

# College Council Operational Manual

## By-laws and Policies

Approved by the Board of Governors  
January 21, 2014  
Res. #22-14



## BY-LAWS

### A. Policy

The Minister's Binding Policy Directive (Ministry of Training, Colleges and Universities, Colleges of Applied Arts and Technology Policy Framework; 1.0 Governance and Accountability, Governance and Accountability Framework, Issued April 1, 2003; Revised September 2010; item E. Advisory College Council, page 5) states:

*Advisory College Council*

*The board of governors is to ensure that an advisory college council is established, the purpose of which is to provide a means for students and staff of the college to provide advice to the president on matters of importance to students and staff. The board of governors is to ensure that the structure, composition, terms of reference and procedures for the council are established in by-law. A report from this advisory council shall be included in each college's annual report.*

By-laws may be amended by a two-thirds majority vote of the College Council. All amendments must be referred to the board of governors for ratification.

### B. Mandate

- a. In support of Canadore College's vision, mission, values and 5 Pillars, Canadore College Council will:
  - Promote a collaborative College culture;
  - Contribute positively to planning and decision-making processes;
  - Provide a forum for stakeholder discussion of policy, strategic directions, and planning issues; and
  - Propose, review and/or recommend policies, procedures and practices.
  
- b. Canadore College Council is established to provide a means for students and staff of the College to provide advice to the president on matters of importance to students and staff. The Board of Governors will ensure that the structure, composition, terms of reference, and procedures for the Council are established in by-law. These matters include, but are not limited to:
  - Educational opportunities and services;
  - The learning and working environment;
  - The quality of college life;
  - Educational resources and equipment;
  - Technology integration;
  - Campus environmental matters;

- Broad college system issues;
- College promotion; and
- Educational services.

A report from this advisory Council shall be included in each college’s annual report.

**C. Guidelines**

**a. Structure and Composition**

Membership on College Council is voluntary, with consideration given to the following:

- representation from various campuses, academic divisions, and reporting levels;
- representation from full-time and part-time members of constituent groups; representation from post-secondary and adult training students, full-time and part-time;
- representation from various specific groups to reflect the Canadore College community.

**b. Terms of Reference**

As stated under Policies, item 1. Task Group Structures, College Council will provide advice to the president on matters of importance to students and staff.

**D. Membership**

- a. The College Council will consist of fifteen (15) elected voting members and two (2) ex-officio non-voting members as follows:

		<u>Number</u>	
<u>Constituency</u>			
Faculty	8	Administration (non-voting)	2
Support Staff	4	Ex-Officio	2
Students	<u>3</u>		
	15		

Members will be elected by the following constituent groups:

- |                               |                                       |
|-------------------------------|---------------------------------------|
| Faculty (union and non-union) | Academic Union (elected by area)      |
| Support (union and non-union) | Support Staff Union (elected by area) |

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Students (full- and part-time)

Student representatives (elected by student government)

Administration

Administration election

It will be each group's responsibility to ensure there is representation from the various campuses and reporting levels, full-time and part-time, and also from both post-secondary and adult training students, full-time and part-time.

Each group must ensure that half of the representation on College Council is made up of full-time members of that constituent group, to ensure quorum.

Representation from various specific groups to reflect the Canadore College community.

Each constituent group will also elect two alternate members. Preferably the alternate will be a past member of Council.

- b. Because of the College Council's mandate to provide advice on matters of importance to students, the Vice President, Academic will be ex-officio member of the College Council.
- c. To maintain communication with the president's office, the president or a designate will attend the beginning of each meeting to give an address from the president's office.
- d. A representative from any constituency group can be elected as recorder for College Council.
- e. Members of the board of governors may attend College Council meetings as ex-officio members.

## E. Meetings

- a. General meetings will be held once per month from October until April, the date and time to be established at the first meeting in October.
- b. Executive meetings will be held at the call of the Chair.
- c. A workshop may be arranged annually, preferably in September, to allow orientation of new members prior to the first scheduled meeting, including the newly elected student government representative, to build and develop collegiality, and to discuss long-term planning. This workshop will be arranged by the College Council executive with the assistance of the representative from the president's office.
- d. All meetings will be conducted according to conventional rules of order as outlined in Robert's Rules of Order Newly Revised In Brief, updated to correspond to the 11th Edition, or the latest published edition; choice of Rules of Order text to be updated every 5 years.

