

CONCORDIA COUNCIL ON STUDENT LIFE TERMS OF REFERENCE

May 11, 2026

1. Purpose

Operating on the principle that the University is a dynamic, evolving community, the Concordia Council on Student Life (CCSL) shall hear and act upon social and educational issues affecting student life through recommendations to appropriate University bodies. The CCSL is the highest non-academic advisory committee in the University making recommendations regarding the quality of student life.

2. Mandate

When appropriate, the CCSL shall:

- a) study all aspects of student life for the purpose of enhancing relationships between the student and the total educational environment;
- b) recommend clear priorities for student life and services at the University and support the implementation of these recommendations;
- c) monitor existing priorities and programmes that impact student life at Concordia;
- d) receive and consider items dealing with the quality of student life from University members or groups.

3. Reporting

The CCSL reports to the Provost and Vice-President, Academic (PRVPA) through the Office of Student Life and Engagement.

4. Membership of the CCSL

Voting members include students, faculty, Student Services staff and university administrators. Apart from the Chair, there shall be parity between student and non-student representation. One-half of the student membership shall be chosen from outside the administrative and legislative bodies of the recognized student associations and representation from all faculties shall be made a priority. The CCSL shall include non-voting members, Permanent Observers, representing various departments of the University that have a significant connection with student life.

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4.1. Voting Members

The CCSL voting membership shall consist of:

- Director, Student Life and Engagement, Chair (with voting rights in the case of a tie)
- Deputy Provost
- Senior Director, Health and Wellness, Campus Wellness and Support Services
- Senior Director, Students Success and Retention, Student Success Centre
- Director, Recreation and Athletics
- Director, Residence Life
- Director, Financial Aid and Awards Office
- Two full-time, permanent or contract, Student Services staff representatives appointed by full-time, permanent or contract, Student Services staff members for a two-year term
- Two full-time faculty members (one of whom must be a Vice/Associate/Assistant Dean for Student Affairs of a Faculty or the School of Graduate Studies) appointed by Senate for a two-year term
- Seven currently registered undergraduate students appointed by the Concordia Student Union for a one-year term
- Two currently registered graduate students appointed by the Graduate Students' Association for a one-year term
- One currently registered student from Sustainable Concordia appointed by Sustainable Concordia for a one-year term. If Sustainable Concordia is unable to appoint a student for this position by the first meeting of the academic year, the seat will be given to the Concordia Student Union to fill for that academic year.

4.1.1. Terms of Voting Members

- Appointed members' terms are renewable and shall begin September 1 until August 31.
- Faculty members and Student Services staff representatives' terms shall be staggered for each constituency.

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4.2. Non-Voting Members

The CCSL non-voting (Permanent Observers) membership shall consist of, but is not limited to, one representative from:

- Facilities Management
- University Library
- Business Services
- Hospitality Concordia
- Birks Student Service Centre
- University Advancement
- Campus Safety and Prevention Services
- University Communications Services
- Office of Sustainability

4.3. Delegates

Delegates for absent appointed members are permitted and will have the right to vote by proxy if replacing a voting member. Members are to notify the Secretary in writing that a delegate will be sent and who it will be normally at least three (3) working days prior to the meeting.

5. Guests

A Council member may request to the Chair that a guest be invited to a meeting for a specific purpose. They can do so by sending their request to the Secretary of the CCSL in writing normally at least three (3) working days prior to the meeting. Speaking privileges may be granted to guests at the Chair's discretion. Guests do not have voting privileges and do not count towards the determination of quorum.

6. Procedures

The CCSL adopted the present Terms of Reference to guide its operations. For any matters not otherwise covered in the present Terms of Reference, the CCSL shall operate under procedure as set forth in Robert's Rules of Order.

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7. Quorum and Voting

7.1. Quorum

Quorum shall be a majority of the currently filled voting positions. A meeting may proceed without a quorum to address current or new business, however voting on resolutions will be prohibited.

7.2. Voting

- Decisions of the CCSL are made by a majority of voting members present.
- In the event of a tie, the Chair shall cast the deciding vote.
- Voting is by a show of hands.

