

The following Motions and Documents were considered by the GFC Executive Committee at its Monday, March 11, 2024 meeting:

Agenda Title: **Changes to the Faculty of Education Faculty Council Composition and Quorum**

CARRIED MOTION:

THAT the GFC Executive Committee approve, under delegated authority from the General Faculties Council, proposed changes to the Terms of Reference for Education Faculty Council, as set forth in Attachment 1 to take effect July 1, 2024.

Final Item: 4.

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 March 18, 2024 meeting of General Faculties Council, as set forth in Attachment 1.

Final Item: 10.



Decision **Discussion** **Information**

ITEM OBJECTIVE: To approve Terms of Reference for the Education Faculty Council (EFC) that have been revised to account for Faculty and institutional restructuring, to reflect the EDI Action Plan and Faculty’s Strategic Plan on EDI matters, and to accommodate the necessary addition of TRAS, TLAPS, TR, T12, and Career-Track ATS members to its member composition.

DATE	March 11, 2024
TO	GFC Executive Committee
RESPONSIBLE PORTFOLIO	General Faculties Council

MOTION: THAT the GFC Executive Committee approve, under delegated authority from the General Faculties Council, proposed changes to the Terms of Reference for Education Faculty Council, as set forth in Attachment 1 to take effect July 1, 2024.

EXECUTIVE SUMMARY:

1. BACKGROUND AND OVERVIEW

The Faculty of Education undertook a restructuring to a non-departmentalized model. As part of this restructuring, a Governance Working Group was struck. This working group determined the need for changes to the Faculty Council Terms of Reference. An ad hoc Faculty Council committee was therefore struck by and undertook a review and revision to reflect changes in the Faculty’s composition and to abide by mandates from the General Faculties Council (GFC), specifically relating to the inclusion of TLAPS, TRAS, and Term 12 and career-track ATS members, which had previously not been included in the Faculty of Education’s Terms of Reference. The proposed revisions also address matters raised in the Faculty of Education new non-departmentalized structure. Lastly, the proposed Terms of Reference address the Faculty of Education’s Strategic Plan and the University’s EDI Action Plan with respect to equity, diversity, inclusion, and decolonization and including reference to the Faculty of Education’s endorsed Governance Principles.

Please note that, as per institutional policy, membership in the proposed Terms of Reference has been clarified regarding statutory members as part of statute / law - in this case, the PSLA - and appointed members, a part of which are *ex officio* members. *Ex officio* membership by title can be either statutory or appointed. These terms had not been used accurately in the previous Terms of Reference.

2. SUMMARY OF CHANGES TO THE ORIGINAL EFC TERMS OF REFERENCE

2.1. The EFC Terms of Reference were moved into the approved GFC template for Faculty Council Terms of Reference. This included the following changes:

GOVERNANCE OUTLINE



ITEM NO. 4

- 2.1.1. An introductory reference and link to the *Post-Secondary Learning Act (PSLA)*
 - 2.1.2. Expanded statutory membership as per the PSLA of full-time members in Category A.0, including TLAPS, TRAS, and Term 12 and Career ATS Members
 - 2.1.3. The addition of Section 2 on delegations of authority.
 - 2.1.4. The addition of Attachment 1 that notes Collective Agreement restrictions to Faculty Council voting and provides links to UAPPOL documents that may affect Faculty Council voting responsibilities.
- 2.2. Revisions to the appointed *ex officio* members in Section 3.2 of the proposed Terms of Reference, which include the following:
- 2.2.1. Addition in the text of “(s)” to Section 3.2.1(a) to clarify that the *ex officio* title can be both singular and plural as supported by statute.
 - 2.2.2. Addition to Section 3.2.1 *Ex Officio* Members from units not noted in the current Terms of Reference: a) Director of the English Language School, e) Executive Director of the fYrefly Institute, f) Technologies in Education Co-Directors, and g) Director of the Professional Learning Unit. While many of these members are already statutory members of the Education Faculty Council by virtue of their employment category, there were occasions where Directors of these units were not statutory members. For example, while one Co-Director of Technologies in Education is a statutory voting member of the EFC, the other is not, and cannot vote within the Council. By adding their membership by title, this potential discrepancy is avoided.
 - 2.2.3. Addition of Section 3.2.2. Non-Voting *Ex Officio* Members to provide essential resources and information-sharing to the Faculty Council and reflect the Faculty’s and the Institution’s new structure.
 - 2.2.4. Revisions were made to student representation in Section 3.2.3, including the following:
 - a. The EFC terms for student representatives have been changed to run from September 1 - May 31 instead of July 1 - June 30 to account for their usual academic terms. This is in line with GFC policy.
 - b. the addition of 3.2.3a)i. and ii. to ensure that there is one Education Students Association representative in each of the elementary route and the secondary route within the Bachelor of Education program, thereby providing better student representation.
 - c. a clause in Section 3.2.3b) to ensure that if a Faculty-wide GSA is formed within the Faculty of Education, authority is delegated to this GSA to use their own preferred method for selecting their EFC representatives. This is in keeping with institutional policy.
 - d. the addition of a student representative from the Student Advisory Committee for Advancing Racial Justice, to support EDI initiatives within the Faculty and the Institution by reflecting them in EFC membership.
- 2.3. Revisions were made to the list of appointed external representatives, which include the following:



ITEM NO. 4

- 2.3.1. addition of the Dean of Students as liaison to facilitate relationships between students, faculty, and administration.
- 2.3.2. removal of representatives from the following Faculties: ALES, Business, Nursing, Extension, Physical Education and Recreation, and Rehabilitative Medicine. Physical Education and Recreation has now become Kinesiology, Sports and Recreation, which is included as an appointed representative, and Extension no longer exists as a Faculty and its faculty members have become part of the Faculty of Education under TESL. It was determined to retain representatives on EFC from those Faculties where there is the most synergy and overlap to the program routes in the Faculty of Education.
- 2.4. An additional clause was added to the Quorum section: EFC members on leave will continue not to count against quorum in their absence as per the original EFC Terms of Reference; however, as continuing voting members, they will now be counted towards quorum if they choose to attend an EFC meeting while on leave. This will aid the EFC in reducing the risk of not meeting quorum due to the increase in membership resulting from the inclusion of TLAPS, TRAS, and Term 12 and career-track ATS members.
- 2.5. The Meeting Procedures originally found within the Terms of Reference have been removed, as they can now be found in the endorsed [Governance Principles](#) for the Faculty of Education to apply to all councils and committees within the Faculty of Education. This has been referenced in Section 5 of the proposed Terms of Reference.

