



University Students' Council of the University of Western Ontario
STANDING COMMITTEE TERMS OF REFERENCE

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1.00 DEFINITIONS

- 1.01 'By-Laws' means the By-Laws relating to the transactions and affairs of the Corporation, including By-Laws #1-through-5 and any other By-Law adopted by the Corporation;
1.02 'Council' means the Legislative branch of the University Students' Council, which is responsible for developing By-Laws, policies and procedures that regulate the transactions and affairs of the University Students' Council;
1.03 'Director of the Corporation' means a voting member of the Board of Directors of the USC as outlined in By-Law #1 of the Corporation.



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- 1.04 **'Duly Called Meeting'** means a meeting of a Committee called pursuant to the notice provisions in this Terms of Reference, regardless of whether or not the meeting meets quorum;
- 1.05 **'Duly Constituted Meeting'** means a Duly Called Meeting of the Committee where quorum is met pursuant to the notice provisions in this Terms of Reference;
- 1.06 **'Executive Officers'** means the President and any Vice-President, who comprise the leadership of the Executive branch of the University Students' Council, which is responsible for implementing approved policies and procedures of the organization;
- 1.07 **'General Meeting'** means a Duly Called Meeting of the Committee, or a Council meeting that is not the Annual General Meeting;
- 1.08 **"Government Services Department"** or **"Government Services"** means an administrative department within the USC charged with providing secretarial support to the Council, Executive Council, and Board of Trustees;
- 1.09 **'Preferential ballot'** means a balloting procedure, as outlined in section 4.07 of this Terms of Reference;
- 1.10 **'Policy and Procedure'** includes any document that regulates the transactions and affairs of the University Students' Council, excluding any By-Laws and Letters Patent;
- 1.11 **'Secretary of Council'** is the Legislative Assistant, who is a member of the Government Services Department;
- 1.12 **'Two-Thirds Vote'** means at least two-thirds ( $2/3$ ) of the votes cast, excluding blanks and abstentions;
- 1.13 **'Voting Member'** means a Ordinary Member of Council as defined in By-Law #1 that has been elected to the Committee;
- 1.14 **'Voting Member Attendance Policy'** is a policy that is intended to ensure Ordinary Members of Council are fulfilling their duties.

**2.00 STANDING COMMITTEES OF THE USC**

2.01 The following shall be Standing Committees of the USC:

- (1) [Governance and Agenda Committee](#) (abbreviated as GA);
- (2) [Local and Campus Affairs Committee](#) (abbreviated as LCA);



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- (3) [Long-Term Plan and Budget Committee](#) (abbreviated as LPB);
- (4) [Portfolio Service Level and Program Review Committee](#) (abbreviated as PSL);
- (5) [Provincial and Federal Affairs Committee](#) (abbreviated as PFA); and
- (6) [Student Outreach and Communication Committee](#) (abbreviated as SOC).

2.02 All references to Standing Committees in this document shall apply to all of the aforementioned Standing Committees unless explicitly noted.

2.03 Sub-committees may be struck to consider matters falling under each Standing Committee's respective mandate.

- (1) Sub-committees are established by, responsible to, and report to their parent Standing Committee and not the Council.
- (2) The membership of sub-committees shall be drawn from the parent Standing Committee, except in cases where the sub-committee is appointed to take action that requires the assistance of expertise outside of that possessed by the members of the parent Standing Committee.
- (3) Each sub-committee shall have a Terms of Reference that includes, at minimum, mandate and membership.
  - i. Sub-committees shall follow the procedures of the parent Standing Committee, unless the Standing Committee determines otherwise.

### 3.00 COMMITTEE RESOURCES

3.01 All Standing Committees shall receive secretarial support from the USC Government Services Department, and shall receive assistance with:

- (1) Coordinating meetings;
- (2) Developing and distributing agendas and committee reports;
- (3) Providing training for members and chairs;
- (4) Researching and formulating motions;
- (5) Arranging testimony before the committee from individuals that can provide expertise that The Committee believes will advance its legislative agenda; and,
- (6) Meeting procedures and rules of order.



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**4.00 PROCEDURE FOR STANDING COMMITTEE MEETINGS**

4.01 **The rules of procedure for all Standing Committee meetings shall be determined in order of preference by:**

- (1) the By-Laws, and,
- (2) *Roberts Rules of Order, Newly Revised, 10<sup>th</sup> Edition*

**4.02 Calling Meetings**

(1) A General Meeting may be called by:

- i. the Standing Committee Chair;
- ii. the Standing Committee Chair, on the written direction of three (3) voting members, provided that the Standing Committee Chair is in receipt of such direction not less than three (3) days before the meeting is to take place;
- iii. the Speaker of Council;
- iv. a resolution of Council.

