



SENATE REGULAR MEETING

Tuesday, November 7, 2023 4:00 – 6:00 pm
Capilano University – Library Room 322

AGENDA

Land Acknowledgement

Capilano University is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the territories of the Lílwat, x^wməθk^wəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwətaʔ/Selilwitulh (Tseil-Waututh) Nations.

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of Minutes - Decision** Senate Members
Schedule 3
4. **CSU Presentation** Josh Thomas
5. **Correspondence Received**
6. **Business Arising**
 - 6.1 Vice-Chair Nominating Committee – *Decision* Brad Martin
 - 6.2 Academic Schedule 2024/2025 Update – *Information* Kyle Vuorinen
 - 6.3 Senate Self-Evaluation Committee Survey Results – *Information* Christina Neigel
7. **New Business**
None
8. **Committee Reports**
 - 8.1 Academic Planning and Program Review Committee – *Information* Sue Dritmanis
 - 8.2 Bylaw, Policy and Procedure Committee – *Decision*
 - 8.2.1 S2023-XX External Advisory Committees Policy
S2023-XX-X External Advisory Committees Procedures
B.103 Program Advisory Committees
Schedule 8.2.1
 - 8.2.2 Senate Bylaws – *Decision* Schedule 8.2.2
 - 8.2.3 Senate Election Procedures – *Decision* Schedule 8.2.3



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- 8.3 Curriculum Committee – *Decision*
 - 8.3.1 Resolution Memo Deb Jamison
[October 20 Agenda Package](#) / [October 20 Draft Minutes](#) Schedule 8.3.1
- 8.4 Teaching and Learning Committee – *Information* Diana Twiss
- 8.5 Budget Advisory Committee – *Information* Michael Thoma
- 9. Other Reports**
 - 9.1 Chair of Senate – *No Report*
 - 9.2 Acting Vice Chair of Senate – *Information* Stephen Williams
 - 9.3 VP Academic and Provost – *No Report*
 - 9.4 Board Report – *Information* Patricia Heintzman
 - 9.5 Elder Report - *Information* Elder Latash
- 10. Discussion Items**
- 11. Other Business**
- 12. Information Items**



SENATE MEETING

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 Capilano University, Library Building, Room LB 322

MINUTES

Present: Paul Dangerfield (Chair), Deanna Baxter, John Brouwer, Sue Dritmanis, Brian Ganter, Rafael Gasc, Victor Gelano, Denise Gingrich, Kyle Guay, Patricia Heintzman, Deb Jamison, Manpreet Kaur, Tracy Penny Light, Brad Martin, Corey Muench, Lesley Nelson, Christina Neigel, Karandeep Singh Sanghera, Ramin Shadmehr, Laureen Styles, Natasha Mrkic-Subotic, Michael Thoma, Diana Twiss, Kyle Vuorinen, Stephen Williams, Recorder: Mary Jukich

Regrets: Thomas Flower, Amina El Mantari

Guests: Eduardo Azmitia, Elder Latash, Delhia Nahanee

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1. Welcome

The Chair called the meeting to order at 4:00 pm and provided the following announcements:

- Robert Thomson has resigned from Senate.
- As a result of Robert Thomson's resignation, Sue Dritmanis assumed voting rights for the Faculty of Business and Professional Studies.
- Dr. Natasha Mrkic-Subotic, Acting Dean, Faculty of Global and Community Studies and Patricia Heintzman, new Board liaison member were introduced and welcomed to Senate.
- Dennis Silvestrone, Dean of Business and Professional Studies, was acknowledged and thanked for his work at Senate and the University.

2. Approval of the Agenda

Paul Dangerfield moved and Kyle Guay seconded:
 To adopt the agenda.

CARRIED



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3. Approval of the Minutes

Sue Dritmanis moved and Lauren Styles seconded:
 To adopt the September 5, 2023 minutes.

CARRIED

4. Correspondence Received

No correspondence was received.

5. Business Arising

5.1 Volunteers for Subcommittees

Presented by: Paul Dangerfield

Senate members were invited to consider volunteering on the remaining vacancies of Senate committees, particularly the Vice-Chair Nominating and the Self-Evaluation committees.

6. New Business

6.1 Academic Schedule 2024/2025

Presented by: Kyle Vuorinen

Senate members were presented with the document outlining the important dates and deadlines for the 2024 – 2025 academic year (September to August).