Related Policies / Legislation

Post-Secondary Learning Act
 2023 GFC Policy Manual Section 55
 Recruitment Policy (Appendix A) Definitions and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff
 Collective Agreement between the Governors of the University of Alberta and the Association of the Academic Staff of the University of Alberta, July 1, 2020 to June 30, 2024 (Schedule D)
 Faculty of Education Governance Principles, January 2023

Supporting Materials:

Attachment 1	Proposed Terms of Reference for the Education Faculty Council
Attachment 2	Current Terms of Reference for the Education Faculty Council
Attachment 3	Governance Principles for the Faculty of Education endorsed January 2023



SCHEDULE A:

Engagement and Routing

Consultation and Stakeholder Participation / Approval Route (parties who have seen the proposal and in what capacity) <[Governance Resources Section Student Participation Protocol](#)>

1. Discussion of the formation of a Governance Working Group at the January 11, 2022 Education Faculty Council
2. January – May 2022 Governance Working Group meetings: membership included the Vice Dean, Governance Administrator, Faculty EDI advisor, GFC Secretary, Education Students Association rep, 2 support staff, and 2 academic faculty members
3. April 25, 2023: Motion carried at the Education Faculty Council meeting to establish an *ad hoc* Committee of EFC to review and recommend revisions to the EFC Terms of Reference. Membership included the Vice Dean, Associate Dean, Academic, Governance Administrator, 1 undergraduate student, 1 graduate student, 1 ATS member, 3 academic faculty members, 1 NASA member, and 1 APO member.
4. April 27 – May 8, 2023: Call for interest for elected roles on the *ad hoc* EFC Committee
5. May – August 2023: *ad hoc* EFC Committee meetings
6. October 24, 2023: Notice of Motion at EFC to Revise the EFC Terms of Reference
7. November 28, 2023: Tabled Motion to Revise the EFC Terms of Reference due to further discussion and necessary revisions
8. January 30, 2023: Motion carried to approve the revision of the EFC Terms of Reference.
9. Anticipated Final Approval by GFC's Executive Committee – March 12, 2024

Supplementary Notes / Context:

Since GFC has provided a new template for Faculty Council Terms of Reference, we have adapted the proposed Terms of Reference to fit that template.



Sections 28, 29, and 30 of the [Post-Secondary Learning Act \(PSLA\)](#) set out the composition and role of Faculty and School Councils.

1. MANDATE AND ROLE

Under Alberta's PSLA, the Education Faculty Council (EFC) is the legislative body of the Faculty of Education and has broad responsibility for the academic affairs of the Faculty, including decisions pertaining to programs of study, courses, examinations and course results, admission requirements, academic standing, and the granting of degrees. The authority and powers of the EFC are subject to the decisions of the General Faculties Council (GFC) of the University and the PSLA.

Subject to any conditions or restrictions that are imposed by the General Faculties Council (GFC) and the restrictions to voting as summarized in Attachment 1, the EFC may:

- a) determine programs of study for which the Faculty is established,
- b) appoint the examiners for examinations in the Faculty, conduct the examinations and determine the results of them,
- c) provide for the admission of students to the Faculty,
- d) determine the conditions under which a student must withdraw from or may continue the student's program of studies in the Faculty, and
- e) authorize the granting of degrees.

A meeting of the EFC must be held at any time on the summons of the Dean of the Faculty of Education [S. 29(2)].

2. DELEGATIONS

The EFC may delegate any of its powers, duties and functions [S 29(3)].

2.1. Authority Delegated from General Faculties Council to EFC:

A list of authorities delegated from the GFC to individual Faculty Councils and other entities is available on the [University Governance website](#).

2.2. Delegations of Authority from EFC to Others:

Subject to any conditions or restrictions that are imposed by the EFC, which will be reviewed at least every three (3) years by the EFC membership, the EFC has delegated its powers, duties and functions to the following councils:

2.2.1. [Graduate Academic Affairs Council \(GAAC\)](#)

- a) the powers, duties and functions of the EFC [S 29(3)] as they pertain to the Faculty's graduate program and as mandated by the GAAC Terms of Reference.

- 2.2.2. [Undergraduate Academic Affairs Council \(UAAC\)](#)
 - a) the powers, duties and functions of the EFC [S 29(3)] as they pertain to the Faculty's undergraduate program and as mandated by the UAAC Terms of Reference.
- 2.2.3. The EFC may establish new standing councils, committees, or boards.
- 2.2.4. Subject to limitations as noted in Attachment 1, only the EFC has the authority to dissolve councils, committees, and boards of the EFC.
- 2.2.5. The EFC may strike *ad hoc* committees to study and make recommendations on specific issues. *Ad hoc* committees shall be considered discharged once their reports are received by the EFC, unless the EFC requests that they continue.
- 2.2.6. The EFC or delegate body shall provide clear, explicit, and detailed Terms of Reference for all committees, councils, or boards for approval by the EFC.
- 2.2.7. Amendments to Terms of Reference for councils, committees and boards of the EFC shall be brought to the EFC for approval. Limitations by the Collective Agreement to the EFC's authority to approve Terms of Reference can be found in Attachment 1.

3. COMPOSITION

3.1. Statutory Members [S.28(2)]

- a) Dean of the Faculty of Education (Chair)
- b) President
- c) All full-time members of the academic staff of the Faculty of Education as summarized in [Category A](#)¹:
 - A1.1 Full-time Academic Faculty Member
 - A1.2 Full-time Administrative and Professional Officers (APO) Member
 - A1.3 Full-time Faculty Service Officers (FSO) Member
 - A1.4 Full-time Librarian
 - A2.1 Career, Term 12, Term Recurring Academic Teaching Staff (ATS) Member
 - A2.3 Full-time Temporary Librarian, Administrative and Professional Officer (TLAPS) Member
 - A3.1 Full-time Trust/Research Academic Staff (TRAS) Member
- d) A representative of Alberta Education, nominated by that body

3.2. Appointed Members

3.2.1. Ex Officio Members²

- a) Vice Dean(s)
- b) Faculty General Manager
- c) Library Head, Faculty Engagement, or delegate

¹ As explained at the October 5, 2021 EFC meeting, full-time academic staff includes members on leave (e.g. sabbatical). Therefore, these statutory members cannot be excluded from attending or voting at EFC meetings.

