



STANDING COMMITTEES OF COUNCIL 2016

1 March 2016

Council

1. Definitions

All definitions and terms in this document are defined in both the Definitions Policy and By-law #1: Corporate By-law.

2. Overview of Standing Committees of the University Students' Council

1. The following shall be the Standing Committees of the USC:
 - i. Advocacy Standing Committee
 - ii. Student Experience Standing Committee
 - iii. Internal Affairs Standing Committee
 - iv. Senior Operations Standing Committee
2. All references to Standing Committees in this document shall apply to all of the aforementioned Standing Committees unless explicitly noted.
3. The general purpose and duties of each Standing Committee are to
 - i. review, edit and/or create policies which fall under each Standing Committee's mandate;
 - ii. provide a platform for the discussion of student (and Councillor) ideas;
 - iii. receive reports from the executive associated with the committee, and ensure that their activities are aligned with student interests as well as the policies and resolutions of Council.
4. Any Standing Committee may ask that any of the Executives attend their meeting, as a non-voting member.
5. Sub-committees may be created to consider matters falling under each Standing Committee's respective mandate (i.e., a Budget Sub-Committee under Governance and Finance).
 - i. Sub-committees are established by, responsible to, and report to their parent Standing Committee.
 - ii. The membership of sub-committees shall be drawn from parent Standing Committees, unless the parent Standing Committee decides otherwise.
 - iii. Each sub-committee shall have a Terms of Reference that includes, at minimum, mandate and composition.
 - a. Sub-committees shall follow the procedures of the parent Standing Committee, unless noted otherwise.



6. All Standing Committees shall receive support from Government Services department, the Speaker, and office of the Secretary-Treasurer, and shall receive assistance with:
 - i. Coordinating meetings;
 - ii. Developing and distributing agendas and committee reports;
 - iii. Providing training for members and chairs;
 - iv. Researching and formulating motions;
 - v. Arranging testimony before the committee from individuals that can provide expertise that the committee believes will advance its goals; and,
 - vi. Meeting procedures and rules of order.

3. Rules and Procedures for Committees

1. The rules of procedure for all Standing Committee meetings shall be determined in order of preference by:
 - i. The By-laws, and
 - ii. *Roberts Rules of Order, Newly Revised, 10th Edition*
2. A General Meeting may be called by:
 - i. The Standing Committee Chair;
 - ii. The Standing Committee Chair, on the written direction of three (3) voting members, provided the Standing Committee Chair is notified at least three (3) days before the scheduled meeting;
 - iii. The Speaker of Council;
 - iv. A resolution of Council.
3. A Standing Committee may appoint a day or days in any month or months for regular meetings at an hour to be named, and for such meetings no subsequent notice need be sent.
4. Standing Committees shall adhere to the same procedure for giving notice for meetings and motions as per Section 13 of **By-law #1**.
5. Meetings of Standing Committees shall be open to the public, and Committee reports shall be made available to the public via the USC website.
 - i. Any Standing Committee may hold Confidential Meetings, and shall adhere to Section 12.6 of **By-law #1**.
6. Quorum is defined in Section 12.4 of **By-law #1**.
7. All Ordinary Members for all Standing Committees shall only cast one (1) vote on committee business, and decisions shall be decided by a simple majority vote.



8. A Standing Committee Chair may request an Executive, Coordinator, or Associate at any given Standing Committee, even if they are not noted on the committee membership.

4. Selection of Chair and Vice-Chair

1. During the first General Meeting of Council, the Ordinary Members shall elect among them a Chair as per the preferential ballot rules outlined in Section 18 of **By-law #2**.
2. During the first, or second, General Meeting of a Standing Committee, the Ordinary Members shall elect from among them a Vice-Chair as per the preferential ballot rules outlined in Section 18 of **By-law #2**.

