

| POLICY TITLE | Education Council By-Laws |
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| HOLDER | VP Education |
| RESPONSIBLE OPERATIONAL LEADER | NA |
| SUPPORTING DOCUMENTS | G-3.1.1 ICC Terms of Reference G-3.1.2 Policy and Standards Committee Terms of Reference G-3.1.3 Awards Committee Terms of Reference G-3.1.4 Terms of Reference - EdCo Appeals Panel |

EDUCATION COUNCIL BY-LAWS

OBJECTIVES

The objectives of the Education Council are to fulfill the roles and powers defined by Sections 23, 24, and 25, except as amended under Section 25 (1) (b) of the College and Institute Act.

TERMS OF MEMBERSHIP

1. The composition of Education Council is that defined by *Section 15 of the College and Institute Act*.
 - a) There are two additional non-voting members who provide expert counsel to Education Council. These members are the Integrated College Curriculum Committee Chair and the Camosun College Indigenization Coordinator.
 - b) In the event that the Integrated College Curriculum Committee Chair and/or the Camosun College Indigenization Coordinator is an elected member of Education Council, no additional non-voting member will be appointed as expert counsel.
2. The terms of office for voting members begin August 1 and end July 31 and the term lengths are determined by *Section 16 of the College and Institute Act*.
3. Elections for the Council will be conducted by election rules promulgated by the Registrar pursuant to the Act.

4. Should a member no longer be able to sit on the Council, they should resign by notifying the Chair in writing within 30 days of no longer being able to sit on the Council.
5. In the event of a seat being vacated, the Chair will request that the Registrar fill the vacant seat as described in the “election rules”; and to ensure continuity of membership, the new member will serve for the remainder of the term.
6. If a seat is vacated or remains vacant following a by-election, the Chair of Education Council creates an open call for nominations from the membership of the vacant seat (faculty, staff, or students) for the interim position. Nominees from unrepresented or underrepresented units will be invited, in order of their nominations being received, to attend the next meeting of Education Council as a guest, and will declare at that meeting whether they accept the nomination. If they accept, they must be elected by and from the voting members of Education Council, and will remain as members until the next regular general election.

CONFLICT OF INTEREST

1. Members of the Education Council shall act in accordance with the by-laws in the event that they are in conflict of interest or have an appearance of conflict of interest.
2. A conflict of interest due to representation of or relation to a specific constituency may occasionally arise. In general, voting on matters that have an effect on a broad group by a member of that group is not considered a conflict of interest.
3. When a member is unsure of whether they are in conflict, that member shall raise the potential conflict with the Council, and the Council shall determine by majority vote whether or not the conflict of interest exists.
4. Members of Education Council may indicate to the chair any concern about potential conflict of a member in relation to agenda items or undue influence on decisions.
5. When a conflict of interest is acknowledged or deemed to exist, the member having such conflict will remove himself or herself from that portion of the Council meeting.

STRUCTURE OF THE EDUCATION COUNCIL

1. **The Officers of the Council will consist of a Chair and a Vice Chair**
 - a) The Chair of the Council will be elected each year by and from the voting members of the Council in accordance with Section D.4.
 - b) The Vice-Chair will be elected each year by and from the voting members of the Council in accordance with Section D.4
 - c) A permanent secretary to the Council will be appointed by the College.

- d) The office of the permanent secretary will be the official repository of Council records and documents.

2. Duties of the Chair of Education Council

- a) Normally, the Chair will preside at all regular, special and in-camera meetings of the Council, and in their absence will be covered as per Section D.3.
- b) The Chair will be an ex-officio member of all Council committees.
- c) The Chair will represent the Council on the College's Board of Governors and will ensure open communication with the Board of Governors.
- d) The Chair and the permanent secretary will be responsible for:
 - i. maintaining an up-to-date record of minutes;
 - ii. maintaining a current list of members, appointment dates and terms.
- e) In consultation with Council and/or committee members, the Chair will set membership of Council committees and task forces.

3. Duties of the Vice-Chair

- a) The Vice-Chair will assist the Chair in all Council matters.
- b) The Vice-Chair will fulfill all duties of the Chair in his/her absence. In the absence of the Chair and Vice-Chair for a meeting another member of Council will be appointed by the Executive Committee to temporarily fulfill the duties of the Chair.

4. Election of Council Officers

- a) Elections will be conducted to fill the position of Education Council Chair and Education Council Vice-Chair.
- b) Any voting member is eligible to be elected to office for a one-year term. The term is from Aug 1 to July 31.
- c) Vacant positions will be filled through a by-election as needed.
- d) Elections will be held within sixty days of the annual election of Council members, which is normally held in April. A notice of motion for the election of the Chair and Vice-Chair will be given 30 days prior to the special election meeting.
- e) The election may be presided over by a non-voting member of Council or by a non-Council member, or by a Council member who has declared that they will not be seeking a position on the executive as determined by the Chair prior to election.
- f) Nominations for the position of Chair and Vice-Chair will be called from the floor.
- g) If only one Chair or Vice-Chair is nominated they will be acclaimed into the position. If more than one Chair or Vice-Chair is nominated a vote will be decided by a show of hands unless there is a request from one or more members for a secret ballot.