² *Ex officio* members may be statutory or appointed according to the PSLA [S.28(2)].

- d) Registrar or delegate
- e) Director of the English Language School
- f) Executive Director of the Firefly Institute
- g) Technologies in Education Co-directors
- h) Director of the Professional Learning Unit

3.2.2. Non-Voting *Ex Officio* Members

- a) Faculty Service Partners
- b) Space & Facilities Administrator
- c) Dean of of the College of Social Sciences and Humanities (CSSH), or delegate
- d) Faculty Governance Administrator
- e) contract administrative appointments as invited by the Dean

3.2.3. Student Representatives

- a) Two (2) undergraduate students as selected by the Education Students' Association (ESA) using whatever method the Association deems suitable. The term shall be for one (1) academic year from September 1 – May 31.
 - i. one from Elementary Route
 - ii. one from Secondary Route
- b) Two (2) graduate students elected by graduate students in a Faculty-wide election to be held in the Spring of each academic year and administered by the Dean's Office. Should a Faculty-wide Graduate Students' Association (GSA) be formed within the Faculty of Education, the GSA will select their representatives using whatever method the Association deems suitable. The term shall be for one (1) academic year from September 1 – May 31.
- c) One (1) representative from the Student Advisory Committee for Advancing Racial Justice (SACARJ) as selected by SACARJ using whatever method the committee deems suitable

3.2.4. Appointed Faculty Representatives

- a) Two (2) representatives from full-time continuing Non-Academic Staff as selected by Faculty NASA members.
- b) Two (2) representatives from Term Academic Teaching Staff (ATS) as selected by Faculty Term ATS members.

The term of office for appointed Faculty representatives will be one (1) year.

3.2.5. Appointed Representatives External to the Faculty

- a) One (1) representative from the Alberta Teachers' Association (ATA)
- b) One (1) representative from the Dean of Students Office
- c) One (1) representative from the Faculty of Arts
- d) One (1) representative from the Faculty of Science
- e) One (1) representative from the Faculty of Kinesiology, Sport and Recreation
- f) One (1) representative from the Faculty of Native Studies
- g) One (1) representative from Augustana Faculty
- h) One (1) representative from Campus Saint-Jean

The term of office for appointed representatives will be two (2) years. Representatives from 3.2.5 b) through h) must be full-time members of Academic Staff as summarized in [Category A](#).

4. QUORUM

A quorum is the minimum number of members who must be present for business to be transacted legally. Quorum at EFC will be represented by one third (1/3) of voting membership.

4.1. Achieving and Maintaining Quorum

A duly-called meeting that 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 a quorum, the minutes shall record this fact and any decisions taken must be ratified at the next meeting. It should also be noted that members on leave will not count against quorum, but can count towards quorum if they are in attendance.

5. MEETING PROCEDURES

Notwithstanding any terms and restrictions of the PSLA and the GFC, the EFC will be subject to the Faculty of Education's [Governance Principles](#), including the following:

- a) Principles for Faculty of Education Council/Committee Composition
- b) Roles and Responsibilities of Council/Committee Members
- c) Meeting Procedural Rules

Where no precedent is noted in the Governance Principles, Robert's Rules of Order will apply.

Attachment 1:

Collective Agreement restrictions to voting by Faculty Councils

1.16 "Faculty Council" means the council created by that name in accordance with section 28 of the Post Secondary Learning Act; **for the purposes of the Schedules to this Agreement, voting on decisions required by each Schedule shall be restricted to the Staff Members appointed in the Faculty under that Schedule.**

UAPPOL references to responsibilities of Faculty Council that may require voting

- [Changes to the composition of the Faculty Dean Selection Committee](#) must be approved by their respective Faculty Councils before final approval by GFC Executive Committee. (NB changes for Department Chair Selection Committee composition are approved by the Provost)
- [Grading Procedure](#)
- [Access to Evaluative Course Material Procedure](#)
- [Academic Schedule Policy](#)
- [Academic Standing Policy](#)
- [Parchment Procedure](#)
- [Posthumous Degrees Procedure](#)

EDUCATION FACULTY COUNCIL

Terms of Reference / Policy & Procedures

1. AUTHORITY

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

2. COMPOSITION

Education Faculty Council meetings are open to members only. Guests shall be invited only through the Chair, and are not eligible to vote. Guests may be present for part or for all of the meeting. Education Faculty Council membership is as follows:

2.1 Statutory (*ex-officio*) Members (PSLA Section 28(2)) (EFC Jun 8 2010) (GFC Exec Nov 8 2010)

UofA President
Dean
Vice Dean
Associate Deans

All full time members of the academic staff of the faculty

At the University of Alberta, for the purpose of serving on Faculty Councils, “full-time academic staff” is interpreted to mean all continuing academic staff in Category A1.0). (GFC Section 55.1.4)¹

Category A1.0 Continuing

A1.1 (Faculty) (continuing) / Tenure-track; teaching, research; Board-AAS:UA (Faculty) Agreement

A1.2 Administration & Professional Officers (continuing) / Tenure-track; professional, managerial; Board AAS:UA (APO) Agreement

A1.3 Faculty Service Officers (continuing) / Tenure-track; professional, technical; Board AAS:UA (FSO) Agreement

A1.4 Librarians (continuing) / Tenure-track; professional, managerial; Board AAS:UA (Librarian) Agreement

A1.5 Soft-tenure Faculty (continuing) / Soft-tenure-track; research, teaching; Board AAS:UA Agreement (Faculty)

A1.6 Part-time (continuing) Counterparts to A1.1 – A1.5 / Tenure-track; appropriate Board AAS:UA Agreement (Half-time or greater FTE)

2.2 Statutory Members

2.2.1 Student Members (GFC Section 55.1)

Undergraduate students (2)

As selected by the Education Students’ Association using whatever method the Association deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Education Students’ Association to the Faculty Office, and the Students’ Union. If the Association is unable to fill the required number of undergraduate students by September 30 of each year, then the Students’ Union will be responsible for the selection of the undergraduate representatives.

