



**CÉGEP HERITAGE COLLEGE  
BYLAW #4**

**CONCERNING  
THE ACADEMIC SENATE**

**COMING INTO FORCE:** June 22, 1994  
**REVISED:** September 25, 2014  
**ADMINISTRATOR:** Academic Dean

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# CÉGEP HERITAGE COLLEGE BYLAW #4 CONCERNING THE ACADEMIC SENATE

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## Preamble<sup>1</sup>

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 operational framework of the Academic Senate of Cégep Heritage College.

The objectives of this bylaw are to:

- a) specify, in a clear and comprehensive manner, the provisions which guide Academic Senate;
- b) inform all members about their rights and responsibilities related to Academic Senate; and
- c) ensure the regular evaluation and amendment of this bylaw.

## ARTICLE 2 Application

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

## ARTICLE 3 Provisions

### 3.1 Mandate

Academic Senate makes recommendations to and advises the Board of Governors on any matter concerning the programs of studies, the evaluation of student learning and the procedures for the certification of studies.

### 3.2 Composition

#### 3.2.1 Membership

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<sup>1</sup> See the Glossary for explanations of frequently-used terms.

Academic Senate is composed of the following fifteen (15) individuals, who are named as members either through appointment or election:

- a) the Academic Dean is the ex officio chairperson of the Academic Senate;
- b) three (3) members of the College administration, including those responsible for programs of studies, appointed by the Board of Governors;
- c) seven (7) members of the teaching staff elected by their peers and in accordance with the following distribution:
  - three (3) teachers from the career program sector;
  - two (2) teachers from the pre-university program sector;
  - two (2) teachers from the general education sector.
- d) two (2) non-teaching professionals elected by their peers;
- e) two (2) students registered as full-time students in a program of studies, one from a pre-university program and one from a career 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).

During the first meeting of the academic year, the Chairperson reviews the purpose and the provisions of Academic Senate referencing the present bylaw. All members are encouraged to be very familiar with the present bylaw, available on the College website.

#### 3.2.2 Appointments and Elections

The results of all appointments and elections, except those concerning student members, are known and submitted to the Director General prior to the last Academic Senate meeting of the academic year, in preparation for the next academic year.

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The student members are named at the beginning of the academic year prior to the first Academic Senate meeting.

### 3.2.3 Term of Mandate

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

Each member retains their membership until their replacement is appointed or elected in accordance with Article 3.2.1.

In the event of a vacancy, the appointing/electing body is asked to appoint/elect a replacement in accordance with Article 3.2.1.

If a member's change of status renders him/her ineligible, it results in a vacancy.

### 3.2.4 Absenteeism

When a member is absent for two consecutive meetings, the Chairperson shall inform the body which named that member. The body may choose to replace the member in accordance with Article 3.2.1.

## 3.3 Operational Procedures

The present bylaw has been based on Robert's Rules of Order<sup>2</sup>, which is to be consulted if a procedural question, not described within the present bylaw, arises.

### 3.3.1 Meeting Schedule

The Academic Senate will hold a minimum of four (4) regular meetings during each academic year. The dates are established in relation to the Board of Governors meeting dates to facilitate the treatment of motions proposed by Academic Senate.

At the last meeting of the academic year, the Academic Senate shall propose a monthly meeting schedule for the next academic year. These dates are reserved in

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<sup>2</sup> <http://www.robertsrules.org/>

each faculty member's teaching schedule to ensure their availability.

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

### 3.3.2 Meeting Preparation

#### 3.3.2.1 Regular Meetings

A preparation package, comprised of the written notice, the proposed agenda, minutes of the previous meeting, motions and supporting documentation, and information documents and activity reports, must be distributed, either electronically or in paper copy, to the members at least five (5) working days prior to the date of the meeting.

All motions and supporting documentation, activity reports, and information documents are to be submitted to the recording secretary seven (7) working days prior to the meeting for inclusion in the Academic Senate preparation package.

