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III. Committees of Council

3.1 Authority

Section 78(1)(a) of the Act states that Council shall establish committees as required. Council has further delegated to Executive of Council the power to create or dissolve such committees as are consistent with Council’s obligations and wishes. All committees’ terms of reference, including revisions thereto, are subject to the approval of Executive of Council, except where Council has expressed its will.

3.2 Establishment of Committees

Each standing and ad hoc special committee shall have written terms of reference outlining the committee’s mandate, composition and accountabilities. Ad hoc special committees’ terms of reference will include clear outcomes and a termination date for the work of the committee.

Committees of Council report to Executive of Council and Council, at least once per year, or more frequently as required, as defined in the committee’s terms of reference.

Committees of Council will be required to review their terms of reference no less than once every five years, reporting to Executive of Council that this has been done.

3.3 Inactive Committees

Any standing committee of Council that has had no business meetings during the year must nevertheless report to Executive of Council justifying its status. If no such report is made before the June meeting of Executive of Council, the University Secretary shall inform all members of the committee that the committee is to be changed to ad hoc status with a one-year time limit and subsequently disbanded if no further activity has taken place over the course of the ensuing year. The University Secretary will report any such actions taken due to inactive committees to the June meeting of Executive of Council.

3.4 Membership and Term of Office

All members of Council are eligible to serve on committees of Council.

Membership on any committee of Council shall be drawn from Council, unless specific membership is otherwise stated in the committee’s terms of reference.

Student representatives to Council, who are members of any committees of Council, shall enjoy all rights and responsibilities of membership.

The President is an ex officio member on all committees of Council.

Membership on the Executive of Council will be determined by election based on the procedures as outlined in section 4 of these Rules and Regulations.

For all other committees, an annual call for volunteers to fill vacancies on committees requiring Council membership will be made by the University Secretary. Depending on the response to this annual call, the Council Nominating Committee will determine if an election is required. Should an election be required, the University Secretariat will carry out the election consistent with the procedures outlined in section 3.6 of these Rules and Regulations regarding elections of Council members to committees.

The Council Nominating Committee will prepare a nomination slate, including those positions filled by election, for committees of Council that will be approved by Executive of Council. Committee members’ terms (with the exception of student members) will be effective July 1 and run for three years unless otherwise stated in the
committee’s terms of reference. Student committee members’ terms are for one year effective July 1 of the applicable year.

In the event that a Council committee experiences the resignation of a committee member or a member who takes leave for a part of the member’s allotted term, the Committee Chair may after consultation with the committee member request that the Council Nominating Committee find a replacement either for the remainder of the resigned member’s term or for the duration of the period that a member is on leave. Replacements would conform to the criteria of membership outlined in that committee’s terms of reference in Section 5 of the Council Rules and Regulations, by using names (if any) of those who volunteered for the Committee membership at the time of the last call for membership or if need be a new call for volunteers. The Council Nominating Committee may propose these replacements with a motion brought to Executive of Council at its next meeting.

Unless otherwise noted in the terms of reference, positions on committees will not normally be filled by the same individual for consecutive terms.

3.5 Membership on more than one committee

Normally a member should be nominated or elected to serve on no more than one committee of Council. Membership on Executive of Council is not included when determining on how many committees a member of Council is serving.

3.6 Nomination and Election process for Committees

Should multiple nominations be received for a vacancy on a committee, the Council Nominating Committee will be so advised by the University Secretary and will hold an election to determine the person that will fill the vacancy. Should members of Council need to be elected to fill a position on committees of Council, as specified in the committee’s terms of reference, the call for nominations will indicate that an election will be held.

The University Secretary will determine the date for these elections to be held. These elections will normally only be conducted once per year, at such time that committee member terms can start on July 1 of each year. For these elections, a brief biography (100 words or less) may be required to accompany the nomination.

3.7 Committee Chair and Chair responsibilities

For those committees that do not have a Chair, it is the responsibility of the University Secretary to call the first meeting for the purpose of selecting a Chair. The agenda for this first meeting shall confirm the selection of the Chair and set the meeting schedule for the year.

Unless otherwise specified in the terms of reference, each committee should normally elect its own Chair from those nominated or elected members who have served on the committee during the preceding year.

The Chair of a Council committee, if not a member of the Executive of Council, will be permitted to move motions which are being presented to Executive of Council by the committee.

The Chair or designate (i.e. Secretary) of each committee will be responsible for keeping records of the activities of that committee. These records will be turned over to the incoming Chair or designate (i.e. Secretary).

The Chair of each committee will make a written report to Executive of Council and Council at least once a year.

3.8 Conflict of Interest

A conflict of interest, be it real, potential or apparent, whether personal, financial or otherwise, may arise when the private interest(s) of a Council member is/are or may be in conflict with the interests of the University.
Council members are required to declare a conflict of interest if there are any agenda items or matters being considered by the committee no later than the start of the committee meeting.

The minutes will reflect any declarations made.

It is incumbent upon Council members to declare, at any time, if a conflict of interest exists, be it real, potential or apparent, financial or otherwise, prior to discussion of and decision on an issue. Having declared that interest, the Council member shall refrain from voting, and, at the discretion of the Chair, may be requested to withdraw from the meeting for that item.

University Policy number GOV-022-010 http://www.uregina.ca/policy/browse-policy/policy-GOV-022-010.html is applicable to all Council members.