Graduate students from the Faculty of Education (2)

2.2.2 Registrar or delegate (GFC Section 55.1.3)

2.2.3 Alberta Education (PSLA Section 28(2)(d) (Subsection 4)) (EFC Oct 4 1994) (GFC Exec Apr 8 2002)

¹ As explained at the October 5, 2021 Education Faculty Council (EFC), continuing academic staff in Category A1.0 includes members on leave (e.g. sabbatical). Therefore, these statutory (*ex-officio*) members cannot be excluded from attending or voting at EFC meetings.

2.3 Appointed Members

Any other persons who are appointed to the faculty council by general faculties council on the recommendation of the faculty council (*PSLA* Section 28(e)). The Executive Committee of General Faculties Council is authorized to make appointments to Faculty and School Councils on their recommendation. (GFC Nov 25 1968)

Term of office for all appointed members will be one year. (EFC Jun 8 2010) (GFC Exec Nov 8 2010)

2.3.1 Appointed Members Internal

Sessional Instructors from the Faculty of Education (2) (EFC Oct 1 1996) (GFC Exec Oct 16 1996)

Non-Academic Staff from the Faculty of Education (2) (EFC Oct 1 1996) (GFC Exec Oct 16 1996)

2.3.2 Appointed Members External

2.3.2(i) and 2.3.2(ii) require a full time continuing academic member (according to Category A1.0).

2.3.2(i) Library Head – Faculty Engagement (Law, Arts, Education, Campus Saint-Jean) (EFC May 5, 2020) (GFC Exec Jun 15, 2020)

2.3.2(ii) A representative from the faculties of:

Agricultural, Life and Environmental Sciences (1) (EFC Jan 4 1977)

Arts (1) (EFC 1945)

Augustana (1) (EFC Jun 8 2010) (GFC Exec Nov 8 2010)

Business (1) (EFC Jan 4 1977)

Campus Saint-Jean (1) (EFC Dec 7 1971)(EFC Jun 8 2010) (GFC Exec Nov 8 2010)

Extension (1) (EFC Jan 4 1977)

Native Studies (1)(EFC Jun 8 2010) (GFC Exec Nov 8 2010)

Nursing (1) (EFC Jan 4 1977)

Physical Education and Recreation (1) (EFC Jan 4 1977)

Rehabilitation Medicine (1) (EFC Jan 4 1977)

Science (1) (EFC Jan 4 1977)

2.3.2(iii) Alberta Teachers' Association (1) (EFC Dec 1 1966)

2.4 Non voting Members

2.3.2(iv) Contract administrative appointments as invited by the Dean (non-voting) (EFC Jun 8 2010) (GFC Exec Nov 8 2010)

3. **MEMBERSHIP POLICIES**

3.1 Alternates

The *PSLA* makes no provision for alternates to elected members.

Only the President and the Dean shall be permitted to send alternates to the meetings of EFC. They shall have full voting rights and the right to propose motions. Members who are elected or appointed to Education Faculty Council may not send alternates to meetings of EFC. (EFC Jun 8 2010)

3.2 Attendees at council/committee/board meetings

Voting members – may participate in discussions and may move, second and vote on motions. This includes ex officio, appointed and elected members as set out in the composition of the specific terms of reference. (EFC Jun 8 2010)

Non-voting members – members in regular attendance at committee meetings, who may participate in discussion, but cannot move, second or vote on motions. (EFC Jun 8 2010)

Guests – individuals invited to attend a particular meeting and to participate in discussion related to a specific item they were invited to address. Guests cannot move, second or vote on motions. (EFC Jun 8 2010)

Visitors – individuals in attendance at a public meeting to observe committee proceedings, who may speak only if expressly invited to do so by the chair. Visitors who have permission to speak may speak only once. A visitor cannot move, second or vote on motions. (EFC Jun 8 2010)

Observers – in attendance at a public meeting as an observer only. An observer cannot participate in discussion and cannot move, second or vote on motions. (EFC Jun 8 2010)

4. MANDATE

Subject to Section 29(1) of the *Post-Secondary Learning Act (PSLA)* a faculty council is empowered to:

- 4.1 determine the programs of study for which the faculty is established;
- 4.2 appoint the examiners for examinations in the faculty, conduct the examinations and determine the results of them;
- 4.3 provide for the admission of students to the faculty, subject to the admission standards and policies determined by the general faculties council;
- 4.4 determine the conditions under which a student must withdraw from or may continue the student's program of studies in the faculty, and
- 4.5 authorize the granting of degrees, subject to any conditions or restrictions that are imposed by the general faculties council.

Subject to challenge by General Faculties Council, the GFC Executive Committee has accorded to faculty councils the authority to deal with special arrangements regarding final examinations. (GFC EXEC Feb 15 1967)

5. POWERS

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

5.1 New Councils, Committees and Boards of EFC (EFC Feb 2, 2010)
EFC may establish new councils, committees or boards.

EFC or delegate body shall provide clear, explicit, and detailed terms of reference for approval by EFC.

5.2 Continuing Councils, Committees and Boards of EFC (EFC Feb 2, 2010)
Amendments to terms of reference for councils, committees and boards of EFC shall be brought to EFC for approval.

Only EFC has the authority to dissolve councils, committees and boards of EFC.

5.3 Ad Hoc Committees (EFC Feb 2, 2010)
EFC may strike ad hoc committees to study and make recommendations on specific issues.

When EFC establishes an ad hoc committee, EFC or delegate body shall create clear, explicit, and detailed terms of reference and set a reporting date, both to be approved by EFC.

Ad hoc committees shall be considered discharged once their reports are received or accepted by EFC, unless EFC requests that they continue.

6. MEETINGS

6.1 A meeting of a faculty council must be held at any time on the summons of the dean of the faculty. (PSLA Section 29(2))

6.2 Education Faculty Council shall normally meet once a month, usually on the last Tuesday of the month (effective 2022/2023 academic year). The schedule of meetings will be distributed at the beginning of each academic year. Any change of dates will be announced at least one month in advance. Cancellation notices will be distributed as needed. (EFC Feb 2, 2010) (EFC Oct 22, 2022)

6.3 Regular meetings of the EFC which are still in session after the scheduled end time may be continued for a specified period of time through a motion from the floor. If such a motion is not approved, the item of business under discussion and items remaining on the agenda shall be deferred to the next regular meeting or to an additional meeting at the discretion of the Chair. (EFC Feb 2, 2010)

7. QUORUM

7.1 A quorum is the minimum number of members who must be present for business to be transacted legally. Quorum at EFC will be represented by one third (1/3) of voting membership, not including those on leave. (EFC May 5, 2020) (GFC Exec Jun 15, 2020)

7.2 Maintaining quorum – a duly-called meeting that 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 a quorum, the minutes shall record this fact and any decisions taken must be ratified at the next meeting.

