

28 February 2006

Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur **at 4:00 p.m., Monday, 12 March 2007** in Room 132 of the Beveridge Arts Centre. The AGENDA follows:

- 1) Minutes of the Meeting of 12 February 2007
- 2) Announcements and Communications
- 3) Business Arising from the Minutes
 - a) Nominating Committee - Membership of Senate Standing Committee For Students With Disabilities That Affect Learning **(067-60-SLD)**
 - b) Research & Graduate Studies - New Program - MA in Social & Political Thought **(067-52-RGS)** as attached to agenda of 12 February 07
 - c) *ad hoc* Committee on Dual Reporting Structure for the Office of the Registrar **(067-58-REG)** as attached to minutes of 12 February 07
 - d) Faculty of Professional Studies - Constitution Modification **(067-59-PRO) ***
- 4) New Business
- 5) Other Business

Yours sincerely,

Rosemary Jotcham
Registrar and Secretary of Senate

Items Carried Over/Tabled:

Academic Integrity - Policy on Conflict of Interest (as per minutes of 10Oct06)
Admissions & Academic Standing Committee (Policy) - Procedure for Memoranda-of-Agreement (067-61-AAS)

**Changes to the Constitution of the
Faculty of Professional Studies Council**

February 28, 2007

**'Motion that Senate approves the Faculty of Professional Studies Constitution
as modified'**

The following is a summary of the major changes to the amended Constitution:

Note that any text in italics below is provided merely for information purposes

Preamble section

2002 Constitution document states:

This Constitution is written under the appropriate terms and conditions of an Act respecting Acadia University Chapter 113 (1968) of the Laws of Nova Scotia (commonly called Bill 30), and subsequent amendments thereto, especially those resulting from the report Into the Fourth Quarter The latter establishes the Faculty of Professional Studies as a sub-committee of the Senate of Acadia University, and gives the Council a formal position within the structure of the University, with specific rights and duties to perform. This Constitution is the formal instrument by which those rights and duties are to be carried to fruition. This Constitution, and any amendments thereto, are to be approved by the Senate.

2006 Constitution document change:

Addition of final sentence to be consistent with Pan Faculty Constitution document:

This Constitution is written under the appropriate terms and conditions of an Act respecting Acadia University Chapter 113 (1968) of the Laws of Nova Scotia (commonly called Bill 30), and subsequent amendments thereto, especially those resulting from the report Into the Fourth Quarter The latter establishes the Faculty of Professional Studies as a sub-committee of the Senate of Acadia University, and gives the Council a formal position within the structure of the University, with specific rights and duties to perform. This Constitution is the formal instrument by which those rights and duties are to be carried to fruition. This Constitution, and any amendments thereto, are to be approved by the Senate. **However, it is implied hereunder that the Senate may take no other action with respect to this Constitution or any amendment thereto.**

Section II Mailing Address

2002 Constitution document states:

Section VII Corporate Matters

Because of the nature of the Council there shall be no corporate matter other than that the Council's mailing address shall be The Secretary of the Faculty of Professional Studies Council, Acadia University, Wolfville, Nova Scotia, Canada. BOP IXO.

2006 Constitution document states:

II. MAILING ADDRESS

The Council's mailing address shall be The Secretary of the Faculty of Professional Studies Council, Acadia University, Wolfville, Nova Scotia, Canada. B4P 2R6

Section IV Membership

2002 Constitution document states:

III. MEMBERSHIP

- (A) From and after the enactment of this Constitution, all full- and half-time members and demonstrators of the Faculty of Acadia University who have an academic appointment in the Faculty of Professional Studies shall be members. One Support Staff representative from each School shall be a member of Council. The Administrative Manager of the Faculty of Professional Studies shall be a member of Council. Notwithstanding anything in the foregoing, but for further clarity, the Dean of Professional Studies is a member, as is any of the President of the University, the Vice-President (Academic), or any Academic Director who has an academic appointment in the Faculty of Professional Studies. Any questions of or pertaining to the rights of an individual to membership in the Council shall be decided at the first Council meeting of each year. A person shall cease to be a member of the Council when his or her employment in the Faculty of Professional Studies is terminated. All members of the Council remain members while on leave, but may not serve on any committees of the Council during their absence.

