



## **POLICY 2.11**

### **COUNCIL GOVERNANCE**

#### *AUSU Committee Governance*

#### **POLICY INTENT**

Whereas AUSU may choose to form standing or ad hoc committees or sub-committees (herein known as AUSU committees) for more efficient and effective operations, the following policy outlines how committees may be formed and managed.

#### **POLICY RESPONSIBILITY**

Council

#### **POLICY**

##### **Authority and Scope**

2.11.01 This policy governs the activities of any AUSU committee except where an approved committee terms of reference (TOR) specifies that a point supersedes this policy.

##### **Terms of Reference**

2.11.02 Each AUSU committee shall have a TOR, approved by council, which must include at least:

- a) the authority of the committee;
- b) the role of the committee;
- c) the membership of the committee;
- d) the responsibilities of the committee;
- e) the objectives of the committee; and
- f) whether the committee is a standing or ad hoc committee.

2.11.03 Additionally, the TOR is strongly recommended to include:

- a) the scope of the committee;
- b) the reporting duties of the committee;
- c) any special privacy requirements of the committee; and
- d) the resources allocated to the committee.

2.11.04 The TOR for an ad hoc committee must include an anticipated timeline for the committee to complete its role and objectives. A standing committee does not require a completion date.

##### **Membership**

2.11.05 The membership of each committee must include:

- a) at least three voting members;

- b) a majority membership of AUSU councillors;
- c) a defined maximum number of committee members; and
- d) the executive director, as a non-voting, ex-officio member.

2.11.06 Should there be more volunteers for an AUSU committee than the TOR allow, council shall conduct a secret ballot to determine who will be given a seat on the committee.

2.11.07 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.

### **Vacancies**

2.11.08 Vacancies which hamper the operations of the committee are to be filled by a vote of council by the next regularly scheduled council meeting.

2.11.09 If an ad hoc committee has fewer than the minimum number of members, as defined in the TOR, it shall be suspended until council appoints enough people to meet the minimum requirements.

2.11.10 If a standing committee has fewer than the minimum number of members, as defined in the TOR, the executive shall fill these seats by the next council meeting. If no councillors volunteer for these seats, the executive shall fill these seats with members of the AUSU executive or appoint other members of council as needed.

### **Chair**

2.11.11 Unless otherwise specified in the TOR, the chair of an AUSU committee shall be selected by a vote of the committee members.

2.11.12 The chair is expected to:

- a) ensure the committee fulfills its objectives within the timelines stipulated in the TOR;
- b) lead and mediate discussions of the committee, addressing new initiatives;
- c) ensure all members of the committee are active and participating, and that methods of participation are fair and understood by all committee members;
- d) report to council and the executive as required by the TOR;
- e) report to the executive any committee members who are not fulfilling their requirements, unless the issue is with a member of the executive, in which case it may be reported to the remaining members of the executive.

### **Operations**

2.11.13 Any AUSU committee shall operate in the manner deemed most effective by the chair, subject to the TOR.

2.11.14 The president shall ensure that committee chairs are fulfilling their roles and keeping the committee on track to meet deadlines.

2.11.15 If the committee is not meeting its objectives and working according to timelines, the executive may appoint a new chair to ensure that committee goals are met.

- 2.11.16 Committee members who feel that the chair is not fulfilling his or her role shall report their concerns to the executive. If the chair is a member of the executive, concerns may be reported to the remaining members of the executive.
- 2.11.17 When an ad hoc committee has met its goals, it shall be dissolved by a vote of council, or its timelines may be extended, or other tasks added via an update of the TOR.
- 2.11.18 When a committee reaches any deadline in the TOR, a report must be presented to council on its progress. If goals have not been met, council shall review the timelines and remaining tasks and determine if a revision of the TOR, leadership, or membership is needed.

### **Renewal**

- 2.11.19 Unless otherwise specified in the TOR, all AUSU committee membership is to be reviewed and renewed annually or immediately following a general election.

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

### **This Policy References:**

None

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

AUSU Policy 8.01 Terms of Reference: Finance Committee  
AUSU Policy 8.04 Terms of Reference: Member Engagement and Communications Committee

### **Forms:**

None

## **POLICY HISTORY**

Original Approval Date: November 17, 2008  
Last Review Date: December 12, 2017 (informal)  
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