On review and discussion, the following comments were provided by Senate members:

- A concern was raised regarding the scheduled last day of exams and the deadline for submitting grades, and the requirement for faculty to work over the weekend to meet the deadline. In this regard, information was provided that in terms of the fall semester, there was a tight timeline between the end of exams and the institution closing for the holidays; however, the Registrar could review this timeline.
- The dates for the start of online registration are earlier, and in some cases, are two weeks earlier than previous, and the earlier registration could be problematic for some programs. Information was provided that in developing the schedule, the same time pattern was used as in previous years; however, the Registrar would review and report back.



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- The issue of a fall reading break was discussed and information was provided the Ministry has standardized the amount of teaching days over the course of a semester, and in order to remove days, days would have to be added to the beginning or end of the semester. In this regard, it was suggested that this issue be discussed with the student body and with the CSU.

6.2 Senate Self-Evaluation Committee Survey Results

Presented by: Christina Neigel

Senate members were provided with an overview of the self-evaluation survey results which noted that the response rates were lower than previous years. Recommendations in the report speak to following up on the information collected in the survey, and in moving forward, work will also be undertaken to better understand the work at the Senate committee level.

During the discussion, a concern was raised that the data was not provided and this information be shared at the November Senate meeting.

6.3 Senate Student Vacancy

Presented by: Kyle Vuorinen

The Registrar provided the timeline for the by-election for the vacant student Senator position noting that voting will open on November 9 and close on November 15. The term for the student Senator will be until July 31, 2024.

In addition, there will be an opening for a faculty Senate seat for Business and Professional Studies. The election will take place between November 15 and November 22, with the term ending on July 31, 2024.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Sue Dritmanis

The September meeting was cancelled, and the next meeting will be on October 10th.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench



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The committee met on September 12th and September 26th.

At the September 12th meeting, the committee undertook a final review of the proposed changes to the Honorary Degree Policy and Procedures, and a final review of the revisions to the Academic Accommodations for Students with Disabilities Policy and Procedures, with the major suggestion to include the definition of a support person.

At the September 26th meeting, the committee reviewed the proposal to change B.103 Program Advisory Committee Policy from a Board to a Senate policy.

7.2.1 Honorary Degree Recipients Policy / Procedures

During the review and discussion, a question was raised on whether there should be consideration in the policy in case the University has to revoke an honorary degree. In this regard, the Chair of Senate was tasked to explore whether a policy be developed, or if there should be a separate action, that reviews the process for revoking an award and more specifically for honorary degrees.

Corey Muench moved and Kyle Guay seconded:

23/28 That the Senate approve the revised S2010-01 Honorary Degrees policy and S2010-01-1 Procedure for Selecting Honorary Degree Recipients.

CARRIED

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the September 15, 2023 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Kyle Guay seconded:

23/29 Senate approve SCC Resolution 23/46.

CARRIED



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7.4 Teaching and Learning Committee

Presented by: Diana Twiss

The committee met on September 19th, and received an update on the digital learning framework which is currently in draft form. The committee also reviewed and provided feedback on the proposed changes to the academic integrity policy, and was also provided with an overview on the Capilano University Guidelines for Appropriate use of Generative AI.

7.5 Budget Advisory Committee

Presented by: Michael Thoma

The next committee meeting will be scheduled for October.

8. Other Reports

8.1 Senate Chair

Paul Dangerfield provided the Chair's report, including the following highlights:

- The Senate orientation took place at the September meeting and the orientation and reference handbook were distributed to Senate members by email, and are also posted on the [Senate website](#).
- The CSU presentation will held at the November Senate meeting.
- October is Women's History Month and everyone was encouraged to participate in the events taking place at the campus.

8.2 Senate Vice-Chair

A report was not provided.

