



**MEDICINE HAT COLLEGE
BOARD OF GOVERNORS
POLICY MANUAL**

GP- 6.3 Terms of Reference – Policy and Bylaw Committee

POLICY NAME: Terms of Reference – Policy and Bylaw Committee	POLICY NUMBER: GP-6.3
POLICY TYPE: Governance Process	DATE APPROVED: 21 April 2015 DATE REVIEWED: 17 November 2015 17 January 2017 13 February 2018

1. Purpose
 - 1.1 The Policy and Bylaw Committee is a standing committee of the Board of Governors.
 - 1.2 The purpose of the Committee is to provide advice on policy development and provide a forum for regular policy and bylaw review.
2. Duties and Responsibilities
 - 2.1 To review current policies and bylaws;
 - 2.2 To recommend revisions to current policies;
 - 2.3 To recommend new policies; and
 - 2.4 To carry out other policy and bylaw related duties as necessary.
3. Membership:
 - 3.1 The Committee shall be comprised of seven members:
 - The academic member
 - The non-academic member
 - The student member
 - Up to three public members
 - The President will be an ex-officio voting member

- 3.2 Vice-Chair of the Board will chair this committee.
- 3.3 The normal term of office will be a two-year term.
4. Quorum: The majority of the appointed members of the Committee will constitute quorum.
5. Meetings:
 - 5.1 The Committee will meet four times per year based on the policy review plan or more frequently as needed.
 - 5.2 Interested parties may be invited to make presentations and attend meetings.
6. The Committee will use electronic communication to reduce waste where possible.
7. The Policy & Bylaw Committee Chair reports to the Board.