

The following Motions and Documents were considered by the GFC Executive Committee at its Monday, October 04, 2021 meeting:

Agenda Title: **Deletion of Section 65.3 (University of Alberta Student Housing Policy) from the GFC Policy Manual**

CARRIED MOTION:

THAT the GFC Executive Committee recommend that General Faculties Council approve, the deletion of Section 65.3 (University of Alberta Student Housing Policy) of the GFC Policy Manual, to take effect upon final approval.

FINAL Item 4

Agenda Title: **Proposed Changes to the General Faculties Council Guiding Documents**

CARRIED MOTION:

THAT GFC Executive Committee recommend that General Faculties Council approve the proposed changes to the Principles for GFC Standing Committee Composition, Roles and Responsibilities of Members, and Meeting Procedural Rules as set forth in attachments 1, 2, and 3 to take effect upon approval.

FINAL Item 5

Agenda Title: **Draft Agenda for the Next Meeting of General Faculties Council**

CARRIED MOTION:

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the October 25, 2021 meeting of General Faculties Council, as set forth in Attachment 1.

FINAL Item 12

FINAL Item No. 4

Governance Executive Summary
Action Item

Agenda Title	Decommission Section 65.3 (University of Alberta Student Housing Policy) from the General Faculties Council (GFC) Policy Manual
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Motion

<p>THAT the GFC Executive Committee recommend that General Faculties Council approve, the deletion of Section 65.3 (University of Alberta Student Housing Policy) of the GFC Policy Manual, to take effect upon final approval.</p>

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Katherine Huising, Associate Vice President, Campus Services
Presenter(s)	Katherine Huising, Associate Vice President, Campus Services

Details

Office of Administrative Responsibility	Office of the Vice-President (Facilities and Operations)
The Purpose of the Proposal is <i>(please be specific)</i>	<p>In an ongoing effort to ensure university policy is consistently prepared, managed, and housed, efforts are being made to, where appropriate, shift university policy into the University of Alberta Policies and Procedures Online (UAPPOL) environment.</p> <p>Section 65.3 of the GFC Policy Manual (University of Alberta Student Housing Policy) is dated and the on-campus residence system has undergone significant growth necessitating a policy update. In support of UAPPOL being the one repository for university policy, it is appropriate to rescind what is an out-of-date GFC policy.</p>
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>Section 65.3 of the GFC Housing and Food Services Policy is more than 15-years-old. These fifteen years have seen significant growth and change in all areas of student housing (Campus Services) including how physical assets are managed, finances are stewarded, customers are served, and students are consulted in decision-making.</p> <p>When examining the GFC Policy, it became clear that all of the elements inherent to Section 65.3 (e.g. accessibility for students with disabilities) are now addressed within other university policies. And, as residences are part of the institution, the policies such as the Sexual Violence Policy apply equally to staff and students within the residence operations.</p> <p>The Students' Union conducted a review of UAPPOL policies and found that no fewer than eight policies are currently addressing elements of the GFC Student Housing Policy - Section 65.3 (GFC Sec. 65.3):</p> <ul style="list-style-type: none"> • Alcohol • Death of a Member of the University Community - University Response • Discrimination Harassment and Duty to Accommodate • Ethical Conduct and Safe Disclosure • Helping Individuals at Risk • Protection of Minors Participating in University Programs • Sexual Violence

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	<ul style="list-style-type: none"> • Student Policy Placeholder <p>Absent elements captured in the above UAPPOL policies, there are no elements of the GFC University of Alberta Student Housing Policy - Section 65.3 that remain germane today and, with the GFC policy having been rendered outdated, it should be decommissioned.</p>
Supplementary Notes and context	<p>The proposed deletion of Section 65.3 was presented to GFC Executive Committee on January 12, 2015. After a discussion on concerns over the transition to digital sources for policy and process and calls for a replacement policy that should be created and presented to full GFC, the Chair suggested it might be wise to table the item. The motion to table as follows was moved, seconded and approved after a discussion on expectations for consultation and the need to replace the policy. THAT the GFC Executive Committee TABLE the proposed deletion of GFC Policy Manual Section 65.3 (University of Alberta Student Housing Policy), as originally submitted by Facilities and Operations.</p>

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • Anas Fassih, VP External, Graduate Students' Association (2020-21) • Katie Kidd, VP Student Life, Students' Union (2020-21) • Mohd Tahsin Bin Mostafa, VP External, Graduate Students' Association (2021-22) • Talia Dixon, VP Student Life, Students' Union (2021-22)
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Joel Agarwal, President, Students' Union (2020-21) • Marc Waddingham, President, Graduate Students' Association (2020-21) • Rowan Ley, President, Students' Union (2021-22) • Anas Fassih, President, Graduate Students' Association (2021-22) • Council on Student Affairs – January 14, 2021 and September 9, 2021
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> • Andre Costopoulos, Vice-Provost/Dean of Students
Approval Route (Governance) (including meeting dates)	<ul style="list-style-type: none"> • General Faculties Council Executive – October 4, 2021 • General Faculties Council – October 25, 2021

Strategic Alignment

Alignment with <i>For the Public Good</i>	<p>SUSTAIN</p> <p>21. Objective: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enables students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p> <p>iv. Strategy: facilitate easy access to and use of university services, and systems; reduce complication and complexity; and encourage cross-institutional administrative and operational collaboration.</p>
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Item No. 4

Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act (26(1))</i> <i>COSA Terms of Reference</i> <i>GFC Executive Committee Terms of Reference</i> <i>GFC Terms of Reference</i>	

Attachments:

1. Briefing Note – Rescinding GFC Policy 65. Housing and Food Services (7 pages)

Prepared by: Katherine Husing
Associate Vice-President, Campus Services
husing@ualberta.ca

Issue

Section 65.3 of the GFC Policy Manual (s.65.3 University of Alberta Student Housing Policy) has been rendered outdated and, as such, should be decommissioned.

Analysis

In considering the decommissioning of GFC Policy 65 (Housing and Food Services) [Appendix A], Campus Services collaborated with the Students' Union (SU) and the Graduate Students' Association (GSA) to ensure that the intent behind Policy 65 was captured in the *Guiding Principles for the operation of Residences and Dining Services* [Appendix B] or within Campus Services business practises.

The *Guiding Principles for the operation of Residences and Dining Services (2018)* were developed in consultation with student associations and residence associations and approved by PEC in July 2018.

GFC Policy (pre-2005)	
<p>The University will conduct its residence administrative affairs in an effective and efficient student orientated manner and will develop mutually supportive, interdependent relationships between the residence communities, the Department of Housing and Food Services and the greater University community.</p>	<p>Quality housing and good nutrition are critical to student academic and experiential success and we recognize this in everything we strive to do.</p> <p><i>(Residence and Dining Services Guiding Principles)</i></p>
<p>Residence management will continue to involve students in decision making within the residence which affects them and will encourage and facilitate student involvement in the provision of residence programs and student services; commit to the fullest possible cooperation with the six residence community associations, the Students' Union, the Graduate Students' Association; liaise with these student associations on a regular basis and will assist the six residence student associations to develop and maintain themselves with full involvement from the communities they serve.</p>	<p>Student Advisory Committees</p> <p>The Graduate Students' Association advocates for all graduate students to the University of Alberta and all levels of government in pursuit of a safe, supportive, respectful, accessible, and inclusive community that fosters the multi-faceted roles played by graduate students.</p> <p>The Students' Union is the official body that represents all undergraduate students and acts as a strong advocate for students at the university, and at all levels of government.</p> <p>Residence Associations represent and provide services to all students living in their residence. This includes, but is not limited to: representing the students to Residence</p>

	<p>Services, the Students' Union, and the Graduate Students' Association, coordinating social events; and providing services as needed.</p> <p>Council of Residence Associations (CORA) is a consultative body that includes executive members from every Residence Association. It exists to ensure that all Residence Associations are knowledgeable about prevailing issues, to prepare for upcoming meetings of the Residence Advisory Committee, and to offer an opportunity to collaborate efforts.</p> <p>Residence Advisory Committee (RAC) is the senior resident and administration committee that ensures open and effective communication between student resident associations and senior administration in relation to issues which have a direct impact on the student experience, with the exception of budgeting and rent issues which are dealt with by the Residence Budget Advisory Committee.</p> <p>Joint Residence Oversight Committee (JROC) is the committee that informs, involves and engages the university community on matters relating to residence operations and residence life.</p> <p><i>(www.residence.ualberta.ca/content/consultation-and-engagement)</i></p>
<p>The University will provide a secure, clean and comfortable residence environment for students. Residence management will work with students to keep vandalism, damages and noise to a minimum while maintaining security, cleaning and maintenance standards. Maintenance systems, preventative maintenance programs, energy conservation programs and renovation programs will continue to be developed and maintained to the highest possible standards. Planning, renovation and construction of facilities and grounds will be</p>	<p>Residence and dining services will be operated as a system with long-term capital improvement and deferred maintenance plans in place to support all facilities over time.</p> <p><i>(Residence and Dining Services Guiding Principles)</i></p>

<p>done with their effect upon students' well-being and development as the principal consideration.</p>	
<p>Student housing will be kept as relatively inexpensive as possible within the Department of Housing and Food Services' mandate to break-even financially. Housing and board rate increase proposals will take into account housing rates in the Edmonton area but the major emphasis will be on the unique nature of the residences.</p>	<p>Residence and Dining Services must operate on a financially sustainable basis having due regard for operating costs, addressing deferred maintenance, as well as maintaining operating and capital reserves for long term sustainability. No profit is sought to be made from these operations, but no loss is acceptable either.</p> <p><i>(Residence and Dining Services Guiding Principles)</i></p>
<p>The University will offer residence programs, facilities and student services which contribute to the enhancement of the academic, personal and social lives of students. Services and programs in residence will be developed and coordinated in order to enhance students' academic performance and to assist students to realize their own academic goals.</p>	<p>Quality housing and good nutrition are critical to student academic and experiential success and we recognize this in everything we strive to do.</p> <p><i>(Residence and Dining Services Guiding Principles)</i></p>
<p>Residence management will effectively train and support its own staff, and offer training and support to the student associations' executive and others involved in the residence communities in order to properly enable them to realize their goals and objectives. Training programs will be offered on a regular, ongoing basis with special emphasis on the needs and interests of new staff, new association executive and new students.</p>	<p>"Training and Competency Procedure"</p> <p><i>(UAPPOL)</i></p>
<p>The residences will work closely with and support other University departments, especially Student Services and the Faculty of Physical Education and Recreation, toward realizing common goals and objectives.</p>	<p>No specific policy, but the dual reporting of the Assistant Dean of Students, Residence to the AVP, Campus Services and the Dean of Students ensures this collaboration occurs.</p>
<p>Board programs will be included in the</p>	<p>Quality housing and good nutrition are</p>

Lister and Pembina residences which offer varied and nutritional food products at good value.	critical to student academic and experiential success and we recognize this in everything we strive to do. <i>(Residence and Dining Services Guiding Principles)</i>
The residences will provide accommodation which meets the needs of physically handicapped students.	“Duty to Accommodate Procedure” <i>(UAPPOL)</i>

Reason to decommission rather than replace:

When examining the GFC Policy, it became clear that many elements (e.g. accessibility for students with disabilities) are covered in larger UAlberta policies. As residences are part of the institution, the larger policies (e.g. Sexual Violence Policy) apply equally to the staff and students within the residence operations.

