

# Committee Terms of Reference



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# TABLE OF CONTENTS

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<b>TABLE OF CONTENTS</b>	<b>1</b>
<b>PREFACE - POLICY ON EFFECTIVE COMMITTEES</b>	<b>9</b>
<b>COMMITTEES OF THE LEGISLATIVE COUNCIL</b>	<b>10</b>
1. Accessibility Committee	10
1.1. Oversight	10
1.2. General	10
1.3. Responsibilities	10
1.4. Membership	10
1.5. Meetings	11
1.6. Quorum	11
1.7. Reporting	11
1.8. Appointment Guidelines for Members at Large	11
2. Affordable Student Housing Committee	11
2.1. Oversight	11
2.2. General	11
2.3. Responsibilities	12
2.4. Membership	12
2.5. Meetings	12
2.6. Quorum	12
2.7. Reporting	13
3. Black Affairs Committee	13
3.1. Oversight	13
3.2. General	13
3.2.1. Mandate	13
3.3. Responsibilities	13
3.4. Membership	14
3.4.1. Alterations to the Membership	14
3.4.2. Appointment Guidelines for Members at Large	14
3.5. Meetings	15
3.6. Quorum	15
3.7. Reporting	15



4. Clubs Committee	15
4.1. Oversight	15
4.2. General	15
4.3. Responsibilities	15
4.4. Membership	16
4.5. Meetings	16
4.6. Quorum	16
4.7. Reporting	16
5. Community Engagement Committee	17
5.1. Oversight	17
5.2. General	17
5.3. Responsibilities	17
5.4. Membership	17
5.5. Meetings	17
5.6. Quorum	17
5.7. Reporting	18
5.8. Committee Specific	18
5.8.1. Qualifications	18
6. Environment Committee	18
6.1. Oversight	18
6.2. General	18
6.3. Responsibilities	18
6.4. Membership	19
6.5. Meetings	19
6.6. Quorum	19
6.7. Reporting	19
6.8. Committee Specific	19
6.8.1. Funding	19
7. Equity Committee	19
7.1. Oversight	19
7.2. General	19
7.3. Responsibilities	20
7.4. Membership	20
7.5. Meetings	20
7.6. Quorum	20
7.7. Reporting	21
7.8. Committee Specific	21
7.8.1. Appointment Guidelines for Members at Large	21



8. Comité des affaires francophones / Francophone Affairs Committee	21
8.1. Oversight	21
8.2. General	21
8.3. Responsibilities	21
8.4. Membership	22
8.5. Meetings	22
8.6. Quorum	22
8.7. Reporting	22
8. Comité des affaires francophones / Francophone Affairs Committee	22
8.1. Supervision	22
8.2. Général	22
8.3. Responsabilités	23
8.4. Adhésion	23
8.5. Réunions	23
8.6. Quorum	23
8.7. Rapport	23
9. Funding Committee	24
9.1. Oversight	24
9.2. General	24
9.3. Responsibilities	24
9.4. Membership	25
9.5. Meetings	25
9.6. Quorum	25
9.7. Reporting	25
9.8. Committee Specific	25
9.8.1. Consulted Members	25
9.8.2. Responsibilities of Members	26
9.8.3. Dismissal of Members	26
9.8.4. Voting Rights	26
9.8.5. Ratification by Legislative Council	27
10. Gender and Sexuality Advocacy Committee	27
10.1. Oversight	27
10.2. General	27
10.2.1. Mandate	27
10.3. Responsibilities	27
10.4. Membership	28
10.4.1. Alterations to the Membership	28
10.4.2. Appointment Guidelines for Members at Large	29



10.5. Meetings	29
10.6. Quorum	29
10.7. Reporting	29
11. Indigenous Affairs Committee	29
11.1. Oversight	29
11.2. General	29
11.3. Responsibilities	30
11.4. Membership	30
11.5. Meetings	30
11.6. Quorum	31
11.7. Reporting	31
12. Library Improvement Fund Committee	31
12.1. Oversight	31
12.2. General	31
12.3. Responsibilities	31
12.4. Membership	32
12.5. Meetings	32
12.6. Quorum	32
12.7. Reporting	32
12.8. Committee Specific	32
12.8.1. Faculty Representation	33
12.8.2. Allocation Periods	33
12.8.3. Call for Submissions	33
12.8.4. Removal of Members	33
13. Mental Health Committee	33
13.1. Oversight	33
13.2. General	33
13.2.1. Long-term Plan	33
13.3. Responsibilities	34
13.4. Membership	34
13.5. Meetings	35
13.6. Quorum	35
13.7. Reporting	35
13.8. Committee Specific	35
13.8.1. Subcommittee on Advocacy	35
13.8.2. Subcommittee on Outreach	35
14. Services Committee	35
14.1. Oversight	36



14.2. General	36
14.3. Functions	36
14.4. Membership	36
14.5. Meetings	36
14.6. Quorum	36
14.7. Reporting	36
15. Services Review Committee	37
15.1. Oversight	37
15.2. General	37
15.3. Responsibilities	37
15.4. Membership	37
15.5. Meetings	38
15.6. Quorum	38
15.7. Reporting	38
16. Steering Committee	38
16.1. Oversight	38
16.2. General	38
16.3. Responsibilities	38
16.4. Membership	39
16.5. Meetings	39
16.6. Quorum	39
16.7. Reporting	39
16.8. Committee Specific	39
16.8.1. Consulted Members	39
16.8.2. Subcommittees	39
17. Students' Society Programming Network (SSPN)	40
17.1. Oversight	40
17.2. General	40
17.3. Responsibilities	40
17.4. Membership	40
17.5. Meetings	40
17.6. Quorum	41
17.8. Reporting	41
<b>COMMITTEES OF THE BOARD OF DIRECTORS</b>	<b>41</b>
1. Accountability Committee	41
1.1. Oversight	41
1.2. General	41



1.3. Responsibilities	41
1.4. Membership	42
1.5. Meetings	42
1.6. Quorum	43
1.7. Reporting	43
1.8. Committee Specific	43
1.8.1. Recruitment	43
2. Building and Operations Management Committee	43
2.1. Oversight	43
2.2. General	43
2.3. Responsibilities	43
2.4. Membership	44
2.5. Meetings	44
2.6. Quorum	44
2.7. Reporting	44
2.8. Committee Specific	44
2.8.1. Abbreviation	45
3. Finance Committee	45
3.1. Oversight	45
3.2. General	45
3.3. Responsibilities	45
3.4. Membership	46
3.5. Meetings	46
3.6. Quorum	46
3.7. Reporting	46
4. Gendered and Sexual Violence Committee	46
4.1. Oversight	46
4.2. General	46
4.3. Responsibilities	46
4.4. Confidentiality	47
4.5. Membership	47
4.6. Mandatory Training	47
4.7. Meetings	47
4.8. Reporting	48
5. Health and Dental Review Committee	48
5.1. Oversight	48
5.2. General	48
5.3. Functions	48



5.4. Membership	49
5.5. Meetings	49
5.6. Quorum	49
5.7. Reporting	49
5.8. Committee Specific	49
5.8.1. Consulted Members	50
5.8.2. Significant Plan Changes	50
6. Human Resources (HR) Committee	50
6.1. Oversight	50
6.2. General	50
6.3. Responsibilities	50
6.4. Membership	51
6.5. Meeting	51
6.6. Quorum	51
6.7. Reporting	51
7. Nominating Committee	51
7.1. Oversight	51
7.2. General	51
7.3. Responsibilities	51
7.4. Membership	52
7.5. Meetings	52
7.6. Quorum	52
7.7. Reporting	52
7.8. Committee Specific	52
7.8.1. Selection for Interviews	52
7.8.2. Interviews	52
7.8.3. Final Selection	53
7.8.4. Availability of Members	53
7.8.5. Participation By Way of Technical Means	53
7.8.6. Diverse Representation	53
7.8.7. Conflicts of Interest	53
7.8.8. Recruitment	54
8. Comprehensive Governance Review Committee	54
8.1. Oversight	54
8.2. General	54
8.3. Responsibilities	54
8.4. Membership	54
8.5. Meetings	55





8.6. Democratic, Popular Engagement	56
8.6.1. Consultation and Submissions	56
8.6.2. Popular Subcommittee	56
8.7. Quorum	56
8.7.1. Committee	56
8.8. Recall and Suspension	56
8.8.1. Recall	56
8.8.2. Suspension	56
8.9. Reporting	56
9. Students Society at McGill for Maintaining Operations and Strategic Advancement (SSAMMOSA) Committee	57
9.1. Oversight	57
9.2. General	57
9.3. Responsibilities	57
9.4. Membership	58
9.4.1. Alterations to the Membership	58
9.5. Meetings	58
9.5.1. Special Meetings	59
9.6. Quorum	59
9.7. Reporting	59
9.8. Committee Specific	59
9.8.1. Recruitment	59
9.8.2. Modifications to the SSMU Master Plan	60
9.8.3. Clubs and Services Representatives	60
9.8.4. Vacancies	60



## PREFACE - POLICY ON EFFECTIVE COMMITTEES

In creating effective and efficient committees under SSMU, the following preface outlines the base composition of all committees under SSMU and the structure therein. All SSMU committees will have the following components for their composition:

- a. A SSMU Executive on the committee (except in situations where an executive present goes against the premise of the committee)
- b. A SSMU student staff in a leadership role on the committee
- c. At least 1 SSMU councilor (if a committee under Legislative council) or at least 1 SSMU director (if a committee under the Board of Directors)

SSMU committees have the following expectations during the academic year:

- a. A SSMU committee will report at least once during the year to its respective body
- b. A SSMU committee will make recommendations (if any) to its Terms of Reference at the end of the each Academic Year
- c. A SSMU committee will submit an exit report highlighting the years work for documentation purposes
- d. A SSMU committee treating on external issues has the responsibility to reserve seats for student groups that work on similar subject matter, as determined by the incoming and outgoing Committee Chairs at the start of each academic year
- e. The chair of a SSMU committee treating on external issues has a responsibility to engage in dialogue with groups that work on similar subject matter throughout the year in order to amplify the work being done by these groups
  - i. A SSMU committee treating on external issues that is given access to a portion of a SSMU fund may use this funding both for their own activities and in the co-creation of initiatives with other student groups engaged in similar work

In keeping with these principles, we hope to build strong committees for the Society that build year after year.



