

# Faculty of Educational Support & Development

BYLAWS

The Faculty of Educational Support and Development was established in 2015 for the sole purpose of providing its members with a mechanism to fully participate in university governance. The statement of faculty history and purpose may be found in FESD By-laws presented in the February 27, 2017 Senate agenda documents.

## Faculty of Educational Support and Development By-Laws

### **1. The Faculty of Educational Support and Development shall:**

- 1.1. Elect two faculty members from the Faculty to Senate.
- 1.2. Conduct elections and nominate faculty members from the Faculty where required as potential appointees to university-wide committees, including but not limited to Senate committees.
- 1.3. Serve as the forum for sharing information and the discussion of Faculty matters.

### **2. Powers and Duties of a Faculty:**

The powers and duties of the Faculty of Educational Support and Development are laid out in Sec. 40 of the University Act.

In addition to the above requirements of the University Act, the Faculty will:

- 2.1. Establish a Faculty Council to act on behalf of the Faculty as a whole. The Faculty Council acts as the mechanism for nominations.
- 2.2. Form special purpose ad hoc committees, as it sees fit, for the conduct of its affairs and business, and to empower such committees, where advisable, to report directly to the appropriate committee(s) of Senate.
- 2.3. Make recommendations on academic and educational matters to Senate and other University bodies.
- 2.4. Request and consider reports relating to the academic and educational affairs of the Faculty of Educational Support and Development, of Senate Standing Committees, of Senate, and of the University.

### **3. Faculty as a Whole Membership:**

- 3.1. Membership of the Faculty of Educational Support and Development consists of:
  - 3.1.1. All those faculty employed within the Faculty, which comprises Accessibility Services, Counselling, Learning Centres and the Library.
  - 3.1.2. The Dean of the Faculty (VP Students), who is the Chair.
  - 3.1.3. The President of the University.

3.1.4. The Registrar, who is non-voting.

**4. Conduct of Faculty as a Whole Business:**

- 4.1. The Chair of the Faculty Council will serve as Vice Chair of the Faculty as a Whole.
- 4.2. Robert's Rules of Order shall govern the conduct of all Faculty meetings except as otherwise provided.
- 4.3. The Faculty as a Whole shall have at least one regular meeting per academic year.
- 4.4. The Faculty as a Whole meetings will be set and called jointly by the Chair (the Dean of the Faculty) and Vice-Chair of the Faculty as a Whole.
- 4.5. Notice of regular meetings shall be sent to members of the Faculty at least 30 days in advance of a meeting.
- 4.6. In circumstances of urgency or at the special request of Faculty Council, extraordinary meetings of the Faculty may be called by the Chair and Vice-Chair at least seven days in advance.
- 4.7. The normal process of business at regular meetings of the Faculty shall be set by the Chair and Vice-Chair of the Faculty as a Whole in consultation with other members of the Faculty.
- 4.8. Faculty may add meeting agenda items by talking to the Chair or Vice-Chair.
- 4.9. The quorum for meetings of the Faculty as a Whole shall be 25% of the eligible voters.
- 4.10. Any business conducted at a meeting where there is no quorum present will be considered as unofficial and subject to ratification at the next meeting held where a quorum is present. Any communication coming out of a meeting where no quorum was present shall be prefaced with a clear indication the communication is subject to ratification.
- 4.11. The majority required to pass a resolution shall be at least the majority of the members voting, except in the case of adoption of or amendments to these Bylaws, when the majority required shall be at least two thirds of the members voting.
- 4.12. In circumstances of urgency or at the special request of Faculty Council, electronic notice of motions and electronic votes may be called by the Chair and/or Vice Chair. Electronic vote procedures will follow Senate Bylaws for such.
- 4.13. Meetings of the Faculty as a Whole shall normally be open to observers. The Faculty may decide, at any time, by a two thirds vote of those present and voting, that a whole meeting or any part of a meeting be held in camera.
- 4.14. The chair of the meeting may recognize non-members on any matters of business.

- 4.15. Minutes of open meetings of the Faculty as a Whole shall be recorded and distributed to the University.
- 4.16. All documents presented to the Faculty as a Whole shall normally be regarded as public. Nevertheless, the Chair may declare a document confidential, in which case the document shall be made available in advance only to members of the Faculty and, if appropriate, the Senate.
- 4.17. A general rule made by a Faculty is not effective or enforceable until a copy has been sent to the Senate and the Senate has given its approval.

## **5. Powers and Duties of Faculty Council:**

- 5.1. The powers and duties of the Faculty Council are delegated by the Faculty as a Whole. Unless otherwise addressed in these bylaws, the Faculty Council shall have all the powers and duties ascribed to the Faculty in Section 2.
- 5.2. Any proposed changes to these Bylaws must be approved by the Faculty as a Whole.
- 5.3. Faculty Council may, by a two-thirds ( $\frac{2}{3}$ ) vote, send any other matter to the Faculty as a Whole for decision or advice.
- 5.4. Members of Faculty Council must endeavour to serve the interests of the entire Faculty to the best of their ability.

