

Western College of Veterinary Medicine

FACULTY COUNCIL BYLAWS

Preamble

These bylaws describe and set forth procedures relating to the governance of the Faculty Council of the Western College of Veterinary Medicine and are subject to the bylaws, policies and regulations of the University Council, which establishes the Faculty Council. To the extent that any previous resolution of the Faculty Council or its predecessors or any committee of that council is inconsistent with this bylaw, this bylaw has precedence.

Faculty Council Regulations

1. *Constitutional Powers and Duties*

1. The Faculty Council of the Western College of Veterinary Medicine is established under the authority of the University of Saskatchewan Council, whose powers and duties are in turn established by the University of Saskatchewan Act, 1995.
2. Under Part Three of the University Council's Bylaws, the Faculty Council of each college or school, subject to the provisions of the University Act, the Bylaws of the University Council and the general control of the University Council, shall have charge of matters of scholarship and discipline. The duties delegated by the University Council to the Faculty Councils are laid out in Part Three, Section V, Subsection 2 of the University Council Bylaws.
3. Those duties are specified as follows:
4. To make recommendations to the University Council concerning the requirements for admissions to programs offered by the college or school;
5. To establish and report to the University Council on the number of students who may be admitted to a college or program of study and to report to the University Council on the number of students admitted each year;
6. To make recommendations to the University Council concerning addition, deletion or modification of courses and programs of study, and concerning the requirements for successful completion of such programs;
7. To establish and publish rules and methods for the progression and graduation of students and for their suspension or requirement to withdraw permanently for failure to meet the requirements for progression;
8. Subject to the University Council's examination regulations, to establish and publish rules and standards with respect to the assessment and examination of students in courses and programs offered by the college or the school;
9. To make decisions concerning progression of students and concerning their suspension or requirement to withdraw, in accordance with the rules approved by the Faculty Council, and to hear appeals of such decisions;
10. To approve candidates for degrees, diplomas and certificates;
11. To approve candidates for scholarships, prizes and other awards and honours;

12. To establish a mechanism for appointing hearing boards to hear allegations of academic misconduct as provided for under the University Council's regulations governing academic misconduct;
13. To consider appeals from students in accordance with the University Council's regulations governing student appeals in academic matters;
14. To authorize courses in veterinary medicine in accordance with s.34 of The Veterinarians Act, 1987.
15. In addition to these statutory powers and duties, Faculty Council serves as a forum for the participation and engagement of members of faculty council in discussions of policies, plans and decisions by the College administration that directly affect those areas for which faculty council has responsibility.

2. Membership

The membership of the Faculty Council of the Western College of Veterinary Medicine is prescribed in the Bylaws of the University Council, Part Three, Section V, Subsection 1.

- I. In addition to those members listed in (II) below as members of the Faculty Councils of each college and school, the Faculty Council of all colleges and schools shall include the following: (* non-voting members)
 - a. The President of the University;*
 - b. The Provost and Vice-President Academic;*
 - c. Vice-President Research;*
 - d. Vice President Finance and Resources;*
 - e. Vice President University Relations;*
 - f. Vice-Provost Teaching and Learning;*
 - g. Associate Vice-President Student Affairs;*
 - h. Chief Information Officer and Associate Vice-President Information and Communications Technology;*
 - i. The Dean of the College;
 - j. Dean of Graduate Studies and Research;
 - k. Dean University Library or designate;*
 - l. University Secretary;*
 - m. University Registrar and Director of Student Services;*
 - n. Such other persons as the University Council may, from time to time, appoint in a voting or non-voting capacity;
 - o. Such other persons as the Faculty Council may, from time to time, appoint in a non-voting capacity;*
- II. Faculty Council of the Western College of Veterinary Medicine
 - a. Those Professors, Associate Professors, Assistant Professors, Extension Specialists, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the Western College of Veterinary Medicine;



- b. Faculty representatives from Agriculture & Bioresources (1), Biology (1), Chemistry (1), Dentistry (1), Medicine (1), Pharmacy & Nutrition (1);
 - c. Clinical Associates to attend and vote on non-confidential matters at meetings of the Faculty;
 - d. Four (4) full-time undergraduate students, representative of each year of the DVM program, to attend and vote on non-confidential matters at meetings of the Faculty;
 - e. Two (2) graduate students registered in Veterinary Medicine through the College of Graduate and Postdoctoral Studies to attend and vote on all non-confidential matters at meetings of the Faculty.
- III. The University Secretary, or an assigned deputy, shall act as Secretary of each Faculty Council.