8.3 VP Academic and Provost

Lauren Styles provided the Vice President Academic and Provost report, including the following highlights:



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- Extending appreciation for the leadership of colleagues in Indigenous Affairs and Education with their schedule of learning and cultural activities over the month of September, and for coordinating the powerful event of Elder Wendy Charbonneau, performing her trilogy "Resisting Injustice, Genocide, and Linguicide" and her own work, "Echoes of Peace" on September 28th.
- Fall saw the launch of the new program – Interaction Design diploma in the Faculty of Fine and Applied Arts – recognizing the program working group, coordinators, department, and Faculty along with the Office of Academic Initiatives and Planning.
- The proposed Bachelor of Environment and Society site visit was held this past Monday – a next step towards a hopeful positive recommendation by the Degree Quality Assessment Board (DQAB) to the Minister. The external review report is anticipated to go to a December DQAB meeting. Again recognizing the significant contributions of the program working group, dean, and Academic Initiatives and Planning for their work to date.
- The proposed Certificate in Contract Law through the School of Legal Studies, Faculty of Business and Professional Studies was approved by the Board of Governor's at their September meeting for implementation.

8.4 Board Report

Patricia Heintzman provided the Board report, including the following highlights:

- The Board met on September 26 and the five-year financial plan was approved, as well as the updated student code of conduct policy. In addition, Senate members were invited to learn more about the new campus in Squamish and the opportunities associated to the community and campus.

8.5 Elder Report

Elder Latash shared some stories about his uncle, Chief Joe Capilano. Elder Latash also spoke on the value and importance of a university education, the success of young people, and acknowledged the work of the Capilano campus community in this regard. In addition, Elder Latash spoke of the residential schools, recognizing



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the importance of Orange Shirt Day and was encouraged by the extent of the recognition of the day.

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented.

11. Information Items

No information items were presented.

The meeting was adjourned at 5:30 pm.

Next Meeting: Tuesday, November 7, 2023

DRAFT

SENATE REPORT

AGENDA ITEM:	External Advisory Committee Policy & Procedure (S2023-XX and S2023-XX-XX)
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	November 7, 2023
PRESENTERS:	Corey Muench, Chair, Senate Bylaw, Policy, and Procedure Committee Aurelea Mahood, Director, Academic Initiatives and Planning (Proponent)

PURPOSE

To update the existing External Advisory Committee Policy, to add Procedures, and to change oversight from the Board of Governors to oversight by the Senate as a Senate policy.

BACKGROUND

The Proponent has submitted the following:

Capilano University's program advisory committee requirements are currently enshrined in [B.103 Program Advisory Committees](#). This policy was adopted in February 2015. The spring 2023 review process has established that advisory committee policies are more typically Senate policies. The Provost's Office is recommending that B.103 be rescinded and replaced by the proposed new Senate policy and procedure on external advisory committees. The Board of Governor's sub-committee responsible for governance endorsed this approach at their February 2023 meeting.

APPROVALS & CONSULTATIONS:

The Proponent has submitted the following:

Senate Bylaw, Policy and Procedure (SBPP) Committee – September 26, 2023: Based on committee feedback, in addition to minor edits to the policy for clarity, two primary revisions were made to the procedures: 1) section 3 was revised for increased clarity as regards to the composition of the EAC and distinguishing between external (voting) and internal resource (non-voting) members; and 2) section 4 was revised to make the EAC reporting requirements explicit.

Academic Leadership Collective (ALC) – February 8, 2023: The policy and procedures were positively received by ALC. Clarification was primarily sought regarding the scope of the draft policy with the proponent confirming that the policy and procedures apply to academic units as defined in [OP.303 Naming of Academic Units](#) and the Senate-approved academic programs of study delivered by the units.

Faculties via deans – March 10 to April 11, 2023: The five Faculties were invited to provide feedback on the draft policy and procedures via covering memo and drafts sent via the deans. Written feedback was received from the Faculty of Global and Community Studies with comments primarily focused on the procedures, including similar requests to those of SAPPRC for clarifications regarding the term limits for voting and non-voting committee members.

Senate Academic Planning and Program Review Committee (SAPPRC) – April 11, 2023: The policy and procedures were positively received by SAPPRC. SAPPRC members endorsed the adoption of unit-level advisory committees where suits of interconnected or nested programs of study (e.g., Kinesiology diploma and bachelor’s degree) can have a single advisory committee and the provision that advisory committees be consulted during cyclical academic unit review (every 5 to 7 years). The recommended revisions were primarily focused on requests for clarifications – e.g., establishing what is meant by regulatory bodies in the policy and distinguishing between term limits for voting and non-voting EAC members in the draft procedures. See SAPPRC minutes as approved at the May 16, 2023 meeting.