8. PROCEDURES

The Education Faculty Council (EFC) procedures are based on those established by General Faculties Council (GFC). GFC voted against adopting Robert's Rules of Order (1974). GFC is governed, instead, by precedent and, in situations not covered by precedent GFC is guided by the Chair, whose rulings are subject to challenge. Education Faculty Council follows the same model. (EFC Feb 2 2010)

8.1 Chair

The Dean or Designate of the Faculty of Education shall chair Education Faculty Council. (EFC Feb 2 2010)

8.2 Agenda Approval

The authority to decide which items are to be placed on an EFC agenda resides with the Chair. New items cannot be introduced at a Council meeting except by a two-thirds vote of those present. In cases where the Chair has been informed in advance of a request to add a new item, the proposal shall be circulated, time permitting, to Council members. When the Agenda is being approved, the Chair will entertain a request to change the order, for specified reasons. (EFC Feb 2 2010)

8.3 Minutes

The record of discussion shall reflect fully the basis of decisions. EFC agendas, minutes and memberships shall be made available to the public. (EFC Feb 2 2010)

Minutes of the previous EFC shall be approved as submitted or approved as amended by a motion. Once approved by EFC, minutes will be posted on the Faculty of Education Governance website. Original agendas and supporting material are bound and filed in the Dean of Education's office for historical reference. (EFC Feb 2 2010)

Minutes from EFC Councils (Graduate Academic Affairs Council and Undergraduate Academic Affairs Council) shall be presented to EFC following approval by the respective Council. These minutes are for information only. At the stage of the motion to receive these minutes by the EFC, any member of the EFC may question or challenge an action of GAAC or UAAC. A majority vote at EFC is required in order to bring the question or challenge to the next EFC meeting for consideration. Approved minutes of GAAC and UAAC will be posted on the Faculty of Education Governance website. Original agendas and supporting material are bound and filed in the Dean of Education's office for historical reference. (EFC Feb 2 2010)

8.4 Reports

Councils, committees and boards of EFC (Appendix A), and Centres within the Faculty of Education, will submit an annual report to EFC each Fall or as requested by the Chair. A motion to receive these reports is required. Annual reports of EFC Councils and Committees will be posted on the Faculty of Education Governance website. (EFC Feb 2 2010)

8.5 Motions

A motion is a formal proposal that the assembly take certain action. To make a motion, a member must obtain the floor, that is, the member must be recognized by the Chair. (In the interest of clarity, it is advisable to write out a motion in advance; giving a copy to the Secretary usually expedites business.) The person making a motion will be invited by the Chair to speak first in any ensuing debate. (EFC Feb 2 2010)

A motion must be *seconded*. A second merely implies that the seconder agrees that the motion should be debated and not that the seconder necessarily favours the motion. If no seconder is found, the motion is dead and the meeting moves on to other business. (EFC Feb 2 2010)

8.5.1 Notice of Motion

A Notice of Motion is a method of informing the membership in advance of the intention to make a specific motion. When Notice of Motion has first been given at an EFC meeting, the Chair will decide whether it is appropriate that such a motion be placed on the Agenda of the next EFC meeting. (EFC Feb 2 2010)

8.5.2 Amendment to a Motion

An amendment is a subsidiary motion. It is used to modify the wording - and within certain limits the meaning - of a pending motion before the pending motion itself is voted upon. Its adoption does not adopt the motion thereby amended, and its rejection leaves the pending motion unaltered. (EFC Feb 2 2010)

The amendment must be germane; that is, it must be closely related to or have bearing on the subject of the motion. No new subject can be introduced under the pretext of being an amendment. (EFC Feb 2 2010)

An amendment must be seconded and is debatable. Such debate must be confined to the desirability of the amendment and must not extend to the merits of the motion to be amended, except as may be necessary to determine whether the amendment is advisable. (EFC Feb 2 2010)

An amendment can be amended, by a motion to amend the amendment. A majority vote is required. (EFC Feb 2 2010)

The mover with the consent of the seconder may incorporate a ‘friendly’ amendment into the main motion if the mover and seconder of the amendment are agreeable. The Chair has discretion to adjudicate challenges to the status of the friendly amendment. (EFC Feb 2 2010)

8.5.3 Motion to Table

A Motion to Table enables EFC to lay aside the pending question until some future time. A Motion to Table must be seconded, cannot be debated and requires a majority vote. The mover may make a brief statement on what information they believe would be necessary to lift an item from the table, followed by the proposer of the original item, who may make a brief comment to EFC on the impact of tabling the motion. (EFC Feb 2 2010)

8.5.4 Motion to Take From the Table

A Motion to Take from the Table is a motion to bring back before EFC the matter laid aside. Such a motion must be seconded, cannot be debated and requires a majority vote. (EFC Feb 2 2010)

8.5.5 Motion to Reconsider

A Motion to Reconsider enables EFC, within a limited time, to bring back for further consideration a motion that has already been voted on. The effect of a Motion to Reconsider is to restore proceedings to the point immediately prior to the vote to which it applies. (EFC Feb 2 2010)

A Motion to Reconsider must be brought forward at the same or next calendar month’s meeting, after which Motion to Rescind procedures must be followed. (EFC Feb 2 2010)

A Notice of Motion to Reconsider must be provided with at least ten (10) working days’ notice if the Motion to Reconsider does not take place at the same meeting. (EFC Feb 2 2010)

A Motion to Reconsider must be seconded and is amendable. (EFC Feb 2 2010)

A Motion to Reconsider is debatable, unless the motion to which it applies was not debatable. Debate may pertain to reasons for reconsideration only. (EFC Feb 2 2010)

A simple majority vote is required. (EFC Feb 2 2010)

