



Committee of the Whole – Terms of Reference

Approved by: Board of Governors

Revised: January 31, 2014

PURPOSE

The Committee of the Whole provides a vehicle for:

- discussing broad based issues,
- informal discussions on various topics requiring extended periods of discussion,
- updates regarding on-going matters,
- educational opportunities on university related topics, tours, speakers.

SCOPE

The Committee of the Whole, which consists of the Board members, provides a flexible forum for the Board to discuss and learn about issues. These meetings may vary in format to include items such as discussions, informational or educational tours, presentations, and/or guest speakers. The Committee of the Whole provides an opportunity for the Board members to interact with other Boards, to learn, and to discuss various topics in greater depth.

The Committee of the Whole meetings are closed to the public. With the permission of the Chair, individuals may be invited to attend for specific purposes.

The Committee of the Whole is not restricted to following Roberts Rules of Order and has no decision-making authority. No motions are made nor are any votes taken. Although no formal minutes are taken, the Secretary will record a summary of the meeting for historical reference purposes. Attendance is voluntary but the attendance will be recorded. There are no quorum requirements.

The Chair of the Board or designate:

- sets the agenda in consultation with other Board members,
- sets the date and time of the meetings,
- oversees the conduct of the meeting.

Board members should be encouraged to contact the Chair or the Board Secretary to discuss adding items to the agenda. Committee of the Whole meetings will be scheduled

during the same day as the scheduled Board meetings but may vary in location and length. Agendas and the date/time/place of the Committee of the Whole meetings will be circulated electronically to all Board members approximately seven days prior to the meetings. Agendas will not be posted on the Lakehead University website.

Extensive debate or discussions related to items listed on the Board meeting agendas are reserved for the scheduled Board meetings. The Committee of the Whole is not intended as a forum for the discussion of items coming forward to the concurrent regular Board meeting.

COMPOSITION

- All Board members

Resources: Individuals as invited