

Office of the Senate Secretariat

Acadia University
Wolfville, Nova Scotia
Canada B0P 1X0

Telephone: (902) 585-1617
Facsimile: (902) 585-1078



Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur at 4:00 pm on Monday 13 December 2010 in BAC 132.

The agenda follows:

- 1) Minutes of the Meeting of November 8, 2010
- 2) Announcements
- 3) Business arising from the Minutes
 - a) By-Laws Committee – Formalized Election Process for Senate (*attached*)
 - b) By-Laws Committee – Membership of Senate Executive (*attached*)
 - c) Endowed Chair Policies (*attached*)
 - i. Current Named Chairs / Professorships Policy
 - ii. Endowed Chair/Professorship Policy – for Chairs/Professorships created post 2010
- 4) New Business
 - a) Timetable, Instruction Hours & Examination Committee - Proposed 2011/2012 Calendar Dates (*attached*)
 - b) Constitution of the Faculty of Pure and Applied Science Council (*attached*)
- 5) Other Business

Sincerely,

ORIGINAL SIGNED

Rosemary Jotcham
Registrar and Secretary of Senate

Items Carried Over / Tabled

Senate Committee on Students with Disabilities that Affect Learning

- i. Motion - Policy and Appeals
- ii. Motion -Principles and Operations
- iii. Motion -Changes to the Acadia University Calendar

By-laws Committee - Formalized Election Process for Senate

Background

At the Senate meeting of October 12, 2010, the Chair noted that during past elections in Senate, the candidate with the largest number of votes was declared elected. It was agreed that Senate would follow this practice for the current vote. The Chair requested that the By-laws Committee consider proposing amendments to the By-laws to formalize specific rules for elections through Senate. (Draft Minutes of October 12, 2010)

Subsequent communication from the Chair of Senate to the By-laws Committee noted the following:

At the October meeting, I requested that the By-laws Committee consider proposing amendments to the By-laws to formalize specific rules for elections through Senate.

With the Nominating Committee procedures changed, there is a probable increase in the number of times that Senate will be faced with elections when there are more than one candidate for a position. In those few instances in the past, Senate operated by declaring the candidate with largest number of votes elected. We followed that past practice at our October meeting. Without an established custom or specific rules in the By-laws, the default under Roberts Rules of Order is that when there are two candidates and a tie, or more than two candidates and no one receives a majority of votes cast that the group continues to vote (re-ballot) until someone receives a majority of votes cast. In other words there are no run-offs and only if a candidate requests it, can his/her name be removed from the ballot list.

As discussed in Senate, support for the past custom (similar to that used by at least the FPAS) seems to make sense based upon the practicalities involved.

The By-laws Committee met on October 25 to discuss this matter. The By-laws Committee recommends that in the interest of practical use of time at Senate meetings, when elections are held on the floor of Senate that the candidate receiving the most votes will be declared to be the winner of the election. In the event of a tie, the Chair of Senate will cast the deciding vote. Using the model of the Faculty of Pure and Applied Science Constitution, the formal language would be:

Where there is a single vacancy to be filled, the winning candidate is the one who receives the largest number of votes cast.

- (1) Where there is only a single nominee, that nominee is elected by acclamation.
- (2) Where there are two nominees, there will be a single ballot to determine the winner.
- (3) Where there are three or more nominees, the person with the most votes after a single ballot will be declared the winner of an election.
- (4) In the event of a tie, the Chair of Senate will cast the deciding vote.

This clause would become part d. of the section beginning "In carrying out its responsibilities, the Nominating Committee shall:..."

The Motion

That the by-law regarding the responsibilities of the Nominating Committee [VII. (b) ii] be amended with the following addition:

- d. When an election takes place at Senate the winning candidate is the one who receives the largest number 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 or more nominees, the person with the most votes after a single ballot will be declared the winner of an election.
 - (4) In the event of a tie, the Chair of Senate will cast the deciding vote.