The agenda is typically organized as follows:

- i) Welcome
- ii) Approval of the Agenda
- iii) Approval of Minutes of Previous Meeting(s)
- iv) Business Arising from the Minutes
- v) New Business
- vi) Correspondence and Information
- vii) Varia
- viii) Date of Next Meeting
- ix) Adjournment

#### 3.3.2.2 Special Meetings

A preparation package, comprised of the written notice, the proposed agenda, motions and supporting documentation, must be distributed to the members at least three (3) days prior to the date of the meeting.

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The agenda is comprised of only the items listed on the notice of meeting. Items can be added when at least two-thirds of the members of the Senate are in attendance and unanimously agree.

### 3.3.3 Meeting Conduct

Quorum for a regular meeting consists of half of the members plus one (1).

The Facilitator calls the meeting to order when quorum is verified, and then conducts the meeting as per the distributed agenda and in accordance with the present bylaw.

The agenda may be re-ordered to accommodate guests or specific member requests, during the Approval of the Agenda. The call for a motion to approve the agenda is made by a Senate member; it need not be seconded.

New items may only be added to the agenda with the simple majority consent of voting members present. Any new item must be supported by appropriate documentation and motion, if applicable, submitted to the Chairperson or the recording secretary of the Academic Senate before the meeting begins.

A request to reconsider a motion and its outcome:

- a) cannot be made until the meeting following its adoption;
- b) if it is aimed at the annulment of a resolution, it has to be moved and seconded by at least two (2) of the same members who voted in favour of the adopted resolution; the notice to reconsider a resolution has to be made at the same meeting when the resolution was adopted;
- c) if a secret ballot was used, the request for a reconsideration vote must be made by two members; and
- d) a notice to reconsider a resolution temporarily suspends its application.

No request can be made to reconsider a reconsideration vote.

Minutes are recorded by the Recording Secretary.

The Facilitator calls for a motion of adjournment once all agenda items have been treated; it need not be seconded.

#### 3.3.3.1 Motions

All motions are clearly indicated in the agenda and included, along with supporting documentation, in the preparation package.

A motion is presented by the member indicated on the agenda and then seconded; when a motion is not seconded, it is withdrawn.

A period of questions and discussion on the motion follows.

The call for the vote on the motion is made by the Facilitator after all members have been heard and indicate they are ready to vote. The vote is taken by a show of hands.

Alternatively:

- a) if a vote by secret ballot is requested by one of the members, the Chairperson conducts the secret ballot, records the votes and passes them on to the recording secretary;
- b) a member may (with a seconder), at any time, call for the vote. In this case, the Facilitator must immediately seek a vote on the call for the vote, and allow members who had requested to speak before the call for the vote, to speak.

Motions may be amended, tabled for further deliberation or withdrawn with the approval of the mover and the seconder. In the case of an amendment, the wording of the amendment must be agreed to by the mover and seconder; it does not require a formal "motion to amend."

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Decisions are taken by a simple majority of votes by the members present. An abstention is the refusal to express an opinion; it is not a negative vote. The outcome of the vote (number of members in favour of the motion, those abstaining, and those against) is recorded.

In the case of a motion to amend or repeal a bylaw, there are two conditions:

- i) a notice of motion is required, and must be presented at the previous meeting. Such notice must include the original text of the bylaw and, if applicable, the proposed amendment; and
- ii) an affirmative vote of an absolute majority of the members is required.

### **3.3.3.2 Information Documents and Activity Reports**

This type of documentation is to keep Academic Senate apprised of related business and informed of project activity under its supervision. Typically, these documents tend to be:

- Activity reports from Senate committee work;
- Statistical information on student enrolment and success;
- Information pertinent to the business of Academic Senate.

### **3.3.3.3 Public Nature of the Meetings**

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

The meetings of the Academic Senate will be held at the location indicated on the notice of meeting in the preparation package.

### **3.3.3.4 Quorum Under Special Conditions**

Academic Senate plays a vital role in the College, and needs to be operational at all times. Should conditions exist that prevent Senate from doing its work for a period of two (2) months or more in an academic year, the following operational procedures regarding meeting conduct will be in force.