The Students’ Union conducted a review of UAPPOL policies and found that no fewer than eight policies are currently addressing elements of the GFC Student Housing Policy:

- Alcohol
- Death of a Member of the University Community - University Response
- Discrimination Harrassment and Duty to Accomodate
- Ethical Conduct and Safe Disclosure
- Helping Individuals at Risk
- Protection of Minors Participating in University Programs
- Sexual Violence
- Student Policy Placeholder

The recommendation to decommission the policy is made with the understanding that the operation of residences on the University of Alberta campuses is governed by the approved Guiding Principles and the UAPPOL policies.

Recommendation:

The Council of Student Affairs is asked to recommend the General Faculties Council decommission GFC Policy 65.3.

Appendix A

65. Housing and Food Services

65.3 University of Alberta Student Housing Policy

Preamble

Student housing at the University of Alberta provides students with a secure, clean, comfortable and supportive living environment that enhances cooperative community living and students' personal, social and academic development.

Student housing provides community environments which assist students to develop all aspects of their lives to the fullest extent possible. Residence management works with students to ensure that academic, social and personal support systems and programs are made available on an ongoing basis. Services are provided to assist students who experience problems but also to assist residence students achieve higher levels of success in all aspects of their university experience.

The University of Alberta maintains its residence communities as appealing places for students (and their families in Michener Park) to live. The residence facilities maintain high standards of cleanliness, maintenance and security. The residences are kept free from noise, general disruptions, irritations and distractions. They are communities where students feel comfortable, secure and at home.

The management of the University's student housing is committed to the ideal that students are largely responsible for determining their own destinies and that residence management must assist students to accomplish the goals they have identified for themselves within the goals and standards established by the University itself. The residences teach personal and group skills as well as a responsibility to the community. Students are given an opportunity to interact with their peers and to contribute to the management of the residences as a member of the residence community. The residences assist students to learn the human relations skills necessary to effectively socialize with others, to work as members of a community dedicated to the attainment of shared values and ideals and to the achievement of community goals and objectives.

Mission

The University of Alberta will provide a physical environment, an administrative climate and full complement of student services in the residences which will challenge and assist all of its residence students to achieve their academic and career goals, and at the same time contribute to their social, psychological and physical well-being and development.

Goals

1. The University will conduct its residence administrative affairs in an effective and efficient student orientated manner and will develop mutually supportive, interdependent relationships between the residence communities, the Department of Housing and Food Services and the greater University community.

2. Residence management will continue to involve students in decision making within the residence which affects them and will encourage and facilitate student involvement in the provision of residence programs and student services; commit to the fullest possible cooperation with the six residence community associations, the Students' Union, the Graduate Students' Association; liaise with these student associations on a regular basis and will assist the six residence student associations to develop and maintain themselves with full involvement from the communities they serve.
3. The University will provide a secure, clean and comfortable residence environment for students. Residence management will work with students to keep vandalism, damages and noise to a minimum while maintaining security, cleaning and maintenance standards. Maintenance systems, preventative maintenance programs, energy conservation programs and renovation programs will continue to be developed and maintained to the highest possible standards. Planning, renovation and construction of facilities and grounds will be done with their effect upon students' well-being and development as the principal consideration.
4. Student housing will be kept as relatively inexpensive as possible within the Department of Housing and Food Services' mandate to break-even financially. Housing and board rate increase proposals will take into account housing rates in the Edmonton area but the major emphasis will be on the unique nature of the residences.
5. The University will offer residence programs, facilities and student services which contribute to the enhancement of the academic, personal and social lives of students. Services and programs in residence will be developed and coordinated in order to enhance students' academic performance and to assist students to realize their own academic goals.
6. Residence management will effectively train and support its own staff, and offer training and support to the student associations' executive and others involved in the residence communities in order to properly enable them to realize their goals and objectives. Training programs will be offered on a regular, ongoing basis with special emphasis on the needs and interests of new staff, new association executive and new students.
7. The residences will work closely with and support other University departments, especially Student Services and the Faculty of Physical Education and Recreation, toward realizing common goals and objectives.
8. Board programs will be included in the Lister and Pembina residences which offer varied and nutritional food products at good value.
9. The residences will provide accommodation which meets the needs of physically handicapped students.

Appendix B

Guiding Principles for the operation of Residences and Dining Services

To fulfill its mandate of providing an array of vital services in support of the University of Alberta's Institutional Strategic Plan "*For the Public Good*", Facilities and Operations (Ancillary Services) operate a suite of self-funded operations. The following principles direct decision-making in this area.

1. Quality housing and good nutrition are critical to student academic and experiential success and we recognize this in everything we strive to do.
2. Residence and Dining Services must operate on a financially sustainable basis having due regard for operating costs, addressing deferred maintenance, as well as maintaining operating and capital reserves for long term sustainability. No profit is sought to be made from these operations, but no loss is acceptable either.
3. All funds received from students for shelter and food stay within the residence and dining system.
4. Similarly, no student tuition or government base, capital, or maintenance funding is available for investment in residences or dining operations.[1]
5. Residence and dining services will be operated as a system with long-term capital improvement and deferred maintenance plans in place to support all facilities over time.
6. Student input is highly valued. Students will assist in shaping the development of plans and priorities to sustain and improve the residence and dining systems.

[1]The Government of Alberta's Infrastructure Maintenance Program (IMP) provides funding to address deferred maintenance for "supported" infrastructure only, which excludes residences, dining, and parking facilities.

FINAL Item No. 5

**Governance Executive Summary
Action Item**

Agenda Title	Proposed Changes to the General Faculties Council Guiding Documents
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Motion

THAT GFC Executive Committee recommend that General Faculties Council approve the proposed changes to the Principles for GFC Standing Committee Composition, Roles and Responsibilities of Members, and Meeting Procedural Rules as set forth in attachments 1, 2, and 3 to take effect upon approval.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	University Governance
Presenter(s)	Brad Hamdon, General Counsel and University Secretary Moin Yahya, Elected Faculty member, GFC

Details

Office of Administrative Responsibility	General Faculties Council
The Purpose of the Proposal is <i>(please be specific)</i>	<p>The proposal is before the committee to review proposed changes to the:</p> <ul style="list-style-type: none"> • Principles for GFC Standing Committee Composition • Roles and Responsibilities of Members • Meeting Procedural rules <p>The changes were developed in consultation with members of GFC through the work of the GFC Executive <i>ad hoc</i> Governance Procedural Review Committee convened in March, 2021 and disbanded in June, 2021.</p>
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>The review of these documents falls under GFC Executive Committee's responsibility related to governance rules and procedural oversight. To accomplish this work, the GFC Executive Committee struck the <i>ad hoc</i> Governance Procedural Review Committee in Spring, 2021. The <i>ad hoc</i> Review Committee met four times and discussed changes to the GFC Principles documents, the Roles and Responsibilities Document, and to the GFC Meeting Procedural Rules. In addition, they were asked to contemplate adding content from the stand alone Question Period Procedure, to the GFC Meeting Procedural Rules to ensure clarity for members.</p> <p>The <i>ad hoc</i> Review Committee led consultations with members of GFC including a discussion at GFC on April 26, 2021 and collection of information through an online feedback form distributed on April 28.</p> <p>The changes to guiding documents were proposed by the members of the <i>ad hoc</i> Review Committee, who integrated feedback collected from 40 members of GFC (see attachment 4). The changes are described below and can be grouped into four categories:</p> <p>1) Changes to correct issues identified within the documents</p>

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	<p>2) Clarification of language based on practice 3) Integration of the stand-alone question period procedure 4) Changes to enhance participation in GFC and GFC standing committees.</p> <p>GFC Principles for GFC Standing Committee Composition</p> <ul style="list-style-type: none"> - Reordering of principles to place “Standing Committees should be populated with a commitment to diversity and broad representation from across the university” as first in the list. <p>Roles and Responsibilities of Members</p> <ul style="list-style-type: none"> - Changes to the principle for collegial academic governance to integrate commitments to Indigenous Initiatives, responding to the Truth and Reconciliation Commission’s Calls to Action; to equity, diversity, and inclusion; and to recognize the multiplicity of perspectives, lived experiences and complexity of the diversity within the University. - Removal of language indicating sanctions for missing meetings. - Addition of a responsibility to participate in the renewal of GFC. <p>Meeting Procedural Rules</p> <ul style="list-style-type: none"> - Changes to clarify that votes are tallied based on votes cast and not members present. - Integration of the stand-alone GFC Question Period Procedure into the GFC Meeting Procedural Rules. - Clarification of process to add an item to the GFC agenda. - Clarification on when a super majority or two-thirds majority of votes cast, is required. - Addition of procedures for debate including limitations to speaking times, to enhance participation. - Removal of language indicating sanctions for missing meetings. - Clarification on electronic voting process and the process for voting in meetings.
Supplementary Notes and context	<p><i>The Report of the Ad Hoc Committee on Academic Governance Including Delegated Authority approved by GFC on April 21, 2017, stated that in accordance with good governance principles, the Guiding documents should be subject to regular review. The Report also noted that GFC Executive would play an important leadership role in this but not the only role. This is the ongoing responsibility of every standing committee and every member of GFC.</i></p>

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • The GFC Executive Committee <i>ad hoc</i> Governance and Procedure Review Committee (March 30, April 15, May 3) • GFC Executive Committee (February 10, March 8, April 12, May 10, June 14.)
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<p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Members of General Faculties Council (April 28, September 20) • Members of GFC Standing Committees (April 28) • Chiefs of Staff for the Offices of the Vice-President (Summer, 2021)
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> • Members of General Faculties Council (March 22, April 26, June 7, September 20) • Members of GFC Standing Committees (orientation sessions for all standing committees Fall, 2021)
<p>Approval Route (Governance) (including meeting dates)</p>	<p>September 13, 2021 – GFC Executive Committee (for discussion) September 20, 2021 – GFC (for discussion) October 4, 2021 – GFC Executive Committee (for recommendation) October 25, 2021 – GFC (for approval)</p>

Strategic Alignment

<p>Alignment with <i>For the Public Good</i></p>	<p>Objective 21</p>		
<p>Alignment with Core Risk Area</p>	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="1"> <tr> <td> <input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure </td> <td> <input checked="" type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success </td> </tr> </table>	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success		
<p>Legislative Compliance and jurisdiction</p>	<p>GFC Executive Committee Terms of Reference GFC Terms of Reference</p>		

Attachments

1. Attachment 1 (page(s) 1 - 1) Principles for General Faculties Council Standing Committee Composition
2. Attachment 2 (page(s) 1 – 3) Roles and Responsibilities of Members
3. Attachment 3 (pages 1 – 7) Meeting Procedural Rules
4. Attachment 4 (pages 1-14) Comprehensive Feedback and Responses document

Prepared by: Kate Peters, GFC Secretary, peters3@ualberta.ca



Principles for General Faculties Council Standing Committee Composition

Introduction

Governance at the University of Alberta relies upon a structure wherein the General Faculties Council has delegated many of its provincially-mandated authorities to its standing committees. As such, the composition of those standing committees is crucial to ensuring that decisions are made in an informed manner that takes into account the breadth of issues, perspectives and opinions on campus. The following principles provide a framework to create committee compositions which are reflective of the membership of GFC and appropriate to the role and mandate of those committees.