- (B) There may also be associate members of Council. Those eligible for associate membership shall include, but not be limited to, professors emeritus, university fellows, post-doctoral fellows, part-time faculty, honorary research associates, all full-time professional librarians of the Acadia University Library responsible for the Faculty of Professional Studies, and a representative from each of the Faculty of Arts and the Faculty of Pure and Applied Sciences. Librarians who wish to be associate membership of the Council of Professional Studies shall apply in writing to the Secretary of Council requesting membership for the academic year. Other candidates for associate membership shall be nominated by a School in the Faculty of Professional Studies. All associate members shall be elected by a simple majority of Council at the October meeting of Council. Associate membership may also be withdrawn by a simple majority vote. Associate members shall have voting privileges and have all the rights and responsibilities of voting members.

- (C) One full-time student from each degree program (Bachelor of Business, Bachelor of Education, Bachelor of Kinesiology and Bachelor of Recreation Management) in the Faculty of Professional Studies, selected by the students in each of the Schools. These student members shall have voting privileges.

(D) There shall be no membership fee or other dues of the Council, nor shall there be any form of admission fees.

2006 Constitution document states:

Associate members will no longer have voting privileges. University fellows, post-doctoral fellows, Honorary Research associates, part-time faculty, and full-time librarians responsible for the FPS have been removed from the Associate Members list. One representative from ACSBE has been added to the Associate members. Full time librarians responsible for the FPS have been added to the voting members.

IV. MEMBERSHIP

(A) From and after the enactment of this Constitution, membership of the Faculty of Professional Studies is deemed to be:

MEMBERS (VOTING)	ASSOCIATE MEMBERS (VOICE BUT NO VOTE)
<ul style="list-style-type: none"> ▪ Full-time faculty with academic appointment in the Faculty of Professional Studies (FPS) ▪ Half-time faculty with academic appointment in the FPS ▪ Full-time and half-time Instructors with academic appointment in FPS ▪ the 3 Librarians for FPS ▪ the President if holding an academic appointment in FPS ▪ the Vice-President (Academic) if holding an academic appointment in FPS ▪ the Dean of the FPS ▪ Any Academic Director with an academic appointment in FPS ▪ the FPS Administrative Manager ▪ One Support Staff member from each School in FPS ▪ One full-time student from each degree program (Bachelor of Business Administration, Bachelor of Education, Bachelor of Kinesiology, and Bachelor of Recreation Management) in the FPS selected by the students in each of the Schools. 	<ul style="list-style-type: none"> ▪ the representative from the Faculty of Arts ▪ the representative from the Faculty of Pure and Applied Science ▪ Support Staff in FPS excluding the voting reps ▪ One representative from A.C.S.B.E. ▪ Professors Emeriti in the FPS

(B) Additional candidates for associate membership shall be nominated by a School in the Faculty of Professional Studies. All additional associate members shall be elected by a simple majority of Council at the first regular meeting of Council of the academic year. Associate membership may also be withdrawn by a simple majority vote.

- (C) Any questions of or pertaining to the rights of an individual to membership in the Council shall be decided at the first Council meeting of each year. A person shall cease to be a member of the Council when his or her employment in the Faculty of Professional Studies is terminated. All members of the Council remain members while on leave, but may not serve on any committees of the Council during their absence.

Section V Officers

2002 Constitution document states:

- (A) The Dean of the Faculty of Professional Studies shall be ex-officio the Chair of the Council.
- (B) The Dean may, from time to time, appoint a member of the Council to be Vice-Chair of Council.
- (C) The Elections Officer shall be the Administrative Manager of the Faculty of Professional Studies.
- (D) The Secretary to Council shall be the Administrative Manager of the Faculty of Professional Studies.
- (E) It shall be the duty of the Chair to preside over all meetings of Council as an impartial arbiter over debate.

2006 Constitution document states:

The Chair has been changed from the Dean to an elected appointment from among membership. This will free the Dean to participate in debate. Vice-Chair has been added, as an elected appointment from among membership. Elections Officer has been changed from the Administrative Manager of the FPS to an elected appointment from among membership.

VI. OFFICERS

- (A) The Officers of the Faculty of Professional Studies will consist of a Chair, a Vice-Chair, a Secretary, and an Elections Officer. The Elections Officer will conduct elections each April for the Chair and Vice-Chair to serve for the next academic year. The Elections Officer shall be elected annually by Council on nomination by the Nominating Committee of Council .
- (B) No two offices of the Council may be held simultaneously by the same person.
- (C) It shall be the duty of the Chair to preside over all meetings of the Faculty of Professional Studies Council.
The duties of the Chair are to
 - (a) preside over all meetings of Council;
 - (b) prepare and distribute notices of meetings and distribute meeting agendas;

- (c) communicate for Council with the administration of the university as required;
 - (d) work with the Vice Chair to oversee committees;
 - (e) perform other duties as assigned by the Council.
- (D) The Vice-Chair shall act as Deputy to the Chair and serve whenever the Chair is prevented from so doing, or whenever the Chair wishes to participate in debate as an individual member of Council.
- (E) The Secretary to Council shall be the Administrative Manager of the Faculty of Professional Studies. The duties of the Secretary to Council are:
- (a) to record, or have recorded, and distributed within seven (7) days after meetings proper minutes of all Council meetings;
 - (b) assist the Chair with preparation and distribution of notices, meeting agendas, and all information pertaining thereto;
 - (c) maintain and act as custodian of the records and membership rolls of Council, and to deposit the records of Council in the Acadia University Archives on an annual basis.
 - (d) perform other duties as assigned by the Council.

