

## ***Guidelines for Council Committees, Committee Minutes, and Minority Reports***

---

### **Meetings of Council Committees**

1. Committee meetings are open to members (voting and non-voting), resource personnel and invited guests only.
2. Quorum for committees is a majority of the voting members, except for the nominations committee, whose quorum is 2/3 of the voting members.\*
3. The President and the Chair of Council are *ex officio*, non-voting members of all Council committees. They are not counted when determining the quorum of a committee meeting.\*
4. An *ex officio* voting member may designate an individual to serve in her or his place on a committee of Council with the same powers as the designator. If possible, such designations should be made prior to the committee's first meeting of the year in the Fall. The designation may be renewed. If the individual designated is unable to complete the full term, another individual may be designated to serve. To initiate the designation, the *ex officio* member will inform the Chair of Council and the Chair of the committee involved. During the period of designation, the *ex officio* member who initiated the designation may still attend committee meetings from time to time with a voice but no vote.\*
5. Standing committees may create subcommittees, including subcommittees composed of persons who are not members of Council.\*
6. Members of standing committees or subcommittees who have disclosed a conflict of interest will abstain from voting in committee proceedings, and when appropriate will withdraw from all committee deliberations with respect to the matter.\*

\*as prescribed by *Council Bylaws*

*Editorial revisions approved by the coordinating committee September 2018*

### **Minutes of Council Committees\***

1. Each standing committee and subcommittee must keep a record of its proceedings in the form of minutes. Whenever practical, minutes should be approved at the next duly constituted meeting of the committee.
2. The record shall be open to any member of the committee, whether voting or non-voting.
3. The record is confidential, but excerpts from the minutes may be released at the discretion of the chair and will not be unreasonably withheld. If the minutes are withheld, the decision may be appealed in writing to the vice-chair of Council. The decision of the vice-chair is final.
4. Each standing committee is required to report at least annually to Council.\*

\*as prescribed by *Council Bylaws*

*Revised by the governance committee and reported to Council April 2017; editorial revisions approved by the coordinating committee September 2018*

## **Minority Reports of Council Committees**

The inclusion of a minority report in a committee report to Council is the exception rather than the rule. The decision of whether or not to include a minority report is a decision made by the committee chair alone on a case-by-case basis, taking into account the basis of the report and the relevant circumstances of the item under discussion.

*Approved by the coordinating committee October 9, 2014*