

DATE: 21 October 2013
TO: ALL MEMBERS OF COUNCIL
FROM: Annette Revet, Executive Director and University Secretary
RE: FALL MEETING OF COUNCIL AGENDA

A meeting of Council will be held on Tuesday, October 29, 2013 from 4:00 – 6:00 in the Education Auditorium, ED 106, as follows:

3:30 p.m. Registration Opens (All Members and Guests will be required to sign in)
4:00 p.m. Call to Order

AGENDA

Call to Order

1. Approval of the Agenda
2. Approval of the Minutes of the Meeting 25 April 2013 – *circulated with the Agenda*
3. Approval of the Minutes of the Special Meeting 27 September 2013 - *circulated with the Agenda*
4. Report from the Chair
5. Report from the Special Committee of Council, Appendix I , Pages 2–37
6. Report from the Council Agenda Committee, Appendix II, Page 38
7. Adjournment

UNIVERSITY OF REGINA

Council

Item for Decision

Subject: Revised Council Rules and Regulations

Background and Description:

Council, at its meeting held on April 25, 2013, approved the establishment of a Special Committee of Council (the ‘Committee’) that was tasked with reviewing and recommending for approval revised Council Rules and Regulations that would also coordinate and assist in the implementation of the Council motions approved at the meetings held on March 6 and April 25, 2013. The Committee was given six months to complete this task.

The Committee’s membership, through election, was:

Lisa Watson (Chair and Council member)	Lee Ward (Council member)
Darlene Juschka (Council member)	Vianne Timmons (<i>ex officio</i>)
Jocelynn Marsden (student representative)	Annette Revet (resource)
Pierre-Philippe Ouimet (Council member)	D’arcy Schauerte (resource)
Denise Stilling (Council member)	

The Committee first met on June 21, 2013 and, since that date, has met 13 times (2 hours per meeting). In addition, subgroups and individuals were assigned tasks to complete outside of meetings. Over 300 person hours have been spent to fulfill the Committee’s mandate. The Committee performed a complete revision of the Council Rules and Regulations and has addressed recommendations approved by Council as indicated.

Guiding Principles:

The Special Committee of Council performed a thorough revision and expansion of the Council Rules and Regulations, producing a current and consistent set of rules and regulations for Council and its committees that are compliant with *The University of Regina Act*.

The Special Committee of Council’s guiding principles were:

- Transparency: ensuring that all Council members at all times have a voice and are able to be heard.
- Accountability: assuming that Council members want to be active, informed and engaged in Council matters and on Council committees.
- Communication: improving the sharing of information and educating Council members on the academic decision-making processes and ensuring that representatives on Council committees actively consult with their constituencies.
- Consistency: improving ease of interpretation and implementation of the Council Rules and Regulations, staying within the purview of duties of Council in compliance with *The University of Regina Act*, and balancing administrative resource implications.

Committee members worked collectively to achieve consensus in completing its work rather than using approval through voting to develop the proposed Council Rules and Regulations.

Items for Discussion:

The Special Committee of Council performed a complete revision of the Council Rules and Regulations. As such, it is important to take into consideration the fact that many of the proposed revisions are inextricably linked. The proposed Council Rules and Regulations are attached as *Attachment A*. The Special Committee of Council has addressed the recommendations approved by Council and this report provides the basis for that conclusion.

Council Rules and Regulations - Section 2:

Section 2.2.5 states that no new business be allowed from the floor at Council meetings. The purpose of this section is to allow all Council members a right to be heard and to provide a respectful review period for meeting business prior to a Council meeting. Amending motions and motions relating to business on the agenda may come from the floor. This section further ensures that the Council Agenda Committee is able to assemble a manageable agenda and the Chair is able to appropriately manage meeting time.

Council motions addressed:

Within Section 2 of the revised Council Rules and Regulations, the Committee has addressed the following recommendations approved by Council in the following manner:

Recommendation	Action
<p>Members of media be notified and provided the agenda package in advance of University Council meetings, and all recording devices be permitted during the proceedings (approved on April 25).</p>	<p>Section 2.2.1 of the revised Council Rules and Regulations addresses Council’s approved motion that meetings be public, unless otherwise voted on by Council. Section 4.6.2 stipulates that Executive of Council meetings will be closed to the public; however, open to all members of Council due to the personal information that is dealt with at those meetings (i.e. scholarships, awards, honorary degrees, degrees, discipline matters, etc.) The agenda and all supporting materials have been and will continue to be public and available on the University of Regina’s website.</p>
<p>Approved that the University of Regina Council shall:</p> <ul style="list-style-type: none"> (a) Reserve to itself the right to approve any changes to the rules governing its meetings and proceedings, and not delegate the approval of such changes to its Executive; (b) Reserve to itself the right to approve or reconsider any changes to the rules governing the meetings and proceedings of Executive of Council, as the junior body; (c) Reserve to itself the right to approve the minutes of the meetings of the University of Regina Council; and, (d) On matters upon which Council has expressed its will, it thereby rescinds the 	<p>These provisions have been added to the revised Council Rules and Regulations in sections 2.1.3 and restated in section 4.1.</p>

<p>authority Council had delegated to Executive of Council to act on its behalf, and its will cannot be reconsidered by Executive of Council, but only by the University of Regina Council, meeting in accordance with the provisions of <i>The University of Regina Act</i>.</p>	
<p>That University Council will meet at least once during the Fall and Winter semesters (approved April 25)</p>	<p>This provision has been added in the revised Council Rules and Regulations in section 2.2.1 a.</p>

Council Rules and Regulations - Section 3:

With an engaged Council, the assumption is that interest in volunteering on campus committees will be high. In that spirit, section 3.6 has been added to clarify that when there are multiple nominations for a committee vacancy, an election process will be used to determine membership. Within this subsection of the revised Council Rules and Regulations, the Committee has addressed the following recommendation approved by Council in the following manner:

Recommendation	Action
<p>Create the Academic Committee of Council, the composition of which will be limited to in-scope faculty, the library and student representatives who are members of Council. (approved on April 25).</p>	<p>The approved motion prohibits some Council members from eligibility to participate on a Council body, which is not within Council’s purview.</p> <p>The Committee has addressed the spirit of the motion to ensure a representative academic membership by clarifying the nomination and election process for all Council committees in section 3.6 and through its recommended ‘at large’ committee membership in section 5.2.</p>

Council Rules and Regulations - Section 4:

Executive of Council is an important standing committee of Council and thus warrants its own section in the Council Rules and Regulations, specific to how it will operate.

Consistent with all other Council committees, Executive of Council is bound by the rules and regulations in section 3. As such, Executive of Council’s terms of reference have been simplified. All motions that are brought forward to Executive of Council are vetted first through Council committees, and often, require initial approval of a faculty or academic unit.

In order to remain efficient in carrying out the routine business of Council, the Committee recommends that Executive of Council be permitted to approve revisions to Council committee terms of reference with the understanding that Executive of Council and its members are accountable to and report to Council and their respective constituencies, respectively; and that any decisions made by Executive of Council may be reversed by Council at a special meeting.

For consistency, section 4.3.4 is designed to parallel sections 4.3.5 and 4.4. Whereas sections 4.3.5 and 4.4 outline how to elect members, section 4.3.4 outlines how to select *ex officio* members. A

list of current *ex officio* members will be kept in an appendix.

Ex officio membership on Executive of Council takes into consideration the composition of Council as defined in *The University of Regina Act*. This includes those who hold senior leadership positions relating to the duties of Council associated with teaching, research, scholarship, or admissions. The definition of “director” in section 1.1 d. is consistent with the historical context of *The University of Regina Act*. Left undefined, the term “director” could be interpreted to include directors of units unrelated to the duties of Council. This is a necessary definition to include in the Council Rules and Regulations. Over time, this important definition of what is intended by “directors” in section 76 of the Act had been lost.

An accountable and communicative membership is vital to the effectiveness of Executive of Council. Section 4.3 reinforces the requirement that *ex officio* and elected members of Executive of Council are required to communicate with their respective faculties or academic units about Executive of Council’s work.

Council Rules and Regulations - Section 5:

A Council Committee on Budget and a Council Committee on Academic Mission

Council called for creation of a Council Committee on Budget and a Council Committee on Academic Mission to advise the President on budgetary and academic matters, respectively. A motion to establish a ‘think tank’ to devise strategies for effective fiscal management was referred to the Special Committee of Council. A structure was sought that would be as administratively efficient as possible and limit the amount of contradictory advice provided to the President by Council.

