE standing and ad hoc committees shall follow the direction of Council, when provided, on votes at FPSE standing or ad hoc committees to which they have been appointed.
c) Failure to vote as directed by Council shall be grounds for removal (by majority vote of Council) from the FPSE standing or ad hoc committee.

THIS POLICY WILL BE MADE KNOWN TO FPSE STANDING COMMITTEE MEMBERS ANNUALLY, BY THE PRESIDENT AND THE WILL ALERT MEMBERS SECRETARY THROUGH THE ELECTION CALL ANNOUNCEMENTS.