(2) A Standing Committee chair may appoint a day or days in any month or months for regular meetings at an hour to be named, and for such meetings no subsequent notice need be sent.

**4.03 Notice – General**

(1) Standing Committees shall adhere to the same procedure outlined in section 5.04, Notice – General, of By-Law #1.

**4.04 Notice of Motions**

(1) Standing Committees shall adhere to the same procedure outlined in section 5.05, Notice of Motions, of By-Law #1.

**4.05 Meetings open to the public**

(1) Meetings of Standing Committees shall be open to the public, and Committee reports shall be available to the public via the USC website.

- i. Any Standing Committee may hold Confidential Meetings, and shall follow the procedure outlined in section 5.11 of By-Law #1 for Council Confidential Meetings.



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### 4.06 **Quorum**

- (1) Quorum shall be a majority of the voting members. A Standing Committee may not have a full complement of Standing Committee members in place until September, so Quorum shall be calculated based on the number of voting members appointed to the Standing Committee at any given time.
- (2) Any Duly Called Meeting which fails to be called to order within thirty (30) minutes of the scheduled start time for the meeting, or fails to reach quorum within thirty (30) minutes of the scheduled start time, shall be deemed a Duly Called Meeting that failed to meet quorum.
- (3) Any Duly Constituted Meeting subsequently consisting of fewer Voting Members than required to preserve quorum shall be adjourned.

### 4.07 **Election of Chair and Vice-Chair:**

- (1) During the first General Meeting of a Standing Committee, the voting members shall elect from among them a Chair and Vice-Chair using the following procedure:
  - i. Voting shall take place by secret ballot;
  - ii. No voting member shall cast more than one (1) ballot;
  - iii. Ballots: Preferential voting will proceed by a numbered ballot such that on the preferential ballot, each voter must indicate the order in which she prefers the candidates by placing a numeral '1' beside her first preference, a numeral '2' beside her second preference, in numerical order up to and including the final candidate.
  - iv. Counting Ballots: The counting of the ballots shall take place according to the following:
    - a. A member of Elections Committee or the Government Services Department shall administer the election.
    - b. Each candidate may designate an agent to act as her scrutineer during the counting of the ballots;
    - c. In the first count, first preference votes for each candidate are counted;
    - d. If a candidate receives 50% + 1 of the eligible votes cast, that candidate shall be elected;



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- e. Where the top place candidate fails to achieve 50% + 1, the second choice votes of the candidate finishing last in that round of ballot counting shall be reassigned accordingly. This process is repeated until one candidate receives the majority of the highest preferences remaining on the ballots. The candidate that finishes second in preferential balloting shall be elected Vice-Chair;
- f. If two (2) or more candidates are tied for the least popular position, those candidates shall be redistributed accordingly;
- g. Failure to select a preference in any round of voting shall result in that ballot being spoiled for that and all subsequent rounds of balloting. A ballot shall not be deemed spoiled so long as the voter's intentions can be reasonably ascertained from the ballot;
- h. Tie Result – In the event of a tie, whenever possible, tie shall be resolved in favour of the candidate with the most first place votes. Where not possible, the tie shall be resolved by a coin toss.

### 4.08 Duties and Responsibilities of a Standing Committee Chair

- (1) A Standing Committee Chair shall arbitrate all disputes involving procedures to be followed and business to be transacted by their respective Committee during a meeting. Any decision by a Standing Committee Chair may be overturned by the voting members by a Two-Thirds Vote.
- (2) Where a Standing Committee Chair and Vice-Chair are absent, the voting members shall elect from among them a replacement for the period during which both the Chair and Vice-Chair remain absent. The selection shall be conducted in accordance with 4.07. Such replacement shall exercise all of the powers of the Standing Committee Chair.
- (3) Administer the Voting Member Attendance Policy with respect to Member attendance at Standing Committee Meetings, and shall report to the Speaker of Council if sanctions against a Voting Member are necessary.
- (4) After each Duly Constituted Meeting, the Chair shall issue a written report to be included on the next Council meeting agenda that details the status of motions and other business, and any other information the Standing Committee deems necessary to assist Council in taking a decision related to business placed before it by the Standing Committee.



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- i. The Government and Administrative Services Department shall provide training and assistance for Chairs and Vice-Chairs to help ensure reports are relevant, concise and accurate.

