

The Governance Procedures for One WATER

Table of Contents

- A. Mandate 3
- B. MEMBERSHIP 4
- C. GOVERNANCE 6
 - Director 6
 - Executive Committee 7
 - Board 9
 - Advisory Committee 9
 - Coordinator 9
- D. Assignment of office space and ORU resources 10
- E. Institutional affiliations 10
- F. Amendments to the governance procedures 10

A. Mandate

One WATER ORU at York University engages in interdisciplinary world-class research on sourcing, artificial intelligence, technologies, education & sustainability, resource recovery & reuse as well as their environmental, educational, and societal implications. **One WATER** will greatly enhance York University's capacity to address the diverse aspects of the ongoing water sustainability crises, attract and train future leaders in the field, educate the public, innovate with industrial partners, and attract external competitive funding and endowments.

The '*One WATER*' ORU is an interdisciplinary center dedicated to furthering research on water-related issues and finding strategic, integrated solutions to water challenges faced by communities in Canada and around the world. The "*One WATER*" ORU combines expertise related to **W**ater management, **A**rtificial intelligence, **T**echnologies, **E**ducation and sustainability, **R**esource recovery & reuse (WATER) to address pressing water-related issues using holistic and interdisciplinary approaches. The strategic vision of the ORU encompasses many of the 17 Sustainable Development Goals of the United Nations (SDG). Specifically, SDG 3: Good Health and Well-being, SDG 6: clean water and sanitation, SDG 9: Innovation and Infrastructure, SDG 11: Sustainable Cities and Communities, SDG 13: climate action, and SDG 14: life below water. The vision of the ORU also aligns with important federal and provincial strategic goals for clean water to Canadians, safe drinking water for Indigenous communities, environmental assessment, sustainable water and waste management, waste-to-wealth conversion, and zero waste and climate change. The ORU brings together stakeholders from academia, industry, and government across the country.

One WATER ORU is divided into five organizational themes, water management, artificial intelligence, technology, education & sustainability, and resource recovery & reuse. The team is comprised of a Director, and the co-applicants are diverse in ethnicity, gender, background, academic seniority, and academic expertise. The team is also committed to Equity, Diversity, and Inclusion (EDI) in the pursuit of its academic excellence with women, visible minorities, and Indigenous members onboard.

B. MEMBERSHIP

Membership in ONE WATER is determined by the Executive Committee. The Executive Committee approves applications for membership. Decisions are guided and constrained by criteria determined by the Executive Committee, including the promotion of equity along lines of gender, class, race, status, capability and sexuality. Membership in One WATER consists of different categories. These categories and their appointment conditions are as follows:

(a) One WATER Faculty Fellows are full-time, part-time, or emeritus faculty members at York University or elsewhere. They are engaged in research in the field and are expected to participate in the intellectual life of the ORU. For York faculty members (tenured, emeritus, tenure-track, or contractual), membership is by invitation or application for a five-year term, using criteria approved by the Executive Committee. For faculty members at other universities, membership is either through invitation, or by application, and requires substantive and continuing participation in the intellectual life of the ORU. Appointments of faculty external to York are made for up to three years, renewable, by the Executive Committee, according to criteria approved by the Executive Committee, if any.

(b) One WATER Graduate Student Members are graduate students at York University, or elsewhere, including:

- York graduate students who have formally enrolled in a graduate program relevant to the ORU's activities will be automatically assigned membership, subject to verification by their thesis advisor in their respective program. When proof of good standing in their respective program is needed the relevant graduate program director will be contacted.
- Other graduate students at York whose program of learning and research intersects with One WATER research and who wish to participate in its activities may apply for membership as graduate student members. A membership application must include a curriculum vitae and a letter of interest explaining how the applicant's research activities are aligned with the themes and goals of One WATER. The thesis advisor will send a note to the Director (via the coordinator) supporting the appointment to the ORU. Following application, this membership status is subject to the approval of the Executive Committee, using criteria approved by One WATER membership, if any. Graduate Student Member status is valid while the student is formally enrolled at York University or other institutions.
- Research Assistants who are employed either directly by One WATER or working on One WATER projects is automatic, subject to verification by the Executive Committee.

