

## Glendon Faculty Council Rules and Regulations

### I. Principles

#### 1. Role and Status of Faculty Council

- a) Faculty Council is the governing body of the Glendon Faculty. Faculty Council shall establish policy on all academic matters pertaining to the Faculty and complete other tasks delegated by York University governance bodies. To assist in specific tasks of governance, Faculty Council regularly employs Standing Committees. Additionally, Faculty Council may appoint special committees when it deems necessary.
- b) Faculty Council is established by the York University Senate by means of statutes. Senate Executive reviews the rules, structures, and regulations of Faculty Council as they evolve.

#### 2. Languages Recognized

Faculty Council is bilingual in English and French. Members may address Council and present motions in either language. The agenda shall be drafted in both languages. Minutes shall reflect the language in which exchanges occurred in Council. Motions and all other documents may be presented in either English or French. Where documents have been translated, in case of divergence the original language shall prevail over the translation.

#### 3. Meetings Open to the Community

All meetings of Council are open to the Glendon community, subject to space considerations, except for portions of meetings detailed below under 'Confidentiality and In-Camera Discussions'.

### II. Officers of Council and Their Duties

#### 1. Terms of the Chair and Vice-Chair

The Chair shall serve for a period of one year. The Vice-Chair shall serve for a period of one year after which s/he will normally succeed the Chair.

#### 2. Duties of the Chair

The Chair is responsible for providing leadership to the Council. The Chair shall preside over every meeting of the Council. The Chair ensures that the Council and its Standing Committees operate in conformity with the rules and procedures enacted by the Council. The Chair shall act as the official spokesperson of the Council.

#### 3. Duties of the Vice-Chair

The Vice-Chair assists the Chair in giving leadership to the Council. The Vice-Chair shall preside over meetings in the absence of the Chair and preside over the Committee of the Whole.

#### 4. Secretary of Council

All business coming from Council and its committees shall be addressed to the Secretary of Council to receive, prepare and process such documents as may be required by Council. The Secretary is responsible for the preparation of minutes and the maintenance of documentation.

### **III. Members of Council and Their Rights**

#### **1. Members of Council**

Council is composed of the following:

- a) The Principal and Associate Principals of Glendon
- b) All full-time faculty members, including tenure-stream appointees, cross-appointed faculty to Glendon, contractually limited appointees, special renewable contracts, and Frost librarians
- c) Up to a third (rounded up) of actively teaching retirees as elected by senior scholars
- d) Up to 5 per cent (rounded up) of active contract faculty members (course directors and teaching assistants not enrolled in graduate studies) as elected by active contract faculty members
- e) Two individuals nominated by and representing administrative, managerial and professional staff
- f) Glendon undergraduate students and graduate students provided they total no more than 15% of Council
- g) The University President, Provost, Chair of Senate, Secretary of Senate and Secretary of Council (ex-officio non-voting members).

#### **2. Other Participants**

Council may invite individuals who are not members of the Glendon community to address Council.

#### **3. Speaking and Voting Privileges**

All members of Council have the right to attend meetings, speak and vote with the following exceptions:

- a) Ex-officio members do not have voting rights
- b) The Vice-Chair may participate in and vote on any matter except when presiding
- c) The Chair may not vote, and must vacate the Chair temporarily to participate in debates

#### **4. Rights of Members during Meetings**

Every member of Council has the right to initiate a motion, to seek clarification, and to vote on any matter, including procedural motions.

#### **5. Voting**

Every member of Council must be in attendance during the meeting to exercise their right to vote. No alternates may be designated by a member and no proxy votes are allowed. Elections are conducted by means of postal or electronic balloting.

### **IV. Meetings and Proceedings**

#### **1. Regular Meetings of Council**

Council shall meet once a month on a Friday, from September to April. Meetings may be held on other days and times at the direction of the Chair or as stipulated in a request by at least eight members to hold a special meeting.

#### **2. Meeting Duration**

Regular meetings are held in the Senate Chamber, York Hall, unless otherwise directed by the Chair. Meetings begin at 1:30 p.m. and end no later than 3:30 p.m., unless they are extended or reconvened upon the vote of two thirds of members present and voting. The amount of time must be specified in the extension motion.

