College Council By-laws and Operational Manual

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Introduction

This manual outlines the governance structure, membership details, meeting protocols, and operational procedures of the College Council. Designed to ensure transparent and effective communication between students, faculty, and staff, the manual supports the advisory role of the Council in providing input on academic, operational, and strategic matters. It is aligned with Canadore College's vision, mission, and values, as well as with the Minister's Binding Policy Directive.

Governance & Bylaws

Mandate and Objectives

The College Council is established to foster a collaborative college culture and to contribute constructively to decision-making processes. Its objectives include:

- **Facilitating Communication:** Providing a forum for the college community to voice their concerns, suggestions, and recommendations.
- **Advisory Role:** Advising the president on key issues related to educational opportunities, campus life, resource allocation, technology integration, and broader college system challenges.
- **Strategic Contribution:** Assisting in policy formulation and strategic planning that aligns with the college's long-term goals and operational priorities.

Policy Reference & Amendment Process

Policy Directive

The Council's governance framework is based on the Minister's Binding Policy Directive (Ministry of Training, Colleges and Universities, Colleges of Applied Arts and Technology Policy Framework; Governance and Accountability Framework, April 2003; revised September 2010).

Amendments

- Changes to bylaws require a two-thirds majority vote of the College Council.
- All proposed amendments must be submitted to the board of governors for ratification before they become effective.

Membership & Roles

Membership Composition & Election Process

The College Council is designed to ensure diverse representation across various sectors of the college community:

Composition

- **Voting Members:** 22 elected members representing faculty, support staff, administrators, and students.
- **Ex-Officio Members:** 2 non-voting members: the President and the Vice President, Academic.
- **Alternate Members:** Each constituent group elects two alternates to maintain continuous representation.

Election Process

General Members

- Members are elected by their respective groups (e.g., union locals, student council). See Table 1 - Membership Composition.
- Alternates are elected concurrently to ensure that every group remains represented if a primary member is absent.
- If one constituency group cannot fill all vacant positions, they may offer their allocated positions to another at their discretion (e.g. offering part-time and sessional faculty spots to full-time or partial load faculty).
- In keeping with the College's commitment to the principles of inclusion, diversity, equity, and accessibility, constituency groups are encouraged to elect individuals with diverse backgrounds and identities to authentically reflect the Canadore College community.
- Elections for employee positions on College Council should be held before the end of April by each constituent group.
- Elections for student positions on College Council are held in conjunction with the elections conducted jointly by the college and student government.

Executives

- The Chair and the Vice-Chair are elected from the current sitting membership at the March meeting of the College Council for two-year terms. All members, except ex-officio members, may vote.
- To ensure continuity of the council, the election for Chair and the Vice-Chair positions are held on alternate years at the March meeting.

- The Recorder is elected from the sitting membership at the first meeting of a new academic year for a one-year term.
- If the Vice-Chair or Recorder positions become 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.

Table 1. Membership Composition

Constituency	Term Length	Elected By	Positions
Faculty (Full-time/Partial Load)	2 years	Respective Union Local	4
Faculty (Part-Time/Sessional)	2 years	Respective Union Local	4
Support Staff (Full-Time)	2 years	Respective Union Local	4
Support Staff (Part-Time)	2 years	Respective Union Local	4
Students	1 year	Canadore Students Council	4
Administration	2 years	College Administration	2
Ex-Officio	-	–	2
Total			**24**

Removal From Office

- An executive member may be removed by a two-thirds majority of voting Council members.
- A general member may only be removed by their constituency association.
- If a member misses two consecutive meetings without reason or fails to request the attendance of an elected alternate, the executive may inform the constituent group.

Roles and Responsibilities

General Responsibilities for All Members

- **Participation:** Members shall make reasonable efforts to attend all scheduled meetings or ensure that an elected alternate is present.
- **Communication:** Members are responsible for relaying meeting outcomes and developments back to their respective groups.
- **Advocacy:** Uphold the mandate of the Council by engaging in discussions and ensuring the voices of all constituents are heard.

Executive Roles

Chair

- **Leadership:** Presides over both general and executive meetings.
- **Scheduling & Agenda:** Sets meeting dates, organizes the agenda, and ensures relevant topics are included.

