KWANTLEN POLYTECHNIC UNIVERSITY
Senate

SENATE GOVERNANCE AND NOMINATING COMMITTEE
Tuesday, November 17, 2026
10:00 a.m. – 12:00 p.m.
MS Teams

Attending:		
Voting Members	**Non-Voting Members**	**Presenters and Administrative Resources**
Carlo Tala	Christina Neigel	Dan Lett
Catherine Schwichtenberg, Chair	Keri Spindler	Michelle Molnar
Celia Brinkerhoff	Nadia Henwood	Nancy Train
Diane Purvey, President, *pro tem*		
Jenna Smith		
Mike Larsen		
Regrets:		

Agenda

M = Motion to Approve
D = Discussion
I = Information
E = Education

AGENDA ITEM	PRESENTER	ACTION	TIME	PAGE
1. Call to Order and Opening Remarks	C. Schwichtenberg		10:00	1
We at Kwantlen Polytechnic University respectfully acknowledge that we live, work and study in a region that overlaps with the unceded traditional and ancestral First Nations territories of the Kwantlen First Nation, which gifted its name to this university and the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem.				
2. Adoption of Agenda	C. Schwichtenberg	M	10:05	1
MOTION: THAT the agenda be adopted as circulated.				
3. Adoption of the minutes of the October 13, 2026 Senate Governance and Nominating Meeting	C. Schwichtenberg	M	10:07	3
MOTION: THAT the minutes be approved as presented.				
4. Chair's Report	C. Schwichtenberg	I	10:10	
5. New Business				
5.1. November 2026 Senate Committee Nominations	C. Schwichtenberg	M	10:15	5

MOTION: THAT the Senate Governance and Nominating Committee recommend that Senate approve the following nominations:

Senate Standing Committee on Academic Planning & Priorities

- **Anjela Godber, Faculty Representative, Faculty of Academic and Career Preparation, Voting, December 1, 2026 – August 31, 2029.**

Senate Standing Committee on Teaching & Learning

- **Anjela Godber, Faculty Representative, Faculty of Academic and Career Preparation, Voting, December 1, 2026 – August 31, 2029.**

Senate Standing Committee on Research

- **Jackie Au, Designate, Director, Office of Research, Non-Voting, December 1, 2026 – August 31, 2029.**

Senate Standing Committee on Curriculum

- **Mayyadah Al-Ani, Faculty Representative, Wilson School of Design, Voting, December 1, 2026 – August 31, 2029.**

5.2. Search Advisory Committee for the Associate Vice President, Research and Innovation	C. Schwichtenberg	M	10:20	6

MOTION: THAT the Senate Governance and Nominating Committee recommend that Senate appoint the following members to the Search Advisory Committee for the Associate Vice President, Research and Innovation:

Regular faculty members (up to three):

1.
2.
3.

One student, preferably a senator:

1.

5.3. Revised Faculty of Arts Bylaws	Dan Lett	M	10:35	10

MOTION: THAT the Senate Governance and Nominating Committee recommend that Senate approve the revisions to the Faculty of Arts bylaws.

6. Items for Discussion	C. Schwichtenberg	D		
6.1. Senate Bylaws Revision	C. Schwichtenberg	D	10:55	42
7. Adjournment and Next Meeting	C. Schwichtenberg			

KWANTLEN POLYTECHNIC UNIVERSITY
Senate

SENATE GOVERNANCE AND NOMINATING COMMITTEE
Regular Meeting Minutes
Tuesday, October 13, 2026
10:00 a.m. –12:00 p.m.
MS Teams

Voting Members Present		**Non-Voting Members Present**
Carlo Tala	David Burns (Acting President)	Chistina Neigel
Catherine Schwichtenberg	Jenna Smith	Nadia Henwood
Celia Brinkerhoff	Mike Larsen	
Regrets:		**Administrative Resources**
Keri Spindler		Michelle Molnar

1. Call to Order and Opening Remarks

The Chair called the meeting to order at 10:06 a.m.

The Chair acknowledged KPU's commitment to reconciliation and recognition that we live, work and study in a region that overlaps with the unceded traditional and ancestral First Nations territories of the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem, and with the lands of the Kwantlen First Nation, which gifted its name to this university.

2. Adoption of the Agenda

MOVED, SECONDED AND CARRIED that the agenda be approved as presented

3. Adoption of the Minutes

MOVED, SECONDED AND CARRIED that the minutes from the September 15, 2026 meeting be adopted as presented.

4. Chair's Report

Nothing to report.

5. New Business

5.1. October 2026 Senate Committee Nominations

The chair presented the October 2026 Senate committee nominations. Members discussed the workload associated with a student senator taking on two robust committees, like Curriculum and Program Review. The chair confirmed that she had discussed the scope with the relevant parties and will meet with the student senator to clarify the contribution expected rather than assume the full workload of both committees.

MOVED, SECONDED AND CARRIED that the Senate Governance and Nominating Committee recommend that Senate approve the following nominations:

<u>Senate Standing Committee on Research</u>

- John Yang, Faculty Representative, Faculty of Health, Voting, October 27, 2026 – August 31, 2029

<u>Senate Standing Committee on Curriculum</u>

- Navnoor Singh, Student Senator, Voting, October 27, 2026 – August 31, 2027

Senate Standing Committee on Program Review

- Navnoor Singh, Student Senator, Voting, October 27, 2026 – August 31, 2027

Senate Standing Committee on the Library

- Rajbir Gahir, Student Senator, Voting, October 27, 2026 – August 31, 2027

Senate Standing Committee on University Budget

- Rajbir Gahir, Student Senator, Voting, October 27, 2026 – August 31, 2027

Senate Executive Committee

- Rishi Taneja, Student Senator, Voting, October 27, 2026 – August 31, 2027

Senate Standing Committee on Teaching and Learning

- Rishi Taneja, Student Senator, Voting, October 27, 2026– August 31, 2027

6. Items for Discussion

6.1. Vice-Chair of Senate Vacancy and Succession Planning

The chair announced that she will not be seeking another term as Senate Vice Chair after serving for four years, however, she wishes to remain available during the transition of a new Senate Vice Chair to provide adequate support. She described the role as a valuable leadership and governance experience and noted that previous Senate Vice Chairs, including David Burns and Amy Jeon, used the position to develop broader university leadership experience.

The committee discussed recruitment, workload, eligibility, timing and contingency planning for a successor. It was suggested that this opportunity be included as a discussion item at the upcoming Senate meeting, and to outline the position description, practical duties, workload, benefits, and the university's current governance challenges and to allow time for discussion and questions for members who may be interested.

6.2. Proposed Senate Bylaw Changes

The chair led a detailed review of feedback on the proposed Senate bylaws, with the committee retaining or refining provisions on communications, vacancies, attendance, chair eligibility, committee classifications, remote participation, and designates before another SGNC review.

7. Any Other Business

8. Adjournment and Next Meeting

The meeting adjourned at 11:38 a.m.

The date of the next meeting is November 17, 2026.

KWANTLEN POLYTECHNIC UNIVERSITY

SENATE GOVERNANCE AND NOMINATING COMMITTEE
Agenda Number: *5.1*
Meeting Date: *Tuesday, November 17, 2026*
Presenter(s): *Catherine Schwichtenberg*

AGENDA TITLE: NOVEMBER 2026 SENATE COMMITTEE NOMINATIONS

ACTION REQUESTED: Motion

THAT the Senate Governance and Nominating Committee recommend that Senate approve the following nominations:

Senate Standing Committee on Academic Planning & Priorities

- **Anjela Godber, Faculty Representative, Faculty of Academic and Career Preparation, Voting, December 1, 2026 – August 31, 2029.**

Senate Standing Committee on Teaching & Learning

- **Anjela Godber, Faculty Representative, Faculty of Academic and Career Preparation, Voting, December 1, 2026 – August 31, 2029.**

Senate Standing Committee on Research

- **Jackie Au, Designate, Director, Office of Research, Non-Voting, December 1, 2026 – August 31, 2029.**

Senate Standing Committee on Curriculum

- **Mayyadah Al-Ani, Faculty Representative, Wilson School of Design, Voting, December 1, 2026 – August 31, 2029.**

Executive Summary

The Senate Governance and Nominating Committee, aided by the Vice-Chair of Senate, has the mandate to nominate members to serve on Senate committees.

Prepared by	Date submitted
Michelle Molnar	November 10, 2026

KWANTLEN POLYTECHNIC UNIVERSITY

SENATE GOVERNANCE AND NOMINATING COMMITTEE
Agenda Number: *5.2*
Meeting Date: *Tuesday, November 17, 2026*
Presenter(s): *Catherine Schwichtenberg*

AGENDA TITLE: SEARCH ADVISORY COMMITTEE: ASSOCIATE VICE PRESIDENT, RESEARCH AND INNOVATION

ACTION REQUESTED: Motion

THAT the Senate Governance and Nominating Committee recommend that Senate appoint the following members to the Search Advisory Committee for the Associate Vice President, Research and Innovation:

Regular faculty members (up to three):

1.
2.
3.

One student, preferably a senator:

1.

Executive Summary

In accordance with Policy HR20, Search Advisory, Appointment and Re-appointment of Senior Academic Administrator Positions, and its associated procedures, the Provost has requested Senate appoint up to three regular faculty members and a student, to the Search Advisory Committee for the Associate Vice President, Research and Innovation.

The composition of the committee requires;

i) five regular faculty members, two of whom are appointed by the KFA and three appointed by the Senate to ensure broad representation from among the Faculties.

ii) one student, preferably a Senator, appointed by the Senate.

Governance Review

Include dates of Faculty level governance, and indicate support/approval

Attachments

1. Callout Memo – SAC Members for AVP, Research and Innovation
2. Faculty Statements of Interest
3. HR20, Search Advisory, Appointment and Re-Appointment of Senior Academic Administrative Positions Policy
4. HR20, Search Advisory, Appointment and Re-Appointment of Senior Academic Administrative Positions Procedures

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Prepared by

Michelle Molnar

Date submitted

November 10, 2026

SURREY CAMPUS

12666 – 72ND Ave.
Surrey, BC Canada V3W 2M8

MEMORANDUM

TO: Senate
Board of Governors
David Burns, Provost & Vice President Academic, *pro tem*
Phaedra Burke, President, Kwantlen Faculty Association
John Potter-Smith, BCGEU Support Staff
Paramvir Singh, President & VP University Affairs, Kwantlen Student Association

CC: Keri Spindler, University Secretary and Executive Assistant, Office of the President
Sonia Orlu, Executive Assistant, Board of Governors
Dervla Hagan, Executive Assistant, Office of the Provost
Michelle Molnar, Associate University Secretary
Kyla Meermann, Coordinator of Administrative Services, Kwantlen Faculty Association
Mahney Basi, Human Resources Business Partner
Katie Japaridze, Talent Acquisition Specialist

FROM: CHAIR – Dr. David Burns, Provost & Vice President Academic, *pro tem*

DATE: October 21, 2026

SUBJECT: Appointment – Associate Vice President, Research and Innovation

KPU will commence a search for Associate Vice President, Research and Innovation in order to make a recommendation to the Provost & Vice President Academic as per Policy HR20.

As per Policy HR20 and related procedures for *Composition of Search Advisory Committees*, I am requesting that members of the Search Advisory Committee be appointed as soon as possible, as follows:

i) five regular faculty members, two of whom are appointed by the KFA and three appointed by the Senate to ensure broad representation from among the Faculties,
ii) one student, preferably a Senator, appointed by the Senate,
iii) one student Board member appointed by the Board,
iv) one student appointed by the Kwantlen Student Association,
v) one regular BCGEU staff member, appointed by the BCGEU,
vi) one excluded employee, appointed by the Chair,
vii) one senior administrative officer of the institution appointed by the Chair,
viii) two Deans chosen by their peers.

Tentative Schedule:
(Dates could be moved depending on how the search unfolds but all efforts are made to adhere to the booked dates and times).

Meeting	Date	Time
Search Committee Orientation	December 4, 2026	9:00am -11:00am (Virtual)
Candidate Review (Long List)	January 20, 2027	9:00am - 11:00am (Virtual)
Candidate Review (Short List)	February 17, 2027	9:00am - 11:00am (Virtual)
Interviews	March 2 and March 3, 2027	Full Day Holds (In-person– Surrey Campus)
Debrief Meeting	March 8, 2027	2:00pm – 4:00pm (Virtual)
Second Interviews (potential)	March 24, 2027	Full Day Hold (In-person – Surrey Campus)
Final SAC Recommendation Meeting	March 26, 2027	1:00pm – 3:00pm (Virtual)

Please notify me, as Chair of the Search Advisory Committee, once the above appointments have been made by you or your representative group. We would appreciate a response by **November 30, 2026.**

Sincerely,

Dr. David Burns
Provost & Vice President Academic, *pro tem*

KWANTLEN POLYTECHNIC UNIVERSITY

SENATE GOVERNANCE AND NOMINATING COMMITTEE
Agenda Number: *5.3*
Meeting Date: *Tuesday, November 17, 2026*
Presenter(s): Dan Lett

AGENDA TITLE: *Faculty Bylaw Revision: Faculty of Arts*

ACTION REQUESTED: Motion

THAT the Senate Governance and Nominating Committee recommend that Senate approve the revisions to the Faculty of Arts bylaws.

