



UNIVERSITY OF REGINA  
FACULTY ASSOCIATION

**URFA Ad Hoc Committee Terms of Reference  
Political Action Committee (PAC)**

**Preamble**

At the spring membership meeting held March 19, 2025, a motion was passed by the URFA membership directing the Executive Committee to address the following:

1. Extend letters of solidarity with academics and academic societies in the United States, which condemn the assault on academic freedom in all its forms;
2. Condemn the assault on the rights of sexual minorities in Canada and the United States;
3. Condemn the assault on democratic institutions and processes;
4. Develop a Saskatchewan political action strategy through established labour coalitions to confront the rise of fascism and right-wing populism, along with policies that aim to harm academic freedom, labour rights, and the sovereignty of our national borders. Such a strategy should include, but is not limited to:
  - a. Media op-eds, letters of solidarity/condemnation, social media;
  - b. Engagement with SFL affiliates and relevant policy makers;
  - c. Engagement with URFA members;
  - d. Engagement with the University of Regina community;
  - e. URFA-sponsored public events and talks;
  - f. Information about the threats posed to the academic freedom of URFA members who are working with colleagues and grant monies affected by American policy decisions.

**Creation and Dissolution**

The Political Action Committee is formed by declaration of the Executive Committee, and shall continue to operate until such time as the Executive Committee dissolves the committee, in recognition that the committee has completed its mandate, or that the work of the committee is no longer required. The ongoing work of the PAC will be reviewed at least quarterly by the Executive Committee to ensure ongoing alignment with its mandate. The terms of reference for the Political Action Committee shall be reviewed annually, or when required.

## Composition/Membership of the Ad Hoc Political Action Committee

Number	Voting *	Position	
2+	*	URFA members	
1	*	URFA President	Ex officio
1	Non-voting	URFA ED	Resource
1+	Non-voting	URFA staff	Resource

The Political Action Committee shall be composed of:

- A minimum of two members appointed from the membership of URFA
- A minimum of one staff person from the URFA office staff
- URFA President – ex officio
- URFA Executive Director – resource
- Factors to consider may include, and are not limited to:
  - Size of committee
  - Diversity
  - Others as identified by the membership, PAC, Executive Committee or staff

An invitation/call will be extended to URFA members to express their interest to sit on the Political Action Committee. An expression of interest is not a condition prior to membership. Invitations may be extended to select URFA members or others in order to balance the various considerations set out in these terms of reference.

An expression of interest shall include a brief biography, a description of any prior political action experience, along with any other information of relevance to membership on the PAC.

Names and supporting information of volunteers shall be provided to Executive Committee for approval. Any changes to the composition of the PAC shall also require Executive Committee approval.

PAC members shall be presented to the URFA membership through available communication channels.

### Appointment of a Chair

At the first meeting of the PAC, the committee shall appoint a chair.

The name and supporting information of the committee member who volunteers to serve as chair shall be provided to Executive Committee.

### Term

The term of the PAC is from the date of the first meeting of the PAC following approval by Executive Committee through to completion of the tasks and/or purpose of the ad hoc committee.

### Mandate

PAC shall be responsible for the following:

1. Provide the draft content and suggested addressees to enable URFA to extend letters of solidarity with academics and academic societies in the United States, which condemn the assault on academic freedom in all its forms;
2. Provide the draft content and suggested addressees to enable URFA to condemn the assault on the rights of sexual minorities in Canada and the United States;
3. Provide the draft content and suggested addressees to enable URFA to condemn the assault on democratic institutions and processes;
4. Develop a Saskatchewan political action strategy through established labour coalitions to confront the rise of fascism and right-wing populism, along with policies that aim to harm academic freedom, labour rights, and the sovereignty of our national borders.