Submitted by the By-laws Committee

Susan Markham-Starr, Chair

Janice Best

William Brackney

Linda Lusby

By-Laws Committee – Membership of Senate Executive

Background

At the Senate meeting of May 12, 2010, the following discussion took place regarding the composition of the Senate Executive:

D. Seamone noted that the Deputy Chair is not currently a member of the Senate Executive Committee. I. Wilks noted that a change in the membership of the Senate Executive might require a change to the Act of Incorporation, which would not be within the purview of Senate. He suggested that the By-Laws Committee examine the Act to determine whether Senate can alter the membership of the Executive. It was suggested that the Deputy Chair as well as student representatives could be invited to attend Senate Executive meetings as guests. (p. 7)

At the Senate meeting of June 16, 2010, more discussion took place regarding this matter:

P. Corkum informed Senate that Article 12. (10A) of the Act of Incorporation (http://board.acadiau.ca/Act_of_Incorporation.html) outlines the process to revise the composition of the Senate Executive Committee.

I. Wilks noted that this information was provided in response to Agenda item 5 b) from the May 12, 2010 meeting of Senate where discussion surrounded the possibility of the Deputy Chair of Senate and a student representative being members of the Senate Executive. I. Wilks suggested that the Senate Executive may wish to bring forward such a motion in the Fall. (p. 2)

Subsequent communication from the Chair of Senate to the By-laws committee noted the following:

This is as a result of Senate discussions in 2009/2010. The June Senate minutes address the process that must be followed to add members to the Senate Executive. Each meeting I invite the Deputy Chair and student VP Academic to the Senate Executive meeting. They have been attending regularly and have made valuable contributions. I would like the By-laws Committee to consider whether or not to bring a motion before Senate to add these positions to the Senate Executive Committee.

The By-laws Committee investigated the process noted in the Act of Incorporation and noted the following:

- The composition of the Senate Executive in the 1995 consolidation of the Act of Incorporation does not reflect the current membership of Executive Committee of Senate;
- The current membership of Executive Committee of Senate comes from a 1989 action of the Board of Governors that is noted in Appendix C of *The Constitution and By-laws of the Senate of Acadia University* http://senate.acadiau.ca/tl_files/sites/senate/Constitution%20ByLaws/CompleteSenate.BylawsAugust2010.pdf:

On 13 October 1989 the Board of Governors, acting under the authority of Bill 108 (1983) of the Nova Scotia Legislature, approved a recommendation of Senate that the following members constitute the Executive Committee of Senate:

- (a) the Chairman of Senate
 - (b) the President
 - (c) the Vice-President (Academic)
 - (d) the Dean of Arts
 - (e) the Dean of Pure and Applied Science
 - (f) the Dean of Management and Education
 - (g) the Dean of Research and Graduate Studies
 - (h) the Secretary (non-voting)
 - (i) three persons to be elected annually by Senate from the non-ex-officio members of Senate, such persons to serve a term of one year.
 - (j) When a matter concerning the Acadia Divinity College is discussed by the Executive Committee of Senate, the Dean of Theology will be a member of the Executive Committee.
- Guidance regarding the process of adding members to the Executive Committee of Senate comes from article 10A of the [Act of Incorporation](#) with the following process whereby “the Board is requested by a resolution of Senate to alter the composition of the Executive Committee of Senate”:
 - 30 day notice of motion has been given to Senate;
 - Resolution of Senate passed by not less than 2/3 of the members entitled to vote as are present and voting at that meeting;
 - 30 day notice of motion has been given to the Board
 - Resolution of the Board passed by not less than 2/3 of the members entitled to vote as are present and voting at that meeting.

The Motion:

“That the composition of the Executive Committee of Senate be altered by the addition of the Deputy Chair of Senate and the student Vice President Academic or designate from amongst the remaining student Senators as assigned by the Executive Board of the Student Representative Council”.

Submitted by the By-laws Committee

Susan Markham-Starr, Chair
Janice Best
William Brackney
Linda Lusby

Current Named Chairs / Professorships Policy

Introduction

The establishment and designation of chairs and professorships as a means of recognizing and promoting academic programs and fields of study which are consistent with the university's scholarly plans, objectives, and mission is a common practice in universities. Many universities have established policies on endowed chairs, professorships and lectureships.

At present Acadia University has a policy on named chairs that was approved by Senate on May 6, 1992, by the Board on June 15, 1992 and amended on June 21, 1993.

A list of the named chairs / professorships that have established endowment funds is contained in Appendix A.

Four of these funds were created in 1924; the most recent was established in 1991. At the time that many of these chairs / professorships were established, the gift was significant. However, for all but one, the funds are not sufficient to meet the funding requirements of a chair or professorship today. The standard requirement of a chair or professorship requires a payout that will support a professor's salary and benefits with additional funding for scholarship and research. The only endowed fund that presently meets these criteria is The Alan Foulis Chair of Engineering.

