

Council Agenda Committee

Purpose: The Council Agenda Committee shall act on all matters relating to the call of Council meetings and will meet as required in accordance with the Rules and Regulations of Council upon receiving a call for a Special Meeting of Council or for planning regular meetings of Council.

Membership: 3 members of Council
Ex officio: President
University Secretary

Term of Office: Three (3) years for members of Council on the Committee

Resources: University Secretariat

Roles and Responsibilities:

1. The Council Agenda Committee will be called to meet by the University Secretary to plan the regular meetings of Council as well as in the event that a Special Meeting of Council is requested.
2. The Council Agenda Committee will notify Council of upcoming meetings, and issue a call for submissions of agenda items by Council Committees and Council members.
3. The Council Agenda Committee will review all items submitted and determine which items will appear on the agenda, as well as where they will be placed on the agenda for the next meeting of Council. As articulated in Council's Rules and Regulations, it is expected that agenda items for Council will *normally* pertain to broad policy issues and long term interest of the University.
4. Should the Council Agenda Committee determine it is appropriate, they may prepare an advance draft of the agenda which may be circulated as a working paper, soliciting response from the academic community prior to the preparation and distribution of the formal agenda and notice of meeting.

Council approved 26 February 2014