#### 4.09 Duties and Responsibilities of a Voting Member

- (1) Adhere to the Voting Member Attendance Policy of Council by attending all Standing Committee Meetings and remaining for the duration of the Meetings to represent their constituents' interests.
- (2) Send regrets to the Standing Committee Chair if they are unable to attend a meeting, or are unable to stay for the duration of the meeting, as per the Voting Member Attendance Policy.

#### 4.10 Voting Procedure

- (1) Unless otherwise provided for herein, a voting member shall only cast one (1) vote, and unless otherwise provided for in the By-Laws, Roberts Rules, or this Terms of Reference, every question shall be decided by a simple majority.
- (2) Subject to any other provisions in the By-Laws, a voting member may vote in advance on any matter as follows:
  - i. The voting member may only vote in advance provided that her vote is recorded in writing with the Secretary of Council at least twenty-four (24) hours prior to the scheduled start time for the relevant meeting;
  - ii. Where an amendment is made to the original motion, the voting member's recorded vote will not be cast;
  - iii. The voting member may alter or cancel her recorded vote in person with the Secretary of Council at any time prior to the relevant meeting being called to order.
- (3) Unless a poll is called for by a voting member, every question shall be decided by a show of hands. Where a poll is called, the voting member shall specify the method of polling to be used, being either a roll call or secret ballot. The call for a poll may be withdrawn.
- (4) Unless a poll has been called for, a declaration by the Standing Committee Chair that a resolution has been carried or not carried and an entry to that effect in the committee report is conclusive evidence of the fact, without proof of the number or proportion of votes recorded in favour of or against such a resolution.



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- (5) The calling of a poll requires the consent of three (3) voting members after the request for a poll has been brought forward.
- (6) All votes cast shall be tabulated by the Standing Committee Chair or designate(s).
- (7) In the event of a tie, the Standing Committee Chair shall cast a vote to break the tie.

### **5.00 GOVERNANCE AND AGENDA COMMITTEE**

#### **5.01 Mandate**

- (1) Be a Standing Committee of the Council;
- (2) Organize the business of the Council through preparation of the Agenda and the dissemination to members of the Council of information pertinent to the Agenda;
- (3) Supervise the operation of the Council and make recommendations on rules of order and other matters of internal reform, excluding employee matters;
- (4) Evaluate and recommend any proposed changes to the USC's governance structure and Committees (Standing or otherwise), including the creation or dissolution of Committees as necessary;
- (5) Act as the primary consultative body with regards to any changes to the USC By-Laws;
- (6) Identify training and development needs of Councillors, and work with the Government Services Department to implement an effective training and development program;
- (7) Administer the selection of Directors of the Corporation through the Board of Directors Nominating Sub-Committee and advise Council of changes to the selection process;
- (8) Inform Council of relevant business conducted by the Board of Directors;
- (9) Recommend changes to the Commissioner and Coordinator hiring process to meet the needs of Council.

#### **5.02 Membership**

- (1) Speaker of Council, *ex-officio* as chairperson;
- (2) Six (6) Ordinary Members of Council, voting. At least one of the voting members must be a first-year Councillor. Early in Council's term the GA Committee may not





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meet the minimum membership requirement, but it may meet and transact business so long as it has a quorum, as outlined in 4.06.

- (3) Ordinary Members of Council that are not voting members of the GA Committee may attend GA Committee meetings. They may be deferred speaking rights by a voting member of the GA Committee, at the unanimous consent of the GA Committee.
- (4) Executive Officers and Directors of the Corporation shall be non-voting members of the GA Committee and shall be accorded speaking rights. Meeting attendance by Executive Officers and Directors shall not be mandatory.
- (5) USC Commissioners, Coordinators, and Interns shall not be voting members of the GA Committee, although they may attend GA Committee meetings and be deferred speaking rights at the unanimous consent of the GA Committee.

### 5.03 **Sub-Committees**

- (1) The GA Committee shall have the following sub-committees:
  - i. The Board of Directors Nominating Sub-Committee.

## 6.00 **LOCAL AND CAMPUS AFFAIRS COMMITTEE**

### 6.01 **Mandate**

- (1) Be a Standing Committee of the Council;
- (2) Develop policy positions focused on improving the academic experience and quality of life for students at Western and with regards to the London Community.
- (3) Determine and recommend policy positions to Council concerning issues under the purview of the Western administration, the London City Council, and other community organizations.
- (4) Participate in advocating to/lobbying the municipal government, community organizations, and the Western administration.
- (5) Evaluate and recommend Purple Papers to Council that pertain to the academic experience and quality of life for students at Western and with regards to the London community.

