



Terms of Reference

University of Toronto Scarborough Campus Council Agenda Committee

1. MEMBERSHIP

1.1 Composition

A representative body with total membership of **13** members, the University of Toronto Scarborough Campus Council Agenda Committee (UTSC Council Agenda Committee) is composed of members of the UTSC Council and comprises the five estates of the Governing Council and the UTSC Council.

CONSTITUENCY¹	GOVERNING COUNCIL	NON-GOVERNING COUNCIL	TOTAL
Administrative Staff	0 - 1	1 - 0	1
Community Member (an alumnus/a, LGIC appointee or other member of the community) ²	0 - 1	1 - 0	1
Teaching Staff	0 - 1	1 - 0	1
Student	0 - 1	1 - 0	1
<i>Ex Officio</i>			
Chancellor	1		
Chair, Governing Council	1		
Vice-Chair, Governing Council	1		
President	1		
Chair, UTSC Council	1		
Vice-Chair, UTSC Council	1		
Chair, Academic Affairs Committee (AAC)	1		
Chair, Campus Affairs Committee (CAC)	1		
Vice-President and Principal, UTSC	1		9
TOTAL			13

The Secretary of the Governing Council is an *ex officio*, non-voting member.

¹ Constituency definitions are provided in the *University of Toronto Act, 1971*.

² “Other member of the community” refers to an individual in the broader community who has an interest in, commitment to or affiliation with the campus.

1. MEMBERSHIP (cont'd)

1.2 Term

Terms are for one year, beginning on July 1 and continuing to June 30.

1.3 Appointment of Members of the UTSC Campus Council Agenda Committee

Members of the UTSC Council Agenda Committee are appointed annually by the UTSC Council from among its members on the recommendation of the UTSC Council Chair, following nominations by and from among the represented estates on the Campus Council.

1.4 Chair and Vice-Chair of the UTSC Campus Council Agenda Committee

The Chair and Vice-Chair of the UTSC Council are the Chair and Vice-Chair of the UTSC Council Agenda Committee.

2. QUORUM

Quorum shall consist of one-third of the voting members (normally 5).

3. SUBCOMMITTEES

3.1 Special Committees

The UTSC Council Agenda Committee may establish Special Committees for specific purposes.³

4. FUNCTION

Subject to the authority of the Governing Council, the UTSC Council Agenda Committee is responsible for directing the flow of business within the UTSC Council, overseeing the operation of the UTSC Council and its Committees, and serving as an advisory body for the Vice-President and Principal, UTSC. No decision of the UTSC Council Agenda Committee is effective until approved by the UTSC Council or unless the UTSC Council has previously assigned authority therefore to the UTSC Council Agenda Committee.

³ See Section 3.2 of the Terms of Reference of the Campus Council for procedures governing the establishment of Special Committees by the Agenda Committee.

5. AREAS OF RESPONSIBILITY

Governance Oversight

- 5.1** The UTSC Council Agenda Committee is responsible for the preparation of the agenda for meetings of the UTSC Council. The Committee determines the readiness of items of business for submission to the UTSC Council, the documentation required to accompany a proposal, and any guests to be invited to each meeting of the UTSC Council. As part of its responsibility, the Committee receives and reviews reports of other committees for transmittal to the UTSC Council. The Committee decides which items will be placed on the consent agenda and which reports for information will be published electronically.⁴ The UTSC Council Agenda Committee also considers notices of motion given at the UTSC Council.
- 5.2** The UTSC Council Agenda Committee plays a co-ordinating role in relation to the committees of the UTSC Council. The Committee refers matters to other committees of the UTSC Council. It also screens new issues and assigns them to standing or special committees or to the administration for consideration.
- 5.3** The UTSC Council Agenda Committee acts as a nominating committee, reviewing and developing nominations for and appointments to the UTSC Council and its committees. It makes its recommendations to the UTSC Council, which has responsibility for approving those appointments.

Additional Responsibilities

- 5.4** The UTSC Council Agenda Committee may be assigned responsibilities from time to time by resolution of the UTSC Council.

6. PROCEDURES

The UTSC Council Agenda Committee normally meets in closed session. Pursuant to sections 28 (e) and 33 of *By-law Number 2* of the Governing Council, the Committee may move *in camera*.

⁴ See Sections 6.2 and 6.3 of the Terms of Reference of the Campus Council.

6. PROCEDURES (cont'd)

6.1 Consent Agenda

The Chair may determine that certain items should be placed on a “consent” portion of the agenda. Those items are not given individual consideration by the Committee, unless a member so requests. Rather, members with questions for clarification, or requests for further information, may contact the sponsor of the item in advance of the meeting. Members with concerns who would like an item to be discussed by the Committee should notify the Secretary at least 24 hours in advance of the meeting. Upon the request of any member, the matter will be considered by the Committee in the usual manner.

Where a consent item requires a resolution of the UTSC Council Agenda Committee, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the UTSC Council Agenda Committee and seconded, and it will normally immediately proceed to a vote without introduction or discussion.

Where a consent item is for information only, and where no member has requested consideration of the item in the usual manner, the item will normally be taken as received by the UTSC Council Agenda Committee without introduction or discussion.

6.2 Additional Reports for Information

To keep members abreast of developments in a timely manner, certain reports for information required by these terms of reference and others as decided by the Chair from time to time will be considered by means of electronic publication. Members will be notified once the reports are made available. Members who have questions about a report may contact the sponsor of the item. Members with concerns about the report who would like it to be discussed by the UTSC Council Agenda Committee should notify the Secretary at least fourteen days in advance of the next meeting to enable consideration by the UTSC Council Agenda Committee. The report will be considered by the UTSC Council Agenda Committee at that meeting in the usual manner.

Approved by the Governing Council June 25, 2012.