Given the responsibilities of these two new committees, the Special Committee of Council deemed that the current responsibilities of Advisory Group on Planning Evaluation and Allocation (AGPEA) will become redundant and therefore is recommending that AGPEA be discontinued once these committees are established.

Creation of a ‘think tank’ entirely separate from the Council Committee on Budget could lead to contradictory advice from within Council. Thus, this committee recommends that an *ad hoc* subcommittee that is overseen by the Council Committee on Budget be created to fulfill the purpose of the ‘think tank’.

It is recommended that the memberships of the Council Committee on Budget and the Council Committee on Academic Mission each include eight members drawn from Council at large with no more than two members from any given electoral unit. This recommendation was reached by balancing considerations of proportional representation with a manageable functioning committee size.

Within these subsections of the revised Council Rules and Regulations, the Committee has addressed the following recommendations approved by Council in the following manner:

Recommendation	Action
Create a Budget Committee of Council (approved on March 6 with further terms of reference approved on April 25)	A Council Committee on Budget and its associated terms of reference are recommended in section 5.1 of the revised Rules and Regulations.

<p>Council recommends holding a ‘think tank’ to generate ideas from which to devise strategies for effective fiscal management (approved on March 6 with further terms of reference referred to the Special Committee of Council on April 25).</p>	<p>The Council Committee on Budget through section 3.10 of the revised Council Rules and Regulations and by virtue of its terms of reference can create a ‘think tank’ for generating ideas from which to devise strategies for effective fiscal management in the form of an <i>ad hoc</i> subcommittee. The creation of such an <i>ad hoc</i> subcommittee would be left with the Council Committee on Budget.</p>
<p>Create the Academic Committee of Council (approved on April 25).</p>	<p>A Council Committee on Academic Mission and its associated terms of reference are recommended in section 5.2 of the revised Council Rules and Regulations.</p>

Other recommendations:

That the University Secretary meet with all remaining Council committees to ensure that committees’ existing terms of reference align with section 3 of the Council Rules and Regulations, bringing revised terms of reference for approval to Executive of Council, as required. In **Attachment A**, the Special Committee of Council has provided notes for each Council committee to consider while undertaking the needed review its terms of reference.

Rationale: To make Section 5: Standing Committees of Council compliant with Section 3: Committees of Council and *The University of Regina Act*.

That the Distinguished University Professor Committee be discontinued.

Rationale: Discontinues an inactive committee that has not met in over 7 years consistent with section 3.3.

That all Council committees be renamed to designate that these committees are Council committees, i.e. Council Committee on Undergraduate Admissions and Studies, Council Agenda Committee, Council Committee of the Faculty of Graduate Studies and Research, Council Discipline Committee, Council Nominating Committee, Council Committee on Student Appeals, Council Committee on Undergraduate Scholarships and Council Committee on Research

Rationale: Consistency of language and clarification that all committees fall under the jurisdiction of Council.

That the advisory committees be removed from the Council Rules and Regulations and assigned to each executive responsible for those tasks, including staffing those committees as required.

Rationale: Removes from Council Rules and Regulations committees over which Council holds no authority.

Implications:

- Strategy: Strategic Plan section B4 – Increase our administrative efficiency and enhance productivity by continuing to seek clarity through good policy.
- The Council Rules and Regulations have been revised to include current practices for using electronic media to facilitate elections and the work of the Council committees. These rules and regulations also address the physical limitations regarding remote meeting attendance, voting electronically at a meeting, etc.
- Financial: There is no monetary cost to implement these rules and regulations. However, a net increase in administrative load is anticipated as a result of changes to electoral processes and an increase in overall committee numbers, the majority of which will fall on the University Secretariat.
- Policy/Legal: These rules and regulations will replace the current version of the Council Rules and Regulations. They have been reviewed by legal counsel to ensure adherence with *The University of Regina Act*.
- Communications: Upon approval, the Council Rules and Regulations will be posted on the University of Regina website dedicated to Council. These rules and regulations will also be shared with University of Regina Senate for their information. An email will be sent to all of campus when the Council Rules and Regulations are posted. The University Secretary will work with all existing Council committee to ensure that their existing terms of reference align with the approved Council Rules and Regulations. The Council Committee on Budget and the Council Committee on Academic Mission will be created.

Recommendation:

That Council approves the Council Rules and Regulations (*Attachment A*), which encompass all recommendations as presented in this document, as drafted by the Special Committee of Council and repeals the previous version of the Council Rules and Regulations.

Alternatives:

Council may propose minor amendments to the recommended Council Rules and Regulations prior to approval. The interconnected nature of the proposed Council Rules and Regulations will make the impacts of such amendments difficult to predict.

Council may postpone the approval of the Rules and Regulations, asking the Special Committee of Council to reconvene to reflect on Council's suggestions. Approval of the Council Rules and Regulations would be delayed to 2014. This would require a motion to revise the Committee's current terms of reference which stipulate that "The committee shall meet as often as necessary for a period of *up to six months* starting from May 2013".



Council
Rules and
Regulations

October 21, 2013

Table of Contents

I.	Interpretation.....	12
1.1	Definitions.....	12
1.2	Headings	13
1.3	Conflict with Rules and Regulations	13
1.4	Invalid Provisions	13
1.5	Interpretation.....	13
II.	Council.....	14
2.1	Duties of Council	14
2.1.1	Authority and Accountability.....	14
2.1.2	Role and Responsibilities.....	14
2.1.3	Delegation of Authority to Executive of Council	15
2.2	Procedural rules of Council.....	16
2.2.1	Meetings of Council.....	16
2.2.2	Membership	16
2.2.3	Election of Student Representatives to Council.....	16
2.2.4	Quorum and Voting	17
2.2.5	Agenda and Minutes	17
2.2.6	Chair of Council.....	18
2.2.7	Rules of Order.....	18
2.2.8	Effective Dates for Policies, Procedures and Regulations approved by Council.....	18
2.2.9	Retention of Official Records	18
2.2.10	Travel Expenses	18
2.3	Election of Faculty representative to the Board of Governors.....	18
2.3.1	Eligibility	18
2.3.2	Call for Nominations.....	19
2.3.3	Date of the Election.....	19
2.3.4	Announcement of Result.....	19
2.3.5	Term of Office	19
III.	Committees of Council	20
3.1	Authority.....	20

3.2	Establishment of Committees	20
3.3	Inactive Committees	20
3.4	Membership and Term of Office	20
3.5	Membership on more than one committee.....	21
3.6	Nomination and Election process for Committees.....	21
3.7	Committee Chair and Chair responsibilities	21
3.8	Conflict of Interest	21
3.9	Circulation of Reports and Minutes	22
3.10	Use of Sub-Committees	22
3.11	Minority Reports	22
3.12	Appearance before Committees	22
3.13	<i>Ex officio</i> representation by Federated Colleges.....	22
3.14	Quorum and Voting	22
3.14.1	Normal Voting	22
3.14.2	Alternative Voting Procedures and Authorized Media.....	22
3.15	Joint Committees	23
3.16	Advisory Committees	23
IV.	Executive of Council.....	24
4.1	Terms of Reference.....	24
4.2	Chair.....	24
4.3	Membership	24
4.3.1	Eligibility	24
4.3.2	Size of Executive of Council	24
4.3.3	Term of Office	24
4.3.4	<i>Ex officio</i> Membership.....	25
4.3.5	Electoral Units.....	25
4.3.6	Future Academic Entities.....	25
4.4	Election of Council members to Executive of Council.....	25
4.5	Election of student representatives to Executive of Council.....	26
4.6	Meetings.....	27
4.6.1	Frequency of Meetings.....	27
4.6.2	Closed Meetings.....	27

4.6.3	Agenda and Minutes	27
4.6.4	Quorum	27
4.6.5	Voting	27
4.6.6	Reporting to Council.....	27
4.6.7	Travel Expenses	27
4.6.8	Official Records	27
V.	Standing Committees of Council	28
5.1	Council Agenda Committee.....	28
5.2	Council Committee on Academic Mission	28
5.3	Council Committee on Budget.....	29
5.4	Council Committee on the Faculty of Graduate Studies and Research	29
5.6	Council Committee on Student Appeals	32
5.7	Council Committee on Undergraduate Admissions and Studies	33
5.8	Council Committee on Undergraduate Scholarships	34
5.9	Council Discipline Committee.....	34
5.10	Council Nominating Committee	35
5.11	Joint Council/Senate Committee.....	36
5.11.1	Committee on Ceremonies.....	36
	Appendix A.....	37

I. Interpretation

1.1 Definitions

In these Council Rules and Regulations, made by the Council of the University of Regina, unless the context otherwise requires, the following definitions apply.