Executive Summary

Context and Background

The Faculty of Arts Bylaws were last updated in 2018. A set of revised Bylaws approved by the Faculty of Arts and submitted to Senate in 2023 were returned unratified to Arts with recommendations from the Senate Governance and Nominating Committee for further revisions. The Faculty of Arts began a fresh revision process in 2024, led by the Arts Standing Committee on Nominations and Governance, culminating in this revised set of updated and improved Bylaws that also address SGNC's recommendations in full.

Key Messages

Revisions include:

1. Updates reflecting new names of various positions and committees
2. Changes that reduce service burden for members of Arts Faculty Council
3. New provision to permit a Chair to be elected from the Faculty if no member of Arts Faculty Council is willing to serve as Chair
4. Updated Student Advisory Committee membership terms designed to sustain membership
5. Various minor updates for consistency and to minimize redundancy

Governance Review

For Secretariat Use Only

Consultations

1. Arts Annual General Meeting, August 2026 (approved via supermajority vote)
2. Arts Faculty Council, April 2026 meeting (Bylaws approved via vote)
3. Arts Faculty Council Standing Committees and Ad Hoc Committees (multiple consultations between 2024-2026)
4. Dean of the Faculty of Arts (multiple consultations between 2024-2026)

5. Chair, Senate Standing Committee on Governance and Nominating, January 2024
6. Vice-Chair, Senate, March 2024

Attachments

1. Faculty of Arts Revised Bylaws 2026 (clean)
2. Faculty of Arts Revised Bylaws 2026 (marked-up)
3. Faculty of Arts Bylaws table of changes 2026

Prepared by

Nancy Train, Admin Asst., University Senate

Date submitted

November 5, 2026

KWANTLEN POLYTECHNIC UNIVERSITY

FACULTY OF ARTS BYLAWS

APPROVED BY SENATE:

Definitions

1. Terms used in these Bylaws follow the definitions established by the University Act, as applicable to Kwantlen Polytechnic University, with the following clarifications and additions:
   a. Where the University Act uses a lower-case first letter in references to "faculty," "university," "senate," "board," "dean," "president," "vice chancellor," "registrar," and "chair," these Bylaws use an upper-case first letter;
   b. "the Faculty" refers to the Faculty of Arts;
   c. "Chair" or "Vice-Chair" refers to the Chair or Vice-Chair of the body named in the heading of a given section, unless otherwise specified;
   d. "simple majority" means the threshold for decision consists of more than one half the votes cast;
   e. "supermajority" means the threshold for decision consists of two-thirds of votes cast.

General Powers and Duties of the Faculty

2. Per the University Act, the Faculty has the following powers and duties:
   a. to make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business;
   b. to provide for student representation in the meetings and proceedings of the Faculty;
   c. subject to this Act and to the approval of the Senate, to make rules for the governance, direction and management of the Faculty and its affairs and business;
   d. to determine, subject to the approval of the Senate, the courses of instruction in the Faculty;
   e. subject to an order of the President to the contrary, to prohibit lecturing and teaching in the Faculty by persons other than appointed members of the teaching staff of the Faculty and persons authorized by the Faculty, and to prevent lecturing or teaching so prohibited;
   f. subject to the approval of the Senate, to appoint for the examinations in each Faculty examiners, who, subject to an appeal to the Senate, must conduct examinations and determine the results;
   g. to deal with and, subject to an appeal to the Senate, to decide on all applications and memorials by students and others in connection with their respective Faculties;
   h. generally, to deal with all matters assigned to it by the Board or the Senate.
3. The Faculty also has the authority to form 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.

4. Per the University Act, a general rule made by the Faculty is not effective or enforceable until a copy has been sent to the Senate and the Senate has given its approval.
5. Per the University Act, the Faculty may advise the President in any matter affecting the interests of the University, whether academic or disciplinary, but that advice does not limit the powers and authority of the President.

Faculty Membership

6. Membership of the Faculty consists of:
   a. All those employed within the Faculty as an instructor, lecturer, assistant professor, associate professor, professor, or an equivalent position designated by the Senate,
   b. The Dean of the Faculty,
   c. The Associate Dean(s) of the Faculty,
   d. The President and Vice Chancellor of the University, and
   e. The Registrar, who is non-voting.
7. The Faculty endorses the principle of student participation in Faculty decision-making and will reflect this in the constitution of its Faculty Council and Standing Committees.
8. The Dean is the Chair of the Faculty.
9. The Chair of Faculty Council shall hold the position of Vice-Chair of the Faculty ex officio.

Conduct of Faculty Business

10. The Faculty shall have at least two (2) regular meetings per year.
11. Notice of a regular meeting of the Faculty shall be sent to the members of the Faculty at least thirty (30) days in advance of the meeting.
12. In cases of urgency, extraordinary meetings of the Faculty may be called by the Chair or the Vice-Chair of the Faculty, or at the written request of seventy-five (75) voting members with representation from at least two-thirds of the Faculty's departments. In the case of the latter, the Chair of the Faculty is required to convene such a meeting on the issue(s) and within the time frame specified in the written request and in accordance with these Bylaws.
13. Notice of an extraordinary meeting of the Faculty shall be sent to the members of the Faculty at least seven (7) days in advance of a meeting.
14. The normal process of business at meetings of the Faculty shall be set by the Chair in consultation with the Vice-Chair of the Faculty.
15. The quorum for meetings of the Faculty shall be fifty (50) voting members, with representation from at least one half of the Faculty's departments.
16. Any business conducted at a meeting where there is no quorum present will be considered as unofficial and subject to ratification by a vote where quorum is present. Any communication coming

out of a meeting where no quorum was present shall be prefaced with a clear indication that the communication is subject to ratification.

17. The Chair may, where appropriate, recognize a vote of the Faculty that takes place by an alternative method (e.g. electronic means.)
18. Robert's Rules of Order shall govern the conduct of all Faculty meetings, subject to interpretation by the Chair. Such matters on which these Bylaws lay down specific procedures shall be exempted from the foregoing.
19. Unless otherwise specified in these Bylaws, decisions of the Faculty shall require a simple majority vote.
20. Adoption of or amendments to these Bylaws require a supermajority vote.
21. Meetings of the Faculty shall normally be open to observers.
22. The Chair may recognize non-members on any matter of business.
23. The Faculty may decide at any time, by a supermajority vote, that a whole meeting or any part of a meeting be held in camera.
24. Minutes of open meetings of the Faculty shall be recorded and made available to the University community.
25. All documents presented to the Faculty shall normally be available to the University community, unless otherwise stipulated by the Chair. The Chair may, subject to ratification by a simple majority vote of the Faculty, stipulate that a document be confidential, in which case the document shall be made available only to members of the Faculty and, if appropriate, the Senate.

Powers and Duties of Faculty Council

26. The powers and duties of Faculty Council are delegated by the Faculty. Unless otherwise specified in these Bylaws, Faculty Council shall have all the powers and duties ascribed to the Faculty by the University Act, and by the Board of Governors and Senate of the University.
27. Any proposal to discontinue a program shall be sent, with a recommendation from Faculty Council, to the Faculty, which will provide advice to the Board, the Senate or other bodies within the University as required.
28. Faculty Council may, by a simple majority vote, recommend changes to these Bylaws. These proposed changes would then be voted on by the Faculty and, if approved, forwarded to the Senate.
29. Faculty Council may, by a simple majority vote, send any other matter to the Faculty for decision or advice. The Chair of the Faculty will determine whether the matter warrants an extraordinary meeting, or whether it shall be added to the agenda of the next regular meeting of the Faculty.
30. Faculty Council may, by a supermajority vote, require that the Chair of the Faculty call an extraordinary meeting by a specified time to address a matter forwarded by Faculty Council to the Faculty for decision or advice.

Faculty Council Membership

31. Membership of Faculty Council consists of:

a. One (1) representative elected from each department within the Faculty. Each representative shall be a Faculty member as defined in Bylaw 6.a (elected, voting);

b. The Dean of the Faculty (ex officio, voting);

c. One (1) Associate Dean, assigned to Faculty Council by the Dean (ex officio, voting);

d. One (1) representative from interdisciplinary and/or non-aligned programs, recommended by the Standing Committee on Nominations and Governance and endorsed by the elected and ex officio members of Faculty Council. This representative shall be a Faculty member as defined in Bylaw 6.a (appointed, voting);

e. Two (2) students. Nominations will go forward to the Standing Committee on Nominations and Governance, which shall recommend two nominated students to Faculty Council for endorsement (appointed, voting);

f. One (1) staff member with instructional duties (e.g. Lab Technician, Lab Instructor, or Instructional Associate) employed within the Faculty, recommended by the Standing Committee on Nominations and Governance and endorsed by Faculty Council (appointed, non-voting);

g. Senators elected by the Faculty, unless occupying another Faculty Council position as designated above (ex officio, non-voting);

h. One (1) Arts Degree Advisor, assigned to Faculty Council by the Dean (ex officio, non-voting).

32. Members of Faculty Council, in their function as members of this body, must serve the interest of the entire Faculty.

33. The Senate Bylaw on *Conflict of Interest* applies.

34. Elections for or appointments to Faculty Council will normally occur in the Spring semester each year.

35. The term of each elected or appointed member of Faculty Council shall normally begin on August 15.

36. The term of each elected member of Faculty Council shall normally be three (3) years.

37. The term of each appointed member of Faculty Council shall normally be one (1) year.

38. Members are eligible for re-election or reappointment.

39. Any member may resign from Faculty Council by giving the Chair notice in writing.

40. The seat of a member who leaves the constituency from which that member was selected shall be declared vacant.

41. The seat of any elected or appointed member who fails to attend three (3) meetings of Faculty Council between August 15 and August 14 of the following year may be declared vacant by a simple majority vote of Faculty Council.

42. In the event that a seat of a member becomes vacant, a replacement shall be elected or appointed according to the process outlined in these Bylaws. 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.

43. Any member who will be absent from a meeting must provide the Chair with advance written notice of the absence and the use of a designated alternate.

44. The use of alternates for voting members is permitted for up to three (3) meetings between August

15 and August 14 of the following year. An alternate must be drawn from the same constituency or be acting in the same administrative capacity as the voting member being replaced.

45. The Chair may, where appropriate, recognize a vote of Faculty Council that takes place by an alternative method (e.g. electronic means.)
46. Members of Faculty Council shall commit to serving on a minimum number of its Standing Committees as required by Faculty Council. Members who do not serve on a minimum number of Standing Committees as required may have their seat on Faculty Council declared vacant by the Chair.

Chair and Vice Chair of Faculty Council

47. Voting members of Faculty Council will elect one (1) Chair from among Faculty Council's continuing and incoming voting members who are Faculty members as defined above. The election will normally occur at the last meeting of Faculty Council before August 15, and the normal term will be three (3) years, or a shorter term corresponding to the Chair's Faculty Council term.
48. The Chair is a voting member of Faculty Council. In the event of a tie, the Chair casts the deciding vote.
49. Voting members of Faculty Council will elect one (1) Vice-Chair from among Faculty Council's continuing and incoming voting members who are Faculty members as defined above. The election will normally occur at the last meeting of Faculty Council before August 15, and the normal term will be three (3) years, or a shorter term corresponding to the Vice-Chair's Faculty Council term.
50. 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.
51. The Chair and/or Vice-Chair may be removed by a supermajority vote at any duly called meeting of Faculty Council, provided that notice of such motion was given at the previous duly called meeting.
52. In the event that the Chair is vacant and a duly called election fails to elect a Chair from among the voting members of Faculty Council, voting members of Faculty Council will elect a Chair (non-voting) from among the Faculty members as defined in Bylaw 6.a above. The term of a Chair thus elected shall run until an election that will occur at the last meeting of Faculty Council before the subsequent August 15. When necessary due to vacancy or absence of the Chair and Vice-Chair, the Dean shall serve as Chair pro-tem.

Conduct of Faculty Council Business

53. Faculty Council shall normally have at least six (6) regular meetings per academic year. The schedule for such meetings shall be set by the beginning of the academic year. Notice of any changes made to this schedule shall be sent to the members of Faculty Council at least fourteen (14) days in advance of the next meeting.
54. In cases of urgency, extraordinary meetings of Faculty Council may be called by the Chair of the Faculty, by the Chair of Faculty Council, by a supermajority vote at a duly called meeting of Faculty Council, or at the written request of two-thirds of Faculty Council members.
55. Notice of an extraordinary meeting of Faculty Council shall be sent to the members of Faculty Council at least seven (7) days in advance of a meeting.

56. The normal process of business at meetings of Faculty Council shall be set by the Chair in consultation with Faculty Council members.
57. The quorum for meetings of Faculty Council shall be one half of the elected Faculty Council members.
58. 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 that the communication is subject to ratification.
59. Robert's Rules of Order shall normally govern the conduct of all Faculty Council meetings. Such matters on which these Bylaws lay down specific procedures shall be exempted from the foregoing.
60. Unless specified otherwise in these Bylaws, a simple majority vote shall be required to pass resolutions.
61. Meetings of Faculty Council shall normally be open to observers.
62. The Chair may recognize non-members on any matter of business.
63. Faculty Council may invite guests to make presentations to Faculty Council meetings and to answer questions related to their presentations.
64. Faculty Council may decide at any time by a simple majority vote that a whole meeting or any part of a meeting be held in camera.
65. Minutes of open Faculty Council meetings shall be recorded and made available to the University community.
66. All documents presented to Faculty Council shall normally be available to the University community. The Chair may, subject to ratification by a simple majority vote of Faculty Council, stipulate that a document be confidential, in which case the document shall be made available in advance only to members of Faculty Council and, if appropriate, the Senate.

