



**HERITAGE COLLEGE
BYLAW #4**

**CONCERNING
THE ACADEMIC SENATE**

COMING INTO FORCE: June 22, 1994
REVISION: April 26, 2005
ADMINISTRATOR: Academic Dean

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Preamble¹

In accordance with article 17 of the *General and Vocational Colleges Act*, the Board of Governors shall establish an Academic Council (Senate) and determine its composition.

ARTICLE 1 Purpose

The purpose of the present bylaw is to define the composition, the role and the operational framework of the Academic Senate of Heritage College.

ARTICLE 2 Application

The present bylaw applies to the operation of the Academic Senate of Heritage College and to the operation of all Academic Senate committees.

ARTICLE 3 Provisions

3.1 Composition of the Academic Senate

3.1.1 Membership

The Academic Senate is composed of the following 15 individuals, who become members either through appointments, elections or nominations, as specified:

- a) the Academic Dean is a member *ex officio* of the Academic Senate, in accordance with the Act. Said law also stipulates that the Academic Dean is the *ex officio* Chair of the Academic Senate; the Chair reports on behalf of the Academic Senate to the Board of Governors.
- b) three members of the College administration, including those responsible for programs of studies, appointed by the Board of Governors.

- c) seven members of the teaching staff elected by their peers and in accordance with the following distribution:
 - 3 teachers from the technical studies sector
 - 2 teachers from the pre-university studies sector
 - 2 teachers from the common core sector.
- d) two non-teaching professionals elected by their peers;
- e) two students registered as full-time students in a program of studies, one from a pre-university program and one from a technical program, named in accordance with article 32 of the *Law on the Accreditation and the Financing of Student Associations* (L.R.Q., chapter A 3.01).

3.1.2 Elections and Nominations

The elections provided for in article 3.1.1 paragraphs c) and d) will be conducted by their respective peer groups. These elections must be held at the latest by June 1st of every year.

The appointments, election results and nominations provided for in article 3.1.1 paragraphs b), c), d) and e), will be submitted to the Director General at the latest by June 1st of every year.

3.1.3 Term of Mandate

Except for the Academic Dean, the term of office for the members is of one year, renewable.

3.1.4 Loss of Eligibility

An individual ceases to be a member of the Academic Senate upon losing his or her eligibility status. In the case of a vacancy or a retirement, another member of the same category is appointed or elected in accordance with the provisions of article 3.1.1 to the end

¹ See the Glossary for explanations of frequently-used terms.

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of the original mandate of the member being replaced.

3.1.5 Continuation of Functions

Subject to article 3.1.4, members of the Academic Senate retain their membership until their replacement is appointed or elected.

3.1.6 Absences

When a member is absent without valid cause for more than two consecutive meetings, the Chair shall inform the body which designated that member.

3.2 Quorum and Location of Meetings

3.2.1 Quorum

A quorum consists of half of the members in office plus one (1); if this quorum is not reached at a meeting, the members present at the next meeting shall then constitute the quorum for that meeting.

It shall be assumed that the quorum, which is verified at the beginning of the meeting, is maintained throughout the meeting; however, any member may request that the quorum be verified during the meeting.

The official verification by the Chair that a quorum does not exist shall bring the meeting to a close and invalidate further deliberations but shall not affect the decisions made before the quorum was verified.

3.2.2 Delay for Quorum

After a delay of no less than fifteen minutes and no more than thirty minutes after the time scheduled for the beginning of a meeting, the Chair must, if a quorum has not been reached, declare the meeting cancelled.

3.2.3 Location

The meetings of the Academic Senate will be held at the location indicated on the notice of meeting and on the accompanying proposed agenda.

3.3 Regular Meetings of the Academic Senate

The Academic Senate will hold a minimum of four (4) regular meetings during each academic year. The dates of these meetings will usually be set at the beginning of the academic year.

3.4 Special Meetings of the Academic Senate

3.4.1 Requests

Special meetings of the Academic Senate are convened by the Secretary, at the request of the Chair or by the written request of five (5) members of the Academic Senate.