### 6.02 **Membership**



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- (1) No more than fifteen (15), and no less than ten (10) Ordinary Members of Council. Early in Council's term the LCA Committee may not meet the minimum membership requirement, but it may meet and transact business so long as it has a quorum, as outlined in 4.06;
- (2) Ordinary Members of Council that are not voting members of the LCA Committee may attend LCA Committee meetings. They may be deferred speaking rights by a voting member of the LCA Committee, at the unanimous consent of the LCA Committee.
- (3) Executive Officers and Directors of the Corporation shall be non-voting members of the LCA Committee and shall be accorded speaking rights. Meeting attendance by Executive Officers and Directors shall not be mandatory.
- (4) USC Commissioners, Coordinators, and Interns shall not be voting members of the LCA Committee, although they may attend LCA Committee meetings and be deferred speaking rights at the unanimous consent of the LCA Committee.

### **7.00 LONG-TERM PLAN AND BUDGET COMMITTEE**

#### **7.01 Mandate**

- (1) Be a Standing Committee of the Council;
- (2) In conjunction with the Executive Officers and the Board of Directors of the Corporation through the Long-Term Plan Review Sub-Committee, recommend updates to the USC's Long-Term Strategic Plan.
- (3) In conjunction with the Executive Officers and the Board of Directors of the Corporation through the Long-Term Plan Review Sub-Committee, conduct a full re-write of the USC's Long-Term Strategic Plan every three (3) years.
- (4) Receive progress reports on Long-Term Strategic Plan adherence from the Board of Directors and the Executive Officers.
  - i. The LPB Committee shall receive such a report at least once per fiscal year.
- (5) Review the Board of Directors-recommended Annual Budget and recommend it to Council for approval;
  - i. The LPB Committee shall ensure that the Annual Budget is consistent with the USC's Long-Term Strategic Plan.
- (6) Monitor the spending of Executive Officers in accordance with the PVP budget;



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- (7) Receive a quarterly budget update from the Board of Directors via the Vice-President Finance;
  - i. A covering report shall be attached to the Vice-President Finance's quarterly budget update detailing any recommendations and/or observations of the LPB Committee, and shall be placed on the next Council agenda for information, or action as required.
    - a. The Vice-President Finance may draw upon the expertise of the Managing Director of Financial Services, Directors of the Corporation, Portfolio Commissioners and Coordinators, and any other management resources she feels will assist the LPB Committee in analyzing the quarterly budget.
- (8) Shall receive a semi-annual report on the status of the USC's Capital Plan;
  - i. The LPB Committee shall recommend changes to the Capital Plan to management and the Board of Directors in line with the goals of the Long-Term Strategic Plan.
- (9) Make policy and procedure recommendations to Council regarding the areas covered in this mandate.

**7.02 Membership**

- (1) No more than fifteen (15), and no less than ten (10) Ordinary Members of Council. Early in Council's term the LPB Committee may not meet the minimum membership requirement, but it may meet and transact business so long as it has a quorum, as outlined in 4.06;
- (2) Ordinary Members of Council that are not voting members of the LPB Committee may attend LPB Committee meetings. They may be deferred speaking rights by a voting member of the LPB Committee, at the unanimous consent of the LPB Committee.
- (3) Executive Officers and Directors of the Corporation shall be non-voting members of the LPB Committee and shall be accorded speaking rights. Meeting attendance by Executive Officers and Directors shall not be mandatory.
- (4) USC Commissioners, Coordinators, and Interns shall not be voting members of the LPB Committee, although they may attend LPB Committee meetings and be deferred speaking rights at the unanimous consent of the LPB Committee.

**7.03 Sub-Committees**



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- (1) The LPB Committee shall have the following sub-committees:
  - i. The Budget Review Sub-Committee;
  - ii. The Long-Term Plan Review Sub-Committee; and
  - iii. The Grants Sub-Committee.

### **8.00 PORTFOLIO SERVICE LEVEL AND PROGRAM REVIEW COMMITTEE**

#### **8.01 Mandate**

- (1) Be a Standing Committee of the Council;
- (2) Evaluate the service levels of USC programs, services, and Executive portfolios and recommend improvements where necessary as supported by student feedback;
- (3) Provide student feedback to individuals or groups responsible for the operation of USC programs, services, and portfolios;
- (4) Recommend the addition or dissolution of USC programs, services, and portfolios to Council or the Governance and Agenda Committee as supported by student feedback;
- (5) Review and recommend changes to the Executive Officer Terms of Reference as supported by student feedback;
- (6) Ensure that the service levels of the Executive Portfolios are in line with the levels mandated by Council;
- (7) Receive reports from the Executive Officers about the progress of the Executive Portfolios and recommend these reports to Council for approval.