Committees of Faculty Council

67. Faculty Council shall establish such committees, consisting of members and/or non-members of Faculty Council, as it may from time to time think fit, and may specify the duties to be performed by such committees.
68. The membership of committees of Faculty Council shall be subject to ratification by Faculty Council.
69. The Dean (or designated Associate Dean) and the Chair of Faculty Council (or Vice-Chair as designate) are recognized as voting members of all committees.
70. Committees of Faculty Council are restricted to making recommendations to Faculty Council, and may not assume any of the powers of Faculty Council unless they are expressly delegated within these Bylaws. Only Standing Committees may be delegated Faculty Council authority.
71. When recommending the establishment or elimination of a Standing Committee, or altering its membership or mandate, Faculty Council will seek the advice of the Standing Committee on Nominations and Governance, and make a recommendation to the Faculty for approval.
72. Quorum for each committee shall be 50% of the total number of voting members.
73. Terms of office for Standing Committee members who do not sit on a Standing Committee ex

officio shall normally be three (3) years.

74. Terms of office for student representatives on Standing Committees shall normally be one (1) year.
75. Terms of office may be adjusted by the Standing Committee on Nominations and Governance, subject to approval by Faculty Council, to ensure continuity of membership, and to correspond to terms on Faculty Council.
76. Committee members are eligible for re-election or reappointment.
77. Any committee member may resign from a committee by giving the committee Chair and Faculty Council Chair notice in writing.
78. The seat of a committee member who leaves the constituency from which that member has been appointed or elected shall be declared vacant.
79. Unless otherwise stipulated by Faculty Council, the seat of any committee member who fails to attend three (3) committee meetings between August 15 and August 14 of the following year may be declared vacant by a simple majority vote of that committee.
80. In the event that a seat of a committee member becomes vacant, a replacement shall be elected or appointed according to the process outlined in these Bylaws.
81. Any committee member who will be absent from a meeting must provide the committee Chair with advance written notice of the absence and the use of a designated alternate.
82. The use of alternates for voting committee members is permitted for up to three (3) meetings between August 15 and August 14 of the following year. An alternate must be drawn from the same constituency or be acting in the same administrative capacity as the committee member being replaced.
83. A committee Chair may, where appropriate, recognize a vote of that committee which takes place by an alternative method (e.g. electronic means.)
84. Each committee shall elect a Chair and at least one Vice-Chair from within its membership for a term specified by that committee. The committee Chair must be a member of the Faculty and at least one voting member of the committee, apart from the Dean or designated Associate Dean, must be an elected member of Faculty Council. Until such time as a Chair is elected, the Dean or designated Associate Dean shall chair the committee.
85. The Chair of each committee shall be responsible for establishing the agenda, and for distributing it to the rest of the committee at least four (4) days prior to any meeting.

I. Standing Committee on Nominations and Governance

86. Membership of the Standing Committee on Nominations and Governance consists of:
    a. The Dean or designated Associate Dean (ex officio, voting);
    b. The Chair or Vice-Chair of Faculty Council (ex officio, voting);
    c. Between four (4) and six (6) members of Faculty Council, appointed by Faculty Council, at least three (3) of whom are members of the Faculty as defined in Bylaw 6.a, selected to ensure that the composition of the Committee reflects the diversity of programs within the Faculty (appointed, voting);

d. One (1) student representative, appointed by Faculty Council. Unless otherwise permitted by Faculty Council, this student shall be declared in any credential offered by the Faculty of Arts (appointed, voting);

87. The Standing Committee on Nominations and Governance shall:

a. advise Faculty Council on matters related to elections, including timelines, procedures, and appointments as required to meet the needs of the Faculty, Faculty Council, and committees of Faculty Council;

b. ensure that nominations are made for all elections for the Faculty and for Faculty Council;

c. where requested by Faculty Council, conduct and oversee elections for designated positions on Faculty, Faculty Council, and committees of Faculty Council;

d. appoint or recommend members to serve on Faculty Council and committees as outlined in these Bylaws;

e. consider principles of diversity, equity, and inclusion when making nomination, recommendation, and appointment decisions;

f. advise Faculty Council on procedures for the solicitation, recommendation, and selection of Faculty representatives for University committees, and oversee these processes as requested by Faculty Council;

g. advise Faculty Council on matters related to duties of members and conflict of interest;

h. coordinate the work of committees of Faculty Council, especially where consultation between committees is required;

i. review at least once every three (3) years the Bylaws of the Faculty and provide advice to Faculty Council, which will make any recommendations to the Faculty for approval;

j. review at least once every three (3) years the configuration of Standing Committees, their membership, their terms of reference, and their consultation and reporting relationships, and propose to Faculty Council any recommendations for change;

k. establish subcommittees as required to fulfill the Committee's responsibilities;

l. perform other duties as assigned by Faculty Council.

II. Standing Committee on Curriculum

88. Membership of the Standing Committee on Curriculum consists of:

a. The Dean or designated Associate Dean (ex officio, voting);

b. The Chair of Faculty Council or Vice-Chair as designate (ex officio, voting);

c. One (1) representative from each department in the Faculty. Each representative shall be a Faculty member as defined in Bylaw 6.a (elected, voting);

d. One (1) representative from interdisciplinary and/or non-aligned programs, recommended by the Standing Committee on Nominations and Governance and endorsed by Faculty Council. This representative shall be a Faculty member as defined in Bylaw 6.a (appointed, voting);

e. One (1) student representative. Unless otherwise permitted by Faculty Council, this student shall be declared in any credential offered by the Faculty of Arts. Nominations will go forward to the

Standing Committee on Nominations and Governance, which shall recommend one student to Faculty Council for endorsement (appointed, voting);

f. One (1) Arts Degree Advisor (ex officio, non-voting);

g. One (1) Educational Advisor (ex officio, non-voting);

h. One (1) representative from the Office of the Registrar (ex officio, non-voting);

i. Representative(s) from the Faculty of Arts on any of the Senate committees on curriculum, unless occupying another position on the Arts Standing Committee on Curriculum as designated above (ex officio, non-voting);

89. The Standing Committee on Curriculum shall:

a. exercise the delegated authority of Arts Faculty Council to receive, review, and approve all course curriculum offered for credit by departments and programs within the Faculty, and to recommend course curriculum to Senate and its appropriate Standing Committees for approval;

b. review periodically curricular and program components (including, but not limited to, prerequisite structures, class format, credit assignment, learning outcomes, learning activities, assessment models, and prior learning assessment processes) and make such recommendations to Faculty Council as may be appropriate;

c. ensure that all curriculum developed within the Faculty conforms to University policies and procedures and meets appropriate academic standards;

d. receive and review Program Concepts and Full Program Proposals (or such equivalent submissions as come to stand in their place) for degree and non-degree programs (such as post-baccalaureate credentials, associate degrees, diplomas, certificates, and citations), consult with the Standing Committee on Academic Planning and Priorities, and report with recommendations to Faculty Council;

e. review the implementation of new degree and non-degree programs as required by Senate or its appropriate Standing Committee(s), and report with recommendations to Faculty Council;

f. receive and review program revisions for degree and non-degree programs, and report with recommendations to Faculty Council;

g. ensure, where appropriate, that any external requirements for licensing, certification and accreditation arising from degree and non-degree programs within the Faculty are met;

h. ensure that curriculum materials are properly documented for approval and/or use by other areas of the University (e.g. Registrar's Office, Admissions, Counselling, University Secretariat);

i. provide detailed minutes, including a list of curriculum approved at each meeting of the Standing Committee on Curriculum, for information to the next scheduled meeting of Faculty Council;

j. coordinate as necessary the presentation to Faculty Council of provincial articulation meeting reports, and highlight any concerns relating to articulation;

k. make recommendations regarding appointments to other University committees and/or working

groups on curriculum via the Standing Committee on Nominations and Governance;

l. review periodically the Committee's mandate, composition, processes, and approval criteria and make such recommendations to the Standing Committee on Nominations and Governance as may be appropriate;

m. establish subcommittees as required to fulfill the Committee's responsibilities;

n. perform other duties as assigned by Faculty Council.

III. Standing Committee on Academic Planning and Priorities

90. Membership of the Standing Committee on Academic Planning and Priorities consists of:

a. The Dean or designated Associate Dean (ex officio, voting);

b. The Chair or Vice-Chair of Faculty Council (ex officio, voting);

c. Three (3) members of Faculty Council, at least two (2) of whom are members of the Faculty as defined in Bylaw 6.a, selected to ensure that the composition of the Committee reflects the diversity of programs within the Faculty (appointed, voting);

d. Between three (3) and eight (8) additional members of the Faculty as defined in Bylaw 6.a, recommended by the Standing Committee on Nominations and Governance and endorsed by Faculty Council, selected to ensure that the composition of the Committee reflects the diversity of programs within the Faculty (appointed, voting);

e. One (1) student representative. Unless otherwise permitted by Faculty Council, this student shall be declared in any credential offered by the Faculty of Arts. Nominations will go forward to the Standing Committee on Nominations and Governance, which shall recommend one student to Faculty Council for endorsement (appointed, voting);

f. A designated administrative support representative employed within the Faculty (ex officio, non-voting);

g. One (1) Arts Degree Advisor (ex officio, non-voting);

h. Representative(s) from the Faculty of Arts on the Senate Standing Committee on Academic Planning and Priorities, unless occupying another position on the Arts Standing Committee on Academic Planning and Priorities as designated above (ex officio, non-voting);

91. The Standing Committee on Academic Planning and Priorities shall:

a. advise Faculty Council on the mission, educational goals, objectives, strategies, and priorities of the Faculty;

b. advise Faculty Council on whether the establishment, revision, or discontinuance of educational programs and other curricular changes support the mission and mandate, educational goals, objectives, strategies, and priorities of the Faculty;

c. advise Faculty Council on the priorities for implementation of new programs leading to certificates, diplomas, and degrees;

d. advise Faculty Council on the establishment or discontinuance of departments and other educational administrative units within the Faculty;

e. advise Faculty Council on policies and strategies supporting enrolment and student success;

f. advise Faculty Council on processes for the development, review, implementation, and communication of educational and action plans that support the priorities of the Faculty;

g. advise the Faculty Council on whether the Faculty budget proposal supports the academic priorities of the Faculty;

h. review periodically the Committee's mandate, composition, processes, and approval criteria and make such recommendations to the Standing Committee on Nominations and Governance as may be appropriate;

i. establish subcommittees as needed to fulfill the Committee's responsibilities;

j. perform other duties as assigned by Faculty Council.

IV. Standing Committee on Research, Scholarship, and Creativity

92. Membership of the Standing Committee on Research, Scholarship, and Creativity consists of:

a. The Dean or designated Associate Dean (ex officio, voting);

b. The Chair or Vice-Chair of Faculty Council (ex officio, voting);

c. Seven (7) to twelve (12) members of the Faculty as defined in Bylaw 6.a, recommended by the Standing Committee on Nominations and Governance and endorsed by Faculty Council, selected to ensure that the composition of the Committee reflects the diversity of programs within the Faculty. At least one of these seven shall be a member of Faculty Council, and at least one shall be a recent or current member of the Research Ethics Board (appointed, voting);

d. Two (2) student representatives. Unless otherwise permitted by Faculty Council, these students shall be declared in any credential offered by the Faculty of Arts. Nominations will go forward to the Standing Committee on Nominations and Governance, which shall recommend one student to Faculty Council for endorsement (appointed, voting).

93. The Standing Committee on Research, Scholarship, and Creativity shall:

a. advise Faculty Council, liaise with research-oriented offices, and make recommendations on matters related to research, scholarship, and creative activity in support of the Faculty's mission, educational goals, objectives, strategies, and priorities and in recognition of the diversity of research, scholarship, and creativity undertaken in various disciplines within the faculty;

b. review periodically the Committee's mandate, composition, processes, and approval criteria and make such recommendations to the Standing Committee on Nominations and Governance as may be appropriate;

c. perform other duties as assigned by Faculty Council.