### **3. Special Meetings**

- a) A special meeting may be called at any time by the Chair upon request of at least eight members. A special meeting requires at least 24 hours' notice and deals only with business as specified in the notification.
- b) Special meetings of Council may be held throughout the year to deal with urgent business. Numerical votes shall be recorded for all motions.
- c) Minutes must be approved at the next regular Council meeting.

### **4. Notification and Agenda**

Notice of time and place of meetings shall be issued at least 72 hours prior to a meeting, together with all relevant documentation as posted on the Council Website or otherwise made available to all members.

### **5. Order of Business**

- a) The following order of business shall be observed at all regular meetings. No variation from this order shall be allowed, except by a two-thirds vote of the members present and voting, which shall be taken without debate.
  - I. Chair's remarks
  - II. Minutes of the previous (regular/special) meeting
  - III. Business arising from the minutes
  - IV. Inquiries and communications
  - V. Remarks from the Principal and Associate Principals
  - VI. Reports of Standing Committees
  - VII. Reports of special committees
  - VIII. Unfinished business
  - IX. Other business for which due notice has been given
  - X. Other business
- b) The Chair may determine that an item of business is to be deal with by consent. In such occurrence, the notice of meeting will identify consent agenda items. A consent agenda item is deemed to be approved unless, prior to the commencement of a meeting, one or more members advise the Chair of a request to debate it.

### **6. Quorum**

Quorum at regular and special meetings shall be not less than one-sixth of the membership of Council, not counting ex-officio non-voting members.

### **7. Proceedings and Debates**

- a) The Chair of Council shall conduct the meetings in conformity with the rules and procedures enacted by Council. Council may cite Senate's rules and procedures for dispositions of an issue not adequately addressed in its own rules and procedures.
- b) All appeals of a ruling of the Chair shall be decided by Council after giving a chance to the person who challenges the Chair to explain the reason for the challenge, and to the Chair to explain the reason for a ruling.

### **8. Speaking in Council**

- a) Every member wishing to speak during a meeting shall secure the recognition of the Chair and shall thereafter direct their remarks to the Chair in either French or English.
- b) No member shall normally speak more than once and no longer than five minutes to the same question subject to the discretion of the Chair. The Chair, or any member through the Chair, may ask a member to clarify a part of their speech which may have been misunderstood.
- c) The person proposing a motion has the right to respond after the commentary of all others has closed.

- d) The Chair, Vice-Chair, and any alternate may take part in a debate on any subject only when they are not presiding. For example, the Chair of Council may temporarily appoint the Vice-Chair to preside, in order to participate in debate.
- e) No member shall speak to a question after discussion has been concluded.

## **9. Motions**

- a) A motion that has been duly moved and seconded shall be debated and resolved unless the mover and seconder withdraw it.
- b) When a motion is under debate, no new motion shall be received except for the following purposes:
  - i. To adjourn the meeting (debate limited to two speakers for and two speakers against)
  - ii. To adjourn the debate to a specified later time
  - iii. To put the question to an immediate vote (not amendable)
  - iv. To refer the matter to an appropriate committee (debate limited to two speakers for and two speakers against)
  - v. To amend
  - vi. To defer (not amendable)
  - vii. To call to order
  - viii. To call for quorum

## **10. Voting Procedures**

- a) All substantive motions which come before Council shall be decided by a simple majority of the members present and voting. A tie results in a motion's failure.
- b) The Chair of Council or the Vice-Chair or alternate may not vote while presiding.
- c) The Chair shall call for a vote on a given issue once the debate on that issue is over.
- d) The Chair shall declare the result of every vote.
- e) A count of vote may be recorded at the request of the Chair or any member on any motion. Every vote taken during a special meeting shall be recorded.
- f) Abstentions are not counted in the vote.