Members on leave retain their right to participate in meetings and are counted in quorum.

In accordance with a duly approved motion of the Faculty Council, Faculty Council may recommend changes in its membership to the University Council.

3. Appointment and Election of Members

For those members of the Faculty Council who are not members by virtue of their position as administrators or as members of the Faculty of the Western College of Veterinary Medicine:

1. The representatives of other departments from other colleges and schools shall be elected/appointed by the Dean and shall hold membership for a period of two (2) years.
2. The undergraduate students shall be appointed by the Dean and shall hold membership for a period of one (1) year.
3. The graduate students shall be appointed by the Dean and shall hold office for a period of one (1) year.

An ex-officio member who is entitled under Council bylaws to delegate their membership may designate an individual to serve on the faculty council with the same powers as the designator. Such designations will last for a twelve-month period of time and are subject to renewal. In the event that the designate is unable to complete the full term, another individual may be designated in their place. To initiate the designation, the ex officio member will inform the chair of the faculty council.

During the period of designation, the ex officio member initiated the designation may attend meetings of the faculty council with a voice but no vote.

4. Officers and Duties

1. The Dean is the chair of the Faculty Council.
2. The chair shall be responsible:
 - a. To preside at all meetings of the Faculty Council, to preserve order and decorum and, subject to appeal, to decide all questions of order and other questions as provided in these bylaws.
 - b. To prepare a draft agenda for each meeting of the Faculty Council and to present it for approval at the meeting.



- c. In accordance with the University Council’s Bylaws, to transmit to the University Council for consideration and review all matters which belong to the care of the University Council or which from their nature concern more than one college or school.
 - d. To ensure the maintenance of an archive of the proceedings and all approved minutes of faculty council meetings.
 - e. As the spokesperson for faculty council, to explain the decisions, activities, and procedures of faculty council.
3. The secretary acts as the delegate of the University Secretary under University Council’s Bylaws Part Three, Section V.1.E. Under the general direction of the chair, the secretary shall be responsible:
- a. To assist the chair in the preparation of agendas and minutes.
 - b. To arrange for the distribution of notice of meetings and agendas to all members of the faculty council.
 - c. To record all motions, resolutions, and other decisions taken at meetings.

5. Meetings

1. Regular meetings of the faculty council will be held at least three (3) times each academic year.
2. Notice of regular meetings will be in writing and will be provided to all members no less than fourteen (14) days in advance of the meeting.
3. A special meeting of the Faculty Council may be held at any time upon the call of the chair and require written notice to all members not less than seven (7) days in advance.
4. An agenda and, whenever practical, all supporting material shall be sent to each member of the faculty council at least seven (7) days in advance of the meeting.
5. The quorum for regular and special meetings will be twenty-five (25) voting members.
6. Any regular meeting may be postponed or cancelled at the call of the chair.
7. Regular meetings of the faculty council are normally open to the members of the university community and may at the discretion of the chair be open to the general public. Non-members may speak at the discretion of the chair but, unless they are voting members of the Faculty Council, are not entitled to vote. The chair may call for any meeting or portion of the meeting to be closed. Every member of the Faculty Council, whether a voting or a non-voting member, shall be entitled to attend closed meetings and sessions, unless that member has a conflict of interest, in which case the conflict shall be declared, and the chair shall rule whether the members should remain. Student members will be considered in conflict of interest and excluded from consideration of those matters where the performance of students is under review or consideration.

6. Procedures and Voting

1. Meetings shall be presided over by the chair; or in the absence of the chair, a delegate faculty member designated by the chair.



2. The agenda will be approved at the beginning of each meeting. Notice of any motions to be voted upon by the Faculty Council will be included in advance in the agenda material.
3. Convocation lists of degrees, certificates, honours and distinctions and the recommendations of convocation awards need not be included in advance in the agenda material but may be circulated at the meeting at which these items are considered.
4. Except as provided elsewhere in these bylaws, all questions legitimately before faculty council shall be decided by a majority of votes of the present members.
5. Voting will normally be by show of hands. A procedural motion to require a written vote must be seconded and approved by the majority.
6. In matters requiring an urgent decision, and at the call of the chair, a motion may be put to the members electronically outside a regular or special meeting. Electronic approval of a fifty one percent majority of the voting members of faculty council to any motion will be deemed to have the same force and effect as a motion adopted by a vote of the members at a meeting duly convened and will be recorded in the minutes of the next regular meeting.
7. Any member may have their vote recorded for the minutes on request. The number voting for or against a motion shall be entered on the minutes at the call of any two (2) members.
8. For procedures not covered in these bylaws, faculty council adopts the rules of order adopted by University Council.