3.9  Circulation of Reports and Minutes

Each Committee will send its agenda, supporting documents, and minutes to the University Secretary.

Written reports from committees should be submitted to the University Secretary by the deadline issued in the notice of meeting which is normally at least ten calendar days prior to the meeting of Executive of Council or 14 days prior to the meeting of Council.

Committees will normally report in the first instance to Executive of Council.

3.10  Use of Sub-Committees

Committees can appoint sub-committees for specialized functions; however, these sub-committees will be under the authority and direction of the committee of Council.

3.11  Minority Reports

If a committee is seriously divided on an issue, Executive of Council and Council may be so informed by the attachment to the committee’s report that there is a dissenting report which will be provided by those with the dissenting opinion, indicating the basis for the divergence of view.

3.12  Appearance before Committees

Any member of Council, and as required, members of staff, may request or be requested to meet with any committee to discuss matters within the terms of reference of that committee.

3.13  Ex officio representation by Federated Colleges

If ex officio representation from Federated Colleges is required on a Council committee, there will be one designate from each of the Federated Colleges.

3.14  Quorum and Voting

Quorum for any committee meeting shall be 50 % + 1 unless otherwise noted in the committee’s terms of reference.

On any committee of Council, all committee members including students will have voting rights, unless otherwise specified in the committee’s terms of reference.

3.14.1  Normal Voting
Unless otherwise noted in the committee’s terms of reference, voting will be done by a show of hands at the call of the Chair. In the event that a Council member attends a committee meeting remotely, the Council member will vote by verbal affirmation.

3.14.2 Alternative Voting Procedures and Authorized Media

A vote by written resolution (through electronic or authorized media) may be called if required in order to deal with a matter outside of a regularly scheduled committee meeting, at the determination of the Chair of the committee.

The regulations for voting by electronic or authorized media of committees of Council are as follows:

a. Decision by electronic ballot shall require an eighty percent (80%) return of responses and a two thirds (66.6%) majority of those voting.

b. Three business days from date of notification for the vote shall be allowed to complete the poll.

c. Committee decisions by electronic or authorized media will be recommended to Executive of Council for approval at its next meeting.

3.15 Joint Committees

Joint committees are those committees that are comprised with joint representation of Senate and Council and are required to report and make recommendations to both Senate and Council (or Executive of Council) prior to the motions presented by these committees being adopted.

3.16 Advisory Committees

Advisory Committees are established by the President or Vice-Presidents and are not committees of Council, although members of Council are entitled to serve on these committees, as required and outlined in the committee’s terms of reference. The senior executive responsible for such committees is responsible for ensuring the committee is duly constituted.
Roles and Responsibilities:

1. The Council Nominating Committee will ensure that for all council committees, an annual call for volunteers to fill vacancies on committees requiring Council members will be made by the University Secretary.
2. Depending on the response to this annual call, the Council Nominating Committee will meet to determine if an election is required to fill these vacancies or if these vacancies can be filled by appointment.
3. Should an election be required, the University Secretary will carry out the election consistent with the procedures outlined in section 3.6 of these Rules and Regulations regarding elections of Council members to committees.
4. The Council Nominating Committee must secure permission of volunteers prior to forwarding their name for election and/or to the Executive of Council for appointment.
5. The Council Nominating Committee will prepare a nomination slate for those appointed to committees of Council which will require the approval of Executive of Council at its next meeting. For all committee vacancies filled by election, the result of the election will be reported to Executive of Council either by email or at its next meeting for information.

Executive of Council approved 21 May 2014
5.11 Joint Council/Senate Committee

5.11.1 Joint Council/Senate Committee on Ceremonies

Purpose:

*Note from the Special Committee of Council: Committee on Ceremonies is asked to fill in its purpose when it reviews its Terms of Reference and consider its terms and if these could be standardized to three year, similar to most other committees of Council.*

Membership: 2 members of Council
2 members of Senate
1 member appointed by the Alumni Association
*Ex officio:* Chancellor
President and Vice-Chancellor (Chair)
University Secretary

Term of Office: Two (2) years for members of Council, Senate and the Alumni Association on the Committee.

Resources: Registrar
Associate Registrar (Academic Policy Services and Ceremonies) – as secretary

Roles and Responsibilities:

1. Have general responsibility for all ceremonial functions associated with the University;
2. Review the relevant sections of the Senate By-Laws relating to the Convocation ceremonies and recommend changes to Council and Senate;
3. Advise the Chancellor and/or President, when requested to do so, with respect to official delegates to represent the University at ceremonial functions;
4. Recommend appropriate guidelines and criteria for the awarding of honorary degrees;
5. Invite, receive and review suggestions for candidates to whom honorary degrees might be awarded; and,
6. Recommend for approval to Council and Senate candidates for honorary degrees.
Appendix A

Directors that are *ex officio* members of Executive of Council (effective May 2014)

- Associate Vice-President (Academic & Research)
- Associate Vice-President (Student Affairs)
- Director, Centre for Continuing Education
- Director, UR International
- Director, Enrolment Services
- Director, La Cité universitaire francophone
- Director, Johnson Shoyama Graduate School of Public Policy
- Faculty Associate, Centre of Teaching and Learning
Appendix B

Amendments to Directors that are *ex officio* members of Executive of Council

Director, Office of Research Services (December 2, 2015)