

Council Committees Policy

G-04

LONG TITLE	A Policy Respecting Committees and Commissions of the Council	DATE OF ENACTMENT	29 May 2023
		LAST AMENDED	27 July 2026
REFERENCE No.	G-04	NEXT REVIEW	April 2026
CATEGORY	Policy	COMPETENT CHAMBER	Council

PREAMBLE

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

INTERPRETATION

- 1 This Policy may be called the *Council Committees Policy*.
- 2 In this Policy, the following definitions shall apply:
 - "**ad hoc committee**" means a committee which is struck in order to investigate matters outside the purview of a standing committee;
 - "**applicable member**" means an Executive member, Councillor, or student-at-large entrusted with decision-making power or general influence on Council, or any other official bodies of the Association, including Clubs and Societies;
 - "**committee**" means a subunit of the Council to which certain powers of the Council may be delegated.
 - "**commission**" means a committee which is delegated a degree of power by an Executive order and/or Policy of the Council;
 - "**competency**" means the ability to exert jurisdiction over a committee;
 - "**standing committee**" means a committee which is permanent without need to be struck and shall be filled in accordance with this Policy;
- 3 This policy applies to all CUSA Council 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 the council may investigate or make recommendations under the competency of another council committee, or the board and its committees.

Quorum

- 6** Quorum for all committees shall be a simple majority (51%) of all voting members.

Filling

- 7** Committees shall be filled by the Governance and Council Operations Committee based on the requests of councillors as solicited and received. The Governance and Council Operations Committee will strive to assign councillors to a committee they request. Where requests outnumber positions on a single committee, seniority will be considered. Where seniority is equal, a lottery system will be used.
- 8** Notwithstanding section 7, the CUSA Council reserves the right to fill committee postings under their own competency by election. This shall be done for all commissions and ad hoc committees.
- 9** Councillors are required, by their mandate, to serve on a minimum of one (1) council standing committee.
- (a) If there is insufficient interest from councillors to fill the vacancies in a particular committee, the remaining positions shall be filled by lottery immediately, irrespective of interest.
- 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) business days after the committee has been constituted and remain open all year.

Composition of Committees

- 12** Unless otherwise provided by any Policy or mandate letter, each standing or *ad hoc* committee shall consist of:
- (a) not less than four (4) councillors;
 - (b) an Executive member, who shall serve as a voting member on the committee; and
 - (c) any resource members deemed necessary by the committee, who shall be non-voting members.

Officers

- 13** 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 replacement presiding officer, styled the Vice-Chair; and
 - (c) a clerk and record-keeper, styled the Secretary.

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- (a) The powers and duties of the Chair of every committee or commission are:
 - (i) to serve as the presiding officer of the committee;
 - (ii) to schedule and publicise regular meetings of the committee;
 - (iii) to call special meetings of the committee, either on their own initiative or at the request of a majority of its members, and deliver public notice;
 - (iv) to prepare the agenda for every committee meeting;
 - (v) to ensure that the Secretary records the minutes of each Committee meeting;
 - (vi) to keep a record of the voting membership of the committee;
 - (vii) to report to Council, not less than once every two months, on the actions and resolutions of the whole committee; and
 - (viii) to ensure that the committee recommendations are made known to Council and carried out, if needed.
- (b) The powers and duties of the Vice-Chair of every committee or commission are:
 - (i) to execute the powers and duties of the Chair if they are temporarily absent; and
 - (ii) to preside over the election of a new Chair if the former Chair has resigned or been dismissed by the Committee.
- (c) The powers and duties of the Secretary of every committee or commission are:
 - (i) to serve as the recording officer of the committee;
 - (ii) to take and publish, with the Council Clerk, the minutes from every meeting of the committee; and
 - (iii) to keep attendance records of committee members.

Meetings

- 15** Every committee shall meet not less than once every six (6) weeks, unless otherwise specified by the mandate letter.
- 16** Every commission shall meet not less than once every month, unless otherwise specified by the mandate letter
- 17** Every meeting shall be public to all students, unless so resolved by a majority of voting members for cause analogous to the method in section 33 of the *Council Rules of Order*.

Independence and Non-Interference

- 18** No person(s), groups or entities shall hinder proceedings of any committee, unless an agreed justification by majority members is issued.

Reports of Committees

- 19** The Committees, or the officers, members or commissioners thereof, shall give report to the Council on any and all recommendations or actions of the Committee;
- 20** These reports shall include the opinions of the Committee's minority, should there be any.

STANDING COMMITTEES

- 21** At the first or second regular meeting of the CUSA Council, the standing committees shall be filled.
- 22** No standing committee may, on its own, hold any executive or legislative power. It shall act merely as an advisory body.
- 23** CUSA Council Standing Committees shall include the:
- (a) Governance and Council Operations Committee (GCOC);
 - (b) Finance, Fees, and Funds Committee (FFFC);
 - (c) Student Issues Committee (SIC);
 - (d) Student Life Committee (SLC);
 - (e) Policy Review Committee (PRC); and
 - (f) Academic Collaboration Committee (ACC).