Section VII Meetings

2002 Constitution document states:

- (C) The quorum for all meetings of Council shall be twenty-five percent of the voting members of Council, to be determined each year on the date of Council's first meeting of the year and excluding members on leave at that time.

2006 Constitution document states:

Deletion of part of the last sentence "*and excluding members on leave at that time*".

- (C) The quorum for all meetings of Council shall be twenty-five percent of the voting members of Council, to be determined each year on the date of Council's first meeting of the year.

Section VIII Council Committees

2002 Constitution document states:

VIII. COUNCIL COMMITTEES

- (A) There shall be eight Council committees:
- I. The Directors' Committee
 - II. The Planning Committee
 - III. The Nominating Committee
 - IV. The Outstanding Teaching Selection Committee
 - V. The Research Excellence Committee
 - VI. The Committee to Administer the Fund for Scholarly Development
 - VII. Student Planning Committee
 - VIII. Staff Planning Committee

- (B) The Directors' Committee shall consist of the Dean, who shall chair the committee, and the Director of each School in the Faculty of Professional Studies
- (C) The Planning Committee shall be chaired by the Dean, and consist of:
- the three Directors;
 - the Administrative Manager of the Faculty of Professional Studies;
 - one faculty representative from each School elected for a three-year term;
 - two student representatives, not from the same School, from the Faculty of Professional Studies Student Planning Committee;
 - one representative from the Faculty of Professional Studies Support Staff Planning Committee.
- The Committee shall select one of its members to represent the Faculty of Professional Studies on the Academic Sector Planning and University Planning Committees.
- (D) The Award for Outstanding Teaching Selection Committee shall consist of the eight members of the Student Planning Committee. The Dean and the Administrative Manager of the Faculty of Professional Studies will act in an ex officio capacity.

2006 Constitution document states:

Addition of part (B) Governing Principles. Addition of FPS Administrative Manager to part (C) Dean and Directors Committee. Addition of the Chair of the FPS Council to part (D) Planning Committee. Deletion of final sentence "The Committee shall select one of its members to represent the Faculty of Professional Studies on the Academic Sector Planning and University Planning Committees". Changes to wording and procedures of (E) Nominating Committee. Changes to criteria for part (F) Award for Teaching Excellence Committee. Changes in membership and term of service for part (G) Award for Research Excellence and Award for Outstanding Research Project Selection Committee. Changes in membership for part (I) Student Planning committee.

VIII. COUNCIL COMMITTEES

- (A) There shall be eight Council committees:
- (a) Dean and Directors
 - (b) Planning
 - (c) Nominating
 - (d) Award for Excellence in Teaching
 - (e) Award for Research Excellence and Outstanding Research Project
 - (f) Fund for Scholarly Development
 - (g) Student Planning
 - (h) Staff Planning
- (B) Governing Principles
- (a) Except where the Chair is already determined, the Chair of each committee shall be elected annually by the members of the committees at their first meeting after July 1;

- (b) It shall be considered to be the right of any member of Council to request an appearance before, or make submission to, any committee of Council
 - (c) All committees of Council may establish sub-committees to assist them with their functions, and they may also co-opt assistance whenever they believe it to be desirable and in the best interests of all concerned. Council must be informed at the next Council meeting of the establishment of any and all sub-committees.
- (C) Dean and Directors Committee shall consist of the Dean, who shall chair the committee, the Director of each School in the Faculty of Professional Studies, and the Administrative Manager of the Faculty of Professional Studies.
- (D) The Planning Committee shall be chaired by the Dean, and consist of:
- (a) the three Directors;
 - (b) the Administrative Manager of the Faculty of Professional Studies;
 - (c) the Chair of the Faculty of Professional Studies Council
 - (d) one faculty representative from each School elected for a three-year term;
 - (e) two student representatives, not from the same School, from the Faculty of Professional Studies Student Planning Committee;
 - (f) one representative from the Faculty of Professional Studies Support Staff Planning Committee.
- (E) The Nominating Committee shall consist of three members, one from each School, elected by that School for three-year terms.
- (a) The duties and responsibilities of the Nominating Committee shall be:
- (i) to present to the April meeting of Council nominations for Council, Senate and University committee vacancies (including Faculty representatives to the University Review Committee but excluding the Faculty representative to the Board of Governors) as well as the nominations for the Elections Officer;
 - (ii) to appoint one or more people to adjudicate grant awards if the elected representatives are not eligible;
 - (iii) to act upon such other matters as may from time-to-time be referred to it by Council.
- (b) The procedures for the Nominating Committee shall be to:
- (i) review qualifications for vacant positions and determine potential candidates. Individuals wishing to suggest candidates to, or to be themselves considered for nomination by, the Nominating Committee, should submit the name(s) to Nominating Committee members in writing;
 - (ii) invite candidates to serve until one agrees;
 - (iii) present nominations to Council where additional nominations will be invited.
- (c) Faculty Council will confirm the nominations or an election will be held expeditiously by the Elections Officer if additional names are put forward.