- a. “Academic unit” means a School or Department at the University whose mission is primarily to teach and/or do research.
- b. “Act” or “*University Act*” means *The University of Regina Act*, as amended from time to time.
- c. “Board” or “Board of Governors” means the Board of Governors of the University established pursuant to the Act.
- d. “Chancellor” means the Chancellor of the University established pursuant to the Act.
- e. “Council” means the University of Regina Council established pursuant to the Act.
- f. “Director” means the most senior leadership role of an Academic Unit or unit that reports to a Vice-President that is responsible for either teaching, research, scholarship or admissions (i.e. Student Affairs, UR International, Enrolment Services).
- g. “Executive of Council” means the executive committee of the University of Regina Council established by Council, as described in Part IV of these Rules and Regulations.
- h. “*Ex officio*” means a person who holds office because of his/her position.
- i. “Faculty” means the branches of learning at the University and includes: Arts, Business Administration, Education, Engineering and Applied Science, Fine Arts, Graduate Studies and Research, Kinesiology and Health Studies, Nursing, Science and Social Work.
- j. “Full-time” for instructors and lecturers means employed continuously for at least 12 months and teaching the normal course load for their rank and academic unit.
- k. “Full-time” for students means registered for at least 9 credit hours in the fall and winter semesters.
- l. “GSA” means the University of Regina Graduate Student Association with an academic association to URSU.
- m. “In camera” means holding a portion of the meeting restricted to Council members.
- n. “President” means the President and Vice-Chancellor of the University and the Chair of Council.
- o. “Quorum” means the number of Council members required to be present to legally transact the business of Council or any committee of Council, as the case may be.
- p. “Rules and Regulations” means the rules that Council has put in place for governing its meetings and proceedings including the determining of the number of members who shall constitute a quorum for the transaction of business, and the establishment of committees.
- q. “Senate” means the University of Regina Senate established pursuant to the Act.

- r. “Special Meeting” means a meeting called in accordance with a petition described in section 2.2.1 (d) of these Rules and Regulations.
- s. “University” means the University of Regina.
- t. “University Calendars” means the publication(s) for undergraduate and graduate students that includes admission procedures and deadlines, academic regulations, programs of study, academic standing, degree requirements, general university policies and codes.
- u. “URSU” means the University of Regina Students Union Inc., the non-profit corporation that represents the student body including both undergraduate and graduate students.
- v. “University Secretary” means the Secretary of the University as defined in the Act.
- w. “University Secretariat” means the Office of the University Secretary.

All terms contained in these Rules and Regulations which are not defined herein and which are defined in the Act shall have the meaning given to such terms in the Act.

1.2 Headings

The headings used throughout the Rules and Regulations are inserted for reference purposes only and are not to be considered in construing the terms and provisions of these Rules and Regulations or to be deemed in any way to clarify, modify or explain the effect of such terms or provisions.

1.3 Conflict with Rules and Regulations

In the event of any conflict between the provisions of these Rules and Regulations and the provisions of the Act, the provisions of the Act shall govern.

1.4 Invalid Provisions

The invalidity or unenforceability of any provisions of these Rules and Regulations shall not affect the validity or enforceability of the remaining provisions of these Rules and Regulations.

1.5 Interpretation

The Council is the sole authority for the interpretation of these Rules and Regulations and the decision of the Council upon any question of interpretation, or upon any matters affecting the University and provided for by these Rules and Regulations shall be final and binding.

II. Council

2.1 Duties of Council

2.1.1 Authority and Accountability

Council has responsibilities in connection with certain matters related to the academic affairs of the University. It may act either upon the recommendation of a Faculty or Department or upon its own initiative. In certain matters reserved under the Act for the final judgment of the Senate, Council is responsible for acting on behalf of the University in framing the necessary reports, proposals and the recommendations. It may also make recommendations to the President on the academic and physical plans for the University, as well as any matters considered by the Council to be of interest to the University.

Through a delegation from Senate, Council is responsible for academic and non-academic discipline of students including the establishment of regulations respecting the discipline of students.

Section 78 of the Act sets out the duties of Council which includes that Council shall make rules for governing its meetings and proceedings for the transaction of business, establishing committees as required.

Details of academic standards for students approved by Council are found in the *University of Regina Undergraduate Calendar* and/or the *University of Regina Graduate Studies and Research Calendar*. The Calendars published on the University website are the official versions.

Pursuant to section 56 of the Act, Council is also responsible for electing one member of the Faculty who is a lecturer, assistant professor, associate professor or professor, who holds a full time-academic appointment in the university to serve on the Board of Governors.

2.1.2 Role and Responsibilities

Council's roles and responsibilities as defined in Section 78 of the Act are that:

Council shall:

- a. Appoint examiners for and conduct the examination of all courses and determine the results of the examinations.
 - b. Ensure that students have the right to appeal decisions made by a Faculty to either the Council Committee on Student Appeals (on academic matters) or the Council Discipline Committee (on discipline matters).
 - c. Consider and report to the Senate upon the courses of study to be provided for the Faculties and Departments and upon such matters affecting the educational interests and well-being of the University.
 - d. Conduct examinations for professional societies or other bodies as may be directed by the Senate;
 - e. Deal with or report upon such other matters as are referred to it by the Senate or the Board.
- Delegated powers of Council include:

- i. approve the graduand lists as recommended by the Faculties, for all students who have satisfied the requirements, be granted the degrees, diplomas and/or certificates as designated and recommend these to the Chancellor for degree conferral;
- ii. in coordination with Senate, set all advanced standing and transfer credit policies for the University;
- iii. make all regulations pertaining to grading, examinations, deferred examinations, supplemental examinations and related matters, as detailed in the University of Regina Calendars;

Council may:

- a. Make recommendations to Senate respecting changes in entrance and admission requirements, and standards.
- b. Authorize the establishment of exhibitions, scholarships and prizes, and recommend them to the Senate.
- c. Determine the dates for the beginning and ending of lectures and the timetable for examinations.
- d. Make recommendations to Senate with regard to affiliations and federations.
- e. Review the academic and physical plans for the University and make recommendations thereon to the President.
- f. Make recommendations to the President regarding matters considered by Council to be of interest to the University.
- g. Exercise such other powers as are delegated to it by the Senate or the Board.

2.1.3 Delegation of Authority to Executive of Council

At a meeting held April 29, 1976, Council empowered Executive of Council, a standing committee of Council, to act on its behalf in all matters with the provision that a decision of the Executive may be challenged by requesting a Special Meeting of Council. Such a request may be made by at least 20 members of Council, no more than ten of whom should be Executive of Council members, and the request must be filed with the University Secretary within ten business days of the issuance of the approved minutes of Executive of Council.

At a meeting held on April 25, 2013, Council resolved that Council reserves to itself, and has not delegated the following matters to Executive of Council:

- a. To approve any changes to rules governing its meetings and proceedings, and the rules governing meetings and proceedings of its Executive of Council;
- b. To approve the minutes of any meetings of Council; and,
- c. To overturn or amend any decision made by Council.

2.2 Procedural rules of Council

2.2.1 Meetings of Council

A meeting of Council shall be convened by the University Secretary:

- a. At the call of the President who will ensure that there is a meeting of Council no less than once per term for the winter and fall semesters of the academic year;
- b. In response to a motion from Executive of Council requesting a meeting of Council;
- c. Upon receipt of a challenge to a decision of Executive of Council, made by at least twenty members of Council, no more than ten of whom should be Executive members, and filed with the University Secretary within ten working days of the issuance of the approved minutes of Executive of Council; or,
- d. Upon receipt of a petition signed by 50 members of Council requesting a Special Meeting of Council.

Meetings of Council are *normally* held for matters that deal with broad policy issues and the long term interests of the University.

