

# **ARTS FACULTY COUNCIL**

## **By-laws of the Arts Faculty Council**

### **I. Composition**

1. The Arts Faculty council shall be composed of:
  - a) The Dean of the Faculty;
  - b) All full-time and part-time teaching members of departments and areas in the Faculty;
  - c) Full-time laboratory instructors

### **II. Election of Officers, Committees and Representatives**

- a) The Arts Faculty Council shall elect a full-time teaching member as Vice Chair at the last regular council meeting of the academic year;
- b) The Arts Faculty Council shall elect a full-time member as Secretary at the last regular Council meeting of the academic year;
- c) The Dean shall preside at meetings of the Arts Faculty Council. In the event of the Dean's absence, the Vice Chair shall preside;
- d) The Arts Faculty Council shall create such committees as become necessary to fulfill its function and shall elect members to these committees (See Section IV.2. The Nominations Committee).
- e) Election dates for Committees and Faculty representatives, as follows:

To be elected at the last regular Council meeting of the academic year ( April):

- AFC Executive and Agenda Committee (2 members)
- AFC Nominations Committee (4 members)
- AFC Advisory Committee for Senate Research Award (3 faculty from 3 departments)
- AFC Graduate Studies Committee (5 members)
- AFC Advisory Committee for Senate teaching award (3 faculty + 1 student)
- AFC Tenure Committee (5 members)
- Orientation and Career Symposium Committee (1 representative)
- Bachelor of General Studies Committee (1 representative)
- Faculty of Education Council (1 representative)
- University Review Committee on the Status of Women (1 representative)
- Senate Curriculum and Academic Standards Committee (1 representative)
- Senate Extension Committee (1 representative)
- Senate Library Committee (1 representative)
- Senate Scholarships, Bursaries, Medals and Awards Committee (1 representative plus 1 alternate)
- Senate Committee on Committees (1 representative)
- Senate Research Committee (1 representative)
- Stanley Knowles Distinguished Visiting Professorship (1 representative)
- Senate Space Allocation Committee (1 representative)
- Athletic Directorate ((1 representative + 1 alternate)

To be elected at the first regular meeting of the academic year (September):

- AFC Review and Planning Committee (5 members)
- AFC Donations Committee (2 members)
- AFC Research Committee (3 members)
- AFC Library Committee (1 representative from each Department/Program)
- Rural Access Initiative Steering Committee (1 representative)
- University Tenure Committee (1 representative)

- University Promotions Committee (1 representative)
- Faculty of Education Advisory Committee (1 representative)
- Student Travel Fund Committee (1 representative)
- University Research Committee (2 representatives – Humanities + Social Sciences)
- Committee for the Administration of TWEP (1 representative)
- Board Budget Committee (1 representative + 1 alternate)

### III. Procedures

- a) At least three regular meetings shall be held in each academic year;
- b) Special meetings of the Arts Faculty Council may be called at the discretion of the chair, or at the request in writing of four members of the Arts Faculty Council;
- c) Notices and agenda of regular meetings are to be distributed not less than one week before such meetings, and notices of special meetings are to be distributed not less than 48 hours before such meetings;
- d) The quorum shall consist of the members present at any meeting called in accordance with Clause III. Procedures;
- e) Council meetings will normally be held during and restricted to the Tuesday free period (12:40 – 1:30 p.m.) and, if necessary, that the meeting be continued to address any outstanding business on the next available Tuesday free period. Meetings of the Arts Faculty Council are to be conducted under the accepted rules of parliamentary procedure (Robert Rules);
- f) The Chairs report will be restricted to a maximum of fifteen (15) minutes and that a written copy of the report be distributed to the members of the Arts Faculty Council at the meeting;
- g) The Minutes of meetings shall be distributed to all members of the Arts Faculty Council and its committees.

### IV. Committees

#### 1. Executive and Agenda Committee

##### A. This Committee shall be composed of

- a) The Dean of the Arts Faculty Council;
- b) The Vice Chair of the Arts Faculty Council
- c) The Secretary of the Arts Faculty Council;
- d) Two additional members elected at the last regular meeting.

##### B. The duties of this Committee are

- a) To plan regular and special meetings of the Arts Faculty Council;
- b) To prepare and distribute agenda of the meetings as prescribed in the by-laws of the Arts Faculty Council;
- c) To refer any matter brought before it to the appropriate committee;
- d) To execute any duties of the Arts Faculty Council when the Council cannot readily assemble and to report its deliberations at the next regular Council meeting.