A quorum consists of half of the members in office plus one (1). If this quorum is not reached at a meeting, a Special Meeting may be called as per the provisions in the present Bylaw. The members present at the Special Meeting shall then constitute the quorum for that meeting. Only four (4) such meetings with reduced quorum can be held in any given academic year to address only the topics listed in Article 4.4 Academic Senate.

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 Chairperson 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.

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 Chairperson must, if a quorum has not been reached, declare the meeting cancelled.

### **3.3.4 Meeting Records**

The minutes of each meeting are prepared by the Recording Secretary and then circulated to the Chairperson, the Facilitator and the Senate Secretary for review. Agreed-to amendments are made and the Recording Secretary prepares the minutes for circulation in the next Senate preparation package. The minutes are considered to be a draft copy until formally approved by the Academic Senate.

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Upon approval, Senate minutes are made available to all Academic Senate members, Department Coordinators/ Program Heads and the Administration. An electronic copy is posted in the Public Folders.

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 according to the College archiving procedures.

### 3.4 Academic Senate Committees

#### 3.4.1 Creation of Committees

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

The standing committees of the Academic Senate are the working committees of the Academic Senate. It is the role of each standing committee to present the results of their work to the Academic Senate for discussion and potential recommendations.

The mandate, responsibilities and membership of the standing committees may be modified by Senate, as needed.

Ad hoc committees are created for a specific, time-defined task within the jurisdiction of Academic Senate, and are dissolved upon task completion.

#### 3.4.2 Membership

The Chairperson 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.

The Secretary of the Academic Senate distributes a call for committee membership as early as possible in the academic year, outlining mandate and membership parameters, to the College community. Faculty and Professionals are named by

their peers; administrative members are named by the College.

The membership of committees is representational by sector. As such, it:

- a) is confirmed at the beginning of the academic year for the remainder of that year;
- b) will include at least one member of Academic Senate who will act as committee liaison;
- c) cannot include more than one person per academic department;
- d) is for a term of one year, renewable. If a member wishes to resign from a committee, he/she must inform the chairperson of the committee in writing; and
- e) is approved by Academic Senate.

Resource persons (non-voting) may be added to the committee for the duration of a specific task, with the consent of all committee members.

#### 3.4.3 Procedures

Academic Senate determines the work required by the committees at the first meeting of the academic year based on the work accomplished the previous year and in consideration of the current context. If there is no work to be done, the committee becomes inactive until the Academic Senate reactivates it.

For each active committee, Academic Senate reviews its mandate, composition, previous year report and current priorities every September, identifying specific tasks and issues to be addressed. New items may be added as they arise.

The Academic Senate representative to a committee, the liaison, is named before or during the first meeting of the academic year. S/he must be a member of both the Senate and the committee. S/he:

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- a) calls the first committee meeting early in the new academic year to:
  - elect the chair, who is not necessarily the liaison;
  - review the tasks set out by the Academic Senate; and
  - create a work plan for approval at a subsequent Academic Senate meeting.
- b) reports to Academic Senate as requested, usually at the January meeting; and
- c) presents the committee's annual report to the Academic Senate by the first meeting in May of each year, including:
  - name of committee
  - Chairperson and members
  - mandate
  - report on activities
  - recommendations

## ARTICLE 4 Roles and Responsibilities

### 4.1 Board of Governors

Adopts and ensures the implementation of this bylaw.

### 4.2 Director General

- a) acts as a temporary replacement if the Chairperson is unable to preside;
- b) acts as Chairperson at the meeting where a recommendation is sought on the renewal of the Academic Dean's term of office; and
- c) receives the list of members named to the Academic Senate.

### 4.3 Academic Dean

- a) is a member ex officio of the Academic Senate;
- b) presides, as Chairperson, over all Academic Senate meetings; and

- c) reports, on behalf of the Academic Senate, to the Board of Governors.

