CUSA Committees Policy

MANDATE or PREAMBLE

This policy shall govern the Committees, Commissions, and other bodies subject to a Chamber of the Association. It shall apply to any and all subunits created by a Chamber. This Policy shall be reviewed every two years by Council.

INTERPRETATION

1. This Policy may be called the Committees Policy.
2. In this Policy, the following definitions shall apply:
   “applicable member” means an Executive member, Councillor, Director, or student-at-large entrusted with decision-making power or general influence on Council, the Board, or any other official bodies of the Association, including Clubs and Societies;
   “ad hoc committee” means a committee which is struck in order to investigate matters outside the purview of a standing committee;
   “committee” means a subunit of either Council or the Board to which certain powers of the chamber may be delegated.
   “commission” means a committee which is delegated some executive or investigatory powers by Executive order and/or Policy of a Chamber;
   “respective Chamber” means either the Board or Council, whichever the committee is a subunit of;
   “standing committee” means a committee which is permanent without need to be struck and shall be filled in accordance with this Policy;
   “competency” means the ability to exert jurisdiction over a committee;
3. This policy applies to all CUSA Committees and Commissions.
4. This policy acts in accordance with the Ontario Not-for-Profit Corporations Act, 2010, the Council Rules of Order (G-00), and all other applicable policies.
GENERAL REGULATIONS FOR ALL COMMITTEES

Competency and Responsibility

5. No committee of either Chamber may investigate or make recommendations under the competency of the other Chamber.

Quorum

6. Quorum for all committees shall be a simple majority of all voting members.

Filling

7. Every Committee shall be filled by the President with the advice and consent of the Vice President Internal and upon the request of Councillors and Directors in an application form freely distributed.

8. Notwithstanding section 4, the respective Chamber(s) reserve the right to fill committee postings under their own competency by election. This shall be done for all commissions and ad hoc committees.

9. If there is insufficient interest from councillors/directors to fill the required positions, the remaining positions shall be filled by lottery immediately.

10. There must be a valid attempt to fill student-at-large positions, however, they are not deemed a requirement for a committee's legitimacy to operate.

11. Student-at-large positions must be advertised no later than seven (7) days after the committee has been struck and remain open until all student-at-large positions on the committee have been filled.

Composition of Committees

12. (1) Unless otherwise provided by any Policy or mandate letter, each standing or ad hoc committee shall consist of:
   a. not less than four (4) members;
      i. if a standing committee of Council, not less than one-half being councillors and the rest students-at-large,
      ii. if a standing committee of the Board, all being general members of the Board,
      iii. if a joint committee, equal membership of councillors and directors.
   b. an Executive member, who shall be a voting member except on the Council and Board finance committees;
   c. not more than three (3) students-at-large; and
   d. any resource members deemed necessary by the committee, who shall be non-voting members.
13. Any students-at-large not named in the mandate letter, and exceeding the initial limit in section 11(c), who have attended two regular committee meetings, shall have voting rights on that committee.

14. Every committee and commission may elect amongst themselves, or be given by any mandate letter, the following officers:
   a. a presiding officer, styled the Chair,
   b. a clerk and record-keeper, styled the Secretary.

Meetings
15. Every committee and commission shall meet not less than once per month, unless otherwise specified by the mandate letter.

16. Every meeting shall be public to all students at large, unless so resolved by a majority of voting members for cause analogous to the method in section 33 of the Council Rules of Order.

STANDING COMMITTEES
17. At the first or second regular meeting of the respective Chamber, the standing committees shall be filled.

18. No standing committee may, on its own, hold any executive or legislative power. It shall act merely as an advisory body.

19. Council Standing Committees shall include the:
   (a) Accessibility Fund Committee (AFC);
   (b) CUSA Awards Committee (AC);
   (c) Agenda and Operations Committee (AOC);
   (d) Clubs Oversight Committee (COC);
   (e) Compensation Review Committee (CRC);
   (f) Indigenization Committee; and
   (g) the Student Initiative Fund Committee (SIFC).

20. Board Standing committees shall include the:
   (a) the Agenda Committee (BAC);
   (b) Finance and Governance Committee (FGC);

21. Joint Board and Council Standing Committees shall include:
   (a) the Constitution and Policy Review Committee (CPRC); and
   (b) all Human Resource Committees (HRC).

Independence and Non-Interference
22. No one may obstruct the proceedings in principle of any commission.
23. A commission so appointed to investigate a certain matter shall continue, un molested, until the time set in the mandate letter for the close of the Commission.

Reports of Committees
24. The Committees, or the officers or members thereof shall, from time to time, give report to the respective Chamber on any and all regulations proclaimed under that legislative power, or any actions undertaken under their executive power.
25. These reports shall include the opinions of the Committee's minority, should there be one.

AD HOC COMMITTEES
26. An ad hoc committee may be struck under a mandate letter from any or both Chambers.
27. No ad hoc committee may investigate any matter outside of its mandate letter, or within the purview of any standing committee
28. No ad hoc committee may, on its own, hold any executive or legislative power. It shall act merely as an advisory body.
29. An ad hoc committee is spent when its object under the mandate letter has been met.
30. ad hoc committees may be joint committees, and are as such subject to the provisions in this policy of both.

Independence and Non-Interference
31. No one may obstruct the proceedings in principle of any ad hoc committee.
32. An ad hoc committee appointed to investigate a certain matter shall continue un molested, until the time set in the mandate letter for the close of the committee.

COMMISSIONS
33. A commission may be struck under a mandate letter from an Executive order, so published pursuant to the Executive Policy, or by resolution of either Chamber.
34. Commissions shall execute the power of the executive and/or legislature as set in their mandate letter.
35. A Commission may only be delegated legislative power by resolution of the relevant Chamber, but the legislative Chamber may delegate the executive power irrespective of any Executive order.
36. Commissions currently extant include, but are not limited to:
a. the Electoral Commission (*Policy X-01 Electoral Code*)

b. the Social Media Moderation Commission (*Policy G-07 Social Media*)

**Independence and Non-Interference**

No one may obstruct the proceedings in principle of any commission.

37. A commission so appointed to investigate a certain matter shall continue, unmolested, until the time set in the mandate letter for the close of the Commission.

38. A Commission so formed by Executive Order may not be dismissed except with the agreement of the respective Chamber.

**Composition of Commissions**

39. Unless otherwise provided by any Policy or mandate letter, each Commission shall consist of:

   a. not less than five (5) members, styled Commissioners, of whom one-half should be elected members of the Chamber and the rest students at large; and

   b. an Executive member, so determined by the mandate letter.

**Reports and Regulations of Commissions**

40. Every commission is so empowered to make regulations under the Executive power of the Policies within their purview.

41. Such regulations shall have full force and effect to the extent which they are consistent with the Policies of the Association.

42. The Commissions, or the officers or Commissioners thereof shall, from time to time, give report to the respective Chamber on any and all regulations proclaimed under that legislative power, or any actions undertaken under their executive power.