#### 2. The Nominations Committee

##### A. This Committee shall be composed of four members from the Faculty of Arts, each of whom shall be from a different department/area.

##### B. The election of a new Nominations Committee shall take place at the last regular meeting (April) of the Arts Faculty Council in each academic year.

##### C. The duties of this Committee are:

- a) To seek nominations from among the membership of the Arts Faculty Council for all elected positions on Arts Faculty committees, for other special Arts Faculty positions (i.e. vice chair and secretary), and for Arts Faculty Council representation on other

committees within the University, except for ad hoc Faculty committees set up in the course of the deliberations of the Arts Faculty Council;

- b) To present the list of nominations to the membership of the Arts Faculty Council either at a regular meeting, at a special meeting, or by means of a mail ballot, in order that elections may take place.

D. Procedures to be followed:

- a) When nominations are to be made for elected positions, the Nominations Committee shall circulate to all members of the Arts Faculty Council a list of vacancies to be filled. After the period of time specified in (b) below, the Committee shall meet and compile a list of nominations received, which shall be distributed to all members no less than two working days before the Council meeting at which the election is to take place. It is understood that the Committee may solicit nominations, and that further nomination may be made from the floor.
- b) In the case of all elected positions to be filled at times specified in these by-laws (see Section II), nominations shall be received by the Committee during a period of not less than five working days. In the case of all other nominations, a period of not less than three working days shall be allowed.
- c) In cases where a committee vacancy must be filled before the next regular meeting of the Council, the members of the Committee, in consultation with the Dean, shall decide whether the election should take place at a special meeting, or by mail ballot. It is understood that any decision to hold a mail ballot may be overruled according to the provisions of Section III. (b) above regarding special meetings.
- d) When a mail ballot is to be held, members shall be notified in the usual way of the position to be filled, and shall be specifically informed that this is to be a mail ballot. Nominations shall be received during a period of not less than three working days. Should only one nomination be received, the nominee shall be deemed elected. Should more than one nomination be received, a ballot bearing the names of those nominated shall be circulated to all members, to be returned to the Committee within a period of not less than two working days.
- e) In the case of mail ballots, the Nominations Committee shall conduct and scrutinize all stages of the election process.

3. Library Committee

- A. This Committee shall be composed of one faculty member from each department/area of the Arts Faculty Council, the members to be nominated by their respective department/area.
- B. The duties of the Committee are
  - a) To allocate library funds made available to the Arts Faculty council;
  - b) To report to the Arts Faculty Council allocations made and the principles upon which they are based.

4. Review and Planning Committee

- A. This Committee shall be composed of five members, each of whom shall be from a different department/area.
- B. The duties of the Committee are
  - a) To review substantial programme changes before they are presented to the Arts Faculty Council for consideration;
  - b) To review any courses or programs referred to it by the Arts Faculty Council;
  - c) To review and consider, at the instruction of the Arts Faculty Council, any other relevant issues;
  - d) To formulate long-range plans for future developments of the Arts Faculty and its programs, both on and off campus;

- e) To recommend priorities in academic programs;
- f) To prepare continuous reviews of long-range plans, and to project course and program development(s), student enrolments, plant and equipment needs;
- g) To maintain a record of all meetings and deliberations, and to file such record with the Dean of the Faculty.

5. Research Committee

A. This Committee shall be composed of

- a) The Dean as Chair;
- b) Three members from the Faculty of Arts, each of whom shall be from a different department and including representative of both the social sciences and the humanities;
- c) The two Arts representatives on the University Research Committee.

B. The duties of the Committee are

- a) To assist individual members in the preparation and presentation of research applications to funding agencies;
- b) To attempt to identify research needs and opportunities; and to encourage research by members of the Arts Faculty Council;
- c) To identify sources of funds for research and, where appropriate, to solicit research funds on behalf of members;
- d) To publish an annual report on research by members of the Arts Faculty Council;
- e) To assist and encourage members in the dissemination of research results through publication and other means.

V. Changes in the By-laws

1. To change the By-laws, notice of motion must be given at any meeting of the Arts Faculty Council.
2. Notice of motion must be distributed to all members at least one week before the meeting at which it will be on the agenda.
3. For any changes in the By-laws, at least 30% of membership must be present.