



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Terms of Reference

Motions Review Committee

- The AIBC operates under a policy governance model through which council and operational boards and committees are established to assist AIBC council and staff in developing and implementing policies and programs in fulfillment of legislative requirements, council policy and organizational priorities.
- AIBC boards and committees are governed by the *Architects Act*, institute bylaws, council policies (1.9 and 2.14), and the Volunteer Handbook, as applicable.

Established:	April 2011
Type:	Council: Standing Committee
Chair:	
Appointed by:	Chief Executive Officer
Term:	<i>Ad hoc</i> (through annual meeting)
Members:	
Appointed by:	Council
Term:	<i>Ad hoc</i> (through annual meeting)
Committee Selection Criteria:	Members interested in and with reasonable experience in AIBC regulatory matters. Appointed by Council on an <i>ad hoc</i> basis prior to any members' forum/members' motions session and related receipt of motions
Committee Composition Requirements:	AIBC General Counsel

Committee Members (appointed annually prior to annual meeting)		Composition (as applicable)	Appointment Date
1.	TBD Architect AIBC		June 2023
2.	TBD Architect AIBC		June 2023
3.	TBD Architect AIBC		June 2023
4.	TBD Architect AIBC		June 2023
Staff		Position	
1.	Thomas Lutes, Barrister & Solicitor	General Counsel, Deputy CEO	

1.0 Mandate:

- Primary role is to review members' motions and manage the members' motions portion of the members' forum, in keeping with established operational protocols.

2.0 Specific Assignments:

- Review members' motions for legibility, clarity and comprehensibility; consistency with professional expectations in the *Architects Act*, Bylaws and AIBC Code of Ethics and Professional Conduct; and for inflammatory, insulting, defamatory or otherwise unprofessional language. The Committee has discretion to determine whether a motion is cleared for publication by staff. In this role, the Committee will not evaluate motions in a substantive way, but is instead tasked with protecting the members' and the Institute's interest in avoiding potentially unprofessional or illegal publication.
- Consult, wherever possible, with any member who advances a motion about which the Committee has concerns, in an effort to bring the motion within acceptable standards so it may be cleared for publication;
- Manage the portion of the members' forum at which members' motions are considered, including managing the order of motions and timing of the session to best balance the number of motions reviewed with time to discuss and vote on them.

3.0 Deliverables:

- Prepares a record of all motions that receive support to AIBC Council for their consideration.

4.0 Reporting:

- The Committee records the vote on any motions and communicates a record of all motions that receive support to AIBC Council (through the CEO) for Council's requested consideration.

5.0 Liaison with Internal and External Groups/Associations:

- Members (including 'movers') and staff as required

6.0 Scheduled Meetings:

- As an *ad hoc* committee with specific annual assignments, the Committee shall meet at times and locations it determines in order to complete its assigned tasks, and may meet and conduct its review of motions via teleconference or electronically. Attendance of at least three Committee members, including the Chair, is expected at the members' motions portion of the members' forum.
- As an *ad hoc* group, the Committee will normally not be required to meet after communicating 'supported' motions to AIBC Council until re-appointed by Council ahead of the next members' forum.
- Place: Annual Meeting

7.0 Quorum:

- A quorum for any meeting of the Committee will be the majority of the members of the Committee, present in person, by phone, or by video conferencing.

8.0 Amending the Terms of Reference

- The Terms of Reference may be revised by the Council upon the recommendation of the Committee or the CEO; and at the close of the mandate.