



## Brescia University College Students' Council GOVERNANCE OFFICER TERMS OF REFERENCE

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**EFFECTIVE:** November 2017

**SUPERCEDES:** N/A

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**AUTHORITY:** Council

**RATIFIED BY:**  
Council as of 2017

**RELATED DOCUMENTS:**

By-Law #1

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### **PREAMBLE:**

The Brescia University College Students' Council (BUCSC) Governance Officer exists as an expert in BUCSC policy, and enforces, augments or corrects it as needed. This Officer is non-political and works as a bureaucratic-judicial function. The Governance Officer serves to ensure a high level of transparency, accountability, and democracy in the BUCSC.

### **1.0 SCOPE**

- 1.01 This document articulates the rights and responsibilities that come within the role of the Governance Officer within the BUCSC.

### **2.0 GENERAL**

- 2.01 The Governance Officer shall act in accordance with all BUCSC By-Laws, Policies, Procedures, any relevant BUCSC documents, the BUC Student Code of Conduct, and all Municipal, Provincial and Federal laws; and,
- 2.02 Shall act in a manner consistent with the BUCSC mission and vision;
- 2.03 The Governance Officer shall:
- (1) Report to the President and/or the BUCSC Executive;
  - (2) Assist the Executive with research, execution of duties, implementation of projects, and provide assistance as required;
  - (3) Attend the entire first Executive Council meeting of each month to ensure transparency and accountability to Council and the BUC population by the Executive members;



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- (4) Not be comprised of any individual who is less than 18 years of age;
- (5) Be entering at least their second year at BUC;
- (6) Not be comprised of any members who have a status of bankrupt;
- (7) Upon completion of their constitutional duties, the Governance Officer may be granted an Honoraria of \$500, as determined by the Honorarium Policy.

### **3.0 MANDATE**

- 3.01 The Governance Officer shall be empowered to ensure all Policies and Procedures are consistent with the By-Laws, and shall make recommendations to Council and the Executives on these matters;
- 3.02 Shall provide training to council members if desired or needed, including but not limited to:
  - (1) Writing, preparing and amending policy or policy-related documents;
  - (2) Robert's Rules of Order; and,
  - (3) Implementation of procedural aspects relating to policy.
- 3.03 The Governance Officer shall oversee:
  - (1) the Chief Returning Officer;
  - (2) Speaker:
    - (a) The Governance Officer shall act as the Speaker, in the absence of the appointed Speaker, at BUCSC General meetings.
  - (3) The Elections Committee.



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**4.0 POWERS**

4.01 The Governance Officer shall be granted the power to interpret and enforce existing policy or policy-related documents in a manner that is both binding and precedent setting:

(1) In the event of a controversial or difficult decision regarding interpretation of policy, the Governance Officer must make a recommendation to the Speaker of Council and the President for their joint decision and provide a written statement expressing the guiding logic on the decision, to be kept on record and available to all students for no less than five (5) years, as per By-Law #1.

4.02 The Governance Officer has the right to attend and exercise speaking rights during any and all BUCSC, Council, Committee, or Executive Board meetings:

(1) Notwithstanding above, if a conflict of interest or any other relevant, specific circumstance as determined by the Chair exists, the right to attend and exercise speaking rights can be denied;

(2) In the event that attendance or speaking rights are revoked, the Governance Officer has the right to request a written statement explaining the Chair's decision.

**5.0 FURTHER RESPONSIBILITY TO COUNCIL**

5.01 Train and serve as an assistant to the incoming Governance Officer for a minimum of one month, prior to BUCSC turnover and inaugural;

5.02 Responsible for a report to Council, to be presented at each general meeting.

**6.0 PROCEDURAL AUTHORITY**

6.01 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by Council:



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- (1) The scope of such Procedures is limited to the scope of this policy;
- (2) In the event of any conflict, this Policy supersedes any document created under it;
- (3) Council must ratify any new Procedures and amendments to any existing Procedures before said changes take effect;
- (4) Any Procedures ratified by Council, or any subsections therein, may be repealed by a resolution of Council.