V. Student Advisory Standing Committee

94. Membership of the Student Advisory Standing Committee consists of:

a. The Dean or designated Associate Dean (ex officio, voting);

b. The Chair or Vice-Chair of Faculty Council (ex officio, voting);

c. Two (2) student representatives on Faculty Council (ex officio, voting);

d. All student representatives on Standing Committees of Faculty Council (ex officio, voting);

e. Up to six (6) students who are declared or intend to declare in any credential in the Faculty of Arts, appointed by the Standing Committee on Nominations and Governance, endorsed by Faculty Council. Members shall be recruited to reflect the diversity of areas of study (appointed, voting).

f. The Chair and Vice-Chair shall be elected every year at an April or May meeting

95. The Student Advisory Standing Committee shall:

a. act as a forum for discussion and dialogue about the student experience and student educational needs in the Faculty of Arts;

b. develop and coordinate opportunities to enhance the student experience and campus life for students in the Faculty of Arts;

c. develop opportunities for interaction between students and faculty in the Faculty of Arts;

d. advise Faculty Council and the Dean regarding opportunities to improve the experiences of students in relation to registration and admission;

e. advise Faculty Council and the Dean regarding opportunities to enhance student development and success;

f. in cooperation with the KSA, Vice-President University Affairs, assist the Faculty Council in finding students willing to serve as representatives on other committees and in other roles;

g. advise on and provide feedback to the Faculty Council and Dean regarding proposed new courses, and new areas of study and opportunities for curricular improvements;

h. advise on and provide feedback to the Faculty Council and Dean regarding policies and procedures which may impact the quality of education and the quality of the student experience in the Faculty of Arts.

KWANTLEN POLYTECHNIC UNIVERSITY

FACULTY OF ARTS BYLAWS

APPROVED BY SENATE:

Definitions

1. Terms used in these Bylaws follow the definitions established by the University Act, as applicable to Kwantlen Polytechnic University, with the following clarifications and additions:
   a. Where the University Act uses a lower-case first letter in references to "faculty," "university," "senate," "board," "dean," "president," "vice chancellor," "registrar," and "chair," these Bylaws use an upper-case first letter;
   b. "the Faculty" refers to the Faculty of Arts;
   c. "Chair" or "Vice-Chair" refers to the Chair or Vice-Chair of the body named in the heading of a given section, unless otherwise specified;
   d. "simple majority" means the threshold for decision consists of more than one half the votes cast;
   e. "supermajority" means the threshold for decision consists of two-thirds of votes cast.

General Powers and Duties of the Faculty

2. Per the University Act, the Faculty has the following powers and duties:
   a. to make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business;
   b. to provide for student representation in the meetings and proceedings of the Faculty;
   c. subject to this Act and to the approval of the Senate, to make rules for the governance, direction and management of the Faculty and its affairs and business;
   d. to determine, subject to the approval of the Senate, the courses of instruction in the Faculty;
   e. subject to an order of the President to the contrary, to prohibit lecturing and teaching in the Faculty by persons other than appointed members of the teaching staff of the Faculty and persons authorized by the Faculty, and to prevent lecturing or teaching so prohibited;
   f. subject to the approval of the Senate, to appoint for the examinations in each Faculty examiners, who, subject to an appeal to the Senate, must conduct examinations and determine the results;
   g. to deal with and, subject to an appeal to the Senate, to decide on all applications and memorials by students and others in connection with their respective Faculties;
   h. generally, to deal with all matters assigned to it by the Board or the Senate.
3. The Faculty also has the authority to form 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.

4. Per the University Act, a general rule made by the Faculty is not effective or enforceable until a copy has been sent to the Senate and the Senate has given its approval.
5. Per the University Act, the Faculty may advise the President in any matter affecting the interests of the University, whether academic or disciplinary, but that advice does not limit the powers and authority of the President.

Faculty Membership

6. Membership of the Faculty consists of:
   a. All those employed within the Faculty as an instructor, lecturer, assistant professor, associate professor, professor, or an equivalent position designated by the Senate,
   b. The Dean of the Faculty,
   c. The Associate Dean(s) of the Faculty,
   d. The President and Vice Chancellor of the University, and
   e. The Registrar, who is non-voting.
7. The Faculty endorses the principle of student participation in Faculty decision-making and will reflect this in the constitution of its Faculty Council and Standing Committees.
8. The Dean is the Chair of the Faculty.
9. The Chair of Faculty Council shall hold the position of Vice-Chair of the Faculty ex officio.

Conduct of Faculty Business

10. The Faculty shall have at least two (2) regular meetings per year.
11. Notice of a regular meeting of the Faculty shall be sent to the members of the Faculty at least thirty (30) days in advance of the meeting.
12. In cases of urgency, extraordinary meetings of the Faculty may be called by the Chair or the Vice-Chair of the Faculty, or at the written request of seventy-five (75) voting members with representation from at least two-thirds of the Faculty's departments. In the case of the latter, the Chair of the Faculty is required to convene such a meeting on the issue(s) and within the time frame specified in the written request and in accordance with these Bylaws.
13. Notice of an extraordinary meeting of the Faculty shall be sent to the members of the Faculty at least seven (7) days in advance of a meeting.
14. The normal process of business at meetings of the Faculty shall be set by the Chair in consultation with the Vice-Chair of the Faculty.
15. The quorum for meetings of the Faculty shall be fifty (50) voting members, with representation from at least one half of the Faculty's departments.
16. Any business conducted at a meeting where there is no quorum present will be considered as unofficial and subject to ratification by a vote where quorum is present. Any communication coming

out of a meeting where no quorum was present shall be prefaced with a clear indication that the communication is subject to ratification.

17. The Chair may, where appropriate, recognize a vote of the Faculty that takes place by an alternative method (e.g. electronic means.)
18. Robert's Rules of Order shall govern the conduct of all Faculty meetings, subject to interpretation by the Chair. Such matters on which these Bylaws lay down specific procedures shall be exempted from the foregoing.
19. Unless otherwise specified in these Bylaws, decisions of the Faculty shall require a simple majority vote.
20. Adoption of or amendments to these Bylaws require a supermajority vote.
21. Meetings of the Faculty shall normally be open to observers.
22. The Chair may recognize non-members on any matter of business.
23. The Faculty may decide at any time, by a supermajority vote, that a whole meeting or any part of a meeting be held in camera.
24. Minutes of open meetings of the Faculty shall be recorded and made available to the University community.
25. All documents presented to the Faculty shall normally be available to the University community, unless otherwise stipulated by the Chair. The Chair may, subject to ratification by a simple majority vote of the Faculty, stipulate that a document be confidential, in which case the document shall be made available only to members of the Faculty and, if appropriate, the Senate.

Powers and Duties of Faculty Council

26. The powers and duties of Faculty Council are delegated by the Faculty. Unless otherwise specified in these Bylaws, Faculty Council shall have all the powers and duties ascribed to the Faculty by the University Act, and by the Board of Governors and Senate of the University.
27. Any proposal to discontinue a program shall be sent, with a recommendation from Faculty Council, to the Faculty, which will provide advice to the Board, the Senate or other bodies within the University as required.
28. Faculty Council may, by a simple majority vote, recommend changes to these Bylaws. These proposed changes would then be voted on by the Faculty and, if approved, forwarded to the Senate.
29. Faculty Council may, by a simple majority vote, send any other matter to the Faculty for decision or advice. The Chair of the Faculty will determine whether the matter warrants an extraordinary meeting, or whether it shall be added to the agenda of the next regular meeting of the Faculty.
30. Faculty Council may, by a supermajority vote, require that the Chair of the Faculty call an extraordinary meeting by a specified time to address a matter forwarded by Faculty Council to the Faculty for decision or advice.

Faculty Council Membership

31. Membership of Faculty Council consists of:

a. One (1) representative elected from each department within the Faculty. Each representative shall be a Faculty member as defined in Bylaw 6.a (elected, voting);

b. The Dean of the Faculty (ex officio, voting);

c. One (1) Associate Dean, assigned to Faculty Council by the Dean (ex officio, voting);

d. One (1) representative from interdisciplinary and/or non-aligned programs, recommended by the ~~Nominations and Governance Committee~~Standing Committee on Nominations and Governance and endorsed by the elected and ex officio members of Faculty Council. This representative shall be a Faculty member as defined in Bylaw 6.a (appointed, voting);

e. Two (2) students. Nominations will go forward to the ~~Nominations and Governance Committee~~Standing Committee on Nominations and Governance, which shall recommend two nominated students to Faculty Council for endorsement (appointed, voting);

f. One (1) staff member with instructional duties (e.g. Lab Technician, Lab Instructor, or Instructional Associate) employed within the Faculty, recommended by the ~~Nominations and Governance Committee~~Standing Committee on Nominations and Governance and endorsed by Faculty Council (appointed, non-voting);

g. Senators elected by the Faculty, unless occupying another Faculty Council position as designated above (ex officio, non-voting);

h. One (1) ~~B.A Advisor~~Arts Degree Advisor, assigned to Faculty Council by the Dean (ex officio, non-voting).

32. Members of Faculty Council, in their function as members of this body, must serve the interest of the entire Faculty.

33. The Senate Bylaw on *Conflict of Interest* applies.

34. Elections for or appointments to Faculty Council will normally occur in the Spring semester each year.

35. The term of each elected or appointed member of Faculty Council~~Faculty Councillor~~ shall normally begin on August 15.

36. The term of each elected member of Faculty Council shall normally be three (3) years.

37. The term of each appointed member of Faculty Council shall normally be one (1) year.

38. Members are eligible for re-election or reappointment.

39. Any member may resign from Faculty Council by giving the Chair notice in writing.

40. The seat of a member who leaves the constituency from which that member was selected shall be declared vacant.

41. The seat of any elected or appointed member who fails to attend three (3) meetings of Faculty Council between August 15 and August 14 of the following year may be declared vacant by a simple majority vote of Faculty Council.

42. In the event that a seat of a member becomes vacant, a replacement shall be elected or appointed according to the process outlined in these Bylaws. 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.

43. Any member who will be absent from a meeting must provide the Chair with advance written notice of the absence and the use of a designated alternate.

44. The use of alternates for voting members is permitted for up to ~~two (2)~~three (3) meetings between August 15 and August 14 of the following year. An alternate must be drawn from the same constituency or be acting in the same administrative capacity as the voting member being replaced.

45. The Chair may, where appropriate, recognize a vote of Faculty Council that takes place by an alternative method (e.g. electronic means.)

46. Members of Faculty Council shall commit to serving on a minimum number of its Standing C~~c~~ommittees as required by Faculty Council. Members who do not serve on a minimum number of Standing C~~c~~ommittees as required may have their seat on Faculty Council declared vacant by the Chair.

Chair and Vice Chair of Faculty Council

47. Voting members of Faculty Council will elect one (1) Chair from among Faculty Council's continuing and incoming voting members who are Faculty members as defined above. The election will normally occur at the last meeting of Faculty Council before August 15, and the normal term will be three (3) years, or a shorter term corresponding to the Chair's Faculty Council term.

48. The Chair is a voting member of Faculty Council. In the event of a tie, the Chair casts the deciding vote.

49. Voting members of Faculty Council will elect one (1) Vice-Chair from among Faculty Council's continuing and incoming voting members who are Faculty members as defined above. The election will normally occur at the last meeting of Faculty Council before August 15, and the normal term will be three (3) years, or a shorter term corresponding to the Vice-Chair's Faculty Council term.

50. 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.

51. The Chair and/or Vice-Chair may be removed by a supermajority vote at any duly called meeting of Faculty Council, provided that notice of such motion was given at the previous duly called meeting.

52. ~~When necessary due to vacancy or absence of the Chair and Vice-Chair, the Dean shall serve as Chair pro-tem.~~ In the event that the Chair is vacant and a duly called election fails to elect a Chair from among the voting members of Faculty Council, voting members of Faculty Council will elect a Chair (non-voting) from among the Faculty members as defined in Bylaw 6.a above. The term of a Chair thus elected shall run until an election that will occur at the last meeting of Faculty Council before the subsequent August 15. When necessary due to vacancy or absence of the Chair and Vice-Chair, the Dean shall serve as Chair pro-tem.

Conduct of Faculty Council Business

53. Faculty Council shall normally have at least six (6) regular meetings per academic year. The schedule for such meetings shall be set by the beginning of the academic year. Notice of any changes made to this schedule shall be sent to the members of Faculty Council at least fourteen (14) days in advance of the next meeting.

54. In cases of urgency, extraordinary meetings of Faculty Council may be called by the Chair of the

Faculty, by the Chair of Faculty Council, by a supermajority vote at a duly called meeting of Faculty Council, or at the written request of two-thirds of Faculty Council members.

55. Notice of an extraordinary meeting of Faculty Council shall be sent to the members of Faculty Council at least seven (7) days in advance of a meeting.
56. The normal process of business at meetings of Faculty Council shall be set by the Chair in consultation with Faculty Council members.
57. The quorum for meetings of Faculty Council shall be one half of the elected Faculty Council members.
58. 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 that the communication is subject to ratification.
59. Robert's Rules of Order shall normally govern the conduct of all Faculty Council meetings. Such matters on which these Bylaws lay down specific procedures shall be exempted from the foregoing.
60. Unless specified otherwise in these Bylaws, a simple majority vote shall be required to pass resolutions.
61. Meetings of Faculty Council shall normally be open to observers.
62. The Chair may recognize non-members on any matter of business.
63. Faculty Council may invite guests to make presentations to Faculty Council meetings and to answer questions related to their presentations.
64. Faculty Council may decide at any time by a simple majority vote that a whole meeting or any part of a meeting be held in camera.
65. Minutes of open Faculty Council meetings shall be recorded and made available to the University community.
66. All documents presented to Faculty Council shall normally be available to the University community. The Chair may, subject to ratification by a simple majority vote of Faculty Council, stipulate that a document be confidential, in which case the document shall be made available in advance only to members of Faculty Council and, if appropriate, the Senate.

