

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

EDUCATION COUNCIL
BY-LAWS, PROCEDURES
AND
STANDING COMMITTEES

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BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Definition of Terms:

- “ad hoc, Sub Committee, Task Force, Task Group” means committees struck from time to time by Council to do specific tasks
- “resource members” a member of the BCIT community who is requested to participate in the business
- “appointed Member” means persons appointed by the President of BCIT under the Act
- “Board” means BCIT’s Board
- “Act” means the College and Institute Act as amended
- “Chair” means Chairperson of the Council
- “conflict of interest” or “conflict” includes any situation in which:
- a) a person has a personal interest of any nature in a transaction, contract, agreement or arrangement with the Institute, existing or proposed, by which the member might benefit or be affected, directly or indirectly;
 - b) a member’s personal, financial or corporate or other organization duties do, or might reasonably be seen to, influence the discharge of the member’s obligations as a member of Council;
 - c) any other circumstances which Council decides are, or would be, a conflict of interest; whether the conflict is actual, potential or perceived.
 - i. An “actual conflict of interest” occurs when an Education Council member exercises an official power or performs an official duty, at the same time knowing that, in such exercise or performance, there is the opportunity to further a private interest;
 - ii. “potential conflict of interest” occurs when there exists some private interest that could influence the performance of a member’s duty or function or the exercise of power, provided that she or he has not yet exercised that duty or function;
 - iii. “perceived conflict of interest” exists when informed persons might reasonably hold the apprehension that a conflict of interest exists on the part of the member.

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Definition of terms:

“constituency”	group from which individuals are elected or appointed to Council
“Council”	means BCIT’s Education Council
“elected member”	means persons elected to Council under the Act
“informed person”	a person who has received all of the information prescribed to Council pertaining to a specific issue or decision
“Member”	means each of the persons comprising the Council as set out in Part 3, 15 (1) of the Act
Non-voting member	means a member who participates in the business of Council and/or Standing committees, but is ineligible to vote. A non-voting member is not included in quorum count
“president”	means the President of BCIT
“registrar”	means the Registrar of BCIT or designate
“seat”	means a member’s position on Council
“standing committee”	means a committee duly constituted by the Council
“Vice Chair”	means Vice chairperson of the Council
“voting members”	members authorized to vote under the Act, Council by-laws, or standing procedures
“year”	Beginning with the final meeting of Council in an academic year and concluding on the day prior to the final meeting of Council in the following academic year. (e.g. If the final meeting of Council for a particular academic year was held on May 24 th , the year would be considered to begin on that date. If the final meeting of Council for the <u>next</u> academic year was held on the May 17 th the following year, the “year” would conclude on May 16 th of that year.)

BCIT EDUCATION COUNCIL

<u>BY-LAWS</u>	<u>STANDING PROCEDURES</u>
<p>BY-LAW ONE TERMS AND CONDITIONS OF EDUCATION COUNCIL MEMBERSHIP</p>	
<p>1.1 The Registrar shall conduct elections and establish rules for the conduct of those elections in accordance with the Act and the Council By-laws.</p>	<p>1.1A <i>Election of the Chair and Vice-Chairs will occur at the beginning of the meeting immediately following annual elections of Council members, or as otherwise determined by Council.</i></p> <p>1.1B <i>Procedures for the election of Chair:</i></p> <p><i>The Registrar will assume the Chair to conduct the election.</i></p> <p><i>The Registrar will establish that a quorum of voting members of Council is present.</i></p> <p><i>Election Process:</i></p> <ol style="list-style-type: none"> a) <i>Nominating committee will present its report. The main role of this committee is to submit a minimum of one nomination for each office.</i> b) <i>Nominee accepts or declines the nomination.</i> c) <i>The Registrar calls for further nominations: nominations are not required to be seconded.</i> d) <i>Additional nominees accept or decline nomination.</i> e) <i>The Registrar calls for further nominations a second time.</i> f) <i>There being no further nominations, the Registrar declares nominations closed.</i> g) <i>Candidates may make a short verbal statement.</i> h) <i>If only one candidate – candidate declared acclaimed.</i> i) <i>If more than one candidate:</i> <ul style="list-style-type: none"> ▪ <i>voting will be conducted by paper ballot</i> ▪ <i>the candidate receiving the majority of ballots will be declared elected.</i> ▪ <i>if there are more than two candidates and none obtain a majority of votes cast on the first ballot, the candidate with the fewest votes is removed from the ballot, and balloting continues in like manner until one candidate receives an overall majority of the votes.</i> ▪ <i>Registrar and recording secretary will count the ballots and the Registrar will</i>