University-wide consultation via Frontlines – April 27, 2023 to May 16, 2023: The External Advisory Committee policy and procedures were posted to [Frontlines](#) for two weeks as per university practice for feedback. No comments were received.

HIGHLIGHTS OF PROPOSAL BROUGHT TO SENATE BYLAW, POLICY, AND PROCEDURE COMMITTEE:

The proponent has submitted the following:

The existing policy, B.103, combines both policy and procedural elements. In addition to creating policy and procedures for EACs, the primary differences between B.103 and the proposed Senate External Advisory Committees (EAC) policy and procedure are as follows:

1. Proposed EAC policy makes explicit the potential role of territorial rightsholders in the composition of the committee. See policy section 3.
2. Proposed EAC procedures make explicit the foundational importance of:
 - a. considering a diversity of peoples, cultures, and perspectives in the program(s) of study (see procedures section 2);
 - b. establishing balanced and inclusive advisory committee membership reflecting the diversity of Capilano University’s community partners, including territorial rightsholders (see section procedures 3); and
 - c. enshrining the participation of external advisory committees in the cyclical academic unit review of programs of study (every 5 to 7 years) in addition to their annual role and responsibilities (see procedures section 4).

DOCUMENTS FOR SENATE REVIEW

B.103 Existing External Advisory Committee Policy

S2023-XX External Advisory Committee Policy (proposed, with SBPP comments)


S2023-XX External Advisory Committee Policy (proposed, clean copy)

S2023-XX-XX External Advisory Committee Procedures (proposed, with SBPP comments)

S2023-XX-XX External Advisory Committee Procedures (proposed, clean copy)

RECOMMENDATION

That the Senate approve the revised **S2023-XX External Advisory Committee Policy** and **S2023-XX-XX External Advisory Committee Procedures**. Upon approval, the Board of Governors will rescind B.103.

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2023-XX	Vice President, Academic and Provost		
Policy Name			
External Advisory Committee			
Approved by	Replaces	Category	Next Review
Senate	B.103 Program Advisory Committees	Academic	
Date Issued	Date Revised	Related Policies and Procedures	
	New	S2023-XX-XX External Advisory Committee Procedures	

1 PURPOSE

- 1.1 Guided by the University Act Section 35.2 6 (l), External Advisory Committees (EACs) will assist in ensuring the continuing relevancy of Capilano University (“the University”) academic programs of study for learners in alignment with the University’s mandate, strategic goals, and academic plan. Each EAC will consider current and future trends of related academic programming, labour, and industries in parallel with regulatory and government agency requirements.
- 1.2 This policy stipulates that each baccalaureate and graduate program of study must be advised by an EAC. This does not detract from the opportunity for an academic unit to establish EACs for non-degree programs of study or establish an EAC to provide external expert advice on all programs of study delivered by the unit.
- 1.3 EACs provide external expert advice to faculty and administrators on maintaining and/or strengthening high-quality academic programming at the University. A unique EAC is not required for each academic program of study. A single EAC may advise multiple related programs of study. Generally, an academic program of study should not be advised by multiple EACs.

2 SCOPE

- 2.1 This policy applies to the establishment of EACs for Senate-approved academic programs of study at the University.
- 2.2 For programs of study with external regulatory or licensure requirements, an EAC will provide advice on a narrower scope of the program. This advice may include but is not limited to software, equipment, scheduling, and timing of courses.

2.3 Each EAC acts in an advisory capacity only. An EAC does not create, establish, or develop new academic courses or programs of study.

3 PRINCIPLES

EACs are established to advise faculty and administrators on maintaining and/or strengthening academic programs of study to meet the needs of learners and community partners. These community partners usually include territorial rights holders as well as industry, government, non-profit, educational, and/or cultural entities.

4 REGULATIONS

While the external membership of each EAC will vary according to the requirements of the associated academic programs of study, each EAC must be structured in accordance with the External Advisory Committee procedures, S2023-XX-XX. Further guidance on EACs may be found in the *EAC Terms of Reference*, published by the office of the Vice President Academic and Provost.

