THE HUMBER COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING

BY-LAW NO. 4

ADVISORY COLLEGE COUNCIL

August 29, 2023

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BY-LAW NO. 4

A By-law relating generally to the Advisory College Council ("**Council**") of
**THE HUMBER COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED
LEARNING (the "College")**

BE IT ENACTED as a By-law of the College as follows:

1. Definitions

In this By-law the following terms have the following meanings:

(a) "**Academic Staff Member**" shall mean a person who is employed by the College as a teacher, counselor or librarian.

(b) "**Administrative Staff Member**" shall mean a person who is employed by the College and who is not an Academic Staff Member, a Support Staff Member or a Student.

(c) "**Board**" shall mean the board of Governors of the College.

(d) "**By-laws**" shall mean this By-law (as amended from time to time) and all other by-laws of the College in effect from time to time.

(e) "**Chair**" shall mean the elected chair of the Council.

(f) "**President**" shall mean the President of the College.

(g) "**Program of Instruction**" means a group of related courses leading to a diploma, certificate or other document awarded by the Board.

(h) "**Student**" shall mean a person who is enrolled in a course or Program of Instruction in a College.

(i) "**Support Staff Member**" shall mean a person who is employed by the College as a member of the office, clerical, technical, health care, maintenance, building service, shipping, transportation, cafeteria or nursery staff.

2. Terms of Reference

(a) The Council is the collective voice of the College in that it is an assembly of faculty, support staff, students, and administrators who provide advice with respect to how the College should proceed. The Council advises the President on those College issues which it considers to be long- and short-term priorities as identified in the College's strategic plan and as requested by the President.

(b)   The Council Chair and Vice Chair meet annually with the President to discuss areas of interest and topics for which the President seeks advice in order to form an annual work plan that will guide the work and meeting agendas for the Council throughout the year.

(c)   As of 2018, the College's 3 strategic pillars have guided the strategic priorities and corresponding supporting actions:

        (i)   Career-Ready Citizens

        (ii)   Accessible Education

        (iii)   Healthy and Inclusive Community

(d)   The Council advises the President of the College in matters affecting academic policy, planning, and practice, including, the successful implementation of strategic plan initiatives.

(e)   While it is recognized that the Board and the President make and approve policy, the Council frequently makes recommendations that ultimately become policy. If the recommendations the Council makes are not accepted by the President, the President will discuss the decision at a future meeting. College policy or business items ultimately proceeding to the Board may appear at Council at the discretion of the President before final disposition at the Board.

3. Council Membership Composition

(a)   The Council will be comprised of elected representatives from Academic Staff Members, Support Staff Members, Administrative Staff Members, and Students.

(b)   One half of the elected Council membership will represent academic areas.

(c)   The President, Vice-Presidents, Chair of the Council, Past Chair of the Council, Past Vice-Chair of the Council and the Secretariat of the Council are non-voting ex-officio members of Council.

4. Council Membership Structure:

AREA OF REPRESENTATION	TYPE	CAMPUS	#
A. ELECTED ACADEMIC MEMBERSHIP			
Contract Faculty/Staff	F/S	All	1
Students & Institutional Planning	F	All	2
Faculty of Applied Sciences & Technology	F	North	1
Faculty of Applied Sciences & Technology	F	Carrier	1
Faculty of Applied Sciences & Technology	S/A	All	1

AREA OF REPRESENTATION	TYPE	CAMPUS	#
Longo Faculty of Business (Longo Centre for Entrepreneurship)	F	North	3
Longo Faculty of Business (Longo Centre for Entrepreneurship)	F	Lakeshore	1
Faculty of Health Sciences & Wellness (including the Centre for Innovation in Health & Wellness)	F	North	3
Faculty of Health Sciences & Wellness (including the Centre for Innovation in Health & Wellness)	S/A	North	1
Faculty of Liberal Arts and Sciences	F	North	2
Faculty of Liberal Arts and Sciences	F	Lakeshore	1
Faculty of Liberal Arts and Sciences	S/A	All	1
Faculty of Media & Creative Arts (including Centre for Creative Business Innovation)	F	North	1
Faculty of Media & Creative Arts (including Centre for Creative Business Innovation)	F	Lakeshore	2
Faculty of Media & Creative Arts (including Centre for Creative Business Innovation)	S/A	All	1
Faculty of Social & Community Services (including the Centre for Social Innovation)	F	Lakeshore	1
Other Academic Areas Reporting to the SVP, Academic (Program Planning & Dev./Teaching and Learning/Research and Innovation/ International) Administrative Representative Support Staff Representative	AS	All	1 1
Total Elected Academic Members			24