- (c) **One WATER Undergraduate Student Members** are undergraduate students who are employed in One WATER projects under York University's RAY program, NSERC USRA or similar paid research assistant positions. In each case, membership status is automatic, subject to verification by the Director.
- (d) **One WATER Community Scholars** are activists, teachers, public officials, or senior (non-student) researchers not affiliated with a university whose activities (work or non-work) relate substantively to the research and teaching concerns of One WATER. This membership category recognizes the important contributions community activists, artists and public intellectuals make to the ongoing scholarly life of the ORU. Applications are posted on the ORU's website. Criteria for affiliation will be based on membership in a research project or a research cluster that is affiliated with the ORU. Appointments of Community Scholars are made for up to three years, renewable, by the Executive Committee, using criteria approved by the membership.
- (e) **One WATER Visiting Scholars** are national and international full-time or emeritus faculty members at another University, or senior (non-student) researchers not affiliated with a university who would like to be located at York University for a temporary and limited period. These researchers are engaged in research in the field and are expected to participate in the intellectual life of the ORU while associated with the ORU. Applications are posted on the ORU's website. Appointments are made by the Executive Committee for specified periods, using York University procedures and criteria.
- (f) **Visiting Post-Doctoral Scholars** are current York Ph.D.'s who would like to be associated with the ORU for a temporary and limited period. These researchers are engaged in research in the field and are expected to participate in the intellectual life of the ORU while associated with the ORU. Visiting Post-Doctoral Scholars' positions are posted on the ORU's website. Appointments are made by the Executive Committee for specified periods, using York University procedures and criteria for such positions.
- (g) **Visiting Graduate Students** are graduate students enrolled at another university who are visiting York University through an international exchange. Visiting Graduate Student positions are posted on the ORU's website. Appointments are made by the Executive Committee for specified periods, using York University procedures and criteria for such positions.
- (h) **One WATER Research Staff Members** are non-student research staff employed in research projects carried out directly by the ORU. This membership status is automatic and subject to verification by the Director.

- (i) **One WATER Staff Members** are non-student staff employed, including contractually, by One WATER to perform functions other than to conduct research. Appointments are made by the Director.

C. GOVERNANCE

Decision-making in One WATER is accountable to the One WATER Executive Committee, the membership and to the larger university community. Formal accountability to the latter is achieved through the Senate and the Administration of York University. Accountability to the ORU membership is accomplished by the following structure:

1. Director (and any Associate Directors that may be appointed)
2. Executive Committee
3. Board
4. Advisory Committee
5. Coordinator

Director

The Director is responsible for the overall functioning and viability of the ORU. These include:

- Fostering an active research program by One WATER, pursuing funding for such research, and ensuring that the ORU's obligations to funding agencies are fulfilled.
- Planning and administering the organizational and academic activities of One WATER, including the assignment of office space and the allocation of One WATER resources, in accordance with criteria determined by the Executive Committee.
- Administering the financial affairs of One WATER and developing an annual budget for approval by the Executive Committee.
- Hiring required staff or arranging the necessary processes to do so and supervising the work of the staff.
- Implementing decisions of the Executive Committee, keeping them informed of directorial actions, and making proposals to them.
- Ensuring that the responsibilities of One WATER to the university are met and that the interests of One WATER are represented in the relevant university bodies representing the ORU outside York University.
- Making an annual report of all activities to the Membership, Board and Advisory Committee.

Some of these responsibilities may be assigned to one or more Associate Directors, but the final responsibility rests with the Director (unless otherwise directed by the Executive Committee). The Associate Director will be assisting the Director in the overall functioning and viability of the ORU. Tasks and scope of the position will be specified in the appointment letter.

The Director is appointed for a specified term by the President of York University, on the recommendation of a search committee, which is duly constituted under university rules, and which includes two members of One WATER determined by the Executive Committee (with the exclusion of Executive Committee members that intend to apply for the Director position). During the search process, all members of the ORU's community are to be invited to meet with the candidates and to submit their insights to the search committee.

If an Associate Director is to be appointed, the Director will consult with the Executive Committee and the Associate Vice-President of Research about any pending appointments. A notice will be sent to ONE WATER membership about the pending appointment and those interested in being appointed will be asked to contact the Director. If there is more than one candidate, an appointment committee will be constituted. The committee will consist of the Director, two members of the Executive Committee, two standing members who are Associates of the ORU, a graduate student representative and the Coordinator. The Executive Committee will appoint all members to the search committee, with the exception of the Director. The appointments committee will appoint its chair. The Director is a voting member of the appointments committee. During the search process, all members of the ORU's community are to be invited to meet with the candidates and to submit their insights to the search committee. The successful candidate will require ratification by the Executive Committee. The Associate Director will be appointed for a term specified by the Executive Committee.

Executive Committee

The Executive Committee is comprised of at least five members, the Director (and any Associate Directors), three other members (non-students) and one graduate student member. At least once a year the Director will issue a call to all faculty at York seeking nominations for appointments to the Executive Committee. If there are not sufficient nominations, the Executive Committee will seek appointments.

Appointments will be by guided by considerations of equity, particularly to promote representation along lines of gender, class, race, status, ability, gender and sexual orientation. Attempts will be made to appoint scholars from diverse faculties. Appointments are for two years and will start at the beginning of the teaching year.

