



University
of Regina

Council Rules and Regulations

25 September 2019

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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. "CCE" means the Centre for Continuing Education.
- e. "Chancellor" means the Chancellor of the University established pursuant to the Act.
- f. "Council" means the University of Regina Council established pursuant to the Act.
- g. "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).
- h. "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.
- i. "*Ex officio*" means a person who holds office because of his/her position.
- j. "Faculty" means the branches of learning at the University and includes: Arts, Business Administration, Education, Engineering and Applied Science, Graduate Studies and Research, Kinesiology and Health Studies, La Cité universitaire francophone, Media, Art, and Performance, Nursing, Science and Social Work.
- k. "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.
- l. "Full-time" for students means registered for at least 9 credit hours in the fall and winter semesters.
- m. "GSA" means the University of Regina Graduate Student Association with an academic association to URSU.
- n. "In camera" means holding a portion of the meeting restricted to Council members.
- o. "President" means the President and Vice-Chancellor of the University and the Chair of Council.

- p. "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.
- q. "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.
- r. "Senate" means the University of Regina Senate established pursuant to the Act.
- s. "Special Meeting" means a meeting called in accordance with a petition described in section 2.2.1 (d) of these Rules and Regulations.
- t. "University" means the University of Regina.
- u. "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.
- v. "URSU" means the University of Regina Students Union Inc., the non-profit corporation that represents the student body including both undergraduate and graduate students.
- w. "University Secretary" means the Secretary of the University as defined in the Act.
- x. "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, setting quorum and 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.

Council reserves to itself, and has not delegated the following matters to Executive of Council:

- a. To approve any changes to rules governing Council's meetings and proceedings; and
- b. 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;
- 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 May 1 following the election and ending on April 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:

$$K = \text{Number of Students on Council} = \frac{\text{Number of Non-student Council members}}{10}$$

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

*Faculty includes: Arts, Business Administration, Centre for Continuing Education, Engineering and Applied Science, Graduate Studies, Kinesiology and Health Studies, La Cité universitaire francophone, Media, Art, and Performance, Nursing, Science, Social Work.

- c. No Faculty as defined in section b (above) shall have less than one student representative.
- d. 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, or at a designated off-campus location(s), 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.

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*.

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.

II. 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 and wishes. All committees' terms of reference, including revisions thereto, are subject to the approval of Executive of Council, except where Council has expressed its will.

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/or 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.

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 May 1 of the applicable year.

In the event that a Council committee experiences the resignation of a committee member or a member who takes leave for a part of the member's allotted term, the Committee Chair may after consultation with the committee member request that the Council Nominating Committee find a replacement either for the remainder of the resigned member's term or for the duration of the period that a member is on leave. Replacements would conform to the criteria of membership outlined in that committee's terms of reference in Section 5 of the *Council Rules and Regulations*, by using names (if any) of those who volunteered for the Committee membership at the time of the last call for membership or if need be a new call for volunteers. The Council Nominating Committee may propose these replacements with a motion brought to Executive of Council at its next meeting.

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 recommend committee members to fill vacant positions, considering the benefit of committee turnover, the limitation of 3.5, preferences of council members, as well as faculty representation on committees. If necessary, the Council Nominating Committee has the discretion to instead hold an election to determine the person that will fill the vacancy.

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 of each committee will be responsible for keeping records of the activities of that committee.

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

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.

The minutes will reflect any declarations made.

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, University Secretary, Deans, Presidents and Deans of the Federated Colleges, the Registrar, University Librarian, and other academic leaders as identified in Appendix A.

On the approval of Executive 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: English, Gender, Religion, and Critical Studies, International Languages, Journalism, Philosophy and Classics*
- b. Faculty of Arts (Social Sciences) – *includes: Anthropology, Economics, Geography and Environmental Studies, History, Justice Studies, Politics and International Studies, 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 Graduate Studies and Research
- g. Johnson Shoyama Graduate School of Public Policy
- h. Faculty of Kinesiology and Health Studies
- i. La Cité universitaire francophone
- j. Faculty of Media, Art, and Performance
- k. Faculty of Nursing
- l. Faculty of Science
- m. Faculty of Social Work
- n. Library
- o. Champion College
- p. Luther College
- q. First Nations University of Canada
- r. 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 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.

