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**Committee:** CCMG Policy and Bylaws Committee

**Document:** Terms of Reference (ToR)

**Dates:** Approved by the Board of Directors, **February 2015**

Approved by the Board of Directors, **January 21, 2021**

### **Brief Description**

This committee will advise the College/Board of Directors on matters of interpretation or revision of By-laws and ensure that policies are consistent with current By-laws. The committee will also advise on the need for new policies and develop or revise policies at the request of the Board of Directors.

### **Mandate**

1. Prepare, on request from the BOD, draft amendments to the By-Laws.
2. With the consent/direction of the BOD, consult and obtain legal guidance on matters concerning the By-laws.
3. Identify and recommend to the BOD, the need for policies to complement or clarify current By-laws
4. Perform reviews of existing College policies for consistency with and relevancy to current By-laws

### **Composition and Tenure**

- The Committee shall consist of 3 members (including Chair), plus representation from the Board.
- The normal term of membership shall be 3 years, renewable once.
- To ensure that the committee has a strong understanding of the By-laws and Policies of the College, the Chair of the Committee will be a Past President of the BOD, if willing to serve. Alternatively, the Chair will be appointed by the BOD on the recommendation of the Committee, at least 6 months prior to the anticipated turnover.
- The normal term of appointment for the Chair shall be 2 years.

*Formerly - the Constitution and Bylaws Committee*