Principles

1. Standing Committees should be populated with a commitment to diversity and broad representation from across the university.
- 1.2. Wherever possible, the majority of elected members of each standing committee should be drawn from the membership of GFC to provide tangible links between GFC and its standing committees and increase engagement of the greater GFC community.
- 2.3. Wherever possible, the number of elected members of a standing committee should exceed the number of ex-officio members.
- 3.4. The voting status of ex-officio members of standing committees should be consistent with their voting status on GFC and should extend to their delegates.
- 4.5. Ex-officio members should be included in the membership of a standing committee only when their portfolio is directly relevant to the mandate and role of the standing committee.
- 5.6. Wherever possible, the Vice-Chair of a standing committee should be elected by the committee from its elected academic staff members and ideally be a member of GFC.
- ~~6. Standing Committees should be populated with a commitment to diversity and broad representation from across the university.~~
7. When cross-appointment of members on standing committees is appropriate, this should be outlined in the terms of reference of each committee and such members shall have voting status on both committees.



Roles and Responsibilities of Members

Introduction

General Faculties Council (GFC) is the principal academic decision-making body of the university. It is established in the *Post-Secondary Learning Act* (PSLA) and given authority, subject to the Board of Governors, over the academic affairs of the university.

For GFC to be successful in fulfilling its terms of reference and meeting its responsibilities to the university it depends on the active engagement of its members. GFC has delegated much of its authority for routine matters to standing committees allowing GFC to engage in high level strategic and stewardship policy issues. GFC members have the opportunity to serve on the standing committees that approve matters with the delegated authority from GFC.

GFC operates under the principle of collegial academic governance including:

- A commitment to advancing equity, diversity and inclusion through dedicated resources, strong leadership, and by ensuring the work is resourced and distributed fairly
- A commitment to supporting Indigenous Initiatives and the University of Alberta's response to the Truth and Reconciliation Commission's Calls to Action
- A commitment to equitable, inclusive and participatory governance decision-making
- A desire to facilitate meaningful individual-level engagement in governance processes
- A commitment to openness, transparency, and respectful communication
- A commitment to responsiveness, respect, and reciprocity between governing bodies and between governing bodies and university administration
- A commitment that, regardless of their membership category, all members of GFC are afforded the same rights to participate within the body
- A commitment to listening to, and being respectful of, a multiplicity of perspectives, lived experiences and the overall complexity of diversity within the University

Roles and Responsibilities of Members

1. Understand GFC

1.1 Members should understand that not all matters under GFC jurisdiction will come before that body for approval. Some decisions are made at the standing committee level as GFC has delegated authority to approve and report on actions taken on certain matters.

1.2 The university operates in a bicameral governance system. Members should understand the distinction between the role and responsibilities of GFC and the Board of Governors.

2. Meeting Attendance

2.1 Members have a responsibility to attend GFC meetings.

- a. ~~If a student misses two consecutive meetings, or more than three meetings in one academic year, the Students' Union or the Graduate Students' Association may request that the Chair declare the position vacant.~~

~~b. If a Faculty representative or a non-student member misses two consecutive meetings or more than three meetings in one academic year without a reason satisfactory to the members of the GFC Executive Committee, the Executive Committee shall declare the position vacant.~~

2.2 Members have a responsibility to serve on GFC committees as appropriate and attend committee meetings.

~~a. If an elected member is absent from three consecutive meetings or is frequently absent without a reason satisfactory to the remaining members of the committee, the Chair shall declare the position vacant.~~

2.3 Members should advise the GFC Secretary or committee coordinator if they are unable to attend a meeting.

3. Participate in GFC Business

3.1 Members should prepare for meetings by reviewing agenda materials in advance that, for open sessions, are publicly available at ualberta.ca/governance.

3.2 Members should engage in candid and respectful discussion of matters which are brought before GFC and its various bodies

3.3 When voting on motions:

a. Members must act in good faith with the view to the best interests of the university as a whole. While members may be informed by matters raised by various constituencies, it is the duty of a member to ensure that all constituencies are fairly considered in the process of decision making.

b. When notified of an e-vote, members should vote in a timely manner in order to ensure that quorum requirements are met.

4. Manage Conflict of Interest and Act Ethically

4.1 Comply with the university's policies and procedures regarding both [ethical conduct](#) and [conflict of interest](#). Members must declare conflicts when they arise.

4.2 Maintain confidentiality of all information included in closed session meetings.

5. Ask Questions

5.1 Information requests may be made of the University Governance office, should members require more information than is provided with the meeting agenda.

5.2 If a member wishes to raise a question at GFC within the jurisdiction of the body, a question may be submitted in writing to the GFC Secretary up to six working days before the next GFC meeting to receive a written response.

5.3 Every GFC meeting has Question Period as a standing item wherein members may raise a question during the time set aside for this item. ~~Procedures for Question Period are available at~~ ualberta.ca/governance

5.4 If a member has a question with regard to an item on the agenda, it ~~may~~ should be raised during consideration of that item at the GFC meeting.

5.5 If a member wishes to add an item to the agenda for debate, the member should contact the Chair or GFC Secretary for assistance.

6. Communicate Information to Constituents

6.1 Members should communicate with their Faculty or constituency regarding agenda items coming before GFC.

6.2 Members should communicate with their Faculty or constituency on matters which were discussed/approved at GFC in Open Session.

7. Participation in Renewal of GFC

7.1 Members of GFC shall support the renewal of membership by encouraging individuals to put their names forward for election in their respective constituencies and being purposeful in reaching out to members of Indigenous and other equity-deserving groups.

Approved at General Faculties Council: April 21, 2017



Meeting Procedural Rules

Introduction

General Faculties Council (GFC) has on many occasions confirmed its commitment to having a set of rules that assist rather than impede the conduct of business. GFC rules are not meant to unduly restrict debate or limit opportunities for participation. Their purpose is to facilitate inclusive and respectful dialogue, while ensuring efficient decision-making. It is the responsibility of the Chair, with the support of GFC, to employ the rules governing general meetings in a manner consistent with these principles. Substantive motions should be handled with considerable formality, but whenever possible the Chair should deal with matters of procedure by general agreement.

The following rules and procedures are based on a number of fundamental principles that encourage participation and engagement of members. These principles include:

- A commitment to inclusive and participatory decision-making.
- A commitment to openness, transparency and respectful communication.

In addition, members of GFC will adhere to the principles of collegial academic governance as set out in the [GFC Member Roles and Responsibilities Document](#).

1. Procedural Rules

- 1.1 GFC and its standing committees are governed by the procedural rules set out below. For matters not covered by these rules, or by the *Post Secondary Learning Act* (PSLA) reference shall be made to the current edition of *Robert's Rules of Order*. If this does not provide clear direction regarding a point in question, then the Chair shall decide how to proceed. However, such rulings by the Chair may be overruled via a motion to appeal the decision of the Chair when seconded and supported by a majority of votes cast.
- 1.2 The chairs of GFC and its standing committees will be responsible for guiding meetings of GFC and its standing committees, enforcing rules, and deciding questions pertaining to those rules. Any decisions of the chair are subject to challenge ~~(see 10.3)~~.
- 1.3 The Chair will not participate actively in debate regarding a motion before GFC without passing the role of the Chair to the Vice-Chair for the duration of the debate and the subsequent vote.

2. Meetings

- 2.1 GFC and its standing committees shall meet regularly during the academic year, the schedule of which will be published on the governance website at least one month before the beginning of each academic year. GFC meetings will not be scheduled during the periods set aside for final examinations or Reading Weeks, however committee meetings may occur during this time.
- 2.2 Cancellation - GFC Executive Committee may cancel a meeting of GFC if it determines that the number and nature of the agenda items make it reasonable to defer consideration, and provided that notice of such cancellation is given to members at least one week prior to the date of the meeting. The Chair of a GFC standing committee may cancel a meeting if the agenda items make it reasonable to defer

consideration, and provided that notice of such cancellation is given to members as early as possible.

- 2.3 From time to time, the Chair of GFC may call special meetings of GFC, provided that notice of such meetings is given to members at least one month in advance. If required, an electronic vote may be used to waive the one-month notice if approved by a two-thirds majority of votes cast.
- 2.4 GFC meetings shall normally be scheduled and planned to end two hours after being called to order. Meetings may be extended by a majority of those voting votes cast.
- 2.5 Debate on new items of business will not be entertained after GFC has been sitting for three hours.
- 2.6 No audio or video recording of meetings shall be permitted unless by express authority of the Chair.

3. Open Sessions

- 3.1 Meetings of GFC and its standing committees are normally held in open session, with the exception of those dealing with nominations and adjudication which are always held in closed session.
- 3.2 Subject to the limitations of space and orderly conduct as determined by the chair, members of the university community and the general public may attend open meetings as observers. Observers may only speak if expressly invited to do so by the Chair.

4. Closed Sessions

- 4.1 From time to time, GFC or its committees may hold meetings or portions of meetings as closed meetings; at that point, proceedings will be confidential and all non-members, except those specifically invited, will be asked to withdraw.

5. Questions

- 5.1 If more information than is provided as part of the meeting agenda is required, information requests may be made of the University Governance office.
- 5.2 Questions on an issue within GFC's jurisdiction may be submitted in writing to the GFC Secretary up to six working days before the next GFC meeting to receive a written response by the appropriate officer(s) of the University. If the officer considers that a question is not factual, contains argument or opinion or facts other than those necessary for explanation of the question, or is outside the scope of GFC responsibilities, or that an excessive amount of time, effort, expenditure and/or resources will be required to provide an answer, the GFC Secretary shall return the question to the questioner and work with the questioner to narrow the scope of the question.
- 5.3 Every GFC meeting has Question Period as a standing item wherein members may raise a question during the time set aside for this item (see 6.5). Procedures for Question Period are available at ualberta.ca/governance

- 5.4 Questions with regard to a specific item on an agenda ~~may~~should be raised during consideration of that item at the GFC meeting.

6. Agendas

- 6.1 The agenda of each GFC meeting will be proposed by the GFC Executive Committee and approved by GFC. The GFC Executive Committee will ensure that items put before GFC are complete and ready for discussion and published in advance of the meeting.
- 6.2 If GFC members want to have an issue debated, they are asked to submit the issue to the GFC Executive Committee. ~~Whenever possible, m~~Members wishing to add items to the agenda should contact the Chair or GFC Secretary ~~two weeks~~five working days in advance of the GFC Executive Committee meeting to allow ~~time~~ for discussion on whether the item is complete and ready to be added to the agenda.
- 6.3 Should a member wish to add an item to the agenda at a meeting of GFC, a two-thirds majority of ~~votes cast of those present~~ is required; the Chair will then determine where the item appears on the agenda. In cases where the Chair or GFC Secretary has been informed in advance of a planned request to add a new item, but after the agenda has been published, the proposal shall be circulated to members through the normal means.
- 6.4 When the Agenda is being approved, the Chair will entertain a request to change the order of items, for specified reasons.
- 6.5 Each agenda of GFC and its standing committees will include Question Period ~~of one half hour in length that may be extended with the approval of members.~~
- a. Question period is comprised of both written questions and, time permitting, questions from the floor.
 - b. The Chair will rule on whether a question from the floor can be answered expeditiously; if not, it will be referred to the appropriate officer for response at the next meeting.
 - c. No debate is to be permitted of either the question or the response. Members who have submitted questions will be permitted to ask one or more supplementary questions, after which, other members of GFC will have the same opportunity.
- 6.6 Reports from standing committees are included on the GFC agenda for information only. Questions may be asked for clarification, but no debate may take place on such items.
- 6.7 Reports for Information may be moved to the discussion part of the agenda if a member gives two working days notice to the GFC Secretary to ensure that an appropriate person is present to answer questions that may arise during discussion.
- 6.8 Agendas and materials for open session meetings are posted at ualberta.ca/governance

7. Quorum

- 7.1 General Faculties Council - The quorum for a GFC meeting is one-third of the total membership, except in the months of May through August when the quorum shall be one-quarter of the total membership.
- 7.2 GFC Standing Committees – The quorum for standing committee meetings is one-half of the voting members or, in the case where this is an even number, one-half plus 1 member.
- 7.3 Vacancies on GFC and on GFC standing committees are not included when establishing quorum.
- 7.4 Maintaining quorum - A duly-called meeting which starts with a quorum present shall be deemed to have a continuing quorum, notwithstanding the departure of voting members, unless the quorum is challenged by a voting member. In the event of a challenge, the remaining members may choose to adjourn or continue the meeting. In the event of a decision to continue a meeting without quorum, the minutes shall record this fact and any decisions taken must be ratified at the next meeting.

