

TERMS OF REFERENCE

AMS-UNA JOINT ADVISORY COMMITTEE (hereafter referred to as the "Committee")

1. Purpose

- a. To advise the University Neighbourhood Association (hereafter referred to as the "UNA") and Alma Mater Society of the University of British Columbia Vancouver (hereafter referred to as the "AMS") Boards of Directors on issues and opportunities of mutual interest relating to students and community matters.
- b. To initiate cordial collaboration between the AMS and the UNA in understanding the mission of creating a sustainable and affordable university town community.
- c. To contribute towards Article A of the UNA's Constitution which recognizes the interests of students, who are an integral part of the UBC community.

2. Context

- a. The Committee shall be exclusively an advisory committee to both Boards of Directors and shall not have any decision-making authority.
- b. The Committee shall make a collaborative effort to strengthen the relationship between the UNA and AMS and to further joint interests as established by Section 5 of the AMS-UNA Memorandum of Understanding.

3. Mandate

- a. Discuss mutual matters including but not limited to community consultation, land use development, neighbourhood amenities, and sustainability initiatives.
- b. Discuss ways to improve engagement with the student resident population including but not limited to conversations on messaging, social media marketing, and community initiatives.

- c. Converse on upcoming strategic initiatives commissioned by either the AMS or the UNA along with any strategic planning initiatives put forward by the University of British Columbia (herein referred to as “UBC”).
- d. The AMS or the UNA may make recommendations to the Committee on the aforementioned mandate items either through an agenda submission or during an appropriate time at a meeting of the Committee.
 - i. The recommendations shall have no material effect on either the AMS or the UNA as established in Section 2(a).

4. Committee Composition

- a. The Committee shall consist of the following AMS representatives:
 - i. Vice-President, External Affairs
 - ii. Vice-President, Academic and University Affairs
 - iii. Associate Vice-President, External Affairs
 - iv. Associate Vice-President, University Affairs
 - v. One (1) additional AMS appointee, who shall be non-voting and the designated minute-taker.
- b. The Committee shall consist of the following UNA representatives:
 - i. Chair, Board of Directors
 - ii. Chief Administrative Officer
 - iii. Two (2) UNA Directors
- c. The AMS Vice-President, External Affairs and the Chair of the UNA Board of Directors shall act as Co-Chairs.
- d. The Co-Chairs shall be jointly responsible for the following duties:
 - i. Setting the agenda for each meeting in consultation with members of the Committee.
 - ii. The Co-Chairs shall circulate the agenda to members of the Committee at least two (2) days in advance of the meeting.
 - iii. Alternatively chairing meetings of the Committee.

5. Committee Meetings

- a. The Committee shall meet on a semi-annual basis unless there are no agenda items after consulting with members of the Committee.
- b. The Committee may choose to increase the frequency of its meetings as mutually deemed necessary by the Co-Chairs.
- c. The Committee shall have the option to conduct its meetings virtually via videoconference or in-person at a place decided upon by the Co-Chairs.
- d. The Committee shall not be open to the public.
- e. Members of the Committee may invite additional personnel if written consent is attained by the Co-Chairs.
- f. The quorum for a meeting of the Committee is at least two UNA representatives and two AMS voting representatives.
- g. The Committee shall follow the procedures and rules contained in the current edition of *Robert's Rules of Order, Newly Revised*.
- h. The AMS Staff Member established under Section 3(a)(v) shall take minutes and record any action items that arise from a meeting of the Committee.
- i. Minutes with any established action items shall be sent to all members of the Committee within one (1) week after a meeting of the Committee.
- j. Minutes shall be approved by a two-thirds majority vote of the Committee via email vote within thirty (30) days of minutes being sent out.