

Name of the Policy

1. This policy may be referred to as "The Committees Policy".

Standing Committees

2. The following are standing committees of BUSAC:
 - a) Governance, Elections and Nomination Committee;
 - b) Finance, Planning and Sustainability Committee;
 - c) Referenda Quality Assurance Committee;
 - d) Appeals Review Committee;
 - e) Clubs Policy Committee

Ad-Hoc Committees

3. There shall exist ad-hoc committees for making recommendations to the Board of Directors and/or BUSAC on specific issues, as the Board of Directors and/or BUSAC deem necessary and with such terms of reference as the Board of Directors and/or BUSAC may deem appropriate.

Membership and Voting

4. The quorum for any committees is a simple majority of the voting members unless otherwise specified in that committee's policy.
5. The President shall be an *ex-officio non-voting* member of all standing and ad-hoc committees unless the committee's policy states otherwise. The President shall not be included in membership or quorum calculations unless the President is a voting member of the committee.
6. In the event of a committee vote tie, the President shall cast the deciding vote. In the event of their absence, the Chair shall cast the deciding vote.
7. Only current members of the Brock University Students' Union, as outlined in the Constitution, shall be allowed to hold a voting seat on any committee.
8. Once a standing committee is formed as per its policy it may, by a two-thirds (2/3rds) majority vote of its members, invite whomever it sees fit to the committee in a non-voting capacity in order to better carry out its duties.
9. Attendance requirements will be determined on a committee to committee basis, outlined in their respective policies.
10. Any committee member removed from a committee may appeal the decision to the Appeal Committee. All standing committees shall select internally a Vice-Chair.
11. No BUSAC member may sit on more than 3 Committees as elected by BUSAC

Meeting and Reporting

12. All standing committees must be struck at or before the first meeting of BUSAC in October.

13. Unless otherwise stated in a committee's policy, standing committees are required to meet regularly during the September-April academic year.
14. The Governance Staff will provide the following services for all BUSAC committees as a baseline of expected output for each committee:
 - a) Create a regular schedule for each committee, based on the needs assessment of each. Post when the committees are meeting online
 - b) Create polls to find common meeting times for each committee member
 - c) Create a common template for minutes/reports for each committee
 - d) Post minutes/reports to the committee pages for the public to view
15. All committees, via the Chair or their designate of each respective committee, are required to submit a written report to the satisfaction of BUSAC. Chairs or their designate must report regularly on all the actions and activities undertaken by the committee.
16. Committees shall designate a member as the minute taker. All minutes should be sent to the Director of Governance to store and post online.
17. Committees are required to meet a minimum number of times as outlined in subsection a, b, and c. If the Chair of the committee wishes to increase meeting frequency or length, they may do so at their discretion
 - a) Schedule 1 Committees – Weekly Meetings
 - i. Governance Committee
 - ii. Clubs Policy Committee
 - iii. Referendum Implementation & Levy Review Committee
 - iv. Internal Affairs Committee
 - b) Schedule 2 Committees – Monthly Meeting Committees
 - i. External Affairs Committee
 - ii. Environmental Committee
 - iii. IT & Infrastructure Committee
 - c) Schedule 3 Committees – Committees that meet as needed (plus one initial meeting to elect a Chair and review committee responsibilities)
 - i. Elections and Referenda Committee
 - ii. Referendum Petitions & Polls Oversight Committee
 - iii. Ethics Committee
 - iv. Appeals Committee
 - v. Hiring Committee
18. All Schedule 1 & 2 Committees (as listed in Section 17) must produce a monthly written report.
19. All Committees must produce a report for the final BUSAC meeting in the Fall and Winter terms. At the second last BUSAC meeting in the Fall and Winter terms, the Speaker shall remind the Committee Chairs of the obligation to submit a cumulative end of term report.
20. Unless otherwise stated in a committee's policy, no committee meeting may be called with less than twenty-four (24) hours' notice unless all committee members consent to this rule being waived.

21. Reasonable attempts must be made to notify all committee members of all meetings.

Students-at-Large

22. Promotions will be carried in affiliation with the marketing department of BUSU to attract more students to apply for Student-at-Large positions.
23. According to the constitution, voting members of BUSAC cannot be a Student-at-Large. These members are not permitted to sit on BUSAC committees as a Student-at-Large;
- Executives
 - BUSAC Voting representatives
 - Members of the Board of Directors of Brock University
 - Full time BUSU Staff
 - BUSU staff in supervisory positions
24. The Director of Governance shall, in conjunction with the Governance Committee, ensure that all Student-at-Large seats on all committees are filled by qualified, interested and dedicated individuals within a month of that committee being struck and shall ensure that such seats remain filled for the duration of that term of BUSAC.
- In reviewing applications, the above parties will ensure that applicants exemplify the proper qualifications that are parallel to their interested committees..
 - Students-at-large will be brought in for an interview with the Director of Governance, as well as one member of the committee to ensure they are qualified, based on committee qualifications as well as their application sent in online.
25. Students-at-large will be brought in for training conducted by the committee chair or a member of the Governance staff. Training will cover the following areas:
- The functioning of the committee they were selected to join.
 - The policy of the committee they were selected to join.
26. All selected candidates are subject to ratification by BUSAC at its next scheduled meeting after being selected.
27. Attendance at committee meetings for Students-at-Large is mandatory, unless granted an absence by the committee chair.
- A valid excuse must be presented to the committee chair in advance for each missed meeting in order to be granted an excused absence from the meeting.
25. If there are extenuating circumstances and a Student-at-Large is not able to contact the committee chair in advance to be granted an excused absence, an excuse may be given after the fact, so long as the committee chair is contacted as soon as possible, given the severity of the situation at hand.
26. If a Student-at-Large misses four (4) committee meetings without valid excuses, that Student-at-Large shall cease to be a Student-at-Large, and the vacant seat shall be filled.
- If a Student-at-Large sits on more than one committee their attendance requirements and absences are combined
27. In the event that a Student-at-Large that sits on more than one committee violates section 28 of this policy they shall cease to be a Student-at-Large on all of their committees



Policy 600 (*Formerly Bylaw 600*)

Committees

Effective: January 2020

Replaces: November 2016

28. Students-at-Large are expected to submit a 250 word or more reflection on their experience being on their selected committee(s) before the final BUSAC meeting of the Winter Semester. These reflections will be collected by the Speaker and will be available for viewing by members of the corporation at request.