AREA OF REPRESENTATION	TYPE	CAMPUS	#
B. ELECTED NON-ACADEMIC MEMBERSHIP			
Administration & Chief Financial Officer • Administrative Representative • Support Staff Representative	 A S	 North 	 1 1
Students & Institutional Planning • Enrolment Management & Registrar	 S S/A	 All All	 2

• Institutional Planning & Analysis	S/A	All		1
• Learner & Career Success and Dean of Students	S			1
VP, Inclusion & Belonging		All		1
VP, External Affairs & Professional Learning	S/A	All		1
VP, Peoples and Culture	A	All		1
VP, Digital Innovation & Chief Information Officer	S/A	All		1
General Representatives				
• Administrative Representative	A	All		1
• Support Staff Representative	S	All		1
University of Guelph-Humber	S/A	All		1
Total Elected Non-Academic Members				**19**

AREA OF REPRESENTATION	TYPE	CAMPUS	#
C. MEMBERSHIP FROM CONSTITUENT GROUPS			
Academic Senior Deans/ Deans	A	All	1
Academic Associate Deans	A	All	1
Faculty Union	F	All	1
Support Staff Union	S	All	1
IGNITE	Student	North	1
IGNITE	Student	Lakeshore	1
IGNITE	Student	All	1
Vice Chair, College Council	F/S/A	All	1
Total Membership from Constituent Groups			**8**

AREA OF REPRESENTATION	TYPE	CAMPUS	#
D. NON-VOTING MEMBERSHIP			
Chair of Council	F/S/A	All	1
Past Chair of Council	F/S/A	All	1
President of Humber College	A	All	1
Humber College Vice Presidents/Associate-Vice Presidents	A	All	11
University of Guelph-Humber Vice-Provost and Chief Academic Officer	A	All	1
Council Secretariat	A	All	1
IT Liaison	F/S/A	All	1
Communications Liaison	F/S/A	All	1
Total Non-Voting Members			**18**
Total Membership			**69**

5. Election Process

   (a)   GENERAL MEMBERSHIP ELECTION PROCESS

       (i)   The General Membership election process shall be overseen by Vice Chair of the Council.

       (ii)   Only Academic Staff Members employed at the Lakeshore campus may run for the position of Lakeshore Campus Academic Representative; all Academic Staff Members within the Lakeshore campus are entitled to vote for the campus representative.

       (i)   The election notice process to elect members to Council will include a call for nominations, announcement of vacant positions, establishment and distribution of nomination forms, and the setting of an official closing date and election date.

       (iii)   The election process will be completed within a minimum of one month.

       (iv)   Advanced polls will be held two business days prior to the election.

       (v)   The returns will be monitored to ensure the eligibility of voters.

       (vi)   Each eligible voter may complete only one ballot in the respective constituency.

   (b)   CHAIR AND VICE-CHAIR ELECTION PROCESS

       (i)   The Chair and Vice-Chair will be elected for a term of two (2) years by present members of Council, through anonymous voting at the June meeting. All Council members, excluding ex-officio members, may vote for these positions. The voting privileges shall not exceed the Council membership.

       (ii)   Nominations for the Chair and the Vice-Chair will take place at the May meeting. If necessary, elections for these positions will be held at the June meeting.

       (iii)   Voting procedures will be as follows:

              The candidate who receives 50% + 1 of the eligible ballots for each position will be declared elected.

                      1.   Should no candidate receive a 50% + 1 mandate after the election, another ballot will be issued. The

name of the candidate who received the least number of votes will be removed from the subsequent ballot.

        2.   This procedure will be repeated until one candidate receives 50% + 1 of eligible votes.

(iv)   The Chair and Vice-Chair are eligible to stand for re-election for one additional consecutive term.

(v)   The Chair and Vice-Chair shall be a member of the Executive Committee prior to being nominated.

6. Terms of Members

(a)   CATEGORIES A AND B – ELECTED / VOTING MEMBERS

(i)   Following the election of a member, all elected terms start June 1 for a duration of twenty-five months.

(ii)   At the end of the term, a member may stand for re-election.

(iii)   A member is limited to two consecutive full terms. Upon completion of the two terms, a member must stand down for a one-term absence before returning to Council.

