

GOVERNANCE PROCESSES

Policy Title	Policy Number
Council Committees, Formation, Responsibilities and Limitations	GP-3
	Date of Approval
	July 16, 2014
Responsible Authority	Date of Revisions
CMLTM Council	July 16, 2014, May 16, 2012 September 14, 2016, September 20, 2019
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1. The Council will establish the Standing Council Committees in accordance with the by-laws. The Council may also establish additional Standing and Ad Hoc Committees to assist the Council in fulfilling its governance role and working with the Registrar/CEO in meeting the CMLTM’s mandate.
2. Standing Committees noted in bylaws shall conduct business as per the parameters of the by-laws. Ad Hoc and additional Standing Committees shall have terms of reference that outline, at minimum, the Committee purpose, term of Committee, a list of specific goals, the authority of the committee, reporting responsibilities, accountability process, term of Committee and appointments of members and chairs. Terms of Reference will be developed by the Committee and approved by the Council.
3. Council Committees do not speak for the Council except when delegated the authority of the Council to do so.
4. Council Committees cannot exercise authority over staff.
5. All communication to Committee Chairs be directed to the Registrar/CEO and then passed on to the Chairs and cc’d to the Council Chair.
6. Committee Chairs or alternates are expected to attend all Council meetings as ex officio members and to have full advisory participation and speaking rights at Council meetings that they attend save for making motions or voting.
7. Committee Chairs ensure complete and accurate minutes are taken of all committee meetings and submitted to the Registrar/CEO. Committee minutes to be submitted to the Registrar/CEO within one week after and to be distributed to and reviewed by the Council.
8. Committee Chair submit a report at each Council meeting to include:
 - a. Actions taken,
 - b. What is needed from Council,
 - c. Concerns of the Committee.
9. The Committee Chair is responsible to call meetings and set the agenda.
10. Minute taking is assigned by the committee at the time of the meeting.