Meetings of Council shall be open to the University Community and the public, except when Council decides to hold any part of the meeting *in camera* determined by majority vote of Council. All meeting attendees must register as either a Council member or guest prior to the meeting.

2.2.2 Membership

Section 76 of the Act defines the membership of Council. Council shall consist of the president and vice-presidents of the university, the secretary, the registrar, the librarian, the assistant librarian, the professional librarians, the deans, directors, professors, associate professors, assistant professors, full-time lecturers, special-lecturers and instructors who are employed by the university or a federated college of the university and a number of the students who are full-time students as attested by the registrar, to be determined by the council but in no case to exceed ten per cent of the council membership, and who shall be chosen for one-year terms by annual election by students under regulations established by the council with a view to obtaining equitable representation of students in the various faculties, and schools of the university.

The University Secretariat will post the Council members' list at least 21 days prior to any meeting of Council (i.e. with the notice of meeting). Council members are required to verify the validity of the list, reporting any concerns to the University Secretariat no later than seven days prior to the meeting of Council.

2.2.3 Election of Student Representatives to Council

Student representatives for the University of Regina Council will be elected pursuant to the bylaws of the URSU. Consistent with the Act, to serve on Council, students must have full-time status at the time of their election and must maintain full-time status while serving as elected student representatives to Council.

Student representatives elected to Council will serve for a one-year term commencing on July 1 following the election and ending on June 30 of the following year.

The Act requires that equitable representation of students from the various Faculties be obtained through the election. The following formula will be used to determine the number of students elected from each Faculty:

- a. The formula is to be based on the current fall semester non-student Council membership and on the fall semester student enrolment in electoral units.
- b. The formula to determine student representation for each Faculty is:

$$K = \text{Number of Students on Council} = \frac{\text{Number of Non-student Council members}}{9}$$

$$\text{Student Representation from each Faculty (A)*} = \frac{\text{Number of Students in A}}{\text{Total Number of Students}} \times K$$

*Faculty includes: Arts (Humanities), Arts (Social Sciences), Business Administration, CCE, Education, Engineering and Applied Science, Fine Arts, Graduate Studies, Kinesiology and Health Studies, Nursing, Science, Social Work.

- c. No Faculty as defined in section b (above) shall have less than one student representative.
- d. The Director of the Centre for Continuing Education shall be responsible for conducting the election for the Centre for Continuing Education, ensuring that the nomination criteria of 'full-time' students be upheld as required in the Act. The election will be held as early as possible in the fall.
- e. A student elected to Executive of Council will automatically become a student representative on Council.

2.2.4 Quorum and Voting

Quorum for any of meeting of Council shall be set at 100 Council members. The determination as to whether quorum exists will be made by the University Secretary prior to approval of the agenda for the meeting.

Members of Council must be present, in person, and at the meeting to vote on any matters being considered by Council at that meeting. Proxy voting is not permitted.

Voting will normally be done by a show of hands at the call of the Chair; however, with the agreement of the majority at the meeting, Council may agree to have the vote done by secret ballot at a meeting. Also, with the agreement of the majority, a motion can be put to the entire membership of Council which would happen subsequent to a meeting of Council and would normally be conducted by the University Secretariat within five business days of the meeting by electronic ballot, allowing up to seven business days for the vote to take place.

Reasonable attempts may be made to telecast the meeting to alternate locations; however, members of Council that watch the meeting by telecast will not be considered to be part of quorum or have voting rights.

2.2.5 Agenda and Minutes

Council agendas will be set by the Council Agenda Committee and will include, but shall not be limited to:

- a. the minutes of every regular or special meeting of Council held since the last regularly scheduled meeting of Council;

- b. a report from the Chair of Council;
- c. reports from standing Committees and *ad hoc* Committees of Council (when applicable); and,
- d. any other information and/or recommendations from members of Council that have been approved by the Council Agenda Committee for inclusion on the agenda.

A notice of meeting will be issued by the University Secretary no later than 21 days prior to a regular meeting of Council. Reports from Council committees for inclusion on the agenda must be submitted to the University Secretary no later than 14 days prior to a meeting of Council.

Individual members of Council may present motions to Council by sending a notice of motion no later than 14 days prior to a meeting of Council with supporting documentation to the University Secretary for consideration by the Council Agenda Committee.

Motions from the floor at the meeting of Council that introduce 'new' business to be considered at the meeting will not be permitted and will be deferred to the next regular meeting of Council.

The Council Agenda Committee will finalize the agenda and the University Secretary will distribute the agenda for the meeting, including all supporting information, no later than five days prior to the meeting.

Notices of meeting, agendas and minutes of Council meetings shall be distributed to Council members electronically and made available on the University's website at <http://www.uregina.ca/president/governance/council/index.html> .

2.2.6 Chair of Council

Section 77 of the Act states that the chair of Council is the President and in his/her absence, the Provost and Vice-President (Academic) will be the chair and if both are absent, the Council may appoint its own chair.

2.2.7 Rules of Order

Conduct of the meetings of Council and its Committees shall be guided by the rules of order as detailed in the current edition of *Robert's Rules of Order* (Eleventh Edition, 2011).

2.2.8 Effective Dates for Policies, Procedures and Regulations approved by Council

Policies, procedures, and regulations requiring only Council approval will become effective immediately upon approval by Council or such later date as may be specified by Council.

2.2.9 Retention of Official Records

The University Secretary shall hold the official records for Council.

2.2.10 Travel Expenses

All expenses to travel to meetings of Council will *normally* be the responsibility of the Council member.

2.3 Election of Faculty representative to the Board of Governors

2.3.1 Eligibility

Faculty members who hold a full-time academic appointment at the University as a lecturer, assistant professor, associate professor or professor are eligible to be nominated.

2.3.2 Call for Nominations

At the call of the University Secretary to fill either a vacancy or renew an appointment on the Board of Governors, nominations will be sought over a two week period. The names of candidates for nomination to the position of Faculty representative to the Board of Governors must be submitted to the University Secretary no later than 4:00 p.m. on the last day for receipt of nominations. The nomination must be endorsed by three members of Council. The submission must include the written consent of the person being nominated and a brief biography.

2.3.3 Date of the Election

The University Secretary will set the date of the election and the corresponding deadline for nominations to be received allowing no less than seven business days for voting to take place which will be done electronically. If no election is required, the University Secretary will announce the result following the close of nominations.

2.3.4 Announcement of Result

The University Secretary will announce to Council the result of the election.

2.3.5 Term of Office

The Faculty representative of Council to the Board of Governors will hold office for a term of three years and until such time as a successor is elected. The Faculty representative to the Board of Governors is eligible to serve no more than two consecutive terms.

III. Committees of Council

3.1 Authority

Section 78(1)(a) of the Act states that Council shall establish committees as required. Council has further delegated to Executive of Council the power to create or dissolve such committees as are consistent with Council's obligations. All committees' terms of reference, including revisions thereto, are subject to the approval of Executive of Council.

3.2 Establishment of Committees

Each standing and *ad hoc* special Committee shall have written terms of reference outlining the Committee's mandate, composition and accountabilities. *Ad hoc* special Committees' terms of reference will include clear outcomes and a termination date for the work of the Committee.

Committees of Council report to Executive of Council and Council, at least once per year, or more frequently as required, as defined in the Committee's terms of reference.

Committees of Council will be required to review their terms of reference no less than once every five years, reporting to Executive of Council that this has been done.

3.3 Inactive Committees

Any standing committee of Council that has had no business meetings during the year must nevertheless report to Executive of Council justifying its status. If no such report is made before the June meeting of Executive of Council, the University Secretary shall inform all members of the committee that the committee is to be changed to *ad hoc* status with a one-year time limit and subsequently disbanded if no further activity has taken place over the course of the ensuing year. The University Secretary will report any such actions taken due to inactive committees to the June meeting of Executive of Council.

3.4 Membership and Term of Office

All members of Council are eligible to serve on committees of Council.

Membership on any committee of Council shall be drawn from Council, unless specific membership is otherwise stated in the committee's terms of reference.

Student representatives to Council, who are members of any committees of Council, shall enjoy all rights and responsibilities of membership.

The President is an *ex officio* member on all committees of Council.

Membership on the Executive of Council will be determined by election based on the procedures as outlined in section 4 of these Rules and Regulations.

