



Memorandum to: Members of the University Affairs Board

Sponsor: Louis R. Charpentier,
Secretary of the Governing Council

Date: May 27, 2002

Item Identification: Proposed Revised Terms of Reference, University Affairs Board

Background:

One of the objectives for Governing Council for this governance year was to update terms of reference of all the committees and boards of the Governing Council. The senior staff in the Office has reviewed the current terms of reference with the intent of updating them to reflect current practice, to clarify ambiguities and to provide sufficient contextual information within each so they can stand alone in representing the role and responsibility of the committee or board.

The attached terms of reference (revised) of the University Affairs Board are the outcome of that review. The assessors of the Board have had the opportunity to consider the amendments and the Agenda Planning Group was able to consider the revised document at its meeting on May 21.

Highlights and Implications:

No changes of direction or mandate are suggested and, therefore, there are no governance implications to the revisions being proposed. The objective of the review was primarily to make sure that these (and other) terms of reference were precise in reflecting the role and responsibilities of the Board, as they have been interpreted by the Governing Council, the Chairs and the assessors, and to make the terms of reference capable of standing alone in defining these responsibilities.

Some general revisions were applied to all Board and Committee terms of reference and these were the following. Sections were added to codify established practice on quorum, selection of the Chair and Vice-Chair, terms of members and procedures. Also, format was standardized, statements about the responsibility of a sister board or committee (which presumably were added originally to clarify the interdependence between and among boards and committees) were retained but bracketed, and statements of explanation or support from other codes, policies or practice were removed and put into a footnote, so that in the event of a change to the reference document, the terms of reference documents could be amended without the need for governance approval.

A summary of the major revisions to the terms of reference of the University Affairs Board follows.

- Composition of the Committee is displayed in a table rather than in prose and includes the Chancellor, Chairman, Vice-Chair and President to bring the total to 26. This is not an increase in membership, but a statement of the reality that these four individuals, by virtue of *By-Law 2*, are *ex officio* voting members of all Boards and Committees and must be counted when determining quorum.

- Section 3.1.1 and 3.1.2 were added to reflect accepted practice. Section 3.2 is taken from the Report of Chairman's Advisory Committee on Governance and provides the definition of and procedures for special committees such as the one established in the year past for review of the *Code of Student Behaviour*. This addition proposes nothing new but simply records approved practice for easy access within the parent board's terms of reference.
- Section 5 gives visibility in the terms of reference to a responsibility that has emerged as equity services on campus have evolved into a number of separate and distinct administrative functions.
- Section 5.4 codifies the Board's responsibility to receive annual reports from the Equity Issues Advisory Group as part of its monitorial role of these campus services.
- Section 5.7 enumerates other annual reports that fall within the Board's responsibility.

Action Recommended:

THAT the University Affairs Board recommend to the Governing Council approval of the revised terms of reference of the University Affairs Board, to be effective July 1, 2002.

(20314)

UNIVERSITY AFFAIRS BOARD

TERMS OF REFERENCE

1. MEMBERSHIP

1.1 **Composition**

Total membership is about 20 normally 25 to 26 members. A majority are ~~members of the University community from among the teaching staff, administrative staff and students.~~ must be members of the Governing Council. The ~~appointed membership must~~ includes at least 1 LGIC appointee, at least 2 alumni, 2 ex-officio assessors appointed by the President, the Dean of the Faculty of Physical Education and Health, ex-officio, and the Warden of Hart House, ex-officio.

	GOVERNING COUNCIL	NON-GOVERNING COUNCIL	TOTAL
Administrative Staff	1	3	4
Alumni	2	1	3
LGIC Appointees	1		1
Teaching Staff	2	0	2
Students	3	4	7
Presidential Appointees	0-1		0-1
Presidential Assessors			2
<i>Ex Officio</i>			
Chancellor	1		1
Chairman	1		1
Vice-Chair	1		1
President	1		1
Warden of Hart House		1	1
Dean, Faculty of Physical Education and Health		1	1
TOTAL			25-26

Total membership is about 20 to 22 members. A majority are ~~members of the University community.~~ As well, a majority are members of the Governing Council. The ~~membership includes at least 1 government appointee, at least 2 alumni, 2 ex-officio assessors appointed by the President, the Dean of the Faculty of Physical Education and Health, ex-officio, and the Warden of Hart House, ex-officio.~~

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

1.2 **Term**

Terms are for one year, beginning July 1, and may be renewed.

1.3 **Chair and Vice-Chair**

The Governing Council shall appoint the Chair and Vice-Chair of the Board from among the members of the Council on the Board.