8. Motions

- 8.1 Normally, all motions concerning substantive matters shall be published in the agenda materials.
- 8.2 All motions must be moved and seconded by members of GFC. Motions to appoint new members may only be moved and seconded by statutory members of GFC.
- 8.3 Motions pass with a majority vote of votes cast, except for the following: (1) motions to add an item to the agenda and to close the debate/call the question require a two-thirds majority of ~~those present~~ votes cast; (2) motions to rescind a motion require a two-thirds majority of total members if no Notice of Motion was given.
- 8.4 To make a motion, a member must be recognized by the Chair. (In the interest of clarity and to expedite business, it is advisable to provide a written motion to the GFC Secretary). A two-thirds majority of votes cast will be required to add a motion concerning substantive matters to the agenda as per 8.1 and 8.3. The person making a motion will be invited by the Chair to speak first in any ensuing debate.
- 8.5 **Amendments to Motions** - A member may make a motion to amend the wording – and within certain limits the meaning – of a pending motion before the pending motion itself is voted upon. The amendment must be germane and cannot be used to introduce a new subject. An amendment is debatable.
- 8.6 **Motion to Adjourn** - A motion to adjourn is a motion to close the meeting. It must be seconded, is not debatable or amendable, and typically requires a simple majority vote of votes cast. During the months of March and April, motions to adjourn require a two-thirds majority of votes cast if substantive items of business remain on the agenda.
- 8.7 During the course of a GFC meeting, members may make a Notice of Motion for debate at the next GFC meeting. In such cases GFC Executive will be responsible for placement of the motion on the next GFC agenda.

9. Motions for Specific Purposes

- 9.1 **Motion to Table** – Enables the pending question to be laid aside until some future time. The motion cannot be debated. The mover may make a statement regarding what information they believe would be required to remove the item from the table, and the proposer of the item may make a brief comment on the impact of tabling the motion.
- 9.2 **Motion to Take From the Table** – Brings the motion back before GFC and cannot be debated.
- 9.3 **Motion to Reconsider** an item which was voted upon at the current or the last meeting. The motion is debatable and i-If passed, proceedings are restored to the point immediately prior to the vote to which it applies.
- 9.4 **Motion to Rescind a Motion** is only used when a Motion to Reconsider is out of time. Motions to Rescind are debatable, require support of two-thirds of the total membership if no Notice of Motion was given in the meeting materials, but only a simple majority of votes cast if Notice was given.

10. Debate

- 10.1 A list of speakers will be kept by the Chair and/or Secretary. Normally, a member may not speak for a second time until the Chair is satisfied that all members wishing to speak for their first time have done so.
- 10.2 A member who has the floor may not normally be interrupted. However, the Chair may interrupt a speaker if the speaker is out of order by using unacceptable language, is abusive of other members, or is not speaking to the motion/item. If the Chair does not do so, a member may raise this as a point of order. The Chair may raise the speaker's attention to the time if they have had the floor for more than three minutes.
- 10.3 **Point of Order** - It is the right of any member who notices a breach of the rules of GFC to insist on their enforcement. If the Chair fails to notice such a breach, any member may make the appropriate Point of Order, calling on the Chair for a ruling. A Point of Order does not require a seconder, it is not debatable or amendable, and cannot be reconsidered.
- 10.4 **Calling the Question** - Upon hearing a member call the question, the Chair will ask members if they are ready to vote on the motion being discussed. If there appears to be opposition to closing the debate, the Chair may ask for a motion to close debate. If seconded, members will then vote on this motion, which will require a two-thirds majority of votes cast, and proceed accordingly.

11. Debates without Motions

- 11.1 When discussion of an issue and the formal rules pertaining to making motions, debate, and voting seem to be a hindrance to thoughtful discussion, the GFC agenda can allow for a less structured discussion guided by the Chair and the consensus of the members in attendance.

12. Attendance-Delegates

12.1 Delegates – ~~Members~~ who serve on GFC or its standing committees by virtue of their office may send a delegate; such delegates shall act with all the rights of membership. There shall be no alternates for other members.

~~12.2 GFC attendance – If a student misses two consecutive meetings or more than three meetings, the Students' Union or the Graduate Students' Association may request that the Chair declare the position vacant. If a faculty representative or a non-student appointed member misses two consecutive meetings or more than three meetings in one academic year without a reason satisfactory to the members of the GFC Executive Committee, the Executive Committee may declare the position vacant.~~

~~12.3 Standing committee attendance – If an elected member is absent from three consecutive meetings or is frequently absent without a reason satisfactory to the remaining members of the Committee, the Chair shall declare the position vacant.~~

13. Voting

13.1 All members of GFC are charged with the responsibility of examining issues before Council and voting as they judge fit on such issues. No member of GFC, regardless of how that person gains membership on Council, is an instructed delegate.

~~13.2 Motions shall normally be adopted on a simple majority of members present except to add items to the agenda which requires a two-thirds majority of those present, or for a Motion to Rescind which requires a two-thirds majority vote of total membership~~

13.3 An abstention is not considered to be a vote cast.

13.4 The Chair votes only in the instance of a tie. When there is a tie vote, the motion is lost if the Chair abstains.

13.5 All members may participate in discussions; only voting members may move, second and vote on motions.

13.6 Electronic Votes by Committees – In cases where extensive deliberation is not essential to determining a course of action and it is necessary for a business item to be decided before the next scheduled meeting, the Chair and Secretary of a GFC standing committee may hold an electronic vote. The motion will be duly moved and seconded, quorum must be met, and all normal procedures will be followed in conducting the e-mail ballot. However, upon receiving the item of business and ballot, any committee member may request that the matter be debated at the next meeting or at a special meeting and the vote delayed until after that debate, with the Chair determining the appropriate course of action.

13.7 Electronic Votes by GFC – In cases where GFC is the electing body to populate certain selection committees and other bodies, the election process may use e-vote mechanisms.

13.8 Electronic Approval of Committee Reports by GFC – Reports of recommendations from the Nominating ~~and Replenishment~~ Committees may be distributed electronically to GFC members and are considered approved if no additional nominations are received by the deadlines indicated on the report ~~subject to receipt of additional nominations~~.

13.9 Electronic Votes by GFC in Remote Meetings – When meeting remotely, GFC will vote on motions either using a platform made available for this purpose, or by using the features within the remote meeting platform.

14. Records of Proceedings

14.1 Official Record – The official record of meetings of GFC shall be the minutes taken by the Secretary and approved by GFC.

14.2 Minutes – The minutes shall reflect the decisions made and a high level summary of the discussion~~reasons for the decision.~~

15. Amendment of these Rules and Procedures

Rules and procedures governing meetings of General Faculties Council may be amended by a majority of votes of those present and voting~~cast~~ at a duly constituted meeting of GFC, provided that notice of the proposed amendment has been given in the meeting materials and that a quorum is present at the time the vote is taken. Rules are reviewed every three years.

16. Links

[GFC terms of reference](#)

~~[Question period procedures](#)~~

Approved by General Faculties Council: April 21, 2017

Comprehensive Feedback and Responses Document		
40 members submitted feedback on proposed revisions to GFC Meeting Procedural Rules, and Roles and Responsibilities of Members - April 2021		
Meeting Procedural Rules		
Section	Member Feedback	Response
Intro	could the roles and responsibilities of the members also be included in the same document with meeting procedural rules? This may reinforce respectful use of time and emphasize the focus on university concerns over individual concerns.	Link added
Intro	The “fundamental principles” should include all of the principles set out in the “Roles and Responsibilities” document.	Link added
1.1	Greater precision in wording needed: All rulings of the chair, not just those dependent upon a reading of the PSLA or Robert’s Rules, are open to challenge.	This is true and stated in 1.2 “Any decisions of the chair are subject to challenge.”
1.3	I would also consider offering advice that "the Chair should participate in the debate (after relinquishing the chair) if the discussion involves a subject that will be further considered by the Board" because this is one of the issues that we faced in December. The role of the chair is critical in our bicameral governance framework and chair should not be silent when they have to represent the GFC downstream to the Board.	The Exec <i>ad hoc</i> Committee did discuss the need for additional language to describe when the chair should leave their role, however, the PSLA is clear on this matter and states that recommendations by GFC are transmitted by the President to the Board. The matter has also been raised by members of GFC Executive at their joint meetings with the Board Governance Committee.
1.3	In relation to recent events this rule needs to be more comprehensive: It needs to state that the Chair has the obligation to come out of the chair when they have information or a position on matter being debated. Robert’s Rules explicitly states that the Chair’s obligation to provide this information or perspective “outweighs [their] duty to preside,” and sets out the protocols for such an eventuality. Rule 1.3 needs to state this and either provide the protocols (see §43, p. 395 of the eleventh edition or the relevant section in the twelfth edition) or needs to refer GFC members to those protocols. GFC could of course establish a variant of the Robert’s Rules protocols if it wishes. If the Provost is not formally designated as the “Vice-Chair” of GFC, the wording here should refer specifically to the Provost, another Vice-President, or a Dean.	
2.1	This year we had GFC during exams so we should probably include some qualifier	
2.1	Note that this rule has been recently breached, which begs the question: How are breaches of the rules to be dealt with? By whom? GFC needs to have the opportunity to set a new rule for how breaches of governance rules are to be handled.	The conflict between the meeting on April 26th and the final exam schedule was a result of the extraordinary change to the academic schedule to lengthen the winter break. The rules also lay out the ability for members to call a point of order if they notice at breach under 10.3.
2.1	In section 2.1 - it says reading week (singular) but we have two now.	Updated
2.3/7	I think the changes are a great improvement in general and the switch to a majority of those voting is great. However, I note for 2.3 there is a lack of clarity in what the majority is of. Since this is an electronic vote outside a meeting I presume the intention is that it is two thirds of those voting. Shouldn't there also be some quorum rule on the numbers of votes too because it happens outside a meeting so the established quorum rules for meetings in section 7 don't automatically apply?	Updated, 'votes cast'
2.3	Why two thirds requirement for e-vote for waiving one-month notice, compared to simple majority or no vote (Chair decision to add a special meeting)? Why not just change to notice to 2 weeks instead of one month?	

