Table of Contents

I. Interpretation.............................................................................................................................................. 1
  1.1 Definitions........................................................................................................................................... 1
  1.2 Headings .............................................................................................................................................. 2
  1.3 Conflict with Rules and Regulations ................................................................................................. 2
  1.4 Invalid Provisions ............................................................................................................................... 2
  1.5 Interpretation ....................................................................................................................................... 2

II. Council...................................................................................................................................................... 3
  2.1 Duties of Council ............................................................................................................................... 3
    2.1.1 Authority and Accountability ........................................................................................................ 3
    2.1.2 Role and Responsibilities ............................................................................................................ 3
    2.1.3 Delegation of Authority to Executive of Council ........................................................................ 4
  2.2 Procedural rules of Council ................................................................................................................ 5
    2.2.1 Meetings of Council ...................................................................................................................... 5
    2.2.2 Membership .................................................................................................................................. 5
    2.2.3 Election of Student Representatives to Council .......................................................................... 5
    2.2.4 Quorum and Voting ...................................................................................................................... 6
    2.2.5 Agenda and Minutes ..................................................................................................................... 6
    2.2.6 Chair of Council ........................................................................................................................... 7
    2.2.7 Rules of Order ............................................................................................................................... 7
    2.2.8 Effective Dates for Policies, Procedures and Regulations approved by Council ...................... 7
    2.2.9 Retention of Official Records .................................................................................................... 7
    2.2.10 Travel Expenses ......................................................................................................................... 7
  2.3 Election of Faculty representative to the Board of Governors ......................................................... 7
    2.3.1 Eligibility ....................................................................................................................................... 7
    2.3.2 Call for Nominations .................................................................................................................... 8
    2.3.3 Date of the Election ....................................................................................................................... 8
    2.3.4 Announcement of Result .............................................................................................................. 8
    2.3.5 Term of Office ............................................................................................................................... 8

III. Committees of Council .......................................................................................................................... 9
  3.1 Authority .............................................................................................................................................. 9
  3.2 Establishment of Committees ............................................................................................................. 9
3.3 Inactive Committees ............................................................................................................. 9
3.4 Membership and Term of Office ......................................................................................... 9
3.5 Membership on more than one committee ........................................................................ 10
3.6 Nomination and Election process for Committees ......................................................... 10
3.7 Committee Chair and Chair responsibilities ................................................................. 10
3.8 Conflict of Interest ........................................................................................................... 10
3.9 Circulation of Reports and Minutes ................................................................................ 11
3.10 Use of Sub-Committees .................................................................................................. 11
3.11 Minority Reports ............................................................................................................. 11
3.12 Appearance before Committees ..................................................................................... 11
3.13 *Ex officio* representation by Federated Colleges ........................................................ 11
3.14 Quorum and Voting ......................................................................................................... 11
   3.14.1 Normal Voting ............................................................................................................ 11
   3.14.2 Alternative Voting Procedures and Authorized Media ........................................... 12
3.15 Joint Committees ............................................................................................................ 12
3.16 Advisory Committees .................................................................................................... 12

IV. Executive of Council.................................................................................................. 13
4.1 Terms of Reference ........................................................................................................... 13
4.2 Chair ................................................................................................................................ 13
4.3 Membership ..................................................................................................................... 13
   4.3.1 Eligibility ..................................................................................................................... 13
   4.3.2 Size of Executive of Council .................................................................................... 13
   4.3.3 Term of Office ............................................................................................................ 13
   4.3.4 *Ex officio* Membership ............................................................................................ 14
   4.3.5 Electoral Units ............................................................................................................ 14
   4.3.6 Future Academic Entities ........................................................................................ 14
4.4 Election of Council members to Executive of Council ..................................................... 14
4.5 Election of student representatives to Executive of Council ........................................... 15
4.6 Meetings ........................................................................................................................... 16
   4.6.1 Frequency of Meetings ............................................................................................. 16
   4.6.2 Closed Meetings ........................................................................................................ 16
   4.6.3 Agenda and Minutes ................................................................................................. 16
   4.6.4 Quorum ...................................................................................................................... 16

Council Rules and Regulations - ii
4.6.5 Voting .............................................................................................................................. 16
4.6.6 Reporting to Council .......................................................................................................... 16
4.6.7 Travel Expenses ................................................................................................................ 16
4.6.8 Official Records ................................................................................................................ 16

V. Standing Committees of Council .......................................................................................... 17

5.1 Council Agenda Committee .................................................................................................. 17
5.2 Council Committee on Academic Mission ............................................................................ 17
5.3 Council Committee on Budget .............................................................................................. 18
5.4 Council Committee on the Faculty of Graduate Studies and Research ................................ 18
5.5 Council Committee on Research .......................................................................................... 20
5.6 Council Committee on Student Appeals ................................................................................. 21
5.7 Council Committee on Undergraduate Admissions and Studies ........................................ 22
5.8 Council Committee on Undergraduate Awards .................................................................... 23
5.9 Council Discipline Committee .............................................................................................. 23
5.10 Council Nominating Committee .......................................................................................... 24
5.11 Joint Council/Senate Committee .......................................................................................... 26
      5.11.1 Joint Council/Senate Committee on Ceremonies ......................................................... 26

Appendix A .................................................................................................................................. 27
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. Campion 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:

\[
\text{Number of Non-Student Members on Executive of Council (Elected members only)} \div 9
\]

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.