JOINT COMMITTEES

- 24** A joint committee or commission may be constituted under a mandate letter from both chambers, and is subject to all regulations that would apply to non-joint bodies of the same character, except as where otherwise provided in this Policy.
- 25** Alternatively, a joint committee may be constituted under a mandate letter from either chamber and the relevant authorities of other student organisations.
- 26** CUSA Joint Standing Committees shall include the:
- (a) Board Nominations Committee (BNC); and
 - (b) Long-Term Strategic Plan Steering Committee (LTSPSC).

SUBCOMMITTEES

- 27** Subcommittees may be constituted to consider matters falling under each Standing Committee's respective mandate (i.e. Fees Subcommittee under the Finance, Fees, and Funds Standing Committee).

- 28** Subcommittees are established by, responsible to, and report to their parent Standing Committee.
- 29** The mandate letter to each Standing Committee may recommend the creation of a subcommittee with a particular directive, however the decision remains with the relevant Standing Committee.
- 30** The membership of subcommittees shall be drawn from parent Standing Committees, unless the parent Standing Committee decides otherwise.
- 31** The composition of subcommittees shall follow these guidelines:
- (a) a minimum of two councillors;
 - (b) the relevant Executive as a voting member;
 - (c) a maximum of two students-at-large as voting members if deemed necessary;
 - (d) the relevant resource member as a non-voting member; and
 - (e) any other person deemed necessary to the subcommittee (i.e. service centre coordinators) as a voting or non-voting member.

AD HOC COMMITTEES

- 32** An *ad hoc* committee may be constituted under a mandate letter from the CUSA Council.
- 33** No *ad hoc* committee may investigate any matter outside of its mandate letter, or within the purview of any standing committee.
- 34** No *ad hoc* committee may, on its own, hold any executive or legislative power. It shall act merely as an advisory body.
- 35** An *ad hoc* committee is dissolved when its objectives under the mandate letter have been met, or the council that struck the committee is adjourned for the year.
- 36** *ad hoc* committees may be joint committees, and are as such subject to the provisions specified in the *Joint Committees Policy*.

COMMISSIONS

- 37** A commission may be constituted under a mandate letter from an Executive order, so published pursuant to the *Executive Policy*, or by resolution of the Council.
- 38** Commissions shall execute the power of the executive and/or Council as set in their mandate letter.
- 39** A Commission may only be delegated legislative power by resolution of the Council, who may delegate the executive power irrespective of any Executive order, if any.
- 40** Commissions in effect include, but are not limited to:

- (a) the Clubs Oversight Commission

Independence and Non-Interference

- 41** No person(s), groups or entities shall hinder proceedings of any standing or ad-hoc commission, unless an agreed justification by majority members is issued, and until the time set in the mandate letter for the close of the Commission.
- 42** A Commission so formed by Executive Order may not be dismissed except with the agreement of the CUSA Council.

Composition of Commissions

- 43** Unless otherwise provided by any Policy or mandate letter, each Commission shall consist of:
- (a) not less than one-half being councillors and the rest students-at-large,; and
 - (b) an Executive member, so determined by the mandate letter.

Reports and Regulations of Commissions

- 44** Every commission is so empowered to make regulations under the Executive power of the Policies within their purview.
- 45** Such regulations shall have full force and effect to the extent which they are consistent with the Policies of the Association
- 46** The Commissions, or the officers or Commissioners thereof, shall give report to the Council, and, if requested, to the Board, on any and all regulations proclaimed or any actions undertaken under their legislative or executive power.

MANDATE OF COUNCIL COMMITTEES

- 47** Every council committee, including commissions and subcommittees, shall have a mandate letter that specifies details surrounding the committee preamble, mandate, composition and meetings.
- 48** Every standing committee should include a directive for its subcommittees.
- 49** The mandate letter of every standing committee should be reviewed on a yearly basis, with any and all recommendations to the mandate letter presented at the Annual General Meeting.
- 50** The Speaker of Council, along with the VP Internal, is required to ensure that the Schedule for all Council Committees, including commissions and ad hoc committees, is published on the website, abiding by the *Transparency and Ethical Standards Policy* (G-06).

SCHEDULE OF AMENDMENTS

DATE AMENDED	MOVED	SECONDED	SUMMARY
27 July 2026	M. Heroux	J. Proulx	(C-28) Amended UAC to SIC.
29 June 2026	M. Heroux	A. Patrick	(C-23) Amended to include ACC.
25 May 2026	M. Heroux	J. Proulx	(C-16) Amended to remove EAC.
30 June 2025	M. Heroux	W. Louima	(C-16) Amended to include PRC.
26 June 2023	A. Rohacek	M. Faris	(C-17) Amended ACOC to GCOC.
29 May 2023	M. Faris	K. Caverio	(C-10) Policy adopted by Council.