- e. All meetings will be conducted according to the agenda issued by the Chair. At the opening of a meeting, additional items may be presented to the Chair for inclusion to the agenda. A majority vote by the membership will allow inclusion of an item on the agenda.
- f. All meetings will be presided over by the Chair, or in his/her absence, by the Vice-Chair.
- g. Visitors may attend meetings of College Council with the permission of the Chair.
- h. Fifty percent, plus one, of the voting members of the College Council will represent a quorum.
- i. Should quorum not be met for three consecutive meetings, the ex-officio should be approached for guidance.

#### **F. Executive**

The Executive of the College Council will consist of:

Chair  
Vice-Chair  
Recorder

#### **G. Elections**

- a. Elections for employee positions on College Council will be held during the last week of March or the first week in April by each constituent group.
- b. Elections for student positions on College Council will be held in conjunction with the elections conducted jointly by the college and student government.
- c. The Chair will be responsible for advising each constituent group of the vacant positions to be filled.
- d. A one-month notice of elections for College Council membership will be required.
- e. The Chair, and the Vice-Chair, will be elected from the current sitting membership at the March meeting of the College Council. All members, except ex-officio members, may vote.
- f. If the Vice-Chair position becomes vacant, the Chair will call an election to determine the replacement. If the Chair position becomes vacant, the Vice-Chair will assume the position and a new Vice-Chair will be elected.
- g. To ensure continuity of the council, the election for Chair and the Vice-Chair positions will be held on alternate years at the March meeting.

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**H. Terms of Office**

- a. Executive
  - i. The term of the Chair and Vice-Chair will normally be for two academic years. The term of the Recorder will be for one academic year.
  - ii. A member of the executive may be removed from office by a two-thirds majority vote of the College Council (excluding ex-officio members).
- b. Members
  - i. A member's term will normally be two academic years. If a member is elected Chair or Vice-Chair, that member's term will be extended by either one or two academic years to allow the member to serve in his/her new capacity as Chair or Vice-Chair.
  - ii. A member's term may also be renewed for another one or two years if the constituent group cannot fill a vacant position.
  - iii. A part-time member of a constituent group will normally serve one academic year, and may serve two academic years.
  - iv. The term of a student representative will be one academic year.
  - v. If a member cannot complete a term, a replacement may be selected by the affected constituent group to complete the balance of the term.
  - vi. A member may be removed from Council by his/her constituent group.

**I. Responsibilities of Members**

- a. Members will attend all College Council meetings or send an elected alternate when this is not possible. The elected alternate must be from the represented constituent group. If a member misses two or more consecutive meetings without reason and fails to request the attendance of the constituent group's elected alternate member, the constituent group represented may be informed and the College Council executive may review his/her membership standing. The executive, at their discretion, may request that the member be replaced by an alternate.
- b. Members will endeavour to inform and consult with their constituent groups on issues and developments in the College Council, as required.
- c. The ultimate responsibility of a College Council member is to fulfill the stated mandate of the College Council.

**J. Responsibilities of the Chair**

- a. The Chair will preside over all general and executive meetings of the College Council.
- b. The Chair, in conjunction with the executive, will determine monthly agendas for the College Council.
- c. The Chair may receive an agenda item from the college community but should redirect said person to his/her Council representative for inclusion of the item on the agenda.
- d. If required, the Chair will represent the College Council on any college academic strategy leadership initiatives.

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- e. The Chair may be required to represent the College Council at special functions.
  - f. The Chair shall submit a record of the College Council minutes and records to the board of governors on a regular basis, and will be responsible for forwarding a report to appropriate parties to be included in the college's annual report.
  - g. The Chair will be responsible for advising each constituent group of the vacant positions to be filled by election during February, including providing a one month notice of elections.
  - h. The Chair, along with the College Council executive and a representative from the president's office, will arrange an annual orientation for new members, preferably in September at the commencement of the new academic year.
  - i. The Chair, along with the College Council executive and a representative from the president's office, will organize an annual open information session in September, for the purpose of sharing information with the college community and for constituents to meet the College Council members.