	<p style="text-align: right;"><i>announce the results</i></p> <ul style="list-style-type: none"> ▪ <i>absentee ballots will not be included in the vote</i> <p><i>Election of Chair becomes final immediately and the Chair assumes office</i></p> <p><i>The election of Vice-Chairs will be conducted immediately following the election of Chair by the newly elected Chair following the procedures set out above</i></p>
<p>1.2 Composition of Education Council in accordance with the Act.</p>	<p>1.2 A <i>Education council must have 20 voting members as follows:</i></p> <ul style="list-style-type: none"> • <i>10 must be faculty members elected by the faculty members; (see appendix three)</i> • <i>4 must be students elected by the students;</i> • <i>4 must be educational administrators appointed by the president;</i> • <i>2 must be support staff elected by the support staff.</i>
<p>1.3 Council shall stipulate circumstances by which a seat may become vacant.</p>	<p>1.3 A <i>A member may resign from Council by providing, to the Chair, notice in writing. Upon receipt of such notice, the member's seat shall be deemed to be vacant.</i></p> <p>1.3 B <i>The seat of a member who leaves the constituency from which that member was elected or appointed shall be declared vacant. Leaving the constituency will be defined to include absences of six (6) consecutive months or more during the Education Council regular meeting schedule for any of the following reasons:</i></p> <ul style="list-style-type: none"> ▪ <i>Sick Leave</i> ▪ <i>PD Leave</i> ▪ <i>General Leave</i> ▪ <i>Secondment outside of the constituency area</i> <p>1.3 C <i>The seat of any member who fails to attend three meetings of Council within a year, without approval of Council through the chair, shall be deemed to be vacant.</i></p> <p>1.3 D <i>A seat shall be deemed vacant if its holder fails to comply with Article 1.4 of this by-law.</i></p> <p>1.3 E <i>In the event of a vacant seat, the Chair shall inform the Registrar within five (5) working days.</i></p>

<p>1.4 Each member of Council shall serve on at least one of the standing committees established by Council.</p>	<p>1.4 A <i>Prior to September, annually, the Chair shall verify each member's membership on at least one standing committee.</i></p> <p>1.4 B <i>If any member is unable or unwilling to comply with Article 1.4, that member's seat will be deemed to be vacant.</i></p>
<p>1.5 In the event Council deems it necessary to increase the number of its voting members, it shall require an ad hoc committee to develop and submit for approval, procedures to accommodate such an increase in accordance with the Act.</p>	
<p>BY-LAW TWO OPERATIONAL PROTOCOLS OF THE EDUCATION COUNCIL</p>	
<p>2.1 All proceedings of the Council shall be governed by Robert's Rules of Order and these by-laws, and these by-laws will take precedence.</p>	<p>2.1 A <i>To facilitate Council's deliberations, the Executive Committee may from time to time propose exceptions to Robert's rules of Order.</i></p> <p>2.1 B <i>Exceptions to Robert's Rules of Order shall be adopted by a two-thirds vote of Council and appended to these Standing Procedures as Appendix One.</i></p>
<p>2.2 A quorum shall be present as a requirement for the conduct of Council's affairs. A quorum is a majority of the voting members of Council.</p>	
<p>2.3 Council shall establish or dissolve standing committees and specify the duties required of such standing committees to best serve Council's legislated mandate.</p>	<p>2.3A <i>The procedure used for selection of standing committee Chairs shall be determined by Council.</i></p> <p>2.3 B <i>All standing committee members shall be entitled to vote on matters before the committee, with the exception of, resource members, and non-voting members.</i></p>
<p>2.3.1 Standing committees shall be governed in their operation by the provisions of By-laws 1.4, 2.1, 2.7</p>	
<p>2.3.2 The composition of standing committees shall be specified within the standing committee terms of reference and approved by Council.</p>	<p>2.3.2A <i>Standing committees as struck by Council shall have their designated duties and composition set forth and appended to these Standing Procedures as Appendix One.</i></p>
<p>2.4 Council shall annually make public its schedule of meetings.</p>	<p>2.4A <i>Council and Standing Committee schedule of meetings for a given academic year shall be published no later than June of the proceeding academic year.</i></p>