- (F) The Award for Excellence in Teaching Committee shall consist of six members:
- a) three faculty members, one from each School, who have held full-time positions in the Faculty for a minimum of three years;
 - b) three students, one from each School, who are third or fourth year undergraduates, second year B.Ed students, or graduate students.

The Committee shall be responsible for administering the selection process for the Award and reviewing and revising the selection criteria. Consideration should be given to the criteria specified for other internal and external teaching awards.

- (G) The Award for Research Excellence and the Award for Outstanding Research Project Selection Committee shall consist of six members, elected every three years:
- (a) a representative from each of the Faculty of Arts and the Faculty of Pure and Applied Science, one of whom shall serve as Chair on an alternating basis;
 - (b) one member from each School;
 - (c) one librarian serving the Faculty of Professional Studies
- (H) The Fund for Scholarly Development Committee shall consist of **four** members, elected for **three-year** terms: one member from each program (Business, Education, Recreation Management, and Kinesiology), and the Dean who shall act in an ex officio capacity.
- (I) The Student Planning Committee shall consist of **nine** members, two from each program within the Faculty of Professional Studies and **the Acadia Student Union representative for the Faculty of Professional Studies.**
- (J) The Staff Planning Committee shall consist of all members of the Faculty of Professional Studies administrative staff.

XII Elections Officer
2002 Constitution document states:

XII. COUNCIL ELECTIONS

- (A) The Administrative Manager of the Faculty shall assume the role of Elections Officer. The Elections Officer shall set all necessary dates for elections and perform such other duties as may be necessary, co-opting assistance when required.
- (B) The Elections Officer shall be responsible for the election of Council representatives to:
- Faculty of Professional Studies Committees
- The Nominating Committee (3)
 - Representative to the Faculty of Arts Council and representative to the Faculty of Pure and Applied Science Council (1 each)

- Research Excellence Selection Committee (5)
- Committee to Administer the Fund for Scholarly Development (4)

University and Senate Committees

- Admissions and Academic Standing (A&AS) (Appeals) (2)
- Admissions and Academic Standing (A&AS) (Policy) (2)
- Academic Programs (1)
- Archives (1)
- Curriculum Committee (2)
- Curriculum Review (1)
- Honours (1)
- Honorary Degree (1)
- Library (2)
- Professional Development Committee (1)
- Research and Graduate Studies (2)
- Scholarships, Prizes and Awards Committee (2)
- SSHRC Awards Committee and Committee to Administer Article 25.55 (3 representatives and 3 alternates);
- Timetable, Instruction and Examination (TIE.) (1)
- University Nominating (1)
- University Review Committee (2)
- and to other committees as directed by the Council and/or Senate

(D) Council shall call for nominations in March of each year. Voting shall be by secret ballot, and normally shall be held in April of each year.

(E) The nomination of any and all candidates must be supported in writing by at least one voting member of Council. All candidates must state in writing their willingness to offer and, if elected, to serve.

2006 Constitution document states:

Clarified this section and made it consistent with current practice.

XII. ELECTIONS OFFICER

- (A) The Elections Officer shall set all necessary dates for elections.
- (B) The duties of the Elections Officer shall be
- (a) to conduct in April of each year, the election of the Chair and Vice Chair of Council to serve for the following academic year
 - (b) to conduct an election for a Faculty representative to the Board of Governors. All members of Faculty shall be eligible to serve on the Board of Governors except those who, in any capacity, regularly attend meetings of the Board of Governors, including the Executive Committee of the Board.

- (c) to conduct other elections as may from time to time be referred to the Elections Officer.