Two issues require attention: 1) As custodian of these gifts, the university should insure the naming of these chairs / professorships in each of the units; 2) The university should wherever possible address the issue raised by inadequate funding of the chairs / professorships.

The following is recommended: The current policy on Named Chairs be amended with the Senate and the Board to note explicitly that the policy should apply to all Endowed Chairs and Professorships established prior to 2010, including the Foulis Chair. It is also recommended that for chairs not fully funded by endowment the amount available for scholarly endeavors of chair holders be increased to the extent allowed by payout from the endowed fund to a maximum of \$5,000, with any available remainder to be applied to the salary and benefits associated with the chair. For chairs in which the existing endowed funds are adequate (*i.e.* Foulis), or increase to the point that they become adequate, to fully support the chair holder's salary and benefits and scholarly support in excess of \$5,000, the unit head and chair holder should work with the AVP Finance to submit a budget. It is further recommended that a formalized policy for endowed chairs created post 2010 be established with the approval of Senate (draft attached).

Based on approval of the amendment of the policy on currently endowed Chairs by Senate and the Board, unit heads should work with their units to nominate candidates for chairs and professorships from the existing faculty. These will be forwarded to the appropriate Dean and Vice-President Academic for review, and subsequently to the President, who will submit them to the Board for approval at the May 2011 meeting.

Motion: That the attached policy on Current Named Chairs be approved as amended.

CURRENT NAMED CHAIRS AT ACADIA UNIVERSITY

(This policy replaces that approved by Senate on 6 May 1992 and the Board on 15 June 1992 and amended on 21 June 1993)

1. That named chairs and professorships provide a means of recognizing and promoting outstanding scholarship, teaching and research, and bring honour and distinction to their holders;
2. That this policy refers to all chairs/professorships established and endowed before and extant in 2010 (Appendix A);
3. That all existing policies and regulations (relating to named chairs) be rescinded;
4. That all endowed funds for named chairs follow the University's Investment Policy as it relates to payout and maintenance of capital;
5. That for chairs not fully supported by existing endowment funds, the available interest be used to provide the chair holder a maximum of \$5000 annually for scholarly endeavours (including teaching), to be used at the discretion of the chair holder, in consultation with her/his Department/School; and that any available remainder be applied to the salary and benefits of the chair holder. When the chair is unfilled, any interest will be applied to the principal.
6. That for chairs in which the existing endowed funds are adequate (*i.e.* Foulis), or increase to the point that they become adequate, to fully support the chair holder's salary and benefits and scholarly support in excess of \$5,000, the unit head and Chair holder should work with the AVP Finance to submit a budget.
7. That the following regulations and procedures relating to appointments to named chairs shall apply:
 - (a) All appointees shall normally hold the rank of Professor and have achieved distinction in their field;
 - (b) When a vacancy occurs the relevant Department/School shall nominate a candidate in a letter detailing its rationale to the appropriate Faculty Dean. The Dean shall then comment on the nomination, and forward a letter outlining her/his assessment, along with the recommendation of the Department/School, to the Vice-President (Academic), who shall forward it to the President for action by the Board;
 - (c) Appointments to existing chairs shall normally be for a term of five years. A named chair may be occupied by the same individual for more than one term;
 - (d) A list of named Chairs, with appropriate background information shall be available on the Senate website.

Motion: That the following policy on Endowed Chairs / Professorships created after 2010 be approved.

Endowed Chair/Professorship Policy – for Chairs/Professorships created post 2010

Creation of a Chair

An endowment for a chair may be provided by a perpetual gift from an external source to the University and will be restricted by the terms of the donation or bequest. The Board of Governors may also establish an endowment for a Chair from any unrestricted funds available to the University. All endowed funds will follow the University's current Investment Policy.

The creation of a chair by the University implies a broad and continuing commitment to the position and the discipline. The appointment will be full time, normally at the rank of professor, and recognize those who have achieved distinction in their field.

Funding

Funding should normally be sufficient to cover the salary and benefits of the incumbent, and an additional amount for unrestricted support for scholarship and research.