2. QUORUM

One-third of the voting members (normally 9).

3. COMMITTEES

3.1 Standing Committees

3.1.1 Elections Committee

The Elections Committee reports to the University Affairs Board. Recommendations of the Elections Committee may be approved by the Board or recommended to the Governing Council for approval. (See 5.6)

3.1.2 Striking Committee

The University Affairs Board has a Striking Committee with the responsibility to recommend to the Board co-opted members of the Board. Membership of the Striking Committee consists of the Chair of the Board, *ex officio*, plus five members of the Board who shall be selected so that the Striking Committee includes at least one administrative staff member, one alumni member, one Lieutenant-Governor-in-Council appointee, one member of the faculty and one student member. The Chair of the Board serves as Chair of the Committee. The Board's voting assessors attend meetings of the Striking Committee in an advisory capacity.

Nominees for the Committee are determined by a call to the Board members and membership is determined through election by the Board in closed session. Membership on the Committee is for one year and is renewable.

The University Affairs Board is responsible, by way of recommendations from its Striking Committee, for appointing 6 members of the Discipline Appeals Board.¹ [The Academic Board appoints the remaining 6.]

3.2 Special Committees

The University Affairs Board may establish Special Committees for the specific purpose of detailed examination of an issue or when lengthy examination of a complex question involving extensive consultation is required, for example, for policy development and review or the review of annual plans and budgets. Where a Special Committee is deemed advisable, a recommendation to this effect should be brought to the Board. The recommendation should include terms of reference, outline of membership (which would normally be drawn from the membership of the Board) and, where applicable, the anticipated reporting date. A Special Committee may be given power to act on behalf of Governing Council provided that a majority of its members are Governing Council members and provided that this delegation of power is approved in advance by the Governing Council.

Any such special committee shall cease to exist at the end of the academic year (June 30th) in which it is established unless: a) the terms of reference of the Special Committee provide for

¹ The Discipline Appeals Board is the body which hears appeals from the *Code of Student Conduct*.

a longer existence; or b) the body responsible for establishing the Special Committee passes a resolution extending its life.

4. FUNCTION

The Board is responsible for consideration of policy of a non-academic nature and matters that directly concerning the quality of student and campus life ~~University community.~~ The Board has the mandate and for monitoring matters within its area of responsibility.

5. AREAS OF RESPONSIBILITY

The following areas are within the Board's responsibility: Policy on:

- Campus and student services
- Compulsory non-academic incidental fees
- Student societies and campus organizations
- Ceremonials (excluding convocation)
- Extra-curricular programs and use of facilities
- Use of the University of Toronto name
- Campus security
- Day care
- Non-financial aspects of University investments
- Governing Council elections
- Relations within the University community, including non-academic discipline
- Equity issues and initiatives

The specific items below are intended to supplement, not limit, the general statements above, ~~in sections 3 and 4.~~

5.1 Campus and student services

Campus and student services include the Counselling and Learning Skills Service, the Division of Athletics and Recreation in the Faculty of Physical Education and Health, the Career Centre, Student Crisis Response Program, First Nations House, Student Psychiatric Services, the International Student Centre, the University Health Service, the Housing Service, ~~Services to Disabled Persons~~ Accessibility Services and the following service ancillary operations: Hart House, residences, food services, beverage service, and parking.

5.1.1 Ancillaries

a) Policy

The Board is responsible for policy affecting the operation of the ~~above named~~ service ancillaries listed in 5.1. [General financial policies governing these and other all University ancillaries are the responsibility of the Business Board.]

b) Operation

Each year the Board approves operating plans for the ~~above ancillaries,~~ listed in 5.1. The plans which describe the services and programs proposed to be offered within the

financial parameters set by the University's operating budget and financial policies set by the Business Board and. The plans include each ancillary's annual operating budget. Specifically, the plans outline and describe changes to programs and levels of service, categories of users, accessibility, and compulsory or optional fees.

The Board approves the appointment/reappointment of the Warden of Hart House.