**K. Responsibilities of the Vice-Chair**

- a. The Vice-Chair will act in the absence of the Chair.
- b. The Vice-Chair will be responsible for informing the college community of College Council decisions and concerns.
- c. The Vice-Chair will introduce all new members to the College Council and will initiate new members by informing them of the role of the College Council and by giving them the College Council's by-laws (contained in this document) and other relevant information.
- d. The Vice-Chair will organize the student orientation to College Council in September with the assistance of the student government.
- e. The Vice-Chair will ensure that the College Council information posted on the online employee and student portals is checked and updated on a monthly basis.
- f. The Vice-Chair is responsible for ensuring that the "Guidelines for Communicating with the Constituent Members" (Policies, section 5.2) are implemented.

**L. Responsibilities of the Alternate Members**

- a. Elected alternate members will make themselves current with the issues on the upcoming agenda and refer to posted minutes.
- b. Elected alternate members will replace members if the members are unable to attend a meeting.
- c. Elected alternate members may replace members on a permanent basis if members are frequently absent (refer to Bylaws, section I, Responsibilities of Members).



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**M. Responsibilities of the Recorder**

- a. The Recorder will record, prepare, and distribute the minutes and the agenda to College Council members and will make all appropriate arrangements for the College Council general and executive meetings.
- b. The Recorder will monitor attendance to ensure that all constituent groups are regularly represented. The Recorder will notify the appropriate group, (see Policies, item 4.4, A Letter Informing Constituent Groups of a Member's Absence) if a representative misses more than two consecutive meetings without reason and without requesting that an alternate attend in his/her absence.
- c. The Recorder will send an electronic copy of the minutes of Council meetings to the presidents of the faculty union, the support staff union, the Vice President – Academic, the Vice President – Finance, the Vice President Enrollment Management, Indigenous & Student Services and the President of the student government.
- d. The Recorder will post an electronic copy of the minutes of College Council meetings to the college online employee portal, and will send an electronic copy to the college's web master for posting to the student online portal.
- e. Upon request by the Chair, the Recorder will submit on the Chair's behalf a record of the College Council minutes and records to the board of governors on a regular basis.

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## Policies

### 1. Task Group Structure

From time to time, task groups will be formed. A task group will be comprised of a minimum of four members from college council, with a preference for at least one representative from each of faculty, students, administration and support staff, if possible. Other members from the college will be invited to participate and to contribute their expertise once an issue is assigned.

The task group will exist until it has met its objective.

Task groups will be formed by the executive. Members interested in a specific issue may request a task group assignment.

The task group will elect a facilitator who will also record salient points and recommendations. The facilitator, or another nominee, may also be invited to attend executive meetings.

The facilitator will help the task group determine the number of meetings required for a particular issue. She/he will also help the group decide on external resource people for each task, and will aid in the orientation of resource people as to the issue, its background and the estimated required time commitment.

When additional, related issues are brought forward to College Council that are already being dealt with by a task group, they may also be assigned to that task group if the group members agree.

The specific methods of dealing with issues are contained in “Procedure To Bring Forward Issues” (See Policies, section 2).

Self-evaluation should continue to be an integral part of a task group’s evolution. A method of continual evaluation of the structure and processes of task groups must be included so that necessary changes can be implemented and so that ongoing input is encouraged.

### 2. Procedure to Bring Forward Issues

#### 2.1 Definitions

College community: any person who is a student or employee of Canadore College

College Council: a regular general meeting having a quorum of its duly elected members

#### 2.2 Associated Documents

Task Group Structure (See Policies, section 1, Task Group Structure).

