Committee’s Role - Overview

The Governance Committee of the Board of Governors of Carleton University is a standing committee of the Board constituted to oversee and advise the Board with respect to the governance of the University.

It is the responsibility of the Committee to:

- Scrutinize the University’s governance model periodically to ensure consistency with the objects and purposes of the University as stated in the Carleton University Act (the “Act”) and compliance with applicable legislation;

- Review the governance practices of the University to ensure that the principles of transparency, accountability, inclusiveness and effectiveness are respected at all levels of University governance, and make recommendations to the appropriate governing body for change when appropriate;

- Periodically review the constating instruments of each of the University, the Board and the various Board committees, including without limitation the Act, bylaws, procedures of the Board, committee mandates and procedures, and relevant University policies, and make recommendations to the appropriate governing body for development and change when appropriate;

- Develop, recommend to the Board and monitor the application of the Code of Conduct for Board members;
• Develop, implement and monitor the effectiveness of an orientation and training programme for members of the Board;

• Periodically review protocols and appointment guidelines for the establishment of search committees for Chancellor, President, Vice-Presidents, and other senior administrative positions in the University, and make recommendations for change when appropriate; and

• Perform such other functions as may from time to time be assigned to the Committee by the Board.

Composition of Committee

The Committee shall be composed of the following:

Chancellor
Chair of the Board
Vice-Chair of the Board
President
Members of the Board appointed to the Committee by the Board -
  o Not less than two nor more than three representatives of the community
  o One Alumni representative
  o One student representative, whether graduate or undergraduate
  o One representative from the academic and library staff
  o One representative from University staff who is not a member of the academic or library staff

A Chair and Vice-Chair of the Committee shall be named from among members of the Committee who are not otherwise chairs or vice-chairs of standing committees of the Board and who are eligible to serve as members of the Executive Committee of the Board.

The University Secretary shall serve as the non-voting executive officer for the Committee.

All members of the Committee shall serve one year terms on the Committee.

Quorum

Quorum for meetings shall consist of one-half the number of members of the committee plus one, present in person, by teleconference or by videoconference, at last one of whom must be the chair or vice-chair of the committee.

Revisions and Approvals:

• 26th Governance Meeting, Nov. 17/15, approved date change; deferred formal review until completion of By-law review in Spring 2016