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 May 1 to April 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)

10

Additionally, at a minimum, each Faculty of the University 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.

In cases where the Chair calls a meeting indicating an option for remote attendance, web conferencing technology may be used to facilitate the attendance of, participation in, and voting by members of Executive of Council.

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 Executive of 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.

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

Term of Office: Three (3) years for members of Council on the Committee

Resources: University Secretariat

Roles and Responsibilities:

1. The Council Agenda Committee will be called to meet by the University Secretary to plan the regular meetings of Council as well as in the event that a Special Meeting of Council is requested.
2. The Council Agenda Committee will notify Council of upcoming meetings, and issue a call for submissions of agenda items by Council Committees and Council members.
3. The Council Agenda Committee will review all items submitted and determine which items will appear on the agenda, as well as where they will be placed on the agenda for the next meeting of Council. As articulated in Council's Rules and Regulations, it is expected that agenda items for Council will *normally* pertain to broad policy issues and long term interest of the University.
4. Should the Council Agenda Committee determine it is appropriate, they may prepare an advance draft of the agenda which 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.

Council approved 26 February 2014

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)
Associate Vice-President (Academic)

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 report 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).

Executive of Council approved 20 May 2020

5.3 Council Committee on Budget

Purpose: As a voice of Council on the budgetary matters as they support 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 and with no more than 1 member from Federated Colleges
2 students, appointed by URSU and the GSA, respectively

Ex officio: Vice-President (Administration)
Provost and Vice-President (Academic)
Vice-President (Research)

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 the budgetary implications of proposals for new and substantially revised programs as these proposals are referred by the Council Committee on Undergraduate Admissions and Studies, the Council Committee on the Faculty of Graduate Studies and Research, or Executive of Council in accordance with the Guidelines for Academic Program Approval Process.
5. To communicate regularly with the University Budget Team on allocations during the annual budget preparation process.

Executive of Council approved 28 February 2018

5.4 Council Committee on the Faculty of Graduate Studies and Research

Purpose: Responsible for advising Council on graduate academic programs, policy, regulations and standards

Membership: *Ex officio:* President and Vice-Chancellor
Dean, FGSR as Chair
Associate Deans of FGSR
Provost and Vice-President (Academic)
Vice-President (Research)
University Secretary
Director, Graduate Student Services, FGSR
Manager, Graduate Scholarships & Awards, FGSR
Chairs, Standing Committees, FGSR
University Librarian or designate
Registrar or designate
President, Graduate Students' Association
Associate Deans of Graduate Studies & Research or designate from each faculty offering graduate programs
Director or Associate Director of Johnson-Shoyama Graduate School (Regina Campus) or designate
Director, La Cité universitaire francophone

Appointed: Federated Colleges (one accredited Faculty member from each)
*Accredited Faculty members (base of 2 from each Faculty (staggered by one year re: termination date)
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
1 year for graduate student representatives

Resources: FGSR Dean's Office

Roles and Responsibilities:

Note: All new, or substantially revised, graduate academic programs will normally first be considered by the Council Committee on Budget.

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.
4. To recommend proposals for new, revised and deleted graduate degree programs to Executive of Council.
5. 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.
6. To enact such procedures, regulations and policies as may be necessary to carry out the mandate of the FGSR
7. To review proposals for new, revised and historical graduate courses.
8. To serve as an advisory body to the Dean of FGSR

Administrative Matters:

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's Office.

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 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. As necessary, the Ph.D. Committee may be called upon to assist in matters related to FGSR Accreditation.
4. The Council Committee on the Faculty of Graduate Studies and Research is responsible for decision-making on academic policy, procedures and regulations.
5. 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.
6. 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.