For all other committees, an annual call for volunteers to fill vacancies on committees requiring Council membership will be made by the University Secretary. Depending on the response to this annual call, the Council Nominating Committee will determine if an election is required. Should an election be required, the University Secretariat will carry out the election consistent with the procedures outlined in section 3.6 of these Rules and Regulations regarding elections of Council members to committees.

The Council Nominating Committee will prepare a nomination slate, including those positions filled by election, for committees of Council that will be approved by Executive of Council. Committee members' terms (with the

exception of student members) will be effective July 1 and run for three years unless otherwise stated in the committee's terms of reference. Student committee members' terms are for one year effective July 1 of the applicable year.

Unless otherwise noted in the terms of reference, positions on Committees will not *normally* be filled by the same individual for consecutive terms.

3.5 Membership on more than one committee

Normally a member should be nominated or elected to serve on no more than one committee of Council. Membership on Executive of Council is not included when determining on how many committees a member of Council is serving.

3.6 Nomination and Election process for Committees

Should multiple nominations be received for a vacancy on a committee, the Council Nominating Committee will be so advised by the University Secretary and will hold an election to determine the person that will fill the vacancy. Should members of Council need to be elected to fill a position on committees of Council, as specified in the committee's terms of reference, the call for nominations will indicate that an election will be held.

The University Secretary will determine the date for these elections to be held. These elections will *normally* only be conducted once per year, at such time that committee member terms can start on July 1 of each year. For these elections, a brief biography (100 words or less) may be required to accompany the nomination.

3.7 Committee Chair and Chair responsibilities

For those committees that do not have a Chair, it is the responsibility of the University Secretary to call the first meeting for the purpose of selecting a Chair. The agenda for this first meeting shall confirm the selection of the Chair and set the meeting schedule for the year.

Unless otherwise specified in the terms of reference, each committee should *normally* elect its own Chair from those nominated or elected members who have served on the committee during the preceding year.

The Chair of a Council committee, if not a member of the Executive of Council, will be permitted to move motions which are being presented to Executive of Council by the committee.

The Chair or designate (i.e. Secretary) of each committee will be responsible for keeping records of the activities of that committee. These records will be turned over to the incoming Chair or designate (i.e. Secretary).

The Chair of each committee will make a written report to Executive of Council and Council at least once a year.

3.8 Conflict of Interest

A conflict of interest, be it real, potential or apparent, whether personal, financial or otherwise, may arise when the private interest(s) of a Council member is/are or may be in conflict with the interests of the University.

Council members are required to declare a conflict of interest if there are any agenda items or matters being considered by the committee no later than the start of the committee meeting.

The minutes will reflect any declarations made.

It is incumbent upon Council members to declare, at any time, if a conflict of interest exists, be it real, potential or apparent, financial or otherwise, prior to discussion of and decision on an issue. Having declared that interest, the

Council member shall refrain from voting, and, at the discretion of the Chair, may be requested to withdraw from the meeting for that item.

University Policy number GOV-022-010 <http://www.uregina.ca/policy/browse-policy/policy-GOV-022-010.html> is applicable to all Council members.

3.9 Circulation of Reports and Minutes

Each Committee will send its agenda, supporting documents, and minutes to the University Secretary.

Written reports from committees should be submitted to the University Secretary by the deadline issued in the notice of meeting which is normally at least ten calendar days prior to the meeting of Executive of Council or 14 days prior to the meeting of Council.

Committees will *normally* report in the first instance to Executive of Council.

3.10 Use of Sub-Committees

Committees can appoint sub-committees for specialized functions; however, these sub-committees will be under the authority and direction of the committee of Council.

3.11 Minority Reports

If a committee is seriously divided on an issue, Executive of Council and Council may be so informed by the attachment to the committee's report that there is a dissenting report which will be provided by those with the dissenting opinion, indicating the basis for the divergence of view.

3.12 Appearance before Committees

Any member of Council, and as required, members of staff, may request or be requested to meet with any committee to discuss matters within the terms of reference of that committee.

3.13 *Ex officio* representation by Federated Colleges

If *ex officio* representation from Federated Colleges is required on a Council committee, there will be one designate from each of the Federated Colleges.

3.14 Quorum and Voting

Quorum for any committee meeting shall be 50 % + 1 unless otherwise noted in the committee's terms of reference.

On any committee of Council, all committee members including students will have voting rights, unless otherwise specified in the committee's terms of reference.

3.14.1 Normal Voting

Unless otherwise noted in the committee's terms of reference, voting will be done by a show of hands at the call of the Chair. In the event that a Council member attends a committee meeting remotely, the Council member will vote by verbal affirmation.

3.14.2 Alternative Voting Procedures and Authorized Media

A vote by written resolution (through electronic or authorized media) may be called if required in order to deal with a matter outside of a regularly scheduled committee meeting, at the determination of the Chair of the committee.

The regulations for voting by electronic or authorized media of committees of Council are as follows:

- a. Decision by electronic ballot shall require an eighty percent (80%) return of responses and a two thirds (66.6%) majority of those voting.
- b. Three business days from date of notification for the vote shall be allowed to complete the poll.
- c. Committee decisions by electronic or authorized media will be recommended to Executive of Council for approval at its next meeting.

3.15 Joint Committees

Joint committees are those committees that are comprised with joint representation of Senate and Council and are required to report and make recommendations to both Senate and Council (or Executive of Council) prior to the motions presented by these committees being adopted.

3.16 Advisory Committees

Advisory Committees are established by the President or Vice-Presidents and are not committees of Council, although members of Council are entitled to serve on these committees, as required and outlined in the committee's terms of reference. The senior executive responsible for such committees is responsible for ensuring the committee is duly constituted.

IV. Executive of Council

4.1 Terms of Reference

At a meeting held April 29, 1976, Council empowered Executive of Council, a standing committee of Council, to act on its behalf in all matters with the provision that a decision of the Executive may be challenged by requesting a Special Meeting of Council. Such a request may be made by at least 20 members of Council, no more than ten of whom should be Executive of Council members, and the request must be filed with the University Secretary within ten business days of the issuance of the approved minutes of Executive of Council.

At a meeting held on April 25, 2013, Council resolved that Council reserves to itself, and has not delegated the following matters to Executive of Council:

- a. To approve any changes to rules governing its meetings and proceedings, and the rules governing meetings and proceedings of its Executive of Council;
- b. To approve the minutes of any meetings of Council; and,
- c. To overturn or amend any decision made by Council.

4.2 Chair

The chair of Executive of Council is the President and in his/her absence, the Provost and Vice-President (Academic) will be the chair and if both are absent, the President may appoint a chair.

4.3 Membership

Membership of the Executive of Council will reflect largely on a proportional basis, the academic composition (Faculties, Federated Colleges and Academic Units) of the University. *Ex officio* members of Executive of Council and elected members of Executive of Council are required to communicate to their respective Faculty, Federated College or Academic Unit the work of Executive of Council on a regular basis.

4.3.1 Eligibility

Persons employed in full-time academic positions as detailed in Section 76 of the Act are eligible for election to Executive of Council.

4.3.2 Size of Executive of Council

The number of elected members on Executive of Council compared to the number on Council will be approximately 1 to 6.

4.3.3 Term of Office

The term of office for members elected to Executive of Council will be two years, effective July 1.

Annual elections will be held to replace vacancies with normally half of the members being elected (or re-elected) annually.

4.3.4 *Ex officio* Membership

Ex officio membership will include the President, Vice-Presidents, Directors (refer to Appendix A), University Secretary, Deans, Presidents and Deans of the Federated Colleges, the Registrar and the University Librarian.

On the approval of Council, the *ex officio* membership of Executive of Council can be modified to reflect the current structure of the University.

4.3.5 Electoral Units

The following electoral units may elect representatives to Executive of Council:

- a. Faculty of Arts (Humanities) – includes: *Classical Studies, Humanities, Intercultural Leadership, Interdisciplinary Studies, International Studies, Languages (including English and French), Linguistics, Journalism, Philosophy and Classics, Religious Studies, Science and Technology Studies and Women's and Gender Studies*
- b. Faculty of Arts (Social Sciences) – includes: *Anthropology, Economics, Geography and Environmental Studies, History, Indigenous Studies, Indian Health Studies, Justice Studies, Political Science, Psychology, and Sociology and Social Studies*
- c. Faculty of Business Administration
- d. Faculty of Education
- e. Faculty of Engineering and Applied Science
- f. Faculty of Fine Arts
- g. Faculty of Graduate Studies and Research
- h. Faculty of Kinesiology and Health Studies
- i. Faculty of Nursing
- j. Faculty of Science
- k. Faculty of Social Work
- l. Library
- m. Champion College
- n. Luther College
- o. First Nations University of Canada
- p. Centre for Continuing Education

4.3.6 Future Academic Entities

Future proposals for affiliation and federation or establishment of new Academic Units should contain a recommendation to provide for appropriate representation of these new units on Executive of Council.