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**2.3 Main Articles**

- A. The issue originates within the college community.
- B. A member of the college community communicates to the College Council through any College Council member.
- C. The College Council member fills out the prescribed form, (See Policies, section 4, Forms) and this form is submitted to the Chair of the College Council to be placed on the agenda of the College Council under the item “New Issues”.
- D. The College Council:
  - a. Determines the acceptance of a proposed issue as valid as defined in the College Council’s mandate (See Bylaws, section C, Mandate).
  - b. Determines the concise points of the issue (specific issues or appropriate sub-issues).
  - c. Places the accepted issue on the “Standing List of Issues” on the agenda, awaiting prioritization.
- E. Should the issue not be accepted by vote of the College Council, the Chair of the College Council will communicate with the person(s) who submitted the issue and provide them with the minutes of the meeting wherein the vote took place. The minutes should include the reasons for not accepting the issue so submitted.
- F. Should the issue be accepted, by a vote of the College Council, then the Chair of the College Council shall provide a copy of the minutes, on which the vote is recorded, to the person(s) who had submitted the issue, whenever the minutes speak of this issue.
- G. The College Council will, from time to time, prioritize the issues on the “Standing List of Issues” by a majority vote, and assign the issues with the highest priority to the first available group. Those tasks thus assigned are removed from the priority list.
- H. Priorities on the “Standing List of Issues” may or may not change during the College Council’s deliberations; however, assigned tasks should be allowed to reach their natural conclusions.
- I. When an issue is assigned to a task group, the group via its elected facilitator must report on the following topics to the College Council at its next regular meeting, under the agenda item “Report from Task Groups”.