#### **8.02 Membership**

- (1) No more than fifteen (15), and no less than ten (10) Ordinary Members of Council. Early in Council's term the PSL Committee may not meet the minimum membership requirement, but it may meet and transact business so long as it has a quorum, as outlined in 4.06;
- (2) Ordinary Members of Council that are not voting members of the PSL Committee may attend PSL Committee meetings. They may be deferred speaking rights by a voting member of the PSL Committee, at the unanimous consent of the PSL Committee.



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- (3) Executive Officers and Directors of the Corporation shall be non-voting members of the PSL Committee and shall be accorded speaking rights. Meeting attendance by Executive Officers and Directors shall not be mandatory.
- (4) USC Commissioners, Coordinators, and Interns shall not be voting members of the PSL Committee, although they may attend PSL Committee meetings and be deferred speaking rights at the unanimous consent of the PSL Committee.

## **9.00 PROVINCIAL AND FEDERAL AFFAIRS COMMITTEE**

### **9.01 Mandate**

- (1) Be a Standing Committee of the Council;
- (2) Develop policy positions focused on improving the accessibility, affordability, quality, and accountability of Post-Secondary Education.
- (3) Determine and recommend policy positions to Council concerning issues under the purview of the provincial and federal governments as well as external representative groups in which the USC participates.
- (4) Participate in advocating to/lobbying the provincial and federal governments on student priorities.
- (5) Evaluate and recommend Purple Papers to Council that pertain to the accessibility, affordability, quality, and accountability of Post-Secondary Education and the provincial and federal governments.

### **9.02 Membership**

- (1) No more than fifteen (15), and no less than ten (10) Ordinary Members of Council. Early in Council's term the PFA Committee may not meet the minimum membership requirement, but it may meet and transact business so long as it has a quorum, as outlined in 4.06;
- (2) Ordinary Members of Council that are not voting members of the PFA Committee may attend PFA Committee meetings. They may be deferred speaking rights by a voting member of the PFA Committee, at the unanimous consent of the PFA Committee.
- (3) Executive Officers and Directors of the Corporation shall be non-voting members of the PFA Committee and shall be accorded speaking rights. Meeting attendance by Executive Officers and Directors shall not be mandatory.



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- (4) USC Commissioners, Coordinators, and Interns shall not be voting members of the PFA Committee, although they may attend PFA Committee meetings and be deferred speaking rights at the unanimous consent of the PFA Committee.

### **10.00 STUDENT OUTREACH AND COMMUNICATION COMMITTEE**

#### **10.01 Mandate**

- (1) Be a Standing Committee of the Council;
- (2) Monitor and understand the needs and priorities of students by conducting public consultations through surveys, needs assessments, and other mechanisms for the purposes of strategic planning, portfolio service level review, and advocacy/lobbying priorities;
  - i. The SOC Committee shall provide student feedback and information that it has collected to the relevant Standing Committee.
- (3) Make recommendations on how the USC can improve its communication with students and consultation methods, with regards to both currently-existing and possible methods and mechanisms;
- (4) Evaluate the effectiveness, in conjunction with industry experts and other experienced individuals, of on-campus media outlets controlled by or funded by the USC on an annual basis;
  - i. The SOC Committee shall evaluate one media outlet per fiscal year on a rolling basis and shall not evaluate a single outlet in back-to-back years.
- (5) Provide Volunteer recognition and assessments of the experience of USC volunteers.
- (6) Provide recognition of student extra-curricular achievement on campus and in the London Community.

#### **10.02 Membership**

- (1) No more than fifteen (15), and no less than ten (10) Ordinary Members of Council. Early in Council's term the SOC Committee may not meet the minimum membership requirement, but it may meet and transact business so long as it has a quorum, as outlined in 4.06;
- (2) Ordinary Members of Council that are not voting members of the SOC Committee may attend SOC Committee meetings. They may be deferred speaking rights by a



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voting member of the SOC Committee, at the unanimous consent of the SOC Committee.

- (3) Executive Officers and Directors of the Corporation shall be non-voting members of the SOC Committee and shall be accorded speaking rights. Meeting attendance by Executive Officers and Directors shall not be mandatory.
- (4) USC Commissioners, Coordinators, and Interns shall not be voting members of the SOC Committee, although they may attend SOC Committee meetings and be deferred speaking rights at the unanimous consent of the SOC Committee.