<p>2.5 Council will, from time to time, establish such additional committees as it deems necessary to further the work of the Council.</p>	<p>2.5A <i>Any subcommittee, task force, or ad hoc committee struck under Article 2.5, will be provided terms of reference by Council or the standing committee which strikes it.</i></p> <p>2.5B <i>Each subcommittee's terms of reference should include as a minimum:</i></p> <ul style="list-style-type: none"> ▪ <i>selection method of Chair</i> ▪ <i>composition</i> ▪ <i>a statement of the subcommittee's mandate</i> ▪ <i>submission of a report detailing the activities of the subcommittee</i> ▪ <i>the date by which the subcommittee's report must be filed</i> ▪ <i>the date on which the subcommittee's mandate terminates.</i> <p>2. C <i>Any subcommittee may be requested to extend its operation at the discretion of Council.</i></p>
<p>2.6 Meetings of Council shall be open to the public except when Council Executive decides it should be held as a closed meeting.</p>	<p>2.6A <i>Notice of meetings shall be distributed throughout the BCIT community.</i></p> <p>2.6B <i>Provision to accommodate observers shall be provided by Council.</i></p>
<p>2.7 The proposed agenda and supporting material shall be distributed to Council members prior to any meeting.</p>	<p>2.7A <i>Supporting materials pertaining to a meeting of Council should be available to members not fewer than five working days prior to the meeting. This may only be waived by a majority vote of Council.</i></p>
<p>2.8 Council may, at its discretion, hold additional meetings if proper notice is given to Council members.</p>	<p>2.8A <i>Any special meeting of Council shall require that notice be given directly to members not fewer than five working days prior to the date of the meeting.</i></p>
<p>2.9 Council shall publish and distribute the minutes of its meetings, and inform the BCIT community of its activities.</p>	<p>2.9A <i>The Chair, or designate has the responsibility to maintain and manage the records of Council.</i></p> <p>2.9B <i>After each meeting of Council, a summary of current and continuing business will be provided by the chair to the BCIT community using available media.</i></p>
<p>2.10 Amendments of by-laws: By giving notice of motion at a regular meeting, the terms of the by-laws may be amended at a subsequent regular meeting of the Council by two-thirds vote, subject to any approval required by statute.</p>	

BY-LAW THREE CONFLICT OF INTEREST	
3.1 Each member of Council shall take all reasonable steps to avoid a conflict between the member's personal interests, or those of another person or group of persons, and the member's duty to the Institute.	
3.2 The nature and extent of a conflict of interest regarding any matter to be, or which has been, considered by Council, must be disclosed to Council.	3.2 A <ul style="list-style-type: none"> • <i>Disclosure must be made by the member immediately upon the member becoming aware of the conflict. Such disclosure will be entered into the minutes of the meeting at which the disclosure is made.</i> • <i>Any member who perceives that another member has a conflict of interest must immediately disclose the perceived conflict to Council Chair.</i> • <i>A member who is uncertain about the existence of a conflict must raise the issue for Council's judgement. At the discretion of the Chair, the member may be asked to make a statement about the potential conflict, but will leave the room for council deliberation and the vote.</i>
3.3 A member who has a conflict of interest shall not vote on any matter involving the conflict and may be required to withdraw from any meetings at which the conflict is discussed or must follow any directions from the Chair regarding deliberations on the conflict.	
3.4 Council shall have the power to take action directed toward a Council member deemed to have failed to declare a conflict.	3.4 A <i>In the event Council finds a member has failed to declare a conflict, it may undertake one or more of the following:</i> <ul style="list-style-type: none"> ▪ <i>Issue a letter of reprimand,</i> ▪ <i>suspend the member from Council,</i> ▪ <i>accept the member's resignation from Council,</i> ▪ <i>and in the case of appointed members - recommend that the appointment be rescinded.</i>
3.4.1 If a conflict is disclosed or discovered which involves a decision already made by Council, the Council will decide whether or not the involvement of the member with the conflict influenced that decision. If the Council decides it did, the Council will reconsider the decision.	