5 REFERENCES AND PROFESSIONAL STANDARDS

University Act



POLICY

Policy No.	Officer Responsible		
S2023-XX	Vice President, Academic and Provost		
Policy Name	External Advisory Committee		
Approved by	Replaces	Category	Next Review
Date Issued	Date Revised	Related Policies and Procedures	
	New	S2023-XX-XX External Advisory Committee Procedures	

1 PURPOSE

- 1.1 Guided by the University Act Section 35.2 6 (l), External Advisory Committees (EACs) will assist in ensuring the continuing relevancy of Capilano University (“the University”) academic programs of study for learners in alignment with the University’s mandate, strategic goals, and academic plan. Each EAC will consider current and future trends of related academic programming, labour, and industries in parallel with regulatory and government agency requirements.
- 1.2 This policy stipulates that each baccalaureate and graduate program of study must be advised by an EAC. This does not detract from the opportunity for an academic unit to establish EACs for non-degree programs of study or establish an EAC to provide external expert advice on all programs of study delivered by the unit.
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Commented [CM1]: Add information about what is meant by “external” in “EAC”? External to the program area? External to CapU? This is linked to my comments in the Procedures about whether or not internal CapU employees can be voting members on an external advisory committee.

Commented [SD2R1]: Yes, agreed. I've heard different programs refer to their advisory committees using different language, including PAC, Professional Advisory Committee, which is a misnomer I think

Commented [CM3]: Actually, it is not 35.2 6 (1); it is 35.2 6 (l) as in the letter “L” lower case.

Commented [SG4]: I put the same comment on the Procedures document. Is there a reason for intentionally excluding faculty?

2 SCOPE

- 2.1 This policy applies to the establishment of EACs for Senate-approved academic programs of study at the University.
- 2.2 For programs of study with external regulatory or licensure requirements, an EAC will provide advice on a narrower scope of the program. This advice may include but is not limited to software, equipment, scheduling, and timing of courses.
- 2.3 Each EAC acts in an advisory capacity only. An EAC does not create, establish, or develop new academic courses or programs of study.

Commented [TF5]: Consider data storage and privacy with regard to software usage.

3 PRINCIPLES

EACs are established to advise faculty and administrators on maintaining and/or strengthening academic programs of study to meet the needs of learners and community partners. These community partners usually include territorial rights holders as well as industry, government, non-profit, educational, and/or cultural entities.

Commented [SD6]: Should include? Does "may include" suggest that a program wouldn't have to at least consider/look for a territorial rights holder as one of its community partners?

4 REGULATIONS


While the external membership of each EAC will vary according to the requirements of the associated academic programs of study, each EAC is required to be structured in accordance with the [External Advisory Committee procedures, S2023-XX-XX](#). Further guidance on EACs may be found in the [EAC Terms of Reference](#), published by the office of the Vice President Academic and Provost. ~~Based on the S2023-XX-XX External Advisory Committee procedures, the Terms of Reference template can be found on the Academic Initiatives and Planning website.~~

5 REFERENCES AND PROFESSIONAL STANDARDS

University Act ~~[RSBC 1996] Chapter 468~~

Commented [CM7]: What does the "468" refer to?

Commented [AM8R7]: https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96468_01#section35.1

 CAPILANO UNIVERSITY		PROCEDURE	
Procedure No.		Officer Responsible	
S2023-XX-XX		Vice President, Academic and Provost	
Procedure Name			
External Advisory Committee			
Policy This Procedure is Under		Date of Next Policy Review	
External Advisory Committee			
Date Issued	Date Revised	Related Policies, Reference	
	NEW	S2023-XX External Advisory Committee Policy	

1. PURPOSE

- 1.1 External advisory committees (EAC) are required for all baccalaureate and graduate programs of study. This does not detract from the opportunity for an academic unit to establish an EAC for non-degree programs of study and/or establish an EAC to provide advice on all Senate-approved academic programs of study delivered by the unit. Each EAC provides informed advice to faculty and administrators responsible for the associated academic program(s) of study.
- 1.2 A unique EAC is not required for each academic program of study. A single EAC may advise multiple related programs of study. For example, an academic unit (e.g., school, institute, or department) with a single cluster of related academic programs of study may elect to have a single EAC.