The University shall normally every three years, or for the period of a capital campaign, determine a minimum value for all newly established chairs. The standard value shall be based on the requirements of this policy, and on the average salary and benefits for full professors, plus research support based on current amounts.

On an annual basis, the chair holder will work with the department head and the AVP Finance and Treasurer to prepare a budget. This budget will include the salary and benefits of the chair holder and an amount allocated for scholarly endeavors. Research support policies from the Canada Research Chair program will be used as a guideline for determining adequate support.

Endowed funds will be reviewed periodically to determine the projected payout for the next number of years. If the payout is less than the required funding, the chair will work with the unit head, VP Academic and AVP Finance and Treasurer to investigate alternative funding opportunities.

Professorship/Chair

An endowment may be established with the objective of providing funding sufficient to support an endowed chair. Until the endowment is sufficient to fully support the chair, the initial endowment may be used to establish an endowed professorship under the terms of this policy; in this case the balance of the annual cost of the appointment must be met by the respective academic division or department. An endowed professorship is an interim recognition (short term in nature) until the full funding for an endowed chair is secured. The endowed professorship may be converted to the endowed chair at any time without further review or approval, provided that the necessary funding is realized.

Application

The University holds a number of Chairs and Professorships that were established before there was a Policy on Chairs / Professorships and a Policy on Naming. The terms of those arrangements were duly approved and coincide with the terms of the various bequests and gifts

that gave rise to them. This policy shall apply to all new initiatives. It has no retroactive application.

Administration

The President, on the recommendation of the Vice-President Academic and the Associate Vice President Finance and Treasurer, may approve the establishment of endowed chairs and professorships, which are in compliance with the policy from any source of funds allowed by this policy. Upon receipt of the endowed funds, the chair / professorship shall be brought to the Board of Governors of Acadia University for ratification. At the end of each academic year, the President shall report to the Executive Committee and Senate on all of the chairs and professorships that have been established.

Upon the establishment of a chair or professorship, the relevant Department/School shall nominate a candidate in a letter detailing its rationale to the appropriate Faculty Dean. The Dean shall then comment on the nomination, and forward a letter outlining her/his assessment, along with the recommendation of the Department/School, to the Vice-President (Academic), who shall forward it to the President for action by the Board. The appointments can be for a term of normally five years and an individual can be named chair for more than one term.

Calendar Dates for the 2011/2012 Academic Year – Dec 3rd – Senate Submission

2011	
June 27	Classes begin - Intersession 2 (Summer)
July 1	Canada Day - no classes
Aug 5	Classes end - Intersession 2 (Summer)
July 15 & August 5	Examinations - Intersession 2
August 12	Master of Education registration begins
August 31	Residences Open for New International Students
August 31	Last day to apply to graduate at Fall Graduation
September 1	New Student Orientation activities begin for International Students
September 2	Last day to submit Honours theses for Fall Graduation
September 3	Residences open (for all New Students) / New Student Orientation Activities (full schedule for all New Students)
September 5	Residences open - Returning Students
September 6	Graduate student registration / New Student Orientation Welcome Week ends
September 7 (Wed.)	Classes begin - Fall Term
September 7	Fee Deadline
September 14	Last day for course additions
September 23	Final Exam schedule posted for December examinations
September 30	Last day to receive grades for Fall Graduation
September 30	Last day to opt out of ASU Health Plan or add dependents

October 3	Deadline for approved Honours and Masters' theses for Fall Graduation
October 3	Last day to decrease Meal Plan for Fall Term
October 10	Thanksgiving Day - no classes
October 11	Senate meeting to approve Fall Graduates
October 14-16	Homecoming
October 28	Last day to drop 3h first term courses without academic penalty
November 11	Remembrance Day - no classes
November 25	Last day to apply for Spring Convocation 2012
December 2	Last day of classes before exams
December 3	Study day
December 5	Examinations begin - Fall Term
December 17	Last day of examinations - Fall Term
December 18	Residences close at 12:00 noon
2012	
January 5	Residences Open (Winter Term New Students Only)
January 6-7	New Student Orientation
January 8	Residences open (all Returning Students)
January 9 (Mon)	Classes begin - Winter Term
January 9	Fee Deadline
January 16	Last day for course additions