Committees of Faculty Council

67. Faculty Council shall establish such committees, consisting of members and/or non-members of Faculty Council, as it may from time to time think fit, and may specify the duties to be performed by such committees.
68. The membership of committees of Faculty Council shall be subject to ratification by Faculty Council.
69. The Dean (or designated Associate Dean) and the Chair of Faculty Council (or Vice-Chair as designate) are recognized as voting members of all committees.
70. Committees of Faculty Council are restricted to making recommendations to Faculty Council, and may not assume any of the powers of Faculty Council unless they are expressly delegated within these Bylaws. Only Standing Committees may be delegated Faculty Council authority.
71. When recommending the establishment or elimination of a Standing Committee, or altering its

membership or mandate, Faculty Council will seek the advice of the Standing Committee on Nominations and Governance, and make a recommendation to the Faculty for approval.

72. Quorum for each committee shall be 50% of the total number of voting members.
73. Terms of office for Standing Committee members who do not sit on a Standing Committee ex officio shall normally be three (3) years.
74. Terms of office for student representatives on Standing Committees shall normally be one (1) year.
75. Terms of office may be adjusted by the Standing Committee on Nominations and Governance, subject to approval by Faculty Council, to ensure continuity of membership, and to correspond to terms on Faculty Council.
76. Committee members are eligible for re-election or reappointment.
77. Any committee member may resign from a committee by giving the committee Chair and Faculty Council Chair notice in writing.
78. The seat of a committee member who leaves the constituency from which that member has been appointed or elected shall be declared vacant.
79. Unless otherwise stipulated by Faculty Council, the seat of any committee member who fails to attend three (3) committee meetings between August 15 and August 14 of the following year may be declared vacant by a simple majority vote of that committee.
80. In the event that a seat of a committee member becomes vacant, a replacement shall be elected or appointed according to the process outlined in these Bylaws.
81. Any committee member who will be absent from a meeting must provide the committee Chair with advance written notice of the absence and the use of a designated alternate.
82. The use of alternates for voting committee members is permitted for up to three~~wo~~ (3~~2~~) meetings between August 15 and August 14 of the following year. An alternate must be drawn from the same constituency or be acting in the same administrative capacity as the committee member being replaced.
83. A committee Chair may, where appropriate, recognize a vote of that committee which takes place by an alternative method (e.g. electronic means.)
84. Each committee shall elect a Chair and at least one Vice-Chair from within its membership for a term specified by that committee. The committee Chair must be a member of the Faculty and at least one voting member of the committee, apart from the Dean or designated Associate Dean, must be an elected member of Faculty Council. Until such time as a Chair is elected, the Dean or designated Associate Dean shall chair the committee.
85. The Chair of each committee shall be responsible for establishing the agenda, and for distributing it to the rest of the committee at least four (4) days prior to any meeting.

I. Standing Committee on Nominations and Governance

86. Membership of the Standing Committee on Nominations and Governance consists of:
    a. The Dean or designated Associate Dean (ex officio, voting);

b. The Chair or Vice-Chair of Faculty Council (ex officio, voting);

c. Between f~~F~~our (4) and six (6) members of Faculty Council, appointed by Faculty Council, at least three (3) of whom are members of the Faculty as defined in Bylaw 6.a, selected to ensure that the composition of the Committee reflects the diversity of programs within the Faculty (appointed, voting);

d. One (1) student representative, appointed by Faculty Council. Unless otherwise permitted by Faculty Council, this student shall be declared in any credential offered by the Faculty of Arts (appointed, voting);

87. The Standing Committee on Nominations and Governance shall:

a. advise Faculty Council on matters related to elections, including timelines, procedures, and appointments as required to meet the needs of the Faculty, Faculty Council, and committees of Faculty Council;

b. ensure that nominations are made for all elections for the Faculty and for Faculty Council;

c. where requested by Faculty Council, conduct and oversee elections for designated positions on Faculty, Faculty Council, and committees of Faculty Council;

d. appoint or recommend members to serve on Faculty Council and committees as outlined in these Bylaws;

~~d.~~e. consider principles of diversity, equity, and inclusion when making nomination, recommendation, and appointment decisions;

~~e.~~f. advise Faculty Council on procedures for the solicitation, recommendation, and selection of Faculty representatives for University committees, and oversee these processes as requested by Faculty Council;

~~f. advise Faculty Council on all matters related to the conduct of its business, its meetings, and its proceedings;~~

g. advise Faculty Council on matters related to duties of members and conflict of interest;

h. coordinate the work of committees of Faculty Council, especially where consultation between committees is required;

i. ~~review regularly the~~review at least once every three (3) years the Bylaws of the Faculty and provide advice to Faculty Council, which will make any recommendations to the Faculty for approval;

j. review at least once every three (3) years the configuration of Standing Committees, their membership, their terms of reference, and their consultation and reporting relationships, and propose to Faculty Council any recommendations for change;

k. establish subcommittees as required to fulfill the Committee's responsibilities;

l. perform other duties as assigned by Faculty Council.

II. Standing Committee on Curriculum

88. Membership of the Standing Committee on Curriculum consists of:

a. The Dean or designated Associate Dean (ex officio, voting);

b. The Chair of Faculty Council or Vice-Chair as designate (ex officio, voting);

c. One (1) representative from each department in the Faculty. Each representative shall be a Faculty member as defined in Bylaw 6.a (elected, voting);

d. One (1) representative from interdisciplinary and/or non-aligned programs, recommended by the Standing Committee on Nominations and Governance and endorsed by Faculty Council. This representative shall be a Faculty member as defined in Bylaw 6.a (appointed, voting);

e. One (1) student representative. Unless otherwise permitted by Faculty Council, this student shall be declared in any credential offered by the Faculty of Arts. Nominations will go forward to the Standing Committee on Nominations and Governance, which shall recommend one student to Faculty Council for endorsement (appointed, voting);

f. One (1) ~~B.A. Advisor~~Arts Degree Advisor (ex officio, non-voting);

g. One (1) Educational Advisor (ex officio, non-voting);

h. One (1) representative from the Office of the Registrar (ex officio, non-voting);

i. Representative(s) from the Faculty of Arts on any of the Senate committees on curriculum, unless occupying another position on the Arts Standing Committee on Curriculum as designated above (ex officio, non-voting);

89. The Standing Committee on Curriculum shall:

a. exercise the delegated authority of Arts Faculty Council to receive, review, and approve all course curriculum offered for credit by departments and programs within the Faculty, and to recommend course curriculum to Senate and its appropriate Standing Committees for approval;

b. review periodically curricular and program components (including, but not limited to, prerequisite structures, class format, credit assignment, learning outcomes, learning activities, assessment models, and prior learning assessment processes) and make such recommendations to Faculty Council as may be appropriate;

c. ensure that all curriculum developed within the Faculty conforms to University policies and procedures and meets appropriate academic standards;

d. receive and review Program Concepts and Full Program Proposals (or such equivalent submissions as come to stand in their place) for degree and non-degree programs (such as post-baccalaureate credentials, associate degrees, diplomas, certificates, and citations), consult with the Standing Committee on Academic Planning and Priorities, and report with recommendations to Faculty Council;

e. review the implementation of new degree and non-degree programs as required by Senate or its appropriate Standing Committee(s), and report with recommendations to Faculty Council;

f. receive and review program revisions for degree and non-degree programs, and report with recommendations to Faculty Council;

g. ensure, where appropriate, that any external requirements for licensing, certification and accreditation arising from degree and non-degree programs within the Faculty are met;

h. ensure that curriculum materials are properly documented for approval and/or use by other areas of the University (e.g. Registrar's Office, Admissions, Counselling, University Secretariat);

i. provide detailed minutes, including a list of curriculum approved at each meeting of the

Standing Committee on Curriculum, for information to the next scheduled meeting of Faculty Council;

j. coordinate as necessary the presentation to Faculty Council of provincial articulation meeting reports, and highlight any concerns relating to articulation;

k. make recommendations regarding appointments to other University committees and/or working groups on curriculum via the Standing Committee on Nominations and Governance;

l. review periodically the Committee's mandate, composition, processes, and approval criteria and make such recommendations to the Standing Committee on Nominations and Governance as may be appropriate;

m. establish subcommittees as required to fulfill the Committee's responsibilities;

n. perform other duties as assigned by Faculty Council.

III. Standing Committee on Academic Planning and Priorities

90. Membership of the Standing Committee on Academic Planning and Priorities consists of:

a. The Dean or designated Associate Dean (ex officio, voting);

b. The Chair or Vice-Chair of Faculty Council (ex officio, voting);

c. Three~~Four~~ (3~~4~~) members of Faculty Council, at least two~~hree~~ (2~~3~~) of whom are members of the Faculty as defined in Bylaw 6.a, selected to ensure that the composition of the Committee reflects the diversity of programs within the Faculty (appointed, voting);

d. ~~a maximum of three (3)~~Between three (3) and eight (8) additional members of the Faculty as defined in Bylaw 6.a, recommended by the ~~e~~ Standing Committee on Nominations and Governance and endorsed by Faculty Council, selected to~~0~~ ensure that the composition of the Committee reflects the diversity of programs within the Faculty (appointed, voting);

e. One (1) student representative. Unless otherwise permitted by Faculty Council, this student shall be declared in any credential offered by the Faculty of Arts. Nominations will go forward to the Standing ~~ng~~ Committee on Nominations and Governance, which shall recommend one student to Faculty Council for endorsement (appointed, voting);

f. A designated administrative support representative employed within the Faculty (ex officio, non-voting);

g. One (1) ~~B.A. Advisor~~Arts Degree Advisor (ex officio, non-voting);

h. Representative(s) from the Faculty of Arts on the Senate Standing Committee on Academic Planning and Priorities, unless occupying another position on the Arts Standing Committee on Academic Planning and Priorities as designated above (ex officio, non-voting);

91. The Standing Committee on Academic Planning and Priorities shall:

a. advise Faculty Council on the mission, educational goals, objectives, strategies, and priorities of the Faculty;

b. advise Faculty Council on whether the establishment, revision, or discontinuance of educational programs and other curricular changes support the mission and mandate, educational goals,

objectives, strategies, and priorities of the Faculty;

c. advise Faculty Council on the priorities for implementation of new programs leading to certificates, diplomas, and degrees;

d. advise Faculty Council on the establishment or discontinuance of departments and other educational administrative units within the Faculty;

~~e. advise Faculty Council on whether the terms of affiliation, articulation, and other contractual agreements with other post-secondary institutions support the mission, educational goals, objectives, strategies, and priorities of the Faculty;~~

~~f.~~e. advise Faculty Council ~~on the number of students that may be accommodated by the Faculty and on policies for enrolment management;~~on policies and strategies supporting enrolment and student success;

~~g.~~f. advise Faculty Council on processes for the development, review, implementation, and communication of educational and action plans that support the priorities of the Faculty;

~~h.~~g. advise the Faculty Council on whether the Faculty budget proposal supports the academic priorities of the Faculty;

~~i. review Program Reviews and action plans;~~

~~j.~~h. review periodically the Committee's mandate, composition, processes, and approval criteria and make ~~e~~ such recommendations to the Standing Committee on Nominations and Governance as may be appropriate;

~~k.~~i. establish subcommittees as needed to fulfill the Committee's responsibilities;

~~l.~~j. perform other duties as assigned by Faculty Council.

IV. Standing Committee on Research, ~~and~~ Scholarship, and Creativity

92. Membership of the Standing Committee on Research, ~~and~~ Scholarship, and Creativity consists of:

a. The Dean or designated Associate Dean (ex officio, voting);

b. The Chair or Vice-Chair of Faculty Council (ex officio, voting);

c. ~~Seven~~ Seven (7) to twelve (12) members of the Faculty as defined in Bylaw 6.a, recommended by the Standing Committee on ~~on~~ Nominations and Governance and endorsed by Faculty Council, selected to ensure that the composition of the Committee reflects the diversity of programs within the Faculty. At least one of these seven shall be a member of Faculty Council, and at least one shall be a ~~past or present~~ recent or current member of the Research Ethics Board (appointed, voting);

d. ~~One~~ Two (2~~1~~) student representatives. Unless otherwise permitted by Faculty Council, these~~is~~ students shall be declared in any credential offered by the Faculty of Arts. Nominations will go forward to the Standing Committee on Nominations and Governance, which shall recommend one student to Faculty Council for endorsement (appointed, voting).

93. The Standing Committee on Research, ~~and~~ Scholarship, and Creativity shall:

a. advise Faculty Council, liaise with research-oriented offices, and make recommendations ~~on Faculty Council~~ on matters related to~~how~~ research, ~~and~~ scholarship, and creative activity ~~within~~

~~the Faculty may be facilitated~~ in support of the Faculty's mission, educational goals, objectives, strategies, and priorities and in ~~n~~ recognition of the diversity of research, ~~and~~ scholarship, and creativity undertaken in various disciplines within the faculty;

~~b. advise Faculty Council on the establishment, revision or discontinuance of research centres, institutes, and research chairs and professorships, and other research-related matters requiring Faculty Council approval;~~

~~c.~~b. review periodically the Committee's mandate, composition, processes, and approval criteria and make such recommendations to the Standing Committee on Nominations and Governance as may be appropriate;

~~d.~~c. perform other duties as assigned by Faculty Council.