2. SCOPE

With respect to one or more academic programs of study, advice and assistance may be sought from an EAC regarding one or more of the following:

- a) philosophy, goals, and objectives;
- b) design, evaluation, and revision;
- c) curriculum, including consideration of elective options that encourage breadth of knowledge and abilities;
- d) diversity of peoples, cultures, and perspectives, with particular consideration of including Indigenous content and knowledge as appropriate;
- e) programmatic enhancements such as field trips, guest lecturers, and learning experiences that will increase students' attainment of program learning outcomes, employability, preparedness for advanced degrees, etc.;
- f) incoming knowledge, skills, and attitudes necessary for a student to be successful, which may be necessary to include as admission requirements;
- g) knowledge, skills, attitudes, employee competencies, and vocational standards expected of graduates, including but not limited to advice concerning exit standards and National Occupation Classification (NOC) codes;

- h) needs and requirements of the employment market from the perspective of professional organizations, unions, practitioners, public employers, and/or private employers;
- i) meeting of professional, licensing or certification requirements and securing of formal recognition by industry and/or government regulatory bodies;
- j) expected or anticipated labour market and industry trends;
- k) alignment with government plans and intentions;
- l) support securing work-integrated learning placements for students and work placements for graduates;
- m) obtaining financial support for students and the program(s);
- n) public awareness of the program(s) of study and the University; and /or
- o) other matters regarding the program that may arise from time to time.

3. MEMBERSHIP

- 3.1 EAC membership consists of five to fifteen external voting members and three to five internal non-voting resource members.
- 3.2 EAC membership should be balanced and inclusive, reflecting the diversity of Capilano University's community partners, including territorial rights holders. Membership should incorporate the broadest possible range of qualifications, skills, and experiences in relation to the academic unit's associated discipline(s) or field(s) of study.
- 3.3 EAC members, voting and non-voting, serve in support of the academic unit and its associated program(s) of study without remuneration.

External Members (Voting)

- 3.4 The academic unit establishing an EAC for its associated academic program(s) of study nominates the external members for the committee. The dean of the faculty housing the academic unit then appoints the external members to the committee.
- 3.5 EAC external members may include but are not limited to representatives from the following:
 - a) alumni who have graduated from the associated program(s) of study;
 - b) relevant businesses, corporations, or industries aligned with the associated program(s) of study and applicable National Occupation Classification (NOC) codes;
 - c) relevant professional and/or occupational associations;
 - d) relevant public for-profit and/or not-for-profit organizations; or
 - e) relevant regulatory, oversight, licensing, examining, and/or certifying associations.
 - f) Include another list under this list item if needed:
- 3.6 Each EAC external member is appointed for at least one two-year term and may not serve more than three consecutive terms.

- 3.7 Each EAC external member receives a letter, copied to the Vice President Academic and Provost, from one of the University's deans that states the start and end dates of their appointment.
- 3.8 The chair will be elected annually by the EAC's voting members and will serve no more than three consecutive years.

Resource Members (Non-voting)

- 3.9 Each EAC should include three to five CapU non-voting resource members, including but not limited to the following:
 - a) the dean of the faculty that houses the academic unit that offers the associated program(s);
 - b) one chair, coordinator, or convener from the academic unit that offers the associated program(s) of study; and
 - c) one student from the associated academic program(s) of study.
- 3.10 EAC non-voting resource members do not have term limits as they serve based on their roles – e.g., dean, chair, coordinator, current student, etc.

4. MEETINGS

- 4.1 An EAC meets a minimum of once per academic year, typically for 90–120 minutes. An EAC may, however, elect to meet as often as necessary to perform duties or at other times of the year.
- 4.2 When the academic unit housing the associated program(s) of study for which the EAC provides advice is undergoing cyclical academic review, the academic unit's External Review Committee (ERC) will typically meet with the EAC during the site visit. Cyclical academic reviews typically occur once every five to seven years.
- 4.3 A quorum of 50% of the voting membership is required for an EAC to issue recommendations.
- 4.4 Meeting dates and times are set by the EAC chair in consultation with other members of the committee. Meeting dates and times are announced at least one month in advance. The mode of each meeting (e.g., in person or virtual) will be determined by the committee to maximize participation.
- 4.5 The chair will develop an agenda for each meeting in consultation with the dean and academic unit designate, and the chair will share the agenda with other EAC members at least two weeks prior to the meeting.

5. REPORTING

The appropriate dean's office will provide administrative support (e.g., room bookings, calendar invitations, circulation of the agenda, etc.) and ensure that minutes are taken at every meeting, approved at each subsequent meeting. The dean's office will share the minutes with the academic unit and faculty council or appropriate faculty committee (e.g., strategic planning) for record keeping and in support of academic planning.

