

Policy: Committees

Policy Reference: C-GA-014

Version: 4

Person Responsible: Director of Quality, Measurement and Analysis and Planning.

1. Policy Statement

Bahrain Polytechnic recognises the need to have a wide range of input into its decision making processes and therefore considers establishing committees with the purpose of sharing responsibilities, utilizing the specialized skills of members and involving members from staff, students, industry representatives and other external persons (when specific expertise is required).

Committees enrich and support the strategic direction of the Polytechnic, however they need to have clear objectives, responsibilities, membership and accountabilities reflected in their terms of reference in order to do so.

2. Definitions

- **Standing Committee:** Committee that which is required by law or by Bahrain Polytechnic policy and which has a prescribed and/or representative membership.
- **Cross Institutional Committee:** Committee that which is underpinned by a Bahrain Polytechnic policy, supports the activities of the Polytechnic and which may have an open membership based on a "community of interest".
- **Ad hoc committee:** Committee that which is formed by SM or a member of SMT, for a specified time to assist in the performance of a prescribed function of SMT, Faculty or Division. This type of committee may be used for institution wide activities such as orientation.
- **Subcommittee:** Committee that which is formed from an already established committee.
- **Quorum:** The majority of the appointed and elected members of the Committee.
- **Disqualified member:** A member of a committee who is not eligible to vote due to a conflict of interest.
- **Abstain:** Refuse to vote. A board member does not "vote" to abstain. If a vote requires a majority or a certain percentage of the members present for approval, an abstention has the same effect as a "no" vote.
- **Majority:** More than 50% of the committee members eligible to vote/e-vote.
- **Terms of Reference (ToR):** written working arrangements for a group of people/team with vital structured information on the committee, such as its purpose, chair and membership, meeting schedule and frequency, principles, level of administrative, support and authorisation.

3. Application

People:

- The policy applies to all committee members and attendees. This includes staff and students of Bahrain Polytechnic or external representatives.

Processes:

- This policy applies to all Standing Committees, Cross Institutional Committees, Ad Hoc Committees, Sub Committees and Working Groups.
- This policy does not apply to informal groups or temporary teams formed to undertake specific short term tasks arising out of work processes.

4. External Requirements

This policy helps Bahrain Polytechnic meet the following external requirements:

- Cabinet Affairs
- Laws and Regulations of the Kingdom of Bahrain

5. What is Expected:

- The application of this policy will ensure a consistent approach to the appointment of committees and the documentation of their activities and decisions.
- Members of committees are expected to exercise independent judgement when making decisions affecting the Polytechnic.
- All Standing Committees, Cross Institutional Committees and Sub Committees have written and approved ToRs approved by the authorised level.
- All approved ToRs and committees' status will be published on SharePoint.

6. Key Dates

First Approved:	19 September 2010 by SMT (2) 10 December 2014 By BoT
This Version Approved:	SMT 14/2/2016, TECO 21/2/2016, BoT 29/2/2016
Next Review Date:	4 years from the date of this version approval or as required

7. Links and Related Documents

- Standing Orders for the Conduct of Committee Meetings
- Form: Terms of Reference Template



Committees Terms of Reference Template.d

- Form: Committee Meeting Agenda Template



Agenda
Template.docx

- Form: Committee Meeting Item Templates



Decision Item
Template.docx



Information Item
Template.docx



Discussion Item
Template.docx

- Form: Committee Meeting Minutes Template

