7. ROLE AND FUNCTION OF GFC COMMITTEES

7.1 The Role of Standing and Ad Hoc Committees
(a) The effective conduct of GFC business relies heavily on the work of representative GFC committees established specifically to consider a broad range of matters related to the academic function of the University and to report on these to GFC, with recommendations as necessary and appropriate.

(b) For academic matters of an ongoing nature, GFC shall establish a framework of standing committees, as outlined in Article 8.

(c) At its discretion, GFC may also form ad hoc committees. The proposed Councillorship and terms of reference of any such ad hoc committee shall be specified in the motion to strike the committee.

(d) Ad hoc committees of GFC shall serve until they are discharged by GFC.

(e) The membership of all GFC standing or ad hoc committees should be gender inclusive, and should reasonably represent the diversity of academic or cultural traditions and viewpoints, where possible.

7.2 General Committee Procedures
(a) In general, where appropriate and feasible, the procedures of GFC standing or ad hoc committees shall parallel those of GFC.

(b) Except as stated otherwise in these By-laws, the Chair shall be an *ex officio* voting member of every GFC standing or ad hoc committee and the Speaker will be an *ex officio* non-voting member of every GFC standing or ad hoc committee.

(c) All GFC standing or ad hoc committees shall report directly to GFC.

(d) A GFC standing or ad hoc committee may also report to another such committee at the other committee’s request. Any such report shall also be conveyed to GFC, for information.

(e) GFC standing or ad hoc committee may form working groups to deal with specific tasks within the committee’s mandate. These working groups shall bring reports and recommendations to their parent committees for consideration and possible conveyance to GFC, unless otherwise stipulated in these By-laws. Terms of reference and membership of these working groups shall be determined by the parent committee.
(f) Secretarial support for each committee shall be coordinated through the Recording Secretary unless otherwise stipulated in the By-laws.

7.3 Chair and Vice-Chair

(a) Each GFC standing or ad hoc committee shall have a Chair and a Vice-Chair, who shall either be designated when stipulating the membership or elected by the committee.

(b) Responsibilities of the Chair shall include:
   (i) acting as the presiding officer for the committee;
   (ii) working with the committee to establish an appropriate meeting schedule;
   (iii) ensuring that meeting agendas and all relevant supporting documentation are circulated to all committee Councillors at least four business (4) days before each meeting;
   (iv) ensuring that the minutes of each committee meeting are circulated to all committee Councillors;
   (v) ensuring that the committee undertakes adequate consultation with all those who may be affected by any proposals being considered by the committee before such proposals are conveyed to GFC or to the parent committee;
   (vi) preparing committee reports and recommendations as necessary and appropriate, for approval by the committee and conveyance to GFC or to the parent committee;
   (vii) acting as the lead spokesperson when reports and recommendations of the committee are presented to GFC or to the parent committee; and
   (viii) in general, seeing that all work required of the committee is completed in an expeditious and timely fashion.

(c) The Vice-Chair shall be responsible for fulfilling the responsibilities of the Chair whenever the Chair is unable or unavailable to do so, for any reason.

7.4 Committee Meetings and Quorum

(a) An agenda for each GFC Committee shall be prepared by the Committee Chair and Recording Secretary.

(b) Material for agenda items for GFC committees must be received by the Recording Secretary at least six (6) business days prior to the GFC committee meeting.

(c) All meetings of GFC standing or ad hoc committee meetings shall normally be open to non-committee members (including non-Councillors). The annual schedule of GFC meetings shall include all committee meetings, where possible.

(d) A non-committee Councillor may be recognized and permitted to speak at any committee meeting at the discretion of the Chair.
The quorum for all GFC standing or ad hoc committee and Faculty Council meetings shall be 50% of the voting membership. With the exception of Executive Committee and the By-laws and Striking Committee, the Chair and Speaker shall not be included in the count for quorum.

7.5 Committee Reports

(a) Written reports of GFC standing or ad hoc committee should be clear and concise. A motion that GFC receive the report is required, even if the report includes no recommendations for GFC consideration.

(b) A motion that GFC receive a written report provides an opportunity for general discussion regarding the report and its recommendations, including questions or comments concerning the committee’s procedures or the adequacy of the report’s analyses and rationales. A motion to receive should normally not be defeated; rather, it should be carried if GFC is generally satisfied with the report and prepared to consider the recommendations therein, or referred back to the committee (with specific instructions) if there are significant concerns.

(c) Carrying a motion to receive a written report in no way binds GFC to accept the individual recommendations within it.

(d) The recommendations contained in a Committee report intended for GFC consideration should be clearly outlined on a GFC cover sheet accompanied by adequate rationale.

(e) The cover sheet shall include a motion for each individual recommendation within the report, carefully worded to reflect the appropriate GFC action being proposed (e.g. that GFC approve the implementation of a new program, that GFC recommend to the President, for conveyance to the Board, the addition of a new tenure-track position, etc.).

(f) GFC may amend the individual motions presented, but may in no way alter the main body of a written report (including the recommendations) of the report itself.

7.6 Annual Reports of Standing Committees

(a) All standing committees of GFC shall present a written annual report to GFC at the May meeting and a plan for the coming year at the October meeting.

(b) Annual standing committee reports shall follow the template outlined in Appendix 3 and include:
   (i) summarized information on the number of meetings, meeting dates,
   (ii) a summary of the various activities and outcomes for the year (matters considered, recommendations/actions arising from such matters, final outcomes of such recommendations/actions and any matters which remain unfinished); and
   (iii) where appropriate, a list of matters which are anticipated for consideration in the following year, prioritized if possible.

(c) Annual reports shall include a motion to receive the report, but shall normally not include other substantive recommendations or motions.
8. STANDING COMMITTEES OF GFC

8.1 Annual Standing Committee Election Process

(a) Members shall be elected to serve on GFC standing committee for a two-year term or for the remainder of their term on GFC if it is less than two years.

(b) Elections to replace members whose terms have expired on GFC standing committees shall be held annually by GFC. Faculty and student membership shall be staggered where possible to ensure an adequate degree of continuity on each committee from year to year.

(c) The committee election process shall be coordinated by the By-laws & Striking Committee.

(d) Following the election of Faculty Councillors in the Spring, the By-laws & Striking Committee shall solicit expressions of interest for vacancies on GFC committees and non-GFC committees where GFC representation is required for the next academic year.

(e) Elections for GFC standing committee members shall be conducted in the Spring after the elections for GFC Councillors have concluded.

8.6 Library Standing Committee (LSC):

(a) Membership:
   (i) University Librarian, who shall be Chair;
   (ii) One Faculty Councillor from each Faculty, elected by GFC;
   (iii) Two Student Representatives, appointed by SAMRU;
   (iv) One ex-officio Councillor, elected by GFC;
   (v) Recording Secretary, appointed by the University Librarian (non-voting).

(b) Ex Officio:
   (i) Chair of GFC (voting)
   (ii) Vice-Chair of GFC (Provost) (voting)

(c) Terms of Reference:
The Committee shall:
   (i) Facilitate communication between the Library and the broader academic community;
   (ii) Provide advice and recommendations with respect to Library planning, policies, and priorities of and services where appropriate;
   (iii) Provide advice to Council with respect to the consistency of the Library’s priorities and those of the broader academic community;
   (iv) The Committee shall review its Terms of Reference annually and make recommendations for changes to the By-laws and Striking Committee as required.