



Senate Policy and Governance Committee Terms of Reference

Last review: March 2025	Next review: March 2028
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1. Reporting

The Senate Policy and Governance Committee (SPGC) is a standing committee of the Senate and makes recommendations to the Senate.

2. Mandate

The mandate of the committee is to:

- receive proposals for new policies or substantial changes to policies;
- review proposed new academic policies and procedures and to advise the Senate on those proposals;
- review revisions/updates to existing academic policies and procedures and to advise the Senate on such changes;
- review Faculty bylaws and recommend them to the Senate (*University Act*, section 39(1));
- advise the Senate on Board matters where the Board must seek advice from the Senate on educational policy (*University Act*, section 35.2(6));
- advise the Senate on procedures for the recommendation and selection of candidates for president and other officers of the University (*University Act* 27(2)(f));
- advise the Senate on governance processes;
- advise the Senate on revisions/updates to the Senate Bylaws; and
- review and recommend to the Senate the Terms of Reference of Senate subcommittees (Senate Bylaws, section 8.4).

3. Membership

The composition of the membership of the Committee includes:

Members

Eleven (11) members including the Chair and Vice-Chair of Senate.

The **voting members** consist of:

- The Chair of the Senate,
- The Vice-Chair of the Senate,
- Four (4) faculty members (at least one of which must be a Senator; the four faculty are inclusive of the Vice-Chair of the Senate),
- One (1) staff,
- One (1) student, and
- One (1) administrator.

The **non-voting resource members** consist of:

- One (1) administrator from the Policy Office
- One (1) administrator from the Registrar's Office.

Where the above resource members are not available, an administrator from another relevant area will be considered.

Terms of Office

Faculty, staff, and student members serve for one-year terms between August 15 and June 15. Members may be reappointed for subsequent terms. **Administrators** serve until the President replaces them with a new appointment.

When a vacancy occurs, the Chair will follow the procedure outlined in the Senate Bylaws, section 8.7, to fill the vacancy.

The Chair

The Chair of the SPGC will be a member of the Senate who is elected by the SPGC from among its members for a one-year term.

The Chair is normally non-voting but may vote where their vote could change the result.

In addition to the duties set out in Section 8 of the Senate Bylaws, the duties of the Chair are to:

- chair the meetings of SPGC;
- prepare agendas;
- ensure that the recommendations of the SPGC are taken to Senate;
- work with the Policy Office to assist proponents of policies in the preparation of documents for presentation to the SPGC;
- verify with the Policy Office and the Senate Administrative Assistant that Senate-approved policies are ready to be posted publicly.

The Vice-Chair

The Vice-Chair of Senate will be the *de facto* Vice-Chair of the Committee. The Vice-Chair will fulfill the duties of the Chair in their absence.

4. Conduct of Meetings**Schedule**

Meetings of the committee are held twice per month between August 15 and June 15.

Quorum

Five (5) voting members (including the Chair).

Decision Making

When consensus cannot be reached, decisions will be made by a 2/3 vote of members present.

Attendance

In accordance with Section 8.8 of the Senate Bylaws, to be fair to the committee's other members, members who are absent for three (3) committee meetings per appointment year, with or without notice, will be deemed to have resigned from the committee by the Chair.

Visitors to Meetings

At the discretion of the Chair, members of the Capilano University community may observe and address meetings of the SPGC.

5. Resources

[Board of Governors Policy B.102 Policy Development and Management](#)
[Senate Policies and Procedures](#)
[Senate Bylaws](#)
[University Act](#)

6. Review of Terms of Reference

SPGC will review and update these Terms of Reference as necessary at least every three (3) years (Senate Bylaws, Section 8.4). Upon presentation of the committee's Terms of Reference to the Senate, a 2/3 vote of members present is required for approval. (*University Act*, section 37(1)(a)).