



<b>Policy:</b>	<b>G-3.1</b>
<b>Approved By:</b>	<b>Education Council</b>
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<b>Policy Holder:</b>	<b>VP Education &amp; Student Services</b>

## EDUCATION COUNCIL BY-LAWS

### A. OBJECTIVES

The objectives of the Education Council are to fulfill the roles and powers defined by *Sections 23, 24, and 25*, except as amended under *Section 25 (1) (b)* of the *College and Institute Act, 1996*.

### B. TERMS OF MEMBERSHIP

1. The composition of Education Council is that defined by *Section 15 of the College and Institute Act 1996*, unless amended according to the *Statute*.
2. The terms of office for voting members are those determined by *Section 16 of the College and Institute Act, 1996*.
3. Elections for the Council will be conducted by election rules promulgated by the Registrar pursuant to the *Act*.
4. A member may resign from the Council by giving to the Chair notice in writing.
5. A member will notify the Chair within 30 days of becoming no longer able to sit on Education Council.
6. In the event of a seat being vacated, the Chair will request that the Registrar fill the vacant seat as described in the "election rules":
  - a) To ensure continuity of membership, the new member will serve for a full term, as permitted under the *Act*.
7. Terms are two years in duration with the year of the term beginning in August and ending in July.

### C. CONFLICT OF INTEREST

1. Members of the Education Council shall act in accordance with the article in the event that they are in conflict of interest or have an appearance of conflict of interest.
2. A conflict of interest due to representation of or relation to a specific constituency may occasionally arise. In general, voting on matters that have an effect on a broad group by a member of that group is not considered a conflict of interest.

3. When a member is unsure of whether he/she is in conflict, that member shall raise the perceived potential conflict with the Council, and the Council shall determine by majority vote whether or not the conflict of interest exists.
4. Members of Education Council may indicate to the chair any concern about potential conflict of a member in relation to agenda items or undue influence on decisions.
5. When a conflict of interest is acknowledged or deemed to exist, the member having such conflict will remove himself or herself from that portion of the Council meeting.

#### D. STRUCTURE OF THE EDUCATION COUNCIL

##### **1. The Officers of the Council will consist of a Chair and a Vice Chair**

- a) The Chair of the Council will be elected each year by and from the voting members of the Council.
- b) The Vice-Chair will be elected each year by and from the voting members of the Council.
- c) A permanent secretary to the Council will be appointed by the College.
- d) The office of the permanent secretary will be the official repository of Council records and documents.

##### **2. Duties of the Chair of Education Council**

- a) Normally, the Chair will preside at all regular, special and in-camera meetings of the Council.
- b) The Chair will be an ex-officio member of all Council committees.
- c) The Chair will represent the Council on the College's Board of Governors and will ensure open communication with the Board of Governors.
- d) The Chair and the permanent secretary will be responsible for:
  - i) maintaining an up-to-date record of minutes;
  - ii) maintaining a current list of members, appointment dates and terms.
- e) In consultation with Council and/or committee members, the Chair will set membership of Council committees and task forces,.
- f) Agenda setting for Education Council meetings will be undertaken by the Chair and Vice Chair in consultation with the permanent secretary and others as appropriate.

##### **3. Duties of the Vice-Chair**

- a) The Vice-Chair will assist the Chair in all Council matters.
- b) The Vice-Chair will fulfill all duties of the Chair in his/her absence.

#### **4. Election of Council Officers**

- a) Election of the Chair and Vice Chair will be held within thirty days of the annual election of Council members, which is normally held in April. The Chair and Vice Chair will assume their positions on August 1<sup>st</sup>.
- b) The elections may be presided over by a non-voting member of Council or by a non-Council member or by a Council member who has declared that they will not be seeking a position on the executive, as determined by the Chair prior to the election.
- c) Nominations for the position of Chair and Vice Chair will be called from the floor.
- d) A vote will be decided by a show of hands unless there is a request from one or more members for a secret ballot.

#### **5. Roles and Responsibilities of Council members**

Education Council's responsibilities are mandated under the College and Institute Act and as such, Council is required to fulfill these.

