

YEAR PLAN

Policy and Bylaws Officer

Milenna Raposo

McMaster Science Society

2023-2024

**MCMASTER
SCIENCE
SOCIETY**



(submitted September 6, 2023)



2023-2024 Year Plan

Letter from the Position

Hello MacSci! My name is Milenna Raposo, and I'm looking forward to working as this term's Policy and Bylaws Officer! This year, I'm in my third year of the Integrated Science program, and I'm glad to take on a new role with the MSS. Over the past few years, the PBO position has changed and grown into an exciting opportunity for an equitable experience in the Faculty of Science for all students.

Although policy is quite a "behind the scenes" component of MSS operations, it lays the foundation for equitable running of the Society as a whole. I hope to ensure that every general member of the MSS is adequately represented in the policies that govern it.

This year, I hope to adjust our policies to reflect the value that the MSS places on equity, accessibility, and an overall positive student experience in the Faculty of Science. When the governing policies of the MSS represent our views as a Society, no student is left without proper representation. All in all, I look forward to serving the Society this year as PBO!

Milenna Raposo
Policy and Bylaws Officer (PBO)
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TIMELINE

Month	Objective/Project/Event/Goals
June	Events/Projects: <ol style="list-style-type: none"> 1. Introduction to the PBO role 2. McMaster Science Society Training
July	Tasks to complete: <ol style="list-style-type: none"> 1. First policy edits with President and VP Internal
August	Tasks to complete: <ol style="list-style-type: none"> 1. Work on year plan



	<p>2. Review outstanding policy edits from previous years</p>
September	<p>Tasks to complete:</p> <ol style="list-style-type: none"> 1. Finalize year plan 2. Review suggested edits to the MSS Hiring Policy: <ol style="list-style-type: none"> a. Meet with Equity and Inclusion Officer to discuss edits to the Policy b. Bring revised suggestions to the Core Executive 3. Work on new policy edits as needed
October	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. MSS General Assembly meeting <p>Tasks to complete:</p> <ol style="list-style-type: none"> 1. Review MSS Constitution with Core Executive in preparation for the General Assembly meeting 2. Finalize edits to the MSS Hiring Policy under the guidance of the EIO 3. Review all posted policies on the MacSci website for formatting issues 4. Work on new policy edits as required
November	<p>Tasks to complete:</p> <ol style="list-style-type: none"> 1. Begin editing formatting of currently posted policies per the Policy Policy 2. Meet with EIO to discuss equity-based policy changes 3. Remake MSS Policy Masterlist for future Policy and Bylaws Officers 4. Reach out to Chief Returning Officer and VP Internal to discuss Elections Policy 5. Work on new policy edits as required
December	<p>Events/Projects</p> <ol style="list-style-type: none"> 1. End of Fall Term (mid-year recess) <p>Tasks to complete:</p> <ol style="list-style-type: none"> 1. Continue editing formatting of currently posted policies per the Policy Policy 2. Begin to implement equity-based policy changes



	<p>3. Update the MSS Policy Masterlist and organization of the Policy Drive for future Policy and Bylaws Officers</p> <p>4. Finalize edits to the Elections Policy, if applicable</p> <p>5. Work on new policy edits as required</p>
January	<p>Tasks to complete:</p> <ol style="list-style-type: none"> 1. Continue editing formatting of current policies per the Policy Policy 2. Continue to implement equity-based policy changes 3. Work on policy edits as required
February	<p>Tasks to complete:</p> <ol style="list-style-type: none"> 1. Continue editing formatting of current policies per the Policy Policy (finalize within the next month) 2. Continue to implement equity-based policy changes (finalize within the next month) 3. Work on policy edits as required
March	<p>Tasks to complete:</p> <ol style="list-style-type: none"> 1. Finalize formatting edits on all relevant policies 2. Finalize equity-based policy changes 3. Finalize remaining policy edits as required 4. Update year-end policy list
April	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. End of term / transition <p>Tasks to complete:</p> <ol style="list-style-type: none"> 1. Complete transition report

OBJECTIVES:

