

Education Council

Ad Hoc Governance Committee

Terms of Reference

Definitions

Committee means this ad hoc committee of Education Council, the Ad Hoc Governance Committee

EdCo means Education Council, the convening body of this committee and the body to whom this ad hoc committee ultimately reports

Educational administrator means any member of Education Council who is sitting as Educational administrator filling the Educational administrator role.

Faculty means any member of Education Council who is sitting as Faculty filling the Faculty role.

Support staff means any member of Education Council who is sitting as Support staff filling the Support staff role.

Purpose and Mandate

The committee's purpose and mandate is to review all of the EdCo governing documents, inclusive of EdCo bylaws, EdCo standing and ad hoc committee terms of reference, the development of EdCo policies, and any formal, codified guidelines, and make recommendations to EdCo on changes or additions to or consolidations of the such EdCo governing documents and structures.

Term of committee

The committee shall compile its recommendations in a report and as many appendices as it requires to EdCo at a regular or special meeting by December 2024.

Should the committee require additional time to complete its work, it shall make a formal request to EdCo at a regular or special meeting of EdCo current term of EdCo, as soon as practicable and with the utmost urgency

Membership

The committee's voting members shall consist of the following:

- EdCo chair*¹ (ex officio, voting)
- Two EdCo voting members who are faculty members, one of which is reserved for an OCFA faculty member and the other of which is reserved for a BCGEU vocational instructor faculty member¹
- One EdCo voting member who is BCGEU support staff
- One EdCo voting member who is an educational administrator

Where vacancies arise on the committee, the committee shall notify the EdCo chair, who will put out up to two calls for volunteers to fill the vacancy on the committee at the next regular or special meeting of EdCo. If, after the first call for volunteers to fill a position on the committee, a vacancy remains, at the second call for volunteers, the EdCo chair may invite a volunteer from any of the three bargaining units of the college to fill the vacancy

All current EdCo voting and non-voting members are, by default, ex-officio non-voting members on this committee and, as such, may voluntarily attend all portions of the committee's meetings, but may not vote on motions

Either the committee chair or the committee as a whole may invite guests to attend meetings of the committee as required or upon request. Additionally, the committee may name additional, standing ex-officio non-voting members of the committee by a duly tabled and seconded motion of the committee

* The EdCo vice-chair may fulfill the position of EdCo chair on the committee where the EdCo chair expects to be absent from a meeting of the committee

¹ The EdCo chair is a voting member of the member of the committee, and, as such, may fulfill the requirement to have one faculty member from the OCFA bargaining unit on the committee

Chair

The committee shall elect a chair from among its voting members.

Where the position of chair is vacant, or until a chair is duly elected, the EdCo chair shall serve as *chair pro tempore* of the committee

Where both the committee chair and EdCo chair (including the EdCo vice-chair, as their designated alternate) are absent from the meeting, the recorder shall fulfill the role of *chair pro tempore* of the committee until such time as a motion is tabled and seconded naming a voting member to chair that meeting

of the committee. Note that this privilege afforded to the recorder does not extend to conducting actual business of meetings; if quorum cannot be established or no voting member is able to serve as chair, the recorder, serving as *chair pro tempore*, shall adjourn the meeting and notify the chair in some manner

Terms of office

All committee members terms shall end upon the winding up of the committee. Should the committee's term be extended, committee members shall be elected annually by EdCo, in accordance with the committee's Terms of Reference, to one-year terms, generally beginning at the start of the academic year, and may be re-elected as many times as needed

Meetings

There shall be at least one regular meeting each month for the duration of the committee's term, plus additional special meetings as required
Meetings shall be either in person or virtual (through the Microsoft Teams platform)

Quorum and voting

Voting members of the committee have voting privileges. A simple majority of the voting members constitutes quorum

Where there is no quorum, the meeting can still occur, but voting on resolutions shall be deferred to another meeting of the committee

Amendments

Changes to the committee's Terms of Reference shall be discussed and adopted by the committee, at which point they adopted Terms of Reference shall be forwarded to EdCo at its next regular or special meeting for ratification. Dates of adoption and ratification are included below in this document's revision notes

Binding effect

This Terms of Reference shall be considered binding once approved and ratified by EdCo, retroactive to the date by which the committee adopted it

Revision notes

Date of adoption: [insert date of committee meeting where a duly seconded motion passed]

Date of ratification: [insert date of next regular or special meeting of EdCo where motion on the agenda passes]

Other notes

Credit to the Operations Committee for inspiration for portions of this committee's proposed initial Terms of Reference