Executive of Council approved 25 June 2014

5.5 Council Committee on Research

- Purpose:** The Council Committee on Research is responsible for providing strategic advice and recommendations on research initiatives, policy and matters at the University to Council and its representatives and the Vice-President (Research).
- Membership:** 3 elected members of Council
1 graduate student, appointed by the GSA, need not be a member of Council
Ex officio: Vice-President (Research)
Associate Vice-President (Research)
Dean, Faculty of Graduate Studies and Research
Director, Research Office
Each Faculty's Associate Dean of Research
(Associate) Director at the UofR campus, Johnson-Shoyama Graduate School of Public Policy
- Appointed:** University Library designate
Each Federated College's designate
Canada Research Chair designate, appointed by the Vice-President (Research)
Director, University-based Centres/Institutes designate, appointed by the Vice-President (Research)
- Resources:** Office of the Associate Vice-President (Research)
- Chair:** Normally an elected member of Council serving their third year will serve a two-year term as chair of the Committee.
- Term:** Appointed and elected members' terms run for four years, except for the Graduate Student designate whose term is for one year.

Roles and Responsibilities:

1. Recommend the establishment of research centres/institutes and chairs to Executive of Council for recommendation to Senate.
2. Participate in the review of University-base centres.
3. Recommend policies related to the University's research endeavors to Executive of Council for recommendation to Senate and to Vice-President (Research) for recommendation to Board of Governors.
4. Develop and review the University's strategic research planning.
5. Advise the Vice-President (Research) and report to Executive of Council and Council and its representatives on initiatives and issues related to research endeavors at the University.
6. Review, recommend and report the awarding of grants from University-wide research funding programs (e.g., Sabbatical Research Grants) and funding initiatives established by the Vice-President (Research).
7. Review and recommend applications to external agencies that have an allocated envelope (e.g. Canadian Foundation for Innovation, NSERC Research Tools and Instruments) to the Vice-President (Research).

Executive of Council approved 25 November 2020

5.6 Council Committee on Student Appeals

Purpose: The Council Committee on Student Appeals ensures that the Council has appointed a committee that will hear and decide upon all appeals by students or others on academic matters in connection with any faculty of the university.

Membership: 4 members of Council holding academic appointments (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)

Resources: University Secretariat

Chair: The committee will select its own chair who will serve for one year.

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 when a hearing is scheduled, the Chair may ask the Appellant and the Respondent if they agree to waive the quorum requirement and are prepared to proceed before the Committee members present at that hearing. The Appellant and the Respondent must both agree prior to do so. Otherwise, the hearing will be rescheduled.

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 decision by the relevant Faculty-level appeal body.
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.
4. To recommend to Council the appeal proceedings that will be followed by the Committee. Students appealing to the Council Committee on Student Appeals have a right to a fair hearing in accordance with the rules of natural justice.
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/president/executive-team/ed-governance-univ-secretary/student-appeals/index.html>

Executive of Council approved 26 March 2014

5.7 Council Committee on Undergraduate Admissions and Studies

Purpose: Responsible for advising Council on undergraduate academic programs, policy, regulations and standards.

Membership: 3 elected members of Council recommended by the Nominating Committee of Council and approved by Executive of Council (1 member will be replaced each year, there will be no more than one from each faculty, and one of these members will be elected at the first meeting in the new academic year to act as Chair). This member will also be a member of the Council Committee on Student Appeals.

2 undergraduate students appointed by the Students' Union from the student members of Council

1 designate from each Federated College named by the Federated College

The Director of the Centre for Continuing Education (or designate)

The Associate Dean responsible for undergraduate academic affairs (or designate) from each undergraduate faculty

Ex officio: President
University Secretary
AVP (Student Affairs)
Registrar
Director (Enrolment Services)
Associate Director (UR International)

Resources: Registrar's office

Roles and Responsibilities:

Note: All new, or substantially revised, undergraduate academic programs, policy, regulations and standards will normally first be considered by the Council Committee on Budget.

1. To recommend proposals for new, revised, and deleted undergraduate degree and non-degree programmes to Executive of Council.
2. To recommend proposals for new, revised, and deleted undergraduate academic policies and standards to Executive of Council.
3. To recommend proposals for new, revised, and deleted standards for undergraduate admission and graduation to Executive of Council.
4. 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.