5.1.2 Division of Athletics and Recreation in the Faculty of Physical Education and Health

a) Policy

Policy matters concerning the Division of Athletics and Recreation are the Board's responsibility. New policy and Major policy changes require the approval of the Governing Council.

b) Operations

~~Each year, the Board Annual approval of approves operating plans that which describe the services and programs proposed to be offered within the financial parameters set by the University's operating budget and financial policies set by the Business Board is the responsibility of the Board. The plans describe outline changes to programs and levels of service, categories of users, accessibility, and compulsory or optional fees.~~

~~The Board approves the appointment of the Director of the Department of Athletics and Recreation.~~

5.1.3 Other campus and student services

The Board is responsible for policy concerning campus and student services and for overseeing their operation. Changes to the level of service offered, fees charged for services and categories of users require the Board's approval

5.2 Student societies and campus organizations

5.2.1 Policy

The Board is responsible for pPolicy concerning representative student committees², student societies and campus organizations ~~is within the Board's authority.~~

5.2.2 Constitutions, articles of incorporation, corporate by-laws

The Board is responsible for approving constitutions, articles of incorporation and corporate by-laws³ for the representative student committees and for incorporated student societies and campus organizations for which the University collects fees.

² There are three representative student committees: the Students' Administrative Council, the Graduate Students' Union and the Association for Part-time Undergraduate Students.

³ Only those sections of by-laws of incorporated bodies that are "reserved" at the time of the initial approval require approval upon change.

5.3 Compulsory non-academic incidental fees

5.3.1 Student services, representative student committees and campus organizations

Fees are approved by the Board.

5.3.2 Divisional student societies

Fees are approved by the Board.

5.4 Relations within the University community

~~Policy concerning members affecting members~~ of the community that is not governed by academic policies or employment policies is the responsibility of the Board. This includes such matters as non-academic discipline, sexual harassment, freedom of speech, alcohol use on campus and smoking policies. New policies or major changes to existing policies will normally require the approval of the Governing Council.

The Board has responsibility to monitor the objectives of the various services provided by the offices that comprise the Equity Issues Advisory Group and to ensure that these services are meeting the University's equity goals. Normally, this will be achieved through the receipt by the Board of annual reports from each equity office.

5.5 Extra-curricular programs and use of University facilities

The Board is responsible for policy governing the use of University facilities for non-academic, non-commercial purposes.

5.6 Governing Council Elections

Major amendments to policy or procedures relating to the conduct of elections ~~and or~~ major amendments to the Constitution of the College of Electors are considered by the Board and recommended to the Governing Council for approval. ~~require the approval of the Governing Council.~~

Editorial or updating amendments to the Election Guidelines or the Constitution of the College of Electors are approved by the Board and do not require the approval of Governing Council.

Appointment of the Chief Returning Office is the responsibility of the Board on the recommendation of the Secretary of Governing Council. Each year the Board appoints a Chief Returning Officer for the Governing Council elections.

5.7 Annual reports

The Board receives, annually from its assessors, reports on matters within its areas of responsibility, (for example, but not limited to, trademark licensing, non-academic discipline, and internal audit of student societies) including statements of current issues, opportunities and problems, ~~and along with~~ recommendations for changes in policies, plans or priorities that would address such issues.

The Board receives annually, from the appropriate administrators, reports on services within its areas of responsibility, including but not limited to campus police, barrier-free access, crisis response and campus organizations.

5.8 Capital projects

The Board considers capital projects within its areas of responsibility, advises Governing Council on their implications, and concurs with the recommendations of the Academic Board for approval. will advise the Governing Council on the implications of capital projects in its areas of responsibility.

6. PROCEDURES⁴

The University Affairs Board normally meets in open session but may, pursuant to clause 33 of By-Law Number 2, meet in closed session or *in camera* when: (1) matters may be disclosed at the meeting of such a nature, having regard to the circumstances, that the desirability of avoiding open discussion thereof outweighs the desirability of adhering to the principle that meetings be open to the public; or (ii) intimate financial or personal matters of any person may be disclosed at the meeting or part thereof.

In establishing agenda for meetings of the Board, the Chair normally will be advised by a planning group that includes the Vice-Chair and the voting and non-voting assessors. The proposed agenda for a meeting, together with background documentation, is reviewed at an agenda planning group meeting scheduled ten to fourteen days prior to the Board meeting.

The Chair of the Board, with the advice of the Board's agenda planning group and subject to the duly established authority of the Executive Committee of Governing Council, has the authority to interpret the terms of reference of the Board with respect to whether an item should be placed on the Board's agenda for recommendation to the Governing Council, for approval, or for information and discussion.

Section 4.1.1 and 4.1.3 amended by Policy on Appointments and Remuneration, May 28th, 1992; Sections 1, 4.1, and 4.1.2 amended by the Governing Council November 3, 1997

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⁴ Refer to the *Policy on Disruption of Meetings and Procedures for Non- members to Address Governing Council* for further guidelines regarding procedures of the Board.

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