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 enable the effective and efficient fulfillment of the organization’s strategic direction.

2.0 MEMBERSHIP

2.1 Chair Appointment
The chair of Policy Council is appointed by the President and CEO and 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 so as to include equitable regional and stakeholder representation whenever possible.

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

<table>
<thead>
<tr>
<th>Schools</th>
<th>Department / Division</th>
<th>Ex-officio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>Facilities and Ancillary Services</td>
<td>Operational Excellence</td>
</tr>
<tr>
<td>Academic Chair</td>
<td>Information Technology</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Two (2) Faculty members</td>
<td>Employee Engagement and Culture</td>
<td>Others as required (ex: advisors)</td>
</tr>
<tr>
<td></td>
<td>Student Development</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Registrar’s Office (Registrar or designate)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Finance (Director or designate)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Strategic and Integrated Engagement</td>
<td></td>
</tr>
</tbody>
</table>

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 A record of attendance will be kept and included in Council meeting packages.

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

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 Members not in compliance with attendance expectations will be asked by the Chair to resign their membership to 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 Policy Review

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.

3.3 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 on a monthly or bi-monthly basis, provided that there is sufficient policy work to warrant a meeting and quorum is met.

5.1.2 A minimum of one meeting per year will include professional development related to policy development.

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 in advance of 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 so as 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 last meeting; and
      iii. Information items.
   c) Discussion items
   d) Decision items
      i. Should be submitted with alternatives rather than recommendations.
   e) Outstanding items (a list of tasks, expected dates of completion and individual/committee assigned responsibility)
   f) Adjournment

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 counts as one vote.

5.2.3 Persons, other than members of the 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.