- (C) Nominations
Nominations shall not close before one week after the call for nomination has been distributed.

- (D) Elections
 - (a) Voting eligibility and procedure
 - (i) Faculty elections will be by secret ballot and normally will be held in April of each year.
 - (ii) Electronic nominations and election processes under the auspices of the Elections Officer, constitute sufficient means for nominations and secret ballots
 - (iii) There shall be no proxy votes.
 - (iv) Elections shall not close until seven (7) days after the ballots have been distributed.
 - (v) Each member of Council shall have as many votes as there are vacancies to be filled, but no member may give more than one vote to any candidate. Where voters cast fewer votes than the number of vacancies to be filled, such ballots shall still be counted.

 - (b) Voting Process
 - (i) Single Vacancy
Where there is a single vacancy to be filled, the winning candidate shall be the one who receives the majority of votes cast.
 1. Where there is only a single nominee, that nominee is elected by acclamation.
 2. Where there are two nominees, there shall be a single ballot to determine the winner.
 3. Where there are three nominees and the leading candidate after the first ballot has not received a majority of the votes cast, there shall be a second ballot between the two leading candidates to determine the winner.
 4. Where there are four or more nominees and the leading candidate after the first ballot has not received a majority of the votes cast, there shall be a second ballot between the three leading candidates. If the leading candidate after the second ballot has not received a majority of the votes cast, there shall be a third ballot between the two leading candidates to determine the winner.

 - (ii) Two or More Vacancies
Where there are two or more vacancies to be filled, the winning candidates must receive a majority of the votes cast. A majority in such instances is the total number of votes divided by twice the total number of vacancies to be filled with the addition of one to the result. If this final total is not a whole number, the next higher whole number is taken.

1. Where no candidates are elected after the first ballot, the second and, if necessary, subsequent ballots shall include one more candidate than there are vacancies to be filled. Those candidates with the highest vote totals will be included on the second and subsequent ballots.
 2. Where one or more candidates are elected after the first ballot, but one or more vacancies remain to be filled, the second, and if necessary, subsequent ballots shall include one more candidate than there are vacancies to be filled. Those candidates with the highest vote totals among the remaining candidates will be included on the second and subsequent ballots.
 3. Where more candidates receive a majority of votes (as defined above) than vacancies exist, those candidates with the higher vote totals shall be declared elected.
 4. Where there are two or more vacancies of different duration, those candidates who are elected on an earlier ballot or with more votes on the same ballot shall receive the longer term of office.
- (iii) The Elections Officer shall not vote in Council elections except to break ties. All ties shall be broken by a vote of the Elections Officer, using only one vote per round of balloting.

Section XV

2002 Constitution document states:

This Constitution, known as the "1987 Constitution of the Faculty of Professional Studies," became effective on the first day of December, 1987.

2006 Constitution states:

This Constitution, known as the "2006 Constitution of the Faculty of Professional Studies," became effective on the first day of April, 2007.

CONSTITUTION
of the
FACULTY of PROFESSIONAL STUDIES COUNCIL
of
ACADIA UNIVERSITY

Preamble

This Constitution is written under the appropriate terms and conditions of an Act respecting Acadia University Chapter 113 (1968) of the Laws of Nova Scotia (commonly called Bill 30), and subsequent amendments thereto, especially those resulting from the report *Into the Fourth Quarter*. The latter establishes the Faculty of Professional Studies as a sub-committee of the Senate of Acadia University, and gives the Council a formal position within the structure of the University, with specific rights and duties to perform. This Constitution is the formal instrument by which those rights and duties are to be carried to fruition. This Constitution, and any amendments thereto, are to be approved by the Senate. However, it is implied hereunder that the Senate may take no other action with respect to this Constitution or any amendment thereto.

approved as amended April 12, 2006

I. NAME

The name of the organization shall be the Faculty of Professional Studies Council (referred to herein as "the Council").

II. MAILING ADDRESS

The Council's mailing address shall be The Secretary of the Faculty of Professional Studies Council, Acadia University, Wolfville, Nova Scotia, Canada. B4P 2R6

III. OBJECTS

- (A) The Council may give consideration to all matters pertaining to academic policy within the Faculty of Professional Studies.
- (B) The Council may, if it so desires, express opinions in affairs of Acadia University (sometimes referred to herein as "the University.")
- (C) The Council may, if it so desires, deal with any matter which the Board of Governors, the Senate, or the Faculty of Professional Studies may request it to consider.

