
SUBJECT	Code Changes 2019: Committee Chair Transitioning
MEETING DATE	July 31, 2019
MOTION	<p>“BE IT RESOLVED THAT Council adopt the report of the Governance Committee entitled ‘Code Changes 2019: Committee Chair Transitioning’ and thus amend the Code as recommended.”</p> <p>Note Requires 2/3rds</p>
PREPARED BY	Governance Committee – Katherine Westerlund Chair
DOCUMENTS	1. Code Changes 2019: Committee Chair Transitioning

DESCRIPTION & RATIONALE

There is currently no requirement for any transition to occur between AMS committee chairs. In some cases (eg. Committees chaired by executives) the committee knowledge gets passed on through the executive transition process, but for non-executive chairs there is no requirement to transition your successor. We are working with Steering Committee to come up with good transition document templates, and want to put this line in code to remind committee chairs that they need to transition their committees.

BENEFITS
 Reputational,
 Financial,
 Sustainable, Social

Committees have a higher likelihood of being transitioned.

RISKS
 Financial,
 Operational,
 Reputational

N/A

COSTS
 Financial,

N/A

TIMELINE Remind chairs of this at the beginning and ends of their appointments.
Implementation
Timeline

CONSULTATION AMS Governance Committee.
Internal & External
Groups

ATTACHMENT #1 – Attachment Name

**CODE CHANGES 2019:
COMMITTEE CHAIR TRANSITIONING**

TO: Council
FROM: Governance Committee
July 2019

Amendment to require chairs to transition their successors.

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

SECTION V. COMMITTEES

Article 3. Committee Chairs

3. General Provisions for Chairs of ~~both~~ Standing, Extraordinary, and Ad Hoc Committees

- (a) The Chair shall preside over the meetings of the Committee, and shall not vote except to break or create a tie or otherwise to affect the result.
- (b) Each Committee shall designate from its membership a Vice-Chair, who shall chair meetings in the absence of the Chair and have such other duties as may be assigned by the Chair or the Committee from time to time. If both the Chair and the Vice-Chair are unable to attend a meeting, the Committee shall elect an acting chair for that meeting.
- (c) The Chair shall administer the budget of the Committee as approved by Council, and shall be the signing officer of the Committee.
- (d) The Chair shall liaise with the Graduate Student Society committee or committees most relevant to that Chair's committee.
- (e) All Chairs shall have access to secretarial support in performance of their duties, and the Executive Committee shall ensure that Chairs have such access.
- (f) ***Each Chair of a Standing or Ad Hoc Committee shall provide a transitional report for their successor, and shall generally assist in the transition of their successor.***