Education Council members are charged with ensuring that College curricula, including programs and courses, meet the College's standards to ensure academic excellence. As the body with ultimate authority over college curricula, Council members need to enable, support, and ensure that the College's education programs meet high standards of academic quality. As such, members are encouraged and expected to actively engage, debate and be informed of the business brought before Council.

Council members will, to the best of their abilities, represent a perspective that takes into account first and foremost what is best for the overall College and its learners.

To undertake this work, members of Council need to:

- a) Attend all meetings of the Council, including two annual retreats and regular business meetings but, when attendance is not possible, inform the office of the permanent secretary
- b) Serve on Council committees.

### **E. COUNCIL ADMINISTRATION AND OPERATIONS**

#### **1. Regular Meetings**

- a) Business meetings will normally be held once a month with the exception of July and August. A schedule will be established by the Chair at the beginning of the fall term and adjusted thereafter only as necessary.
- b) A proposed agenda and supporting material for a regular meeting shall be circulated to Council members not fewer than three working days prior to the meeting.
- c) Normally, meetings are held with all members meeting in one location. However, it is recognized that from time-to-time there may be a requirement to hold meetings in more than one location when audio and/or video linkage can be provided.

- d). Special meetings may be called by the Chair for matters requiring immediate attention and will require a minimum of seven members of Council. The Chair is responsible undertaking due diligence in informing all members of Council of the meeting prior to its occurrence and in informing all members of Council of any decisions or actions taken as a result.

## **2. Procedures**

- a) Council meetings will be governed by Robert's Rules of Orders, except as otherwise provided.
- b) A quorum of the Council shall consist of 50% + 1 of the voting members.
- c) Voting shall be by simple majority of the votes cast except if otherwise specified in these by-laws. A motion shall be passed or defeated by simple majority unless otherwise specified.

## **F. AMENDMENTS AND REVISION OF BY-LAWS**

1. By-Laws will be reviewed every three years.
2. By giving a "notice of motion" at a regular meeting, the terms of the By-Laws may be considered for amendment at the next regular meeting of the Council.
3. The amendment or change shall be considered passed if it is approved by at least two-thirds of the members present subject to any approval required by statute.

## **G. STATUS OF OBSERVERS AND GUESTS**

1. Education Council and standing committee meetings are open to the College community and members of the public.
2. Guests are invited by Education Council to report on proposals for educational program changes and for new educational programs. Presentations can be made to Council to provide information and a rationale that is helpful to Council decision making.
3. The Chair shall have the right to declare the meeting or any portion of the meeting "in-camera" and close the meeting to the public if a topic on the agenda contains material that is determined to be private or confidential.
4. Observers are welcome to attend Education Council meetings and may be called upon by the Chair to comment.

## **H. COMMITTEES**

The Council will establish the committees it feels necessary to assist the Council in decision-making.

### **1 Sub Committees**

Sub Committees of Education Council are established by Education Council to assist in decision-making on major policy initiatives, programs; course changes, and ongoing Council activities. Sub Committees are meant to be long standing, cyclical in nature, and can be dissolved only by Education Council.

- a) Sub committees shall be responsible to the Council. They will work with and provide regular reports on their activities to the Council.
- b) Each sub committee will operate under a terms of reference approved by the Education Council.
- c) Sub committee meetings will be scheduled on a cycle that aligns with regular meetings of Education Council to enable items to be included in the agenda.
- d) The Chair of each sub committee will be appointed by the Council Chair in consultation with Council and/or committee members.

## **2. Ad Hoc Committees**

Ad hoc committees are usually short-term, working, non-cyclical committees that deal with a specific issue.

- a) The Council may establish ad hoc committees for specific tasks.
- b) Ad hoc committees shall report to and be responsible to the Council. It is expected that the ad hoc committees will report to Education Council on a regular basis (i.e. minimum of once an academic year).
- c) An ad hoc committee shall exist for a specific term that is dependent upon the timeframe required for the work to be done.
- d) Membership will be appointed by the Chair in consultation with Education Council.
- e) The Council Chair, in consultation with the Council, will dissolve an ad hoc committee when its purpose has concluded.

## **I. LEGISLATED REFERENCES**

College and Institute Act Sections: Section 23 (1) (2) and (3); Section 24; Section 25 except as amended [Section 25 (1) (b)25 (1) (b)]