6. REVIEW

The EAC will assess its own performance and effectiveness through self-assessment activities once every two to three years. Resources to support EAC self-assessment activities will be available through the office of the Vice President Academic and Provost.



PROCEDURE

Procedure No.	Officer Responsible	
S2023-XX-XX	Vice President, Academic and Provost	
Procedure Name	External Advisory Committee	
Policy This Procedure is Under	Date of Next Policy Review	
S		
Date Issued	Date Revised	Related Policies and Procedures
	NEW	S2023-XX External Advisory Committee Policy

1 PURPOSE

External advisory committees (EAC) are required for all baccalaureate and graduate programs of study. This does not detract from the opportunity for an academic unit to establish an EAC for non-degree programs of study and/or establish an EAC to provide advice on all Senate-approved academic programs of study delivered by the unit. Each EAC provides informed advice to faculty and administrators responsible for the associated academic program(s) of study.

2 SCOPE

With respect to one or more academic programs of study, advice and assistance may be sought from an EAC regarding one or more of the following:

- a) philosophy, goals, and objectives;
- b) design, evaluation, and revision;
- c) curriculum, including consideration of elective options that encourage breadth of knowledge and abilities;
- d) diversity of peoples, cultures, and perspectives, with particular consideration of including Indigenous content and knowledge as appropriate;
- e) programmatic enhancements such as field trips, guest lecturers, and learning experiences that will increase students' attainment of program learning outcomes, employability, preparedness for advanced degrees, etc.;
- f) incoming knowledge, skills, and attitudes necessary for a student to be successful, which may be necessary to include as admission requirements;
- g) knowledge, skills, attitudes, employee competencies, and vocational standards expected

of graduates, including but not limited to advice concerning exit standards and National Occupation Classification (NOC) codes;

- h) needs and requirements of the employment market from the perspective of professional organizations, unions, practitioners, public employers, and/or private employers;
- i) meeting of professional, licensing or certification requirements and securing of formal recognition by industry and/or government regulatory bodies;
- j) expected or anticipated labour market and industry trends;
- k) alignment with government plans and intentions;
- l) support securing work-integrated learning placements for students and work placements for graduates;
- m) obtaining financial support for students and the program(s);
- n) public awareness of the program(s) of study and the University; and /or
- o) other matters regarding the program that may arise from time to time.

3 MEMBERSHIP

- 3.1 An EAC must include no fewer than five and no more than fifteen voting members. The dean of the faculty housing the academic unit establishing an EAC for its associated academic program(s) of study appoints the external members of the committee who are nominated by the academic unit.
- 3.2 A unique EAC is not required for each academic program of study. A single EAC may advise multiple related programs of study. Generally, an academic program of study should not be advised by multiple EACs. For example, an academic unit (e.g., school, institute, or department) with a single cluster of related academic programs of study may elect to have a single EAC.
- 3.3 EAC membership should be balanced and inclusive, reflecting the diversity of Capilano University's community partners, including territorial rights holders. Membership should incorporate the broadest possible range of qualifications, skills, and experiences in relation to the associated discipline(s) or field(s) of study.
- 3.4 EAC voting members may include but are not limited to representatives from the following:
 - a) alumni who have graduated from the associated program(s) of study;

Commented [CM1]: I feel that the overall committee membership should be laid out in 3.1 as an overview so that the reader does not have to scan down later to read about the non-voting members. Also, is the intent to have all voting members be external to CapU? If so, state that. 3.4 lists sources of voting members, but this is not limited to external nominations, and some internal CapU employees may have the skills.

Commented [CM2R1]: Possible Reorganization of Section 3:
3.1 The membership of an EAC must consist of:
☑ 5-15 voting members
☑ 3-5 CapU non-voting resource members
3.2 Voting Members
3.2.1. etc.
3.3 Non-voting Members
3.3.1. etc.

Commented [CM3]: capital F as in "Faculty"?

Commented [SG4]: I think I am missing the forest for the trees. It appears that faculty cannot be voting members on this committee. Is there a reason for that?

Commented [CN5]: I wonder if the language could be simplified? At the moment I don't have a suggestion but there is a lot going on in that sentence!