January 16	Last day to drop full year courses without academic penalty
January 27	Final Exam Schedule posted for April examinations
January 31	Last day to opt out of ASU Health Plan or add dependents - Winter Term students
January 31	Last day to apply for Spring Convocation 2012 for Masters' Students
February 3	Last day to decrease Meal Plan for Winter Term
February 20-24	Study week
February 29	Last day to drop Winter Term courses without academic penalty
March 16	Last day to submit Honours Theses for Spring Convocation
April 6	Good Friday - no classes
April 9	Last day of classes before exams
April 10-11	Study days
April 12	Examinations begin - Winter Term
April 23	Deadline for registration - Intersession 1
April 23	Deadline for approved Honours and Masters' theses for Spring Convocation
April 25	Last day of examinations - Winter Term
April 26	Residences close at 12:00 noon
May 2	Last day to receive grades for Spring Convocation
May 7	Classes begin - Intersession 1 (Spring)

May 8	Faculty Meeting to approve Spring Graduates
May 9	Senate Meeting to approve Spring Graduates
May 13	Baccalaureate Service
May 13-14	Spring Convocation
May 21	Victoria Day - no classes
May 31	Last day to opt out of ASU Health Plan or add dependents – 16-month Bachelor of Education Students
June 4	Last day to submit an appeal to the Academic Appeals Committee
May 25 and June 15	Examinations - Intersession 1 (Spring)
June 4	Deadline for registration - Intersession 2
June 18	Classes begin - Intersession 2 (Summer)
July 2	Holiday for Canada Day - No Classes
July 27	Classes end - Intersession 2 (Summer)
July 6 and July 27	Examinations - Intersession 2 (Summer)

Motion

That the revised FPAS Constitution (see below) be approved by Senate.

Background

As part of its duties, the Senate By-Laws Committee reviewed the FPAS Constitution and made some recommendations for the Faculty to consider. The Faculty struck an ad-hoc committee to consider the recommendations and bring forth revisions. The attached revised constitution has been approved by FPAS Council at a meeting of September 23, 2010.

Many of the recommendations were of a “bringing up to date nature” and they were adopted. Examples include eliminating reference to a defunct University Co-op Committee, renaming some Committees to accurately reflect the membership, removing some redundant and/or repetitive language, etc.

Some more substantive changes which were implemented included;

- defining the duties of some Committees
 - Budget Committee
 - Heads, Directors and Dean Committee
 - Curriculum Committee
- clarifying the membership (yes) and voting status (no) of
 - adjunct professors
 - *professores emeriti*
 - visiting scholars
- having a Vice Chair of Council in case of the Chair being absent
- clarifying the relationship between the Nominating Committee and the Elections Officer
- moving the list of Committees to an Appendix so that changes in that structure do not require constitutional changes

Some comments we received for consideration included;

- Not have the Dean be the ex officio Chair of Council (not adopted)
- FPAS gives voting rights to the Librarians, FA, and FPS reps and we desire to continue to do so

The Ad hoc Committee also took the opportunity to formally include the FPAS practice of allotting one Senate seat to each unit in our Constitution. Departments elect their representative and Schools are represented by the Director.

CONSTITUTION

of

The Faculty of Pure and Applied Science 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 Pure and Applied Science Council 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 amendments thereto.

I NAME

The name of the organization shall be the Faculty of Pure and Applied Science Council (referred to herein as "the Council").

II OBJECTS

- (A) The Council may give consideration to all matters pertaining to academic policy within the Faculty of Pure and Applied Science.
- (B) The Council may, if it so desires, express opinions on 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 may request it to consider.
- (D) The Council shall not carry on any venture for the purpose of financial gain for its members.

III MEMBERSHIP

- (A) From and after the enactment of this Constitution, all members of the Faculty of Acadia University who have an academic appointment in the Faculty of Pure and