Such a strategy may include, but is not limited to:

- a. Media op-eds, letters of solidarity/condemnation, social media;
- b. Engagement with SFL affiliates and relevant policy makers;
- c. Engagement with URFA members;
- d. Engagement with the University of Regina community;
- e. URFA-sponsored public events and talks;
- f. Information about the threats posed to the academic freedom of URFA members who are working with colleagues and grant monies affected by American policy decisions.

### **Meetings of the Political Action Committee**

Meetings of the PAC shall be called by the chair. The chair or agreed upon other member of the PAC shall create a meeting agenda and arrange that meeting notes are maintained.

Wherever possible, decision-making by consensus is preferred. If consensus cannot be achieved, PAC members must agree on how to deal with the outstanding issue. In cases where needed, Robert's Rules of Order shall govern.

### **Quorum**

Quorum for meetings shall be at minimum a majority of the PAC.

### **Minutes**

Minutes/notes shall be taken at all meetings. All minutes/notes and working documents shall be provided to the URFA office for official filing, and stored on URFAs file sharing platform.

### **URFA Office Support**

URFA office staff will provide support to ad hoc committees as requested, and as approved by the Executive Director, including but not limited to:

- Creating and maintaining shared committee files
- Meeting and office supplies
- Meeting logistics including booking space; arranging equipment
- Event logistics including booking space; arranging equipment

- Facilitating or arranging communications between PAC and the membership, and others as required
- All communications are the responsibility of the URFA Communications Officer in consultation with the PAC

## **Reporting**

Ad hoc committees shall report regularly to the Executive Committee, at all meetings of the Council of Representatives (COR), at all general membership meetings, and regularly to the membership through its chair or other agreed upon PAC member on matters related to the work of the committee. All communications shall be in consultation with the PAC and the Communications Officer.

## **Duties/responsibilities of ad hoc committee members**

- The chair, or in the absence of a chair, by other agreed upon PAC member shall be responsible for the following:
  - Coordinate meetings of the PAC;
  - Prepare agendas and chair meetings of the PAC;
  - Ensure a process and opportunities that URFA members can provide input to the PAC;
  - See that notes/minutes are kept of meetings of the PAC;
  - Report regularly and in a timely manner on the activities of the PAC to Executive Committee, Council of Representatives, the URFA membership, and at general membership meetings;
  - Draft communications in consultation with the PAC and the Communications Officer related to the PAC's work;
  - Respond to questions of URFA members;
  - Act as liaison between the PAC and the Executive Committee;
- Members of the PAC shall be responsible to:
  - Attend/support duly called meetings;
  - Attend/support duly called events and activities;
  - Make themselves aware of minutes/notes and other data generated in the PAC meetings;
  - Be prepared to discuss the issues regarding the mandate of the PAC;
  - Be prepared to carry out the mandate of the PAC
- The URFA office staff shall be responsible for:
  - Monitoring PAC related expenditures, consistent with budget, and reporting them in a timely manner to the Executive Director including any anticipated cost overruns;
  - Providing PAC updates to the Executive Director and operational staff;
  - Advising/providing support to the PAC on collaborative decision-making processes including Robert's Rules of Order and conflict resolution strategies where appropriate;
  - Providing information and specialized advice regarding issues of concern to PAC.

**Resignations**

All resignations shall be in writing to the chair who shall forward the resignation to the President of URFA.

**Vacancies**

On the advice of the chair and in consultation with the PAC, vacancies on the PAC shall be filled from the URFA membership and approved by Executive Committee.

**Removal**

An ad hoc committee member who

- fails to uphold or fulfil their responsibilities; or
- misses a significant number of meetings without a reasonable explanation or without making prior arrangement to be absent with the chair; or
- loses the trust of the other members of the PAC, the Executive Committee, or the membership; or
- fails to abide by URFA policies, procedures, and Constitution and Bylaws

may be asked by the Executive Committee to resign from the committee. If the member refuses to resign, action may be taken by the Executive Committee to remove the member from the committee.

Approved by Executive Committee April 1, 2025.

Revised by Executive Committee July 15, 2025.