IV. MEMBERSHIP

- (A) From and after the enactment of this Constitution, membership of the Faculty of Professional Studies is deemed to be:

MEMBERS (VOTING)	ASSOCIATE MEMBERS (VOICE BUT NO VOTE)
<ul style="list-style-type: none"> ▪ Full-time faculty with academic appointment in the Faculty of Professional Studies (FPS) ▪ Half-time faculty with academic appointment in the FPS ▪ Instructors with academic appointment in FPS ▪ the 3 Librarians for FPS ▪ the President if holding an academic appointment in FPS ▪ the Vice-President (Academic) if holding an academic appointment in FPS ▪ the Dean of the FPS ▪ Any Academic Director with an academic appointment in FPS ▪ the FPS Administrative Manager ▪ One Support Staff member from each School in FPS ▪ One full-time student from each degree program (Bachelor of Business Administration, Bachelor of Education, Bachelor of Kinesiology, and Bachelor of Recreation Management) in the FPS selected by the students in each of the Schools. 	<ul style="list-style-type: none"> ▪ the representative from the Faculty of ARTS ▪ the representative from the Faculty of Pure and Applied Science ▪ Support Staff in FPS excluding the voting reps ▪ One representative from A.C.S.B.E. ▪ Professors Emeriti in the FPS

- (B) Additional candidates for associate membership shall be nominated by a School in the Faculty of Professional Studies. All additional associate members shall be elected by a simple majority of Council at the first regular meeting of Council of the academic year. Associate membership may also be withdrawn by a simple majority vote.
- (C) Any questions of or pertaining to the rights of an individual to membership in the Council shall be decided at the first Council meeting of each year. A person shall cease to be a member of the Council when his or her employment in the Faculty of Professional Studies is terminated. All members of the Council remain members while on leave, but may not serve on any committees of the Council during their absence.

V. THE YEAR

The year of the Council shall correspond to the academic year of Acadia University, presently 1 July to 30 June next.

VI. OFFICERS

- (A) The Officers of the Faculty of Professional Studies will consist of a Chair, a Vice-Chair, a Secretary, and an Elections Officer. The Elections Officer will conduct elections each April for the Chair and Vice-Chair to serve for the next academic year. The Elections Officer shall be elected annually by Council on nomination by the Nominating Committee of Council .
- (B) No two offices of the Council may be held simultaneously by the same person.
- (C) It shall be the duty of the Chair to preside over all meetings of the Faculty of Professional Studies Council.
 - (i) The duties of the Chair are to
 - (a) preside over all meetings of Council;
 - (b) prepare and distribute notices of meetings and distribute meeting agendas;
 - (c) communicate for Council with the administration of the university as required;
 - (d) work with the Vice Chair to oversee committees;
 - (e) perform other duties as assigned by the Council.
- (D) The Vice-Chair shall act as Deputy to the Chair and serve whenever the Chair is prevented from so doing, or whenever the Chair wishes to participate in debate as an individual member of Council.

- (E) The Secretary to Council shall be the Administrative Manager of the Faculty of Professional Studies. The duties of the Secretary to Council are:
- (a) to record, or have recorded, and distributed within seven (7) days after meetings proper minutes of all Council meetings;
 - (b) assist the Chair with preparation and distribution of notices, meeting agendas, and all information pertaining thereto;
 - (c) maintain and act as custodian of the records and membership rolls of Council, and to deposit the records of Council in the Acadia University Archives on an annual basis.
 - (d) perform other duties as assigned by the Council.

VII. MEETINGS

- (A) There shall be a minimum of two meetings of Council each year; one in November, and one in April. Also, the Council shall meet at the call of the Chair or, in the absence or indisposition of the Chair, at the call of the Vice-Chair and the Secretary, or whenever eight members of Council, in writing to the Secretary, request that a meeting be called;
- (B) Procedure at all meetings of the Council, and of the Committees of Council, shall be guided by Roberts Rules of Order (latest edition). The agenda, including all notices of motion (other than amendments to the Constitution), shall be distributed to all members of Council or, in the case of standing committees, to the members of the committee, seven days in advance of the meeting;
- (C) The quorum for all meetings of Council shall be twenty-five percent of the voting members of Council, to be determined each year on the date of Council's first meeting of the year.
- (D) All decisions made by the Council prior to the coming into force of this Constitution shall be binding upon the Council after the date of ratification of this Constitution. Notwithstanding anything in the foregoing, any previous action or decision of Council which is altered, amended, or repealed by anything which is written in any article of this Constitution shall, if it be in contravention of or repugnant to any part of this Constitution, be void when this Constitution is ratified.