# COMMITTEES OF THE LEGISLATIVE COUNCIL

## 1. Accessibility Committee

### 1.1. Oversight

The Accessibility Committee will be a standing committee of the Legislative Council.

### 1.2. General

The Accessibility Committee will confront historical and ongoing inaccessibility and ableism on campus through active engagement and public education, in a manner consistent with the Society's relevant policies.

### 1.3. Responsibilities

The Accessibility Committee will:

- a. conduct outreach to students with disabilities and serve as a forum of discussion and safer space for students with disabilities to share their experiences;
- b. foster an understanding of the social model of disability and the systemic barriers to participation, including physical, attitudinal, social, and other factors, that contribute to the experience of disability;
- c. advise the Accessibility Commissioner and the SSMU on issues of accessibility, including recommendations to address inaccessibility;
- d. organize events to advocate for and promote accessibility on campus;
- e. collaborate with other relevant groups and offices on campus and in the community;
- f. monitor the SSMU's compliance with its Policies and Plans as related to Accessibility;
- g. review and make recommendations to the Accessibility Committee's terms of reference, annually.

### 1.4. Membership

The Accessibility Committee will consist of:

- a. the Accessibility Commissioner (Committee Chair, non-voting);
- b. the Vice-President (Student Life) (non-voting);
- c. the Vice-President (University Affairs) (non-voting);
- d. two (2) Councillors; and



- e. no fewer than five (5) Members at Large, selected through an application process conducted by the Accessibility Commissioner

## 1.5. Meetings

The Accessibility Committee will meet biweekly unless an exception is made by the Accessibility Commissioner

## 1.6. Quorum

The quorum for meetings of the Accessibility Committee will be a simple majority of voting members. Quorum can only be reached if either the Vice-President (Student Life) and/or an Accessibility Commissioner is present at the meeting.

1.6.1. Quorum will only be necessary to perform formal governance duties of the Committee. Should the Committee fail to reach quorum, the Accessibility Commissioner may choose to entertain a meeting, regardless.

## 1.7. Reporting

The Accessibility Committee will report to the Legislative Council at least once per semester

## 1.8. Appointment Guidelines for Members at Large

The applicant must have experience working with accessibility or universal design. The applicant must also possess demonstrable knowledge of accessibility and the social model of disability that upholds the spirit of the Society's relevant policies.

# 2. Affordable Student Housing Committee

## 2.1. Oversight

The Affordable Student Housing Committee shall be a Committee of the Legislative Council.

## 2.2. General

The Affordable Student Housing Committee shall explore avenues for securing and promoting affordable student housing, as well as advising developers regarding students' priorities in housing, as well as advising developers regarding students' priorities in housing arrangements and design.



## 2.3. Responsibilities

The Affordable Student Housing Committee shall:

- a) Conduct adequate research into problems surrounding housing in the City of Montreal;
- b) Plan consultation sessions with students and student groups to get a better understanding of their housing desires and needs;
- c) Liaise with the Unité de travail pour l'implantation de logement étudiant (UTILE) and other groups aiming at affordable housing options, to both plan constructions and give input in to the design of constructions.
  - i) One member of the Affordable Student Housing Committee, elected from among its membership, shall sit on UTILE's governing bodies to steer its approach in helping secure affordable student housing.
- d) Promote existing affordable housing options to the student body in collaboration with the Communications department of the SSMU.
- e) Work with the Legal Information Clinic at McGill to inform students about their housing rights, particularly as this pertains to rent increases.

## 2.4. Membership

The Affordable Student Housing Committee shall consist of:

- a) the Community Affairs Commissioner (Chair);
- b) the Vice-President (External Affairs) (non-voting);
- c) two (2) Councillors;
- d) two (2) Members-at-Large;
- e) a representative from the Inter-Residence Council;
- f) a representative from ECOLE;
- g) a Member from the School of Urban Planning; and
- h) the Vice-President (Finance).

## 2.5. Meetings

The Affordable Student Housing Committee shall meet monthly, unless special business comes to the attention of the Committee Members. The Committee will be given a full week's notice before a special meeting is convened.



## 2.6. Quorum

The quorum for the Affordable Student Housing Committee is a simple majority of the voting members.

## 2.7. Reporting

The Affordable Student Housing Committee will report to the Legislative Council once per semester on the progress of their work.

# 3. Black Affairs Committee

## 3.1. Oversight

The Black Affairs Committee will be a committee of the Legislative Council.

## 3.2. General

The Black Affairs Committee will confront historical and ongoing inequities at the University through institutional advocacy on governance and policy, and active engagement and public education, in a manner consistent with the Society's relevant policies.

### 3.2.1. Mandate

- a. The Black Affairs Committee will serve as a forum to unite representatives from every Black student group and association catering to undergraduate students.
- b. The Black Affairs Committee will foster better communication and collaboration between these groups, in order to streamline their work and avoid redundancy.
- c. The Black Affairs Committee will be primarily responsible for increasing institutional visibility and advocating for increased representation and services for Black Students.
- d. The Black Affairs Committee will create a safe environment for Black students to voice their ideas and concerns about both the Society and the University.

## 3.3. Responsibilities

The Black Affairs Committee will:

- a. foster an understanding of Black equity as an active process through which individuals, institutions and cultures recognize historical and current bias and oppression;
- b. deconstruct this bias and oppression;



- c. take proactive steps to challenge the actions, attitudes and assumptions that contribute to these systems;
- d. advise the SSMU, its Governing Bodies, and Staff on issues pertaining to Black students;
- e. advocate for and advance matters concerning Black students on campus by:
  - i. connecting and facilitating cooperation between the Society, all members of the Black Affairs Working Group including, but not limited to, the Black Students' Network (BSN), the Caribbean Students Society (CSS), the McGill African Students Society (MASS), and the Black Law Students' Association (BLSA);
  - ii. soliciting student feedback regarding the Society's role in improving Black student life at McGill;
  - iii. monitoring the Society's compliance with its Policies and Plans as related to Black Affairs; and
  - iv. identifying and making policy and institutional recommendations to address broader issues affecting Black communities on campus, in the Montreal community, and in Canada.
- f. identify and provide guidance to address Black student issues within SSMU, on campus, and in the greater Montreal community; and
- g. review and make recommendations to the Black Affairs Committee's terms of reference at the end of the year.

### 3.4. Membership

The Black Affairs Committee will consist of the following membership:

- a. the Black Affairs Commissioner (Committee Chair, non-voting);
- b. the Vice-President (External Affairs, non-voting);
- c. the Vice-President (University Affairs, non-voting);
- d. one (1) Councillor;
- e. at least one (1) representative from every interested Black student group, as determined by the Black Affairs Commissioner; and
- f. six (6) Members-at-Large.

#### 3.4.1. Alterations to the Membership

The Black Affairs Committee may alter its composition at its discretion in order to fulfil its mandate to represent and engage with Black students and student groups.

#### 3.4.2. Appointment Guidelines for Members at Large

- a. Black student groups will be responsible for selecting their representatives through their own internal processes.
- b. Members at Large will serve for fixed terms of one year, after which they may be invited to retain their position at the discretion of the Black Affairs Commissioner.



- c. If any of the six (6) seats dedicated to Members at Large become vacant, Members will have the opportunity to apply to serve on the Black Affairs Committee at the beginning of the Fall term.
- d. The Black Affairs Commissioner will be responsible for appointing such applicants based on criteria set by the Committee before the end of the Winter term.

### 3.5. Meetings

The Black Affairs Committee will meet biweekly unless an exception is made by the Black Affairs Commissioner.

### 3.6. Quorum

Quorum for meetings of the Black Affairs Committee will be a simple majority of its members.

### 3.7. Reporting

The Black Affairs Committee will report to the Legislative Council and to the Board of Directors once per semester.

## 4. Clubs Committee

### 4.1. Oversight

The Clubs Committee shall be a Committee of the Legislative Council.

### 4.2. General

The primary responsibility of the Clubs Committee shall be the review and approval of Interim Club Status applications, Full Club Status applications, and Club constitutional amendments in accordance with the Internal Regulations of Student Groups. It shall also serve as a consultative body for the improvement of Policies related to the Society's Clubs.

### 4.3. Responsibilities

The Clubs Committee shall:

- a. review and make recommendations for the approval of Interim Club Status and Full Club Status applications in a manner consistent with the Internal Regulations of Student Groups;
- b. review and make recommendations for the approval of proposed changes to Club Constitutions;





- c. make recommendations to the Vice-President (Student Life) on Policies related to Clubs;
- d. review club workshop materials and basic modules and make recommendations to the Vice President (Finance) in relation to this information; and
- e. review and make recommendations to the club committee's terms of reference at the end of the year.

#### 4.4. Membership

The Clubs Committee shall consist of:

- a. the Club Administrative Coordinator (Chair, non-voting);
- b. the Vice-President (Student Life);
- c. The Vice-President (Finance);
- d. two (2) Clubs Representatives to the Legislative Council;
- e. one (1) Councillor representing the First Year Council;
- f. one (1) representative from the executives of the Society's Clubs and Services;
- g. one (1) Member at Large; and
- h. Up to two (2) additional Councillors.

#### 4.5. Meetings

All meetings of the Clubs Committee shall be in-camera, unless the committee decides by a two-thirds (2/3) vote to go into a public session. The Club Committee will meet weekly, unless an exception is made by the Clubs Administrative Coordinator, or VP Student Life.