<p>3.5 If a member has a conflict of interest, either disclosed by the member, or determined by the Council, and the member complies with the procedures set out in this by-law, that member will not be required to account to the Institute for any profit or benefit accruing to the members, nor will the matter in which the member's interest was disclosed be void or voidable at the instance of the Institute by reason only of the member's interest in it, except as permitted in 3.4.1 above.</p>	
<p>3.6 This by-law applies to all proceedings of committees of Council and applies to other persons who are considered by the Chair of the committee to be either members of the committee or resource members or staff to the committee.</p>	
<p>3.7 Any decision by Council as to whether or not a conflict of interest exists with respect to any person, or as to the interpretation of application of this by-law, is final and binding.</p>	
<p>3.8 The operation of Education Council and its associated committees adhere to the structure of Robert's Rule of order. Some exceptions to Robert's Rules are in place.</p>	<p>3.8 A In the event a quorum is not achieved following a period of fifteen minutes beyond the meeting's scheduled commencement, or fails during a meeting, Council may informally discuss or inquire into any relevant matters, but no formal actions may be taken. (See By-law 2.2)</p> <p>3.8 B The Chair may recognize or request attending non-members to speak on matters being deliberated.</p> <p>3.8 C The quorum for Education Council standing committees consists of five voting members unless otherwise authorized by Education Council.</p>

APPENDIX ONE (See Standing Procedure 2.3.2A)

EDUCATION COUNCIL STANDING COMMITTEES Guidelines for Standing Committees

Committee Chairs:

1. The Chair of Education Council shall be Chair of the Executive Committee.
2. A Vice-Chair of Education Council, who is also a faculty member, shall be Chair of the Programming Committee.
3. A Vice-Chair of Education Council shall be Chair of the Policy Standing Committee.

Election of Vice-Chair:

1. Each standing committee shall elect a Vice-Chair each year following Education Council elections.

Membership:

1. The Chair of the Education Council shall be a voting member of each Education Council Standing Committee. If the EdCo chair is not a faculty member, they shall be a non-voting member of the Programming committee.
2. Each Standing Committee shall have a membership (Education Council and non-Education Council members) that provides relevant knowledge, expertise, and experience to execute the mandate of the standing committee. All Standing Committee members will be voting members, except as outlined in point 1 above.
3. Standing Committees may appoint additional members as required. Appointed members of Standing Committees will serve a one year term of appointment and may be appointed to further terms. The Chair and appropriate Vice Chair of Council will conduct an annual review of constituency representation and solicit nominations for additional members as required through the appropriate School Quality Committee and/or service area. Standing committee members will vote to select additional appointed members from the nomination list.
4. Current Standing Committee membership lists will be provided to the Education Council.
5. Standing Committee members are required to attend scheduled Standing Committee meetings.
6. Alternates to Committee members will not be allowed. At any time, committees may appoint non-voting resource members to support the committee's activities.

Meeting Procedures:

1. Roberts Rules of Order will govern all proceedings of Standing Committees.

2. Meetings of Standing Committees may be held “electronically” if all members of the Standing Committee have the technological access to participate.