## **11. Motions Requiring Approval by Two-Thirds of the Members Present and Voting**

The following shall require the approval of two-thirds of those present and voting:

- a) Extension of meetings beyond two hours
- b) Variations to the order of business
- c) Re-submission of a motion concerning matters previously resolved within the same academic year
- d) Amendments to change the rules and regulations of Faculty Council, including changes to the composition of committees, or to suspend specific rules and regulations

## **12. Confidentiality and In-Camera Discussions**

- a) In exceptional cases and when discussion relates to a delicate or restricted subject, any member can request for it to be pursued in-camera. The request to hold an in-camera discussion will usually be granted by the Chair without a vote but may be put to a vote if there is disagreement.
- b) When a discussion moves in-camera, persons who are not members of Council will be asked to leave unless Council specifically desires their continued presence.
- c) Any in-camera discussion and related documents are confidential and may not be reported beyond members of Council, except that the results of any approved motions are made public immediately following the in-camera discussion.

## **13. Committee of the Whole**

- a) From time to time Council may wish to meet as a Committee of the Whole, which serves to facilitate discussions by relaxing some of the rules and procedures of Council. A committee may recommend, or any individual member may move, that Council consider a matter in Committee of the Whole.

- b) The Committee of the Whole is made up of all Council members present at a Council meeting.
- c) The Vice-Chair of Council is the Chair of the Committee of the Whole.
- d) Members may speak more than once and for a longer duration when Council meets in Committee of the Whole.
- e) Motions do not require a seconder.
- f) Deliberations on a matter are concluded and Council resumes on a motion “that the Committee of the Whole rise and report.”
- g) A new Committee of the Whole may be created when another such matter arises.

#### **14. Changes to and Suspension of Rules**

Proposals to change the rules and regulations of Faculty Council shall be considered only at a regular meeting of Council and must be submitted to the Secretary of Council for circulation to all members of Council at least 72 hours prior to the meeting. A motion to change the rules during a regular meeting shall be passed by a minimum vote of two thirds of members present and voting.

### **V. Committees of Council**

#### **1. Creation and Disbandment of Committees**

- a) The Council may create and disband committees at its discretion by a two third majority vote.
- b) Council may also create special committees to facilitate the operations of Council. The resolution creating such special committees shall specify a fixed term.

#### **2. Standing Committees**

The following are the Standing Committees of Faculty Council:

- Committee on Academic Standards, Teaching and Learning
- Curriculum Committee
- Petitions Committee
- Policy, Planning and Nominating Committee
- Tenure and Promotions Committee
- Committee on Research and Graduate Studies

#### **3. Committee Membership and Mandate**

##### **a) Committee on Academic Standards, Teaching and Learning**

###### **i. Membership**

###### **Voting:**

- Four faculty members elected for two-year terms
- Four Glendon undergraduate students elected for one-year terms

###### **Non-Voting:**

- Principal
- Associate Principal (Academic)
- Associate Principal Research and Graduate Studies
- Chair of Council
- Secretary of Council
- Academic Services Designate

ii. Mandate

The Committee's responsibilities are to:

- recommend to Faculty Council the enactment of appropriate academic regulations and academic honesty, including those relating to academic probation, rustication, debarment, and plagiarism;
- ensure that systems for grading students in all courses are fair and otherwise adequate;
- act as a tribunal for the adjudication of academic matters;
- have a special responsibility for the quality of instruction in the College;
- consider all student appeals to all Petitions Committee decisions.

b) **Curriculum Committee**

i. Membership

Voting:

- Four faculty members elected for overlapping two-year term
- Two Glendon undergraduate students elected for one-year term

Non-Voting:

- Principal
- Associate Principal (Academic)
- Chair of Council
- Secretary of Council
- Registrarial Designate
- Glendon Programs Librarian

ii. Mandate:

The Committee's responsibilities are to:

- consider departmental and divisional submissions and recommend to Faculty Council approval of new courses and cancellation of existing ones, and review and bring to Council any concerns about the academic quality of the current curriculum of the College;
- have a particular responsibility for special programmes of the College, e.g. General Education, Canadian Studies and the bilingual aspects of the curriculum.

c) **Petitions Committee**

i. Membership

Voting:

- Three faculty members elected for one-year term
- Three Glendon undergraduate students elected for one-year term

Non-Voting:

- Principal
- Chair of Council
- Secretary of Council
- Academic Services Designate

ii. Mandate

The Committee's responsibility is to:

