

Policy #	AD-060	Revision #	01
Accessibility level	A	Effective date	Jan 20, 2021

1. Impetus

This policy sets the rules and regulations governing the establishment of committees; the agenda, conduct, and minutes of meetings; and the roles and responsibilities of committee members and chair.

2. Scope

This policy applies to all university committees except as otherwise specified in the committee membership and operational rules.

3. Definitions

N.A.

4. Policy

4.1. Establishment of Committees

- 4.1.1. Committees are formed by nomination of the deans of colleges and heads of departments, and approved by the University Council.
- 4.1.2. Committees are to have a constitution that clearly describes the purpose and operation of the committee including membership, Chair, function, decision-making and communication lines, quorum and conduct of meetings.
- 4.1.3. Mechanisms for reporting the business of each committee should be made clear at the time of establishment of the committee.

4.2. Conduct of Meetings

- 4.2.1. Committees shall convene upon a call by its chairperson at least once every regular semester during the academic year. The chairperson may call for a meeting when necessary or upon a written request by at least one third of its members. Meetings shall only be valid if attended by at least two-thirds of its members, provided that the chairperson or his designee is among them.
- 4.2.2. Meetings should only commence with the appropriate quorum. If the meeting is inquorate the meeting can be cancelled and rescheduled. In urgent situation where a meeting cannot be convened in due time, business dealt with by circulation or discussion can take place in committee mode with recommendations ratified at the next meeting or by circular.
- 4.2.3. Meetings should be held in accordance with FBSU rules. However, the committee should not meet simply because a meeting has been scheduled

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rather only when there is important business to transact. If business is limited, consideration should be given to circulating items with the Chair's recommendation rather than to deferring items to a later meeting.

- 4.2.4. Items brought to the committee for a decision for noting or for communication should be relevant to the business or role of the committee. Consideration should be given to holding a joint meeting of two committees when there is an item of interest for more than one committee. When it is clear that the committee has insufficient knowledge to add value to a decision, then other means of processing the decision should be found within existing policy and legislative provisions.
- 4.2.5. Where decisions are to be referred to other University committees then meeting dates should be scheduled to facilitate the efficient flow of business to these committees.
- 4.2.6. There should be an opportunity at the start of each meeting for members to declare any potential or perceived conflict of interest in respect of any item and where appropriate to absent themselves from discussion and/or the room while the item is being considered.
- 4.2.7. Committee decisions shall be passed by majority vote of attending members; in case of a tie, the meeting chairperson shall have the casting vote. Committee decisions shall become effective as of the date of approval by the chairperson.
- 4.2.8. Documentation for committees should be written precisely, accurately, clearly and succinctly. The level of formality and detail should match the purpose and readership of the document.
- 4.2.9. Agendas of meetings should:
- Contain or have attached any background material necessary to enable members to make informed decisions. If items have been discussed previously a chronology of key elements of the discussion should be attached.
 - Include an Item/Business in Progress List providing an update of actions since the last meeting, where appropriate.
 - At the discretion of the Chair allow items of 'Other Business' provided there is advance notice to the Chair and the item is not a major policy item.
 - Be distributed to members at least three working days before the meeting and items perceived by the Chair to be key issues should be

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highlighted. Deadlines for placing formal items on the agenda should be enforced by the Chair and the Executive Officer. Rather than delay the distribution of an agenda because one item is not ready, the use of supplementary agendas should be considered.

- Be posted on the Web, with attachments where possible and available to all staff on the University's intranet, unless issues of confidentiality preclude this.

4.2.10. Minutes of meetings should:

- Contain a summary or precis of events, in dot form wherever possible, rather than a detailed account of every contribution. In general names of individuals should not be recorded in the discussion.
- Contain all resolutions and agreements, whether reached formally through motions or through consensus, and a clear statement of the action to be taken in relation to each item including the person responsible for the action and a timeline for completion, where appropriate.
- Be distributed to committee members within 10 working days of the close of the meeting.
- Be posted on the Web and available to all staff on the University's intranet, unless issues of confidentiality preclude this.

4.3. Committee Secretary

4.3.1. The committee, on its first meeting, elects a secretary among its members who shall be responsible for:

- Distributing the meeting agenda to all committee members at least one week in advance of the meeting date;
- Recording the minutes of meeting and distributing it to all members no later than three working days from the meeting date;
- Updating the minutes of meeting, in coordination with the committee chair, based on feedback from the meeting attendees;
- Ensuring signature of all attendees on the final version of the meeting minutes; and
- Archiving and keeping records of the meeting agenda, the minutes of meeting and the supporting document.

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4.4. Role of Members

- 4.4.1. Members are required to conduct themselves in accordance with the University's Code of Conduct.
- 4.4.2. Members are required to participate actively in committee business and provide appropriate contributions to decision making for the betterment of the University as a whole.
- 4.4.3. University members should only nominate for committees for which they feel they are well placed and appropriately informed to contribute to the business of that committee.
- 4.4.4. Members who represent constituents on a committee should make every attempt to canvass the views and opinion of that group to bring back to the discussion of the committee and report committee decisions back to their constituents.

4.5. Role of Chair

- 4.5.1. Chair is responsible for ensuring these rules for the operation of committees are followed including the appropriate recording of decisions and actions.
- 4.5.2. Chair should conduct meetings with the degree of formality appropriate to the committee. Generally, greater formality is needed with major committees, committees with a larger membership and where it is required by the committee constitutional provisions.
- 4.5.3. Chair should ensure meetings are conducted fluently so members understand the matters at hand and have the opportunity to discuss them, and the voting processes and resolutions are clear. Chairs should try to ensure the active participation by all members of the committee.
- 4.5.4. Chair has a responsibility to ensure the business of the committee either is referred for a decision to the relevant committee or is communicated effectively to relevant areas of the University.
- 4.5.5. Committees should make provision for delegating responsibilities to the Chair as far as possible, ensuring accountability for these delegations.
- 4.5.6. Chair should provide all new members with induction briefing material and appropriately induct new members into the committee. Where possible, this should occur well before the member's first attendance at a meeting of the committee. It is recommended that briefing material provided to new members includes:

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- The constitution of the committee including information on the position of the committee in the University committee structure.
- The Principles and Rules of the Operation of Committees.
- The Code of Conduct of committee members.
- Committee meeting dates.
- Major items of business of the committee of the previous year.
- Commonly used acronyms and abbreviations, which might be used in the conduct of the committee's business.

4.5.7. Chair should report the findings and recommendations of the Committee to the university chancellor, or to the president in cases where the Chancellor is the chair or a member of the committee.

4.6. Committee Performance Evaluation and Assessment

By the end of the academic year, each Committee member shall fill out a confidential the Committee Performance Evaluation Survey Form for the assessment of the committee governance and effectiveness. The results of the survey shall be presented to the Chancellor and discussed by the University Council.

5. Related Documents

- 5.1. Minutes of Meeting Form (AD-060-F1)
- 5.2. Committee Performance Evaluation Policy (AD-061)
- 5.3. Committee Performance Evaluation Survey Form (AD-061-F01)
- 5.4. Code of Conduct Policy (AD-109)