

Equity, Diversity and Inclusion (EDI)

Terms of Reference



I. Definitions

Key terms that are consistently used throughout this document are defined as follow:

“IPN” means the Integrated Program in Neuroscience at McGill University;

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*These definitions are currently adopted by the University and are stated in its [Strategic Plan 2020-2025](#). The University recognizes that these definitions may vary amongst communities and can evolve over time, and are thus, fluid.



The purposes of each of these committees are explained in the following section (*Section III*).

III. Committees & Purposes

IPN EDI Systems Committee

The purpose of the IPN EDI Systems Committee is strategic; this committee will study how the IPN works - from recruitment to student progress to graduation - and will provide evidence-based policy suggestions to the IPN leadership. The leadership will then use the committee's recommendations to make informed, evidence-based, systems-based policy decisions that will robustly advance EDI principles and the objectives listed in its mandate.

IPN EDI Knowledge Committee

The purpose of the IPN EDI Knowledge Committee is to define and implement learner-focused, self-regulation-based education programs for IPN's internal and external stakeholders, including its students, supervisors, staff, and affiliate members (e.g., post-doctoral fellows in IPN labs). As a result, members within the IPN community will be informed about and educated, and will grow to understand EDI principles, their violations, and the paths to restitution.

IPN EDI Empowerment Committee

The purpose of the IPN EDI Empowerment Committee is projects-oriented; the committee will research and organize transformative programs and projects to highlight EDI principles within the IPN. These activities will be run by the committee members, with the help of IPN students, supervisors and staff, to empower minority members within the IPN and to enhance the recruitment of minority members outside of the IPN, so that the IPN demonstrably represents the principles of EDI.

In brief, while the IPN is designing three specific purpose-driven EDI committees, it is the collaborative efforts and interconnectedness of these three committees that will contribute to the successful becoming of IPN's EDI mandate.



IV. Membership

Each of the three committees will consist of 10 members:

- < 1 Equity Advisor from the University's Equity Office
- < 2 IPN supervisors
- < 2 IPN M.Sc. students
- < 2 IPN Ph.D. students
- < 1 IPN staff member
- < 1 Affiliate member in IPN labs (may include post-doctoral fellows, research assistants, research technicians, lab managers)
- < 1 IPN alum (must have graduated within the last 3 years)

Recruitment of Committee Members

The IPN leadership will distribute an open call for committee members to its supervisors, students, staff, and recent graduates. The leadership will encourage IPN supervisors to inform their lab members (post-doctoral fellows, research assistants, research technicians, lab managers) of the opportunity. The leadership will also reach out to the University's Equity Office to recruit an Equity Advisor.

Applications will be processed and reviewed by the IPN leadership. Successful applicants will demonstrate diversity in their skills and expertise (e.g., policy advising, consultatira, QQpr5y



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VII. Processes

Committee Meetings

Each committee and its members must meet on a regular basis, at least once every month. These meetings are referred to as 'intra-committee meetings.'

Committees may also host additional meetings with other IPN EDI committee(s) to discuss their work and further collaborate to pursue their goals. These meetings are referred to as 'inter-committee meetings.'

The Chair of each committee is responsible for scheduling regular meetings with its members, and if applicable, additional meetings with other IPN EDI committee(s).

All committee members must attend all scheduled meetings. In the event that this is not possible, the Chair must at least ensure that there is quorum at each scheduled meeting; this entails the Chair confirming that at least 2/3 of its membership will be present at each of its scheduled meetings. Meetings will not be conducted if there is no quorum.

The Chair is responsible for creating meeting agendas and distributing them to its members at least 1 day before scheduled meetings.

Meetings may be conducted via web conferencing platforms.

Meetings must be conducted according to [Robert's Rules of Order](#).

The Secretary of each committee is responsible for recording members'



committees must make decisions according to the following two-fold decision-making mechanism:

- ◁ Basic motions and decisions require a majority vote (i.e., 50% +1 of membership consent)

- ◁ Motions and decisions related to and involving systems, policies, processes, and significant executive changes require a 2/3 vote (i.e., supermajority vote)

Voting members include the IPN supervisors, IPN M.Sc. students, IPN Ph.D. students, and the IPN staff members.

Corresponding members (i.e., those who do not vote, but will collaborate and contribute to the committee's purpose) include the Equity Advisors, affiliate members in IPN labs, and IPN alum.

Votes can only be cast by the committee's voting members. In the case of a tie, the Chair can make a casting vote so that a final decision is made