(iv)   The years as Chair or Vice-Chair shall not be counted as part of the member's two consecutive terms.

(v)   A member, who has been elected or appointed to a Council sub-committee, ad hoc committee or taskforce and whose term on Council expires before the committee's work is complete, shall continue in an ex-officio capacity until the committee is dissolved.

(b)   CATEGORY C – ELECTED MEMBERS FROM CONSTITUENT GROUPS

(i)   Constituent groups under this section will elect a member through their own internal processes.

(ii)   Once an individual has been elected, the new member is then subject to the terms of membership as defined herein.

(iii)   The term of the student representatives will be one year.

(c)   CATEGORY D – NON-VOTING MEMBERS (EX OFFICIO)

(i)   Ex-officio members act as a resource to Council.

7. Members

(a) Members will represent their respective constituencies, and will keep Council informed of their constituents' views.

(b) Members will attend all meetings, or send a replacement when unable to attend. The replacement may be anyone from the same constituency, and will have the right to vote.

(c) All members have the responsibility to read and review the agenda package prior to each meeting, consult with their constituencies and, come prepared to contribute to the meeting discussions.

(d) If a member is no longer able to represent their constituency, that position on Council will become vacant and the Vice-Chair will consult with the respective VP to identify a suitable, interim replacement until the following June 1st at which time the position will proceed to election.

(e) Members may approach the Chair of the Council with issues of interest, which may be included on a future agenda.

(f) If a member misses three meetings over the course of a year starting June 1, replacements notwithstanding, the member's status will be reviewed by the Chair, to determine if a replacement needs to be elected.

8. Chair

(a) The Chair will be elected by present members of the Council.

(b) The Chair shall chair the Executive Committee.

(c) The Chair may receive an agenda item from any member of the College community, but should wherever possible, redirect said member to the respective Council representative.

(d) In consultation with the Vice-Chair and Secretariat, the Chair will ensure that attendance is monitored so that constituencies are regularly represented.

(e) The Chair will be an ex-officio member of all Council sub-committees, ad-hoc committees, and task forces to assist and monitor their progress. This responsibility may be delegated to the Vice-Chair at the discretion of the Chair.

9. Vice-Chair

(a) The Vice-Chair will be elected by present members of the Council.

(b) The Vice-Chair will coordinate and oversee all elections, and will form an Elections Committee if required.

(c) In collaboration with the Chair, the Vice-Chair will lead the Review Committee.

(d)   The Vice-Chair:

  (i)   will notify the Council that a new member has been elected, and will introduce the new member to Council;

  (ii)   will be a member of the Executive Committee;

  (iii)   will oversee the planning of the June retreat; and

  (iv)   will provide support to the Chair and take on additional responsibilities as needed.

10. Communications Liaison

(a)   The Communications Liaison will be responsible for creating monthly meeting highlights and once approved by the Chair will post them in the Humber Communique.

(b)   The Communications Liaison will also be responsible for ensuring the Council website is updated with monthly meeting agendas, highlights and minutes.

(c)   The Communications Liaison will be a member of the Executive Committee.

11. IT Liaison

(a)   The IT Liaison will be responsible for any IT support required before or throughout the meeting and will provide general advice on IT related matters for smooth functioning of the Council. The IT Liaison will set up collaborative tools like Padlet or supporting software to host members' feedback and facilitate discussion and work with the Secretariat to send links to members ahead of the meeting.

(b)   The IT Liaison will be a member of the Executive Committee.

12. Council Secretariat

(a)   The Council's Secretariat shall be appointed by the President or a designate.

(b)   The Secretariat shall attend all meetings of the Council and record or delegate to be recorded all facts and minutes of all proceedings in the books kept for that purpose.

(c)   The Secretariat shall be responsible for giving all notices required to be given to the members.

(d)   The Secretariat shall be the custodian of all books, papers, records, correspondence, and other documents belonging to the Council.

(e)   The Secretariat will maintain a list of all members and the area represented by elected members of the Council.

13. Committees

The Council may establish sub-committees, ad-hoc committees, and task forces to advise the President as needed from time to time. Members may participate in College-wide sub-committees, ad-hoc committees and task forces as requested by the Chair of the Council or the President. The permanent committees of Council are the following:

(a) **Executive Committee:** The Executive Committee represents a cross-section of Council. The Executive Committee is responsible for:

    (i) setting priorities for Council in consultation with the President;

    (ii) reviewing policies and procedures and making recommendations for action;

    (iii) assisting the Chair to set agendas for Council meetings; and

    (iv) planning the June retreat.