#### 4.6. Quorum

Quorum of the Clubs Committee shall be a simple majority of voting members, with at least one Officer present (i.e., either the Vice-President (Student Life) or Vice-President (Finance)).

#### 4.7. Reporting

The Clubs Administrative Coordinator shall report to the Legislative Council whenever there are changes to student group statuses that require the approval of the Legislative Council in accordance with the Internal Regulations of Student Groups.



## 5. Community Engagement Committee

### 5.1. Oversight

The Community Engagement Committee shall be a Committee of the Legislative Council.

### 5.2. General

The Community Engagement Committee shall be responsible for leveraging SSMU's links with local community organizations to plan event series and connect McGill students when possible.

### 5.3. Responsibilities

The Community Engagement Committee shall:

- a. plan events that promote student involvement in communities in the wider Montreal area, and improve relations between McGill students and permanent residents in the Milton-Parc neighbourhood;
- b. work with organizations such as Campus Life & Engagement, Student Services, Branches, and student Community Engagement initiatives in order to further connect McGill students to local community organizations; and
- c. review and make recommendations to the Community Engagement Committee's terms of reference at the end of the year.

### 5.4. Membership

The Community Engagement Committee shall consist of:

- a. the Community Engagement Commissioner (Committee Chair);
- b. the Vice-President (External Affairs);
- c. the Community Affairs Commissioner;
- d. a representative from the Inter-Residence Council;
- e. two (2) Councillors;
- f. one (1) representative from each undergraduate community engagement student group or committee; and
- g. four (4) Members at Large.

### 5.5. Meetings

The Community Engagement Committee shall meet on a biweekly basis.



## 5.6. Quorum

Quorum of the Community Engagement Committee shall be a simple majority of voting members.

## 5.7. Reporting

The Community Engagement Committee shall report twice per year to the Legislative Council, at the third meeting of each semester.

## 5.8. Committee Specific

### 5.8.1. Qualifications

Members of the Community Engagement Committee should have:

- a. Knowledge of Montreal community organizations and an interest in social justice
- b. Functional bilingualism is a strong asset.

## 6. Environment Committee

### 6.1. Oversight

The Environment Committee shall be a Committee of the Legislative Council.

### 6.2. General

The Environment Committee shall serve as a representative body for all environmental groups at the University, whether or not they are directly affiliated with the Society.

### 6.3. Responsibilities

The Environment Committee shall be charged with the coordination of all the Society's projects related to sustainability, including but not limited to:

- a. initiatives within the William Shatner University Centre and other SSMU properties;
- b. project funding from third party sources;
- c. participation in provincial, federal and international campaigns related to environmental sustainability;
- d. communication with the McGill Office of Sustainability; and



- e. review and make recommendations to the Environment Committee's terms of reference at the end of the year.

## 6.4. Membership

The Environment Committee shall consist of:

- a. the Sustainability Commissioner(s) (Committee Chairs);
- b. the SSMU President;
- c. one (1) Councillor;
- d. a minimum of five (5) Members at Large; and
- e. one (1) representative from each environmental undergraduate student group, as determined by the Sustainability Commissioner(s).

## 6.5. Meetings

The Environment Committee will meet weekly, unless an exception is made by the Sustainability Commissioner(s).

## 6.6. Quorum

The quorum for the Environment Committee is a simple majority of voting members.

## 6.7. Reporting

The Environment Committee will report to the third to last Legislative Council meeting each semester.

## 6.8. Committee Specific

### 6.8.1. Funding

The Environment Committee shall have access to a portion of the Environment Fee in order to meet its objectives, in accordance with the Internal Regulations of Finances.

## 7. Equity Committee

### 7.1. Oversight

The Equity Committee shall be a Committee of the Legislative Council.



## 7.2. General

The Equity Committee shall confront historical and ongoing inequities at the University through active engagement and public education, in a manner consistent with the Society's relevant policies.

## 7.3. Responsibilities

The Equity Committee shall:

- a. foster an understanding of equity as an active process through which individuals, institutions and cultures recognize historical and current bias and oppression, deconstruct this bias and oppression, and take proactive steps to challenge the actions, attitudes and assumptions that contribute to these systems;
- b. advise the Vice-President (University Affairs) and the Legislative Council on issues pertaining to student equity;
- c. organise events to advocate for and advance matters concerning equity on campus;
- d. collaborate with other equity groups and offices on campus;
- e. monitor the Society's compliance with its Policies and Plans as related to Equity issues;
- f. point out and provide guidance on how to address equity issues in the SSMU and around campus;
- g. review and make recommendations to the Equity Committee's terms of reference at the end of the year.

## 7.4. Membership

The Equity Committee shall consist of:

- a. the Equity Commissioners (Committee Co-Chairs);
- b. the Vice-President (University Affairs);
- c. one (1) Councillor; and
- d. five (5) to eight (8) Members at Large, selected through an application process conducted by the Equity Commissioners.

## 7.5. Meetings

The Equity Committee will meet monthly, unless an exception is made by the Equity Commissioners.



## 7.6. Quorum

The quorum for the Equity Committee is a simple majority of voting members. Quorum can only be reached if either the Vice-President University Affairs or an Equity Commissioner is present at the meeting.

## 7.7. Reporting

The Equity Committee will report to the second to last Legislative Council meeting each semester.

## 7.8. Committee Specific

### 7.8.1. Appointment Guidelines for Members at Large

The applicant must have experience working with equity or issues of social justice. The applicant must also possess a demonstrable knowledge of equity and social justice that upholds the spirit of the Society's relevant policies.

## 8. Comité des affaires francophones / Francophone Affairs Committee

### 8.1. Oversight

The Francophone Affairs Committee should be a committee of the Legislative Council.

### 8.2. General

The Francophone Affairs Committee shall serve as a forum to unite representatives from every francophone student group and association catering to undergraduate students. It will foster better communication and collaboration between these groups, in order to streamline their work and avoid redundancy.

### 8.3. Responsibilities

The Francophone Affairs Committee shall:



- a. plan and execute initiatives to make McGill and SSMU more accessible and engaging to francophone students;
- b. promote the rich cultural diversity of the francophone world through events catering to both francophone and non-francophone students; and
- c. review and make recommendations to the Francophone Affairs Committee terms of reference at the end of the year.

## 8.4. Membership

The Francophone Affairs Committee shall consist of:

- a. the Francophone Affairs Commissioner (Chair, non-voting);
- b. Vice-President (Internal Affairs);
- c. two (2) Councillors; and
- d. one (1) representative from each francophone undergraduate student group or association, as determined by the Francophone Affairs Commissioner.

## 8.5. Meetings

The Francophone Affairs Committee will meet at least once per month (that is a minimum of four meetings) during the Fall and Winter Semesters.

## 8.6. Quorum

The quorum for the Francophone Affairs Committee is a simple majority of the voting members.

## 8.7. Reporting

The Francophone Affairs Committee will report twice a year to Legislative Council, at the third to last meeting of each semester.

# 8. Comité des affaires francophones / Francophone Affairs Committee

## 8.1. Supervision

Le Comité des affaires francophones devrait être un comité du Conseil législatif.



## 8.2. Général

Le Comité des affaires francophones servira de moyen (milieu d'échange) pour réunir (enlever «réunir» si on prend ma solution de traduction) les représentant.e.s de tous les groupes et associations francophones destinés à la communauté étudiante de premier cycle. Il favorisera une meilleure communication et une collaboration plus étroite entre ces groupes afin d'harmoniser leur travail et éviter qu'il y ait redondance.

## 8.3. Responsabilités

Le Comité des affaires francophones devra :

- a. Planifier et organiser des initiatives visant à rendre McGill et l'AÉUM plus accessibles et actifs aux yeux de la communauté étudiante francophone;
- b. Promouvoir la riche diversité culturelle du monde francophone par le biais d'événements destinés à la fois à la communauté étudiante francophone et à celle non francophone; et
- c. Revoir le mandat du Comité des affaires francophones à la fin de l'année et proposer des améliorations le cas échéant.

## 8.4. Adhésion

Le Comité des affaires francophones sera composé :

- a. Du/de la commissaire aux affaires francophones (président.e, sans droit de vote);
- b. Du/de la vice-président.e (Affaires internes);
- c. De deux (2) conseiller.e.s; et
- d. D'un.e (1) représentant.e de chaque groupe ou association francophone destiné aux étudiant.e.s de premier cycle, tel que déterminé par le/la commissaire aux affaires francophones.

## 8.5. Réunions

Le Comité des affaires francophones se réunira au moins une fois par mois (soit un minimum de quatre réunions) durant les semestres d'automne et d'hiver.

## 8.6. Quorum

Le quorum du Comité des affaires francophones peut être atteint avec une majorité relative des membres votants.





## 8.7. Rapport

Le Comité des affaires francophones fera deux rapports par an au Conseil législatif lors de l'antépénultième rencontre du Conseil à chaque semestre.

# 9. Funding Committee

## 9.1. Oversight

The Funding Committee shall be a Committee of the Legislative Council.

## 9.2. General

The Funding Committee shall be responsible for the disbursement of the following fees:

- a. the Campus Life Fee;
- b. a portion of the Environment Fee (as referred to in the Internal Regulations of Finances it doesn't state the breakdown of this portion allocated to the Funding Committee);
- c. the Ambassador Fee;
- d. the Club Fund Fee;
- e. a portion of the Space Fee (as referred to in the Internal Regulations of Finances);
- f. the Charity Fee;
- g. a portion of the Equity Fee (This is because a portion of this fee is used to cover the Equity Committee's yearly deficit); and
- h. a portion of the Mental Health Fee (as referred to in the Internal Regulations of Finances);
- i. the SSMU Award of Distinction Fund.

