



**Committee:** Bylaws and Policy Committee  
**Committee Sponsor:** Mount Royal Faculty Association  
**Date last Revised:** April 2026

### **Mandate**

The Bylaws and Policy Committee shall make recommendations to the Executive Board regarding amendments to the Association's Bylaws, policies, committee charters, and other official documents of the Association.

### **Authority**

The Bylaws and Policy Committee is a standing committee of the Mount Royal Faculty Association. It recommends amendments to the Bylaws and other official documents of the Association, normally at the request of the Executive Board, but it may also initiate reviews that lead to such recommendations.

The Committee may review this charter as it deems necessary and submit proposed changes to the Executive Board for approval.

### **Membership**

The Bylaws and Policy Committee shall consist of:

- the Academic Policy and Governance Officer, who shall be chair;
- the President,
- one member of the Executive Board to be appointed by the Executive Board annually to serve a term of one year;
- The Senior Administrative and Faculty Relations Officer (non-voting); and
- additional members as recommended by the committee and appointed by the Executive Board to serve in an advisory capacity (non-voting)

### **Meetings**

Meetings of the Bylaws and Policy Committee shall be called as required by the chair.

Quorum shall 50% of current committee membership + 1, including the Chair.

Minutes will be taken for all committee meetings and approved minutes shall be submitted to the Executive Board for information.

### **Expected Activities**

Where applicable to the mandate of this committee, the Bylaws and Policy Committee shall support the concrete actions outlined in MRFA 2025 to ensure the fullest inclusion of all Association members, with particular attention to those members whose voices and experiences have historically been absent from the Association.

The Bylaws and Policy Committee shall:

- as requested by the Executive Board, make recommendations regarding revisions or additions to the Bylaws or Policies and Procedures Manual;
- initiate recommendations to the Executive Board regarding revisions or additions to the Bylaws or Policies and Procedures Manual that it deems necessary;
- in carrying out its work, consult with the membership of the MRFA, other faculty associations, and any other sources that it deems appropriate;
- develop recommendations regarding other aspects of Association governance and organization;
- prepare a report for the Annual General Meeting describing its work during the year.

### **Resources**

The Committee may submit requests to the Executive Board for expenditures from the 'Other MRFA Committees' budget line.