VIII. COUNCIL COMMITTEES

- (A) There shall be eight Council committees:
- (a) Dean and Directors
 - (b) Planning
 - (c) Nominating
 - (d) Award for Excellence in Teaching
 - (e) Award for Research Excellence and Outstanding Research Project

- (f) Fund for Scholarly Development
 - (g) Student Planning
 - (h) Staff Planning
- (B) Governing Principles
- (a) Except where the Chair is already determined, the Chair of each committee shall be elected annually by the members of the committees at their first meeting after July 1;
 - (b) It shall be considered to be the right of any member of Council to request an appearance before, or make submission to, any committee of Council
 - (c) All committees of Council may establish sub-committees to assist them with their functions, and they may also co-opt assistance whenever they believe it to be desirable and in the best interests of all concerned. Council must be informed at the next Council meeting of the establishment of any and all sub-committees.
- (C) Dean and Directors Committee shall consist of the Dean, who shall chair the committee, the Director of each School in the Faculty of Professional Studies, and the Administrative Manager of the Faculty of Professional Studies.
- (D) The Planning Committee shall be chaired by the Dean, and consist of:
- (a) the three Directors;
 - (b) the Administrative Manager of the Faculty of Professional Studies;
 - (c) the Chair of the Faculty of Professional Studies Council
 - (d) one faculty representative from each School elected for a three-year term;
 - (e) two student representatives, not from the same School, from the Faculty of Professional Studies Student Planning Committee;
 - (f) one representative from the Faculty of Professional Studies Support Staff Planning Committee.
- (E) The Nominating Committee shall consist of three members, one from each School, elected by that School for three-year terms.
- (a) The duties and responsibilities of the Nominating Committee shall be:
- (i) to present to the April meeting of Council nominations for Council, Senate and University committee vacancies (including Faculty representatives to the University Review Committee but excluding the Faculty representative to the Board of Governors) as well as the nominations for the Elections Officer;
 - (ii) to appoint one or more people to adjudicate grant awards if the elected representatives are not eligible;
 - (iii) to act upon such other matters as may from time-to-time be referred to it by Council.
- (b) The procedures for the Nominating Committee shall be to:
- (i) review qualifications for vacant positions and determine potential candidates. Individuals wishing to suggest candidates to, or to be themselves considered for nomination by, the Nominating Committee, should submit the name(s) to Nominating Committee members in writing;
 - (ii) invite candidates to serve until one agrees;
 - (iii) present nominations to Council where additional nominations will be invited.

- (c) Faculty Council will confirm the nominations or an election will be held expeditiously by the Elections Officer if additional names are put forward.
- (F) The Award for Excellence in Teaching Committee shall consist of six members:
 - (a) three faculty members, one from each School, who have held full-time positions in the Faculty for a minimum of three years;
 - (b) three students, one from each School, who are third or fourth year undergraduates, second year B.Ed students, or graduate students.

The Committee shall be responsible for administering the selection process for the Award and reviewing and revising the selection criteria. Consideration should be given to the criteria specified for other internal and external teaching awards.

- (G) The Award for Research Excellence and the Award for Outstanding Research Project Selection Committee shall consist of six members, elected every three years:
 - (a) a representative from each of the Faculty of Arts and the Faculty of Pure and Applied Science, one of whom shall serve as Chair on an alternating basis;
 - (b) one member from each School;
 - (c) one librarian serving the Faculty of Professional Studies
- (H) The Fund for Scholarly Development Committee shall consist of four members, elected for three-year terms: one member from each program (Business, Education, Recreation Management, and Kinesiology), and the Dean who shall act in an *ex officio* capacity.
- (I) The Student Planning Committee shall consist of nine members, two from each program within the Faculty of Professional Studies and the Acadia Student Union representative for the Faculty of Professional Studies.
- (J) The Staff Planning Committee shall consist of all members of the Faculty of Professional Studies administrative staff.

IX. ad hoc COMMITTEES

The Council may establish any number of ad hoc committees to study and report on any matter within the Council's competence. The membership of such committees shall be determined by Council at the time the Committee is established.

X. COMMITTEE REPORTS

At the April Council meeting of each year all Council committees and all ongoing *ad hoc* committees shall report in writing to Council on their activities.

XI. SENATE REPRESENTATION

- (A) The Faculty of Professional Studies has ten members of Senate. They are:
 - (a) the Dean of the Faculty (permanent member)
 - (b) the Director of each School in the Faculty of Professional Studies (permanent members)
 - (c) two members elected from each School in the Faculty of Professional Studies
 - (i) Schools shall advise the Secretary to the Faculty of Professional Studies Council as to their appointees by June 30 each year;
 - (ii) Schools shall attempt to rotate their members so that terms do not run concurrently.

