Executive Committee to General Faculties Council
Terms of Reference

Mandate

The Executive Committee is a standing committee of the General Faculties Council (GFC). Executive Committee has a coordinating role in managing the affairs of GFC, which is responsible for the academic affairs of MacEwan University. This mandate includes ensuring appropriate business progresses to the GFC, setting the agenda for GFC, identifying key strategic issues, and serving as a taskforce for issues related to the GFC and its governance, as directed by the GFC.

1. Functions
1.1 Specifically, Executive Committee is responsible for the following functions in support of the GFC:

1.1.1 Setting the agenda for meetings of the GFC; and, in collaboration with the Chair and Secretariat, ensuring relevant background material is provided to support GFC;
1.1.2 Identifying questions or issues of interest or concern to the GFC; and, developing advice with respect to the same, as appropriate;
1.1.3 Reviewing major reports, policies, and other significant items submitted to General Faculties Council prior to distribution;
1.1.4 Making decisions on behalf of GFC in matters so delegated to it by GFC;
1.1.5 Making decisions on behalf of the GFC in urgent situations in the absence of a regularly-scheduled meeting, or the inability of GFC to meet in a timely manner. Any such decisions will be reported to the GFC at the next regular meeting. In urgent situations, the Executive Committee may also opt to call an extraordinary meeting of GFC;
1.1.6 Ensuring that GFC committees have their full complement of members; recommending to the GFC candidates for the standing committees of GFC; and, recommending GFC members to other MacEwan University committees where GFC representation is required.
1.1.7 Reviewing the GFC committee structure and making recommendations to the GFC.

2. Accountability
2.1 Executive Committee is accountable to GFC and may not contravene any policy of the GFC.
2.2 In the circumstances referred to in 1.1.4 and 1.1.5, Executive Committee shall possess all power and authority of the GFC.

3. Composition

Approved by GFC Executive, August 22, 2019
3.1 All Executive Committee members shall be members of GFC.
3.2 Executive Committee shall consist of the following members:
   3.2.1 President and Chair of General Faculties Council (ex-officio);
   3.2.2 Provost (ex-officio);
   3.2.3 Vice-Chair of General Faculties Council (ex-officio);
   3.2.4 Six faculty members currently serving elected terms to the GFC, one from each Faculty / School;
   3.2.5 The Students’ Association of MacEwan University Vice President Academic (ex-officio); and,
   3.2.6 One Dean or Associate Dean.
3.3 The Chair of General Faculties Council (GFC) shall serve as Executive Committee Chair.
3.4 The Vice-Chair of GFC shall serve as Executive Committee Vice-Chair.

4. **Terms of Office**
4.1 An ex-officio member shall be a member only while holding the University office that entitles the member to be an ex-officio member.
4.2 The terms of office for non-ex-officio members drawn from the elected members of the GFC shall normally be two (2) years or until the member’s successor is elected. Notwithstanding this provision, GFC may prescribe that such members hold office on Executive Committee for a term of less than two years so as to provide overlapping terms of office. GFC Executive Committee may, when a member ceases for whatever reason to hold office before the expiry of that member’s term of office, elect a new member to hold office for the remainder of the unexpired term. Terms are renewable through re-election.
4.3 Alternates shall not be permitted on Executive Committee.

5. **Operations of Executive Committee**
5.1 The University Secretariat is the office of record.
5.2 The University Secretariat shall provide administrative and resource support.
5.3 The Committee shall meet at least once before each regularly-scheduled GFC meeting.
5.4 The Vice-Chair will serve as Chair in the Chair’s absence.
5.5 Executive Committee minutes shall be provided to General Faculties Council for information.

6. **Quorum**
6.1 Quorum shall be eight (8) regular voting members.

7. **Voting**
7.1 Motions shall be passed by a simple majority of members present at the meeting voting in the affirmative.
7.2 Notwithstanding norms of Robert’s Rules, the Chair does not vote, except to break a tie. If, in such cases, the Chair chooses not to vote, the motion is lost.
7.3 Notwithstanding norms of Robert’s Rules, Executive Committee may vote upon a resolution by email or e-ballot in urgent circumstances in the absence of a regularly scheduled meeting, or the inability of Executive
Committee to meet in a timely manner. For a resolution to pass, at least 2/3 of voting members must respond and vote in the affirmative.

7.4 Members attending by teleconference or videoconference will be considered duly present for the purpose of establishing quorum and voting.

8. Review
8.1 Review of these terms of reference shall take place every three years, or as directed by the GFC.

Appendix I

Review History
Approved by GFC Executive Committee, August 22, 2019

Appendix II

Authorities Delegated by GFC