

TERMS OF REFERENCE POLICY COUNCIL

1.0 Function

Policy Council reviews and recommends policies relating to all key areas of the College's operations. Policy Council is tasked with ensuring that College policies are aligned to effectively and efficiently fulfill the organization's strategic direction.

Council applies its responsibility to policy review and recommendations in a manner consistent with NBCC's policy entitled, "Policy Development (5302)" and any associated controlled documents.

2.0 Membership

2.1 Chair Appointment

The chair of Policy Council is appointed by the President and CEO. It shall generally be chaired by the vice president responsible for policy management (currently the Vice President Finance and Administration).

2.2 Membership

Policy Council membership is solicited through a call for interest and/or appointment by the Chair to include equitable regional and stakeholder representation whenever possible.

Members of Policy Council will include a minimum of one (1) representative from the following:

Schools	Department / Division	Ex-officio
Dean	Facilities and Ancillary Services	Operational Excellence
Academic Chair	Information Technology	Administrative Assistant
Instructional member	People & Culture	Head, Program Assessment & Quality
	Student Development	
	Registrar's Office (Registrar or designate)	
	Finance (Director or designate)	
	Experience & Engagement	
	Academic Planning & Evaluation	

2.3 Membership Terms

2.3.1 Appointment terms are two years; however, a representative may choose to remain on Policy Council for a second consecutive term, up to a maximum of four years.

2.3.2 Once an individual has served as a representative, he or she may not be reappointed for a period of two (2) years.

2.4 Attendance & Participation

2.4.1 Members are expected to attend, be prepared for, and meaningfully participate in

regularly scheduled Council meetings.

2.4.2 An attendance record will be kept and included in Council meeting packages.

2.4.3 Unavoidable absences must be communicated to the Chair in advance.

2.4.3.1. On an extraordinary basis, the Chair may approve a delegate to attend for unavoidable member absences.

2.4.4 The Chair is responsible for addressing attendance concerns as defined as:

2.4.4.1. Absence from three or more regularly scheduled Council meetings in a single review year;

2.4.4.2. Frequent late arrivals or early departures at regularly scheduled Council meetings; or;

2.4.4.3. Lack of meaningful participation during regularly scheduled Council meetings.

2.4.5 The Chair will ask members not in compliance with attendance expectations to resign their membership to the Policy Council.

3.0 Scope and Process

3.1 Topics for Discussion

The Council will provide a forum to discuss the following:

- a) Implications of current or proposed administrative and academic policies;
- b) Recommendations for topics or policies which may require review.

3.2 Communications

Policy Council is responsible for communication at all levels within the College community as follows:

- a) Providing opportunities for input into new or amended policies; and
- b) Maintaining clearly defined relationships with the other councils, working groups, and management teams within the organization.

4.0 Terms of Reference

The Terms of Reference of Policy Council is reviewed annually.

5.0 Meetings and Council Decisions

5.1 Meetings

5.1.1 Typically, meetings are held monthly or bi-monthly, provided that there is sufficient policy work to warrant a meeting and quorum is met.

5.1.2 The first meeting of each Policy Review year will include an orientation for new and existing members.

5.1.3 Council's Administrative Assistant shall distribute an agenda and the minutes of the previous meeting to all members approximately one (1) week before each scheduled meeting.

- 5.1.4** Any member of the council may submit items for the agenda. Whenever possible, the agenda item should include an appropriate background report. Such documentation should be submitted to the Administrative Assistant at least ten (10) days in advance of each scheduled meeting.
- 5.1.5** The agenda for meetings of the Council should be structured to cluster items for discussion under one of the following headings:
- a) Roll call to establish quorum
 - b) Consent agenda
 - i. Approval of agenda;
 - ii. Approval of minutes and business arising from the last meeting; and
 - iii. Information items.
 - c) Discussion items
 - d) Decision items
 - e) Upcoming items and Recommendations
 - f) Adjournment
- 5.1.6** Discussion items involving a new, revised or retired policy must be in the presence of the relevant policy owner.

5.2 Council Decisions

- 5.2.1** The quorum for holding a meeting and for transacting business will be at least 50% of the members plus one, including the chair.
- 5.2.2** Motions are carried by a simple majority of the votes cast, provided that a quorum is present. The Chair shall vote only in the case of a tie and shall count as one vote.
- 5.2.2.1. Motions typically include a recommendation for approval, retirement or revision.
- 5.2.3** Persons other than members of Council, may be invited to attend and, in some cases, be expected to attend meetings, but are not entitled to a vote.
- 5.2.4** In certain cases, technology-based voting (i.e. email voting) may be solicited in the absence of a meeting. In such cases, all parameters above will apply.