

## **AGENDA COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. MEMBERSHIP**

##### **1.1 Composition**

Chair and Vice-Chair of the Academic Board (*ex officio*)

Chair and Senior Assessor, Committee on Academic Policy and Programs (*ex officio*)

Chair and Senior Assessor, Planning and Budget Committee (*ex officio*)

Vice-President and Provost (*ex officio*)

2 teaching staff members of the Academic Board\*

1 student member of the Academic Board\*

The Chairman and Vice-Chairman of the Governing Council, the President and the Chancellor are *ex officio* voting members of the Agenda Committee.

The Committee is chaired by the Chair of the Academic Board.

The President may appoint annually University Officers as non-voting assessor members of the Agenda Committee.

##### **1.2 Term**

Terms begin on July 1.

The teaching staff and student members shall be appointed by the Academic Board for one-year terms which may be renewed.

#### **2. QUORUM**

One third of the voting members (normally 5).

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\* The teaching staff and student members will be appointed by the Academic Board on the recommendation of the Striking Committee.

### 3. FUNCTION

The Agenda Committee is responsible for directing the flow of business within the Academic Board structure and for setting the agenda for the Academic Board meetings. The Committee deals with notices of motion given at the Board or referred to the Board by the Governing Council. On the request of the Chair of the Committee on Academic Policy and Programs or the Chair of the Planning and Budget Committee, the Agenda Committee may deal with notices of motion given to the Committees.

The Agenda Committee is responsible for determining the readiness of items of business for submission to the Academic Board, and for determining the documentation required to accompany each proposal as well as any guests to be invited to each meeting of the Board.

Issues not referred as a matter of course to a Standing Committee will be assigned to the appropriate committee by the Agenda Committee. The Agenda Committee has the authority to determine the application of the distinction between "major" and "minor" issues, where this is required to implement the terms of reference of the Academic Board and its committees.

The Agenda Committee shall recommend to the Academic Board the establishment, when necessary, of Special Committees including the terms of reference, an outline of membership, the anticipated reporting date and the date of disestablishment.

The Agenda Committee is responsible for establishing a representative Striking Committee composed of the Chair and Vice-Chair of the Board, the Vice-President and Provost, and an administrative staff, alumni and student member of the Board. ~~The Striking Committee which recommends the non-Governing Council eo-opted~~ membership of the Board (except teaching staff and librarians, who are elected) and the appointment of non-Governing Council members to and its Standing Committees and various other appointments.

The Agenda Committee is responsible for establishing the Nominating Committee for the University Tribunal and the Academic Appeals Committee<sup>1</sup>, which recommends the appointment of the Senior Chair, the Associate Chairs, and the co-chairs of the University Tribunal and the appointment of the Senior Chair and the Chairs of the Academic Appeals Committee.

The Agenda Committee shall approve academic administrative appointments on behalf of the Academic Board, pursuant to the *Policy on Appointment of Academic Administrators*. In accordance with Section 2 (14) (e) of the *University of Toronto Act*, the approval shall be confirmed by a committee consisting of the Chair~~man~~ of the Governing Council, the President, and the Chair of the Academic Board.

### 4. PROCEDURES

The Agenda Committee meets in closed session.

*Revision approved June 24, 2010 by Governing Council*

*Revision approved February 9, 2006 by Governing Council*

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<sup>1</sup> The Nominating Committee for the University Tribunal and the Academic Appeals Committee shall be composed of a teaching staff, a student and a lay member or former member of the Academic Board or Governing Council, and a President's designate, at least two of whom will have appropriate legal knowledge.

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