


Policy Name:	TERMS OF REFERENCE - POLICY & BYLAW REVIEW COMMITTEE	 <p>coast mountain college</p>
Approved By:	Presidents Council & Board of Governors	
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Policy Holder:	Board of Governors	
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Category:	Governance Process	

TERMS OF REFERENCE - POLICY & BYLAW REVIEW COMMITTEE

1.00 POLICY STATEMENTS

- 1.01 The Policy & By-Law Review Committee (PRC) is a standing committee of the Board of Governors.
- 1.02 The purpose of the Committee is to provide advice on policy development and provide a forum for regular policy & By –Law review.
- 1.03 The Board Secretary will distribute the approved polices and/or By-Law to the College community via the college website.

2.00 DUTIES & RESPONSIBILITIES

- 2.01 The Policy & By-Law Review Committee has the responsibility to review current policies and make recommendation to the Board.
- 2.02 The Committee will also carry out other policy related duties as necessary.

3.00 MEMBERSHIP

- 3.01 The Committee shall be comprised of 5 members:
 - One staff and/or faculty constituency representative
 - One student representative
 - Up to 3 community members
 - The President will be an ex-officio member.

- 3.02 The Chair will be elected from the community members.
- 3.03 The normal term of office will be 2 years term, September to August.

4.00 QUORUM

The majority of the members of the Committee will constitute quorum.

5.00 MEETINGS

5.01 The Committee will meet 4 times per year based on the policy review plan or more frequently as needed.

5.02 Interested parties may be invited to make presentations and attend meetings.

6.00 COMMUNICATIONS

The Committee will use electronic communication to reduce waste where possible.

7.00 REPOSTING RELATIONSHIPS

The Policy & By-Law Review Committee Chair will report to the Board.

8.00 PROCESS: REVIEW EXISTING POLICIES

8.01 A review plan will be developed yearly.

8.02 For each policy, an initial review will be conducted by the President & CEO with the assistance of experts in that area and/or those directly involved with the policies.

8.03 The review will be complete within 30 days and the revised policies will be forwarded to the Chair of the Policy & By-Law Review Committee to be circulated for a 28-day period for further input.

8.04 Interested parties and resource staff may be invited to make presentations and attend meetings of the Policy & By-Law Review Committee.

8.05 Where appropriate the Board Secretary will circulate the policies to the college community for feedback.

9.00 PROCESS: DEVELOPMENT OF NEW POLICIES

9.01 A new Board policy may be proposed by any Board member or college department.

- 9.02 The draft of the proposed policy will be forwarded to the Chair of the Policy & By-Law Review Committee.
- 9.03 The Policy & By-Law Review Committee will review the policy and send a recommendation to the Board Executive to be brought forward to the Board.

10.00 DISTRIBUTION

All approved Board policies will be posted on Coast Mountain College's website and CMTN's employees will be notified.