V. Student Advisory Standing Committee

94. Membership of the Student Advisory Standing Committee consists of:

a. The Dean or designated Associate Dean (ex officio, voting)

~~b. Ten (10) students from the Faculty of Arts. Members shall be recruited to reflect the diversity of areas of study (voting).~~

~~c.~~a. ~~Two (2) student representatives on Faculty Council (ex officio, voting)~~

b. The Chair or Vice-Chair of Faculty Council (ex officio, voting);

~~d.~~ Two (2) student representatives on Faculty Council (ex officio, voting)

c.

d. All student representatives on Standing Committees of Faculty Council (ex officio, voting)

e. Up to six (6) students who are declared or intend to declare in any credential in the Faculty of Arts, appointed by the Standing Committee on Nominations and Governance, endorsed by Faculty Council. Members shall be recruited to reflect the diversity of areas of study (appointed, voting).

~~e. The Chair, Vice-Chair, or an elected member of Faculty Council (voting)~~

f. The Chair and Vice-Chair shall be elected every year at an April or May meeting

95. The Student Advisory Standing Committee shall:

a. a~~A~~ct as a forum for discussion and dialogue about the student experience and student educational needs in the Faculty of Arts;

b. d~~D~~evelop and coordinate opportunities to enhance the student experience and campus life for students in the Faculty of Arts;

c. d~~D~~evelop opportunities for interaction between students and faculty in the Faculty of Arts;

d. a~~A~~dvise Faculty Council and the Dean regarding opportunities to improve the experiences of students in relation to registration and admission;

e. a~~A~~dvise Faculty Council and the Dean regarding opportunities to enhance student development and success;

f. i~~I~~n cooperation with the KSA, Vice-President University Affairs, assist the Faculty Council in finding students willing to serve as representatives on other committees and in other roles;

g. a~~A~~dvise on and provide feedback to the Faculty Council and Dean regarding proposed new courses, and new areas of study and opportunities for curricular improvements;

h. aAdvise on and provide feedback to the Faculty Council and Dean regarding policies and procedures which may impact the quality of education and the quality of the student experience in the Faculty of Arts.

Original article	Original wording (Deletions in **bold**)	Proposed wording (Additions in **bold**)	Rationale
31. d.	One (1) representative from interdisciplinary and/or non-aligned programs, recommended by the Nominations and Governance Committee and endorsed by **the elected and ex officio members of** Faculty Council. This representative shall be a Faculty member as defined in Bylaw 6.a (appointed, voting);	One (1) representative from interdisciplinary and/or non-aligned programs, recommended by the Nominations and Governance Committee and endorsed by Faculty Council. This representative shall be a Faculty member as defined in Bylaw 6.a (appointed, voting);	NGC sees no reason why appointed members of AFC are excluded from this exercise of their endorsement role.
31. h (also under 89, 90)	One (1) **B.A Advisor**, assigned to Faculty Council by the Dean (ex officio, non-voting).	One (1) **Arts Degree Advisor**, assigned to Faculty Council by the Dean (ex officio, non-voting).	Revised to reflect updated position title.
35	The term of each elected or appointed **Faculty Councillor** shall normally begin on August 15.	The term of each elected or appointed **member of Faculty Council** shall normally begin on August 15.	
44	The use of alternates for voting members is permitted for up to **two (2)** meetings between August 15 and August 14 of the following year.	The use of alternates for voting members is permitted for up to **three (3)** meetings between August 15 and August 14 of the following year.	Allows for alternate voting representation up to and including the three meetings a faculty council member may miss before their seat can be declared vacant.
46	Members of Faculty Council shall commit to serving on a minimum number of its committees as required by Faculty Council. Members who do not serve on a minimum number of committees as required may have their seat on Faculty Council declared vacant by the Chair.	Members of Faculty Council shall commit to serving on a minimum number of its **Standing Committees** as required by Faculty Council. Members who do not serve on a minimum number of **Standing Committees** as required may have their seat on Faculty Council declared vacant by the Chair.	Prioritizes ensuring adequate membership on Standing Committees, which supports

52	When necessary due to vacancy or absence of the Chair and Vice-Chair, the Dean shall serve as Chair pro-tem.	**In the event that the Chair is vacant and a duly called election fails to elect a Chair from among the voting members of Faculty Council, voting members of Faculty Council will elect a Chair (non-voting) from among the Faculty members as defined in Bylaw 6.a above. The term of a Chair thus elected shall run until an election that will occur at the last meeting of Faculty Council before the subsequent August 15.** When necessary due to vacancy or absence of the Chair and Vice-Chair, the Dean shall serve as Chair pro-tem.	Ensures that Faculty Council is chaired by a Faculty member. Ensures that the Dean of the Faculty, acting as Chair pro tem of Faculty Council, is not simultaneously the Chair and the Vice-Chair ex officio of the Faculty. A chair elected in this manner shall be non-voting due to there already being a voting representative from each department and one from interdisciplinary and/or non-aligned programs.
82	The use of alternates for voting committee members is permitted for up to **two (2)** meetings between August 15 and August 14 of the following year.	The use of alternates for voting committee members is permitted for up to **three (3)** meetings between August 15 and August 14 of the following year.	Allows for alternate voting representation up to and including the three meetings a committee member may miss before their seat can be declared vacant.
87. e (new)		**consider principles of diversity, equity, and inclusion when making nomination and appointment decisions;**	Embeds a commitment to seeking breadth (across Arts) in representation on committees and to considering principles of diversity, equity, and inclusivity when making nominations and appointments. These are already principles that guide NGC's work, and the amendment would codify this in the Bylaws
87. f.	**advise Faculty Council on all matters related to the conduct of its business, its meetings, and its proceedings;**		NGC is of the opinion that AFC should do this work *qua* council. For specific advice sought by AFC, the "perform other duties as assigned by Faculty

			Council" clause applies.
87. i.	review **regularly** the Bylaws of the Faculty and provide advice to Faculty Council, which will make any recommendations to the Faculty for approval;	review at least once every three (3) years the Bylaws of the Faculty and provide advice to Faculty Council, which will make any recommendations to the Faculty for approval	Removes ambiguity of "regularly" to ensure regular review takes place
90. c.	**Four (4) members** of Faculty Council, at least three (3) of whom are members of the Faculty as defined in Bylaw 6.a, selected to ensure that the composition of the Committee reflects the diversity of programs within the Faculty (appointed, voting);	**Three (3) members** of Faculty Council, at least two (2) of whom are members of the Faculty as defined in Bylaw 6.a, selected to ensure that the composition of the Committee reflects the diversity of programs within the Faculty (appointed, voting);	Reduces commitment burden on Faculty Council members, while ensuring sufficient representation from Faculty Council.
90. d.	**a maximum of three (3)** additional members of the Faculty as defined in Bylaw 6.a, recommended by the Standing Committee on Nominations and Governance and endorsed by Faculty Council, selected t0 ensure that the composition of the Committee reflects the diversity of programs within the Faculty (appointed, voting);	**Between three (3) and eight (8)** additional members of the Faculty as defined in Bylaw 6.a, recommended by the Standing Committee on Nominations and Governance and endorsed by Faculty Council, selected to ensure that the composition of the Committee reflects the diversity of programs within the Faculty (appointed, voting);	Updates the membership composition of APP to include a range of members of Faculty, rather than a fixed number. This is a significant range. It reflects an expansion in the work of APP in recent years (e.g. BA Framework update, and new duties based on AC9). The amended composition will allow APP to grow to meet workload demands, and it will give the committee a capacity to strike subcommittees or working groups for special projects.
91. e.	**advise Faculty Council on whether the terms of affiliation, articulation, and other contractual agreements with other post-secondary institutions support the mission, educational goals, objectives, strategies, and priorities of the Faculty;**		APP has not performed this role.

91. f.	**advise Faculty Council on the number of students that may be accommodated by the Faculty and on policies for enrolment management;**	**advise Faculty Council on policies and strategies supporting enrolment and student success.**	APP has not performed this role and it is unclear what "policies for enrolment management" applies to.
91. i	**review Program Reviews and action plans;**		Program Review is governed by a process that does not involve APP
92.	Membership of the Standing Committee on **Research and Scholarship** consists of:	Membership of the Standing Committee on **Research, Scholarship, and Creativity** consists of:	New name.
92. c.	**Seven (7) members** of the Faculty as defined in Bylaw 6.a, recommended by the Standing Committee on Nominations and Governance and endorsed by Faculty Council, selected to ensure that the composition of the Committee reflects the diversity of programs within the Faculty. At least one of these seven shall be a member of Faculty Council, and at least one shall be a past or present member of the Research Ethics Board (appointed, voting);	**Seven (7) to twelve (12) members** of the Faculty as defined in Bylaw 6.a, recommended by the Standing Committee on Nominations and Governance and endorsed by Faculty Council, selected to ensure that the composition of the Committee reflects the diversity of programs within the Faculty. At least one of these seven shall be a member of Faculty Council, and at least one shall be a recent or current member of the Research Ethics Board (appointed, voting);	Expands possible membership to reflect the broadening scope and scale of work taken on by this committee. Amends the composition of the committee to indicate that at least one member "shall be a recent or current member of the REB". Previous language was "past or present". In the view of the committee, the currency of this experience is important, and "recent or current" better reflects this.
92. d.	**One (1)** student representative. Unless otherwise permitted by Faculty Council, **this student** shall be declared in any credential offered by the Faculty of Arts	**Two (2)** student representatives. Unless otherwise permitted by Faculty Council, **these students** shall be declared in any credential offered by the Faculty of Arts	Allows for student representation in diverse areas of research, scholarship, and creativity
93. a.	**make recommendations on Faculty Council on how research and scholarship within the Faculty may be facilitated in support of the Faculty's mission, educational goals, objectives, strategies, and priorities and in recognition of the diversity of research and scholarship undertaken in various**	**advise Faculty Council, liaise with research-oriented offices, and make recommendations on matters related to research, scholarship, and creative activity in support of the Faculty's mission, educational goals, objectives, strategies, and priorities and in recognition of the diversity of research, scholarship,**	Updated mandate to include creativity; incorporate 93. b in concise fashion. Include "liaise with ORS and others" but using future-proof language "research-oriented offices"

	disciplines within the faculty;	**and creativity undertaken in various disciplines within the faculty;**	
93. b.	**advise Faculty Council on the establishment, revision, or discontinuance of research centres, institutes, and research chairs and professorships, and other research-related matters requiring Faculty Council approval;**		Redundant. ARSC feels that "advise on matters related to …" in 93.a incorporates all specified in 93. b
94.	a. The Dean or designated Associate Dean (ex officio, voting) b. **Ten (10) students from the Faculty of Arts.** Members shall be recruited to reflect the diversity of areas of study (voting). c. Two (2) student representatives on Faculty Council (ex officio, voting) d. The Chair, Vice-Chair, **or an elected member of Faculty Council (voting)** e. The Chair and Vice-Chair shall be elected every year at an April or May meeting	a. The Dean or designated Associate Dean (ex officio, voting) b. The Chair or Vice-Chair of Faculty Council (ex officio, voting); c. Two (2) student representatives on Faculty Council (ex officio, voting) **d. All student representatives on Standing Committees of Faculty Council (ex officio, voting)** e. **Up to six (6) students declared in any credential in the Faculty of Arts, appointed by the Standing Committee on Nominations and Governance.** Members shall be recruited to reflect the diversity of areas of study (appointed, voting).	Adjusted membership including ex officio membership of students seated on other standing committees will facilitate viable membership numbers in a committee that has been difficult to keep active. Removed "or an elected member of Faculty Council" and assumed ex officio membership of AFC Chair, consistent with other standing committees. Allows for students to be appointed directly by Nominations and Governance, as student terms are one year, and AFC meetings can be two or more months apart.
General	**Nominations and Governance Committee**	**Standing Committee on Nominations and Governance**	Replaced several instances, as "Nominations and Governance Committee" isn't the formal title of the committee.

KWANTLEN POLYTECHNIC UNIVERSITY

SENATE GOVERNANCE AND NOMINATING COMMITTEE
Agenda Number: *6.1*
Meeting Date: *Tuesday, November 17, 2026*
Presenter(s): *Catherine Schwichtenberg*

AGENDA TITLE: SENATE BYLAWS REVISION

ACTION REQUESTED: Discussion

Executive Summary

Purpose

To review and provide recommendations regarding Proposal 1 Revision 5 Senate Bylaws for NOV 2026 SGNC, which represents the culmination of a multi-stage bylaw review process initiated by SGNC in February 2026 and refined through multiple committee reviews and Senator feedback cycles.

Background

Beginning in February 2026, SGNC initiated a comprehensive review of the Senate bylaws. Subsequent revisions were reviewed by SGNC in April, May, June, and October 2026, with feedback from both SGNC and Senators incorporated into the current proposal.

Revision #5 restructures the bylaws into a more logical format, separates Senate and Committee governance matters, modernizes language, aligns provisions with the University Act, and clarifies roles and responsibilities.

