 <p>Capilano Students' Union</p>	Policy No.	Approval Authority
	BD-04	Board of Directors
	Policy Name	Approval Date
	Board Committees	August 4, 2023
	Responsible	Scheduled Review
	Governance Committee	April 2022

Purpose

The purpose of this policy is to set out the basic structure of standing and special committees that are established by and report to the Capilano Students' Union board of directors, including the roles and responsibilities of committee chairs and committee members, in a way that is easy to understand for board members, committee members, staff, and members who are interested in getting more involved.

Definitions

In this policy,

“permanent committee” means a committee created by the board that exists continuously, and which has an ongoing mandate and the authority to engage in studies and projects consistent with its mandate on its own initiative (a permanent committee is known in some spaces as a “standing committee”).


“temporary committee” means a committee created by the board that exists for a set period of time, generally short-term, to carry out a specific study or project assigned by the board, and which is dissolved once its mandate has been completed (a temporary committee is known in some spaces as a “special committee” or as an “*ad hoc* committee”).

Scope


This policy applies to all committees established by the board. As the executive committee is created by the bylaws, the board committees policy does not apply to it.

Principles


- 1. Clear Mandates:** Each committee must have terms of reference that include the structure and composition of the committee, the committee’s responsibilities, and any authority that the board has expressly assigned to the committee. A committee’s terms of reference must be approved by the board.
- 2. Executive Oversight:** The board’s permanent committees assist the board in its oversight of the student executives and, as such, a student executive must not be elected or appointed as the regular chairperson of a permanent committee.

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3. **Advisory:** A committee’s role is to provide advice, options, and recommendations to the board of directors for decision, within the committee’s area of expertise; unless the board has expressly delegated authority to a committee to make a decision or take some action on behalf of the board, a committee must not bind the Capilano Students’ Union to a decision or action without board approval.
4. **Meeting Frequency:** A committee should meet as often as is necessary for the committee to accomplish the work that has been assigned to it, provided that a permanent committee of the board must meet at least once per month.
5. **Student Engagement:** Unless otherwise stated in its terms of reference, a committee’s members are appointed at the first board meeting of June, the second board meeting of September, and as necessary to address vacancies on the committee’s membership. The executive director shall ensure that advertising for all student-at-large vacancies on board committees is published at least 30 days prior to the meeting at which appointments are made.
6. **Strategic Appointments:** In considering student leaders to be appointed to a board committee, the governance committee must consider each of the following factors in recommending appointments to the board for approval:
 - a. Whether the role of a student executive or a board member, as set out in the bylaws or in board policy, warrants prioritizing the appointment or nomination of that student leader to a board committee.
 - b. Whether there are constituencies and perspectives missing from the board committee, especially from student communities underrepresented in Capilano Students’ Union governance and, if so, whether there are student leaders who would be able to provide those perspectives.
 - c. Whether the membership of the board committee demonstrates an appropriately balanced representation of students from the faculties.
 - d. Whether there are opportunities to provide student leaders from traditionally marginalized populations with development in student leadership positions, such as developing committee chairs.


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- e. Whether a student leader’s expression of interest discloses unique knowledge or experiences that would make that student leader’s contribution to the Capilano Students’ Union particularly impactful in advancing the strategic priorities of the Capilano Students’ Union.
 - f. Whether there is a board succession or leadership development opportunity in appointing or nominating a student leader to become more experienced with university governance and the Capilano Students’ Union.
- 7. Transparency:** A committee’s chairperson must ensure that notice for all committee meetings is circulated to all committee members and on the Capilano Students’ Union website at least one week in advance, and that the provisional agenda is circulated to all committee members and on the Capilano Students’ Union website at least 72 hours in advance.
- 8. Resources:** The executive director, in consultation with the appropriate student executives, must ensure that a committee has access to the staff resources that the committee reasonably requires in order to fulfill its mandate, including providing orientations and training for new committee members.
- 9. Rules of Order:** Committee meetings are run according to the most recent version of *Robert’s Rules of Order*, for which the executive director must ensure that committee members receive training within 30 days of their first committee appointment by the board. The following specific rules apply to all committees:
- a. Quorum for each committee is a majority of its voting members, or three voting members, whichever is the greater number. If, after a reasonable amount of time, a meeting does not reach quorum, then the committee members present may adopt a motion to adjourn the meeting. A committee must not authorize an absence if that absence would result in the committee meeting no longer reaching quorum.
 - b. Committee meetings are open to all members of the Capilano Students’ Union, and any member who is in attendance has the same right as any