Standing Committee Reports:

1. Each Standing Committee Chair will provide a report to Education Council at each meeting on the activities of the committee.
2. The Assistant to Education Council will maintain:
 - current membership lists;
 - meeting schedules and;
 - meeting agendas and minutes

Please note: Education Council, By-law Two, Article 2.3.1 stipulates that operations of Standing Committees shall be governed by Articles 1.3, 2.3.1 and 2.7.

EXECUTIVE STANDING COMMITTEE

Mandate:

The Executive Standing Committee will act as a coordinating committee for all Education Council activities.

Composition:

- Education Council Chair
- Education Council Vice-Chairs
- Immediate Past Chair Education Council (if available)
- President of BCIT (Ex Officio)
- Vice-President, Education, Research and International
- Up to four members at large to facilitate representation of faculty (both FSA & BCGEU), support staff, administration, and student members of Education Council Institute Registrar
- Chairs from Ad-hoc Committees (if any)

Sub-Committees:

- Student Awards Sub-committee
- Curriculum Change Review Panel

Duties:

Discuss and review EdCo initiatives and EdCo agenda items.

Establish priorities for educational policy reviews.

Act as the nominating committee to obtain candidates for election to the positions of Chair and Vice-Chairs of Education Council.

On a yearly basis conduct an Orientation for individuals who are elected to the Chair and Vice Chair positions to familiarize them with roles and expectations, and to provide them with recommendations for managing effective meetings.

Develop and maintain a succession plan for Chair and Vice Chair positions.

Such other business as determined by Council or the Board of Governors.

Agenda:

The agenda for meetings of the Executive Committee of Education Council shall be prepared by the Chair of Council or designate, and shall be distributed to Committee members five working days prior to each scheduled meeting.

PROGRAMMING STANDING COMMITTEE

Mandate:

As directed by Education Council, the Programming committee will review and make recommendations regarding proposals for new programs and major changes to existing programs.

Composition:

A minimum of ten faculty members appointed by Education Council; and additional resource members may be appointed as required.

Resource members:

- Programming Lead from the Office of the Vice President, Education, Research, and International (non-voting)

Chair:

The committee will be chaired by one of the Education Council Vice-Chairs who must be a faculty member.

The members of the Programming Standing Committee shall elect a Vice-Chair from among Programming committee members each year.

Specific Duties:

Reviews changes recommended by the Policy committee to BCIT policies that affect Programming.

Review new program proposals and curriculum change proposals considered as major changes for existing programs to ensure educational quality and policy compliance.

Agenda:

The agenda for meetings of the Programming Standing Committee of Education Council shall be prepared by the Chair of the committee or designate, and shall be distributed to committee members five working days prior to each scheduled meeting.

Meetings:

The schedule of meetings for the coming year shall be established each June.

POLICY STANDING COMMITTEE

Mandate:

Will advise Education Council of any revisions recommended to education policies requiring approval by Education Council.

Composition:

There shall be a minimum of five members of Education Council appointed to this committee. These shall be at least one of each of the following groups: student, BCGEU faculty, FSA faculty, administration, and support staff. One of these appointees shall also be a current Vice-Chair of Education Council. Additional members may be appointed as required.

Chair:

The Committee should be chaired by the Education Council Vice-Chair who has been appointed to the membership of the Policy Committee. The staffing of this position shall be reviewed annually. The members of the Policy Committee shall elect a Vice-Chair from among Policy committee members.

Meeting Frequency:

There shall be at least 3 meetings of this committee each year.
The schedule of meetings for the coming year shall be established each June.

Specific Duties:

Ensures that the Programming committee reviews any changes to policy that affects Programming.

Monitor all policies requiring approval by Education Council to determine when they are due for review and/or revision.

Advise Education Council of policies that are due for review/revision.

Recruit resource individuals as required to assist with the task of review/revision/creation.

Consult with the BCIT community to determine any adjustments recommended for policies under consideration for review/revision/creation.

Draft amendments to policies.

Present new and revised policies to Council for consideration and approval.

Recommend appropriate dates for the subsequent review of all newly revised policies.