### 4.4 Academic Senate

- a) advises the Board of Governors, and makes recommendations, on any matter concerning the programs of studies, the evaluation of student learning, and the procedures for the certification of studies. Specifically, Academic Senate must advise on the following items before being discussed by the Board of Governors:
  - proposals for institutional policy on the evaluation of learning achievement and the procedures for the certification of studies (Policy 5);
  - proposals for institutional policy on the evaluation of programs of studies (Policy 17);
  - proposals for programs of studies envisaged by the College;
  - program revisions requiring changes to the program profile's learning activities, i.e., course title, *ponderation*, prerequisites or competencies;
  - any draft bylaw or policy relating to the rules, procedures and criteria governing the admission and registration of students (Bylaw 3, Policy 8);
  - related academic policies:
    - i) Policy 33 Concerning Academic Integrity;
    - ii) Policy 34 Concerning the French Language;
    - iii) Policy 36 Concerning the Promotion of the English Language;
    - iv) Policy 40 Concerning the Recognition of Acquired Competencies.
  - related academic matters, such as:
    - i) the use of educational technology;

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- ii) the library, and the purchase and selection of learning materials;
  - iii) academic facilities;
  - iv) pedagogical and research projects;
  - v) course and examination scheduling;
  - vi) the development of the academic calendar.
- b) gives its opinion to the Board of Governors on any question submitted by the Board on matters within the jurisdiction of the Academic Senate. Its opinion must be sought with respect to the hiring or renewal of the mandate of the Director General and of the Academic Dean.

#### 4.4.1 Members

- a) attend all meetings on behalf of the group they have been named to represent;
- b) prepare to participate at all meetings; and
- c) consult their constituent group, as required.

#### 4.4.2 Chairperson

- a) performs all official responsibilities as stipulated in the present bylaw;
- b) votes only in case of a tie; and
- c) assumes the responsibilities of the Facilitator in case of absence.

#### 4.4.3 Facilitator

- a) is elected from within the Senate membership at the first meeting of the Academic Senate of the academic year;
- b) is responsible for conducting each meeting in accordance with the present bylaw or, when not specified, in accordance with Robert's Rules of Order;
- c) retains his or her voting privileges; and

- d) is a member of the Senate's Agenda Setting Committee.

#### 4.4.4 Secretary

- a) is elected from within the Senate membership at the first meeting of the Academic Senate of the academic year;
- b) is responsible for soliciting Senate committee membership; and
- c) is a member of the Senate's Agenda Setting Committee.

#### 4.4.5 Recording Secretary

- a) is the Information Technician of Academic Services, or substitute;
- b) is responsible for the minutes of each meeting ;
- c) is responsible for the preparation of the Academic Senate preparation package; and
- d) is responsible for communication within Academic Senate on behalf of the Chairperson and the Secretary.

## ARTICLE 5 Revision

The present bylaw will be reviewed by Academic Senate at least every five (5) years, or when deemed necessary, prior to its submission to the Board of Governors.

### 5.1 Procedures

- a) a formal review of the present bylaw will take place among all members during the Academic Senate meetings in the review year; and
- b) each member is encouraged, on a regular basis, to review the present bylaw and submit suggestions for amendment, as appropriate.



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### **5.2 Criteria**

The review of the bylaw must consider the following criteria:

- Do the provisions clearly, and in a comprehensive manner, guide Academic Senate?
- Do members feel informed about their rights and responsibilities?
- Is the bylaw reviewed and amended regularly?

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### GLOSSARY

Act:	The General and Vocational Colleges Act, Revised Statutes of Quebec Chapter C-29 and its amendments.
College:	Cégep 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 Cégep Heritage College.
General Education:	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 College Education Regulations.
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.
Simple Majority:	Half of the membership present, plus one (1).
Absolute Majority:	Half of the membership, present and non-present, plus one (1).

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### Related Document(s)

This document is to be used in conjunction with:

- *Robert's Rules of Order*<sup>3</sup>;
- *Law on the Accreditation and the Financing of Student Associations (L.R.Q., chapter A 3.01)*<sup>4</sup>; and
- *General and Vocational Colleges Act, Revised Statutes of Quebec Chapter C-29 and its amendments*<sup>5</sup>.

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<sup>3</sup> <http://www.robertsrules.org/>

<sup>4</sup> A copy of this document may be available from the Cégep Heritage College Student Association.

<sup>5</sup> Copies of this document are available from the Director General's Office.