The Executive Committee is responsible for matters of regular management and serves in a consultative and monitoring capacity in relation to the Director (and any Associate Directors). More specifically, the Executive Committee is responsible for:

- advising the Director regarding the management of One WATER
- reviewing the financial situation of One WATER
- reviewing decisions and actions of the Director
- making membership decisions (see Membership section below)

- developing criteria for the assignment of office space and the allocation of One WATER resources
- approving the annual report
- setting the agenda for the annual meeting of One WATER
- making a report to the board of executive and directorial decisions and actions
- electing two members to the search committee, when there is a search for a new Director.

The Executive Committee meets at least once a month in the fall and winter terms and when necessary, in the summer term. Its meetings are called by the Director, but it may also be convened by a majority of the Executive Committee, and it may be required to meet by the Board.

The Executive Committee may form sub-committees and task forces at its discretion, subject to review by the Director. Sub-committees may include One WATER members other than members of the Executive Committee, as determined by the latter.

A student representative is elected by the student constituency. If there is not a student constituency in operation, the Director, in consultation with the Executive Committee, can appoint student members. The Director may appoint an additional staff member to participate in the Executive Committee meetings in a non-voting capacity.

The term of office is twenty-four (24) months. If a member of the Executive Committee misses three consecutive meetings, the Director may ask the person to voluntarily step down. The Executive Committee may invite any persons to participate in a non-voting capacity.

The term of office extends to the second election following the one in which the position is filled, i.e., it is normally two years. However, candidates may stand even if they intend to fill the position for only one year.

Vacancies due to resignations, departures or other contingencies will be filled by the Director in consultation with the Executive Committee. The term of office will count from the time of the appointment.

All meetings will be conducted according to Bourinot's Rules of Order. A quorum is a majority of the members of the Executive Committee (50% plus 1).

In conformity with York University rules for the governance of Organized Research Units, only York faculty, staff, and students have voting privileges at Council meetings.

Board

The Board consists of the VPRI; Chair of the Dept. of Civil Engineering, LSE; Dean, Faculty of Environmental and Urban Change; Dean, Faculty of Science; and Dean, LSE.

The Board will meet with the ORU Director and Associate Director yearly to go over One WATER activities, finances, and deliverables.

Advisory Committee

The Advisory Committee consists of individuals outside of York University who represent the ORU's broader stakeholder communities and provide input and advice regarding the research program, strategic planning, or new opportunities. Members of the Advisory Committee share a commitment to One WATER's mandate to foster research on water-related issues and finding strategic, integrated solutions to water challenges faced by communities in Canada and around the world and to address pressing water-related issues using holistic and interdisciplinary approaches. The Advisory Committee provides input and advice to the Director on strategic planning, outreach, and partnerships. Membership is for a period of three years and is renewable. The Advisory Committee meets virtually once a year via zoom.

The Advisory Committee's role is to:

- To contribute their wisdom and experience to One WATER's current and future research directions and strategies.
- To advise on ways in which One WATER can mobilize knowledge to reach wider audiences.
- To project One WATER research and activities into the spheres in which they work.
- To advise on funding opportunities that will advance water related research at York.

Coordinator

In addition to the job description, the Coordinator will act as the Secretary, Treasurer and provide administrative support for the Executive under the Director's direction. Specifically, the coordinator's responsibilities on the Executive Committee includes:

- recording meeting minutes of all Executive Committee meetings
- ensuring copies of meeting minutes are distributed to the Executive members
- keeping copies of email decisions made by the Executive Committee
- receiving and preparing correspondence on behalf of the executive committee
- overseeing the maintenance of the Archives of CFR on behalf of the Executive Committee
- maintaining a current list of officers and members for all committees
- overseeing all fiscal matters of CFR on behalf of the Executive Committee, as Treasurer

- preparing a financial statement for audit and an annual budget for approval to the Vice President of Research on behalf of the Executive Committee
- completing any tasks required for the work of the Executive Committee as assigned by the Director.

D. Assignment of office space and ORU resources

Office space and One WATER resources are assigned by the Director, subject to policies enacted by the Executive Committee.

E. Institutional affiliations

One WATER may enter institutional affiliations with other organizations. These may take the form of:

1. Membership in umbrella organizations.
2. Partnerships with other organizations for the purpose of conducting research projects or for other forms of collaboration.

Any affiliation must be approved by the Executive Committee.

F. Amendments to the governance procedures

Major changes to the Governance Procedures can be amended or replaced by the membership. This requires a majority vote of the membership. Changes required by the Senate policy for ORUs, policies of the Office of the Vice President of Research and Innovation, or minor changes can be approved by the Executive Committee.

Notification of a proposed amendment will be given at least one week in advance of a membership meeting.