

Title	Board Coordinating Committee
By-Law Number	206
By-Law Category	B
Approving Body	Board of Governors
Approval Date	May 26, 1994
Date Last Revised	November 23, 2017; November 24, 2022
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Section 1: Purpose

- (1.1) Pursuant to the Act, the Board may establish committees it considers necessary and advisable. This By-Law establishes the Board Coordinating Committee as a standing committee of the Board.

Section 2: Definitions

- (2.1) In this By-Law:
- “**Act**” means the British Columbia *College and Institute Act*.
- “**Board**” means the Langara College Board of Governors.
- “**College**” means Langara College.
- “**Committee**” means the Board Coordinating Committee.

Section 3: Role and Responsibilities of the Board Coordinating Committee

- (3.1) The role and primary responsibility of the Committee is to meet in the intervals between regular meetings of the Board to address matters which are time-sensitive and there is insufficient time to call a special meeting of the full Board, or which are not sufficiently substantive to warrant a special meeting of the full Board.
- (3.2) The Board delegates to the Committee the authority to make decisions within the Committee’s area of responsibility on behalf of the Board.
- (3.3) The Committee shall also meet to provide advice to another Board standing committee or the College upon request.

Section 4: Composition and Resources

- (4.1) The Committee is composed of the Board Chair, the Board Vice-Chairs, the chairperson from each of the Board standing committees, and the President and CEO. The President and CEO is an ex officio non-voting member of the Committee.
- (4.2) The Board Chair shall serve as the Committee Chair.
- (4.3) The following shall serve as resource personnel to the Committee and shall, unless otherwise directed by the Committee, attend all meetings of the Committee:
- (a) Executive Assistant to the Board; and
 - (b) other College staff as requested by the Committee or the Committee Chair.
- (4.4) Resource personnel provide advice and support to the Committee and are not members of the Committee.

Section 5: Meeting Procedures

- (5.1) The Committee Chair shall, through the Board office, call meetings of the Committee as required.
- (5.2) The Committee shall normally meet at a time and place determined by the Committee Chair and in agreement with the Committee members and resource personnel. These meetings shall be held in-camera unless identified otherwise.
- (5.3) While the goal shall be full attendance of all Committee members at meetings, the majority of members of the Committee shall constitute quorum.
- (5.4) Committee members may participate in Committee meetings by teleconference or other electronic means.
- (5.5) The Board office shall be responsible for recording, filing and circulating records of the Committee's decisions or recommendations, as appropriate.

Section 6: Reporting and Accountability

- (6.1) The Committee shall report to the Board any decisions or recommendations made by the Committee at the next scheduled Board meeting.
- (6.2) The Committee shall operate in a manner that is consistent with the Board Operating Principles in the Board Manual.
- (6.3) The Committee shall conduct a review of the terms of this By-Law every five years.
- (6.4) The Committee shall provide an orientation for all new Committee members upon their appointment.