7.3. Electronic Voting

- If required, the CCSL may hold a vote electronically.
- Electronic voting shall be authorized by the Chair and conducted by the Chair or the Secretary.
- Every attempt shall be made to restrict electronic voting to time-sensitive issues that have already been subject to discussion at a meeting.
- The resolution to be voted on shall be clearly stated to the members.
- The date by which members are required to vote shall be clearly stated. Members must normally be given a minimum of two (2) working days to submit their vote electronically.
- The resolution shall be deemed to have been adopted by the CCSL only if, by the date specified, the Secretary has received responses from a majority of the voting members of the CCSL, of whom a majority support the resolution.
- The first member to submit their vote in favour of the motion will be considered the mover and the second member to submit their vote in favour of the motion will be considered the seconder.
- At the end of the voting period, the Secretary shall advise the members of the CCSL of the outcome of the vote.
- Electronic voting results will be documented in the minutes of the subsequent regular meeting.

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8. Sub-Committees of the CCSL

The CCSL shall have the power to establish sub-committees as it deems necessary and delegate any of its duties and responsibilities to them. Membership of the sub-committees shall not be limited to members of the CCSL. The CCSL may also, from time to time, establish standing or ad-hoc committees to facilitate input from specific constituencies or to deal with particular issues. The Chair of the sub-committee must be a member of the CCSL.

9. Roles and Responsibilities

9.1. Members

CCSL members are responsible for:

- Attending all meetings and when unavailable, informing the Secretary ahead of the meeting.
- Participating on sub-committees or ad-hoc committees of the CCSL as needed.
- Being familiar with the CCSL's Terms of Reference.
- Participating in discussions of the CCSL in a respectful and informed manner.
- Reviewing all meeting documents.

9.2. Chair

The Chair is responsible for:

- Planning meetings with the assistance of the Secretary.
- Presiding over all CCSL meetings.
- Ensuring that all agenda items are addressed and that each member wishing to speak is heard.
- Encouraging active participation from voting and non-voting members.
- Ensuring that the CCSL and its members carry out their duties.
- Ensuring that the CCSL's recommendations are followed up.
- Ensuring that the CCSL is reporting to the Office of the PRVPA on its activities and budget on an annual basis or as requested by the Office of the PRVPA.

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9.3. Secretary

The Secretary is responsible for:

- Informing members of the dates, times and locations of meetings.
- Distributing meeting agendas, minutes and documentation.
- Distributing agendas at least five (5) working days prior to regular meetings.
- Taking minutes of the regular and special meetings or assigning a delegate minute-taker.
- Following the Records Management Guidelines in keeping records of all correspondence, documents and information pertaining to the CCSL.
- Gathering information as required by the CCSL.
- Organizing and attending all sub-committees of the CCSL.

10. Meetings

10.1. Regular meetings

- There shall be at least five (5) regular meetings per year.
- Meetings are normally held in-person on University premises and may rotate between campuses. Exceptionally, they may be held virtually.
- Notification of cancellation of a regular meeting must be announced by 3pm one (1) working day prior to the meeting.
- Regular meetings are open to members of the Concordia community.

10.2. Special Meetings

- Members must be notified three (3) working days prior to the scheduled date of a special meeting.
- Special meetings may be called following a time-sensitive matter that requires the CCSL's immediate attention.
- A notice of a special meeting shall go out to the members via email.
- There must be quorum for a special meeting to take place.

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10.3. Agenda

- Agendas are shared with CCSL members at least five (5) working days prior to the date of the regular meeting.
- Any member can request an item be added to the agenda, as long as it falls within the purview of the CCSL's mandate.
- The request to add an item to the agenda should be submitted in writing to the Secretary at least twelve (12) working days prior to the regular meeting.
- Additional items can be added to the agenda at the meeting, subject to approval by the voting members before the agenda has been approved.

10.4. Minutes

- Minutes are prepared by the Secretary or a delegate.
- Minutes are adopted at the next regular meeting of the CCSL and will be made available online once approved.
- Minutes will not be taken for sub-committee or ad-hoc committee meetings of the CCSL, however action items and outcomes will be documented and shared with the CCSL.

11. Record Keeping

The CCSL shall maintain records of its operations in accordance with the University's records retention rules. Members of the University Community can request copies of CCSL documents by submitting a request to the Secretary.

12. Modifications to the Terms of Reference

- The Terms of Reference will normally be reviewed every three (3) years.
- Proposals for changes to the Terms of Reference must be approved by the CCSL by a majority of voting members present, with quorum. The proposed changes must be announced in the agenda and shared with CCSL members ahead of the regular meeting when they are to be approved.
- CCSL approved changes to the Terms of Reference must be submitted to the Office of the PRVPA for approval.

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Approved by the Provost and Vice-President, Academic on June 20, 2025.

Amended by the CCSL on April 24, 2026 and approved by the Provost and Vice-President, Academic on May 11, 2026.