1.0 Purpose

The FNH Space Committee is the committee that is responsible for developing, implementing, and overseeing policies governing the space usage in the FNH building to ensure that the needs of space for supporting research and teaching activities are adequately met.

2.0 Objectives

1. To develop and implement policies governing the allocation of office and laboratory space in the FNH building to ensure equity, consistency, and transparency;
2. To maximize the efficiency of common space usage in the FNH building;

3.0 Membership

FNH Program Director (Chair) (Zhaoming Xu)
Faculty representative (Christine Scaman)
FNH Office Manager (Lisa Rooney)
FNH Senior Technician (Peter Hoffman)
Staff representative (Patrick Leung)

The membership is normally limited to 3 years; but no more than 50% of the members will be rotated out at any given year.

4.0 Procedures

1. Decisions will be made by consensus whenever possible. Where consensus cannot be reached, the matter will be brought to the monthly FNH program meeting for discussion, which will be basis for the Program Director to make the final decision;
2. Minutes and Agendas: Minutes will be taken by the Committee and distributed among the Committee members via email. Agenda will be compiled by the Chair
in consultation with the Committee members.

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<th>5.0 Meetings</th>
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<td>The Committee will meet two times per year or as needed. Meetings may be cancelled if there are insufficient agenda items.</td>
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