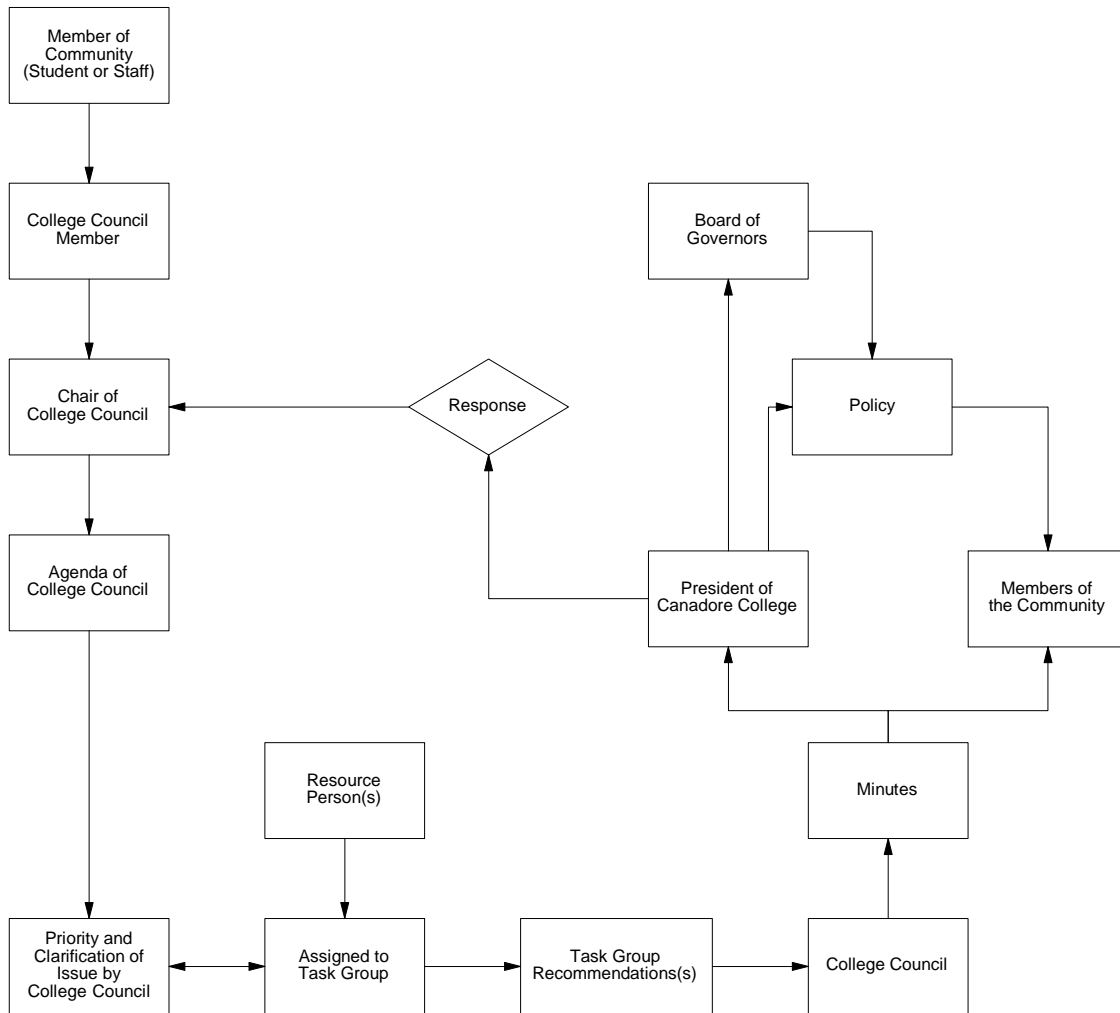
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- J. For an Initial Report:
- a. The group's interpretation of the assigned issue including any points for clarification;
  - b. The name of the elected facilitator;
  - c. The time required to arrive at recommendations that it can present to the College Council;
  - d. Should the task group determine that the issue as defined and understood is too broad, then they are to:
    - i. Identify the sub-issues
    - ii. Decide on what sub-issues they are capable and likely of arriving at recommendations for, given the resources at hand
    - iii. Submit Form 4.2) Report from a Task Group and Form 4.3) Recommendation to the College Council from a Task Group to the next regular general meeting of the College Council under the agenda item "Report from Task Groups".
  - e. The College Council will review those sub-issues identified under Policies, section 2 (item j, point d.) and may decide to recycle some, none, or all of them via the "Standing List of Issues" and/or request that the task group continue with the sub-issues identified under 8.1.4 (ii) and/or discard the remainder, if any.
  - f. This does not pre-empt the College Council from redefining the task group's issues and sub-issues, including assisting in clarifying the issues and sub-issues, recycling it back through the task group.
  - g. The College Council is responsible for the proper and timely conclusion of the task group's tasks and should not allow the above-mentioned recycling to unnecessarily delay the resolution of the assigned task.
- K. For Progress Reports:
- a. A progress report, (See Form 4.2, Report from a Task Group), is to be submitted to the College Council which will include specifics on the assigned task(s), any recommendations, (See Form 4.3, Recommendation to the College Council from a Task Group) and the task's current status;
  - b. A time line indicating any changes from the previous time line report;
  - c. The status of the task group: overall workload, complement, etc.
- L. Resources that any task group may require are to be requested from, and provided by, the executive committee of the College Council.

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- M. Recommendations tabled by the task groups under the College Council’s agenda item “Report from Task Groups” are to be voted on as “Motions to Recommend” and recorded in the minutes. These recommendations are to be passed on to the president of the college for a response.
  - N. All task group reports submitted become part of the College Council’s minutes and thus are to be archived on the College Council’s online portal for quick access and for cross reference by any member of the College community.
  - O. The format to make recommendations to the college president can be found under Policies, section 4, Forms.