3.4.2 Agenda

During a special meeting, only the items listed on the notice of meeting can be discussed unless at least two-thirds of the members of the Senate are in attendance and unanimously agree to add items to the agenda.

3.4.3 Notice

Written notice and the proposed agenda of a special meeting must reach the members at least three (3) days prior to the date of the meeting, and must be accompanied by the appropriate documents. Normally, a special meeting will be called to deal with a specific item. If a member wishes to add an item to the agenda of a special meeting, documentation must be provided at the time the request is made. New items may only be added with the consent of all voting members present.

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3.5 Notices and Agenda

3.5.1 Delay

Written notice and the proposed agenda of a regular meeting must be available to the members at least five (5) working days prior to the date of the meeting.

3.5.2 Additions

Every member who desires to include an item on the agenda must submit a written motion and supporting documents to the Chair or the recording secretary of the Academic Senate. New items may only be added with the absolute majority consent of voting members present.

3.5.3 Motions

Motions, activity reports, and information documents are to be submitted to the recording secretary ten (10) to seven (7) working days prior to the meeting, depending on the submitted format, so that they can be included with the agenda at the time of distribution.

3.5.4 Business Arising from the Minutes

This section will consist of written information circulated with the agenda as a result of a motion, questions directed to the Chair concerning previously discussed items, and/or tabled items from previous meetings.

3.5.5 Distribution of Documents and Minutes

Documents received by the Academic Senate and distributed to other parties upon the recommendation of the Academic Senate should not be altered prior to their distribution unless the Academic Senate directs such changes.

The minutes are supplied to the members and the appropriate

representatives of the administration of the College as soon as possible.

Copies of the Academic Senate agenda and approved minutes are to be distributed to all Academic Senate members and Department Coordinators/Program Heads. As well, copies are to be kept in a binder in the library

The recording secretary of the Academic Senate provides a copy of the present bylaw to each new member of the Academic Senate.

The College will ensure that a complete collection of the records of the Academic Senate, including those of its committees, is maintained in an accessible location.

3.5.6 Information Reports

Information reports appearing as “New Business” items on the agenda should also be accompanied by recommendations. Information reports without recommendations will go under the “Correspondence and Information” section of the agenda.

3.5.7 Clarification

Under “Correspondence and Information,” only questions of clarification will be considered.

3.5.8 Acceptance of Agenda

The motion for the acceptance of an agenda need not be seconded.

3.6 Processing of Motions

3.6.1 Motions

a) Time is provided for a statement of the question under analysis by the person having requested its inclusion; this period may include questions on the statement; the Chair may impose a time limit.

b) A written motion is required.

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- c) The motion is presented and seconded; when a motion is not seconded, it is withdrawn.
- d) A period of questions and discussion *on the motion* follows.
- e) Subsequent to this, there is no return to the motion except to request a reconsideration vote or to register a disagreement.

3.6.2 Validity

A motion is considered valid and is a subject for deliberation, adoption or rejection only when moved by a member and seconded by another member.

3.6.3 Amendment

Amending a motion which is already under consideration does not require a formal "motion to amend." The mover and the seconder may however, at the request or at the suggestion of a member, and between the time a motion has been formulated and the time the vote is called, modify or even remove the motion altogether.

3.6.4 Reconsideration

A motion cannot be reconsidered until the meeting following its adoption; a motion to reconsider, aimed at the annulment of a resolution, is dealt with like any other motion but has to be moved and seconded by the members who voted in favour of the adopted resolution, and the notice to reconsider a resolution has to be made at the same meeting when the resolution was adopted. In cases where a secret ballot was used, the request for a reconsideration vote must be made by two members. The notice to reconsider a resolution temporarily suspends its application. No request can be made to reconsider a reconsideration vote.

3.6.5 Tabling

A motion to table, which is aimed at postponing the disposition of an item to a subsequent meeting, is dealt with like any other motion; this however can only be done during the deliberation of the motion; the motion to table is voted upon immediately.

3.6.6 Calling for a Vote

During the deliberation on a motion, a member may (with a seconder) at any time call for the vote; the Chair must immediately seek a vote on the call for the vote, then allow members, who had requested to speak before the call for the vote, to speak.

