

**School of Business Council  
MacEwan University  
Executive Committee  
Terms of Reference**

**Principles**

In accordance with MacEwan University's Academic Governance Council bylaw B3000, Policy 1.0, the School of Business Council Executive Committee's Principles are consistent with:

- learner centered education,
- academic excellence, and
- a participatory decision-making organizational culture.

**Definition**

- Recommendation: motions passed by the School of Business Council ("School Council") or by the Executive Committee on behalf of the School Council, can be made to other governance bodies, or to provide guidance to the Dean regarding an area of the Dean's discretion. (See 5.3.4)

**1. Mandate**

As an agent of the School Council, the Executive Committee will focus on the functioning (procedures, processes and issues) of the School of Business Council. The Executive Committee's responsibilities include:

1.1. Agenda:

- 1.1.1. To set the agenda for meetings of the School of Business Council.
- 1.1.2. To advise the Chair of School Council.
- 1.1.3. To provide information/education transparently to School of Business Council members in a timely manner to help them become aware of the issues being discussed and voted on.
- 1.1.4. To consider all major reports to be submitted to the School Council prior to distribution to School Council.

1.2. Decision making:

- 1.2.1. To make decisions on behalf of the School Council in the event of an emergency or the inability of the School Council to meet in a timely manner.
- 1.2.2. To make decisions on behalf of the School Council in matters specifically delegated to it by the School Council.

1.2.3. To report any decisions made by the Executive Committee on behalf of the School Council at the next scheduled School Council meeting, for review and confirmation. (see 2.4).

1.2.4. To vote on decisions, members must be present at the meeting (see 5.5).

1.3. Governance:

1.3.1. To consider and report on policy matters relating to School Council.

1.3.2. To review the bylaws and the committee structure of School Council as required and make recommendations for the consideration of School Council.

1.4. Nominations:

1.4.1. To recommend to School Council candidates for School Council committees and other MacEwan committees as required of School Council. The Committee will consult widely and ensure that the School of Business community is made aware of all vacancies to be filled.

1.4.2. To recommend School Council representatives to other committees on which the School Council is represented.

1.5. To review these Terms of Reference as required, at least annually.

## **2. Accountability**

2.1. The Executive Committee is accountable to the School Council.

2.2. In the circumstances referred to in Sections 1.2 and 1.3, the Executive Committee shall possess all power and authority of the School Council.

2.3. The Executive Committee may not contravene any policy of the School Council or MacEwan University.

2.4. Decisions of the Executive Committee as referred to in Section 1.2 are subject to review and confirmation by the School Council at its next regularly scheduled meeting.

2.5. The Chair will report on membership nominations to the School Council and submit recommendations as required for the School Council's consideration.

## **3. Composition**

3.1 All Executive Committee members shall be members of the School Council.

3.2 Executive Committee shall have:

3.2.1. One (1) Tenured, Tenure-Track, Professional Resource Faculty, or Full-Time Limited Term Academic Staff Member from each Department, to be selected by the Department Council in consultation with the Department Chair, and

- 3.2.2 One Department Chair, to be elected by School of Business Council.
- 3.2.3 Potential committee members will be asked to provide a brief (one- to two-paragraph) biography and a one- paragraph statement on their interest in serving and potential contributions to the Committee.
- 3.3 The Chair of the School Council shall serve as the Executive Committee Chair.
- 3.4 The Vice-Chair of the School Council shall serve as the Executive Committee Vice-Chair.
- 3.5 The Vice-Chair will be elected from the Tenured Instructional Faculty members of School Council.
- 3.6 The Chair and Vice-Chair of the School Council, and one Associate Dean to be appointed by the Dean, shall be *ex officio* voting members of the Executive Committee.
- 3.7 Vacancies will be filled by the same procedure as members are selected in Section 3.2 above.

#### **4. Term of Office**

- 4.1. Vice-chair and members shall serve two-year terms up to two continuous terms, or until their successor is selected, except for those serving by virtue of their positions (i.e. Dean and Associate Deans). Terms will begin on July 1<sup>st</sup>.
- 4.2 Selected members shall serve staggered terms to balance continuity with new perspectives. Two members are selected in each year. Initially, two members will serve terms of one year and two members will serve terms of two years. Thereafter, two members as necessary to fill expired terms will be selected in each year, for two-year terms.

#### **5. Operations of Committee**

- 5.1. The Committee shall operate in a manner consistent with the School Council's Bylaws.
- 5.2. Record-keeping:
  - 5.2.1. The Committee shall ensure a record of all decisions and discussions of the Committee is maintained in good order.
  - 5.2.2. The Chair of the Executive Committee shall report to each meeting of the School Council.
  - 5.2.3. The Committee minutes are considered to be records of the School Council and shall be maintained by the Office of the Dean.
- 5.3. Agenda setting:
  - 5.3.1. The Committee shall meet at least once before each regularly scheduled School Council meeting. The School Council shall meet at least 4 times per year, twice per term in the Fall and Winter sessions.

- 5.3.2. The Committee shall receive, respond to and assign priority to issues which deal with any or all aspects of the School's mandate. The Committee shall draft the School Council meeting's agenda on these priorities.
- 5.3.3. The Committee shall follow up on issues and communicate progress and outcomes of issues.
- 5.3.4. In the case of Dean's rejection of a School Council recommendation, the Committee shall seek and communicate the Dean's rationale.
- 5.4. The Committee shall develop and implement action plans to address School Council's recommendations (as referred in Section 1.2.2, 1.3.1, 1.3.2, and 1.4).
- 5.5. A member may participate in a meeting of the Executive Committee in person or by means of communication that permit all persons participating in the meeting to hear each other. Members so participating are considered to be present at the meeting.
- 5.6. The quorum shall be four members, including at least three faculty members.
- 5.7. The Office of the Dean shall provide administrative, resource and research support to the Executive Committee.

## **6. Agenda Procedure**

In each School Council meeting the Committee is responsible to:

- 6.1. Draft the agenda;
- 6.2. Submit the minutes from the previous meeting for approval;
- 6.3. Address issues arising from the minutes;
- 6.4. Receive reports of committees, advisory committees, and *ad hoc* committees;
- 6.5. Receive administration's reports; and
- 6.6. Address priority issues and/or emerging issues.

## **7. Executive Committee Members' Responsibilities**

The members shall strive to:

- 7.1. Educate themselves on all aspects of the issues being discussed;
- 7.2. Listen to others' opinions;
- 7.3. Understand others' viewpoints;
- 7.4. Speak directly
- 7.5. Attend scheduled meetings; and
- 7.6. Deliver on any assignments they accept.

*Approved by School of Business Council: April 30, 2012*

*Revisions approved by School of Business Council, September 6, 2016*

*Revisions approved by School of Business Council, October 3, 2018*