- **Representation:** Acts as the Council's representative on college initiatives and at special events.
- **Outreach**: Coordinates with the president's office to organize an annual open session.
- **Reporting:** Submits a comprehensive annual report to the Board of Governors.
- **Membership:** Communicate vacant positions with constituency groups every February.

Vice-Chair

- **Support:** Acts in the Chair's absence.
- **Orientation:** Organizes the September orientation sessions for new members and ensures smooth transitions.
- **Mentorship:** Maintains supporting resources for Council members and supports onboarding.

Recorder

- **Documentation:** Records and distributes meeting minutes.
- **Attendance Monitoring:** Tracks member attendance and communicates any concerns regarding representation.
- **Public Record:** Publishes minutes and meeting records on the College Council microsite for transparency.

Meeting Procedures

Scheduling & Frequency

- **General Meetings:** Held monthly from October through April. The Chair determines dates and times to maximize participation.
- **Executive Meetings:** Called as needed by the Chair to address pressing issues or prepare for general meetings.
- **Orientation Workshop:** An annual session, preferably in September, helps new members understand the Council's functions and fosters team building.

Meeting Format and Rules

- **Agenda:** Meetings follow a pre-set agenda prepared by the Chair. Members may propose additional items, which require a majority vote for inclusion.
- **Rules of Order:** Meetings adhere to Robert's Rules of Order (12th Edition or the latest version) to ensure structured and fair debate.

- **Quorum:** A quorum is achieved when 50% plus one of the voting members are present. If quorum is not met for two consecutive meetings, the Council must consult with ex-officio members for guidance.
- **Guests:** Visitors may attend College Council meetings with the permission of the Chair.

Operational Policies & Procedures

Task Groups & Issue Management

Formation of Task Groups

- Task groups are established to handle large-scale projects or complex issues that will require a multi-meeting, multi-person commitment.
- Each task group is given a defined timeline by the council and is expected to provide regular updates during general meetings.

Issue Submission

- Concerns may be raised by any college community member.
- Submission avenues include direct contact with a Council member, an online form via the College Council microsite, or via email at askcollegecouncil@canadorecollege.ca.

Issue Review & Resolution Process

Initial Review

- Members submit concerns they've received to the Chair.
- The Chair adds all submitted issues to an upcoming general meeting agenda.

Decisions

The council may take any of the following actions on submitted issues with the support of a majority vote:

- Forward the issue to the appropriate college administrator, ensuring all communications uphold the principles and standards expected of a Canadore community member as outlined in the Respectful College Community Policy (B-11).
- Direct complainants to submit issues related to union or collective bargaining matters to their respective Union executives.
- Form a task group for deeper investigation when issues fall outside existing workflows.
- Make a formal recommendation to the College President.

- Decline further action.

Resolution

Within one week of the Council vote:

- The Chair or the member initially contacted will inform the issuer of the Council's decision regarding their concern.
- The Chair will submit all formal recommendations to the President's Office.
- The Chair will forward any concerns to the appropriate administrator identified by the Council motion.

Communication & Reporting

Internal Communication

Meeting Records

- Meeting minutes, membership lists, and Council updates are published on the College Council microsite, hosted by Canadore College.

Stakeholder Engagement

- Members are encouraged to regularly update their respective constituency groups on Council activities and gather feedback for future discussions.
- At least once per year, the Chair will connect with the constituency associations to identify themselves, inform the association of any vacant positions, and outline the methods by which updates will be shared.

Reporting Procedures

Annual Reporting

- The Chair prepares an annual report summarizing activities, recommendations, and outcomes for inclusion in the College's annual report to the Board of Governors.
- If requested by the President's office or the Board of Governors, the Chair will present their report to the Board.

Feedback Loop

- The President's written response to recommendations is shared with the Council at the subsequent meeting, ensuring that actions are tracked and feedback is integrated into future planning.

Manual Review & Amendments

Periodic Review

This manual will be reviewed annually to ensure alignment with college policies, regulatory changes, and evolving best practices.

Amendment Process

- **Proposal Submission**: Any Council member may propose changes to the manual.
- **Proposal Consideration:** Proposals are presented to the council at the next regular meeting for consideration. At the chair's discretion, proposals may be prioritized and scheduled over multiple meetings if they determine there are too many to consider at once.
- **Approval Process**: Amendments require a majority vote by the College Council before the chair submits them to the President. All changes must be ratified by the Board of Governors before implementation.