## 9.3. Responsibilities

The Funding Committee shall:

- a. allocate monies in the name of the Legislative Council from the aforementioned fees, in a manner consistent with the Internal Regulations as they pertain to fees, especially the Internal Regulations of Finances;
- b. meet at the discretion of the Committee Chair to ensure that applications are processed in a timely manner;
- c. run a fee referendum for an expiring fee or report to council why the committee has decided not to run a referendum for an expiring fee; and
- d. review and recommend recipients of the SSMU Award of Distinction applicants to Legislative Council;



- e. review and make recommendations to the Funding Committee's terms of reference and Financial Internal regulations at the end of the year.

## 9.4. Membership

The Funding Committee shall consist of:

- a. the Funding Commissioner, (Chair) (non-voting);
- b. the Vice-President (Finance);
- c. the Vice-President (Student Life);
- d. three (3) Councillors;
- e. one (1) Director who is not an Officer; and
- f. four (4) Members at Large.

## 9.5. Meetings

All meetings of the Funding Committee shall be in-camera, unless the committee decides by a two-thirds (2/3) vote to go into a public session. The Funding Committee will meet weekly, unless an exception is made by the Funding Commissioner.

## 9.6. Quorum

The quorum for the Funding Committee is a minimum of three (3) voting members.

## 9.7. Reporting

The Funding Committee will update the Legislative Council on the balance of the funds at the last meeting of the Legislative Council for the fall semester and the third meeting of the winter semester. These updates will be in the reporting section of the agenda; being a document comprised solely of the account balances. The Funding Committee will provide a formal report at the second to last Legislative Council meeting in the winter semester.

## 9.8. Committee Specific

### 9.8.1. Consulted Members

The following members shall be consulted on applications under their purview:

- a. the Club Commissioner for Club Fund applications;
- b. the Sustainability Commissioner(s) for Environment Fee applications;
- c. the Community Engagement Commissioner for Community Engagement Fee applications;
- d. the Mental Health Commissioner(s) for Mental Health Fee applications;



- e. the Equity Commissioner for Equity Fee applications;
- f. one (1) executive from First Year Council for First Year Council Fee applications; and
- g. the Club, Sustainability, Community Engagement, Mental Health, and Equity Commissioners may be invited to the Funding Committee meetings as non-voting members by the Chair, or may be present in any Funding Committee meeting with relevant applications as per their mandate, in order to consult over relevant applications.

### 9.8.2. Responsibilities of Members

The Members at Large and Councillors that make up the Funding Committee shall be responsible for:

- a. review and assess, in accordance with the Internal Regulations of the stipulated Funds, Funding Applications assigned by the Chair; and
- b. review, assess, and present on a concluding funding sum to scheduled Funding Committee meetings.

### 9.8.3. Dismissal of Members

The following is the criteria of the dismissal of Councillors

- a. It is up to the Chair's discretion to dismiss a Councillor or member at large from the Funding Committee if they do not attend the minimum four (4) meeting requirement per term without valid medical or emergency notice.
- b. Legislative Council will be notified on any Councillors' removal from the Funding Committee and shall recommend a replacement.
- c. If all Councilors are exhausted on Legislative Council, then members at large will replace Councilor seats that cannot be filled on the funding committee.
- d. Councillors or members at large may also be dismissed for repeatedly failing to complete assigned responsibilities, as per the discretion of the Chair.

### 9.8.4. Voting Rights

The following members should be consulted on applications under their purview:

- a. The Vice-President (Finance), Vice-President (Student Life), Councillors, Director and all Members at Large all have one (1) vote each.
- b. If the Vice President of Finance cannot attend the meeting, The Vice-President (Finance)'s voting rights will be delegated to the one (1) Funding Commissioner.
- c. If the vote decision remains split in the presence of the Vice-President (Finance), the Funding Commissioner will be considered as one (1) voting member for the sake of deciding the tie.



- d. If the funding decision remains split in the absence of the Vice-President (Finance), then the funding application will be postponed until the next meeting where the Vice-President (Finance) will decide on the tie.

### 9.8.5. Ratification by Legislative Council

Funding applications approved by the Funding Committee shall only go to Legislative Council for ratification:

- a. if an application approved by the Funding Committee exceeds 15% of the total fund available for that term; or
- b. at the discretion of the Funding Committee and/or Funding Commissioner

## 10. Gender and Sexuality Advocacy Committee

### 10.1. Oversight

The Gender and Sexuality Advocacy Committee will be a committee of the Legislative Council.

### 10.2. General

The Gender and Sexuality Advocacy Committee will confront historical and ongoing inequities at the University through institutional advocacy in governance and policy, and active engagement and public education, in a manner consistent with the Society's relevant policies.

#### 10.2.1. Mandate

- a. The Gender and Sexuality Advocacy Committee will serve as a forum to unite representatives from every Queer student group and association.
- b. The Gender and Sexuality Advocacy Committee will foster better communication and collaboration between these groups, in order to streamline their work and avoid redundancy.
- c. The Gender and Sexuality Advocacy Committee will be primarily responsible for increasing institutional visibility and advocating for increased representation and services for Queer students.
- d. The Gender and Sexuality Advocacy Committee will create a safe environment for Queer students to voice their ideas and concerns about both the Society and the University.



## 10.3. Responsibilities

The Gender and Sexuality Advocacy Committee will:

- a. foster an understanding of Queer equity as an active process through which individuals, institutions and cultures recognize historical and current bias and oppression;
  - i. deconstruct this bias and oppression;
  - ii. take proactive steps to challenge the actions, attitudes and assumptions that contribute to these systems;
- b. advise the SSMU, its Governing Bodies, and Staff on issues pertaining to Queer students;
- c. advocate for and advance matters concerning Queer students on campus by:
  - i. connecting and facilitating cooperation between the Society, all members of the Gender and Sexuality Advocacy Committee;
  - ii. soliciting student feedback regarding the Society's role in improving Queer student life at McGill;
  - iii. monitoring the Society's compliance with its Policies and Plans as related to Gender and Sexuality; and
  - iv. identifying and making policy and institutional recommendations to address broader issues affecting Queer communities on campus, in the Montreal community, and in Canada.
- d. identify and provide guidance to address Queer student issues within SSMU, on campus, and in the greater Montreal community; and
- e. review and make recommendations to the Gender and Sexuality Advocacy Committee's terms of reference at the end of the year.

## 10.4. Membership

The Gender and Sexuality Advocacy Committee will consist of the following membership:

- a. the Gender and Sexuality Commissioner (Committee Chair, non-voting);
- b. the Vice-President (External Affairs, non-voting);
- c. the Vice-President (University Affairs, non-voting);
- d. one (1) Legislative Councillor;
- e. at least one (1) representative from every interested Queer student group, as determined by the Gender and Sexuality Commissioner; and
- f. no fewer than three (3) Members-at-Large.

### 10.4.1. Alterations to the Membership

The Gender and Sexuality Advocacy Committee may alter its composition at its discretion in order to fulfil its mandate.



## 10.4.2. Appointment Guidelines for Members at Large

- a. Queer student groups will be responsible for selecting their representatives through their own internal processes.
- b. Members at Large will serve for fixed terms of one year, after which they may be invited to retain their position at the discretion of the Gender and Sexuality Commissioner.
- c. Members will have the opportunity to apply to serve on the Gender and Sexuality Commissioner at the beginning of the Fall term.
- d. The Gender and Sexuality Commissioner will be responsible for appointing such applicants based on criteria set by the Committee before the end of the Winter term.

## 10.5. Meetings

The Gender and Sexuality Advocacy Committee will meet biweekly unless an exception is made by the Gender and Sexuality Commissioner.

## 10.6. Quorum

Quorum for meetings of the Gender and Sexuality Advocacy Committee will be a simple majority of voting members. Quorum can only be reached if either the Vice-President (External Affairs), Vice-President (University Affairs), and/or Gender and Sexuality Commissioner is present at the meeting.

- 10.6.1. Quorum will only be necessary to perform formal governance duties of the Committee. Should the Committee fail to reach quorum, the Gender and Sexuality Commissioner may choose to entertain a meeting, regardless.

## 10.7. Reporting

The Gender and Sexuality Advocacy Committee will report to the Legislative Council once per semester.

# 11. Indigenous Affairs Committee

## 11.1. Oversight

The Indigenous Affairs Committee shall be a Committee of the Legislative Council.



## 11.2. General

The Indigenous Affairs Committee will be primarily responsible for increasing visibility and advocating for increased representation and services for Indigenous Students. This Committee will create a safe environment for Indigenous students to voice their ideas and concerns about both the Society and the University

## 11.3. Responsibilities

The Indigenous Affairs Committee shall:

- a. coordinate events and programming that bring greater visibility to Indigenous student life at McGill and Indigenous issues;
- b. connect and facilitate cooperation between the Society, all members of the Indigenous Affairs Working Group (including, but not limited to, the First Peoples' House, Indigenous Students Alliance, Indigenous Law Association, the Indigenous Education Advisor);
- c. solicit student feedback regarding the Society's role in improving Indigenous student life at McGill;
- d. monitor the Society's compliance with its Policies and Plans as related to Indigenous Affairs;
- e. identify and make recommendations for addressing broader issues affecting Indigenous communities on campus, in the Montreal community and in Canada;
- f. coordinate continuous consultation between the Society and the Kanien'kehá:ka, including consultation with the Elder-in-Residence, as well as Indigenous Knowledge Holders; and
- g. review and make recommendations to the Indigenous Affairs Committee's terms of reference at the end of the year.

## 11.4. Membership

The Indigenous Affairs Committee shall consist of:

- a. the Indigenous Affairs Commissioner (Committee Chair, if applicable);
- b. the Vice-President (External);
- c. the Vice-President (University Affairs) (non-voting);
- d. one (1) Councillor;
- e. reserving membership for at least one (1) representative from each relevant Indigenous student group, as determined by Indigenous Affairs Commissioner (External); and
- f. six (6) Members at Large.



