

**The University of Manitoba**  
**THE ARTS FACULTY COUNCIL BY-LAW**

This By-Law is supplementary to the Faculty and School Council General By-Law, a copy of which is appended hereto.

I. Faculty Council

1. Membership

In addition to those persons provided for in the Faculty and School Council General By-Law, the Faculty Council of Arts shall be composed of:

- a) All staff holding positions of Instructors and those holding part-time academic appointments, if any in the Faculty of Arts;
- b) All staff holding academic appointments at Université de Saint-Boniface who teach courses listed in the Faculty of Arts calendar;
- c) The Provost of University College;
- d) The Warden of St. John's College;
- e) The Rector of St. Paul's College;
- f) The Dean of Arts at Université de Saint-Boniface;
- g) The Principal of St. Andrews College;
- h) The Dean of the Faculty of Science, or delegate;
- i) Two representatives from each of the following Science departments: Mathematics, Statistics, and Computer Science;
- j) The Dean of the Faculty of Social Work, or delegate;
- k) Executive Director, Student Academic Success, or delegate;
- l) Vice-Provost (Students);
- m) The Dean of Extended Education, or delegate;
- n) Senior Scholars;
- o) Professors emeriti/ae;
- p) Deans emeriti/ae;
- q) Post-doctoral fellows; and
- r) eighteen (18) Undergraduate Student representatives as provided for below
- s) three (3) Faculty of Arts Support Staff as provided for below

2. Election of Support Staff

In addition, three (3) Faculty of Arts support staff persons shall serve on Faculty Council. These individuals shall be duly elected by secret ballot from the support staff in the Faculty. Each support staff elected to Council will serve for three years, with one support staff being elected each year. Terms shall begin on July 1.

3. Selection of Student Representatives

- a) There shall be eighteen (18) student representatives who are appointed:
  - (i) two (2) Arts students appointed by the executive of the student society in University College;
  - (ii) two (2) Arts students appointed by the executive of the student society in St. John's College;
  - (iii) two (2) Arts students appointed by the executive of the student society in St. Paul's College;
  - (iv) two (2) Arts students appointed by the executive of the student society in Université de Saint-Boniface;

- (v) in addition, ten (10) Arts students not otherwise appointed as noted above, to be appointed by the executive of the Arts Student Body Council; and
- c) The term of membership for each student representative shall be one academic year.

4. Limitations on Student Participation

Student representatives on Faculty Council shall, in general, have the same rights, privileges, and obligations as do academic staff members, with the following exceptions:

- a) Student representatives shall not be eligible for election to Senate from the Faculty Council, and they shall not vote in the election or removal of these senators.
- b) Student representatives shall not be eligible for election to the academic positions on the Executive Committee, and they shall not vote in the election to fill those positions.
- c) Although provision shall be made for at least one student (who need not be a member of Faculty Council) on each committee of Faculty Council, there shall for a specified period of time be no student on certain committees if the body of which they are committees passed by a simple majority a debatable motion to that effect.

5. Meetings

- a) The quorum for any meeting of the Faculty Council shall be twenty-five members present at the scheduled time of the meeting, provided that written notices of the meeting have been duly sent out to members.
- b) Meetings of the Faculty Council shall be called by the Dean of the Faculty on his/her own motion, or at the written request of any ten members of the Faculty Council.
- c) Written notice of at least five working days shall be given for any regular Council meeting, and at least forty-eight hours written notice for any special Faculty Council meeting. (Such periods of notice shall not include weekends or holidays.)
- d) The Faculty Council shall meet at least once in each term.
- e) The Dean of the Faculty (or delegate) shall be the presiding officer at all meetings of the Faculty Council, subject to the right of the President to preside at any such meetings.
- f) All meetings of Faculty Council and all portions thereof shall be open, subject to the Council moving into closed session by a vote of a simple majority of the members present and voting.

(An "open Council meeting" means a meeting of Council, or portion thereof, which members of the University community may attend as non-participating observers and spectators, subject to the limitations of space and orderly conduct. A "closed Council meeting" means a meeting of Council, or portion thereof, which only Council members and those persons specifically invited by Council may attend.)

II. Standing Committees of Faculty Council

All standing committees established under Faculty Council shall:

- a) Report at least once annually to Faculty Council
- b) Terms of Reference and any changes to said Terms of Reference will be approved by Faculty Council

- c) The Dean (or designate) shall be a voting member, *ex officio* of all Faculty Council's standing committees

### III. Representatives to Senate

#### Eligibility for Nomination:

All members of Arts Faculty Council holding probationary, continuing, tenured or term positions in the Faculty of Arts and all support staff members of Arts Faculty Council are eligible for election as Arts representatives to Senate. Normally, one of the Arts representative to Senate will be chosen from among the support staff members of Faculty Council. If none of the support staff members wish to serve, the position will be filled by an Arts Faculty Council member holding a probationary, continuing, tenured or term position in the Faculty of Arts.

#### Eligibility to Vote:

All members of the academic and support staff eligible for nomination shall be eligible to vote in the election of such Senators.

### IV. Rules

#### 1. Standing Rules

- a) Standing rules may be adopted or amended by a majority vote of a regularly called meeting of Faculty Council, provided due notice of such adoptions or amendments has been given in writing.
- b) A standing rule may be suspended for the duration of a meeting if a motion to that effect receives two-thirds of the votes of those members present and voting.

#### 2. Rules of Order

In the conduct of its meetings, Faculty Council shall be guided by whatever authority has been adopted by Senate, except in cases where Faculty Council has adopted standing rules to the contrary.

Faculty Council approved April 13, 2016; Senate approved May 18, 2016