When no member makes a call for the vote, the Chair can ask the assembly if it is ready to vote, after verifying that all members who wanted to express themselves on the motion were able to do so.

3.7 Voting at the Meetings of the Academic Senate

3.7.1 Simple Majority

Decisions are taken by a simple majority of votes by the members present and entitled to vote. An abstention shall be deemed to be a refusal to express an opinion and not a negative vote. Abstentions shall not be taken into account when calculating the simple majority.

3.7.2 Making a Motion

Only members officially appointed, elected or nominated to the Academic Senate under the terms of article 3.1.1 may move or second a motion, or vote.

3.7.3 Adoption

A motion is declared adopted and becomes a resolution when no member asks for the vote on this motion or when

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more than half the members who are eligible to vote and are attending the meeting vote in favour of the motion.

However, a proposal to amend or repeal a bylaw requires the affirmative vote of an absolute majority of the members in office and entitled to vote on the proposal in question. In effect in this situation, an abstention does serve as a negative vote.

3.7.4 Voting

The vote is taken by a show of hands unless a vote by secret ballot is requested by one of the members. The Chair records the votes and passes them on to the recording secretary.

3.7.5 Registration

After a vote is taken, sitting members may ask for their disagreement to be registered in the minutes.

3.7.6 Notice of Motion

A proposal to adopt, amend or repeal a bylaw may not be made during a meeting but requires a notice of motion which must be presented at the previous meeting. Such notice must include the text of the bylaw proposed for adoption or, where applicable, the text of the proposed amendment.

3.8 Committees²

3.8.1 Creation of Committees

The Academic Senate may create standing and *ad hoc* committees as necessary and will determine their mandates.

The standing committees of the Academic Senate are the working committees of the Academic Senate. It is the role of each standing committee

² See Reference Document #B4.1 for a current list of Academic Senate committees.

to present the results of their work to the Academic Senate for discussion and potential recommendations:

3.8.2 Membership

The Chair of the Academic Senate sits *ex officio* on all committees of the Academic Senate, but is not necessarily included by name among those comprising the committee.

Membership will include at least one member of Academic Senate who shall be chosen at the first yearly meeting of the Senate. No more than one person from each academic department can be a member of a committee.

Committee membership is determined at the beginning of the academic year. Members of the committee serve a term of one year. If a member wishes to resign from a committee, he/she must inform the chairperson of the committee in writing. Committee membership is approved by Academic Senate.

The Secretary of the Academic Senate will distribute a notice inviting interested individuals to participate on the committees of the Academic Senate. A proposed workplan for each committee will be included with the invitation.

3.8.3 Procedures

The Academic Senate will review standing committee mandates every September and revise as necessary. In September, the Academic Senate will review the workplan report of each standing committee and identify specific tasks and issues that it will ask the committees to address. New items can be added as they arise. If there is no business, the committee becomes inactive until the Academic Senate reactivates it.

These procedures apply to all standing committees, except the Agenda-Setting

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Committee which is a specific task-oriented group.

After the Academic Senate appoints a member as a representative to a committee, the following procedures apply:

- a) The Academic Senate representative will call the first meeting early in the new term to:
 - i) select the chair,
 - ii) review the tasks set out by the Academic Senate,
 - iii) review the workplan for the academic year,
 - iv) establish internal procedures.
- b) The Academic Senate will approve the committee workplan and membership at a subsequent meeting.
- c) The committee shall provide the Chair of Academic Senate with a copy of its minutes as soon as they become available.
- d) The committee shall report to the Academic Senate at the end of each academic year and whenever requested to do so by the Academic Senate.
- e) By the first meeting in May of each year, the committee will present its annual report to the Academic Senate. The annual report should include the following information:
 - i) name of committee,
 - ii) Chair and members,
 - iii) mandate,
 - iv) report on activities,
 - v) recommendations,
 - vi) proposed workplan for the following year.
- f) If the committee wishes to consult with the College community, a notice to that effect should be

circulated to all staff and the Student Association.

3.9 Public Nature of the Meetings

All persons of the College community may attend as observers. Resource persons may be invited by the Chair.

