

Faculty of Health and Community Studies Council Bylaws

1.0 Purpose and Rationale

- 1.1. The Faculty of Health and Community Studies Council (Faculty Council) is the academic governance body of the Faculty of Health and Community Studies, permitting faculty members to exercise self-governance in academic matters. The purpose of Faculty Council is primarily to foster discussion, share information, approve recommendations from its committees and make recommendations as appropriate.
- 1.2. The decisions and recommendations of Faculty Council shall be consistent with the philosophies of a learner-centred education, academic excellence, and a participatory decision-making organizational culture, in the tradition of faculty-led academic governance.
- 1.3. These Bylaws have been prepared to provide structure and set out the rules of proceedings of Faculty 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 (Academic Governance Council (AGC) Bylaws, 3.0).
- 2.2. *Ad Hoc Committee*: a committee established for a limited timeframe to deal with a specific task or issue; will have formal status (including Terms of Reference); reports and recommends to Faculty Council.
- 2.3. *Bylaws*: sometimes referred to as constitution, is a set of rules governing the operations of a formal body.
- 2.4. *Department Council*: the senior academic governance body of an Academic Unit in the Faculty of Health and Community Studies.
- 2.5. *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).
- 2.6. *Executive Committee*: Executive Committee of Faculty Council.
- 2.7. *Faculty Council*: The senior academic governance body of the Faculty of Health and Community Studies.
- 2.8. *Non-Voting Member*: A member who participates fully in the activities of the Faculty Council, but who does not have the right to vote.
- 2.9. *Professional Resource Faculty*: Counsellors, Librarians, Nursing Laboratory Resource Professionals, Writing and Learning Consultants, and Learning Specialists (AGC Bylaws, 3.0).
- 2.10. *Quorum*: The number or percentage of voting members required to be present to render decisions valid.
- 2.11. *Special Meeting*: a special meeting is convened to consider one or more items of business specified in the call of the meeting and may be called on short notice.

- 2.12. *Support/Supervisory Staff*: employees of Grant MacEwan University who are designated as Support/Supervisory Staff (AGC Bylaws, 3.0).
- 2.13. *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.
- 2.14. *Special Resolution*: Amendments to these Bylaws require special resolution at Faculty Council, with a two-thirds majority of those present and voting.

3.0 Functions

- 3.1. The Faculty Council has the responsibility to:
- 3.1.1. Provide a forum for discussion and/or recommendation of relevant academic matters including, but not limited to:
- Admission Criteria
 - New certificate, diploma, and degree programs in the Faculty
 - Program changes
 - Program evaluations
 - Suggested honorary degree recipients
- 3.1.2. Act on business, academic, and governance matters.
- 3.1.3. Provide an Annual Report to Academic Governance Council (AGC) for information in September.

4.0 Membership

- 4.1. The Faculty Council is composed of:
- 4.1.1. All academic staff of the Faculty of Health and Community Studies (the Faculty) holding tenure track, tenured, and full-time limited-term appointment;
- 4.1.2. Up to five (5) sessional academic staff, one from each of the Department of Child and Youth Care, Department of Allied Health and Human Performance, Department of Human Services and Early Learning, Department of Public Safety and Justice Studies, and School of Social Work, elected by Faculty Council for a one-year term, subject to renewal for additional terms if eligible for election. Sessional academic staff must teach a minimum of 90 Instructional Hours per year to be eligible to stand for election to Faculty Council;
- 4.1.3. Dean of the Faculty;
- 4.1.4. Associate Dean(s) of the Faculty and equivalent;
- 4.1.5. Director(s) of the Faculty;
- 4.1.6. One (1) librarian as appointed by Dean of Libraries;
- 4.1.7. A maximum of two (2) student members. The Students' Association of MacEwan University will conduct the selection process for student members;
- 4.1.8. Other non-voting members as may be determined by Faculty Council.

- 4.2. Ex-officio Members (non-voting):
 - 4.2.1. President;
 - 4.2.2. Provost and Vice President Academic or designate;
 - 4.2.3. Dean of all Faculties and Schools or designate;
 - 4.2.4. Dean of Libraries or designate;
 - 4.2.5. University Registrar or designate;
 - 4.2.6. Manager of kihêw waciston or designate.
- 4.3. The majority of the voting membership of the Faculty Council shall be tenure track, tenured and full-time limited-term academic staff of the Faculty.