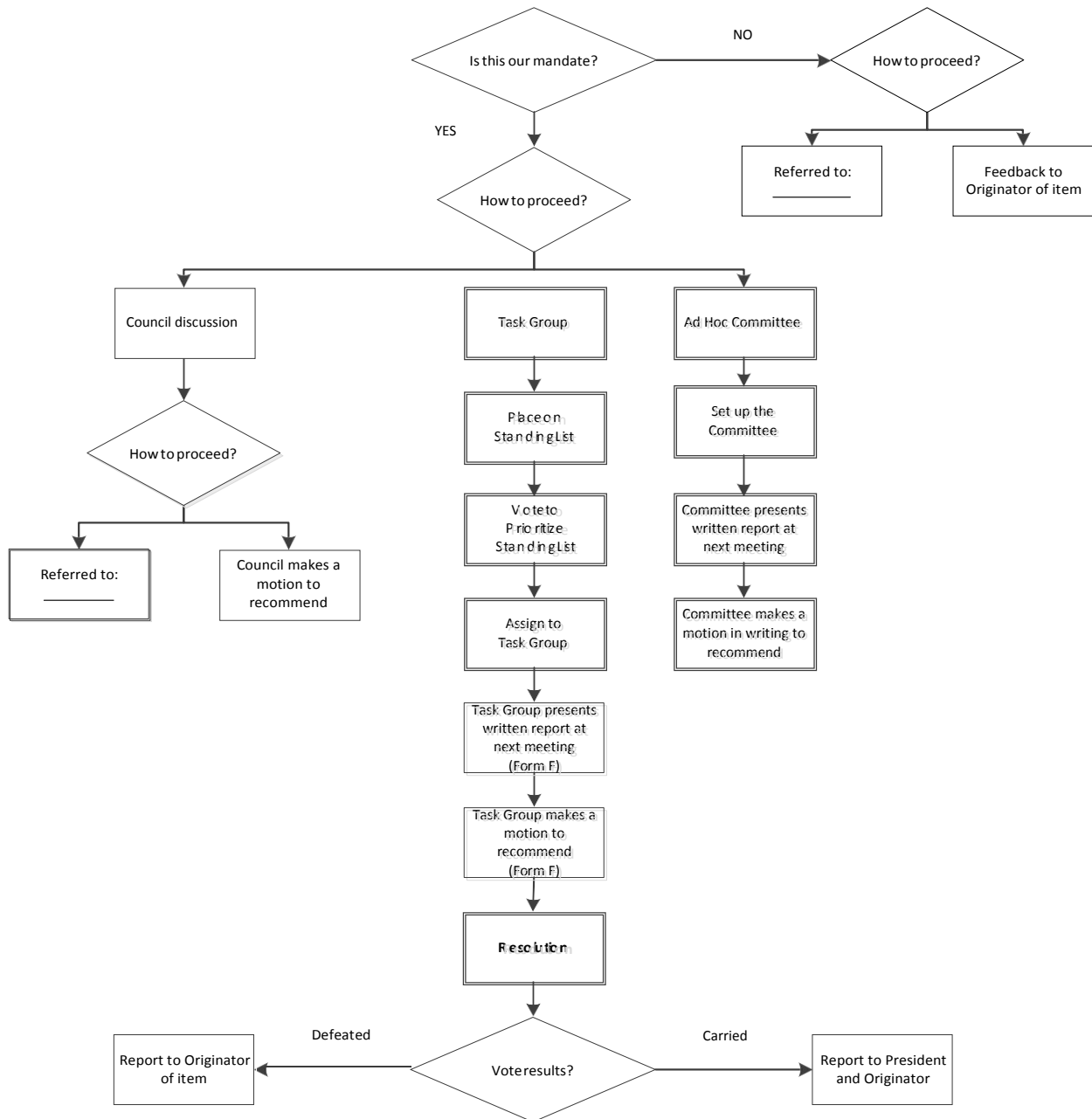
### **3. College Council Issues**

- Who:** Any member of the College community.
- What:** Any issue of importance to students and staff at Canadore College which falls outside the purview of other existing college bodies or processes.
- Where:** Through any member of the College Council.
- When:** Anytime.
- Why:** To resolve issues that are, or may become, college-wide.

Process for Bringing Issues to College Council



**New Agenda Item**  
Presented and explained to Council  
with a written statement of intent for College Council



**4. Forms**

**4.1 Issues to be Brought to the Attention of the College Council**

Mandate of the College Council:

To provide a means for students and staff of the college to provide advice to the president on matters of importance to students and staff which fall outside the purview of other existing college bodies or processes.

Canadore College Staff and Students

Issues of concern to you as a member of the College community may be brought to the attention of the College Council via any member of the College Council. (See current list of College Council members posted on the college's online employee and student portals or contact the Assistant to the President for a current list).

