

## Faculty of Nursing Council Bylaws

### 1.0 Purpose and Rationale

The Faculty of Nursing Council (Faculty Council) is the senior academic governance body of the Faculty of Nursing, providing a forum for faculty members to exercise self-governance in academic matters. Faculty Council fosters discussion, shares information, approves recommendations from its committees, and makes recommendations related to the Faculty of Nursing to Academic Governance Council.

The decisions and recommendations of the 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.

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

### 2.0 Definitions

- 2.1. *Academic Staff*: refers to employees of Grant MacEwan University (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 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. *Bylaws*: sometimes referred to as constitution, is a set of rules governing the operations of a formal body.
- 2.4. *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).
- 2.5. *Executive Committee*: Executive Committee of Faculty Council.
- 2.6. *Faculty Council*: The senior academic governance body of the Faculty of Nursing.
- 2.7. *Non-Voting Member*: A member who participates fully in the activities of the Faculty Council but who does not have the right to vote.
- 2.8. *Professional Resource Faculty*: Counsellors, Librarians, Nursing Laboratory Resource Professionals, Writing and Learning Consultants, and Learning Specialists (AGC Bylaws, 3.0).
- 2.9. *Quorum*: The number or percentage of voting members required to be present to render decisions valid.
- 2.10. *Support/Supervisory Staff*: employees of Grant MacEwan University who are designated as Support/Supervisory Staff (AGC Bylaws, 3.0).
- 2.11. *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.

- 2.12. *Special Resolution*: Amendments to these Bylaws require special resolution at Faculty Council with a two-thirds majority of voting members present and voting.

### **3.0 Functions**

- 3.1. The Faculty Council:
- 3.1.1. Provides a forum for discussion and considers endorsements of relevant academic matters;
  - 3.1.2. Recommends actions on program and curriculum items;
  - 3.1.3. Reviews and responds to program evaluations and similar reports;
  - 3.1.4. Acts on business brought forward from its committees;
  - 3.1.5. Addresses matters of governance referred to it by other University bodies;
  - 3.1.6. Provides an Annual Report to Academic Governance Council (AGC) for information in September.

### **4.0 Membership**

- 4.1. The Faculty Council (voting) is composed of:
- 4.1.1. All tenure track, tenured and full-time limited-term academic staff of the Faculty of Nursing including professional resource faculty;
  - 4.1.2. Up to seven (7) nurse educators elected by Faculty Council for a 2-year term, of which a maximum of 5 are from the Department of Nursing Science and a maximum of 2 are from the Department of Psychiatric Nursing;
  - 4.1.3. Up to three (3) sessional academic staff, one from each department or centre, elected by Faculty Council for a one-year term subject to renewal for another term, if eligible. Sessional academic staff must teach a minimum of 90 Instructional Hours per year to be eligible to stand for election to Faculty Council;
  - 4.1.4. Dean of the Faculty;
  - 4.1.5. Associate Dean(s) of the Faculty and equivalent;
  - 4.1.6. Director(s) and Academic Coordinator(s) of the Faculty;
  - 4.1.7. One (1) Librarian or other professional resource faculty external to the Faculty of Nursing, elected as determined by the Faculty Council;
  - 4.1.8. Two (2) student members selected by The Students' Association of MacEwan University, preferably one from the Department of Nursing Science and one from the Department of Psychiatric Nursing. One (1) additional Faculty of Nursing student, who is not a member of SAMU, may also be considered for nomination by their department or centre;
- 4.2. Ex-officio Members (non-voting):
- 4.2.1. President;

- 4.2.2. Provost and Vice President Academic, or designate;
- 4.2.3. Deans of all other Faculties, Schools, and the University Library or designates;
- 4.2.4. University Registrar or designate;
- 4.2.5. Director of kihêw waciston, or designate.
- 4.3. Other non-voting members may be appointed by the Faculty Council.
- 4.4. 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 will Chair the Faculty Council.
- 5.2. The Duties of the Chair include:
  - 5.2.1. Ensuring that the agenda is prepared and distributed in collaboration with the Faculty Council Executive Committee;
  - 5.2.2. Presiding over all meetings of the Faculty Council;
  - 5.2.3. Providing Faculty Council, at each meeting, a detailed report of work undertaken from the Dean's Office;
  - 5.2.4. 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 Meetings of the Faculty Council**

- 6.1. Meeting protocols will be guided by current Robert's Rules of Order, except where otherwise provided for in the Bylaws.
- 6.2. The Faculty Council shall meet at least four times per year.
- 6.3. Faculty Council members and other members of the University may bring business to the attention of Faculty Council by writing the Chair(s) of Executive Committee.
- 6.4. Notice of meetings, agendas and associated materials shall be sent to members at least seven (7) days in advance of meetings.
- 6.5. Meetings will be called by the Chair. In exceptional circumstances a special meeting may be called if a) the 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.
- 6.6. Quorum is established at 30% of voting Faculty Council members.
- 6.7. A member may participate in a meeting of the Faculty Council by means of teleconference, 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.

- 6.8. Motions shall be carried by a simple majority of those voting members present and voting except as specified in 9.3.
- 6.9. Under special circumstances an e-vote may be conducted. The Faculty Council Chair may request that a decision be made by use of electronic vote, for which a quorum of Faculty Council members must respond and will be passed by simple majority. The item must be discussed at the next Faculty Council meeting as a matter of record.
- 6.10. 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 meetings shall remain confidential. In all instances, discussions at meetings will be consistent with the Freedom of Information and Protection of Privacy Act.
- 6.11. The Chair may recognize non-members on any matter of business.
- 6.12. 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. Curriculum Committee
  - 7.1.3. Research and Scholarship 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 approved 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 meeting, and where a special meeting of Faculty Council cannot be called, the Executive Committee may act on behalf of Faculty Council.
- 7.7. A membership roster will be prepared and updated each year. Attendance at Faculty Council meetings will be registered, formally, by a member's signature. Members of Faculty Council who are unable to attend a meeting should provide regrets to the secretary of Faculty Council at least twenty-four hours in advance.

## **8.0 Department Councils**

- 8.1. Each Academic Unit in the Faculty of Nursing will create a Department Council that is subsidiary to Faculty Council.
- 8.2. The Terms of Reference of a Department Council will be determined by that 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 as defined in 2.12.
- 9.4. Following approval by the Faculty Council, amendments to the Bylaws are subject to approval of the Academic Governance Council.

### **Approved by Faculty of Nursing Council**

September 22, 2016 (motion FNC-02-09-22-2016)

April 26, 2018 (motion FNC-01-04-26-2018)

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

October 25, 2016 (motion AGC-09-10-25-2016)

January 30, 2018 (amended as per motion AGC-05-10-24-2017)

June 8, 2018 (motion AGC-07-06-08-2018)