Summary of Major Changes

Administrative and Organizational Changes

- Reorganized bylaws into eight clearly defined Parts.
- Added a definitions section.
- Consolidated meeting, election, and governance provisions.
- Improved readability and consistency throughout the document.
- Created a separate framework for Senate Committee Bylaws. [Proposal 1...6 SGNC.pdf | PDF]

New Provisions

- Direct language from the University Act
- Defined responsibilities of the Chair, Vice-Chair, Registrar, and Members.
- Added detailed procedures for Senate elections and tie votes.
- Added provisions for housekeeping amendments.
- Expanded Senate Committee governance and delegated authority provisions.

Substantive Governance Changes

- Attendance concerns may be referred to SGNC for review and recommendation rather than resulting in an automatic vacancy determination
- Detailed vacancy replacement procedures have been removed from the bylaws and replaced with a reference to the Election of Representatives to the University Board and Senate Rules and Regulations.
- Existing detailed email and electronic voting procedures have been replaced with a more flexible framework permitting the use of secure voting methods approved by the Chair.
- SGNC is granted authority to approve housekeeping amendments that do not alter the intent or substantive effect of the bylaws, subject to reporting to Senate.

Attachments

1. Bylaw Changes from Current to Proposal 1 Rev 5
2. Senate Bylaws – Proposal 1 Revision 5 Senate Bylaws

Prepared by	**Date submitted**
Catherine Schwichtenberg	November 6, 2026

Background to Change

February 10, 2026: SGNC VC Workplan discussion included an item “Senate bylaw review”

March 17, 2026: SGNC discussion and pain points →Workplan revision→ impetus for change

SGNC Work Plan Progress Update.xlsx

Proposal #1: April 2026 SGNC: Excel Spreadsheet with 3 columns (current bylaws, proposed change, rationale) to SGNC resulting in comprehensive discussion, suggestions, and a request from SGNC to see the bylaws in Word next “they are essentially new”.

Proposal 1 Rev#2: May 2026: SGNC reviewed Word document and provided significant feedback which was incorporated into Proposal 1 Rev3

Proposal 1 Rev3: June 2026 SGNC discussed, more feedback and agreed that the bylaws should be sent to all Senators for feedback

September 2026: SGNC Senator feedback incorporated, discussion points prepared for SGNC

Proposal 1 Rev4: October 2026: SGNC: Senator Feedback discussed and incorporated/denied

Proposal 1 Rev5: October 2026: prepared for November SGNC meeting. Bylaws sectioned into Senate Bylaws and Senate Committee Bylaws. Careful review of UA.

Bylaw Changes: Senate Bylaws Rev Feb 27, 2023 to Proposal 1 Rev 5 Senate Bylaws

Current Bylaw	Location in Proposed Bylaws	Disposition	SGNC Analysis
1.1 Members act in best interests of University	3.4(1)	Retained	No substantive change.
1.2 Terms of office	2.1(2-6)	Expanded	Membership categories expressly aligned with University Act requirements. [Proposal 1...6 SGNC.pdf | PDF]
1.3 Election timing	2.2(1)	Retained	Same spring election cycle retained just option to move it earlier.
1.4 Eligibility standards	2.1 and Election Rules	Relocated	Some provisions now governed by election regulations.
1.5 Resignation process	2.2(2)	Minor amendment	Notice now submitted to Vice-Chair and Secretary.
1.6 Vacancy definition	2.2(3)	Simplified	Simpler wording.
1.7 Attendance expectation	5.4(1)	Retained	No substantive change.

1.8 Three absences	5.4(2-3)	Significant amendment	Chair authority replaced with SGNC review process.
1.9 Vacancy replacement rules	2.2(4)	Major amendment	Detailed formulas removed from bylaws and replaced with the Registrar's Election Rules (which have always been used).
1.9.1-1.9.5 Vacancy calculations	Election Rules	Relocated	Detailed formulas removed from bylaws and replaced with the Registrar's Election Rules (which have always been used).
1.10 Committee service expectations	3.4(2)	Amended	SGNC may approve exceptions.
1.10.1 Post-term service	Not found	Deleted	Provision removed and replaced with UA language in membership and Terms.

Part 2 Governance and Meetings

Current Bylaw	Proposed Location	Disposition	SGNC Analysis
2.1 Robert's Rules	1.1(4)	Retained	Incorporated under Authority section.
2.2 Quorum definition	5.5(1)	Retained	Same principle.
2.3 Loss of quorum	5.5(3-7)	Expanded	Detailed consequences now included.
2.4 Majority vote	5.6(1)	Retained	Same voting standard.
2.5 Senate committees	Part 6	Expanded	Entire section rewritten.
2.5.1 SEC emergency authority	Part 6(4)	Expanded	Specific restrictions now listed.
2.6 Electronic participation	5.2	Modernized	Technology provisions clarified.
2.6.1-2.6.6 Online meeting provisions	5.2	Consolidated	Simplified wording.
2.7 Observers	5.1(10-11)	Retained	Clarified digital participation limits.
2.8 Guests	5.1(9)	Retained	Chair invitation authority retained.
2.9 Closed meetings	5.1(12) and 5.3	Expanded	Recording and confidentiality provisions added.
2.10 Special meetings	5.1(4-5)	Expanded	Notice requirements strengthened.
2.11 Agenda circulation	5.3(1)	Expanded	Five-to-seven-day target created.
2.12 Minutes public	5.3	Expanded	Official-record language added.
2.13 Meeting duration	5.1(2-3)	Retained	Same three-hour structure.
2.14 Recording meetings	5.3(2-6)	Expanded	New retention framework created.

Electronic Voting

Goes to Appendix A.

Current Bylaw	Proposed Location	Impact
2.15 Email voting procedures	5.6(7-10)	Replaced
2.15.1 Distribution requirements	SSC Bylaws	Administrative flexibility increased
2.15.2 Ballot procedures	SSC Bylaws	Voting method no longer prescribed
2.15.3 Vote reporting	5.6(8)	Simplified
2.15.4 Hold vote provisions	SSC Bylaws	No direct equivalent
2.15.5 75% response threshold	SSC Bylaws	Significant procedural change
Appendix A Email Voting Rules	SSC Bylaws	Consolidated
Appendix B Ballot Voting Rules	Removed	Consolidated

Vice-Chair

The Vice-Chair section expands dramatically. Relevant provisions are shown in the draft.

[Proposal 1...6 SGNC.pdf | PDF]

Current Provision	Proposed 3.2	Analysis
Act for Chair when absent	3.2(4-5)	Retained
Election process	3.2(1-3)	Expanded
Committee continuity	3.2(8)	New duty
Senator orientation	3.2(8)	New duty
Committee support	3.2(6-7)	New authority

SENATE AND SENATE COMMITTEE BYLAWS

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PART 1 - GENERAL

1.1 Authority

1. These bylaws are established under the authority of the University Act [RSBC 1996] CHAPTER 468 35.2(4) and govern the proceedings of the KPU Senate.
2. Senate carries out its work in a manner consistent with the University Act, all applicable law, and with applicable KPU policies that refer to or involve Senate responsibilities.
3. Where a KPU policy references a Senate process, Senate will follow these bylaws unless the University Act or the KPU policy explicitly requires otherwise.
4. Where a matter is not otherwise addressed in these bylaws, the most recent edition of Robert's Rules of Order Newly Revised shall apply.

1.2 Definitions

The following definitions apply.

Academic Year: The period beginning September 1 and ending August 31 of the following calendar year.

Administrative Resources: Administrative units, offices, departments and/or areas that may be identified by a committee or Senate to provide expertise and guidance.

Agenda: The list of items to be considered at a meeting, adopted by the members at the start of the meeting.

All Applicable Law: All applicable federal, provincial and municipal law including statutes, regulations, bylaws, directives, guidelines and public sector reporting requirements and any contractual or other legal obligations.

Amendment: A proposal to modify the wording of a pending motion by inserting, deleting, or substituting text.

Appeal: A challenge by members to a ruling of the Chair. Members then vote to uphold or overturn the ruling.

Chair: The presiding officer responsible for maintaining order, recognizing speakers, ensuring rules are followed, and guiding the meeting through the agenda.

Closed Meeting: a meeting, or a portion of a meeting, from which members of the public and non-members are excluded, and in which attendance is limited to members and other individuals expressly authorized by Senate or the Chair. All deliberations and materials considered during the meeting are confidential unless disclosure is authorized by Senate or required by law.

Constituency: A defined group, category, or body within the University that a Senate member represents by virtue of election or appointment, as specified under the University Act and Senate bylaws.

Designate: A person authorized by an ex officio member to serve in their place on a Senate committee for a specified term.

Ex Officio: A person who holds membership on a committee or body by virtue of their office or position, rather than by election or appointment.

Housekeeping Amendments: Changes that include correcting typographical, grammatical, formatting, or numbering errors; updating cross-references; correcting titles, office names, committee names, or statutory references; making other administrative changes necessary to maintain consistency within these bylaws.

In Camera Meeting: a meeting or portion of a Senate or a Senate Committee that only includes members and University Secretariat staff with no additional individuals present.

Member: A person who holds a seat on Senate or a Senate Standing Committee as an elected, appointed, or ex officio in accordance with the University Act and these Bylaws.

Minutes: The approved record of actions taken by the Committee or Senate. They are a record of what was done at the meeting, but not what was said by the members. Once approved, the minutes serve as the official record of the meeting and are filed in a secure location.

Motion: A formal proposal by a member that specific action be taken. A motion requires a seconder before it may be considered.

Observer: A person attending a Senate meeting who is not a member and who has no speaking unless recognized by the Chair.

Point of Order: A procedural objection raised by a member who believes the rules are being violated. The Chair rules on the point.

Post-Term Member: An elected or acclaimed member of Senate whose term has expired and who continues in office until a successor is elected, acclaimed or appointed in accordance with the University Act.

Quorum: The minimum number of voting members who must be present for Senate or a committee to validly conduct business. Unless otherwise specified in these Bylaws, quorum is a simple majority of voting members. In the absence of quorum, no business may be transacted other than procedural actions, such as fixing the time to adjourn, recessing, taking measures to obtain quorum, or adjourning.

Representative: A person elected, acclaimed or appointed from a constituency who exercises independent judgement to act in the best interests of the University as a whole.

Standing Committee: A committee established by Senate to carry out specific duties, responsibilities, or functions of Senate.

Second: An indication by another member that a motion should be considered. A second does not indicate support for the motion, only agreement that it should be discussed in the meeting.

Support Staff: KPU employees who are not officers, not faculty members, and not deans in accordance with the University Act.

Vote: The formal method by which members decide a motion. Voting methods may include voice, electronic, show-of-hands, ballot, or roll-call voting. Votes are normally called first for those in favour and then for those opposed.

PART 2 - SENATE MEMBERSHIP

2.1 Membership and Terms of Office

1. As required by the University Act, section 35.2(2), Senate is composed of the following:
    a. the Chancellor;
    b. the President, who is Senate's Chair;
    c. the Academic Vice-President or equivalent;
    d. the Deans of Faculties;
    e. the University Librarian;
    f. the Registrar, who is the secretary of Senate and is a non-voting member.

2. As required by the University Act, section 36(1) the following members hold three-year terms and after that until a successor is elected, acclaimed, or appointed:
    a. two faculty members for each Faculty, elected or acclaimed by faculty members of that Faculty.
    b. one alumni member who is not a faculty member, appointed by the President on nomination by the Alumni Association
    c. two support staff members elected or acclaimed by the support staff.
3. As required by the University Act, section 36(2), the following members hold one-year terms and after that until a successor is elected, acclaimed, or appointed:
    a. four students elected or acclaimed by the students;
    b. one non-voting member if appointed by the Board, under the University Act.
4. The term of office for each elected, acclaimed, or appointed member will normally begin on September 1
5. Upon expiry of a member's term, the member shall remain in office with all rights and privileges of membership until a successor is elected, acclaimed, or appointed in accordance with the University Act.
6. Members of Senate who remain eligible may be reappointed or re-elected for further terms in accordance with the University Act. There are no term limits for elected members holding one-year or three-year terms

2.2 Elections, Appointments, Vacancies, and Resignations

1. Faculty, support staff, and Student elections for Senate will be held in the spring semester each year, according to the most recent *Election of Representatives to the University Board and Senate Rules and Regulations*.
2. A member may resign from Senate by providing the Vice-Chair and the Secretary notice by email.
3. A vacancy occurs when a member resigns or no longer belongs to the constituency from which they were elected, acclaimed, or appointed.
4. Vacancies will be filled in accordance with the Election of Representatives to the University Board and Senate Rules and Regulations.

PART 3 - SENATE OFFICERS

3.1 The President, who is the Chair

1. Shall preside over Senate meetings and ensure that the proceedings are conducted in accordance with the University Act, Senate Bylaws, and applicable rules of order
2. Shall maintain order and decorum during meetings, recognize members and other authorized speakers, and rule on points of order and questions of procedure.
3. Shall ensure that meeting agendas are prepared and distributed in accordance with Senate bylaws.
4. Shall serve as the primary liaison between Senate, the Board of Governors, and the University's senior leadership on matters within the jurisdiction of Senate.

5. As president, shall prepare and submit to the board an annual budget in consultation with the appropriate standing committee of the senate.
6. Shall perform such other duties as may be assigned by Senate or required by law, KPU policy, or these Bylaws.