2.3	<p>This new rule needs to be more specific: What is intended? Electronic votes at meetings of GFC? Between meetings of GFC? Both? If the latter, how long is the voting period? No rationale is provided for why this would need to be a two-thirds majority vote. Why is it not a simple majority? The rule also needs to be supplemented. GFC members always have the authority to adjourn a meeting to another date and time. Our rules should state this so that we cannot have the kind of confusion that results in the use of a standard rule for democratic meetings being denounced as “shenanigans.”</p>	<p>The rule concerns special meetings, not adjournment of regular meetings to another date and time. The electronic vote would be used to determine if a two-thirds majority of members agreed to meet with less than one-month’s notice. Asking for a two-thirds majority will allow for assurance that members agree that waiving notice is appropriate.</p>
2.4	<p>Why has “normally” been deleted?: We have seen a fair bit of abuse around this rule. The word “normally” is used to provide important latitude — in this case, to GFC Executive as the body that approves a provisional agenda for GFC’s meeting. It could be argued, however, that it’s the norm that is the problem. A two-hour meeting, as we have regularly seen, is not adequate. The rule should be changed, then, but not to eradicate the “normally,” but to change the norm to three hours. It is far better to have GFC members putting a 3-hour meeting into their agendas, and then discovering that they have extra time when a meeting is adjourned early, rather than the reverse.</p>	<p>The proposed deletion of “normally” was removed and language was added to specify that meetings may be extended by GFC. Rule 2.1 also notes that GFC members will be informed one month ahead of the academic year of the GFC schedule via the governance website.</p>
2.5	<p>Why is this rule still in place? What interests is this rule serving? If GFC votes to extend a meeting beyond the 3-hour mark it should be able to do what it wishes with the extra time to which the body has agreed. We should, however, have a new rule that disallows the introduction of a new item after the time of adjournment, which is what happened at the 22 February 2021 meeting.</p>	<p>Concerning 2.5, the rule does align with historic practice. It has been in place since 1974. This practice also aligns with principles of equity because after three hours, participation in the meeting will be more difficult for members with family or other responsibilities.</p>
2.6	<p>Why is this rule still in place? We should not have a rule that is not consistent with law.</p>	
3.1/3.2	<p>Why not commit to live streaming as we have established during the pandemic?</p>	
3.2	<p>This rule needs to be rewritten in two respects. First, it’s 2021, and we have technology at our disposal that did not exist when this rule was first written. From now on it should be a matter of course that meetings of GFC and the Board are livestreamed to permit as many people who wish to observe. Second, the reference to “orderly conduct” needs to be carefully reframed to be consistent with the University’s freedom of expression statement passed in the Fall of 2019.</p>	<p>Photographs, video and audio recordings are “records” as defined in section 1(q) of the Freedom of Information and Protection of Privacy Act (the “Act”). The information contained in photographs, video and audio recordings are considered “personal information” under section 1(n) because the pictures or sound would contain “recorded information” about an “identifiable individual”. GFC has decided not to allow audio/video recordings and complies with legislation in doing so. Live streaming of meetings is an operational decision led by the principles set out by GFC in the meeting procedural rules. We have not discussed limiting observation of GFC meetings and believe the language is consistent with the principles set out in the Freedom of Expression Statement. There is no intention to discontinue live streaming at this point in time.</p>
4.1	<p>This rule needs to be consistent with 3.1. 3.1 limits the use of closed sessions to “those dealing with nominations and adjudication.” Here the wording is loose. If it is being suggested that there are other reasons for a closed or in camera meeting of either GFC or any of its committees, this needs to be clarified. And if that is the case, this section should assert a principle consistent with the “Roles and Responsibilities” document, namely, that there is “a commitment to openness [and] transparency.”</p>	<p>On 4.1, agree that this should not conflict with the commitment to openness and transparency. That is set out in the principles in the preamble to the document.</p>
4.2	<p>We also need a new rule in the section. I have raised this concern in the past. The minutes for closed sessions should be made available after a certain period of time, with names redacted in the case of closed sessions for “nominations and adjudication.” We are a public university, and for openness and transparency it must be declared what topics have been taken up in closed sessions. This suggestion is of course moot if closed sessions are only ever to be used for nominations and adjudications.</p>	<p>Concerning 4.2, we have very rarely held meetings of GFC Committees in Closed sessions. In our recent past, we have always published the minutes from those sessions afterwards and would continue to advise that as best practice.</p>
5	<p>If eliminating the GFC Question Period Procedure supports more open environment for members discussion, I would support it.</p>	

5	Suggestion: In cases of dispute between the recipient and questioner, or where no agreement can be reached, the recipient or questioner may refer the question to the GFC Executive Committee for a ruling on whether the question is proper. If the Executive Committee deems that the question is not proper, the question will not be answered – the Executive Committee's decision is final and binding.
5	The essence of the section "Supplementary questions may be asked during the Question Period providing they relate to the subject matter of the question under discussion." could be included in the revised Procedural Rules.
5.2/6.5c	Overall, the proposed changes are agreeable. I see the effectiveness and efficiencies of members time and energy in the change of 5.2 and 6.5c in the Meeting Procedural Rules,
5.2	"If the recipient considers..." is quite heavy-handed; it reads to me like an easy way to dismiss questions; furthermore, "if an excessive amount of time..." is a statement that cannot be objectively evaluated and reads even worse. In the end, this section basically precludes "big questions" and places anyone with a question at a disadvantage relative to the administrator/proponent of actions, since they can fairly easily to argue the question offers an opinion. Are we not supposed to offer opinions? I thought that most of the work we do is about our informed opinions and arguments, and how could one objectively establish that an argument is irrelevant to the matter at hand?
5.2	On what grounds will recipients make their decisions? Will these decisions be explained? What constitutes an excessive amount of time, effort, expenditure and/or resources, especially in our current budgetary situation, and with decisions to bypass questions possibly affecting dozens/hundreds of UofA employees/students/stakeholders?
5.2	I do not think the changes to Item#5.2 are conducive to effective governance. It should not be left to the discretion of the "recipient" to determine or evaluate the appropriateness of a question. Any question posed by a member of GFC should merit a fulsome response -- even if such a response requires significant effort. If there is a concern that superfluous questions are being posed, I would propose that 5.2 be modified to allow for the Chair to consult with the member to scope the question. But ultimately, any question within the scope of GFC's authority under the PSLA should merit a response, even if substantial (or "excessive") effort is required. Anything less than this does not meet the spirit or substance of GFC's authority or responsibilities. I also believe that the proposed changes to 5.2 violate two of the opening principles of the Roles and Responsibilities document, namely: A commitment to openness, transparency, and respectful communication; and A commitment to responsiveness, respect, and reciprocity between governing bodies and between governing bodies and university administration. [1]
5.2	I think we should restrict this to just being outside of the scope of GFC. I am of the opinion that the references to resources, time, expenditure etc. should be left out. It is easy to determine whether a question is within scope and can be accepted or rejected. It is the responsibility of GFC to provide answers even if it takes a bit of time to delve into the matter and come up with such answers. After all, if transparency is the objective we should strive to provide answers and I feel that references to expenses/resource etc. will come back to create further issues with respect to the perception of a lack of collegial governance.
5.2	The added language seems predestined to lead to conflict, since many questions will inevitably express--whether explicitly or not--arguments or opinions and "fact" is likely a matter of opinion in itself. I completely understand the intent behind this language, but it seems engineered to thwart a small handful of individuals who have abused the question process this year. Does this language just make it an even larger issue than it deserves to be?

5.2	I would suggest that we end it like this, "the recipient shall work with the questioner to narrow the scope of the question." So that the question is not being refused and sent back but rather the scope is narrowed. I dont want people to make an excuse and send back every question that is holding them accountable, so sending back should not be an option but to discuss the scope and narrow it is still fine.	
5.2	Neither the revised nor unrevised material is appropriate. First, the rule of "up to six working days" before makes no sense given that meeting materials are generally not made available until five working days before the meeting. One of two things needs to change: the date at which the agenda and supporting materials are released or the date by which questions are due. Members of GFC must have received and had the opportunity to consult the agenda and meeting materials before the deadline for questions. Second, the details here must in all respects be consistent with the University's freedom of expression statement. We cannot have a rule that limits either faculty, staff, or students' freedom of expression rights as set out in that statement. The poser of a question must be free to pose their question in their chosen terms. Those submitting questions should be encouraged to state all of the facts that they consider relevant to their question, but they cannot be told that the question somehow fails in limiting itself to the factual; and it is an offense against basic democratic proceedings for any 'argument or opinion' to be disallowed. This rule would make the senior administrator and/or governance staff censors. Third, the new material is inappropriate for it attempts to limit questions to those within "the scope of GFC responsibilities." GFC has authority over academic affairs. It also has a responsibility in regard to matters of high-level strategic interest. And it can make a recommendation to the Board on any matter whatsoever. It then makes no sense for any question to be designated as out of scope. It is also inappropriate for this material to suggest that questions can somehow be deemed inappropriate if they would require "an excessive amount of time, effort, expenditure and/or resources" in order to be answered. There should instead be a positive rule here, one that plainly states that every effort will be made to answer all questions. This statement should reference the principles of transparency and accountability.	The <i>ad hoc</i> Committee spent a great deal of time discussing these changes and brainstorming ways to ensure question period was effective as supported the principles of inclusive and participatory decision-making, while ensuring sufficient time for efficient decision-making. The committee debated eliminating the question period from the agenda, but felt that it was valuable and that by changing the order of the agenda to ensure there was time for question period, the need to require it be 30 minutes was alleviated. Concerning cases of dispute, the language was revised to have the Secretary work with the recipient and the questioner. The Question Period Procedure currently states that answers are not debatable, stemming from a GFC decision in 2003. In practice, there have been numerous occasions where discussion of answers took place on the floor of GFC. It is important to note that the language that has been added in these sections is current practice that is articulated in the GFC Question Period Procedure. In reality, every effort is made to answer questions received before GFC in writing, or on the floor to ensure transparency.
5.3	Need a clear procedure. As it stands, there is a certain chaos to Question Period which revision of the rules at this time should seek to mitigate. All members of GFC should have the opportunity to engage with a question, not just the person who submitted it. To facilitate this, discussion should proceed through the questions, by number.	
5.4	Why does this proposed revision restrict the ability to raise a question about an agenda item 'during consideration of that item at the GFC meeting'? Members should be free to raise questions as they wish, whether it be in advance of the meeting or during it.	
5.2	Should it say GFC and Standing Committees (not just GFC)?	It is practice to have a question period on each standing committee agenda but it is a much more informal process
6.1	"The GFC Executive Committee will ensure that items put before GFC are complete and ready for discussion and published in advance of the meeting." It has been my experience that work often happens on the agenda after the Exec meeting. I would very much like the idea to have the final agenda document approved by email by Exec, or else this sentence should be deleted.	
6.1	This rule is not currently being adhered to, and should be rewritten to express what is actually desired. As it stands, Executive does not play a meaningful role in agenda setting. It has an agenda placed before it for its approval. This rule should be rewritten in such a way as to specify an active role for Executive in determining if and when items come are to be proposed for GFC's agenda. It should make clear Executive members' ability to initiate the inclusion of agenda items.	GFC Executive approves a draft agenda which is then proposed to GFC but GFC is the ultimate approver of their own agenda. GFC Executive does discuss whether items are ready for GFC before approving the draft agenda.

