Policy Review and Amendment Committee Terms of Reference

UNIVERSITY OF CALGARY FACULTY OF ARTS STUDENTS' ASSOCIATION

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FACULTY OF ARTS
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Table of Contents

Structure **2**
Name & Type 2
Purpose & Scope 2
Composition **3**
Chair 3
Policy Director/Vice-Chair 3
Membership 3
Procedures **4**
Meeting Procedures 4
Duties & Deliverables 5
Review ***5***

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Structure

Name & Type

1 The Association Bylaw establishes the Policy Review and Amendment Committee ("PRAC") as a standing committee of the Association.

Purpose & Scope

2 (1) PRAC exists as both an advisory board to the Council on governance and policy matters, as well as the primary body by which the Association drafts, reviews, and amends the policies and procedures of the Association.

(2) PRAC shall act at the direction of the Chairs (see section 4(1)) and of the Director, or at the direction of the Council, either of whom may request that PRAC draft, interpret, review, or recommend the creation, amendment, or rescission of Association policies.

(3) The goal of all policy implemented by the Association, and therefore of PRAC, shall be to be clear, concise, and to provide a level-headed and unbiased method of guidance to the Association.

3 (1) PRAC may not directly implement, alter or rescind policies, but shall be the primary method by which motions to alter Association policies are brought before the Council, which retains the sole decision-making authority over Association policy, unless explicitly stated in the policy at the time of passing.

(2) Any member may request the creation, review or rescission of Association policy by written request to the Chairs or Director, who shall bring the matter before PRAC.

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Composition

Chair

4 PRAC shall be co-chaired by the Vice President Operations & Policy and the Vice President Finance.

Policy Director/Vice-Chair

5 (1) The Chairs may, at their discretion, appoint one student from the association (see items 5(2) and 6) as Policy Director, who shall assist in the direction and management of Committee affairs, and serve as Vice-Chair of the Committee in the absence of the Chair.

(2) The Policy Director may not be a member of the Executive Committee.

(3) The Policy Director shall have the ability to act on the behalf of the Chairs, in their absence.

(4) Must be a student of the Faculty of Arts, in good standing to be considered as an applicant for the position.

Membership

6 (1) PRAC shall be composed of six members:

a) The Vice President Operations and Policy as Chair;
b) The Vice President Finance as Chair;
c) The Director of PRAC hired by the VP Operations and Policy and VP Finance, and;
d) Three general members of the Association.

(2) The Chairs shall appoint members to the Committee through an application process defined by the Chair.

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(3) The Chairs may remove a member of the Committee if:
   a) The member misses 3 consecutive meetings without notice; or,
   b) The member is grossly negligent in their duties to the Committee

Procedures

Meeting Procedures

7 (1) The Chairs shall prepare an agenda for each meeting of the Committee, detailing:
   a) The date, time, and location of the meeting; and,
   b) The business to be tended to at the meeting

(2) The agenda shall be distributed to all PRAC members at least 3 days in advance of the meeting.

8 (1) Regular meetings shall be held at least once per month during the Fall and Winter academic terms of the University of Calgary.

(2) Additional meetings may be called by the Chairs, Director or by the Council as needed, with at least one week's notice.

9 (1) Each member of the Committee has one vote, except the Chairs, who may only vote in the event of a tie. The Chairs must come to an agreement on which way to vote, as the two Chairs must cast a joint vote. If the Chairs are unable to agree, the vote will be abstained and the motion defeated.

(2) In the event of a tie, the Chairs may:
   a) Cast a joint vote; or,
   b) Abstain, and allow the motion to be defeated.

10 (1) Members of the Committee must be present to vote, and may not vote by proxy.

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(2) Notwithstanding section 10(1), members of the Committee may vote over the phone if they are on-call throughout the entire duration of the meeting.

(3) Virtual meetings are considered sufficient in being present for meetings.

a) Meetings may be held virtually whereby in person meetings are not possible. To be considered present for a virtual meeting, attendance must be confirmed by presenting one's self on video and participating in the meeting audibly via microphone as required.

(3) Votes of the Committee shall be conducted by a verbal "yes" or "no", and only the result shall be recorded, except where a member calls for a division.

a) If a member calls for a division, the Chairs shall maintain a record of the vote including: the names of those members present; and, which way each person voted.

11 Quorum for meetings of the committee shall be the Chairs, Director and three members.

Duties & Deliverables

12 Pursuant to sections 2 and 3 of this document, the Committee shall, at the request of the Chair, Director and/or of the Council:

a) Review existing policies to provide guidance or interpretation to the Council on matters of governance;
b) Review existing policies to ensure they are in line with the Association Bylaw, and section 2(3) of this document;
c) Recommend the amendment or rescission of existing policies or sections thereof to ensure they are effective and in line with the Association Bylaw, and section 2(3) of this document.
d) Draft new policies in line with the Association Bylaw, and section 2(3) of this document.

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e) PRAC members may not use any form of artificial intelligence to compose, come up with or edit policy recommendations to the general council

Review

13 (1) This Terms of Reference document shall be reviewed annually at the first meeting of the Committee. Amendments to this document shall be approved by:

a) A super-majority vote of the Council; or,
b) A majority vote of the Council, when changes to the policy have been duly reviewed and recommended by the Policy Review and Amendment Committee.

(2) A record of any such amendments will be kept by the Policy Review and Amendment Committee.