

As set out in the *Post-secondary Learning Act*, subject to the authority of the Board of Governors, General Faculties Council (GFC) is responsible for the University's academic affairs. Appendix 17A to the GFC Governance Framework, *GFC Roles and Responsibilities of Members*, states that GFC members have a responsibility to:

- attend GFC meetings;
- prepare for meetings by reviewing agenda materials in advance;
- engage in candid and respectful discussion of matters which are brought before GFC and its various bodies; and
- when voting on motions, act in good faith with the view to the best interests of the University as a whole.

GFC, University Governance, and administration have a joint responsibility to ensure GFC members are equipped with the necessary tools to fulfil these duties, including meeting agendas, materials, and presentations, as outlined in the following guidelines.

Agendas

- Priority should be given to strategic discussions and decision items that require discussion. Complex decision items should first come forward for discussion prior to asking for a decision at a later meeting.
- Where possible, decision items requiring discussion should be considered near the start of the meeting, to allow adequate time for consideration.
- Agendas will include a Consent Agenda for routine or non-controversial decision items, and Information Reports for information items requiring no discussion. Use of these sections is encouraged.
- Time allocations for each item should be noted on the agenda for members' planning purposes.

Materials

- Where possible, materials will be distributed a week in advance of a meeting.
- Each item should include a coversheet (using a consistent template developed by University Governance) that outlines the objective of the item, motion (if applicable), and a summary of key considerations.
- Materials should be succinct and tailored to the body's mandate and meeting purpose.
- Information should be in plain language, not overly technical, and pass the 'reasonably intelligent person' test of comprehension. Acronyms must be spelled-out for first-time use.
- Materials for decision items must include information necessary to make an informed decision, while remaining mindful of members' time. Revisions to documents must be clearly marked.
- Documents for approval must be labeled as such on the coversheet and included as full attachments.
- Items in the Consent Agenda and Information Reports sections should be self-explanatory and attempt to answer within the material all possible questions members may have.

Presentations

- Presenters should be succinct and highlight key points only, assuming members have read the material.
- Slide presentations should be used only when critical to members' understanding of the item and, where possible, should be included as an attachment to meeting material.