



## **POLICY 2.11**

### **COUNCIL GOVERNANCE**

#### *Committee Governance*

#### **POLICY INTENT**

To define expectations, duties and responsibilities of committees at Athabasca University Students' Union (AUSU).

#### **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 and objectives of the Committee; and
  - e. whether the Committee is a standing or ad hoc Committee.
- 2.11.03 Additionally, the TOR is 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 (3) 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 Councillors interested in sitting on an AUSU Committee than the TOR allows, 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 minimum:
  - 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 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, and is unable to fill the vacancies, 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 Committee shall fill these seats by the next Council meeting. If no Councillors volunteer for these seats, the Executive Committee shall fill these seats with one of the Executive Councillors or appoint other members as needed, in accordance with the committee TOR.

### **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 facilitate 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 Committee as required by the TOR; and
  - e. report to the Executive Committee any Committee Members who are not fulfilling their requirements.

### **Operations**

- 2.11.13 The Executive Committee shall ensure that Committee Chairs are fulfilling their roles and keeping the Committee on track to ensure that deadlines are met.
- 2.11.14 If the Committee is not meeting its objectives and working according to timelines, the Executive Committee may appoint a new Chair to ensure that Committee goals are met.
- 2.11.15 Committee members who feel that the Chair is not fulfilling their role shall report their concerns to the Executive Committee.

- 2.11.16 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**

- 2.11.17 Unless otherwise specified in the TOR, all AUSU Committee memberships are to be reviewed and renewed annually, or immediately following a Council changeover meeting.

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

### **This Policy References**

None

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

Policies 8.0 Committee Terms of Reference

## **POLICY RESPONSIBILITY**

Council

## **POLICY HISTORY**

Original Approval Date:	November 17, 2008
Last Review Date:	November 16, 2023
Review by Date:	November 2026