5.0 Chair and Vice-Chair

- 5.1. The Dean or designate will chair Faculty Council.
- 5.2. The Duties of the Chair include:
 - 5.2.1. Ensuring that the agenda is prepared and distributed in collaboration with Faculty Council Executive Committee;
 - 5.2.2. Presiding over all meetings of the Faculty Council;
 - 5.2.3. Representing the Faculty Council and acting as liaison with AGC and other Faculty/School Councils.
- 5.3. The Vice-Chair of the Faculty Council will be an academic staff member elected from the members of the Faculty Council for a two (2)-year term.
- 5.4. 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/her duties.

6.0 Meeting of the Faculty Council

- 6.1. Meeting protocols will be guided by the current Robert's Rules of Order, except where otherwise provided for in the Bylaws.
- 6.2. Faculty Council shall meet at least four times per academic year.
- 6.3. Notice of meetings, agendas, and associated materials shall be sent to members at least seven (7) days in advance of meetings.
- 6.4. Meetings will be called by the Chair. In exceptional circumstances a special meeting may be called if a) Chair considers a matter to be of sufficient urgency, or b) a meeting is requested by one-third (1/3) of the membership of the Faculty Council.
- 6.5. Quorum for the Faculty Council shall be 50% plus 1 voting members.
- 6.6. A member may participate in a meeting of the Faculty Council by means of telephone, video conference, or other means of communication that permit all persons participating in the meeting to hear each other. A member so participating is considered to be present at the meeting.
- 6.7. Motions shall be carried by a simple majority of those present and voting, except as specified in 9.3.

- 6.8. Under special circumstances, an e-vote may be conducted. The motion shall be carried by a simple majority of e-votes cast.
- 6.9. 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 meetings shall remain confidential. In all instances, discussions at meetings will be consistent with the Freedom of Information and Protection of Privacy Act.
- 6.10. The Chair may recognize non-members on any matter of business.
- 6.11. Minutes of Faculty Council meetings shall be recorded and distributed to members. Minutes of open meetings shall be available to the University.

7.0 Committees of Faculty Council

- 7.1. The following committees will be established:
 - 7.1.1. Executive Committee;
 - 7.1.2. Faculty Curriculum Committee;
 - 7.1.3. Faculty Development;
 - 7.1.4. Faculty Research and Scholarship Committee;
 - 7.1.5. Faculty Tenure and Promotion Committee.
- 7.2. The Faculty Council may strike other standing committees and ad hoc committees as needed to conduct its business.
- 7.3. The Terms of Reference of all committees, including membership, mandate, and meeting procedures, shall be determined by the Faculty Council.
- 7.4. Committees of the Faculty Council are accountable to the Faculty Council. Committees shall report regularly to the Faculty Council.
- 7.5. Committees of Faculty Council shall in general follow the same meeting procedures as the Faculty Council.
- 7.6. In circumstances where a matter cannot be delayed until the next regular Faculty Council meeting and where a special meeting cannot be called, the Executive Committee may act on behalf of Faculty Council.

8.0 Department Councils

- 8.1. Each Academic Unit may create a Department Council that is subsidiary to Faculty Council.
- 8.2. The Terms of Reference of a Department Council, including membership, mandate, and meeting procedures, shall be determined by the Academic Unit and approved by Faculty Council.

9.0 Review of Faculty Council Bylaws

- 9.1. The Faculty Council Bylaws, including composition of the Faculty Council, shall be reviewed within three years following the establishment of the Faculty Council and every five years

thereafter.

- 9.2. At least three weeks written notice of proposed amendments to the Bylaws is required.
- 9.3. Amendments to these Bylaws shall require a Special Resolution of Faculty Council.
- 9.4. Following approval by the Faculty Council, amendments to the Bylaws are subject to approval of Academic Governance Council.

Approved by Faculty of Health and Community Studies Council

May 4, 2012

Amendments: April 21, 2013

Amendments: April 27, 2016 (motion FHCS-02-09-13-2016)

Amendments: November 22, 2017 (motion FHCS-01-11-22-2017)

Approved by Academic Governance Council

May 22, 2012 (motion AGC-11-05-22-2012)

Amendments: June 11, 2013 (motions AGC-08-06-11-2013, AGC-09-06-11-2013, AGC-10-06-11-2013, AGC-11-06-11-2013)

Amendments: October 25, 2016 (motion AGC-08-10-25-2016)

Amendments: January 23, 2018 (motion AGC-07-01-23-2018)