6.2	Thank you for establishing 5 days instead of the much more onerous 2 weeks.	5 working days would align with the normal posting of documents one week before the meeting.
6.2	Why five days? Hasn't the agenda already been published by 5 days prior to the meeting?	
6.2	Minor point: this should specify working days, as does 6.7.	Updated
6.2	You may want to say "five working days" instead of "five days" to exclude weekends and holidays.	Updated
6.2	Under current form, the GFC Execs just need time to add item on agenda, but with the proposed changes, the GFC Execs will get a chance to refuse the addition of items on the agenda, by staying its not ready and just kill things being proposed by the members. Five day is fine but discuss item and verify if its complete is not right.	There are other mechanisms for a member to add an item to a GFC agenda, see 6.3, 8.4, and 8.7.
6.2	The beginning of this rule should be rephrased so that it does not suggest that it is in any way interfering with GFC members' basic rights either to move the addition of agenda items at the beginning of a meeting or initiate debate during a meeting. More precise wording: "If GFC members wish to arrange in advance for an issue to be included for debate in an agenda to be proposed to GFC,"	
6.3	"those voting" and later, "votes cast" are used, seemingly interchangeably - are they the same?	
6.3	There is no good reason for the imposing of an additional hurdle in regard to the adding of agenda items. The appropriate hurdle is what Robert's Rules requires, a simple majority. A simple majority is sufficient to determining whether the body thinks a matter is deserving of attention. GFC members could, however, be encouraged to provide advance notice of a motion to move an addition to the agenda proposed by Executive. The rule should be carefully worded, however, so that it is clear that the rule does not interfere with the basic right of a GFC member to move an addition to the agenda.	A two-thirds majority of votes cast is required to add a substantive motion to the agenda, because there has been no notice of motion. Normally, a notice of motion for any substantive decision making will be made well in advance of an item coming to GFC. And often substantive items will come to GFC for discussion before they come forward for a decision. At minimum, notice of motion should be included with the meeting materials to give members several working days to engage with the materials, consult with their colleagues and constituents, and ensure that they are present at the meeting and prepared to make a decision. When no notice has been given, a two-thirds majority vote or super majority, ensures that the body is overwhelmingly in favour of proceeding with the motion. It is important to note that if a two-thirds majority was achieved, the motion would be added and then decided by a simple majority vote. A two-thirds majority of votes cast is also required to rescind a motion - if there has been no notice of motion, and to close debate - recognizing that closing or limiting debate is a significant decision for a body to make.
6.5	c--It's not clear why there should be no debate or discussion. This would seem to reduce openness and transparency on answers to valid questions being raised and possibly defeat the point of the question in the first place.	The Question Period Procedure currently states that answers are not debatable, stemming from a GFC decision in 2003. In practice, there have been numerous occasions where discussion of answers took place on the floor of GFC.
6.5	As written, Section 6.5c which states that "No debate is to be permitted of either the question or the response." can be perceived as cutting short of any collegial exchange relating to a written question submitted by a GFC member. An article more amenable to collegial discussion could read: "Although no debate is to be permitted of either the question or the response, members who have submitted the original questions are encouraged to ask additional questions aiming at clarifying the answer received. Following this, other members will be given the same opportunity."	
6.5	Concerning question period, the following change might provide greater clarity The Chair will rule on whether a question from the floor can be answered expeditiously; if not, it will be referred to the appropriate officer for response at the next meeting according to the same procedures for dealing with written questions received in advance of the meeting.	
6.5		This is current practice.

6.5	Is there no time requirement for Question Period? Can QP be extended? c - What is the meaning of no debate is to be permitted? If an answer is factually incorrect, is the answer allowed to stand? If so, what is the reasoning behind this?	
6.5	c - This states that there can be no debate of the question or the response, but then proceeds to grant everyone on GFC the opportunity to ask supplementary questions, which initiates a de facto debate, it would seem. Question: is it really helpful or necessary to have a verbal question period? It essentially allows a GFC member to blithely bypass all of the other rules around agendas and process and just plunk something into the room.	
6.5	Question period is very imp for GFC to hold admin accountable and in past this has been ignored many time and skipped, but removing the clause of having a mandatory 1/2 hr QA period we will further kill it. I oppose this change also.	
6.5	Two issues here: (1) dedicated time frame needs to be retained, and (2) the first sentence in clause c is to be deleted. The ad hoc governance committee has provided no reason why the time frame should be altered. This is a good instance of our need to keep our governing principles in mind. As a basic matter of good democratic functioning, transparency, and accountability, there must be a decent amount of time for Question Period. And it not consistent with our freedom of expression statement for GFC members to be restrained from engaging in 'debate' of a question.	The Question Period Procedure currently states that answers are not debatable, stemming from a GFC decision in 2003. In practice, there have been numerous occasions where discussion of answers took place on the floor of GFC. The committee debated eliminating the required time for question period and felt that by changing the order of the agenda to ensure there was time for question period, the need to require it be 30 minutes was alleviated.
6.6	Why is this rule proscriptive rather than enabling? The second sentence here should be rewritten to make it clear that GFC members may not simply ask questions of clarification but to identify anything they see as cause for concern.	This rule speaks specifically to reports on decisions that have been made at standing committees. Members are free to ask questions but notice is required to ensure that the appropriate person is in attendance to speak to the item.
6.7	Here and throughout the document, it should be specific as to whether 'days' refers to working days	Updated
7.1	It does not make sense to have a differential quorum for the time of year. There should be one number — a number that seems a reasonable minimum in all cases, no matter what the month. We should consider having quorum per constituency (ex officio administrators; elected faculty; other academic staff; non-academic staff; elected undergraduate students; elected graduate students; ex officio undergraduate; ex officio graduate). More complicated, but fairer.	Quorum is different in the months of May through August to recognize that availability of members may be reduced. Since members of our community, especially students, are generally less available in those months, it is also practice for GFC to not to make decisions on matters of institutional significance.
8.1	It's not clear when you decide to throw in a required 2/3-majority for a vote and when you decide to use a simple majority. I'd have to go through the entire thing in detail to flag all the instances, but there should be a clear, guiding principle on this so that it doesn't look arbitrary or "cooked" in favor of achieving administrations' agendas.	
8.1	This rule needs to be revised to address a problem that has arisen this year. This year GFC members have been told that motions may not be moved during the meeting unless they have been formally added to the agenda. This is incorrect. Once GFC has approved a discussion item GFC members have the right (once they gain the floor, and if they have a seconder) to move anything they wish under an approved discussion item. The rule should be revised, then, clearly to state that the norm of "normally" does not interfere with a member's right to bring a motion under any approved agenda item.	
8.1/8.3	it would be helpful to know why two-thirds majority will be required to add a motion concerning substantive matters to the agenda as per 8.1 and 8.3.	

8.3	A two-thirds majority of total members for rescinding a motion is anti-democratic. With notice, a motion can be rescinded with a simple majority of those voting; on-the-spot would require two-thirds, but of those voting, not of total members. And one can of course reconsider a motion with a simple majority, but the reconsideration needs to be moved (I believe) by someone who voted for the motion in the first instance. Note that the material here is not consistent with the material under 9.4.	A two-thirds majority of votes cast is required to add a substantive motion to the agenda, because there has been no notice of motion. Normally, a notice of motion for any substantive decision making will be made well in advance of an item coming to GFC. And often substantive items will come to GFC for discussion before they come forward for a decision. At minimum, notice of motion should be included with the meeting materials to give members several working days to engage with the materials, consult with their colleagues and constituents, and ensure that they are present at the meeting and prepared to make a decision. When no notice has been given, a two-thirds majority vote or super majority, ensures that the body is overwhelmingly in favour of proceeding with the motion. It is important to note that if a two-thirds majority was achieved, the motion would be added and then decided by a simple majority vote. A two-thirds majority of votes cast is also required to rescind a motion - if there has been no notice of motion, and to close debate - recognizing that closing or limiting debate is a significant decision for a body to make.
8.4/8.6/10.4	The term "two-thirds majority" is used without reference to the denominator	
8.4/9.4	What is the historical reason for the two thirds requirement for a motion to add items to the agenda/ motion to rescind a motion?	
8.4	I think simple majority is fine, we should not try making complicated in a body of 150 people and raise the caps while claiming we want equal participation.	
8.4	(1) The interpolated sentence needs to be deleted not only because it should be a simple majority, not a two-thirds majority but also because the specification does not belong in this location. (2) "speak first and last" In other words, the mover has one last opportunity to speak to concerns that have been raised and/or offer any final point before the vote is held.	
9	I suggest that the committee prepare additions that include 'motion to adjourn to another date and time'	This is covered in <i>Robert's Rule of Order</i> but is in conflict with GFC process to publish the meeting schedule in advance as set forth in 2.1. which requires that GFC members be informed about the meeting schedule at least one month in advance of the beginning of the academic year. Motions to adjourn to another date and time will lead to meetings being scheduled when members haven't been able to plan for them, which can lead to equity issues for some of our members.
10	There should be a new rule in this section between 10.3 and 10.4. The new rule should note that where more than one speaker in a row speaks on the same side of a question the chair will invite speakers on the other side of the question.	The Rules provide guidance in the form of principles in the preamble that could be used by the Chair to make decisions on debate in ways that encourage participation and engagement of members. These principles include a commitment to inclusive and participatory decision-making, and a commitment to openness, transparency and respectful communication.
10.1	Can the list of speakers be shared with GFC members, to ensure transparency?	The speakers list in zoom is visible in the list of attendees. As we will be working in different scenarios once we are able to hold in person meetings, we may want to reassess at a later date how detailed we are in how the list is created. This was raised by other members and the principles of transparency and openness would need to be adhered to whatever the context.
10.1	The new rule here in regard to the list needs to be fleshed out. The rule needs to specify how the list is constructed and should specify the difference between how the list is constructed for in-person meeting versus a virtual meeting.	
10.2	The guideline of "three minutes" looks arbitrary and capricious to me; why not "five" minutes; why not "ten minutes". I'd suggest picking a time that is obviously long, e.g., "ten minutes" OR reword the entire clause to indicate simply that speakers are "encouraged" to keep their comments to within ten minutes, and that they may be reminded of this time if deemed to be speaking excessively. Also, I don't know what the legal meaning of "the Chair may raise the speaker's attention" would be; this could be misused to discourage further commentary. The spirit of my own comment here, by the way, is that THREE minutes is WAY too short for anything of substance, and it will rush people; it could also be used to "silence" people who are making valid points but when those points are not "popular" or in accord, e.g., with administrators' wishes, and this could happen even without any malintent from anyone but simply because of human nature. So, overall, I'd reword this to encourage people to keep their points concise and within reasonable timeframes and leave it at that. If you need a time, I'll throw out ten minutes.	
10.2	Who will ensure that speakers' floor time is accurately monitored?	The ad hoc discussed this at length and settled on three minutes as a reasonable amount of time considering the desire for equal opportunity for participation and the large number of members.