Executive of Council Approved 22 March 2017

5.8 Council Committee on Undergraduate Awards

- Purpose:** In support of the academic mission of the University, the Council Committee on Undergraduate Awards shall make recommendations to Council on matters related to the undergraduate awards program.
- Membership:** 3 members of Council
Ex officio: Chair of each Faculty's undergraduate awards committee (or designate who is a member of Council)
One designate from each federated college (who is a member of Council named by the federated college)
Registrar
Director, Enrolment Services
University Secretary
Student representative (from Council appointed by URSU and excluded from award selection)
- Term of Office:** Three (3) years for members of Council on the Committee
- Resources:** Manager, Student Awards and Financial Aid, Enrolment Services Office
- Selection of Chair:** Normally, the representative from Council who is in the third year of membership.
- Roles and Responsibilities:**
1. To develop, review and recommend to Council the Undergraduate Awards Strategy.
 2. To oversee the implementation of the Undergraduate Awards Strategy and programs at the University.
 3. To review and recommend to Council policies governing undergraduate awards.
 4. Members of the Undergraduate Scholarship Committee will participate in the selection of scholarship recipients for both entrance and continuing scholarships.

Executive of Council approved 26 March 2014

5.9 Council Discipline Committee

Purpose: The Council Discipline Committee ensures that the University enacts its student disciplinary bylaws in accordance with the principles of natural justice. It is also the body responsible for hearing all student appeals with respect to decisions of academic and non-academic misconduct.

Membership: 3 members of Council holding academic appointments (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 the Committee members present at the hearing. The Appellant and the Respondent must both agree prior to do so. Otherwise, the hearing will 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 recommend to Council the appeal proceedings that will be followed by the Committee. Students appealing to the Council Discipline Committee have a right to a fair hearing in accordance with the rules of natural justice.
4. To provide a hearing of cases of academic and non-academic misconduct, on request from any student who has been found to have committed an act of misconduct.
5. To consider expelled students' petitions for permission to apply for re-admission to the University.
6. To publish annually and report to Council a summary of the Committee's proceedings over the course of the previous year.

Further Information:

Grounds for an appeal to the Council Discipline Committee are based on one or more of the following:

- a) There is additional relevant information which was not considered by the Investigating Dean.
- b) There was a problem in procedure during the investigation.
- c) The substance of the case was not considered correctly by the Investigating Dean. 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.

Decisions of the Council Discipline Committee 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*.

Procedural rules are available at <http://www.uregina.ca/president/executive-team/ed-governance-univ-secretary/student-appeals/appeals/disciplinary-appeals.html>

Executive of Council approved 26 March 2014

5.10 Council Nominating Committee

Purpose: The Council Nominating Committee will ensure that council committees are appropriately resourced with members of Council that have agreed to either volunteer or be elected to serve on a Council committee.

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

Resources: University Secretariat

Roles and Responsibilities:

1. The Council Nominating Committee will ensure that for all council committees, an annual call for volunteers to fill vacancies on committees requiring Council members will be made by the University Secretary.
2. Depending on the response to this annual call, the Council Nominating Committee will meet to determine if an election is required to fill these vacancies or if these vacancies can be filled by appointment.
3. Should an election be required, the University Secretary 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.
4. The Council Nominating Committee must secure permission of volunteers prior to forwarding their name for election and/or to the Executive of Council for appointment.
5. The Council Nominating Committee will prepare a nomination slate for those appointed to committees of Council which will require the approval of Executive of Council at its next meeting. For all committee vacancies filled by election, the result of the election will be reported to Executive of Council either by email or at its next meeting for information.

Executive of Council approved 21 May 2014

5.11 Joint Council/Senate Committee

5.11.1 Joint Council/Senate 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. Determine 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;
6. Recommend for approval to Council and Senate candidates for honorary degrees;
7. Provide adequate resumes for all honorary degree candidates recommended to Council and Senate; and
8. Approve convocation hoods when requested by faculty for new degrees.

Approved by Executive of Council 28 January 2009

Appendix A

Associate Vice-Presidents and Directors that are *ex officio* members of Executive of Council (effective November 2020)

Associate Vice-President (Academic)

Associate Vice-President (Research)

Associate Vice-President (Student Affairs)

Associate Vice-President (UR International)

Associate Vice-President (Indigenous Engagement)

Director, Centre for Continuing Education

Director, La Cité universitaire francophone

Executive Director or Director, Johnson Shoyama Graduate School of Public Policy