XII. ELECTIONS OFFICER

- (A) The Elections Officer shall set all necessary dates for elections.
- (C) The duties of the Elections Officer shall be
 - (a) to conduct in April of each year, the election of the Chair and Vice Chair of Council to serve for the following academic year
 - (b) to conduct an election for a Faculty representative to the Board of Governors. All members of Faculty shall be eligible to serve on the Board of Governors except those who, in any capacity, regularly attend meetings of the Board of Governors, including the Executive Committee of the Board.
 - (c) to conduct other elections as may from time to time be referred to the Elections Officer.
- (C) Nominations
Nominations shall not close before one week after the call for nomination has been distributed.
- (D) Elections
 - (a) Voting eligibility and procedure
 - (i) Faculty elections will be by secret ballot and normally will be held in April of each year.
 - (iv) Electronic nominations and election processes under the auspices of the Elections Officer, constitute sufficient means for nominations and secret ballots
 - (iii) There shall be no proxy votes.
 - (iv) Elections shall not close until seven (7) days after the ballots have been distributed.
 - (v) Each member of Council shall have as many votes as there are vacancies to be filled, but no member may give more than one vote to any candidate. Where voters cast fewer votes than the number of vacancies to be filled, such ballots shall still be counted.

(b) Voting Process

(i) Single Vacancy Where there is a single vacancy to be filled, the winning candidate shall be the one who receives the majority of votes cast.

1. Where there is only a single nominee, that nominee is elected by acclamation.
2. Where there are two nominees, there shall be a single ballot to determine the winner.
3. Where there are three nominees and the leading candidate after the first ballot has not received a majority of the votes cast, there shall be a second ballot between the two leading candidates to determine the winner.
4. Where there are four or more nominees and the leading candidate after the first ballot has not received a majority of the votes cast, there shall be a second ballot between the three leading candidates. If the leading candidate after the second ballot has not received a majority of the votes cast, there shall be a third ballot between the two leading candidates to determine the winner.

(ii) Two or More Vacancies

Where there are two or more vacancies to be filled, the winning candidates must receive a majority of the votes cast. A majority in such instances is the total number of votes divided by twice the total number of vacancies to be filled with the addition of one to the result. If this final total is not a whole number, the next higher whole number is taken.

1. Where no candidates are elected after the first ballot, the second and, if necessary, subsequent ballots shall include one more candidate than there are vacancies to be filled. Those candidates with the highest vote totals will be included on the second and subsequent ballots.
2. Where one or more candidates are elected after the first ballot, but one or more vacancies remain to be filled, the second, and if necessary, subsequent ballots shall include one more candidate than there are vacancies to be filled. Those candidates with the highest vote totals among the remaining candidates will be included on the second and subsequent ballots.
3. Where more candidates receive a majority of votes (as defined above) than vacancies exist, those candidates with the higher vote totals shall be declared elected.
4. Where there are two or more vacancies of different duration, those candidates who are elected on an earlier ballot or with more votes on the same ballot shall receive the longer term of office.

(iii) The Elections Officer shall not vote in Council elections except to break ties. All ties shall be broken by a vote of the Elections Officer, using only one vote per round of balloting.

XIII. AMENDMENTS

The Council may, by Special Resolution which shall be distributed fourteen (14) days in advance of the next meeting of Council, amend or repeal any article of this Constitution provided that all amendments, either additions or deletions, are consistent with the statutes of Nova Scotia and more particularly Chapter 113 (1968) of the statutes of Nova Scotia, and with the Constitution of Senate. All amendments of this Constitution must be approved by two-thirds of the Council, present and voting, in the form of a special resolution before any such amendment comes into force. A vote on any such amendment shall be conducted by secret ballot, unless the members present agree unanimously that a secret ballot is not necessary.

XIV. INTERPRETATION

In all articles of this Constitution, the singular shall include the plural, and the plural, the singular. Whenever reference is made in this Constitution to any statute or The Council may, by Special Resolution which shall be distributed fourteen (14) days in advance of the next meeting of Council, amend or repeal any article of this Constitution provided that all amendments, either additions or deletions, are consistent with the statutes of Nova Scotia and more particularly Chapter 113 (1968) of the statutes of Nova Scotia, and with the Constitution of Senate. All amendments of this Constitution must be approved by two-thirds of the Council, present and voting, in the form of a special resolution before any such amendment comes into force. A vote on any such amendment shall be conducted by secret ballot, unless the members present agree unanimously that a secret ballot is not necessary.

XV. This Constitution, known as the "2006 Constitution of the Faculty of Professional Studies," became effective on the first day of April, 2007.

updated April 12, 2006
