

General Terms of Reference for COUNCILS, COMMITTEES & BOARDS OF EDUCATION FACULTY COUNCIL

1. Authority of Education Faculty Council

Education Faculty Council is established as the governing body of the Faculty of Education under Section 28(1) of the *Post-Secondary Learning Act*. Faculty council powers and compositions are set out in Section 28(1) and 29(1) of the *Act*. Further authorization concerning faculty council powers, compositions and quorums is outlined in GFC Sections 55.1, 55.3 and 55.5.

A faculty council may delegate any of its powers, duties and functions under the *Post-Secondary Learning Act* as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of sub-delegation. (*PSLA* Section 29(3))

Following is a listing of councils, committees and boards of the Education Faculty Council.

Councils (elected)

Graduate Academic Affairs Council
Undergraduate Academic Affairs Council

Committees (elected)

Academic Appeals Committee
Advisory Selection Committee
Diversity, Equity and Respect Committee
Election Committee
Faculty Advisory Committee
Faculty Evaluation Committee
Faculty Teaching Awards Committee
Master's in Educational Studies Advisory Committee
Scholarship and Research Awards Committee

Committees (appointed)

Child Study Centre Advisory Committee
HT Coutts Library Advisory Committee

Boards (appointed)

Technology Advisory Board
Education, Extension, Augustana and Campus Saint Jean Research Ethics Board

The following terms of reference and procedures apply to all councils, committees and boards of Education Faculty Council unless contrasting information is stated in the terms of reference developed specifically for that council, committee or board and approved by Education Faculty Council. In the case of contrasting information, the terms of reference and procedures specific to the council, committee or board have precedence. (EFC Jun 8 2010)

For full clarification of meeting procedures, e.g. motion amendments, tabling of motions, please refer to Education Faculty Council Terms of Reference, Section 8 Procedures.

<http://www.education.ualberta.ca/ForFacultyAndStaff/Governance/FacultyCouncil/FacultyCouncilTermsOfReference.aspx>

2. Terms of Reference

- 2.1 Only EFC may establish new councils, committees or boards. (EFC Feb 2 2010)
- 2.2 EFC or delegate body shall provide clear, explicit, and detailed terms of reference for approval by EFC. (EFC Feb 2 2010)
- 2.3 Amendments to terms of reference for councils, committees and boards of EFC shall be brought to EFC for approval. (EFC Feb 2 2010)
- 2.4 Only EFC has the authority to dissolve councils, committees and boards of EFC. (EFC Feb 2 2010)
- 2.5 All councils, committees and boards of EFC are responsible for making recommendations to Education Faculty Council concerning matters within their terms of reference. Some councils, committees or boards are charged with making recommendations directly to the Dean or other officials on behalf of Faculty Council. (EFC Mar 7 1995)
- 2.6 Council, committee and board members are expected to divest themselves of personal interests and to act in accordance with the interests of the faculty as a whole. (EFC Mar 7 1995) (EFC Jun 8 2010)
- 2.7 The two policy-making bodies are categorized as Councils. The Graduate Academic Affairs Council (GAAC) and the Undergraduate Academic Affairs Council (UAAC) have the authority to make decisions on behalf of Faculty Council. Their approved minutes must be presented to EFC to enable questions or challenges from members of EFC. (EFC Mar 7 1995)

3. Delegation of Authority

- 3.1 Each council, committee or board has the authority to appoint sub-committees or ad hoc committees and to delegate any part of its powers, duties, and functions to these committees. (EFC Mar 7 1995)
- 3.2 All councils, committees and boards have the authority to delegate any part of their power, duties, and functions to the council, committee or board Chair to act on its behalf. (EFC Mar 7 1995)

4. Membership Policies

- 4.1 All council, committees and boards may be composed of appointed and/or elected full-time continuing academic members and representatives of support staff, sessional instructors, undergraduate and/or graduate students as well as faculty stakeholder groups. Both voting and non-voting members may be members of a council, committee or board. (EFC Mar 7 1995)
- 4.2 For elected councils, committees and boards faculty members shall be elected during a ballot held each Spring. (EFC Mar 7 1995)
- 4.3 Committee membership typically begins on July 1 and concludes on June 30 of the term of office. (EFC Mar 7 1995)
- 4.4 Faculty members on sabbatical should not sit on councils, committee or boards of faculties. (GFC Exec Feb 17 1975)