Agenda:

The agenda for meetings of the Policy Committee shall be prepared by the Chair of the Committee or designate, and shall be distributed to Committee members five working days prior to each scheduled meeting.

CURRICULUM CHANGE REVIEW PANEL

Mandate:

To review major curriculum change proposals that have demonstrable need for implementation, and could not follow the normal review process by the Programming Committee and Education Council within the regular meeting schedule.

Education Council will delegate authority to the Curriculum Change Review Panel (CCRP) to review, make recommendations and approve major curriculum change proposals on behalf of Education Council. The CCRP will provide Education Council with a full report of its activities and recommendations on its processes at the September meeting.

The Panel's mandate will run from July 1 to August 31 each year.

It is the responsibility of the EdCo Chair to strike a CCRP, as required.

Composition:

The Panel will consist of three Education Council members. Membership would be drawn from:

- One of EdCo Chair or EdCo Vice-Chair, and
- One of VP Education, Research and International, or designate, and
- One additional member of Education Council.

A quorum for the Curriculum Change review panel shall consist of three members.

Chair:

The Panel will be chaired by the EdCo Chair or EdCo Vice-Chair.

Specific Duties:

- Review major curriculum change proposals for existing programs.

Agenda:

The agenda for each meeting will be established by the Chair of the Panel.

Meetings:

A panel will be struck as needed.

APPENDIX TWO

Education Council Chair and Vice-Chair Roles & Expectations

The role of the Chair (and Vice Chairs) as facilitator(s) of Educational Quality:

1. Knowledge and understanding of educational policies & procedures, institutional priorities, and committee processes.
2. Sound judgment to identify which issues require committee attention and discussion, and which issues are minor or not relevant for discussion.
3. Facilitation skills to ensure inclusive/collaborative discussions, sensitivity to group dynamics and direction, and refocusing discussion as appropriate.
4. Leadership skills to ensure thoughtful review of all agenda items, involving objective consensual decision-making and accurate summation, reporting, and communication.
5. Organizational skills to identify key issues prior to meetings, capture all important elements during discussions, and relay time-sensitive information accurately following meetings.
6. Time management skills during committee meetings to ensure all issues are dealt with adequately and effectively.
7. Strong communication skills.
8. Diplomacy/tact in dealing with stakeholders, particularly in sensitive situations (i.e., agenda items which do not receive committee approval).
9. Ability to make decisions based on committee consensus and consistent practice.
10. Respectful approach towards all stakeholders and effective and professional representative of the committee.

APPENDIX THREE (see Composition of Education Council 1.2 A)
Faculty Distribution on Education Council

The distribution of ten (10) faculty (made up of FSA Faculty and BCGEU Vocational Instructors) seats on Education Council is as follows:

Six (6) FSA Faculty:

- One (1) School of Business
- One (1) School of Computing and Academic Studies
- One (1) School of Energy
- One (1) School of Health
- One (1) School of Transportation and Professional Services
- One (1) School of Construction and the Environment

Should a nomination from a specific constituency (as listed above) not be forthcoming during the initial nomination period, a by-election with a new nomination period will be held for that constituency.

Should a nomination not be forthcoming for a second time, a by-election with a new nomination period will be held, and the position will be posted as an at large seat open to FSA Faculty from all constituencies.

Four (4) BCGEU Vocational Instructors:

- One (1) School of Energy
- One (1) School of Transportation
- One (1) School of Construction and the Environment
- One (1) at large seat:
 - BCGEU Vocational Instructors are granted three (3) votes; one vote for a candidate from each of the three (3) representative Schools
 - After the three School constituency seats are declared, the fourth at large constituency seat will be filled by the individual with the next highest vote count amongst the remaining candidates

Should a nomination from a specific constituency (as listed above) not be forthcoming during the initial nomination period, a by-election with a new nomination period will be held for that constituency.

Should a nomination not be forthcoming for a second time, a by-election with a new nomination period will be held, and the position will be posted as an at large seat open to GEU Faculty from all constituencies.