3.2 The Senate Vice-Chair

1. Only voting members of Senate are eligible to be elected or acclaimed as Vice-Chair.
2. The Vice-Chair's term of office is one year and normally begins September 1.
3. The Vice-Chair election shall be conducted in accordance with these Bylaws.
4. Shall act in the place of the Chair when the Chair is absent or unable to perform their duties.
5. When presiding, shall have all the powers and responsibilities of the Chair.
6. Shall support the Chair in ensuring the effective functioning of Senate and may undertake duties delegated by the Chair or assigned by Senate.
7. May chair Senate Committees or working groups when the Committee Chair is absent, the position of Chair is vacant, or Senate has otherwise directed.
8. Shall assist with the continuity of Senate operations, including committee elections, and the orientation and support of newly elected, acclaimed or appointed Senators and Committee Chairs.

3.3 The Registrar

1. In accordance with the University Act, the Registrar is the Secretary of Convocation, Senate and each of the Faculties but has no right to vote as such.
2. The Registrar:
    a. Shall keep the records and perform the duties that the board or senate may require.
    b. Upon receiving notice of a vacancy, shall record the vacancy in the minutes of Senate.
    c. Shall conduct elections for the Vice-Chair of Senate and other Senate elections as required by these Bylaws.
    d. Shall administer ballot votes and other confidential voting processes conducted by Senate in accordance with these bylaws.
    e. Shall certify and report the results of Senate elections and ballot votes.
    f. Shall perform such additional duties as may be assigned by Senate or required by KPU policy or the University Act.

3.4 The University Secretariat

1. The University Secretariat is the administrative office responsible for supporting the governance functions of Senate, Senate Committees, the Board and Board Committees.
2. The University Secretary, or designate:
    a. Provides governance advice, procedural guidance, meeting administration, appointments, and records management.
    b. Maintains institutional knowledge and records relating to the University Act, Senate bylaws, committee mandates, university policies, governance practices, and Senate precedents to support informed decision-making and continuity of operations.
    c. May advise on the interpretation and application of governing documents and established practices but does not exercise the authority of Senate or any Senate Committee.
    d. Acts as a liaison among the Board, the Senate and the Executive.

3. If there is a conflict of interest (actual, potential, or apparent) on any particular matter, between the University Secretary's administrative or managerial responsibilities within KPU and their responsibilities to Senate, it is the responsibility of the University Secretary to draw it to the attention of Senate through the Chair of Senate. The Chair of Senate determines whether or not a Conflict of Interest exists.

3.5 Members

1. Members of Senate, in their function as members of this body, do not act as delegates of the bodies or constituencies from which they were drawn; rather, as members, all must endeavour to serve the interest of the entire University to the best of their ability.
2. Members will normally serve on two Senate standing committees unless an exception is approved by the Senate Governance and Nominating Committee.
3. Members are expected to attend meetings, review agenda packages in advance, and participate in the work of Senate and any committees to which they are appointed.
4. Individual Senators are not authorized to speak on behalf of Senate to government or the media, unless authorized to do so by the Senate Chair.
5. Members shall declare and manage conflicts of interest in accordance with these Bylaws and applicable University policies.

PART 4 - SENATE ELECTIONS

4.1 General Election Procedures

1. Unless otherwise provided in these Bylaws, elections conducted by Senate shall be held during a regular or special meeting of Senate.
2. Notice of an election shall be provided at the regular meeting preceding the election and shall include eligibility, responsibilities, and term information.
3. The Secretary of Senate will conduct elections held by Senate.
    a. There shall be three calls for nominations.
    b. Members may nominate themselves or another eligible member.
    c. A nomination is valid if the candidate accepts during the meeting or has previously agreed in writing.
    d. A nominee may withdraw their nomination any time before voting begins.
4. If there are no nominations, the Secretary of Senate shall declare the position vacant.
5. If there is only one nomination, the nominee shall be declared elected by acclamation.
6. If there is more than one nomination, an election shall be conducted.
7. The candidate receiving the most votes is elected

4.1.1 Tie Votes

1. If an election vote results in a tie, a second vote shall be held immediately
2. If the second vote also results in a tie, the successful candidate shall be determined by random draw conducted in the presence of the Senate.
3. The result of the draw shall be declared final.
4. The election is final when the Secretary of Senate announces the result.

PART 5 - SENATE MEETINGS

5.1 Meetings

1. Meetings of Senate may be held in person, virtually, or in a hybrid format.
2. Meetings will normally adjourn three hours after the scheduled start time.
3. The meeting may be extended by up to 30 minutes at a time through a motion to extend. This motion is not debatable and requires a two-thirds majority vote in favor.
4. Additional special meetings of Senate may be held when necessary, as determined by the Chair or directed by Senate or the Senate Executive Committee (SEC).
5. Notice of at least five working days must be provided to all Senate members before the meeting. In the event of an emergency, where a matter requires a decision before five working days' notice can reasonably be provided, the Chair may call a meeting on shorter notice, provided that notice is given to all Senators as soon as reasonably practicable. The circumstances requiring shortened notice shall be recorded in the minutes and reported to Senate at its next regular meeting.
6. The meeting format should normally be established and published no fewer than two months in advance.
7. The SEC or the Senate Governance and Nominating Committee (SGNC) shall recommend the meeting formats for Senate's upcoming cycle, subject to approval by Senate.
8. Senate should hold at least one in person meeting per academic year, where practicable.
9. The Chair may invite guests to make presentations to Senate and to answer questions related to their presentations.
10. Members of the KPU community are encouraged to attend and observe Senate.
11. Observers do not have speaking or voting privileges and shall not use digital chat tools to comment during the meeting.
12. If an agenda item includes private or confidential material, the Chair shall close the meeting to observers for that discussion. This will be identified as a “Closed Meeting.”

5.2 Remote Participation

1. When attendance at an in-person meeting is not possible, a member may request to participate remotely using technology that allows full and simultaneous communication among participants.
2. The Senate Office will make reasonable efforts to facilitate remote participation. However, participation by electronic means is dependent on the availability and functionality of the required technology.
3. Senate is not responsible for technical failures that prevent or interrupt a member's remote participation. Any such failure shall not affect the validity of the meeting, the determination of quorum, or any decision or vote of Senate
4. Members who wish to participate remotely in an in-person meeting must provide at least three working days’ notice to the Chair and the Senate Office.
5. A member participating remotely is considered present for the purposes of quorum and voting.

5.3 Agendas, Minutes and Recordings

1. A proposed agenda and supporting materials (agenda package) will normally be distributed five to seven working days before the meeting and no later than three working days before the meeting.
    a. Additional materials may be distributed after the agenda package deadline; however, any agenda item added after the deadline may only be considered if Senate approves an amendment to the agenda.
2. Open meetings may be recorded by the University to ensure accurate minutes.

3. The approved minutes are the official record of Senate.
4. Recordings will be retained until the official minutes have been approved and will be accessible to members during that time.
5. Recordings or other approved tools may be used to assist in preparing draft meeting notes; however, the official record of the meeting is the approved minutes.
    a. Minutes of closed meetings may reflect decisions only and will not be made public.
6. No other recordings are permitted
    a. Closed meetings will not be recorded.

5.4 Attendance at Meetings

1. A member who is unable to attend a meeting of Senate shall notify the Senate Office as soon as reasonably practicable before the meeting.
2. A member who is absent from three regular meetings of Senate within an academic year without prior notice or reasonable cause may be referred to the Senate Governance and Nominating Committee for review and recommendations to Senate.
3. Following its review, the Senate Governance and Nominating Committee may make recommendations to Senate regarding the member's continued service.

5.5 Quorum of Senate

1. A quorum is a simple majority of the voting members.
2. Any vote taken without quorum is void.
3. If quorum is lost during a meeting, no further debate or voting may take place. A recess may be called to restore quorum.
4. If quorum is not restored within a reasonable time, the Chair shall declare the meeting adjourned or recessed, depending on the circumstances.
5. Business not completed due to loss of quorum shall automatically be carried forward to the next regular or properly called special meeting
6. The minutes shall reflect the time at which quorum was lost and if the meeting was recessed or adjourned.
7. If a meeting does not have quorum, any items discussed are unofficial.
    a. Any communication from such a meeting must clearly state that the meeting did not have quorum.

5.6 Voting during Meetings

1. Except where otherwise required by the University Act, these Bylaws, or *Robert's Rules of Order Newly Revised*:
    a. A simple majority of members present and voting is required to adopt a main motion.
    b. Tie votes result in the motion being lost.
2. Amendments to the Bylaws require a two-thirds vote.
3. Elections are conducted in accordance with these Bylaws.
4. Voting rights are not transferable.
5. Only members with voting rights present at a duly constituted meeting may vote.
6. Voting by alternates or by proxy, in advance or in absentia, is not permitted.
7. When a meeting is held online and a motion requires a ballot vote, voting will be conducted using a secure method approved by the Chair, such as electronic mail (email), an online polling tool, or another reliable platform that ensures confidentiality and accurate results.
    a. See Appendix A: Electronic Voting Procedure

8. The Senate Office, in conjunction with the Committee Chair, Vice-Chair of Senate, or the Secretary of Senate will facilitate all other voting processes.
9. The official KPU email address of each voting member must be used for any vote conducted by email.
10. When a matter has been fully discussed at a Senate meeting, final approval may occur later by email vote, provided no further debate is required.

PART 6 - SENATE COMMITTEES

1. Senate may establish Standing Committees, Committees and Working Groups and determine their mandates, membership, and reporting requirements.
2. Each standing committee of Senate shall operate in accordance with committee bylaws approved by Senate.
3. Senate may delegate specific powers and duties to a committee established by Senate. A committee may exercise only those powers expressly delegated to it by Senate and shall report its actions to Senate as required.
4. Senate delegates the Senate Executive Committee the authority to act on behalf of Senate for urgent items of regular business when Senate is not in session.
    a. No fewer than five working days' notice shall be provided to all Senators of a meeting called under this authority. In the event of an emergency, where a matter requires a decision before five working days' notice can reasonably be provided, the Chair may call a meeting on shorter notice, provided that notice is given to all Senators as soon as reasonably practicable. The circumstances requiring shortened notice shall be recorded in the minutes and reported to Senate at its next regular meeting.
    b. Any actions taken under this authority shall be reported to Senate at its next regular meeting.
    c. Under this authority the Senate Executive Committee shall not:
        i. amend Senate Bylaws;
        ii. amend University policies;
        iii. create or dissolve standing committees; or
        iv. take actions reserved exclusively to Senate by the University Act or KPU policy.

PART 7 - CONFLICT OF INTEREST

1. These conflict-of-interest bylaws apply to members of Senate and to members of Senate standing committees when they are acting in those roles.
2. A conflict of interest arises when a member’s private interests supersede or compete with their dedication to the interests of the University. This could arise from a real, potential, or apparent conflict of interest for a member or related persons and may be financial or otherwise. For this purpose:
3. A **Real Conflict of Interest** occurs when a member exercises an official power or performs an official duty or function and at the same time, knows that in the performance of this duty or function or in the exercise of power there is the opportunity to further a private interest.
4. A **Potential Conflict of Interest** occurs when there exists some private interest that could influence the performance of a member’s duty or function or in the exercise of power if they have not yet exercised that duty or function.

5. An **Apparent Conflict of Interest** exists when there is a reasonable apprehension which reasonably well-informed persons could properly have that a Real Conflict of Interest exists on the part of the member.
6. Senate and standing committee members must arrange their private affairs and conduct themselves in a manner to avoid conflict of interest.
7. In cases where conflict cannot be avoided, a member has an obligation to declare a conflict of interest prior to discussion or decision of an issue.
8. Upon declaration of a conflict the person recording the events of the meeting shall duly note the declaration and the member must refrain from discussion or voting on that particular matter, contract or arrangement.
9. Where a member is unsure whether they are in conflict, that member should raise the perceived potential conflict with the Senate or standing committee, who shall determine by majority vote whether a conflict of interest exists.
10. The member perceived to be in conflict should refrain from voting on the issues.
11. Where a conflict of interest is discovered after consideration of a matter, the conflict must be declared to the Senate or standing committee and appropriately recorded at first opportunity.
12. If the Senate or standing committee determines that involvement of said member influenced the decision of the matter, the Senate or standing committee shall re-examine the matter and may rescind, vary, or confirm its decision.
13. Any Senate or standing committee member who perceives another member to be in conflict of interest in a matter under consideration must identify the perceived conflict to the Senate or standing committee at the first opportunity.
14. The Senate or standing committee should determine by majority vote whether a conflict of interest exists and the member perceived to be in conflict should refrain from discussion and voting.
15. At its discretion, Senate may invite the member in conflict to state their position on the issue in question prior to absenting themselves.

PART 8 - BYLAW REVISIONS

8.1 Housekeeping Amendments

1. The SGNC may approve housekeeping amendments to these Bylaws that do not alter the intent, meaning, or substantive effect of any provision.
2. Housekeeping amendments approved by the SGNC shall be reported to Senate at the next regular meeting.

8.2 Bylaw Amendments

1. These Bylaws may be amended only by Senate.
2. Notice of a proposed amendment must be provided in advance of the meeting at which the amendment will be considered.
3. Approval of a bylaw amendment requires a two-thirds majority of members present and voting.