



OFFICE OF THE GOVERNING COUNCIL

Memorandum

To: Members of the Academic Board

From: Louis Charpentier, Secretary of the Governing Council

Date: May 23, 2002

Item Identification

Revised Terms of Reference for the Agenda Committee

Sponsor

Louis Charpentier, Secretary of the Governing Council

Jurisdictional Information

The Governing Council approves Terms of Reference for its Boards and Committee. The first step in this process is the approval of the Terms of Reference by the Academic Board.

Background Information

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. Accordingly, the senior staff in the Office of the Governing Council has reviewed the current terms of reference with the intent of updating each to reflect current practice. Proposals for changed or rearranged wording, or additions/deletions are to clarify the particular function of each body and the relationships among the various bodies, or between a parent Board and its committee(s). In some instances, new wording is proposed to facilitate the functioning of the committee or board where new requirements for accountability could not have been foreseen when the current terms of reference were approved. Ideally, the changes proposed also will serve to remove ambiguity or vagueness from the terms of reference and will support both the Governing Council and the administration in the approval process.

Highlights

The current version of the terms of reference of the Academic Board has all the Board's committees' terms of reference imbedded in the those of the Board. A first step was to separate the Board and each of its committees and produce individual documents.

Some changes are to comply with a consistent format or to reflect current terminology:

- statements of members' terms and quorum have been added;
- the *ex officio* members are shown (these officers were always members of the Committee); and
- footnotes have been added to amplify the terms where it does not make sense to add the statement into the body itself.

Other changes include clarification of:

- the Committee's role in setting the agenda for the Board; and
- its role in establishing Special Committees, the Striking Committee and the Tribunal Selection Committee. These reflect accepted practice based on principles approved in the Report of the Chairman's Advisory Committee on Governance (the Balfour Report).

Action Sought

Approval of the following motion:

THAT the proposed revised Terms of Reference for the Agenda Committee, dated April 23, 2002, be recommended to the Governing Council for approval, effective July 1, 2002.

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 Board¹
1 student member of the Academic Board

The Chairman and Vice-chair 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 and may be renewed.

2. QUORUM

One third of the voting members (normally 5).

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 ~~advising the Chair of the Board as to~~ 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.

¹ The teaching staff and student members will be appointed by the Academic Board on the recommendation of the Striking Committee.

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, to which recommends the co-opted membership of the Board and the appointment of non-Governing Council members to its Standing Committees.

The Agenda Committee is responsible for establishing the Tribunal Selection Committee² which recommends the appointment of the Senior Chair, the Associate Chairs, and the Co-chairs of the University Tribunal.

4. PROCEDURES

The Agenda Committee ~~normally~~ meets in closed session.

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² The Tribunal Selection 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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