5. Roles and Responsibilities of Council members

Education Council's responsibilities are mandated under the College and Institute Act

Education Council members are charged with ensuring that College curricula meet the College's standards to ensure academic excellence. As the body with ultimate authority over college curricula, Council members are encouraged and expected to actively engage, debate and be informed of the business brought before Council.

Council members, represent a perspective that takes into account first and foremost what is best for the overall College and its learners.

To undertake this work, members of Council are expected to:

- a) Attend all meetings of the Council, including scheduled retreats and regular and special business meetings. Serve on Council committees.
- b) Inform office of the permanent secretary prior to the meeting when attendance is not possible. When a member of the Council has not attended three (3) consecutive regular meetings, that seat will be treated as a vacancy, unless excused by a resolution of the Council. It is the member's responsibility to request that a "motion for excusal of their absence" be added to the meeting agenda.

COUNCIL ADMINISTRATION AND OPERATIONS

1. Regular Meetings

- a) Business meetings will normally be held once a month with the exception of July and August. A schedule will be established by permanent secretary in consultation with the Executive Committee by May 31st for the fall and winter term, and adjusted thereafter only in consultation with the Executive Committee.
- b) A proposed agenda and supporting material for a regular meeting shall be circulated to Council members not fewer than three working days prior to the meeting.
- c) Normally, meetings are held with all members meeting in one location. However, it is recognized that from time-to-time there may be a requirement to hold meetings in more than one location when teleconferencing can be provided.
- d) Special meetings may be called by the Chair for matters requiring immediate attention. The Chair is responsible for undertaking due diligence in informing all members of Council of the meeting prior to its occurrence and in informing all members of Council of any decisions or actions taken as a result.

2. Procedures

- a) Council meetings will be governed by Robert's Rules of Orders, except as otherwise provided.
- b) A quorum of the Council shall consist of 50% + 1 of the voting members.
- c) Voting shall be by simple majority of the votes cast except if otherwise specified in these by-laws. A motion shall be passed or defeated by simple majority unless otherwise specified.

AMENDMENTS AND REVISION OF BY-LAWS

1. By-Laws will be reviewed every three years.
2. By giving a “notice of motion” at a regular meeting, the terms of the By-Laws may be considered for amendment at the next regular meeting of the Council.
3. The amendment or change shall be considered passed if it is approved by at least two-thirds of the members present subject to any approval required by statute.

STATUS OF SPECIAL GUESTS, OBSERVERS, AND GUESTS

1. Education Council and standing committee meetings are open to special guests, observers, and guests of the College community or public. The Chair may call upon them to comment during any portion of the meeting.
2. The Chair shall have the right to declare the meeting or any portion of the meeting “in-camera” and close the meeting to the public if a topic on the agenda contains material that is determined to be private or confidential.
3. Special guests are invited by Education Council to report on proposals for educational program changes and for new educational programs. Presentations can be made to Council to provide information and a rationale that is helpful to Council decision making.
4. Observers are officially sent by another body to observe and are often required to report on the meeting to their constituency.
5. Guests attend the meeting, but in no official capacity or role.

COMMITTEES

The Council will establish the committees it feels necessary to assist the Council in decision-making.

1. The Executive Committee

- a) The Executive Committee consists of the Education Council Chair, Education Council Vice-Chair, College Curriculum Chair, the VP Education, and the Permanent Secretary.
- b) The Executive Committee sets the Education Council meeting agendas and reviews and provides advice and direction regarding emerging issues related to the mandate of the council. The Executive Committee does not make decisions on Education Councils behalf but aims to ensure issues are fully developed and considered before coming forward to Education Council for discussion and decision.

2. Standing Committees

Standing Committees of Education Council are established by Education Council to assist in decision-making on major policy initiatives, programs; course changes, and ongoing Council

activities. Standing Committees are meant to be long standing, cyclical in nature, and can be dissolved only by Education Council.

- a) Standing committees shall be responsible to the Council. They will work with and provide regular reports on their activities to the Council.
- b) Each standing committee will operate under a Terms of Reference approved by the Education Council.
- c) Standing committee meetings will be scheduled on a cycle that aligns with regular meetings of Education Council to enable items to be included in the agenda.
- d) The Chair of each standing committee will be appointed by the Council Chair in consultation with Council and/or committee members.

3. Ad Hoc Committees

Ad hoc committees are usually short-term, working, non-cyclical committees that deal with a specific issue.

- a) The Council may establish ad hoc committees for specific tasks.
- b) Ad hoc committees shall report to and be responsible to the Council. It is expected that the ad hoc committees will report to Education Council on a regular basis (i.e. minimum of once an academic year).
- c) An ad hoc committee shall exist for a specific term that is dependent upon the timeframe required for the work to be done.
- d) Membership will be appointed by the Chair in consultation with Education Council.
- e) The Council will dissolve an ad hoc committee when its purpose has concluded.

LEGISLATED REFERENCES

- [College and Institute Act](#)

LINKS TO RELATED CAMOSUN POLICIES AND DOCUMENTS

- [G-3.1.1 ICC Terms of Reference](#)
- [G-3.1.2 Policy and Standards Committee Terms of Reference](#)
- [G-3.1.3 Awards Committee Terms of Reference](#)
- [G-3.1.4 Terms of Reference - EdCo Appeals Panel](#)