Please fill out the areas below and submit this completed form to any College Council member.

Name: (Please print) \_\_\_\_\_

Signature: \_\_\_\_\_

Campus: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Describe your issue: (Use back of form if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you consulted with other members of the College community concerning this issue?  
(Please circle)

Yes                  No

What was the outcome?

\_\_\_\_\_  
\_\_\_\_\_



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**4.2) Report from a Task Group**

Initial Report                       Progress Report

Please include an attachment if more space is required.

Issue:

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Date for completion: \_\_\_\_\_

Points for clarification:

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Significant changes from last report (if Progress Report):

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General Comments:

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Task Group Members:

_____	_____
_____	_____
_____	_____

Facilitator

Signature of Facilitator

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**4.3) A Recommendation to the College Council from a Task Group**

Date: \_\_\_\_\_

Task Group: \_\_\_\_\_

Issue: \_\_\_\_\_

Recommendation:

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rationale:

\_\_\_\_\_

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\_\_\_\_\_

Members: (signature)

_____	_____
_____	_____
_____	_____

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**4.4) A Letter Informing a Constituent Group of a Member's Absence**

To: (Identify Constituent Group)  
From: College Council Executive  
Subject: Attendance at College Council Meetings  
Date: (Appropriate Date)  
File:

Dear colleagues;

The Executive Committee of the College Council has reviewed attendance records at recent meetings to ensure that members are in compliance with the Council's By-Law I, Responsibilities of Members:

"If a member misses two or more consecutive meetings without reason and fails to request the attendance of the constituent group's elected alternate member, the constituent group represented will be informed."

It has been noted that (name of member) has missed (number of) consecutive meetings. This is for your information and consideration.

Thank you,

(Name)

Chair, College Council

(recorder's initials)

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## 5. Procedures and Guidelines

### 5.1 Procedure for Reporting to the President and Board of Governors

- a. The College Council executive committee will meet with the president, as required, to share information.
- b. The College Council executive committee will send written recommendation(s) concerning academic matters to the president within one week of them passing a council vote.
- c. The president will respond in writing to the College Council executive within twenty-one (21) days of receiving the recommendation(s).
- d. The Chair will communicate the president's response to the College Council members, at the next regular Council meeting.
- e. The approved minutes of the College Council meetings will be recorded and posted on the college council online employee portal and on the student online portal.
- f. The Chair will meet with the board of governors once a year to present the Council's Annual Report to the Board.

### 5.2 Guidelines for Communicating with the Constituent Members

- a. Constituent members will follow the College Council "Procedures to Bring Forward Issues" to submit any issues to Council for consideration.
- b. An open information session for administration, support, and faculty, will be held in August for the purpose of sharing information with the constituents and for the constituents to meet the College Council members.
- c. A student information session will be held at the beginning of September.

### 5.3 Information Centers:

- a. College Council information will be posted on the college's online employee portal.
- b. As well, College Council information will be posted on the college's online student portal.

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Other Information Centers:

- a. Secretariat, maintained by the president's office, will contain all official records and proceedings of the College Council.
- b. A record book, containing by-laws, procedures and the minutes of the Council meetings, will be kept in the library.
- c. An electronic copy of the by-laws and procedures, the minutes of Council meetings, a Council membership list, and forms for submitting issues to Council will be available on the college's online employee portal system.
- d. The presidents of the faculty union, the support staff union, the Vice President – Academic, Vice President – Finance, the Vice President Enrollment Management, Indigenous & Student Services and the President of the student government will be sent an electronic copy of the minutes of Council meetings by the Recorder.
- e. College Council news may also be published in various college newsletters from time to time.

The Vice-Chair will be responsible for ensuring that the “Guidelines for Communicating with the Constituent Members” are implemented.

**5.4 Information Posted:**

College Council Operational Manual (By-Laws and Procedures)  
Current College Council Members List  
Forms for Submitting Issues to Council  
Minutes of Council Meetings

The Vice-Chair will ensure that the College Council information posted on the online employee and student portals is checked and updated on a monthly basis.