    The Executive Committee members will include at least one representative from each campus, an Administrative Staff Member, a Support Staff Member, and Academic Staff Members. The Chair, Vice-Chair, Secretariat of Council, Communications and IT Liaisons are members of the Executive Committee.

(b) **Elections Committee:** If membership, Chair, and/or Vice-Chair positions are open, an Elections Committee will be formed. The Elections Committee will be responsible for calling all elections of members and the Chair and Vice-Chair positions and announcing all corresponding election dates. The Elections Committee will be chaired by the Vice-Chair of the Council and supported by the Secretariat. Membership on the Elections Committee will include Council members from the faculty union, the support staff union, and administration, as well as two additional members.

(c) **Review Committee:** A Review Committee will be formed at least every two years to review this By-law. The Review Committee will recommend to the Council membership distribution based on representation from each school and division in the College. Members of the Review Committee will include the Chair, or designate, and a cross-section of Council. The committee will table a report whenever changes are recommended. The report will detail the rationale for the proposed changes. The Secretariat will maintain a record of all tabled reports. Proposed changes will be presented to the President and Council; the Council members will vote on proposed changes.

14. Meeting Procedures

(a) Meetings will be held on a regular basis between September and May on Thursdays from 4:00 p.m. to 6:15 p.m. At least two meetings per year will be held at the Lakeshore campus. Meetings may be virtual or in-person, at the discretion of the Chair.

(b)   Each spring, a one-day retreat will be held to allow for orientation of new members, to build team spirit, and to showcase different aspects of the College environment and/or new learning technologies. The Executive Committee will plan the retreat as well as issue an agenda and organize the meeting on the following day.

(c)   New and retiring members of Council will participate with full membership rights, with voting privileges limited to and not exceeding Council membership. When the number of representatives for a constituency group present at the meeting exceeds the number of votes allowed for that constituency, then the members for the constituency in attendance will determine who will vote.

(d)   All meetings will be conducted according to the principles of Robert's Rules of Order.

(e)   All meetings will be conducted according to an agenda issued by the Chair and the Executive Committee.

(f)   All meetings will be presided over by the Chair or, in absentia, by the Vice-Chair.

(g)   A clear majority (2/3) of voting members represents a quorum for all meetings.

(h)   The meeting tables are reserved for Council members or their replacement representatives.

(i)   Guests invited to address Council will be seated at allocated meeting tables.

(j)   Visitors are encouraged to attend Council meetings. Visitors are considered observers and, therefore, do not participate in the activities of Council, and must be seated at an allocated meeting table.

(k)   The agenda, minutes and highlights of each meeting will be posted to the Council website and available to the College community.

(l)   The intent, such as information, motion or discussion of each agenda item at each monthly meeting should be indicated on the agenda.

(m)   Once the agenda has been set by the Chair, it may not be changed without the approval of the Chair. The President of the College may add items as necessary from time to time.

(n)   The Chair reserves the right to limit discussion on any particular topic.

(o)   A "Round Table", when members can make announcements and raise new items for possible discussion, will be included in each agenda.

15. Communication

    (a)   Each Chair of Council is responsible to offer orientation advice to each incoming Chair, Vice-Chair, and Executive Committee member.

    (b)   Monthly "Council Highlights" is written by the Council Communications Liaison and will be published in the Communique. The Council agenda will be provided to Council members before each meeting.

    (c)   It is suggested that members of Council maintain communication with their constituents by any, or all, of the following methods:

        (i)   Inform constituents of your role on Council; raise Council's profile

        (ii)   Circulate the monthly "Council Highlights"; refer to the Communiqué

        (iii)   Post minutes and other Council documents in areas accessible to constituents.

        (iv)   Create a monthly report and/or email monthly updates

16. A report from the Council shall be included in each college's annual report. Voting on Motions

    (a)   The Council may vote on motions to advise the President on issues affecting academic policy, planning, and practice.

    (b)   Motions require a simple majority (50% + 1) of the members present at the meeting to pass.

    (c)   In the event of a tie vote, the Chair may cast the deciding vote.

CERTIFIED to be By-law No. 4 of the College, as enacted by the Board by resolution dated

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Chair of the Board   Secretary