10.2	The proposed use of the word “item” rather than “motion” would be imprecise. A speaker might be speaking to the item but not to the motion in which case they are not speaking to the proposition on the table.	There are discussion items and action items on GFC agendas. There is not always a motion on the floor.
10.4	Why is there a two thirds majority required for closing the debate?	The committee felt that a two-thirds majority was more appropriate to close debate since the motion could result in a silencing of some members - recognizing that closing or limiting debate is a significant decision for a body to make.
11	Debates without motions: Aren't these items the ones that we debate/discuss under the "Discussion Items" section of our standing committee agendas? Generally - I would like to see the term "debate" replaced with "discuss" as I think that it signals a culture of respect and collegiality (in the non-governance use of the term) to which we aspire. Otherwise, we might want to consider including the heading "Debates without motions" instead of "Discussion Items" on our agendas, for consistency and clarity.	11.1 replaced the language describing practice for the committee of the whole in the previous Terms of Reference for GFC. The procedures set out in <i>Robert's Rules of Order</i> for committee of the whole allow for unstructured discussion and debate, and 11.1 seeks to accomplish a similar thing, but in keeping with the collegial nature of GFC proceedings.
11	There should be a new rule in this section to cover 'committee of the whole' discussions. The inclusion of this new rule will help to ensure that proper procedure is followed in the future not just with the discussion itself but with any such committee's recommendations.	
11	There should also be a new rule here that formalizes the use of 'Early Consultation' items. And somewhere, perhaps in this section, there should be a rule stating that where a presenter wishes to share with GFC extensive power point slides a link to the presentation should be provided to GFC members at least 3 days in advance of a meeting. In other words, GFC's time should not be used for power point presentations or any lengthy presentation. GFC needs the information, but it needs it in advance in order that the collective time of GFC members can be well used during meetings.	The Governance team is responsible to request that substantive materials are shared with members in advance and to ask presenters to limit presentation times to allow for discussion.
12.2	it appears that the proposed changes is removing the inputs of students from recommendations that the chair should declare a position vacant after some absence at the meeting during the year. Meanwhile, it appears this requirement is being waived for faculty or non-student member. This may not be seen as a move on equity on participation of members of the GFC. It may be nice to consider these questions: "Are non-student member more highly esteemed than student members? Are we trying to encourage suggestions or participation from the Students' Union or the Graduate Students' Association, or are we trying to silence there voice in making recommendations on this? Even if graduate Students' Association may not have the authority to singlehandedly declare a position as vacant without the approval of the chair, I do not think it is a bad advice to leave that avenue of communication open for more engagement between the chair and the student union/representatives in this manner.	Several members raised questions about the proposed language under 12.2 in the Meeting Procedural Rules and 2.1 a, b and 2.2 a in the Roles and Responsibilities of Members, and after the ad hoc discussed of the matter, they decided to remove these sections.
12.2	What is the problem that the committee is seeking to fix under the revision of 12.2? I suggest there is no problem that needs to be fixed here — we simply have an antidemocratic rule that simply needs to be struck in its entirety. If, however, it is considered a problem that we do not always have the full complement of members present at every meeting of GFC, then the more democratic solution would be for elected members to be able to send delegates just as ex officio members can under 12.1.	

13	<p>General comment about voting: we really need to establish rules around votes and use better systems. For example, when we meet in Council Chambers, votes are confidential. We press a button, there's a tally. During the pandemic, we've had the terrible situation where our names and votes are displayed for all to see, which can only lead to grudges and discontent. Also, too often we've had to vote when the language of what we are voting on was vague at best or entirely absent from view. Putting it quickly into the Zoom chat is not sufficient. These need to be posted in definitive form (via a shared slide, perhaps?) so that it is 100% how one is voting and on what language. Even if this means it takes another minute to set up a vote, it would be time well spent. There are some really good and flexible voting systems out there on the market; can we please use one of them rather than Zoom's very dodgy voting tools or the cranky UofA local system that seems to have caused endless issues this year.</p>	<p>Over the past few years when meetings were held in Council Chambers, members voted by show of hands rather than the confidential voting system. The transparency of this method was discussed when the GFC Executive Committee deliberated on the use of the eClicker platform. The committee recommended that member votes be shown. Motions must be included in materials and posted for members in advance of the meetings.</p>
13.6	<p>The wording that has been inserted here is very awkward. "The outcome will be determined according to a simple majority of votes cast" would be more precise. The more important question: why is this a prerogative of committees only? And how is the outcome of the vote disseminated? Committee members should know how other committee members have voted; and if GFC votes electronically outside meetings, GFC members should know how other committee members have voted.</p>	<p>Updated</p>
General MPR	<p>While removing the time limit of the question period may be productive, it is also important to find a good balance between this type of discussion and decision making (that is also a vital part of GFC's task). There is a danger that the question period and also the discussion reserved to the 'discussion items' is dominated by few members despite a possibility now to limit the speaking time for 3 minutes. There is obviously no procedural rules of how the agenda is constructed (action, discussion, early consultation items). Should this be indicated in the rules?</p>	<p>The agenda of each GFC meeting is proposed by the GFC Executive Committee and approved by GFC. The GFC Executive Committee has the responsibility to ensure that items put before GFC are complete and ready for discussion. They have the responsibility to determine if there is an appropriate balance between this type of discussion and decision making.</p>
General MPR	<p>I would prefer a 50% majority for everything that requires a vote; I am not sure I understand the rationale for 50% vs. 2/3rds.</p>	<p>A two-thirds majority of votes cast is required to add a substantive motion to the agenda, because there has been no notice of motion. Normally, a notice of motion for any substantive decision making will be made well in advance of an item coming to GFC. And often substantive items will come to GFC for discussion before they come forward for a decision. At minimum, notice of motion should be included with the meeting materials to give members several working days to engage with the materials, consult with their colleagues and constituents, and ensure that they are present at the meeting and prepared to make a decision. When no notice has been given, a two-thirds majority vote or super majority, ensures that the body is overwhelmingly in favour of proceeding with the motion. It is important to note that if a two-thirds majority was achieved, the motion would be added and then decided by a simple majority vote. A two-thirds majority of votes cast is also required to rescind a motion - if there has been no notice of motion, and to close debate - recognizing that closing or limiting debate is a significant decision for a body to make.</p>
General MPR	<p>I think the changes that were made offer greater clarity and it was a good review for me who has only been participating in the GFC PC for just under a year.</p>	
General MPR	<p>The changes enhance the procedural rules and will improve the discourse in GFC. They appear to be in line with Robert's Rules of Order.</p>	
General MPR	<p>they seem well thought out. Perhaps use the same language throughout - rather than "those voting" to "votes cast"</p>	<p>Updated "votes cast"</p>
General MPR	<p>The proposed changes are reasonable. Some discussion of blended meetings (combination of in-person/on-line) would be useful, if only to clarify how, for example, voting would be handled.</p>	<p>Updated 13.7</p>
General MPR	<p>I think the proposed changes help to clarify/simplify understanding and processes which is very positive.</p>	

General MPR	I want to acknowledge the positive changes in this proposal – moving to 'majority of votes cast' as opposed to 'majority of members present' (addresses the non-votes that were still counted as NOs).	
General MPR	I appreciate the edits that were made. I still believe that part of the challenge at GFC is a cultural one, and no amount of procedural rules will change this. Thank you for entertaining the input of a wide group from GFC.	
10 MPR responses	No comments/changes look good	
Roles and Responsibilities of Members		
Section	Member Feedback	Response
1.1	Could an appendix with all motions recently passed through the standing committees be included as an appendix to the GFC meeting materials? I guess this is what 6.6 is?	Reports from Standing Committees, including the decisions made, are included in the GFC meeting materials under Information Items.
2.1	Does it refer to excused absences also? it should be clarified	
2.1	I wonder why the responsibility of declaring a student position vacant was shifted from the SU and GSA to the Chair. I think the addition of "after consolation with the member" is important to understanding individual circumstance but it would also seem reasonable that the appropriate body the student is representing also be consulted.	
2.1	I think that it is a mistake to make the declaration of seat vacancy a responsibility of the Chair. Over time it is bound for there to be gray areas and treatment of different cases that may appear to be different. Given that the Chair is also the University President, this may result in accusations of selective application of the rule. I think that the University will be much better served if the declaration of seat vacancy is by a majority vote of the GFC Executive Committee.	
2.1/2.2	Why the move from GSA/SU/GFC Exec to Chair? Is this prudent/reasonable to the Chair, given their current workload and the ongoing UAT process? Are we maintaining transparency, when a decision is moved away from a committee discussion?	Several members raised questions about the proposed language under 12.2 in the Meeting Procedural Rules and 2.1 a, b and 2.2 a in the Roles and Responsibilities of Members, and after the ad hoc discussed of the matter, they decided to remove these sections.
2.1/2.2	I think these changes are fine and very reasonable and a discussion with a member is a very good approach to take if a member is missing a lot of meetings.	
3.1	Could we make an effort to have a standard URL for materials?	GFC Meeting Materials are posted on the governance website and the link is shared with members by email when materials are posted.
3.2	I understand well the behaviours we have seen lately that this is intended to address, but I tend to think it's just a potential lightning rod for future debate and may be used as a cudgel by those who want to pursue highly idiosyncratic, personal agendas.	This is current language and is meant to encourage participation of members.
5.2	I would expect questions to come in any time and to be addressed in a timely manner; if questions come more than 6 days before a GFC meeting the question and the written response become part of this meeting materials; otherwise it becomes part of the next meeting materials.	Every effort is made to answer questions received before GFC in writing, or on the floor to ensure transparency.

7	<p>With regards to the renewal of GFC, I would submit that this matter should be the responsibility of all, including senior leadership, and not just "members of GFC". The current wording of new section 7 puts the onus on "members of the GFC" rather than "Members of the University, including senior leadership, shall support the renewal of GFC by encouraging individuals ..." I would, however, like to commend the rest of this language in that it encourages individuals to apply. I am so glad not to see the use of nominations, but instead, the encouragement of self-nomination (e.g. application). Encouraging all interested individuals to apply is so important for gender equality as men tend to get named by others, but women do not. Applications might also encourage new voices to emerge. This obligation to encourage, however, likely needs additional language to be even more specific that the University will use open calls for expressions of interest in serving on GFC, and not simply replenish membership with "taps on shoulders", who they like/who they want, or just the first name that comes to mind to fill a spot. One could expressly put the onus on Deans and Vice Deans to ensure that an open call for applications to serve on GFC is made, but this does not capture student members, so perhaps the route is a sentence that says the leadership within constituencies will use open recruitment processes for replenishment by advertising vacancies and encouraging self-nomination from anyone interested in serving.</p>	<p>Some changes were made to make the language more inclusive and these suggestions will be brought forward for the 3-year review of the GFC Nominating Committee terms of reference and procedures.</p>
General RRM	<p>Thank you for making clear that respect and professional behaviour is expected from everyone.</p>	
General RRM	<p>The proposed changes are reasonable. If I thought stronger language about members' conduct and courteous, professional communication would result in any improvements, I would recommend changes along those lines.</p>	
General RRM	<p>The proposed changes appear to follow EDI policies and should work for now.</p>	
General RRM	<p>I think weighing on emphasis in EDI and Truth and Reconciliation Commission's Calls to Action is a great approach to make GFC more inclusive and less barriers.</p>	
24 Responses	<p>No comments/changes look good</p>	
General Feedback Received		
	<p>I think critical voices should be included on the Ad Hoc Committee: Carolyn Sale would be a good addition.</p>	<p>The suggestion that critical voices be included in the Committee was raised by other members, including at GFC. Members of the Committee and the co-chairs discussed and felt that members were already demonstrating a commitment to providing critical feedback and doing so in an open and transparent manner.</p>
	<p>Re Question Period Procedure -- at the end of paragraph 5 "The answer is not debatable". Disagree - GFC Motion (which was changed to a question) on Clinical Research is a good example (Sept 2019). Debate needs to remain - you can adjust as appropriate for the time limit but excluding it altogether would not promote collegial governance toward improved operations.</p>	<p>The Question Period Procedure currently states that answers are not debatable, stemming from a GFC decision in 2003. In practice, there have been numerous occasions where discussion of answers took place on the floor of GFC.</p>
	<p>I think these are very good changes that you have proposed, and it should stop some of the grand standing that has been a part of the GFC culture.</p>	

