

BRIEFING NOTE

TO: Council

FROM: Fazal Khan, Registrar

DATE: February 26, 2020

SUBJECT: 5.0 Committee Meeting Guidelines and Quorum

☒ For Decision ☐ For Information ☐ Monitoring Report

Purpose:

To obtain Council's guidance on setting committee meetings and to clarify article 12.9 of the by-laws relating to Committee meeting quorum.

Background:

In the Committee evaluations, a number of committee members queried the process by which meeting dates are selected when not all members of the committee are available.

Article 12.9 of the by-laws provide that a quorum for a committee meeting shall consist of a majority of Committee members. No business shall be transacted at any Committee meeting unless a quorum is present. While it is always preferable to have a public member in attendance at a meeting, it is not a regulatory requirement, with the exception of a hearing before a panel of the Discipline Committee.

For Consideration:

Committee Managers, in consultation with the Chair and Vice-Chair, usually select a number of possible dates for committee meetings and send a poll to the rest of the committee to confirm the date that works for the majority of members. Some Committee members choose to share their vacation dates with the administration in advance to facilitate the selection of Committee meetings.

The College has invested in equipment and meeting facilitation training in order to enable remote meetings for committees and commits to continually improving in this area to provide an efficient and effective meeting experience.

To ensure that meetings are set with a view to balancing the need to transact Committee business in a timely way and ensuring the greatest participation of the members, Council is being asked to provide guidance on the following:

- What is the minimum amount of time a doodle meeting poll should remain available before a meeting date is set? Can the poll be closed at the end of the deadline regardless of everyone responding?

- Is it appropriate to proceed with a Committee date if only the Chair is available (and not the vice-Chair)? (Provided that the Chair and Vice-Chair are copied on all correspondence and the Chair and Vice-Chair are invited to participate in the Committee pre-meeting).
- Is it appropriate to proceed with a meeting if only the Committee vice-chair (and not the chair) is available for a particular date? (Provided that the Chair and Vice-Chair are copied on all correspondence and the Chair and Vice-Chair are invited to participate in the Committee pre-meeting).
- What is the appropriate meeting length that can be effectively conducted remotely?

Recommendations/Action Required:

That the Council provide guidelines around committee meeting protocols for inclusion in the Council and Committee Handbook.