

## Faculty of Fine Arts and Communications Council Bylaws

### 1.0 Rationale

These Bylaws have been prepared to provide structure and set out the rules for the proceedings of the Faculty of Fine Arts and Communications Council.

### 2.0 Definitions

#### 2.1 **Academic Staff**

Refers to employees of Grant MacEwan University whose primary assignment is instruction and/or engagement with academic programming (B3000: AGC Bylaws, 3.0).

#### 2.2 **Ad Hoc Committee**

A committee established for a limited time frame to deal with a specific task or issue; will have formal status (including Terms of Reference); reports and recommends to Faculty Council.

#### 2.3 **Ex-Officio Member**

A member who holds membership by virtue of an office or position he or she holds. Ex-officio members are afforded the same rights as other members, unless specifically stated in these Bylaws (such as whether the ex-officio member is non-voting).

#### 2.4 **Non-Voting Member**

A member who participates fully in the activities of the Faculty Council, but who does not have the right to vote.

#### 2.5 **Quorum**

The number or percentage of voting members required to be present to render decisions valid.

#### 2.6 **Standing Committee**

A committee with formal status, unlimited lifespan, and a fixed cycle of membership change and renewal; will report routinely and formally to the Faculty Council.

### 3.0 Purpose

3.1 The Faculty of Fine Arts and Communications Council is the senior academic governance body of the Faculty of Fine Arts and Communications. The purpose of the Council is to foster discussion, share information, approve recommendations from its members and committees, and make recommendations related to the Faculty of Fine Arts and Communications to Academic Governance Council.

### 4.0 Functions

4.1 The Faculty Council has the responsibility to:

- 4.1.1 Provide a forum for discussion of relevant academic matters
- 4.1.2 Recommend to AGC new certificate, diploma and degree programs in the Faculty
- 4.1.3 Recommend to AGC actions on program and curriculum items
- 4.1.4 Receive, review, and respond to program evaluations
- 4.1.5 Review and provide feedback on policy matters to AGC and other bodies
- 4.1.6 Approve recommendations from its committees regarding academic issues within the Faculty
- 4.1.7 Submit suggested honorary degree recipients to the appropriate committee or recommendation body
- 4.1.8 Address matters of governance referred to it by other University bodies
- 4.1.9 Provide advice to the Dean regarding strategic planning initiatives

## **5.0 Membership**

5.1 The Faculty of Fine Arts and Communications Council comprises:

- 5.1.1 The Dean of the Faculty;
- 5.1.2 The Associate Dean(s) of the Faculty;
- 5.1.3 All academic staff holding probationary, tenured, or full-time limited term appointments in the Faculty;
- 5.1.4 A student member from each department. The Students' Association of MacEwan University will conduct the selection process for student members;
- 5.1.5 Up to three sessional faculty members elected by Faculty Council for two-year, renewable terms;
- 5.1.6 One MacEwan Staff Association (MSA) member from the Faculty of Fine Arts and Communications for a two-year, renewable term, selected in accordance with the MSA Collective Agreement.

5.2 Ex-Officio Members (Non-Voting)

- 5.2.1 The President;
- 5.2.2 The Provost and Vice-President Academic;
- 5.2.3 The Deans of all other Faculties, Schools, and the University;
- 5.2.4 The Dean of Libraries
- 5.2.5 The University Registrar
- 5.2.6 The Director, Finance and Business Operations;
- 5.2.7 The Director, kihêw waciston.
  - (a) These members will be non-voting and will not count against quorum.
  - (b) These members may each delegate membership, on an annual basis, or choose to send an alternate to individual meetings. Delegates or alternates must be members of the University community.

5.3 The majority of the membership of the Faculty Council shall be probationary and tenured academic staff of the Faculty.

## **6.0 Chair and Vice-Chair**

6.1 The Dean will chair the Faculty of Fine Arts and Communications Council

6.2 The duties of the Chair include:

- 6.2.1 Ensuring that the agenda is prepared and distributed
- 6.2.2 Presiding over all meetings of the Faculty Council
- 6.2.3 Representing the Faculty Council and acting as liaison with AGC and other Faculty Councils

6.3 The Vice-Chair of the Faculty Council will be elected from the members of the Faculty Council for a two-year term. The Vice-Chair may serve two continuous terms.

6.4 The Vice-Chair shall fulfill the duties of the Chair in the Chair's absence and shall assist the Chair in the performance of his or her duties.

## **7.0 Meetings of the Faculty Council**

7.1 Meeting protocols will be governed by Robert's Rules of Order, except where otherwise provided for in the Bylaws.

7.2 The Faculty Council shall meet at least four times per year, normally twice per term in the Fall and Winter sessions.

7.3 Notice of meetings, agendas and associated materials shall be sent to members seven days in advance of meetings.

7.4 Meetings will be called by the Chair. In exceptional circumstances, a special meeting is called if a) the Chair considers a matter to be of sufficient urgency or b) a meeting is requested by 1/3 of the membership of the Faculty Council.

7.5 Quorum for the Faculty Council shall be 50 per cent of the members entitled to vote.

7.6 A voting member may participate in a meeting of the Faculty Council by means of telephone, videoconference, or other means of communication that permits all persons participating in the meeting to hear each other. A member so participating is considered to be present at the meeting.

7.7 Motions shall be carried by a simple majority of those present and voting except as specified below.

7.8 Amendments to these Bylaws shall require a 2/3 majority of those present and voting.

7.9 The Executive Committee may determine if electronic voting is allowable in certain circumstances. Proxy voting is not permitted.

- 7.10 Meetings of Faculty Council shall normally be open to the University. When a matter deemed confidential by the Faculty Council is to be considered, the part of the meeting concerning the confidential matter may be held in camera. Material distributed to members for in camera portions of the meetings shall remain confidential.
- 7.11 The Chair may recognize non-members on any matter of business.
- 7.12 Minutes of Faculty Council meetings shall be recorded and distributed to members. Minutes of open meetings shall be available to the University.

#### **8.0 Committees of Faculty Council**

- 8.1 The following committees will be established:
  - 8.1.1 Executive Committee;
  - 8.1.2 Curriculum Committee;
  - 8.1.3 Faculty Development Committee;
  - 8.1.4 Research Committee;
  - 8.1.5 Department Councils.
- 8.2 Elections of Standing Committees for the next academic year will be held using a secret ballot or a process approved, annually, by Executive Committee and outlined in advance to Faculty Council members.
- 8.3 The Faculty may strike other standing committees and ad hoc committees as needed to conduct its business
- 8.4 The Terms of Reference of all committees, including membership, mandate, and meeting procedures, shall be approved by the Faculty Council.
- 8.5 Committees of the Faculty Council are accountable to the Faculty Council. Committees shall report regularly to the Faculty Council.
- 8.6 Committees of Faculty Council shall in general follow the same meeting procedures as the Faculty Council.

#### **Approved by Academic Governance Council**

April 17, 2018 (motion AGC-07-04-17-2018)