<p>I would replace any process of nomination that requires an individual to submit an application with the support of, or the names of, nominees. It is just an extra hurdle that seems to serve no purpose. Do the five names of nominees for putting one's name forward to serve on a committee add anything to the process? Perhaps a past practice where the time has come to evaluate why we do this. And more importantly, what if these nomination processes deter women and minorities from applying to serve, particularly when it would seem to suffice to have self-nomination (application). A check for eligibility can be done by administrative practice; that does not need nominees. I see no need for nominees when weighed against the overarching goal of encouraging more diversity in who serves.</p>	<p>Some changes were made to make the language more inclusive and these suggestions will be brought forward for the 3-year review of the GFC Nominating Committee terms of reference and procedures.</p>
<p>A good step forward!</p>	
<p>Thank you for the time and effort in making these changes.</p>	
<p>The changes were not discussed at the April 26th GFC meeting, nor did it seem to be an intention to discuss, according to the Agenda. The deadline for providing feedback should be extended; feedback should also be collated and shared with all GFC members, prior to any discussion of these revisions. The identity of the members submitting their feedback should be confidential, unless the members wish to waive that (on an individual basis). Given the current distrust and disillusionment with the role played by GFC and the overall collegial governance at the UofA, these revisions need to be treated as items of utmost importance.</p>	
<p>Random points below:</p> <ul style="list-style-type: none"> * The Google form is not a very convenient way to get this type of feedback to you. Just mentioning it. It's a bit awkward to use and would seem to discourage detailed feedback. * The timeline on this, like on many GFC-related items is way too short. On this note, it would be good to reconsider the timelines involved with GFC meetings, e.g., when meeting materials are made available in relation to a meeting itself. * All feedback you get should be ANONYMIZED and shared so that everyone can see the key items flagged and contemplate them. This will help the assembly converge on a truly helpful revision of the rules and regulations, including appropriate revisions to address issues that have come up at recent GFC meetings. * Consider a change in meeting rules to nominally have 3-hour meetings starting at 1 p.m. Why not? The meetings as presently conducted are extremely rushed, with very little time devoted to matters of substance. This makes the entire process look disingenuous. * I assume nothing is final until revised versions are tabled, debated, further revised / amended, and voted upon at GFC --- I really hope this is the case! * Good call on the change to how votes are counted; the old (current) way really doesn't make sense. 	<p>The consultation path included the following discussions and consultations with General Faculties Council: March 22, 2021 (to inform GFC that the Executive ad hoc Review Committee would be reviewing the Meeting Procedural Rules); April 26, 2021 (to update GFC on the work of the committee to date and next steps); April 28, with proposed changes distributed for feedback; June 7, 2021 (with proposed changes including from members of GFC distributed for information); September 20, 2021 (for discussion on the proposed changes).</p>
<p>Thank you for listening.</p>	
<p>No. Thank you for your work.</p>	
<p>I have reviewed the documents and the suggested changes have made some items more clear.</p>	

	<p>Any final document on GFC Meeting Procedural Rules should be member friendly, clear, simple, and always strike positive notes whenever possible. There should be no perception that those procedural rules favor any group, whether it be faculty members, staff, students, and especially administration.</p>	
	<p>Thanks to the committee for their work on this important task!</p>	

Thanks for providing this opportunity to provide input on the rules that govern GFC. I have served on GFC for eight years, and in general have enjoyed my time there. The meetings were generally very informative, collegial and productive and we got a lot done in just two hours. It was fun to see my colleagues from other disciplines and catch up with them.

In the last year I have grown increasingly concerned about the way that GFC meetings are run, and there has been a reduction in the quality of debate and a general lack of collegiality. Strident voices are often heard loudly, but are not acknowledged or responded to by the Chair, making them ever more strident. As a result, others are very reluctant to speak up in such a charged atmosphere. I have heard from many colleagues that GFC used to be an enjoyable meeting to attend but now it is generally painful, like pulling teeth without an anesthetic. I have several colleagues who are planning to withdraw from GFC because of this. I am hopeful that the work that your committee is beginning has the potential to improve the situation.

I think many of the recent problems stem from the move to an online format in response to the COVID-19 pandemic. This change has been unfortunate as it comes at a time of great financial stress on the institution with major re-organization and cost cutting. These changes would have been very difficult to achieve in the best of circumstances and trying to work through them using an online format at GFC has proven very difficult indeed.

In general, I am supportive of the proposed changes to our guiding documents. I think we need to address the problem of agenda-setting for GFC. Much time has been spent in the last year with arguments over the agenda and it is not unusual to spend the first 45 minutes of each meeting debating the agenda itself without achieving any substantive progress on the actual agenda items. As a result, the meetings are often having to be extended by one hour or more which is very inconvenient to those of us who have busy schedules and other commitments. This is extremely frustrating; members' time is very valuable, and must be respected. I think that the GFC Executive Committee is failing in its duty of setting a robust agenda for GFC, which leads to endless squabbles about the agenda itself, and this must be addressed as a priority.

I would like to see the chair of GFC provide much stronger leadership and guidance in these meetings, instead of passively letting the body spend so much valuable time making so little progress. There is a way to respectfully help the body to move through its work in an efficient manner instead of letting meetings spin endlessly out of control with little or no direction. I would also like to see the chair engage more fully with members who disagree with him, and invite them into the important work that we have to do together – he should bring these voices “inside the tent” so that they can be “pissing out” instead of letting them remain “outside the tent pissing in”. I wonder if our Chair is afraid of these discordant voices, and I would like to see him engage with them more confidently and inviting them in to assist with the work, instead of quietly hoping they will somehow go away.

I also think there is a need for more accountability amongst GFC members both in terms of attendance requirements and the quality and tenor of contribution to debate. Being on GFC is a privilege, and we must expect more of each other.

Thanks again for this opportunity to comment, I would also be happy to discuss in person.

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	Glad to see that the principles of collegial academic governance be updated to include the TRC and EDI.	
	I am looking forward to the committee's work on consultation.	
	No, thank you for giving me the opportunity to express my thoughts in writing.	
	I would suggest that given the size of the committee and the amount of information needed to review, I think it may be helpful to have an informal communication channels for the meeting (slack, wonder.me). I think this may help with strengthening uptake and engagement. There are over a hundred members involved and it is difficult to engage without taking up more valuable time. An engaged committee will help move people forward, and provide a more diverse input than a dichotomy of perspectives.	The ad hoc discussed the possibility of University Governance creating and managing an informal discussion board or forum, where GFC members could exchange ideas and comment on items coming forward to GFC, and provide feedback on agendas and minutes before approval. We did a scan of other U15s and looked into what might be required to make something like this work and found that in our counterparts, this is not something that exists. The Governance Office does not have the capacity to moderate a forum like this and would prefer members find alternatives to connect and discuss items before meetings. We do value when members reach out to us with their questions, and have committed to making the website easier to navigate in the future as well.
	The GFC meetings are sometimes taken over by discussion which may be productive, but that occasionally appears as needing a separate space prior to the meeting. Is it possible to consider discussion fori for the members outside of the actual meeting time, but in connection to GFC?	

FINAL Item No. 12

Governance Executive Summary
Action Item

Agenda Title	Draft Agenda for the Meeting of General Faculties Council
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Motion

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the October 25, 2021 meeting of General Faculties Council, as set forth in Attachment 1.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Bill Flanagan, President and Chair, GFC Executive Committee
Presenter(s)	Bill Flanagan, President and Chair, GFC Executive Committee

Details

Responsibility	GFC Executive Committee
The Purpose of the Proposal is (<i>please be specific</i>)	To approve the Agenda for the General Faculties Council meeting to be held on Monday, October 25, 2021.
Executive Summary (<i>outline the specific item – and remember your audience</i>)	The GFC Executive Committee is responsible for the approval of the agenda for all regular and special meetings of General Faculties Council, ensuring items are ready to be presented to GFC and are ordered and timed appropriately.
Supplementary Notes	

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	<u>Those who are actively participating:</u> Bill Flanagan, President and Vice-Chancellor and Chair, GFC Executive Committee Office of the President Office of the Provost and Vice-President (Academic) University Governance GFC Executive Committee
Approval Route (Governance)	GFC Executive Committee – October 4, 2021

Strategic Alignment

Alignment with <i>For the Public Good</i>	Objective 21		
Alignment with Institutional Risk Indicator	Please note below the specific institutional risk(s) this proposal is addressing. <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success </td> </tr> </table>	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success		
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act (PSLA)</i> GFC Executive Committee Terms of Reference		



Monday, October 25, 2021
 Remote meeting by Zoom
 2:00 PM - 4:00 PM

OPENING SESSION 2:00 - 2:15 p.m.

- | | | |
|----|--|---------------|
| 1. | Approval of the Agenda | Bill Flanagan |
| 2. | Comments from the Chair (no documents) | Bill Flanagan |

CONSENT AGENDA 2:15 - 2:20 p.m.

[If a member has a question or feels that an item should be discussed, they should notify the Secretary to GFC, in writing, two business days or more in advance of the meeting so that the relevant expert can be invited to attend.]

- | | |
|----|---|
| 3. | Approval of the Open Session Minutes of September 20, 2021 |
| 4. | New Members of GFC |
| 5. | Proposed Suspension of Majors for the Bachelor of Science/Bachelor of Education Combined Degrees Program, Augustana Faculty, and Faculty of Education |

Motion: To Recommend Board of Governors Approval

ACTION ITEMS 2:20 - 3:00

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|----|--|-------------------|
| 6. | Deletion of Section 65.3 (University of Alberta Student Housing Policy) from the GFC Policy Manual | Katherine Huising |
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Motion: To Approve

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| 7. | Proposed Changes to the General Faculties Council Guiding Documents | Brad Hamdon |
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Motion: To Approve

DISCUSSION ITEMS 3:00 - 4:00 p.m.

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|-----|---|-------------------------------------|
| 8. | Question Period | Bill Flanagan |
| 9. | Institutional Indigenous Strategic Plan | Florence Glanfield |
| 10. | GSA and UASU Goals | Anas Fassih
Rowen Ley |
| 11. | Residence Community Standards Policy | Andre Costopoulos
Janice Johnson |

INFORMATION REPORTS

[If a member has a question about a report, or feels that a report should be discussed by GFC, they should notify the Secretary to GFC, in writing, two business days or more in advance of the meeting so that the Committee Chair (or relevant expert) can be invited to attend.]

- 14 Report of the GFC Executive Committee
- 15 Report of the GFC Academic Planning Committee
- 16 Report of the GFC Programs Committee
- 17 GFC Nominations and Elections
- 18 Report of the Board of Governors
- 19 Information Items:
 - A. Report on Metrics

- 20 Information Forwarded to GFC Members Between Meetings
 - Evaluation of GFC Orientation
 - Memo from the Chair and Orientation on GFC Meeting Procedural Rules

CLOSING SESSION

- 21 Adjournment
 - Next Meeting of General Faculties Council: December 6