## **6. Membership of the Faculty Council:**

- 6.1. Membership for the Faculty Council of Educational Support and Development consists of:
  - 6.1.1. Dean of the Faculty (voting member).
  - 6.1.2. The two (2) faculty Senators (voting members).
  - 6.1.3. Five (5) faculty members shall be elected (voting members).

## **7. Selection of members for the Faculty Council:**

- 7.1. Any faculty member within the Faculty of Educational Support and Development who has a University appointment sufficient to serve for the term of the appointment can be elected to the Faculty Council.

**8. Membership terms for the Faculty Council of Educational Support and Development:**

- 8.1. Elections will be held in the spring semester of each year. The terms will run from September 1 to August 31. Elections will be conducted by secret ballot.
- 8.2. The membership terms on the Faculty Council will normally be two years.
- 8.3. In order to establish staggered membership and continuity of membership, at the first Faculty Council election, 3 members will be elected for an extraordinary term of three years. In no case may the term exceed three years.
- 8.4. Any member may resign from Faculty Council by giving the Chair notice in writing.
- 8.5. The use of alternates for voting members is not permitted.
- 8.6. In the event that a seat of a member becomes vacant, a replacement shall be appointed or elected through a by-election at the earliest possible date. Members so elected or appointed shall serve the remaining term of office of the incumbent, at which point the normal election or appointment process will be followed.
- 8.7. The seat of an elected or appointed member who fails to attend three meetings of Faculty Council between September 1 and August 31 may be declared vacant by the Chair.

**9. Faculty Council Conduct of Business:**

- 9.1. Faculty Council Chair and Vice Chair will be elected from the Faculty Council members. The election will occur on or about May 30, with the term of office beginning September 1. The term will be one year.
- 9.2. The Chair shall not vote unless in the case of a tie.
- 9.3. The Chair may be removed by a two thirds majority vote of councilors present and voting at any duly called meeting of Faculty Council.
- 9.4. The Vice-Chair will fulfill the duties of the Chair in the Chair's vacancy or absence and will assist in the performance of the Chair's duties.
- 9.5. Robert's Rules of Order shall govern the conduct of all Faculty Council meetings except as otherwise provided.
- 9.6. Faculty Council meetings may be conducted by videoconference and/or teleconference.
- 9.7. Voting conducted by electronic means shall follow the regulations laid out in Senate bylaw 2.14.
- 9.8. Faculty Council shall meet as necessary, but at least once a semester with a minimum of three times per year.

- 9.9. Meeting times (weekday, time, campus location, & possible dates) will be set by Faculty Council in May for the following year.
- 9.10. Notice of meetings shall be sent to members of the Faculty Council at least seven days in advance of a meeting.
- 9.11. In circumstances of urgency, extraordinary meetings may be called by the Chair of Faculty Council.
- 9.12. The normal process of business at regular meetings of the Faculty Council shall be set by the Chair in consultation with members of the Faculty Council.
- 9.13. Faculty may request items to be added to the meeting agenda through the Chair.
- 9.14. The quorum for the meetings must be the majority of the voting members.
- 9.15. Any business conducted at a meeting where there is no quorum present will be considered as unofficial and subject to ratification at the next meeting held where a quorum is present. Any communication coming out of a meeting where no quorum was present shall be prefaced with a clear indication the communication is subject to ratification.
- 9.16. The majority required to pass a motion shall be at least the majority of the members voting.
- 9.17. In the case of a tie, the Chair will cast the deciding vote.
- 9.18. Faculty Council may decide at any time, by majority vote of those present and eligible to vote, that an entire meeting or any part of a meeting be held in camera.
- 9.19. The Chair may recognize non-members on any matters of business.
- 9.20. Minutes of open meetings of Faculty Council shall be made available to the Faculty as a Whole.
- 9.21. All documents presented to Faculty Council shall normally be regarded as public. Nevertheless, the Chair may declare a document confidential, in which case the document shall be made available in advance only to members of Faculty Council and, if appropriate, the Senate.
- 9.22. Senate Bylaw No. 3, Conflict of Interest, applies.
- 9.23. Faculty Council may, as appropriate, invite guests to make presentations to Council meetings and to answer questions related to their presentations.

**10. Committees of Faculty Council:**

- 10.1. Faculty Council will act as the Nominations committee and advise on matters related to elections, including timelines for nominations, elections, and appointments as required to meet the needs of the Faculty, Faculty Council, and Special Purpose Committees.
- 10.2 Faculty Council will act as the Governance committee and regularly review the Bylaws of the Faculty and provide advice to the Faculty as a Whole for approval.