4.4 Election of Council members to Executive of Council

For any University election held under the jurisdiction of the President's Office and organized by the University Secretariat, the University Secretary is assumed to have the duties and responsibilities normally associated with a chief electoral officer.

The University Secretary interprets the proposed rules for purposes of the election. Further, on an annual basis the University Secretary shall determine the number of persons eligible for election from each electoral unit and shall coordinate the timing of the various electoral unit elections which are *normally* conducted done in the winter semester.

The electorate consists of all members of Council in their respective electoral units. *Ex officio* members described in section 4.3.4 are not members of the electorate while holding their *ex officio* role. The University Secretary will call

for nominations in each electoral unit to fill the vacancies that have been determined, allowing three weeks for individuals to submit their nomination which must be endorsed by three members of the electoral unit that they are representing and must be received by the University Secretariat no later than 4:00 p.m. on the last day for nominations.

At the close of nominations, if the number of nominations received is less than or equal to the number of vacancies, the University Secretary will announce that those nominated have been acclaimed to fill the vacant positions on Executive of Council. If more nominations are received than what is needed to fill the vacancies in an electoral unit, the University Secretariat will announce that an election will be held within that electoral unit to elect those that will be elected to fill the vacant positions on Executive of Council. Should an election be required, this will *normally* happen five business days after the close of nominations and the voting deadline will be seven business days after the ballots have been sent.

Voting will be done by electronic ballot circulated to Council members of the applicable electoral unit. The electronic ballot will include a link to an online voting system, along with an individual password used to login for voting.

As no member may represent more than one electoral unit, the election for the Faculty of Graduate Studies and Research is held immediately after the election for other electoral units. The timelines for nomination and election for the Faculty of Graduate Studies and Research (as required) will follow the process outlined above.

Positions left vacant by persons going on leave will be filled, for the duration of the absence, by using names (if any) of those receiving the next highest number of votes for each electoral unit. If no additional persons are available to fill the vacant position, the position will remain vacant until the next call for nominations.

4.5 Election of student representatives to Executive of Council

Student representatives to Executive of Council will be elected pursuant to the bylaws of URSU, except in the case of the student representative from the Centre for Continuing Education. The Director for the Centre for Continuing Education shall be responsible for defining the electorate, determining eligibility for nomination and for the conduct of the election for the Centre for Continuing Education.

Consistent with the Act, students must have full-time status at the time of election and must maintain full-time status while serving as elected student representatives to Executive of Council.

Student representatives elected to Executive of Council will serve for a one year term from July 1 to June 30 of the following year.

The number of student members to be elected to Executive of Council will be determined according to the following formula:

Number of Non-Student Members on Executive of Council (Elected members only)

9

Additionally, at a minimum, each Faculty of the University including the Centre for Continuing Education will have no less than one student representative on Executive of Council.

If and when the formula allows for more than ten student representatives, representation will be increased to two students per Faculty with first priority given to the Faculty with the highest student enrolment. With regard to student representation and enrolment figures, students registered through Campion College, Luther College, and First Nations University of Canada will be considered to be students in whichever Faculty they are registered.

4.6 Meetings

4.6.1 Frequency of Meetings

Regular meetings of Executive of Council shall normally be held the fourth Wednesday of each month from September through June except for December.

Special meetings of Executive of Council may occur at the call of the Chair or the University Secretary. Notice of such meetings shall be sent to Executive of Council members at least three days prior to the meeting, and only those items specified in the notice shall be considered at any such meeting.

4.6.2 Closed Meetings

Executive of Council meetings shall be closed except to persons invited to attend and all members of Council who choose to attend as guests.

4.6.3 Agenda and Minutes

The University Secretary will issue a call for agenda items from the committees of Council 21 days prior to the scheduled meeting of Executive of Council. The agenda will be prepared by the University Secretary and shall be distributed along with the minutes from the last meeting at least five days prior to the meeting of Executive of Council.

Agendas and minutes will be subsequently posted on the University's web site at:
<http://www.uregina.ca/president/governance/council/minutes.html>

4.6.4 Quorum

A quorum of any meeting of the Executive of Council shall be set at 50 members. The determination as to whether quorum exists will be made by the University Secretary prior to the approval of the agenda.

4.6.5 Voting

Members of Executive of Council must be present and in person to vote on any matters being considered by Executive of Council. Proxy voting is not permitted.

Voting will normally be done by a show of hands at the call of the Chair.

4.6.6 Reporting to Council

At every regular meeting of Council, the Chair of Council will report on the activities of Executive of Council. The University Secretary will also publish on the web site a report following every meeting of Executive of Council and in every agenda for a regular meeting of Council will direct Council members to the recent activities reported by Executive of Council.

4.6.7 Travel Expenses

All expenses to travel to meetings of the Executive of Council will *normally* be the responsibility of the applicable Faculty or Academic Unit.

4.6.8 Official Records

The University Secretary shall hold the official records for Council.

V. Standing Committees of Council

Unless otherwise noted in the terms of reference, Section 3 of the Rules and Regulations applies to all committees of Council.

5.1 Council Agenda Committee

Purpose:

The Council Agenda Committee shall act on all matters relating to the call of Council meetings and will meet as required in accordance with the Rules and Regulations of Council upon receiving a call for a Special Meeting of Council or for planning regular meetings of Council.

Note from the Special Committee of Council: Committee is asked to review its terms of reference and align these with the Rules and Regulations. Current TOR say terms are for 2 years – should these be standardized to be similar to all other committees of Council (i.e. 3 years).

Membership: 3 members of Council
Ex officio: President
 University Secretary

Term of Office: Two (2) years for members of Council on the Committee

Resources: University Secretariat

Roles and Responsibilities:

1. The Council Agenda of Council may be called to meet by the University Secretary to review the need for a Council meeting. If such a meeting is required, the agenda for this meeting is expected to pertain to broad policy issues and long term interest of the University, and will be prepared by the Council Agenda Committee although an advance draft of the agenda may be circulated as a working paper, soliciting response from the academic community prior to the preparation and distribution of the formal agenda and notice of meeting.

5.2 Council Committee on Academic Mission

Purpose:

As a voice of Council on the academic mission of the University, the Council Committee on Academic Mission shall recommend reports to Council on matters relating to the academic structure of the University (i.e. Faculties, Academic Units, affiliations or federations) and advise the President on matters that relate to academic planning, programs, academic unit reviews, and university strategic planning.

Membership: 8 members of Council, with no more than 2 members representing a Faculty or Academic Unit
 2 students, appointed by URSU and GSA, respectively
Ex officio: Provost and Vice-President (Academic)
 Vice-President (Research)

Resources: Provost and Vice-President (Academic) office

Roles and Responsibilities:

1. To review, assess and prepare recommendations for the President on the University progress on the strategic plan and to provide such reports regularly (no less than once per year) to Council and Executive of Council.
2. To review and make recommendations to the President on academic planning and programming.
3. To participate, on Council's behalf, actively in the creation of future University strategic planning, reporting back to Council as required.
4. To consult regularly with the Council Committee on Budget for continuity and effective collaboration.
5. To review and make recommendation on the process for Faculty and Academic Unit reviews, receiving reports, and reporting to Executive of Council and Council, as required.
6. To report and recommend to Council on matters relating to the academic structure of the University (i.e. Faculty, Academic Units, affiliations or federations)

5.3 Council Committee on Budget

Purpose:

As a voice for Council on the academic mission of the University, the Council Committee on Budget shall advise the President on matters relating to the University budget and its allocation with respect to practices, policies, planning and priorities.

