

# POLICY COMMITTEE TERMS OF REFERENCE

---

## 1. INTRODUCTION

The Policy Review Committee is intended to be a forum for review and development of organizational policies and shall be a standing committee of Board. The objective of this committee is to strengthen the Board's role in understanding and leading policy governance of Ontario Tech Student Union (OTSU).

## 2. REPORT

The Policy Review Committee reports to OTSU Board of Directors.

## 3. COMMITTEE MEMBERSHIP

3.1 The committee membership shall consist of:

- 3.1.1 Student Executives: President, Vice-President of Student Affairs, Vice-President Student Life, Vice-President Downtown (4)
- 3.1.2 Board Members (2);
- 3.1.3 Ontario Tech student member at large (2);
- 3.1.4 Executive Director; and
- 3.1.5 Financial Controller

3.2 The Executive Director shall chair the meetings. The student members will be the voting members.

If a tie breaking vote is required, the Executive Director (or Financial Controller in their absence) shall exercise the tie-breaking vote.

3.3 The Financial Controller will serve as the Vice-chair.

## 4. QUORUM

4.1 Quorum shall consist of:

- 4.1.1 President;
- 4.1.2 Two Executives;
- 4.1.3 Board Member;
- 4.1.4 One Student at large; and
- 4.1.5 One non-voting member: Executive Director or Financial Controller

## 5. MEETING PROCEDURES

- 5.1 The committee shall meet as often as necessary to fulfil its mandate.
- 5.2 Meetings shall be closed to the public.
- 5.3 Minutes shall be available to the public upon request.
- 5.4 The committee may move *in-camera* by a simple majority vote; however, during *in-camera* sessions, the committee shall not have the power to pass any resolution.

## 6. DUTIES & SCOPE

The specific functions of the committee shall be as follows:

- 6.1 The nature of this governance committee is support the Board in taking a strategic approach to policy development;
- 6.2 To review annually, or as necessary, and recommend for approval to the Board new and/or revised governance policies to ensure that documents:
  - 6.2.1 are in accordance with the OTSU Bylaws;
  - 6.2.2 are compliant with *Canada Not-for-profit Corporations Act*, governing laws, or legal agreements of the organization;
  - 6.2.3 are aligned with current organizational priorities;
  - 6.2.4 are effective in achieving their mandate;
  - 6.2.5 are free of errors, contain no outdated references; and
  - 6.2.6 are consistent with other existing requirements within the document or OTSU policies.
- 6.3 The committee has the authority to review and vote to approve non-substantive revisions. Non-substantive revisions may include, but are not limited to:
  - 6.3.1 correcting typographical errors;
  - 6.3.2 correcting grammatical errors;
  - 6.3.3 document formatting changes;
  - 6.3.4 updating hyperlinks;
  - 6.3.5 updating references to the OTSU Bylaws or other OTSU policies; and
  - 6.3.6 editing text for the purpose of clarifying or being consist with existing requirements within the document or other OTSU policies.
- 6.4 To review and recommend for approval to the Board the annual schedule for policy review within a five-year framework to ensure an ongoing process of policy review;
- 6.5 In the review and development of OTSU policy, the committee shall engage stakeholders and conduct research where necessary and appropriate;
- 6.6 The committee shall receive updates from the Executive Director, regarding the policy landscape of OTSU, including but not limited to:
  - 6.6.1 OTSU terms of reference and procedures;
  - 6.6.2 OTSU administrative policies and procedures that may impact students;
  - 6.6.3 OTU policies and procedures that may impact students, as requested; and/or
  - 6.6.4 government decisions that may impact students.