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 the 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 General Manager; and
- 3.1.5 Financial Controller

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

3.3 A board or executive member will serve as the Vice-Chair, as elected by the committee.

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: General Manager 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- 6.2.5 are free of errors, contain no outdated references; and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 consistent 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.