Membership: 8 members of Council, with no more than 2 members representing a Faculty or Academic Unit
2 students, appointed by URSU and the GSA, respectively
Ex officio: Vice-President (Administration)
Provost and Vice-President (Academic)

Resources: Vice-President (Administration) office

Roles and Responsibilities:

1. To review and assess budget principles, allocations and related financials, providing advice to the President from Council on the annual budget.
2. To consult with Faculty members, academic staff, staff, students, senior administrators and other resources, as required, on financial matters.
3. To consult regularly with the Council Committee on Academic Mission for continuity and effective collaboration.
4. To evaluate proposals (including budget) for new and substantially revised programs of study and recommend these to the Council Committee on Undergraduate Admissions and Studies or the Council Committee on the Faculty of Graduate Studies and Research for their recommendation to Executive of Council.
5. To communicate regularly with the University Budget Committee on allocations during the annual budget preparation process.

5.4 Council Committee on the Faculty of Graduate Studies and Research

Purpose:

Note from the Special Committee of Council: Committee is asked to review its purpose and its terms of reference.

Membership: *Ex officio:* Dean, FGSR as Chair
Associate Deans of FGSR
Provost and Vice-President (Academic)
Vice-President (Research)

- Faculty Administrator, FGSR
- Chairs, Standing Committees of FGSR
- University Librarian
- Registrar or designate
- Associate Deans of Graduate Studies in all Faculties
- President, Graduate Students' Association
- University Secretary
- Appointed: Federated Colleges (one accredited Faculty member from each)
 - *Accredited Faculty members (2 from each Faculty (staggered)
 - Faculties with >100 graduate students -3 members
 - *4 Graduate students representative of thesis and professional programs at master's and doctoral levels
- Elected: 3 members of Senate

* Selection process to be determined by Faculties and GSA, respectively.

Terms of Office: 2 years for accredited Faculty members and members of Senate

Resources: FGSR Dean's Office

Roles and Responsibilities:

1. To promote and coordinate graduate education at the University.
2. To establish and maintain high academic standards across all graduate programs by: a) ensuring that policies and procedures are available for the assessment of teaching/supervisory Faculty members and for curriculum and resources; and b) by adopting and implementing regulations governing academic standards for admission, academic performance within the program and degree requirements.
3. To assess major new program proposals forwarded through the Council Committee on Budget, as well as new course proposals.
4. To review graduate programs in consultation with Academic Units undergoing unit review, while maintaining a continuing review of existing graduate programs and periodically undertaking specific studies including making recommendations concerning continuance, modification, or discontinuance of existing programs.
5. To enact such procedures, regulations and policies as may be necessary to carry out the mandate of the FGSR
6. To serve as an advisory body to the Dean of FGSR

Administrative Matters:

1. The Council Committee on the Faculty of Graduate Studies and Research will report directly to Executive of Council and a member of the Faculty Council will serve as a member of the Committee will serve as a member of the Council Committee on Student Appeals.
2. The Scholarship and Awards Committee and the PhD Committee are standing committees of the Council Committee on the Faculty of Graduate Studies and Research.
3. The Council Committee on the Faculty of Graduate Studies and Research is responsible for decision-making on academic policy, procedures and regulations.
4. The Council Committee on the Faculty of Graduate Studies and Research can delegate authority for some matters to the standing committee(s) and will periodically review the work of each committee.
5. As necessary, sub-committees may be formed to deal with non-routine matters; and that from time to time, and as necessary, Faculty members, or others, who are not on the Council Committee on the Faculty of Graduate Studies and Research, may be invited to attend meetings.
6. Academic matters constitute the core of a Faculty's function and the processes within faculties and their corresponding committees effectively administer to the scope of the academic aspects. The Council Committee on the Faculty of Graduate Studies and Research receives materials that have been critically assessed and approved by individual academic units and as a consequence of the broad representation in the

FGSR Council from Academic Units with graduate programs, these submissions are, in turn, duly evaluated by a cross section of academics, paralleling the Executive of Council process. Accordingly, Executive of Council should receive major programs and policies for approval, whereas other matters will be taken to Executive of Council for information. Course forms and similar materials will be approved and forwarded from the Council Committee on the Faculty of Graduate Studies and Research to the Registrar.

5.5 Council Committee on Research

Purpose:

The Council Committee on Research is responsible for advising Council on all matters related to research activities at the University of Regina.

Note from the Special Committee of Council: CCR is asked to fill in its purpose when it reviews its Terms of Reference. Membership likely needs to be updated as well. Consider this committee's role in the recommendation of future chairs and institutes as per the requirements as laid out in the Act.

Membership: 3 members of Council (1 member will be replaced each year and the Council member serving their third year of office will act as Chair)
1 student, appointed by the GSA
Ex officio: Vice-President (Research)
Associate Vice-President (Research)
Dean, Faculty of Graduate Studies and Research (or designate)
Director, Office of Research Services
Director, UILO

Standing: The Associate Dean of Research (or designate) for each Faculty include: Business Administration, Arts, Education, Engineering and Applied Science, Fine Arts, Kinesiology and Health Studies, Science and Social Work
1 designate from the University Library
1 designate from each Federated College to be named by the Federated College
1 elected member from among the Directors of Type I centres/institutes
1 member appointed by the Vice-President (Research) from among the U of R Canada Research Chairs

Resources: Vice-President (Research) office

Roles and Responsibilities:

1. The Council Committee on Research has the responsibility for providing guidance on matters related to the establishment of new research policy, the development of new University research programs, and for the review and revision of existing policies and programs of the University.
2. The Council Committee on Research shall:
 - a) Guide the development and review of the institutional strategic research plan;
 - b) Review regularly the total research program of the University and make recommendations to the appropriate bodies regarding organization for research and areas requiring special institutional attention;
 - c) Develop policies and procedures and make recommendations to the appropriate bodies on such matters as:
 - i. approval of applications for research grants and contracts from external agencies;
 - ii. intellectual property protection, publication delays, conflict of interest, and scholarly integrity; and,
 - iii. the coordination of research.

- d) Make recommendations to the Vice-President (Research) in regard to the distribution of block grants and generally uncommitted research funds within the University;
 - e) Review periodically the research programs and policies of the University noting any significant changes and furthering plans for the future enhancement of research throughout the University; and,
 - f) Consider and recommend to the Vice-President (Research) proposals for the creation, continuation, and closure of University wide centres and institutes.
3. The Committee is empowered to:
- a) Propose and recommend the establishment of standing CCR sub-committees to Executive of Council as required under the various research policies;
 - b) Establish such ad hoc committees with duties and authority as the Committee deems necessary; and,
 - c) Advise the Vice-President (Research) on other matters affecting research.

5.6 Council Committee on Student Appeals

Purpose:

Note from the Special Committee of Council: CCSA is asked to fill in its purpose when it reviews its Terms of Reference.

Membership: 4 members of Council (and 4 alternates)
3 students appointed by URSU and GSA (and 3 alternates) including at least one member and one alternate from the GSA

Ex officio: Chair, Council Committee on Undergraduate Admissions and Studies
Chair, Graduate Studies PhD Committee
University Secretary (non-voting)

The committee will select its own chair for a one-year term.

Quorum: 7 voting members as follows: 4 members of Council, 2 student members and 1 of the *ex officio* voting members.

NOTE: In the event that quorum is not met, the Chair may ask the Appellant and the Respondent if they agree to waive the quorum requirement and are prepared to proceed before only those of the Committee who are present. The Appellant and the Respondent need to be in agreement to proceed. Otherwise, the hearing will be re-scheduled.

Resources: University Secretariat

Roles and Responsibilities:

1. Appeals by students in connection with academic decisions of any Faculty will be heard by the Council Committee on Student Appeals except for matters of discipline which will be heard by the Council Discipline Committee. Matters such as grades assigned for individual classes or credits given for classes transferred from other institutions will usually not be considered by the Council Committee on Student Appeals.
2. Students must apply, in writing, to appeal academic decisions to the Council Committee on Student Appeals. Applications are to be made to the University Secretary within 30 days of the Faculty decision.
3. Grounds for an appeal to the Council Committee on Student Appeals should be based on one or more of the following:
 - a) There is additional relevant information which was not considered at the Faculty level.
 - b) There was a problem in procedure at the Faculty level.