Applied Science shall be members. For the purposes of this Constitution, a member of Faculty shall be considered to be a person who has an academic appointment at Acadia University. *Professores emeriti*, adjunct faculty members and visiting scholars shall not be voting members. Notwithstanding anything in the foregoing, but for further clarity, the Dean of Pure and Applied Science 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 Pure and Applied Science. Librarians with liaison appointments to Units within the Faculty of Pure and Applied Science shall be members of the Council. 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 the fall term of each year. A person shall cease to be a member of the Council when his or her employment in the Faculty of Pure and Applied Science 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) Representatives from the Faculty of Arts and the Faculty of Professional Studies shall be elected by those respective councils and such representatives shall have the full voting rights and responsibilities of other voting members.
- (C) There may also be Associate members of Council. Those eligible for Associate membership shall include, but not be limited to, *Professores Emeriti*, Post-doctoral Fellows, and Adjunct Professors. Candidates for Associate membership shall be nominated by a School or Department of the Faculty of Pure and Applied Science, and elected by a simple majority of the Council; Associate membership may also be withdrawn by a simple majority vote. Associate members shall not vote, but have all the other rights and responsibilities of voting members.
- (D) A full-time student in the Faculty of Pure and Applied Science, selected under the auspices of the Student Representative Council, shall be a voting member of the Council.
- (E) There shall be no membership fee or other dues of the Council, nor shall there be any form of admission fee.

IV THE YEAR

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

V OFFICERS AND DUTIES

- (A) The Dean of the Faculty of Pure and Applied Science shall be ex-officio the Chair of the Council.
- (B) The Vice-Chair of the Council shall be elected from members of the Council at the winter meeting of the Council. The Vice-Chair shall serve for the next Council year.

- (C) The Secretary of the Council shall be elected from members of the Council at the winter meeting of the Council. The Secretary shall serve for the next Council year.
- (D) The Elections Officer of the Council shall be elected from members of the Council at the winter meeting of the Council in each even calendar year. The term of office of the Elections Officer shall be two years.
- (E) It shall be a duty of the Chair to preside over all meetings of the Council as an impartial arbiter over debate.
- (F) 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 the Council.
- (G) No two offices of the Council may be held simultaneously by the same person.
- (H) The Council Secretary shall:
 - (1) record, or have recorded, and distributed within seven days after meetings proper minutes of all Council meetings;
 - (2) distribute notices of meetings and all information pertaining thereto;
 - (3) carry out such other duties as may properly be construed to be within the jurisdiction of the office of Secretary, including maintaining an updated version of the Constitution.
- (I) The Council Elections Officer shall conduct all Council elections by secret ballot, as prescribed by this Constitution and as directed by the Council or as directed in the current Collective Agreement. The Elections Officer shall set all necessary dates for elections and perform such other duties as may be necessary, co-opting assistance when required. Electronic ballots are understood to meet the requirements of a secret ballot.

VI **MEETINGS**

- (A) There shall be at least one scheduled meeting of the Council during each academic term. 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 fifteen members of the 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 the 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 the 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 the Council shall be twenty-five per cent of the voting members of the Council, determined for the year as of the date of the first meeting of the fall term and excluding members on leave at that time and part-time members.
- (D) All decisions made by the Council prior to the coming into force of the Constitution and all Sections thereof, 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 the 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.

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 Pure and Applied Science, 12 University Avenue, Acadia University, Wolfville, Nova Scotia, Canada, B4P 2R6.

VIII **COUNCIL COMMITTEES**

- (A) There shall be six Council committees: the Heads, Directors and Dean Committee, the Curriculum Committee, the Budget Committee, the Nominating Committee, the Co-op Committee, and the Scholarships and Awards Committee.
- (B) The Heads, Directors and Dean Committee shall consist of the Dean, who shall chair the committee, and the Director or Head of each School or Department in the Faculty of Pure and Applied Science, and any Assistant Deans in the Faculty. The Administrative Assistant shall be a non-voting *ex officio* member of the Heads and Directors Committee. It shall be the responsibility of the Heads, Directors and Dean Committee to oversee the routine matters of the Faculty. The Dean shall report the activities of the HDD committee annually.
- (C) The Curriculum Committee shall be identical in membership to the Heads, Directors and Dean Committee. It shall be the responsibility of the Curriculum Committee to review and approve all curriculum proposals generated from the Faculty and to forward the proposals to Faculty Council. The Dean shall report the activities of the HDD committee annually.
- (D) The Budget Committee shall be identical in membership to the Heads, Directors and Dean Committee. Duties of the Budget Committee shall be to advise the Dean in the management of the finances of the Faculty. The Dean shall report the activities of the HDD committee annually.
- (E) The Nominating Committee shall consist of three members of the Council to be elected by Council. The Faculty Elections Officer shall conduct an election for

one member of the Nominating Committee each year after nominations from the floor are obtained at the fall meeting of the Council. The term of duty on the Nominating Committee will normally be for three years, one member retiring each year, the most senior member acting as chair. The term of office shall normally be from 1 July following election to 30 June.