Formatting and General Upkeep	
Description/ Current State	<ul style="list-style-type: none"> - In previous years, the PBO began revising the formatting of all MSS Policy documents - Currently, most Policies posted on the MacSci website have inconsistent formatting



Goal	<ul style="list-style-type: none"> - Implement policy changes and edits as required by Executives of the MSS (e.g. - new or changing clauses to operating policies, accommodations for special circumstances across policies, inclusive language, etc.) - Review all Policies posted on the MacSci website to assess formatting and date - Consult the Policy Policy to ensure that the formatting and language of each Policy is accessible and uniform
Long Term Implications	<ul style="list-style-type: none"> - Up-to-date, accessible, and uniform policies for the future PBO - Policies on the MacSci website will be fully accessible to general members of the MSS
Partners	<ul style="list-style-type: none"> - MSS Core Executive, especially MSS VP Internal (Visali Manimaran) - VP Internal (Daisy Pham) - Relevant MSS Peripheral Executives (case-by-case basis)

Equity-Based Policy Changes	
Description/ Current State	<ul style="list-style-type: none"> - Last year, the PBO and the Equity and Inclusion Officer (EIO) began revising the Hiring Policy to better represent the values of the MSS concerning equity, diversity, inclusion, and accessibility - These policy changes were never passed, and changes of this fashion have not been suggested for other MSS Policies
Goal	<ul style="list-style-type: none"> - Complete (and successfully vote upon) equity-based changes to the MSS Hiring Policy at the beginning of the academic year - Review and propose changes to posted MSS Policies that embody the views of the MSS as mentioned above - Ensure that the diverse needs of the entire MSS General membership are represented in the Policies that govern the Society
Long Term Implications	<ul style="list-style-type: none"> - More equitable and accessible policies for the General membership as a whole
Partners	<ul style="list-style-type: none"> - Equity and Inclusion Officer (Elisabeth Jonah) - VP Internal (Visali Manimaran) - MSS President (Luca Bernardini)



	<ul style="list-style-type: none"> - MSS Core Executive - Relevant Peripheral Executives (case-by-case basis)
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Improvements to the Internal Operations of the PBO Role	
Description/ Current State	<ul style="list-style-type: none"> - Over the years, the PBO has maintained documents that record changes made to policies, such that Executive members of the MSS are able to view recent changes to any Policy - Currently, multiple versions of the same Policy Masterlist exist in MSS records, all of which are either incomplete or outdated
Goal	<ul style="list-style-type: none"> - "Reboot" the records management system for the PBO - Create a new Policy Masterlist after reviewing the current state of each MSS Policy - Create detailed instructions for the future PBO on the management of internal Policy records
Long Term Implications	<ul style="list-style-type: none"> - More organized records and a more convenient administrative experience for future PBOs - More transparent records of policy changes for MSS Executive members, and ease of access to updated policies
Partners	<ul style="list-style-type: none"> - Previous PBOs (records that they have made in previous years)

Elections Changes	
Description/ Current State	<ul style="list-style-type: none"> - In previous years, there have been some issues with running elections and by-elections in a timely manner, especially during unexpected vacancies in program sub-societies - The MSS should create more clear guidelines on the facilitation of elections and by-elections, and disseminate them to program sub-societies (especially before the Winter Term)
Goal	<ul style="list-style-type: none"> - Reform the Elections Policy (and Sub-Society Policy, where appropriate) to ensure that the MSS and its sub-societies have clear guidelines to follow in the event of an expected or unexpected election/by-election



	<ul style="list-style-type: none"> - Inform sub-societies of these guidelines in advance of standard annual elections, so that all members of the MSS are well-informed on elections proceedings
Long Term Implications	<ul style="list-style-type: none"> - A smoother election process for the MSS and sub-societies
Partners	<ul style="list-style-type: none"> - MSS Core Executive - MSS President (Luca Bernardini) - Sub-society Presidents and VP Internals, where necessary - VP Internal (Visali Manimaran) - Chief Returning Officer (Giuliano Caltagirone)