

BOARD OF GOVERNORS – Governance Process

Policy #: **GP 6.3 Terms of Reference – Policy & Bylaw Committee**

Original Implementation Date: April 21, 2015

Most Recent Activity: February 13, 2018 *Revisions Made*

Next Mandatory Review Date: 2020-2021

Frequency of Reviews: Every three (3) years



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.