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**EDUCATION COUNCIL****Governance Committee**

## Terms of Reference

Policy Number:

Category: Education

Effective Date: November 22, 2023

Approval Process: Educational Policies

Approval Date: November 22, 2023

Date Last Reviewed: November 22, 2023

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**PURPOSE**

An Ad hoc committee of the Education Council that reviews and suggests revisions regarding governance related policies and procedures.

**MEMBERSHIP**

Committee membership is determined by Education Council. (See NLC Education Council Bylaws 6.1 to 6.5)

This Ad hoc committee should be comprised of current members of Education Council:

- Minimum of one faculty member
- Minimum of one staff member
- Minimum of one administrator
- Up to two students
- Vice Chair of Education Council
- Assistant to the Education Council (ex-officio)
- Education Council Chair (ex-officio)
- The Registrar (ex-officio)
- The President (ex-officio)

The committee must number three or more members.

**Quorum**

A meeting of the committee may proceed when at least three voting members are in attendance.

The Assistant to the Education Council will be the recording secretary to the committee. The Education Council will determine the agenda items as meetings are required. Reports to Education Council will be presented by agreement of the members present.

**Chair**

The chairperson will be the current Vice Chair of Education Council.

## **PARTICIPATION**

- All committee members are expected to actively participate in reviewing all documents that are presented to the committee for review.
- If a committee member is unable to participate the member will resign and a new member from Education Council will join the committee.

## **DUTIES**

- In accordance with Educational Policies, and on behalf of Education Council, the committee will review and recommend revisions on governance related matters such as committee membership and Education Council bylaws.

## **PROCESS**

- The committee will meet as issues are assigned by Education Council.
- Dates and times of meetings will be agreed on by members as issues are raised.
- All documents with recommendations made by the committee, will be made available to all Education Council members prior to the Education Council meeting where the submission will be brought forward for approval.

**History**

<b>Created/Revised/Reviewed</b>	<b>Date</b>	<b>Author</b>	<b>Approved By</b>
Created	May 25, 2022	Governance committee	Education Council
Revised	June 22, 2022	Governance committee	Education Council
Revised	November 22, 2023	Education Council	Education Council

**Next Scheduled Review Date**

November 2028