



## POLICY 2.07

### COUNCIL GOVERNANCE

#### *Member Representatives on AUSU Committees*

#### **POLICY INTENT**

AUSU may provide opportunities for members to sit on various AUSU standing or ad hoc committees. To ensure that the process for providing these opportunities is consistent, this policy outlines AUSU's member representation management strategy.

#### **POLICY RESPONSIBILITY**

Council

#### **POLICY**

##### **Availability**

- 2.07.01 The terms of reference for each committee shall outline whether seats may be open to non-council members and whether those seats are voting or non-voting.
- 2.07.02 For committees with seats open to non-council members, the terms of reference shall specify whether there are dedicated seat(s) for non-council members or if seats will be open to non-council members only if there are not enough councillors able to fill the seats.

##### **Requirements**

- 2.07.03 Members must meet the following requirements in order to sit on an AUSU committee
- be a members AUSU in Good Standing;
  - maintain membership in AUSU while serving on an AUSU committee;
  - be reasonably available to attend committee meetings by teleconference;
  - be able to check email regularly a few times per week and devote time as required to reading and answering email;
  - have access to a reliable phone and internet connection;
  - have access to a computer in good working condition;
  - have access to a place to attend phone meetings that is quiet and allows you to access your computer.
- 2.07.04 Council will advertise all non-councillor committee positions on the AUSU website and social media, or other alternate spaces inviting applications from the membership for a minimum of 7 days.
- 2.07.05 Non-councillor committee positions that are advertised to the AUSU membership shall include the name and scope of the committee, the approximate time required, financial

compensation (if applicable), and any possible or required methods of participation (e.g., meeting attendance by teleconference, videoconference, online or in person).

- 2.07.06 Non-councillors applying for committee positions may be asked to submit an application form and details of their availability to attend committee meetings, either in person or by virtual means, or any other information council feels necessary.
- 2.07.07 All applications that meet the requirements will be provided to executive no later than 7 days from the close of the advertisement. Executive shall recommend up to 3 applications for council consideration.
- 2.07.08 A decision will be made by motion of council within 45 days of the start of the application process.

### **Term**

- 2.07.09 Committee terms for non-councillors on standing committees will be approximately one year and will follow the timeline of committee elections for councillors.
- 2.07.10 Committee terms for non-councillors on ad hoc committees will be for the duration of the committee.
- 2.07.11 In the event that a non-councillor position on a committee becomes vacant before the term has been completed, council will initiate the process to fill the position immediately if there are more than 90 days left in the term.
- 2.07.12 In the event that a non-councillor position on a committee becomes vacant with less than 90 days left in the term, council may choose to either initiate the process to fill the position immediately or leave the position vacant until the end of the term.

### **Accountability**

- 2.07.13 All committee representatives will adhere to all applicable privacy legislation and any additional confidentiality requirements imposed by AUSU.
- 2.07.14 Non-councillor committee members, as representatives of AUSU, shall be subject to all AUSU policies.
- 2.07.15 At the start of their term, non-councillor committee members will receive an information package that shall include
  - a) access to an AUSU email address and committee documents for the purpose of committee communication
  - b) confidentiality agreement
  - c) payroll and tax forms
  - d) copies of policies directly related to work on the applicable committee
- 2.07.16 Members of a committee are expected to fulfill the responsibilities listed in the TOR for the committee which requires at least:
  - a) active participation in any discussions of the committee; and
  - b) good faith efforts to assist the committee in any active work it engages in.

## **Honoraria**

- 2.07.17 Non-councillor committee members will receive the same honoraria as councillor committee members as outlined in Policy 2.14 Committee Governance – Councillor Responsibilities and Honoraria, or the committee Terms of Reference.
- 2.07.18 In the event that a non-councillor committee member has noteworthy periods of absence or inactivity during a given month, the chair will move to withhold all or part of the honoraria for that month at the next committee meeting or by email motion of the committee.
- 2.07.19 While serving on a committee, non-councillors are ineligible for AUSU scholarships, awards, and bursaries. However, they are eligible for AUSU or Voice contests.

## **Removal and Reappointments**

- 2.07.20 Non-councillor committee members who are absent from three (3) consecutive committee meetings shall be automatically removed from the committee.
- 2.07.21 Non-councillor committee members who fail to comply with this policy may be replaced with a new representative or removed from the committee by a vote of council.
- 2.07.22 Non-councillor committee members who feel they were unjustly removed from a committee may make a formal complaint to the executive director, who shall conduct an investigation and make a formal ruling and resolution to the complaint.
- 2.07.23 For standing committees, when a committee term comes to an end, AUSU will review the position and determine if the representative's position is extended or if a new representative will be appointed.
- 2.07.24 A maximum of two (2) term extensions may be granted by motion of council.

## **RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS**

### **This Policy References:**

AUSU Terms of Reference Policies  
AUSU Policy 2.14 Committee Governance – Councillor Responsibilities

### **This Policy is Referenced by:**

None

### **Forms:**

AUSU Committee Application Form

## **POLICY HISTORY**

Original Approval Date: March 10, 2016

Last Review Date: December 12, 2017

Review by Date: December 2019