- consider all written requests for the waiver of an academic regulation or deadline.

d) **Policy, Planning and Nominating Committee**

i. Membership

Voting:

- Five faculty members (at least one of whom is a member of Faculty of Graduate Studies and a Glendon graduate program) elected for three-year term
- Five Glendon students, at least one of whom is a graduate student, elected for one-year term

Non-Voting:

- Principal
- Associate Principal (Academic)
- Associate Principal (Research & Graduate Studies)
- Chair of Council
- Vice-Chair of Council
- Secretary of Council

ii. Mandate

The Committee's responsibilities are to:

- consider academic policy and academic resource allocation;
- consider proposals for introduction of new undergraduate and graduate programmes, and for modification or abolition of existing undergraduate and graduate programmes;
- act as a search committee in order to nominate slates of candidates for positions on the committees of Council;
- review the structure and functions of Council committees, and make recommendations on their matters to Council;
- act in an advisory capacity to the Principal on the annual College budget.

e) **Tenure and Promotions Committee**

i. Membership

Voting:

- Three faculty members elected for one-year term
- Two Glendon undergraduate students elected for one-year term

Non-Voting:

- Principal
- Chair of Council
- Secretary of Council

ii. Mandate

The Committee's responsibilities are to:

- liaise with the Senate Committee on Tenure and Promotions to confirm the list of tenure and/or promotion candidates scheduled for consideration,
- ensuring that timelines are adhered to and making regular reports on the disposition of files by category;
- review and provide oversight of unit Tenure and Promotion Standards when appropriate.

iii. Directives

- The Council's responsibility towards the adjudication of tenure and promotion is to nominate and elect Glendon faculty and student representatives to the Review Committee, of which rules and procedures are provided by the Senate of York University.
- No faculty member shall serve on this committee at a time when they will be the subject of adjudication (e.g. for tenure or promotion) by the said committee.

f) **Committee on Research and Graduate Studies**

i. Membership

Voting:

- Four faculty members elected for overlapping two-year term
- Two Glendon undergraduate students elected for one-year term
- Two graduate students elected for one-year terms

Non-Voting:

- Principal
- Associate Principal (Research and Graduate Studies)
- Associate Principal (Academic)
- Director(s) of faculty-based Glendon Organized Research Unit(s)
- Chair of Council
- Secretary of Council
- Glendon Research Officer
- Glendon Programs Librarian
- Registrarial Designate

ii. Mandate

The Committee's responsibilities are to:

- consider and approve graduate program submissions for new and existing courses as well as the cancellation of existing ones,
- review any concerns about the academic quality of current graduate curriculum of the College, liaising with the Faculty of Graduate Studies as appropriate;
- liaise with the Faculty of Graduate Studies about any concerns and tasks relating to graduate programs at Glendon and graduate programs in which Glendon faculty members and students are involved;
- review applications for minor research grants and other grants on behalf of Council and recommend the disbursement of funds as available and appropriate;
- support research initiatives for students and faculty members of the College, and recommend to Faculty Council plans to further facilitate and intensify research projects;
- liaise with research units of the university, including organized research units, to address any concerns and issues that may impede research initiatives.

iii. Directives

- Glendon undergraduate students who are members of this committee may advise but do not vote on graduate studies matters.
- Full-time faculty members serving on this committee shall be appointed to the Faculty of Graduate Studies with supervisory and teaching privileges. At least one member will be a current or recent Glendon Graduate Program Director.
- The Committee has a special responsibility to consider and advise Council with respect to any changes pertaining to graduate studies and research at the university.

h) **Special Committee on Recruitment, Retention, and Communications (SCRRC)**

i. Membership

Voting: three Faculty members, one of whom should be a member of a graduate program, elected for overlapping two-year terms and three student members and

None-voting: the ex-officio members of PPNC plus the Director of Division of Students;

Executive Director of Strategic Communications & Community Engagement; and a Glendon Research Officer.