## 11.5. Meetings

Meetings will occur bi-weekly and chosen at a time that allows for members to sit at Indigenous Students Alliance meetings, American Indian Science and Engineering meetings, and to be allowed to participate in cultural programming such as traditional dancing, drumming, and beading offered by the First Peoples' House. The Indigenous Affairs Commissioner will also be responsible for ensuring that meeting times are made available for Indigenous members of the Committee to meet separately in order to provide an environment that is made comfortable and safe for Indigenous students.

## 11.6. Quorum

The quorum for the Indigenous Affairs Committee is a simple majority of the voting members. Voting members will be limited to self-identified Indigenous members for the Indigenous Affairs Committee.

## 11.7. Reporting

The Indigenous Affairs Committee shall report at the second to last Legislative Council of each semester.

# 12. Library Improvement Fund Committee

## 12.1. Oversight

The Library Improvement Fund Committee shall be a Committee of the Legislative Council.

## 12.2. General

The Library Improvement Fund Committee shall be responsible for the allocation of the Library Improvement Fund. It shall operate and be governed by the Internal Regulations of Representation and Advocacy.

## 12.3. Responsibilities

The Library Improvement Fund Committee shall:

- a. determine the yearly allocation of the Library Improvement Fund;
- b. consult with students and student groups on their priorities regarding the libraries;





- c. solicit, facilitate and review proposals for uses of the Library Improvement Fund from Members of the Society and other members of the University community;
- d. develop project proposals for uses of the Library Improvement Fund based on identified priorities of the Members of the Society;
- e. ensure the fund is used to enrich library resources, and not to provide for regular operational costs.
- f. run a fee-renewal campaign when the current Library Improvement fee is expiring; and
- g. review and make recommendations to the Library Improvement Fund Committee's terms of reference at the end of the year.

## 12.4. Membership

The Library Improvement Fund Committee shall consist of:

- a. the Library Improvement Fund Commissioner (Committee Chair);
- b. the Vice-President (University Affairs);
- c. the other Society Representative to the Senate Committee on Libraries;
- d. at least four (4) Members at Large; and
- e. one (1) Councillor.

## 12.5. Meetings

The Library Improvement Fund Committee will meet at least once a month throughout the Academic Year, unless an exception is made by the Library Improvement Fund Commissioners.

- a. Committee members will be provided a tentative schedule at the first meeting.

## 12.6. Quorum

The quorum of the Library Improvement Fund Committee is a simple majority of the voting members.

## 12.7. Reporting

The Library Improvement Fund Commissioner shall present to the Legislative Council on behalf of the Library Improvement Fund Committee at the last Legislative Council of the winter semester, unless requested to by the Vice-President University Affairs



## 12.8. Committee Specific

### 12.8.1. Faculty Representation

The Library Improvement Fund Committee shall aim to represent the multiple faculties in McGill by seeking to have no more than  $\frac{1}{3}$  of the committee members be from the same faculty, unless an exception is made by the Library Improvement Fund Commissioner.

### 12.8.2. Allocation Periods

The Library Improvement Fund Committee will hold allocation periods, which will be the following:

- a. Fall;
- b. Winter;

### 12.8.3. Call for Submissions

The Committee will aim to provide 3-6 weeks between when the call for submissions and the deadline for applications.

### 12.8.4. Removal of Members

The Library Improvement Fund Commissioner shall ask a committee member to resign from the committee if the member missed three meetings without providing advance notice. Additionally, a member may be asked to leave the Committee if they miss an allocation meeting without providing advance notice to the Library Improvement Fund Commissioner.

## 13. Mental Health Committee

### 13.1. Oversight

The Mental Health Committee shall be a Committee of the Legislative Council.

### 13.2. General

The Mental Health Committee shall serve as a representative body for all mental health advocacy, events, and policy that are affiliated with the Society.



### 13.2.1. Long-term Plan

The Mental Health Committee shall be required to fulfill the expectations laid out in the updated Mental Health Three Year Plan, as created by the 2018-2019 Mental Health Commissioners.

## 13.3. Responsibilities

The Mental Health Committee shall:

- a. coordinate events and programming for the promotion and destigmatization of mental health on campus; including Mental Illness Awareness Week in the Fall semester, and Mental Health Awareness Week in the Winter Semester, along with other relevant forms of outreach such as tabling;
- b. connect and facilitate cooperation between mental health related groups on campus through regular meetings which include representation of student mental health initiatives;
- c. solicit student feedback on professional and peer-run mental health services on campus with the intention of documenting long-term trends and advocate on behalf of students who have had negative experiences with available services, either in the scope of the Advisory Board meetings or on an ad hoc basis when necessary;
- d. monitor the Society's compliance with its Policies and Plans as related to Mental Health;
- e. identify and make recommendations for addressing broader issues affecting student mental health on campus.
- f. review and make recommendations to the Mental Health Committee's terms of reference at the end of the year.

## 13.4. Membership

The Mental Health Committee shall be split into Outreach and Advocacy Subcommittees, of which the total membership shall be:

- a. the Mental Health Commissioner(s) (Committee Chair(s));
- b. the Vice-President (Student Life);
- c. two (2) Councillors;
- d. four (4) representative from each relevant student-run mental health initiative (selected from applicants representing the Peer Support Centre, Nightline, and the Sexual Assault Centre of the McGill Students' Society), as determined by the Vice-President (Student Life)
- e. six (6) Members at Large.



The Mental Health Commissioners shall prioritize marginalized applicants in their selection process.

### 13.5. Meetings

The Mental Health Committee will meet twice monthly, with the Outreach and Advocacy Subcommittees meeting on alternating weeks, unless an exception is made by the Mental Health Commissioner(s). Should a Committee member miss two meetings without giving prior notice to the Committee Chairs, they will be removed and replaced. The specific content of the meetings will be outlined and determined by the relative points within the SSMU Mental Health Three Year Plan.

### 13.6. Quorum

The quorum for the Mental Health Committee is a simple majority of the voting members.

### 13.7. Reporting

The Mental Health Committee will report to the third legislative council meeting of each semester.

### 13.8. Committee Specific

#### 13.8.1. Subcommittee on Advocacy

This Subcommittee of the Mental Health Committee shall:

- a. be charged with mobilizing Members and the administration towards making McGill a more mental health positive campus; and
- b. collecting feedback from students, conducting research and developing proposals on ways to improve mental health on campus.

#### 13.8.2. Subcommittee on Outreach

This Subcommittee of the Mental Committee shall:

- a. be tasked with the general programming of events on campus that work towards the de-stigmatization of mental health issues and promotion of positive mental health; and
- b. produce at least one informational resource for continuous use every academic year, or spearhead projects to update pre-existing resources created by past Mental Health Committees.



## 14. Services Committee

### 14.1. Oversight

The Services Committee shall be a Committee of the Legislative Council.

### 14.2. General

The Services Committee shall serve as a consultative body for the improvement of Policies related to the Society's Services. In addition, the Services Committee shall serve as a forum for the Society's Services to discuss ongoing projects and collaborate with each other.

### 14.3. Functions

The Services Committee shall:

- a. review and make recommendations to the Vice-President (Student Life) on Policies related to Services;
- b. review and make recommendations to the Vice-President (Finance) on Policies related to the finances of Services;
- c. review and make recommendations to the Services Representative on forthcoming motions of the Legislative Council;
- d. review and make recommendations to the Services Committee's terms of reference at the end of the year.

### 14.4. Membership

The Services Committee shall consist of:

- a. the Services Representative (Committee Chair, non-voting)
- b. the Vice-President (Student Life) (non-voting)
- c. Services Administrative Assistant (non-voting)
- d. one (1) Executive Member of each Service

### 14.5. Meetings

The Services Committee will meet once a month. Additional meetings are at the discretion of the Chair.

### 14.6. Quorum

The quorum for the Services Committee is a simple majority of the voting members.



## 14.7. Reporting

The Services Committee shall report to the Legislative Council once per semester on the work they have done and/or any outstanding issues.

## 15. Services Review Committee

### 15.1. Oversight

The Services Review Committee shall be a Committee of the Legislative Council.

### 15.2. General

The Services Review Committee shall review every Service once every school year to ensure that they meet the definition and mandatory characteristics of a Service as set out in the Internal Regulations of Student Groups and to ensure that they continue to meet the needs of students.

### 15.3. Responsibilities

The Services Review Committee shall

- a. review and make recommendations on the approval of applications for Service status;
- b. evaluate half (½) of all Services during each fall and winter semester;
- c. communicate the service review report to the services once completed as well as to the student body;
- d. review and make recommendations for the approval of proposed changes to Service Constitutions;
- e. comply with all its other obligations as laid out in the Internal Regulations of Student Groups; and
- f. review and make recommendations to the Services Review Committee's terms of reference at the end of the year.

### 15.4. Membership

- a. the Vice-President (Student Life);
- b. the Service Administrative Assistant;
- c. the Vice-President (Finance);
- d. the Services Representative to the Legislative Council;
- e. two (2) Councillors; and



- f. two (2) Members at Large.

## 15.5. Meetings

All meetings of the Services Review Committee shall be in-camera, unless the committee decides by a two-thirds (2/3) vote to go into a public session. The Services Review Committee will meet bi-weekly, unless an exception is made by the Vice-President (Student Life).

## 15.6. Quorum

The quorum for the Services Review Committee is a simple majority of the voting members.

## 15.7. Reporting

The Services Review Committee will report to the last Legislative Council meeting each semester.

# 16. Steering Committee

## 16.1. Oversight

The Steering Committee shall be a Committee of the Legislative Council.

## 16.2. General

The Steering Committee shall be responsible for all matters relating to the operation and management of business at the Legislative Council.