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committee member to speak to any item on the committee’s agenda, unless the committee is meeting *in camera*.

- c. A committee may, by motion, meet *in camera* to discuss human resources, labour relations, legal advice, contract negotiations, property sales or purchases, or other matters that the committee believes should be confidential. When a motion to meet *in camera* is approved, any guests present, including staff, must leave the meeting unless invited to remain.
- d. Unless the terms of reference for a permanent or temporary committee explicitly state otherwise, the president is a member, ex officio, of all permanent and temporary committees, and may speak, vote, and move motions in that capacity; however, the president does not count toward quorum unless they are a regular (and not an ex officio) member.
- e. If a board-appointed committee member is absent from two (2) consecutive meetings of a committee, or from three (3) or more meetings of a committee, whether or not consecutively, during the same academic term without the committee’s authorization, then the chairperson of that committee must declare that person’s seat on the committee to be vacant.
- f. As required in *Robert’s Rules*, a committee member must be able to synchronously participate at all times while in attendance at a committee meeting. Any committee member may raise a point of privilege that another committee member is not truly in synchronous attendance, and the chair shall rule on the question and determine whether the committee member is present or absent. The chair’s decision may be appealed to the committee only if raised immediately.
- g. If a committee member joins a committee meeting more than 15 minutes after its scheduled start without the committee’s approval, the committee member shall be recorded as absent.

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- h. If a committee member leaves a committee meeting before its regular scheduled end time without the committee chair's approval, they shall be recorded in the minutes as absent.
- i. Meetings are scheduled between 8am and 5pm on business days.

Roles and Responsibilities

Chairperson

The chairperson of a committee is responsible for each of the following:

1. Chairing committee meetings.
2. Ensuring that committee meetings are scheduled for a semester at a time.
3. Ensuring that at least one week's notice is given for meetings.
4. Ensuring that the provisional agenda is circulated at least 72 hours in advance.
5. Submit monthly reports to the board on the committee's accomplishments.
6. Any other duties assigned by a motion of the committee.

Committee Members

A committee member is responsible for each of the following:

1. Actively participating in committee discussions and decisions.
2. Making decisions to advance the strategic plan and the annual operating plan.


Executive Director

The executive director is responsible for each of the following:

1. Ensuring that committees are assigned appropriate staff resources.
2. Ensuring that the committee and its chairperson receive administrative support.
3. Ensuring that minutes are taken for each committee meeting.
4. Ensuring that meeting agendas and minutes are available on the website.

Delegation

The board delegates to the governance committee the responsibility for developing committee terms of reference to support this policy, provided that any such terms of reference must be approved by the board before they take effect. The board delegates the administration of this policy to the executive director.

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Review and Monitoring

The governance committee monitors compliance with this policy, and is responsible for annually reviewing this policy and recommending necessary updates to the board.

Related Laws, Policies, and Procedures

- [Procedure BD-04.1: Terms of Reference – Governance Committee](#)
- [Procedure BD-04.2: Terms of Reference – Collectives Committee](#)
- [Procedure BD-04.3: Terms of Reference – Finance & Audit Committee](#)
- [Procedure BD-04.4: Terms of Reference – Campaigns & Advocacy Committee](#)
- [Procedure BD-04.5: Terms of Reference – Student Engagement Committee](#)