

University of Toronto Mississauga Campus Council Agenda Committee

1. MEMBERSHIP

1.1 Composition

A representative body with total membership of **13** members, the University of Toronto Mississauga Campus Council Agenda Committee (UTM Council Agenda Committee) is composed of members of the UTM Council and comprises the five estates of the Governing Council and the UTM Council.

The UTM Council shall appoint one additional member of the teaching staff and one additional student member from among its members to sit on the UTM Council Agenda Committee when the Committee serves as a nominating committee of the UTM Council.

CONSTITUENCY¹	GOVERNING COUNCIL	NON-GOVERNING COUNCIL	TOTAL
Administrative Staff	0 - 1	1 - 0	1
Community Member (an alumnus/a, LGIC appointee or other member of the community) ²	0-1	1 - 0	1
Teaching Staff	0 - 1	1 - 0	1
Student ³	0 - 1	1 - 0	1
<i>Ex Officio</i>			
Chancellor	1		
Chair, Governing Council	1		
Vice-Chair, Governing Council	1		
President	1		
Chair, UTM Council	1		
Vice-Chair, UTM Council	1		
Chair, Academic Affairs Committee (AAC)		1	
Chair, Campus Affairs Committee (CAC)		1	
Vice-President and Principal, UTM			1
			9
TOTAL	6-10	6-2	13

1. MEMBERSHIP (cont'd)

¹ Constituency definitions are provided in the *University of Toronto Act, 1971*.

² "Other member of the community" refers to an individual in the broader community who has an interest in, commitment to or affiliation with the campus.

³ Students include UTM-registered and UTM-affiliated students. UTM-affiliated students include but may not be limited to School of Graduate Studies students affiliated with the UTM campus (graduate students) and Faculty of Medicine (Mississauga Academy of Medicine) students affiliated with the UTM campus (undergraduate students).

The Secretary of the Governing Council is an *ex officio*, non-voting member.

1.2 Term

Terms are for one year, beginning on July 1 and continuing to June 30.

1.3 Appointment of Members of the UTM Campus Council Agenda Committee

Members of the UTM Council Agenda Committee are appointed annually by the UTM Council from among its members on the recommendation of the UTM Council Chair, following nominations by and from among the represented estates on the Campus Council.

1.4 Chair and Vice-Chair of the UTM Campus Council Agenda Committee

The Chair and Vice-Chair of the UTM Council are the Chair and Vice-Chair of the UTM Council Agenda Committee.

2. QUORUM

Quorum shall consist of one-third of the voting members (normally 5).

3. SUBCOMMITTEES

3.1 Special Committees

The UTM Council Agenda Committee may establish Special Committees for specific purposes.⁴

4. FUNCTION

Subject to the authority of the Governing Council, the UTM Council Agenda Committee is responsible for directing the flow of business within the UTM Council, overseeing the operation of the UTM Council and its Committees, and serving as an advisory body for the Vice-President and Principal, UTM. No decision of the UTM Council Agenda Committee is effective until approved by the UTM Council or unless the UTM Council has previously assigned authority therefore to the UTM Council Agenda Committee.

⁴ See Section 3.2 of the Terms of Reference of the UTM Council for procedures governing the establishment of Special Committees by the Agenda Committee.

5. AREAS OF RESPONSIBILITY

Governance Oversight

- 5.1** The UTM Council Agenda Committee is responsible for the preparation of the agenda for meetings of the UTM Council. The Committee determines the readiness of items of business for submission to the UTM Council, the documentation required to accompany a proposal, and any guests to be invited to each meeting of the UTM Council. As part of its responsibility, the Committee receives and reviews reports of other committees for transmittal to the UTM Council. The Committee decides which items will be placed on the consent agenda and which reports for information will be published electronically.⁵ The UTM Council Agenda Committee also considers notices of motion given at the UTM Council.
- 5.2** The UTM Council Agenda Committee plays a co-ordinating role in relation to the committees of the UTM Council. The Committee refers matters to other committees of the UTM Council. It also screens new issues and assigns them to standing or special committees or to the administration for consideration.
- 5.3** The UTM Council Agenda Committee acts as a nominating committee, reviewing and developing nominations for and appointments to the UTM Council and its committees. It makes its recommendations to the UTM Council, which has responsibility for approving those appointments.

Additional Responsibilities

- 5.4** The UTM Council Agenda Committee may be assigned responsibilities from time to time by resolution of the UTM Council.

6. PROCEDURES

The UTM Council Agenda Committee normally meets in closed session. Pursuant to sections 28 (e) and 33 of *By-law Number 2* of the Governing Council, the Committee may move *in camera*.

6.1 Consent Agenda

The Chair may determine that certain items should be placed on a “consent” portion of the agenda. Those items are not given individual consideration by the Committee, unless a member so requests. Rather, members with questions for clarification, or requests for further information, may contact the sponsor of the item in advance of the meeting. Members with concerns who would like an item to be discussed by the Committee should notify the Secretary at least 24 hours

⁵ See Sections 6.2 and 6.3 of the Terms of Reference of the Campus Council.

6. PROCEDURES (cont'd)

6.1 Consent Agenda (cont'd)

in advance of the meeting. Upon the request of any member, the matter will be considered by the Committee in the usual manner.

Where a consent item requires a resolution of the UTM Council Agenda Committee, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the UTM Council Agenda Committee and seconded, and it will normally immediately proceed to a vote without introduction or discussion.

Where a consent item is for information only, and where no member has requested consideration of the item in the usual manner, the item will normally be taken as received by the UTM Council Agenda Committee without introduction or discussion.

6.2 Additional Reports for Information

To keep members abreast of developments in a timely manner, certain reports for information required by these terms of reference and others as decided by the Chair from time to time will be considered by means of electronic publication. Members will be notified once the reports are made available. Members who have questions about a report may contact the sponsor of the item. Members with concerns about the report who would like it to be discussed by the UTM Council Agenda Committee should notify the Secretary at least fourteen days in advance of the next meeting to enable consideration by the UTM Council Agenda Committee. The report will be considered by the UTM Council Agenda Committee at that meeting in the usual manner.