## 16.3. Responsibilities

The Steering Committee shall:

- a. review the content and constitutionality of all resolutions before they are considered by the Legislative Council, including proposed amendments to the Internal Regulations;
- b. set the agenda for all meetings of the Legislative Council;
- c. organize and maintain an annual calendar of business;
- d. ensure the accountability of all Committees of the Legislative Council;
- e. monitor deadlines and approval paths;
- f. set the agenda for all General Assemblies; and



- g. recommend amendments to the Internal Regulations and Constitution that would improve the governance functioning of the Society and be permitted to have motions referred to it for review to be returned to Legislative Council with a report and recommendation as requested by Legislative Council;
- h. review and make recommendations to the Steering Committee's terms of reference at the end of the year.

## 16.4. Membership

The Steering Committee shall consist of

- a. the Speaker (Committee Chair, non-voting);
- b. the Speaker on Call (non-voting)
- c. the Parliamentarian (non-voting);
- d. the President; and
- e. two (2) Councillors.

## 16.5. Meetings

The Steering Committee will meet the week of meetings of the Legislative Council and General Assemblies.

## 16.6. Quorum

The quorum for the Steering Committee is a simple majority of the voting members.

## 16.7. Reporting

The Steering Committee will report at each Legislative Council.

## 16.8. Committee Specific

### 16.8.1. Consulted Members

The Steering Committee may have additional seats for Executives interested in the Committee. These Executives will serve as non-voting members of the Committee.

### 16.8.2. Subcommittees

The Steering Committee may, by its own resolution or by means of a resolution of the Legislative Council, create ad-hoc Subcommittees as it deems advisable. Such ad-hoc Subcommittees shall operate under the Terms of Reference of the Steering Committee,





except that voting membership shall be opened to all interested Councillors, to a maximum of four (4) additional Councillors.

## 17. Students' Society Programming Network (SSPN)

### 17.1. Oversight

The Students' Society Programming Network shall be a Committee of the Legislative Council.

### 17.2. General

The Students' Society Programming Network (SSPN) shall serve as the principal advisory committee for the Vice-President (Internal Affairs) on the organization and execution of all Society events.

### 17.3. Responsibilities

The SSPN shall:

- a. provide advice on established events from previous years and continue well-received events;
- b. plan, at the discretion of the Vice-President (Internal Affairs), a number of non-drinking, accessible events over the course of the year;
- c. help staff the General Assemblies;
- d. assist with other programming in the Society outside of their normal purview, at the discretion of the Vice-President (Internal Affairs);
- e. create new and innovative programming to service a diverse student body;
- f. review and make recommendations to the Students' Society Programming Network's terms of reference at the end of each year.

### 17.4. Membership

The SSPN shall consist of:

- a. the Vice-President (Internal Affairs) (Chair);
- b. the Internal Logistics Coordinator (Vice-Chair);
- c. two (2) Councillors; and
- d. nine (9) to eleven (11) Members at Large.



## 17.5. Meetings

The SSPN will meet weekly, unless an exception is made by the Vice-President (Internal Affairs).

## 17.6. Quorum

The quorum for the SSPN is a simple majority of the voting members.

## 17.7. Reporting

The SSPN will report twice a year to the Legislative Council, at the first meeting of Council in November and the last meeting of Council in March.

# COMMITTEES OF THE BOARD OF DIRECTORS

## 1. Accountability Committee

### 1.1. Oversight

The Accountability Committee shall be a Committee of the Board of Directors.

### 1.2. General

The Accountability Committee shall hold Officers, Senators, Directors and Councillors accountable to their obligations and responsibilities under the Constitution, Internal Regulations, Policies, and formal mandates.

The Accountability Committee shall concern itself with how well the individuals carry out the mandates given to them for the fulfillment of the Society's mission, and not with matters pertaining to Human Resources such as workplace conflict or acts of violence. Such matters will instead be the responsibility of the Human Resources Committee and Human Resources Department.



## 1.3. Responsibilities

The Accountability Committee shall:

- a. facilitate the collection of feedback regarding Officers, Senators, Directors and Permanent Staff and Student Staff, and Councillors on an ongoing basis throughout the year and raise these concerns privately with the individual(s) concerned to address issues of accountability as they arise, as they related to the carrying out of mandated responsibilities.
- b. consult representatives from clubs, services, faculty associations and other stakeholders for the purpose of performance evaluations, excluding those representatives under review at the time;
- c. conduct annual reviews to monitor the overall adherence of Officers, Directors, Senators and Councillors to the Constitution, Internal Regulations, and their relevant mandates, including but not limited to attendance of Legislative Council, attendance at and participation in committee work, and fulfilment of other assigned activities;
- d. inform Officers, Directors, Senators and Councillors when their actions conflict with or violate the Constitution, Internal Regulations or their relevant mandates, and suggest remedies;
- e. collect feedback from Members and bring them to the individual(s) in question, the Executive Committee, or the Board of Directors, as the case may be;
- f. preserving the anonymity of complainants unless it is waived by the complainant;
- g. When necessary, work with the Board of Directors or Legislative Council, as the case may be, to ensure remedies are adopted;
- h. present a report at the end of each semester to the Legislative Council and the Board of Directors on the number of complaints received and how they were addressed; and
- i. review and make recommendations to the Accountability Committee's terms of reference at the end of the year.

## 1.4. Membership

The Accountability Committee shall consist of:

- a. the Speaker (Committee Co-Chair, non-voting);
- b. the Parliamentarian (Committee Co-Chair, non-voting);
- c. the University Affairs Secretary General (non-voting);
- d. the Speaker on Call (non-voting);
- e. two (2) Directors, who may not be Councillors; and
- f. five (5) Members at Large, who may not be Councillors or Directors.



## 1.5. Meetings

The Accountability Committee will meet bi-weekly, unless an exception is made by the Speaker or Parliamentarian.

## 1.6. Quorum

The quorum for the Accountability Committee is a simple majority of the voting members.

## 1.7. Reporting

The Accountability Committee will report to the last Legislative Council meeting in the Fall and Winter semesters. The Accountability Committee will also report to the first Legislative Council of the Winter semester, to present the report of the Accountability Survey.

## 1.8. Committee Specific

### 1.8.1. Recruitment

The Office of the Governance Manager shall be responsible for advertising openings for Members at Large positions not after the second week of September.

## 2. Building and Operations Management Committee

### 2.1. Oversight

The Building and Operations Management Committee shall be a Committee of the Board of Directors.

### 2.2. General

The primary responsibilities of the Building and Operations Management Committee shall be to provide strategic oversight and direction for all of the Society's revenue-generating operations, to facilitate the disbursement of eighty-five (85) percent of the Space Fee on building improvements, and to provide long-term objectives and goals for the management of the William Shatner University Centre.



## 2.3. Responsibilities

The Building and Operations Management Committee shall:

- a. have the authority to allocate monies from the portion of the Space Fee for allocation by the Building and Operations Management Committee, in a manner consistent with the Governance Documents;
- b. make recommendations to the Board of Directors on the selection, removal, or renewal of building tenants;
- c. review the functionality of all Society run food and beverage operations;
- d. make recommendations to the Board of Directors on capital investments related to the Society's operations;
- e. review fees associated with room bookings and building damages at least once per year;
- f. make recommendations on what space should be used for in SSMU owned buildings; and
- g. review and make recommendations to BOM Com's terms of reference at the end of the year.

## 2.4. Membership

The Building and Operations Management Committee shall consist of:

- a. the President (Committee Chair);
- b. the Vice-President (Finance);
- c. the Director of Operations;
- d. two (2) Directors;
- e. two (2) Councillors; and
- f. two (2) Members at Large.

## 2.5. Meetings

BOM Com will meet biweekly during business hours.

## 2.6. Quorum

Quorum for the BOM Com is a simple majority of the voting members.

## 2.7. Reporting

The BOM Com shall report twice to the Legislative Council and Board of Directors. These reports will be presented at the last meetings of the semester for both of these groups.



## 2.8. Committee Specific

### 2.8.1. Abbreviation

The official abbreviation of the Building and Operations Management Committee shall be the “BOM Com”.

## 3. Finance Committee

### 3.1. Oversight

The Finance Committee shall be a Committee of the Board of Directors.

### 3.2. General

The Finance Committee shall assist the Vice-President (Finance) with the budget revisions. In particular, this committee will review the budgets for programming activities and executive portfolios. The committee will also make recommendations regarding the long-term financial sustainability of the Society, as needed.

### 3.3. Responsibilities

The Finance Committee shall be responsible for:

- a. Reviewing departmental budgets as prepared by the Vice-President (Finance);
- b. Identifying areas in which the Society’s revenues could be increased or expenses could be decreased and make recommendations to the Vice-President (Finance) accordingly;
- c. Reviewing proposals by Staff, Commissioners or Officers for the funding of specific events or projects and make recommendations to the Vice-President (Finance) regarding these proposals; and
- d. The development and revision of the Society’s 5-year and 10-year financial plans for presentation to the Legislative Council and Board of Directors;
- e. Conducting an annual review of the Society’s investment portfolio to ensure that holdings are Socially Responsible within the definitions laid out in the Internal Regulations, Policies, Plans and Positions of the Society and delivering this report to the Legislative Council in public session;



- f. In consultation with Commissioners, Members of the Society and Governing Bodies, recommending divestment from assets within the Society's investment portfolio not deemed Socially Responsible; and
- g. Review and make recommendations to the Finance Committee's terms of reference at the end of the year.

### 3.4. Membership

The Finance Committee shall consist of:

- a. the Finance Commissioner (Chair);
- b. the Vice-President (Finance);
- c. two (2) Directors;
- d. four (4) Councillors;
- e. three (3) Members at Large.

### 3.5. Meetings

The Finance Committee will meet at least monthly.

### 3.6. Quorum

Quorum for the Finance Committee is a simple majority.

### 3.7. Reporting

The Finance Committee shall report to the Legislative Council at the second to last meeting of the Winter semester. The Finance Committee will report to the Board of Directors as necessary, at least twice per semester.

## 4. Gendered and Sexual Violence Committee

### 4.1. Oversight

The Gendered and Sexual Violence Policy (GSVP) Committee shall be a Committee of the Board of Directors.

