CODE CHANGES 2017:
Subcommittees and Working Groups

TO: Council
FROM: Governance
March 2018

Amendment to expand the section on working groups to create the category, Subcommittees.

Additions are indicated by bold italics. Deletions are indicated by striking through (like this).

SECTION V: COMMITTEES

Article 1. General

... 16. Subject to the restrictions on distributing a Committee’s in camera discussions, as prescribed in paragraphs 11, 13, and 14 above, the minutes of all meetings of all Committees and the minutes of all meetings of each Committee’s subcommittees and working groups, once approved by the Committee, shall be submitted to Council for approval by the Chair of the Committee. Minutes of each Committee shall be approved at the following meeting of that committee, or else no further business of that Committee shall be conducted, unless unanimous consent of the Committee is given. Approved minutes from Committees shall be sent to Council at the next sitting of Council after the Committee meeting at which they were approved.

17. All minutes of Committee and Committee working group meetings of Committees, Subcommittees, and Working Groups, except the meetings of in camera sessions, shall be posted on the Society’s website within a week of Council approval.

18. Subject to the restrictions on recording a Committee’s in camera discussions, as prescribed in paragraph 12 above, the minutes of meetings of Committees, Subcommittees, and Working Groups and their working groups shall include the motivation for any substantive motions, recommendations, and actions discussed at the meetings, along with a report of the discussions at such meetings.

19. Unless there is unanimous consent from the Committee or working group members present at a meeting of a Committee, Subcommittee, or Working Group, audio and video recording of Committee and working group meetings such a meeting is prohibited.

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Article 5. Working Groups and Subcommittees

1. Standing Committees may, by Resolution, establish short-term Working Groups and long-term Subcommittees by resolution to deal with specific aspects of their responsibilities.

2. Standing Committee Working Groups and Subcommittees shall invite relevant members of the Society’s staff to attend their meetings.

3. Working Groups and Subcommittees shall produce minutes of their meetings, which they shall submit for approval to their the Standing Committee of which they are a working group.

4. Subject to the provisions of this Code Section, Standing Committees shall establish their own operating procedures, including but not limited to the frequency of their meetings and the relationship with their Subcommittees and Working Groups.

5. Standing Committees shall establish the terms of reference for all their Subcommittees and Working Groups, and shall submit these terms of reference and any subsequent changes in them to the Archivist & Clerk of Council to be posted online and to be kept for future reference.