

Terms of Reference

Standing Committee: Restorative Relations Process Policy Development and Review Standing Committee

Motion to establish a Restorative Relations Process Policy Development and Review Committee for the Canadian Association of Sign Language Interpreters (CASLI).

Moved by: Wayne Nicholson, Rebecca Stuckless

Role

The Restorative Relations Process Policy Review and Recommendation Committee (the “Committee”) will be a standing part of the Canadian Association of Sign Language Interpreters (“CASLI”). The committee will be responsible for reviewing current policy, consulting with professionals in Restorative Relations, Restorative Justice, or Dispute Resolution to develop a process to resolve conflict respectfully and equitably for all.

Objectives

The objectives (the “Objectives”) of the Committee will be to:

- Review CASLI current PCRPs and Policies and Procedures document;
- Consult with Restorative Practice, Restorative Justice, and Alternative Dispute Resolution Professionals to ensure any process is equitable for all.
- Revise the document to ;
- Ensure the Bylaws and Policies and Procedures allow for every Affiliate Chapter to be sustained; and
- Publish a final report.

Members

The committee will be comprised of no less than five (5) members. The committee may be formed of the CASLI Class A, Class B, and Class C members; stakeholders of CASLI; and other members of the public as deemed appropriate by the committee.

Chair

The Members of the committee will appoint a Chairperson (the “Chair”). Preference for the Chair position will be given to a Class A member in good standing; however, a member of the public may be appointed as Chair if appointed by the Committee Members. The Chair will call Committee meetings, facilitate meetings, and report to the CASLI Board of Directors and Executive Director.

The CASLI President or their appointed Board representative will act as ex officio to the committee.

Voting Members

The committee will determine who will be considered a voting member and who will be considered a non-voting member.

Term

Suggested Changes to the policy will be shared with Stakeholders and members before adoption. Suggested changes must also be made available in ASL before release. At this time, Class A, B, and C members will vote on a motion to adopt the Policies and Procedures as presented in the Committee's First Final Report.

Deliverables

The committee will provide monthly reports to the CASLI Board of Directors, members, and Affiliate Chapters. The final information (the "Final Report") of the Committee will include in phases as determined by the board and committee:

- proposed new resolution process
- proposed new Policies and Procedures
- findings from consultations and research, specifically:
 - results from stakeholders such as the Deaf community, with intentional design to include IBPOC, and other marginalized groups
- other special interest groups
- a financial statement that outlines the expenses of the committee

The committee will review the Policies Annually to make recommended changes

Meetings

The committee will use the CASLI online meeting platform subscription to host any meetings and consultations with service providers. The committee will schedule appointments as required and email the CASLI Administrative Assistant to arrange for the discussion in a meeting platform online.

A representative from the committee will attend CASLI Board of Directors meetings at a minimum of one time per quarter or upon the board's request.

The committee will attend an online meeting with each Affiliate Chapter a minimum of one time per quarter. This meeting may be done with each Affiliate Chapter individually or with multiple Affiliate Chapters simultaneously.

If a Committee member is unable to attend a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting.

The Chair and the Committee may invite guests to the meeting as a resource as deemed necessary.

Minutes will be recorded at Committee meetings. The CASLI Administrative Secretary will file committee minutes. The committee will decide who will be responsible for taking minutes at each meeting.

If the Chair cannot attend a meeting, they will appoint another Committee member or CASLI Board Member to facilitate the discussion.

Decision-Making

The committee will strive for unanimous agreement when making decisions. If a unanimous agreement cannot be made, the committee will agree on a strategy to determine the determination, e.g., a vote, consultation, and discussion table.

Quorum

The quorum will be a majority (50%+1) of the Committee members present at a meeting.

Budget

The committee will present a budget for approval to the CASLI Board of Directors. The Committee members must unanimously agree to how the funds are used. The funds will be used to consult with special interest groups, research, publishing, and other services and purchases germane to the Objectives of the Committee.

All expenses must be documented and reported to the CASLI Board of Directors.

Consultation

To align with the values and goals of CASLI, the committee will consult with:

- Leader(s) in the Deaf community
- Member(s) and leader(s) of Indigenous, Black, Persons of Colour (IBPOC) communities
- Other special interest groups and individuals necessary to achieve the objectives of the committee
- Affiliate Chapters of CASLI
- CASLI Executive Director

Communication

The Chair or a representative(s) of the committee will send updates to CASLI Class A members via the CASLI email distribution list when:

- A Committee meeting has been scheduled
- A monthly report is available and
- Other information relevant to keep CASLI membership informed

Accountability

The committee will be accountable to the CASLI Board of Directors and Executive Director through the Committee Chair.