

Governance and Council Operations Mandate Letter GCO-00

LONG TITLE	Governance and Council Operations Mandate Letter	DATE OF ENACTMENT	29 May 2023
		LAST AMENDED	27 July 2026
REFERENCE No.	GCO-00	NEXT REVIEW	April 2026
CATEGORY	Mandate Letter	COMPETENT CHAMBER	Council

PREAMBLE

This is the mandate letter and terms of reference for the Governance and Council Operations Committee (GCOC). This Committee is tasked with setting the agenda for every meeting, reviewing governance policies and recommending changes to Council, and pursuing best parliamentary practice and governance.

MANDATE

- 1 This Committee shall have the power to:
 - (a) set and compile, based on the requests of members, the agenda for all regular and special Council meetings;
 - (b) recommend to the Speaker that a special Council meeting shall be called;
 - (c) make any recommendations to Council for changes and amendments to the Council Rules of Order, namely for the procedure and format of meetings;
 - (d) receive, upon request, any information from the committees of the Association that shall be put to the agenda at a meeting of Council;
 - (e) manage requests for presentations and delegations to Council from students;
 - (f) determine, in accordance with the Bylaws the location, time and budget for meetings of Council;
 - (g) set expectations for the conduct and flow of council meetings; and
 - (h) execute any and all duties given to it by Council, for improving its internal operations.
 - (i) review any and all current governing documents of this Association that do that not fall into the jurisdiction of any of the Council standing committees;
 - (j) delegate to which standing committee a particular policy must be reviewed;
 - (k) make any recommendations to Council for changes and amendments to governing documents, whether referred by Council or on their own initiative; and

- (l) scrutinize the actions of Executive members, especially to the effect that such actions might violate policy, except when that jurisdiction already resides with either the Board or Council.

COMPOSITION

- 2** Per section 12 of the Committees Policy, this Committee shall have the following members:
 - (a) the Speaker of Council;
 - (b) the Deputy Speaker of Council;
 - (c) the Vice President Internal;
 - (d) The committee Chairs of the following Council standing committees:
 - (i) Finance, Fees, and Funds Committee (FFFC)
 - (ii) Student Issues Committee (SIC)
 - (iii) Student Life Committee (SLC)
 - (iv) Policy Review Committee (PRC)
 - (e) the Governance Manager, as the non-voting resource member.

MEETINGS

- 3** Per section 15 of the Committees Policy, this Committee shall meet not less than once every six (6) weeks, and over seven days in advance of any regular meeting of Council, or one day in advance of any special meeting.

SCHEDULE OF AMENDMENTS

DATE AMENDED	MOVED	SECONDED	SUMMARY
27 July 2026	M. Heroux	J. Proulx	(C-28) Amended to rename University Affairs Committee to Student Issues Committee.
25 May 2026	M. Heroux	J. Proulx	(C-16) Amended to remove chair of External Affairs Committee.
25 May 2026	M. Heroux	C. Raymond	(C-10) Amended to replace the Director of Student Development to the Governance Manager.
30 June 2025	M. Heroux	W. Louima	(C-16) Amended to include chair of Policy Review Committee.
26 June 2023	A. Rohacek	M. Faris	(C-17) Amended name to GCO.
29 May 2023	M. Faris	K. Cavero	(C-10) Policy adopted by Council.