An approved Motion to Reconsider suspends action on the original motion to which it applies until the original motion has been decided upon. (EFC Feb 2 2010)

A motion can be reconsidered only once. (EFC Feb 2 2010)

A motion which has already been acted upon cannot be reconsidered. (EFC Feb 2 2010)

8.5.6 Motion to Rescind

A Motion to Rescind is the motion by which a previous act or order can be cancelled or reversed. (EFC Feb 2 2010)

A Motion to Rescind is only used when a Motion to Reconsider is out of time. (EFC Feb 2 2010)

A Motion to Rescind must be seconded, and is amendable. (EFC Feb 2 2010)

A Motion to Rescind is debatable, unless the motion to which it applies was not debatable. Debate may pertain to reasons for reconsideration only. (EFC Feb 2 2010)

A Motion to Rescind requires a Notice of Motion provided to Council membership with at least ten (10) working days notice. A two thirds majority vote of those present is required. (EFC Feb 2 2010)

8.5.7 Motion to Adjourn

A motion to adjourn is a motion to close the meeting. It must be seconded, is not debatable or amendable and requires a majority vote. (EFC Feb 2 2010)

8.6 Debate Procedures

8.6.1 Interrupting a Speaker

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. If the Chair does not do so, a member may raise this as a point of order.

A speaker may not be interrupted because the listener does not agree with what is being said. (EFC Feb 2 2010)

8.6.2 Calling the Question

Calls of "Question!" by members from their seats are informal expressions of individual members' desires to proceed to a vote on the matter under discussion. (Such calls are disorderly if made while another member is speaking.) Upon hearing such a call, 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, eligible members will then vote on this motion and proceed accordingly. (EFC Feb 2 2010)

8.6.3 Challenging the Chair

The Chair may allow debate on a point of order before making a ruling. The Chair should state the basis on which such a ruling is made and no debate thereon is permitted. When the Chair rules on a question of procedure, any member may rise and state to the Chair, "I respectfully appeal to EFC from your ruling." The Chair will respond by stating, "The Council has heard the ruling of the Chair. The question is: Shall the ruling of the Chair be sustained?" This issue is then put to a vote. (EFC Feb 2 2010)

8.6.4 Committee of the Whole

Debate should be either for or against a motion. However, an issue may arise which is not so clear-cut or for which the rules may seem to be a hindrance. In such a case, a motion that EFC resolve itself into a Committee of the Whole may be made. If carried, the visitors are asked to leave the Chamber, the Chair steps down and another Chair is appointed or elected for the duration of the meeting of the Committee of the Whole. Minutes are not taken and members may speak more freely and informally. (EFC Feb 2 2010)

A motion need not be seconded in order to be discussed. (EFC Feb 2 2010)

When the Committee of the Whole reaches agreement, a motion is made "that the Chair rise and report," upon the adoption of which motion the Committee of the Whole is dissolved, the Chair of EFC resumes the Chair and the Chair of the Committee of the Whole reports to the Chair of EFC the action taken by the Committee of the Whole. (EFC Feb 2 2010)

8.6.5 In Camera

In camera may be used to describe a closed meeting (non-members not permitted), which covers information not reflected in the minutes and not available to the public. Such sessions may discuss personnel, financial or other sensitive decisions that must be kept secret (for example, a strategic change which the faculty does not yet want the public to know about). (EFC Feb 2 2010)

8.6.6 Special Debate

Special debate can be declared by the Chair in cases where there is very active debate that is monopolized by a few speakers, but multiple participants wish to speak. In a special debate, no member may speak for a second time until the Chair is satisfied that all those wishing to speak for the first time have done so. (EFC Feb 2 2010)

8.6.7 Point of Order

It is the right of every member who notices a breach of the rules of Council 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. If the Chair, being in doubt, refers the point of order to the judgement of Council, it thereby becomes debatable. (EFC Feb 2 2010)

A Point of Order is the only time when a member is allowed to interrupt a speaker who has the floor. (EFC Feb 2 2010)

A Point of Order does not require a seconder, it is not debatable (except in the circumstance noted above), it is not amendable, and cannot be reconsidered. (EFC Feb 2 2010)

A Point of Order should not be raised which has nothing to do with procedure and is merely a tactic to say something which would not normally be allowed. (EFC Feb 2 2010)

8.7 Voting Procedures

8.7.1 When the electronic voting system installed in the Council Chamber shows a difference of five or less in the votes counted for and against a motion, there shall be a second electronic vote. The second vote shall be the final result. If the electronic voting system is not available, a secret paper ballot shall be held at the discretion of the Chair. (EFC Feb 2 2010)

8.7.2 Voting shall be by majority vote except on a Motion to Rescind without previous notice, when a two-thirds vote of the total membership is required. (EFC Feb 2 2010)

8.7.3 The Chair shall vote only in the instance of a tie vote. When there is a tie vote, the motion is lost if the Chair abstains. The motion is adopted if the Chair votes in the affirmative and is defeated if the Chair votes in the negative. (EFC Feb 2 2010)

8.7.4 The results of all votes taken at EFC meetings shall be announced by the Secretary. The results of EFC votes shall not be recorded in the minutes. (EFC Feb 2 2010)

8.7.5 All members of EFC are charged with the responsibility of examining issues before Council and voting as they judge fit on such issues. No member of EFC, regardless of how that person gains membership on Council, is an instructed delegate. (EFC Feb 2 2010)

9. **Impeachment**

No member of EFC can be impeached. (EFC Feb 2 2010)

Overview

The Governance Working Group drafted a set of three documents to replace the General Terms of Reference for Councils, Committees & Boards of Education Faculty Council and to help guide the revision of the Faculty's committees and councils Terms of Reference. The documents mirror three of the four [GFC Principle Documents](#) approved by GFC in 2017.

- Principles for Faculty of Education Council/Committee Composition
- Roles and Responsibilities of Council/Committee Members
- Meeting Procedural Rules

Background, rationale, and principles for each of the three documents are provided in the following pages.

NOTE: The documents were endorsed by Education Faculty Council, January 31, 2023.



Background: The Governance Working Group initially reviewed the Principles for General Faculties Council Standing Committee Composition. While few of the principles directly applied to Faculty committees, it provided a useful framework for developing our own set of principles.