At least one of the voting faculty members, or the non-administrative ex-officio members (Chair of Council or Vice-Chair of Council), shall normally serve on the Strategic Enrollment Management



committee, unless the SEMC meets in conjunction with the SCRRC.

ii. Directives

the SCRRC shall serve as a consultative body:

- discuss and share advice on initiatives to improve undergraduate and graduate recruitment and retention at Glendon, including in the area of survey research, branding, marketing, and communications, both internal and external to the university;
- To facilitate communications between departments/programs, Faculty Council, the Office of Student Affairs, and the Recruitment and Communications teams;
- that reports to Council on its discussions and advice provided to administration at least once per term.

The Special Committee's mandate will expire in December 2024 unless Council renews its mandate by a motion specifying a new term.

#### **4. Membership on Committees**

- a) Unless stated otherwise in these Rules and Regulations, the membership of all committees shall normally comprise an equal number of Glendon faculty and students, as is the tradition of Glendon.
- b) Any change in the composition of committees which would result in an end to student/faculty member parity shall be approved by a two-thirds majority vote of members present and voting.
- c) A member who has missed three consecutive meetings will be asked to provide a satisfactory explanation and resume their attendance in a reasonable time frame, or else be deemed to have resigned their seats.
- d) Vacancies shall be filled at the earliest opportunity according to the normal nominating election process.
- e) The Principal of Glendon College, the Chair of Council, and the Secretary of Council shall be ex-officio members of all committees of Council. Ex-officio members of committees shall be non-voting unless the Council declares them voting members. The ex-officio status of the Secretary may be delegated to other members of Academic Services for certain committees
- f) A member of the Petitions Committee cannot simultaneously be a member of the Committee on Academic Standards, Teaching and Learning.

#### **5. Committee Proceedings**

- a) Quorum for committee meetings is a majority plus one of the elected faculty and student members. Quorum rules are not changed by virtue of unfilled vacancies.
- b) Committees shall meet regardless of whether the prescribed number of members has been elected or not.
- c) Committees shall designate their own chairs. Normally, only faculty members may serve as chair.
- d) Committees may meet in one of three modes: private (restricted to members of the committee; all meetings of the Tenure and Promotions Committee are private), public (open to all members of the Glendon community and, by invitation of the committee, to others), or confidential (open to all members of Council). All or part of a meeting may be held in-camera in all three modes.

## **VI. Nominations**

### **1. Committee Members Elected by Faculty Council**

- a) Faculty and student members of committees shall be elected by Faculty Council.
- b) At the regular March meeting of Council, the Policy, Planning and Nominating Committee shall propose a slate of candidates for each Standing Committee for the following academic year. The election of these committees shall be completed by the end of April but shall continue until all vacancies are filled.
- c) The student representation on these committees shall be completed by the end of September of the academic year in question. Glendon undergraduate students who are not members of Faculty Council are eligible for membership on Council committees at the discretion of the Glendon College Student Caucus.
- d) Vacancies occurring in a committee may be filled at any regular meeting of Council.

### **2. Eligibility Criteria, Nomination and Election of the Chair and Vice-Chair**

- a) The Chair shall be a full-time faculty member with at least three years' experience at Glendon.
- b) The Vice-Chair shall be a full-time faculty member with at least two years' experience at Glendon.
- c) Nominations for the position of Vice-Chair for the next term shall be made at or before the regular meeting in April.
- d) Should the Vice-Chair be unable to assume the position of Chair, the Chair may retain their position upon a simple majority.
- e) If the Chair is unable to achieve a simple majority vote, the members of the Council shall elect the new Chair of the Council for a one-year term.
- f) Voting shall be carried out by postal or electronic ballot. The nominee receiving a majority of ballots returned shall be elected Chair. In the case where there is no majority received for any candidate, there will be a further ballot held between the two candidates receiving the largest number of votes on the first ballot.
- g) Should there be only one candidate for the position of Chair or Vice-Chair, members of Faculty Council vote in Council for a simple majority to affirm the Chair or Vice-Chair.
- h) Should the position of Chair become vacant prior to the end of the current academic year, the Vice-Chair shall assume the position and hold an election for Vice-Chair.
- i) Should the position of Vice-Chair become vacant prior to the end of the current academic year, an election shall be called following the regular process.