7. Committees

1. Faculty Council may establish standing and ad hoc committees to facilitate its work and subject to the approval of University Council and without jeopardizing Council's authority, may delegate decisions to its standing committees.
2. Unless a motion of Faculty Council passed in accordance with a delegation by the University Council specifically provides otherwise, all recommendations of committees will be brought to Faculty Council for consideration.
3. All standing committees will meet and report to Faculty Council at least once each academic year. Responsibility for calling committee meetings rests with the chair of the committee.
4. Standing committees may create subcommittees.
5. There is no requirement that committees be composed entirely of faculty.
6. All standing and ad hoc committees will have written terms of reference outlining their composition and accountabilities. Each committee should regularly review its own terms of reference and may recommend changes to Faculty Council as required. The memberships and terms of reference of standing committees of the Faculty Council, as well as other committees of the Western College of Veterinary Medicine are specified in Part Two of these bylaws.
7. The Executive Committee will nominate members, chairs and ad hoc committees of the Faculty Council and of other college committees and will present its nominations to Faculty Council at the June meeting, and otherwise as required when vacancies occur.



8. Term of office for chairs and members of standing committees will begin July 1 unless otherwise provided by the Executive Committee.
9. A vacancy will be declared in the case of a committee member who will be absent from campus or otherwise unavailable to attend meetings for a period of six consecutive months or more.
10. In the case of a vacancy on a committee between meetings of Faculty Council, the Faculty Council delegates authority to fill the vacancy to the Executive Committee in accordance with the membership requirements of the committee, for the balance of the academic year.
11. The Dean is an ex officio non-voting member of all standing committees.
12. An ex officio member of a committee may designate an individual to service in their place with the same powers as the designator. Such designations shall last for a twelve-month period and are subject to renewal. In the event that the individual is unable to complete the full term, another individual may be designated in their place. To initiate the designation, the ex officio member will inform the chair of the Faculty Council and the chair of the committee involved. During the period of designation, the ex officio member who initiated the designation may attend the meetings of the faculty council with a voice but no vote.
13. The quorum for all standing committees is a majority of the voting members.
14. Matters decided by the committee shall be decided by a majority vote of those present and eligible to vote.
15. Committees shall ensure that minutes are taken at meetings; these minutes shall be made available to all members of the Faculty Council.
16. The Dean may seek the advice or assistance of a committee of Faculty Council with respect to particular items of business. The advice and assistance shall not contradict or conflict with policies of Faculty Council, and the committee shall report to Faculty Council on the general nature of the advice given.

8. Records

1. Council Bylaws require that “each Faculty Council shall keep a recording of its proceedings and that this record shall be open to any member of the Faculty Council.” A copy of the proceedings shall, upon request, be furnished by its secretary to the chair of the University Council and/or the President of the University.
2. Records of motions from closed sessions may be deemed confidential by the chair and the related portion of the minutes may remain confidential at the discretion of the chair. In such cases the non-confidential portion of the minutes will reflect the fact that a confidential section has been removed. Both the non-confidential and the confidential portion of the minutes are considered to constitute the official record of the meeting and will be preserved for the official archive.



9. Independence and Conflict of Interest

1. Members of the Faculty Council and its committees will have as their principle concern the welfare of the college and of the university. They will exercise independent judgment and may not act as agents of any person or organization.
2. If a member of Faculty Council has a conflict of interest in any matter under consideration, the member shall disclose their interest when speaking on the matter in Faculty Council proceedings and will abstain from voting in committee proceedings on matters on which they have a conflict of interest. When appropriate, the member will withdraw from all committee deliberations with respect to the matter. The minutes will reflect the disclosure and any abstention or withdrawal.
3. The chair or a member of a committee is entitled to raise the question whether another member has a conflict of interest or perceived conflict of interest on a matter before the committee and/or to refrain from voting on a matter before the committee.

10. Amendment

1. A motion to amend the bylaws will be preceded by a notice of motion presented in writing to the members not less than 30 days prior to the date of the meeting at which the motion is to be considered and will require a 2/3 majority vote of those present and voting.



Standing Committees of Council

Admissions Committee

Companion Animal Health Fund Committee

Continuing Education Committee

Curriculum Committee

Graduate Student Awards Committee

Oncology Research Fund Committee

Teaching and Learning Committee

Townsend Equine Health Research Fund Committee

Undergraduate Student Awards Committee

WCVM Committee on Indigenous Engagement

Wildlife Health Research Fund Committee