Rationale: While the democratic process forms the basis of selection to faculty committees, this same process often excludes the voices of Indigenous and equity-deserving individuals, and others with less cultural capital due to gender, seniority, social interaction patterns, and other skills and attributes. The principles for committee composition are intended to allow many perspectives to contribute to Faculty governance.

Faculty of Education Principles for Committee* Composition

The principles for Faculty of Education Committee Composition are intended to guide the reconstitution of committee structures within a non-departmentalized faculty by providing a framework for articulating membership reflective of relevant stakeholders' perspectives. The composition of faculty committees will vary depending on their mandates and decision-making authority, but may include ex-officio, elected, appointed voting members, and non-voting guests.

Careful consideration of the composition of committees is essential given the range of issues, and varied perspectives within the Faculty of Education. Committees also serve as essential communication and decision making forums for faculty, students, instructors, and staff. The following principles need to be considered when revising membership for all committees within the Faculty of Education.

Principles

1. Undergraduate and graduate students must have a voice on committees that make decisions about their academic and social life within the Faculty. Student representation should be included on all relevant committees with consideration given to the appropriate balance of committee composition, and realistic involvement of students.
2. Indigenous and equity-deserving individuals are often underrepresented on committees despite the essential perspectives they bring. Committees should be populated with a commitment to broad representation from Indigenous and equity-deserving individuals.
3. Professors at different ranks often have different perspectives on the needs of the Faculty. The Faculty's committee composition and election process should ensure that assistant professors and junior associate professors contribute to the Faculty's collegial governance.
4. To ensure a variety of perspectives contribute to faculty governance and decisions, individuals should not serve as elected members on multiple major committees (i.e., UAAC, GAAC, FEC, GFC).
5. The membership on a committee should reflect the relevant spectrum of stakeholders and the appropriate number of members required to fulfill the mandate of the committee.

6. Where necessary, ensure that committees support disciplinary perspectives, integrity, and academic programs.

* Collegial governance within the Faculty of Education includes councils, standing committees, ad hoc committees, and working groups. The term "committee" is used to refer to all of these forums.



Background: The Governance Working Group initially reviewed the General Faculties Council Roles and Responsibilities of Members. In the proposed document, we adopted the commitments to collegial governance, and used the general framework to prepare our own document.

Rationale: The principles as set out in the Roles and Responsibilities document highlight the expectations of all individuals who serve on Faculty committees. While these expectations may be somewhat obvious, we believe that making them explicit provides appropriate instructions to individuals new to service on committees, offers guidance to the Chair of a committee, and are an important reminder for all faculty, staff, and students who contribute to collegial governance.

Faculty of Education Roles and Responsibilities of Committee* Members

Introduction:

The Faculty of Education upholds the importance of collegial academic governance. As such, our committees will operate on the following commitments as outlined by [General Faculties Council's Roles and Responsibilities of Members](#) with minor modifications:

- 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 [faculty and] university administration
- A commitment that, regardless of their membership category, all members of [a committee] 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 [Faculty and] University

Roles and Responsibilities of Committee Members

1. Members should review and understand the following:

- Principles for committee composition, roles and responsibilities of members, and meeting procedural rules
 - Education Faculty Council terms of reference
 - Faculty of Education council and standing committee structure
 - Specific terms of reference for the committee the member is serving
-

2. Expectations for meeting attendance include the following:

- Members must be willing to commit to the meeting schedule for the academic year.
- Members have a responsibility to attend the meetings of the committee(s) they serve.
- Members should advise the Committee Chair if they are unable to attend a meeting.

3. Expectations for participation on committees include the following:

- Members should prepare for meetings by reviewing the agenda and materials in advance.
- Members should constructively participate by both actively listening to others and asking relevant questions.
- Members should engage in candid and respectful discussion of matters presented.
- When voting on motions, members recognize the Faculty is comprised of a variety of disciplines and programs. Members must act in good faith with the view to the best interests of the faculty 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.

4. Expectations for communicating information to constituents

- Members should communicate with their constituency regarding agenda items prior to the meeting.
- Members should communicate with their constituency on matters which were discussed and approved during each meeting.

* Collegial governance within the Faculty of Education includes councils, standing committees, ad hoc committees



Introduction

The Education Faculty Council (EFC) has on many occasions confirmed its commitment to having a set of rules that assist rather than impede the conduct of business. EFC 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 EFC, 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 EFC will adhere to the principles of collegial academic governance as set out in the Faculty of Education Roles and Responsibilities of Committee Members.

1. Procedural Rules

- 1.1 EFC 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 EFC and its standing committees will be responsible for guiding meetings of EFC and its standing committees, enforcing rules, and deciding questions pertaining to those rules. Any decisions of the chair are subject to challenge.
- 1.3 The Chair will not participate actively in debate regarding a motion before EFC without passing the role of the Chair to the Vice-Chair/Alternate Chair for the duration of the debate and the subsequent vote.

2. Meetings

- 2.1 EFC 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. EFC 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 – The DAC may cancel a meeting of EFC 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.
- 2.3 The Chair may call a Special Meeting of EFC if the meeting is proposed to EFC members in writing at least one (1) month prior to the proposed date of the Special Meeting, and approved by EFC members with a simple majority of votes cast by electronic ballot. The Chair of EFC shall call a special meeting of EFC when one-half (1/2) of EFC's members submit a written request for a special meeting to the EFC Secretary. The request must clearly state the proposed business of the special meeting. Notice of special meetings is normally given to members at least one month in advance. If required, an electronic vote (requiring two-thirds majority of votes cast) may be used to approve the waiver of the one-month notice.
- 2.4 EFC meetings shall normally be scheduled and planned to end 90 minutes after being called to order. Meetings may be extended by a majority of votes cast.
- 2.5 Debate on new items of business will not be entertained after EFC 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 EFC 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, EFC 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 Dean's office.
- 5.2 Questions on an issue within EFC's jurisdiction may be submitted in writing to the EFC Secretary up to six working days before the next EFC meeting to receive a written response.

- 5.3 Every EFC 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).
- 5.4 Questions with regard to a specific item on an agenda should be raised during consideration of that item at the EFC meeting.