3.10 Meeting Procedures of the Academic Senate

Unless specified in the present bylaw, *Robert's Rules of Order* shall apply to the Academic Senate meetings.

ARTICLE 3 4 Roles and Responsibilities

4.1 Academic Senate

4.1.1 Function

The function of the Academic Senate is to advise the Board of Governors on any matter concerning the programs of studies dispensed by the College and the evaluation of student learning, including the procedures for the certification of studies.

4.1.2 Recommendations

The Academic Senate may, in addition, make recommendations to the Board of Governors with respect to said matters.

4.1.3 Opinion

The Academic Senate must give its opinion to the Board on any question submitted to it by the Board in matters within the jurisdiction of the Academic Senate.

In particular, said opinion must be sought with respect to the hiring or renewal of the mandate of the Director General and of the Academic Dean.

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4.1.4 Proposals Submitted to the Academic Senate

The following matters must be submitted to the Academic Senate before being discussed by the Board of Governors:

- a) proposals for institutional policy on the evaluation of learning achievement and the procedures for the certification of studies;
- b) proposals for institutional policy on the evaluation of programs of studies;
- c) proposals for programs of studies envisaged by the College;
- d) the selection of learning activities that are within the jurisdiction of the College;
- e) any draft bylaw or policy relating to the rules, procedures and criteria governing the admission and registration of students;
- f) academic policies related to:
 - i) audio-visual and electronic data processing;
 - ii) the library, and the purchase and selection of volumes and other learning materials;
 - iii) academic facilities;
 - iv) pedagogical and research projects;
 - v) course and examination scheduling;
 - vi) the development of the academic calendar.

4.2 Secretary

4.2.1 Election

At the first regular meeting of the Academic Senate at the start of the academic year, members will proceed to the election of a Secretary for the Academic Senate.

4.2.2 Responsibility

The Secretary is responsible for the minutes of each meeting. The College will provide secretarial support services.

4.3 Facilitator

4.3.1 Election

At the first meeting of the Academic Senate at the start of the academic year, members will proceed to the election of a meeting Facilitator for the Academic Senate.

4.3.2 Responsibility

The Facilitator is responsible for conducting each meeting in accordance with the present bylaw or, when not specified, in accordance with *Robert's Rules of Order*. The Facilitator does not lose his or her voting privileges. The Chair, however, retains all official responsibilities as stipulated in the present bylaw.

4.4 The Chair

The Chair has a right to vote only to break a tie.

4.5 Director General

If for any reason the Chair is unable to preside, the Director General will act as a temporary replacement for the meeting in question. Furthermore, the Director General will act as Chair at the meeting where a recommendation is sought on the renewal of the Academic Dean's term of office.

ARTICLE 5 Revision

In accordance with article 4.1.4 of the present bylaw, this document will be reviewed by Academic Senate at least every three (3) years, or when deemed necessary, prior to its submission to the Board.

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GLOSSARY

Act:	<i>The General and Vocational Colleges Act</i> , Revised Statutes of Quebec Chapter C-29 and its amendments.
College:	Collège Héritage, Heritage College.
Minister:	The Minister responsible for the application of the Act.
Ministry:	The Ministry responsible for the application of the Act.
Board:	The Board of Governors of Heritage College.
Common core sector:	English, Philosophy/Humanities, French and Physical Education.
Learning activities:	The definition of courses, prerequisites, and “ponderation,” that are within the jurisdiction of the College, in accordance with the <i>College Education Regulations</i> .
Present Bylaw:	A term used within each bylaw which represents a direct reference to that same document.
Program of studies:	An integrated set of learning activities leading to the achievement of educational objectives based on set standards.

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Related Document(s)

This document is to be used in conjunction with:

- *Robert's Rules of Order*¹
- *Law on the Accreditation and the Financing of Student Associations* (L.R.Q., chapter A 3.01)²
- *General and Vocational Colleges Act*, Revised Statutes of Quebec Chapter C-29 and its amendments.³

¹ An abbreviated edition of this publication is kept by the Secretary to the Board of Governors as a reference.

² A copy of this document may be available from the Heritage College Student Association.

³ Copies of this document are available from the Director General's office.