



Northern Ontario
School of Medicine
École de médecine
du Nord de l'Ontario
ᑭᑦᑎᑦᑎᑦᑎᑦ ᑭᑦᑎᑦᑎᑦᑎᑦ
L'ᑎᑦᑎᑦᑎᑦ ᑭᑦᑎᑦᑎᑦᑎᑦ

Terms of Reference

Governance and Nominations Committee Terms of Reference					
Approved By:	Academic Council				
Approval Date:	2020 06 11	Effective Date:	2011 06 09	Review Date:	2021 09 01

1.0 Purpose

The Governance and Nominations Committee (GNC) is a standing committee of Academic Council and as such attends to all matters related directly to the overall structure, direction, constitution and conduct of the Academic Council and its Committees. It will also receive and make recommendations on proposals to introduce change. GNC also acts as a nominating committee to recommend to the Academic Council persons for appointment, using the process set out in the applicable policies.

2.0 Functions

The Governance and Nominations Committee shall:

- a) Reviews the proposed agenda for all regular meetings of Academic Council and makes recommendations to the chair.
- b) Ensure that Academic Council efficiently and effectively fulfills its governance role by providing leadership and support on procedural matters, development of Council policies and other constitutional issues;
- c) Ensure that matters brought to council are presented clearly and appropriately so that Council is able to consider any actions requested of them efficiently and transparently;
- d) Under the guidance of Academic Council, develop an annual cycle of meetings, reports and work plans or any other business the council deems necessary.
- e) Support the development of Council's ability to function, including initial member orientation, continuing education and planning retreats and other events as necessary;
- f) Review at least once every three years the configuration of its membership, terms of reference, and their consultation and reporting relationships, and propose to Academic Council any recommendations for change
- g) Oversee a transparent process of filling elected positions on Academic Council and, where required, on Committees of Academic Council.
- h) Review and make recommendations on the record of attendance of members at Council Meetings;
- i) Perform such other duties as directed from time to time by Academic Council.

3.0 Membership

Membership will consist of:

Ex-Officio (Voting)

- Vice-Chair of Academic Council, who shall serve as Committee Chair
- Chair of Academic Council
- Dean, President & CEO or designate
- Vice Dean Academic or designate
- Secretary of Academic Council (non-voting)

Appointed:

- Up to 5 members of Academic Council with the objective that there be diverse representation from across the Divisions where possible
- One Learner

The term shall be two (2) years renewable, with the exception of the Learner; the term shall be one year (renewable).

4.0 Committee Process

The Committee will meet between Academic Council meetings as required. The Chair can call additional meetings. The Committee receives administrative support from the Secretary Academic Council.

A quorum for the transaction of business at a Committee meeting shall be a simple majority of the members. For the purposes of quorum, the Chair and Vice-Chair shall count as one.

The Chair will inform the committee if a member’s absences exceed three meetings. The committee will discuss the situation and the position may be declared vacant.

Individuals may attend the meetings for consideration of a question, present or request to be heard.

The Committee will submit regular reports to and as requested by Academic Council.

DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT		
Version	Date	Authors/Comments
1.0	2011 06 09	Original
2.0	2013 02 07	Revisions
3.0	2020 06 11	Full review