6. Agendas

- 6.1 The agenda of each EFC meeting will be proposed by the Dean's Advisory Committee (DAC) and approved by EFC. DAC will ensure that items put before EFC are complete and ready for discussion and published in advance of the meeting.
- 6.2 An EFC member may propose an agenda item in advance for inclusion in an EFC meeting by submitting an agenda form for review and approval by DAC, which format will be approved by the DAC and be available at the webpage noted in Section 6.8, no later than thirty (30) days prior to the next scheduled EFC meeting.
- 6.3 Should a member wish to add an item to the agenda at a meeting of EFC, a two-thirds majority of votes cast is required; the Chair will then determine where the item appears on the agenda. In cases where the Chair or EFC 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 EFC and its standing committees will include Question Period.
 - 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 EFC will have the same opportunity.
- 6.6 Reports from standing committees are included on the EFC 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 EFC 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: <https://sites.google.com/ualberta.ca/educ-info/governance/councils-committees-and-boards/faculty-council>

7. Quorum

- 7.1 Education Faculty Council – The quorum for an EFC meeting is one-third of the total membership.
- 7.2 EFC Standing Committees – The quorum for standing committee meetings, unless otherwise specified in the committee Terms of Reference, 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 EFC and on EFC standing committees are not included when establishing quorum.
- 7.4 Maintaining quorum - A duly-called meeting that 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 EFC. Motions to appoint new members may only be moved and seconded by statutory members of EFC.
- 8.3 Motions pass with a majority of votes cast, except for the following: (1) motions to add an item to the agenda and to close debate/call the question require a two-thirds majority of 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 EFC 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 does not require a seconder, is not debatable or amendable, requires no vote, and is approved by the Chair.
- 8.7 During the course of an EFC meeting, members may make a Notice of Motion for debate at the next EFC meeting. In such cases, DAC will be responsible for placement of the motion on the next EFC 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 EFC 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 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 item. If the Chair does not do so, a member may raise this as a point of order.
- 10.3 **Point of Order** - It is the right of any member who notices a breach of the rules of EFC 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 EFC agenda can allow for a less structured discussion guided by the Chair and the consensus of the members in attendance.

12. Delegates

- 12.1 Members who serve on EFC 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.

13. Voting

- 13.1 All members of EFC are charged with the responsibility of examining issues before Council and voting as they judge fit on such issues. No member of EFC, regardless of how that person gains membership on Council, is an instructed delegate.
- 13.2 An abstention is not considered to be a vote cast.
- 13.3 The Chair votes only in the instance of a tie. When there is a tie vote, the motion is lost if the Chair abstains.
- 13.4 All members may participate in discussions; only voting members may move, second and vote on motions.
- 13.5 **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 an EFC 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.
- 13.6 **Electronic Votes by EFC** – In cases where EFC is the electing body to populate certain selection committees and other bodies, the election process may use e-vote mechanisms.

13.7 Electronic Approval of Committee Reports by EFC – Reports of recommendations from the Nominating Committee may be distributed electronically to EFC members and are considered approved if no additional nominations are received by the deadlines indicated on the report.

13.8 Electronic Votes by EFC in Remote Meetings – When meeting remotely, EFC 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 EFC shall be the minutes taken by the Secretary and approved by EFC.

14.2 Minutes – The minutes shall reflect the decisions made and a high-level summary of the discussion.

15. Amendment of these Rules and Procedures

The Education Faculty Council’s Meeting Procedural Rules may be amended by a majority of votes cast at a duly constituted meeting of EFC, 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

[EFC Terms of Reference](#)

[GFC Terms of Reference](#)

Endorsed by Education Faculty Council:
January 31, 2023



Decision **Discussion** **Information**

ITEM OBJECTIVE: To approve the Agenda for the General Faculties Council meeting to be held on Monday, March 18, 2024.

DATE	March 11, 2024
TO	GFC Executive Committee
RESPONSIBLE PORTFOLIO	GFC Executive Committee

MOTION:

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the March 18, 2024 meeting of General Faculties Council, as set forth in Attachment 1.

EXECUTIVE SUMMARY:

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.

Supporting Materials:

Attachment 1: Draft Agenda for the General Faculties Council Meeting of March 18, 2024

Engagement and Routing

Consultation and Stakeholder Participation / Approval Route (parties who have seen the proposal and in what capacity) <[Governance Resources Section Student Participation Protocol](#)>

Those who are actively participating:

- 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: GFC Executive Committee – March 18, 20234 – For decision

Monday, March 18, 2024
Council Chamber
2:00 PM - 4:00 PM

OPENING SESSION

1. Approval of the Agenda 2:00 – 2:05 PM Bill Flanagan
2. Comments from the Chair (no documents) 2:05 – 2:10 PM Bill Flanagan

CONSENT AGENDA 2:10 – 2:15 PM

[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 February 26, 2024
4. New Members of GFC

DISCUSSION ITEMS

5. Question Period 2:15 – 2:45 PM Bill Flanagan
6. Fiscal Year 2024-25 Budget Update 2:45 – 3:15 PM Verna Yiu
Todd Gilchrist
7. Policy Development Policy 3:15 – 3:30 PM Brad Hamdon
John Lemieux
Jay Jorgensen
8. Proposed revisions to GFC Committee on the Learning Environment
Terms of Reference 3:30 – 3:45 PM Ryan Dunch
9. Proposed revisions to GFC Programs Committee Terms of Reference
3:45 – 4:00 PM Ryan Dunch

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.]

10. Report of the GFC Executive Committee

11. Report of the GFC Academic Planning Committee
12. Report of the GFC Programs Committee
13. Information Items:
 - A. Office of Safe Disclosure and Human Rights Annual Report
 - B. Helping Individuals At Risk Annual reports
14. Information Forwarded to GFC Members Between Meetings
 - Canvas 101 Video
 -

CLOSING SESSION

15. Adjournment
 - Next Meeting of General Faculties Council: April 29, 2024

Presenter(s):

Bill Flanagan	President and Vice-Chancellor, University of Alberta
Verna Yiu	Provost and Vice-President (Academic)
Todd Gilchrist	Vice-President (University Services and Finance)
Brad Hamdon	General Counsel
John Lemieux	University Secretary
Jay Jorgensen	Institutional Policy Lead
Ryan Dunch	Professor and Chair

Documentation was before members unless otherwise noted.

Meeting REGRETS to:	Faiza Billo, faizad@ualberta.ca
Prepared by:	Kate Peters, peters3@ualberta.ca
University Governance	www.governance.ualberta.ca