5. General Duties and Responsibilities of a Standing Committee Chair

1. A Standing Committee Chair shall arbitrate all disputes involving procedures to be followed and business to be transacted by their respective Committee during a meeting. Any decision by a Chair may be overturned by the voting members by a two-thirds ($\frac{2}{3}$) vote.
2. Where a Standing Committee Chair and Vice-Chair are absent. The voting members shall elect from among them a replacement for the duration of the absence.
3. The Chair shall administer the **Voting Member Attendance Policy** with respect to member attendance at Standing Committees, and shall report to the Speaker of Council if sanctions are necessary.
4. After each Duly Constituted Meeting, the Chair shall issue a written report to be delivered at the next General Council Meeting that details committee work, motions and other business.

6. Duties and Responsibilities of Ordinary Members

1. All Ordinary Members will adhere to the **Voting Member Attendance Policy**, and send regrets to the Chair (or Vice-Chair) if they are unable to attend or stay for the duration of the meeting.
2. Ordinary Members shall be responsible for creating, drafting and discuss policy work that pertains to the mandate of their committee.
3. Ordinary Members shall be responsible for collecting feedback from Council, constituencies, and students-at-large on issues, policies, and procedures.

7. Selection of Committee Membership

1. At the first General Meeting of Council, Ordinary Members will be given a form where they will indicate their preference for a committee.
2. Committee membership is voluntary for constituency council presidents



8. Advocacy Standing Committee

1. The mandate of the Advocacy Standing Committee of Council is:
 - i. To review, edit and/or create policies relating to issues of campus relations and affairs, municipal relations and affairs, provincial relations and affairs, federal relations and affairs, external representative groups (i.e., Ontario Undergraduate Student Alliance), and academic experience and quality of academic life.
 - a. The Advocacy Standing Committee must review and update a list of advocacy priorities annually, that can be both independent and/or integrated into Advocacy Papers.
 - ii. Ensure the Advocacy Papers of the organization are being followed and acted upon, and assist with the creation of Advocacy Papers.
 - iii. Review the relationship between the University Students' Council and external representative groups (i.e., Ontario Undergraduate Student Alliance).
 - iv. Ensure the Executive is remaining aligned with the advocacy initiatives of their platforms, standing policies of the organization, and any resolution of Council.
 - v. Collect student feedback from on student concerns and advocacy strategies.
2. The composition of the Advocacy Standing Committee of Council is:
 - i. Up to sixteen (16) Ordinary Members, voting.
 - ii. The Vice-President, *ex-officio*, non-voting.

9. Student Experience Standing Committee

1. The mandate of the Student Experience Standing Committee is:
 - i. To review and audit the programming and service-delivery methods of the Executive.
 - a. The Student Experience Standing Committee must review at least three (3), but no more than five (5), Executive services and programs in a given academic year.
 - ii. To provide direction and policy on events, concerts, and general programming. Receive reports from the Student Programs Officer on the outcome of general programming.



- iii. To draft, edit, and/or create policies related to student programming, clubs, and student services.
- iv. To receive an annual report from the Clubs Governance Committee on issues relating to clubs.

2. The composition of the Student Experience Standing Committee is:

- i. Up to sixteen (16), Ordinary Members, voting.
- ii. The Student Programs Officer, *ex-officio*, non-voting.

10. Governance and Finance Standing Committee

1. The mandate of the Governance and Finance Standing Committee is:

- i. To review and propose recommendations to the University Students' Council governance structure.
- ii. To receive financial updates from the Secretary-Treasurer including but not limited to, quarterly reports, Executive allocations, operational budgets, and ongoing financial projects.
- iii. To review and recommend the annual budget, and ensure Executive spending remains on track.
- iv. To edit, draft and recommend financial policy and procedures relating but not limited to operations and fees.
- v. To participate in the stewardship of any strategic plan process, and to act as the Council resource and approval committee for the strategic plan.

2. The composition of the Governance and Finance Standing Committee is:

- i. Up to sixteen (16) Ordinary Members, voting.
- ii. Secretary-Treasurer, *ex-officio*, non-voting.

11. Senior Operations Standing Committee

1. Please see the Senior Operations Standing Committee Terms of Reference.

12. Context and Enactment

1. Documents Repealed – Standing Committee Terms of Reference.
2. Supporting/Related - By-law #1, By-law #2, Definitions Policy, Voting Member Attendance Policy.



3. Date Passed – 24 February 2016.
4. All Previous Amendments – N/A