



URFA Council of Representatives Terms of Reference

Council of Representatives (COR) membership shall be comprised of members from the following areas and according to the maximum prescribed number set out beside each area

Constituency #	Voting*	Faculty/Position	Max. #
	*	URFA President and Council of Representatives (COR) Chair	1
	*	URFA Equity Officer	1
	*	URFA Grievance Chair	1
	*	URFA Finance Committee Chair	1
	*	URFA Sessional Advocacy Committee (SAC) Chair	1
	*	URFA Pension and Benefits Committee Chair	1
	*	URFA Bylaws and Resolution Committee Chair	1
A.1	*	Faculty of Arts	3
A.2	*	Faculty of Business Administration	1
A.3	*	Centre for Continuing Education (CCE)	1
A.4	*	Faculty of Education	1
A.5	*	Faculty of Engineering and Applied Sciences	1
A.6	*	Faculty of Media, Art and Performance (MAP)	1
A.7	*	Johnson-Shoyama Graduate School of Public Policy	1
A.8	*	Faculty of Kinesiology and Health Studies	1
A.9	*	Faculty of Nursing	1
A.10	*	Faculty of Science	2
A.11	*	Faculty of Social Work	2
A.12	*	La Cité universitaire francophone	1
D.1	*	Campion College academic staff, librarians and archivists	1
D.2	*	Luther College academic staff, librarians and archivists	1
D.3	*	First Nations University academic staff, librarians and archivists	1
F	*	First Nations University Administrative, Professional, Technical	2

B	*	University of Regina librarians and archivists	1
C	*	University of Regina laboratory instructors	1
E	*	University of Regina Administrative, Professional, Technical	5
G	*	University of Regina, Campion College. Luther College sessional lecturers, sessional ESL instructors, sessional practicum coordinators, sessional supervisors, sessional practica coaches, sessional laboratory instructors, First Nations University Sessionals, Sessional Instructors and Sessional Lab Instructors	5
		URFA Executive Director (ex-officio)	1
27 available for voting with 1 per constituency and URFA slots; maximum number voting 40			

- **Quorum**

Quorum at COR meetings shall consist of fifteen (15) or more members of COR.

- **Term**

Elections of members to COR to take place annually in the month of February: these members shall be elected for a two year term, commencing on the 1st day of May following their election.

- **Mandate**

COR shall provide policy advice and recommendations to the Executive Committee (EC) for the benefit of the Association. COR will serve as a two way communication between the membership / constituencies and the Executive Committee.

- **Frequency of meetings and minutes**

COR shall meet at least quarterly but may be called on such notice as the President, or in the President’s absence the Acting President, may deem necessary, provided however that not less than 24 hours’ notice of the meeting shall be given to the members of COR.

- **Committee reports to**

COR reports to the Executive Committee.

- **Frequency of Reports**

Information / suggestions arising from COR meetings is provided to EC after each of its meetings. COR is required to provide an annual report of its activities to EC at or toward the end of the Winter Semester.

- **Alternate Representation**

Those constituencies that are entitled to one representative on the COR may elect, at the time of Committee elections, an alternative representative. This alternate may serve as representative for that constituency if the elected representative cannot do so.

- **No nomination**

Where no one is nominated from one of the constituencies, the EC may nominate an Association member to fill the vacant position(s)

- **Removal**

The members of an Association constituency may remove their member of COR by resolution passed by a two-thirds majority of the constituency members in attendance at a meeting duly called for such purpose, with a meeting quorum constituting twenty-five (25) constituency members or five percent (5%) of the constituency, whichever is the lesser number.

- **Frequency to review the EC Terms of Reference**

COR shall review its Terms of Reference, at minimum, every two years and present recommendations to the EC for approval.

Approved by: Executive Committee – October 3, 2017