**SUBJECT**

Code Changes 2019: Committee Chair Transitioning

**MEETING DATE**

July 31, 2019

**MOTION**

“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.”

Note Requires 2/3rs

**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**

Committees have a higher likelihood of being transitioned.

**RISKS**

N/A

**COSTS**

N/A
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<tr>
<th><strong>TIMELINE</strong></th>
<th>Remind chairs of this at the beginning and ends of their appointments.</th>
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<tbody>
<tr>
<td>Implementation</td>
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<td>Timeline</td>
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<thead>
<tr>
<th><strong>CONSULTATION</strong></th>
<th>AMS Governance Committee.</th>
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<td>Internal &amp; External</td>
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<td>Groups</td>
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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 (like 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.