### 4.2. General

The primary responsibility of the GSVP Committee shall be to review investigations of the Anti-Violence Coordinators (AVCs) or third-party investigators as per the Gendered and Sexual



Violence Policy, and to determine appropriate sanctions when complaints are found to be substantiated.

### 4.3. Responsibilities

The GSVP Committee shall:

- a. review investigative reports as a review panel which will consist of three of the six members of the Committee (there must be one representative from each group listed in 1.5.);
- b. determine whether there is enough evidence to substantiate a complaint that an act of gendered and/or sexual violence occurred and the sanctions to be imposed (as per the GSVP section 11.7);
- c. determine and apply any GSVP sanctions to individual/s, when and if applicable; and
- d. review appeals to imposed sanctions as an appeal panel which will consist of the other three members not on the review panel.

### 4.4. Confidentiality

The GSVP Committee will be held to a high standard of confidentiality. Details regarding specific complaints and implicated parties cannot be publicly shared by the Committee members. Failure to meet this expectation will result in removal from the Committee, and if applicable, will be reported to the Board of Directors or SACOMSS by the AVCs.

### 4.5. Membership

The GSVP Committee shall consist of:

- a. two (2) members from the Board of Directors, who are not SSMU Executives, who will be selected by the Board of Directors;
- b. two (2) representatives who are employees at SACOMSS, who will be selected by the SACOMSS membership; and
- c. two (2) student members-at-large from the SSMU community, who will be selected by the AVCs as a result of the open application process begun prior to the Fall General Assembly.

### 4.6. Mandatory Training

All six members of the GSVP Committee will participate in a training on anti-oppression, sexual violence and responses to trauma, and the GSVP, arranged by the AVCs in partnership with community groups. Members of the GSVP Committee may opt out of sections of training if they have already completed it in other contexts within the last year, at the discretion of the AVCs.





## 4.7. Meetings

The GSVP Committee will be scheduled to meet every two weeks to review complaints referred to them. If there are no complaints to review, the meeting will be cancelled.. Given the potential absence of Committee members over the summer, meetings may exceptionally occur online.

## 4.8. Reporting

An annual report will be drafted by the AVCs to be presented to the Legislative Council at the end of the academic year.

The Quebec Corporations Act requires that any member of the SSMU Board of Directors or Executive Team be dismissed through a two-thirds majority vote at a Board meeting. In this instance, the AVCs will inform the Board of the GSVP Committee's decision and request that they vote to enforce the decision. This meeting will not entail any discussion of a specific incident details, a complainant's identity, or the legitimacy of an instance of gendered and/or sexual violence. The role of the Board is to enforce the decision which was made by trained representatives.

The Quebec Corporations Act further requires that any dismissal of an officer is ratified by the SSMU General Assembly. In this instance, the officer who the Board has voted to be dismissed will be suspended and an emergency GA will be called. In this instance, the AVCs will inform the GA of the GSVP Committee's decision and Board of Directors decision and request that the GA vote to enforce the decision. This meeting will not entail any discussion of a specific incident details, a complainant's identity, or the legitimacy of an instance of gendered and/or sexual violence. The role of the GA is to enforce the decision which was made by trained representatives.

# 5. Health and Dental Review Committee

## 5.1. Oversight

The Health and Dental Review Committee shall be a Committee of the Board of Directors.

## 5.2. General

The Health and Dental Review Committee shall review the Health and Dental Plan and propose options for improvements to the plan.



### 5.3. Functions

The Health and Dental Committee shall:

- a. review and evaluate to coverage provided by the SSMU Health and Dental Plan;
- b. review data regarding the usage of the plan by SSMU Members;
- c. approve any changes to the coverage provided in the current Health and Dental Plan;
- d. receive and review the ASEQ annual claims report.
- e. review and make recommendations to the Health and Dental Review Committee's terms of reference at the end of the year.

### 5.4. Membership

The Health and Dental Review Committee shall consist of:

- a. the Vice-President (Finance, Co-Chair);
- b. the President (Co-Chair);
- c. two (2) Directors;
- d. the Medicine representative of Legislative Council;
- e. the Dentistry representative of Legislative Council;
- f. the Nursing representative of Legislative Council;
- g. the Physical and Occupational Therapy Representative of Legislative Council;
- h. three (3) Members at Large; and
- i. Mental Health Commissioner.

### 5.5. Meetings

The Health and Dental Review Committee will meet once a month. Additional meetings are at the discretion of the Co-Chairs.

### 5.6. Quorum

The quorum for the Health and Dental Review Committee is a simple majority of the voting members.

### 5.7. Reporting

The Health and Dental Review Committee shall report to both the Legislative Council and the Board of Directors in March.



## 5.8. Committee Specific

### 5.8.1. Consulted Members

The Health and Dental Review Committee is encouraged to consult the Vice-President (Student Life) and Mental Health Commissioners with regards to the coverage of Mental Health resources.

### 5.8.2. Significant Plan Changes

The Health and Dental Review Committee will present to the Legislative Council if any significant changes are made to the Health and Dental plan. Significant changes include any new types of coverage or large change in coverage allocation.

## 6. Human Resources (HR) Committee

### 6.1. Oversight

The Human Resources (HR) Committee shall be a Committee of the Board of Directors.

### 6.2. General

The Human Resources Committee shall hold Supervisors accountable to their obligations and responsibilities under the Constitution, Internal Regulations, Policies, Contracts, and formal mandates.

### 6.3. Responsibilities

The Human Resources Committee shall:

- a. carry out those responsibilities assigned to them through the Human Resources Policy and Conflict of Interest Policy;
- b. conduct performance evaluations and take into account complaints from Members solicited during consultation sessions and those submitted to the Human Resources Department, preserving the anonymity of complainants unless this right is waived by the complainant, for the General Manager once per academic year. Additional staff may be evaluated, as determined by the Board of Directors, though this shall generally be limited to Director-level staff (including Officers) and other Supervisors;
- c. consult various stakeholders from across the Society including Officers, Directors, Staff, Councillors, Club Executives, Service Executives and other individuals as



identified by the Human Resources Committee for the purpose of performance evaluations;

- d. review and make recommendations to the Human Resources terms of reference and the Human Resources Policy at the end of each year or when necessary.

## 6.4. Membership

The Human Resources Committee shall consist of:

- a. Human Resources Director (Committee Chair, non-voting except in case of tie);
- b. Human Resources Manager (non-voting);
- c. General Manager (non-voting);
- d. the President;
- e. the Vice-President (Finance);
- f. two (2) Directors, who are not Executives;
- g. one (1) Equity Commissioner.

## 6.5. Meeting

The Human Resources Committee will meet bi-weekly, unless an exception is made by the committee chair.

## 6.6. Quorum

The quorum for the Human Resources Committee is a simple majority of the voting members.

## 6.7. Reporting

- a. The Human Resources Committee will report to the Board of Directors as needed.

# 7. Nominating Committee

## 7.1. Oversight

The Nominating Committee shall be a Committee of the Board of Directors.

## 7.2. General

The Nominating Committee shall work to ensure that positions on the Board of Directors and the Judicial Board are adequately filled during the academic year.



## 7.3. Responsibilities

The Nominating Committee shall

- a. Review applications and select appropriate candidates to fill positions on the Judicial Board and on the Board of Directors;
- b. Review and make recommendations to the Nominating Committee's terms of reference at the end of the year; and
- c. Review and make recommendations to modify interview guides as necessary.

## 7.4. Membership

The Nominating Committee shall consist of:

- a. the Parliamentarian (Committee Chair, non-voting);
- b. one (1) Equity Commissioner (non-voting), chosen at the beginning of each hiring cycle;
- c. three (3) Directors; and
- d. four (4) Members at Large.

## 7.5. Meetings

The Nominating Committee shall meet when they need to appoint a Judicial Board Justice, Director or International Representative for the Board of Directors or when called by the Parliamentarian.

## 7.6. Quorum

The quorum for the Nominating Committee is a simple majority of the voting members.

## 7.7. Reporting

The Nominating Committee will report to the Board of Directors with a timeline and plan for any upcoming hiring cycles, and with a full report immediately after any decision is made.

## 7.8. Committee Specific

### 7.8.1. Selection for Interviews

The Nominating Committee will review applications to select which applicants should be interviewed. Candidates will be shortlisted for interview by a majority vote at a meeting



of the Nominating Committee. Applications are to be reviewed in the order that they were received.

### 7.8.2. Interviews

The Nominating Committee will interview selected applicants. Interviews can be conducted via teleconference or in person. The Equity Commissioner for a given hiring cycle may not conduct or score interviews.

### 7.8.3. Final Selection

After the interviews, The Nominating Committee shall recommend the candidate(s) for ratification by the Board of Directors. Any decision to recommend a candidate to the Board of Directors for ratification must be confirmed by a majority vote of the committee.

### 7.8.4. Availability of Members

Members of the Nominating Committee must be available to meet for a period of twelve (12) months.

- a. EXCEPTION: Section 8.4 does not apply to Equity Commissioners.

### 7.8.5. Participation By Way of Technical Means

A Member of the Nominating Committee may participate in a meeting of the Nominating Committee by way of technical means, such as a telephone or teleconference. In such a case, the member shall be deemed to have attended the meeting.

### 7.8.6. Diverse Representation

The Nominating Committee shall ensure that there is diverse representation among the individuals nominated to the Board of Directors, including, but not limited to, diversity in terms of race, national or ethnic origin, religion, sex, gender, age, mental or physical disability, language, sexual orientation or social class. The Nominating Committee reserves the right to undertake additional outreach efforts if the applications received lack diversity.

### 7.8.7. Conflicts of Interest

Members of the Nominating Committee are obliged to disclose conflicts of interest between themselves and applicants to the Committee Chair prior to the selection of candidates for interview. Members are subject to the SSMU Conflict of Interest Policy for the purpose of defining a Conflict of Interest.