- 4.5 New faculty members should not be involved in the election process until the start date of their contract. (EFC Jun 8 2010)
- 4.6 Student members should be full-time students in satisfactory academic standing. (EFC Mar 7 1995)
- 4.7 Attendees at council/committee/board meetings
- a. *Voting members* – may participate in discussions and may move, second and vote on motions. This includes ex officio, appointed and elected members as set out in the composition of the specific terms of reference. (EFC Jun 8 2010)
 - b. *Non-voting members* – members in regular attendance at committee meetings, who may participate in discussion, but cannot move, second or vote on motions. (EFC Jun 8 2010)
 - c. *Guests* – individuals invited to attend a particular meeting and to participate in discussion related to a specific item they were invited to address. Guests cannot move, second or vote on motions. (EFC Jun 8 2010)
 - d. *Visitors* – individuals in attendance at a public meeting to observe committee proceedings, who may speak only if expressly invited to do so by the chair. Visitors who have permission to speak may speak only once. A visitor cannot move, second or vote on motions. (EFC Jun 8 2010)
 - e. *Observers* – in attendance at a public meeting as an observer only. An observer cannot participate in discussion and cannot move, second or vote on motions. (EFC Jun 8 2010)

5. Council/Committee/Board Chairs

Appointment of council, committee, or board chairs is outlined in the council, committee, or board's terms of reference. Appointment may be by virtue of administrative position, appointed by the Vice Dean or chosen by the membership. (EFC Mar 7 1995)

6. Terms of Office

- 6.1 Term of office for faculty members is two years unless otherwise stated in the terms of reference. (EFC Mar 7 1995)
- 6.2 Individuals can serve for two consecutive terms on the same council, committee or board. It is recommended that the individual remain off the council, committee or board for one year before being nominated for the council, committee or board again. (EFC Mar 7 1995)
- 6.3 Term of office for support staff, sessional instructors, students and stakeholder members is stated in each council, committee or board's terms of reference. (EFC Mar 7 1995)

7. Attendance

7.1 Only *ex-officio* (statutory) members (by virtue of office) are permitted to send alternates to meetings of councils, committees or boards of Education Faculty Council. They shall have full voting rights and the right to propose motions. Members who are elected or appointed may not send alternates to such meetings. (EFC Jun 8 2010)

7.2 If a council, committee or board member a) vacates the position or b) is absent from three consecutive meetings or c) is frequently absent without a reason satisfactory to the remaining

members of the council, committee or board, the Chair shall recommend to the Vice Dean that this position be declared vacant. (EFC Mar 7 1995)

- 7.3 If a council, committee or board position becomes vacant the Vice Dean, in consultation with the council, committee or board Chair, will appoint a replacement until the end of the committee year. (EFC Mar 7 1995)

8. Quorum

- 8.1 The quorum for each council, committee or board should be set to achieve a balance between:
- a. the ability of the council, committee or board to fulfill its responsibilities from September through June even when some members are not available, and
 - b. the necessity of having sufficient representation to reflect the broader views of Education Faculty Council. (EFC Mar 7 1995)
- 8.2 A duly-called meeting which starts with a quorum present shall be deemed to have a continuing quorum, notwithstanding the departure of voting members, unless the quorum is challenged by a voting member. In the event of a challenge the remaining members may choose:
- a. to adjourn the meeting; or
 - b. to continue the meeting, in which case the minutes shall record that it was acting on all further business without a quorum being present; ratification will then be considered at the next meeting. (EFC Mar 7 1995)
- 8.3 Vacancies (but not absences) on a council, committee or board are excluded when counting the voting members in order to establish the quorum, and the Chair is counted as a voting member. (EFC Jun 8 2010)

9. Motions / Voting

- 9.1 In all council, committee or board meetings, motions shall be proposed and seconded and shall be adopted on a simple majority of votes cast. (EFC Jun 8 2010)
- 9.2 The Chair votes only in the instance of a tie. When there is a tie vote, the motion is lost if the Chair abstains. The motion is adopted if the Chair votes in the affirmative, and is defeated if the Chair votes in the negative. (EFC Jun 8 2010)

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<http://www.education.ualberta.ca/ForFacultyAndStaff/Governance/CouncilsCommitteesBoards/FacultyCouncil.aspx>

10. Annual Report

On July 1st of each year each council, committee and board chairs will submit a written report of their activities of the preceding year. This report will be submitted to the Vice Dean to be forwarded to Education Faculty Council for receipt. (EFC Mar 7 1995)