- c) The substance of the case was not considered correctly at the Faculty level. For example, relevant rules and regulations were applied incorrectly.
 - d) Even if relevant rules and regulations were applied correctly the resulting decision is unfair or unreasonable in the circumstances.
4. Students appealing to the Council Committee on Student Appeals have a right to a fair hearing in accordance with the rules of administrative justice. This includes the right to be notified of hearings, the right to be present and represented at the hearings, the right to present arguments, the right to question the Dean/designate, and the right to be advised of the hearing outcome.
 5. Decisions of the Council Committee on Student Appeals can be appealed to the Senate Appeals Committee under Section 33 (1) (e) of *The University of Regina Act* and *The University of Regina Senate By-Laws*.
 6. The meeting dates of the Council Committee on Student Appeals will be pre-set for each semester to consider appeals pertaining to the previous semester and additionally as required at the discretion of the University Secretary.
 7. The Council Committee on Student Appeals will report at least annually on its activities to Executive of Council.
 8. Procedural rules are available at: <http://www.uregina.ca/presoff/council/index.shtml>

5.7 Council Committee on Undergraduate Admissions and Studies

Purpose:

Note from Special Committee of Council to CCUAS: Committee is asked to review its purpose and its terms of reference. Consider revising its terms of reference, subject to approval by Executive of Council, the authority from Council for routine/minor decisions that impact the curricula of academic programs that could be reported for information (rather than decision).

Membership: 3 members of Council (1 member will be replaced each year and the Council member serving their third year of office will act as Chair)
 2 students, appointed by URSU from the student members of Council
 The Associate Dean (or designate) from each undergraduate Faculty (Arts, Business Administration, Education, Engineering and Applied Science, Fine Arts, Kinesiology and Health Studies, Nursing, Science and Social Work)
 The Head of the Credit Studies Division or Distance Learning Division (or designate) from the Centre for Continuing Education
 1 designate from each Federated College to be named by the Federated College
Ex officio: AVP (Student Affairs)
 University Secretary
 Registrar
 Director (Enrolment Services)
 Observer: Representative from UR International (non-voting)

Resources: Registrar's office

Roles and Responsibilities:

1. To receive for information new, revised, and deleted undergraduate courses. The Committee reserves the right to raise any such course to the table for approval.
2. To recommend proposals for new, revised, and deleted undergraduate degree and non-degree programs to Executive of Council bringing to their attention those areas of concern bearing on academic policy. Such programs if deemed to be "Major" will have first been vetted through a letter of intent to be considered by the Council Committee on Budget.
3. To recommend proposals for new, revised, and deleted academic policies and standards to Executive of Council.

4. To recommend proposals for new, revised, and deleted standards for undergraduate admission and graduation to Executive of Council.
5. To advise the Registrar on matters relating to the content of the Undergraduate Calendar bringing to attention those areas of concern bearing on the representation of academic policy.

5.8 Council Committee on Undergraduate Scholarships

Purpose:

Note from the Special Committee of Council: CCUS is asked to fill in its purpose when it reviews its Terms of Reference. Committee is asked to review the requirement for two year term of reference rather than the standard for most committees of 3 years.

Membership: 2 members of Council
Ex officio: Chair of each Faculty's scholarship committee (or designate)
 University Awards Officer/University representative to Province of Saskatchewan,
 Bursary and Loan Committee
 Awards Officer for each federated college
 Registrar
 Director, Enrolment Services
 AVP (Student Affairs)
 University Secretary

Term of Office: Two (2) years for members of Council on the Committee

Resources: Enrolment Services Office

Roles and Responsibilities:

1. To direct the University Awards Officer in the administration of undergraduate awards (this responsibility may be delegated to individual Faculty scholarship committees).
2. To review and recommend to Council new policies governing undergraduate awards.
3. To review and approve changes to University-funded scholarship programs.
4. To make recommendations to Council for changes in scholarships funded by the Provincial Scholarship, Bursary and Loan Committee.
5. Members of the Undergraduate Scholarship Committee are expected to participate in the selection of scholarship recipients for both entrance and graduate scholarships.

5.9 Council Discipline Committee

Purpose:

Note from the Special Committee of Council: CDC is asked to fill in its purpose when it reviews its Terms of Reference.

Membership: 3 academic members of Council (and 3 alternates)
 3 students appointed by URSU and GSA (and 3 alternates) including at least one member and one alternate from the GSA
Ex officio: Provost and Vice-President (Academic) or designate who will be the Chair
 University Secretary (non-voting)

Resources: University Secretariat

Quorum: 7 voting members as follows: Provost and Vice-President (Academic) or designate, 3 members of Council, 3 members appointed by URSU including 1 representative from the GSA

NOTE: In the event that quorum is not met, the Chair may ask the Appellant and the Respondent if they agree to waive the quorum requirement and are prepared to proceed before only those of the Committee who are present. The Appellant and the Respondent need to be in agreement to proceed. Otherwise, the hearing will have to be re-scheduled.

Roles and Responsibilities:

1. To carry out such powers as are delegated by Senate in relation to disciplinary matters.
2. To recommend to Council changes in the disciplinary by-laws, in accordance with section 33(1)(f) of the Act and Senate By-Law 7.2.
3. To provide a hearing of cases of academic and nonacademic misconduct, on request from any student who has been penalized.
4. To consider petitions from expelled students for permission to apply for re-admission.
5. To receive notification of offences and penalties for information.
6. To publish annually a summary of offences and penalties assigned.
7. Procedural rules are available at: <http://www.uregina.ca/presoff/council/index.shtml>

5.10 Council Nominating Committee

Purpose:

Note from the Special Committee of Council: Council Nominating Committee is asked to fill in its purpose when it reviews its Terms of Reference, ensuring alignment of its roles and responsibilities with sections 3 and 4 of the Rules and Regulations.

Membership: 9 members of Council (one from each undergraduate Faculty)
Ex officio: President
University Secretary

Resources: University Secretariat

Roles and Responsibilities:

1. To prepare nomination slates for committees of Council, prior to Council elections, and to make such nominations of Council representatives on non-Council committees as may seem appropriate. The President is an *ex officio* member on all committees.
2. The Nominating Committee must secure permission of nominees prior to forwarding the names to the Executive of Council.
3. To provide representation on joint committees concerned with honorary degrees.

5.11 Joint Council/Senate Committee

5.11.1 Committee on Ceremonies

Purpose:

Note from the Special Committee of Council: Committee on Ceremonies is asked to fill in its purpose when it reviews its Terms of Reference and consider its terms and if these could be standardized to three year, similar to most other committees of Council.

Membership: 2 members of Council
2 members of Senate
1 member appointed by the Alumni Association
Ex officio: Chancellor
President and Vice-Chancellor (Chair)
University Secretary

Term of Office: Two (2) years for members of Council, Senate and the Alumni Association on the Committee.

Resources: Registrar
Associate Registrar (Academic Policy Services and Ceremonies) – *as secretary*

Roles and Responsibilities:

1. Have general responsibility for all ceremonial functions associated with the University;
2. Review the relevant sections of the Senate By-Laws relating to the Convocation ceremonies and recommend changes to Council and Senate;
3. Advise the Chancellor and/or President, when requested to do so, with respect to official delegates to represent the University at ceremonial functions;
4. Recommend appropriate guidelines and criteria for the awarding of honorary degrees;
5. Invite, receive and review suggestions for candidates to whom honorary degrees might be awarded; and,
6. Recommend for approval to Council and Senate candidates for honorary degrees.

Appendix A

Directors that are *ex officio* members of Executive of Council (effective September 2013)

Associate Vice-President (Academic)

Associate Vice-President (Student Affairs)

Associate Vice-President (Research)

Director, Centre for Continuing Education

Director, UR International

Director, Enrolment Services

Director, Centre of Teaching and Learning

Director, l'institut français

Director, Johnson Shoyama Graduate School of Public Policy

UNIVERSITY OF REGINA
Council Agenda Committee

Item for Decision

Subject: Faculty Positions

MOTION: Be it resolved that Council recommends to the President that, when tenured or probationary in-scope faculty members vacate their positions through retirement, resignation, dismissal, or death, their respective units be immediately authorized to hire the same number of tenurable replacements via normal competition.

Rationale: Currently, no rational explanation has been provided by central administration about which vacated faculty positions can be replaced and why, nor is it clear where the funds associated with vacated salary lines are being spent. Many units are at or below the threshold of viability when it comes to the mounting of programs. This measure seeks to “hold the line” until a clear policy on faculty renewal has been articulated by central administration and approved by University Council.

Date: 11 October 2013
Submitted By: Dr. Nicholas Ruddick