- a. A member may not vote on nominations, conduct, or score interview applicants when a conflict of interest involving the member and the applicant is present.

### 7.8.8. Recruitment

The Office of the Governance Manager shall be responsible for advertising openings for Director, Judicial Board and International Student Representative roles as required.

## 8. Comprehensive Governance Review Committee

### 8.1. Oversight

The Comprehensive Governance Review Committee shall be a joint Committee of Legislative Council and the Board of Directors.

### 8.2. General

The Comprehensive Governance Review Committee shall review the Society's governance bodies, systems and structures with a view to making them reflective of our Mission. The Committee will devise a system that is: (a) in accordance with Quebec law, (b) as democratic and transparent as possible, (c) simple, accessible and easy for students to understand. The Committee will look to other successful systems and adapt elements to our context. The Committee will also aim to root out inconsistencies that exist within our governance practices.

### 8.3. Responsibilities

The Comprehensive Governance Review Committee shall:

- a. Research best practices at other student societies, union, and similar organizations;
- b. Consult a wide range of student stakeholders in order to develop a governance system that best reflects students needs and realities;
- c. Review the entirety of SSMU's documents to sort out possible inconsistencies;
- d. Simplify and shorten documents when possible and create guides and other resources so as to make SSMU's governance systems more accessible and easier to understand;
- e. Work in consultation with SSMU's lawyers;
- f. Recommend practices and systems for review in the future; and
- g. Present a report to Council at least once a month and to Board at least once a semester.



## 8.4. Membership

Comprehensive Governance Review Committee shall consist of:

- a. The Governing Documents Researcher (Committee Chair, non-voting)
- b. The Speaker of Council, Speaker of Council On-Call, or the Parliamentarian (non-voting);
- c. Two Officers of the Society as selected by the Executive Committee;
- d. Two members of the Legislative Council as selected by the Legislative Council;
- e. One member of Senate Caucus as selected by Senate Caucus;
- f. Up to four Executives from Services as nominated by the Services;
- g. Up to four Executives from Independent Student Groups as nominated by the Independent Student Groups;
- h. Up to one member of the Executive or Council of AUS, EUS, MUS and SUS, decided by the respective Councils;
- i. Up to two members of the Executive or Council of the other faculty associations as well as schools with current representatives on the Legislative Council (DSS, EdUS, LSA, MSS, MUSA, POTUS, SWSA) proposed by the faculty associations.

Additional members can be consulted as needed and would likely include: Equity Commissioners, Indigenous Affairs Commissioner, Sustainability Commissioners, Mental Health Commissioner, and other staff and committee members as needed.

## 8.5. Meetings

The Comprehensive Governance Review Committee will meet at least once a month during the Academic Year. Each month it will inform itself of:

- a. legal considerations,
- b. best practices,
- c. McGill's particular context,
- d. accessibility and feasibility of its recommendations.

When the committee has questions about legal considerations or wants to arrange stakeholder consultation, it will communicate this to the Steering Committee. Committee meetings should last no longer than 120 minutes.





## 8.6. Democratic, Popular Engagement

### 8.6.1. Consultation and Submissions

The Committee will organize ample opportunity for popular engagement both in terms of in-person forums and anonymous or group online surveys and submissions.

### 8.6.2. Popular Subcommittee

Additionally, beyond referring questions to study, the Committee will make questions generally available so that members can organize their own groups and submit proposals for the Committee to consider as it considers recommendations. The Committee will make publicly known the date by which these recommendations must be submitted. The Committee will consider anonymous, as well as attributed, submissions.

## 8.7. Quorum

### 8.7.1. Committee

Quorum for the Committee is when any three (3) of its voting or non-voting members are present, including the Committee Chair.

## 8.8. Recall and Suspension

### 8.8.1. Recall

The Committee Members' constituency may choose to recall the member by a majority vote at any time. The constituency can then fill the seat according to the process by which it was originally filled.

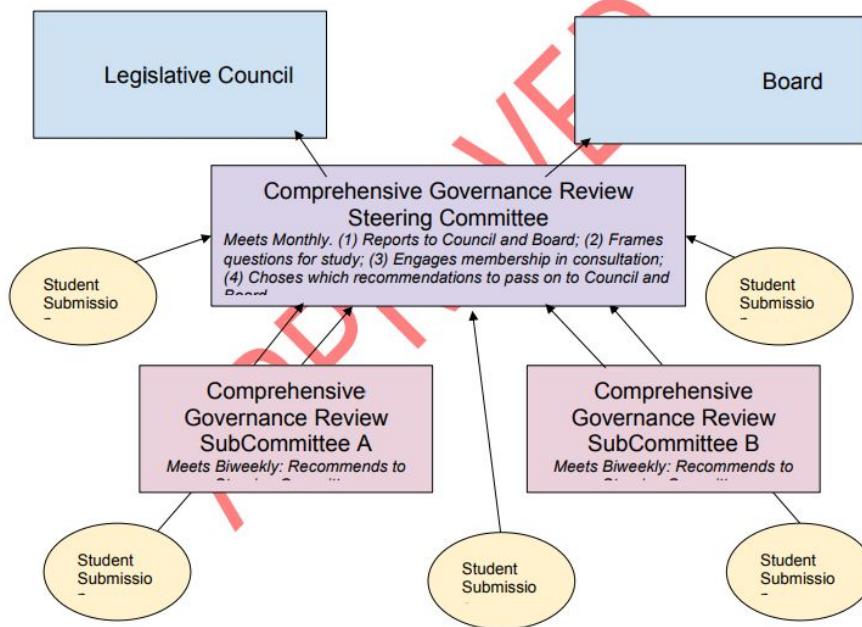
### 8.8.2. Suspension

The Committee can vote to suspend a member with a  $\frac{4}{5}$  majority. The Committee can set a suspension for a maximum term of three months. The Committee must state the reason for suspension. Legislative Council can overturn Committee suspension with a motion to reinstate passed by simple majority.



## 8.9. Reporting

The Comprehensive Governance Review Committee will report to the Legislative Council once a month for five to ten minutes. The Comprehensive Governance Review Committee will report to the Board of Directors at least once a semester.



## 9. Students Society at McGill for Maintaining Operations and Strategic Advancement (SSAMMOSA) Committee

### 9.1. Oversight

The SSAMMOSA Committee shall be a joint Committee of the Board of Directors and Legislative Council.

### 9.2. General

The SSAMMOSA Committee shall be responsible for acting as an implementation & accountability committee to ensure that the goals of the SSMU Master Plan are met and



updated on a yearly basis. This committee shall also be responsible for soliciting feedback and suggestions for the Plan.

### 9.3. Responsibilities

The SSAMMOSA Committee shall:

- a. track the progress of the SSMU Master Plan;
- b. ensure that the yearly targets are met;
- c. provide semesterly updates to the Legislative Council;
- d. provide yearly updates to the Board of Directors;
- e. provide updates to the general membership at each regular General Assembly;
- f. consult with other Canadian student associations for further recommendations to the Plan;
- g. solicit feedback and suggestions from the Membership and Staff to be incorporated into the one-year extension, at the end each academic year; and
- h. review and make recommendations to SSAMMOSA's Committee Terms of Reference at the end of the academic year.

### 9.4. Membership

The SSAMMOSA Committee shall consist of:

- a. SSMU President (Co-Chair, non-voting);
- b. General Manager (Co-Chair, non-voting);
- c. Vice-President (Finance);
- d. one additional SSMU Executive, as determined by the Executive Committee;
- e. one Director, who is not an officer, as determined by the Board of Directors;
- f. 2 additional SSMU Full-Time Staff;
  - i. Representation from the Accounting Department and Operations Department Recommended;
- g. 3 Councillors;
- h. 1 Faculty representative;
- i. 1 Non-Faculty representative;
- j. 1 additional Councillor, as determined by the Legislative Council;
- k. 2 SSMU Clubs Representative;
- l. 1 SSMU Services Representative;
- m. 3 Members-at-Large; and
- n. 1 member of the Senate Caucus.

#### 9.4.1. Alterations to the Membership

The SSAMMOSA Committee may alter its composition at its discretion in order to fulfil its mandate.



## 9.5. Meetings

The SSAMMOSA Committee shall meet monthly.

### 9.5.1. Special Meetings

Ad Hoc meetings may be scheduled as necessary. The Committee will be given a full week's notice before a special meeting is convened.

## 9.6. Quorum

The quorum for the SSAMMOSA Committee is a simple majority of the voting members.

## 9.7. Reporting

The SSAMMOSA Committee will update the Legislative Council at least three (3) times in an academic year.

- a. Fall Semester: This committee shall provide an implementation of a semesterly work plan to the Legislative Council within the first two (2) meetings of the Fall Semester.
- b. Winter Semester: This committee shall provide an implementation of a semesterly work plan to the Legislative Council within the first two (2) meetings of the Winter Semester.

This Committee shall be responsible for approving a one-year extension of the Plan at the Legislative Council before the last meeting of the Winter Semester.

This Committee shall provide an update to the Board of Directors at their last meeting of each academic year.

The Committee must also present a progress report to the membership at each regular General Assembly

## 9.8. Committee Specific

### 9.8.1. Recruitment

The Office of the Governance Manager shall be responsible for advertising openings for Members at Large positions not after the second week of September.



### 9.8.2. Modifications to the SSMU Master Plan

The Committee may recommend modifications to the existing Plan, to be approved by the Legislative Council, as deemed necessary.

### 9.8.3. Clubs and Services Representatives

The two (2) Clubs Representatives shall be nominated by the Clubs Committee within the first two (2) weeks of the Fall semester.

The Services Representative shall be nominated by the Services Committee within the first two (2) weeks of the Fall semester.

### 9.8.4. Vacancies

Should any seat of the Committee become vacant, the Committee shall deliberate to select a replacement from the respective constituency.