It shall be the responsibility of the Nominating Committee to nominate candidate(s) for

- a) the Vice-chair – each year at the winter meeting of Council,
- b) the Secretary – each year at the winter meeting of Council,
- c) the Elections Officer – each even calendar year at the winter meeting of Council,
- d) all positions on Senate committees, Faculty committees, and any committees arising from the Collective Agreement, and that such a list be available on the website as an Appendix to the Bylaws
- e) to provide slates of nominees for ad hoc committees as from time to time may be required.
- f) and to forward all positions requiring an election to the Elections Officer.

(F) The Faculty Co-op Committee shall comprise the Co-op Liaison for each department with the Co-op Option in the faculty and the Science Co-op Coordinator. It shall coordinate Co-op programs, develop consistent policies through the Faculty on Co-op placements, report on developments pertaining to Co-operative Education.

(G) The Scholarships and Awards Committee shall administer the selection of recipients for the FPAS Scholarships, Prizes and Awards each year and recommend the selections to the University Scholarships, Prizes and Awards Committee for action.

(H) GOVERNING PRINCIPLES

- (1) Except where the Chair is already determined, the Chair of each committee shall be elected by the members of the committee at their first meeting after July 1;
- (2) It shall be considered to be the right of any member of the Council to request an appearance before, or make a submission to, any committee of the Council.
- (3) All committees of the 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. The Council must be informed at the next Council meeting of the establishment of any and all sub-committees.

IX **AD HOC COMMITTEES**

The Council may, by a majority vote of those present and voting, 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 the Council at the time the Committee is established.

X **COMMITTEE REPORTS**

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

XI **COUNCIL ELECTIONS**

- (A) The Elections Officer shall be responsible for conducting elections for:
- (i) All positions as directed by Council and/or the Faculty Nominating Committee.
 - (ii) A member of the Nominating Committee after nominations from the floor are obtained at the fall meeting of the Council.
 - (iii) Members to serve on the Committee to allocate research funds as required in the current Collective Agreement.
 - (iv) FPAS representatives and alternates on the University Review Committee as required in the current Collective Agreement.
- (B) Council elections shall be by secret ballot, and normally shall be held in March of each year. Electronic ballots are understood to meet the requirements of a secret ballot.
- (C) The nomination of any and all candidates must be supported by at least one member of the Council. All candidates must state their willingness to offer and, if elected, to serve. Electronic and/or telephone confirmation is understood to meet the requirements of this nomination process.
- (D) If a member goes on leave or is otherwise unable to complete a term of office a vacancy shall exist, and an election shall be carried out with the winning candidate serving the duration of the leave, after which the original committee member completes the term.
- (E) Nominations shall not close before one week after the call for nominations has been distributed. Elections shall not close before one week after the ballots have been distributed.
- (F) All members of the Council including representatives from the Faculty of Arts and the Faculty of Professional Studies shall be eligible to vote in all elections.
- (G) Each member of the 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.

- (H) Where there is a single vacancy to be filled, the winning candidate is the one who receives the largest number 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 or more nominees, the person with the most votes after a single vote-tally will be declared the winner of an election.
- (I) Where there are two or more vacancies to be filled and more nominees than vacancies, the winning candidates are the ones who receive the largest number of votes cast from a single election.
- (J) 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, but using only one vote per round of balloting.

XII SENATE REPRESENTATION OF THE FACULTY OF PURE AND APPLIED SCIENCE

- (A) There shall be nine senators from the Faculty.
- (B) Each School shall be represented by its director. The other representatives shall be elected by departments in a manner to be determined by each department. In the event that the number of departments differs from the number of seats open on Senate, departments shall agree to a rotation of their Senate representatives.
- (C) The terms of office shall be three years.

XIII AMENDMENTS

The Council may, by Special Resolution which shall be distributed fourteen (14) days in advance of the next meeting of the 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 section thereof such reference shall be deemed to extend and apply to any amendment to or re-enactment of the said statute or section, as the case may be.

- XV This Constitution, known as the "1987 Constitution of the Faculty of Pure and Applied Science Council", becomes effective on the first day of July, 1987.

Amended, 15 April 1993
19 April 1995
21 November 1995
13 February 1996
14 November 2000
20 April 2006
23 September 2010