Commented [CM6R5]: Perhaps split the sentence and put it in chronological order: "The academic unit establishing an EAC nominates the external members for the committee. The dean of the Faculty housing the academic unit then appoints the external members to the committee."

Commented [CN7]: 3.2 should be part of "scope" I think - this is not about membership but overall reach of EAC.

Commented [CM8R7]: Or better in section 1, "Purpose"?

- b) relevant businesses, corporations, or industries aligned with the associated program(s) of study and applicable National Occupation Classification (NOC) codes;
- c) relevant professional and/or occupational associations;
- d) relevant public for-profit and/or not-for-profit organizations; or
- e) relevant regulatory, oversight, licensing, examining, and/or certifying associations.

Each EAC voting member is appointed for at least one two-year term and may not serve more than three consecutive terms.

Commented [CM9]: This seems to be misplaced. I don't think it should be part of e)

Commented [SG10R9]: I agree.

- 3.5 Each EAC voting member receives a letter, copied to the Vice President Academic and Provost, from one of the University's deans that states the start and end dates of their appointment.
- 3.6 The chair will be elected annually by the EAC's voting members and will serve no more than three consecutive years.
- 3.7 Additionally, each EAC should include three to five CapU resource members, including but not limited to the following:
- a) the dean of the faculty that houses the academic unit that offers the associated program(s);
 - b) one chair, coordinator, or convener from the academic unit that offers the associated program(s) of study; and
 - c) one student from the associated academic program(s) of study.
- 3.8 EAC non-voting resource members do not have term limits as they serve based on their roles – e.g., dean, chair, coordinator, current student, etc.
- 3.9 EAC members, voting and non-voting, serve in support of the academic unit and its associated program(s) of study without remuneration.

Commented [CM11]: A required faculty member was removed from the previous version. I realize that faculty could still serve, but it is just not required. What is the reason for not requiring a faculty member?

Commented [TF12]: Capitalize Dean of the Faculty as in B.103---Program-Advisory-Committees.pdf

Commented [CN13]: I just wonder if this supports other EDI efforts in that some representations reflects the most "privileged" like organization directors and other leaders while others (depending on the field but thinking of things like Early Childhood Education as an example) might be underpaid, overworked, and under-resourced. Certainly makes me think about what we ask of our Indigenous contacts.

4 MEETINGS

- 4.1 An EAC meets a minimum of once per academic year, typically for 90–120 minutes. An EAC may, however, elect to meet as often as necessary to perform duties or at other times of the year.
- 4.2 When the academic unit housing the associated program(s) of study for which the EAC provides advice is undergoing cyclical academic review, the academic unit's External Review Committee (ERC) will typically meet with the EAC during the site visit. Cyclical academic reviews typically occur once every five to seven years.
- 4.3 A quorum of 50% of the voting membership is required for an EAC to issue recommendations.
- 4.4 meeting dates and times are set by the EAC chair in consultation with other members of the committee. Meeting dates and times are announced at least one month in advance. The mode of each meeting (e.g., in person or virtual) will be determined by the committee to maximize participation.

4.5 The chair will develop an agenda for each meeting in consultation with the dean and academic unit designate, and the chair will share the agenda with other EAC members at least two weeks prior to the meeting.

5 REPORTING

The appropriate dean's office will provide administrative support (e.g., room bookings, calendar invitations, circulation of the agenda, etc.) and ensure that minutes are taken at every meeting, approved at each subsequent meeting, and made public thereafter.

6 REVIEW

The EAC will assess its own performance and effectiveness through self-assessment activities once every two to three years.


Commented [CN14]: Made public... what does this look like in practice? My experience was that it was part of department/unit business and a copy went to Dean's office but beyond that... not really public. I would be concerned, for example, about competition with other programs at other institutions. So, FOIPable but not "public".

Commented [TF15R14]: We provide sections on Frontlines for minutes and agendas this is not promoted or used like it was at one time.
<https://my.capu.ca/employee/stay-connected/minutes--agendas/>

Commented [AM16R14]: "dean and faculty" . . .

Commented [CN17]: Resources to support this? Would be valuable to have even a tip sheet on things to consider when examining the effectiveness of an EAC. Include things like representation of views; meetings regularly held; quality of dialogue; agenda's met; etc.


Commented [SG18R17]: I agree. This for sure needs some description, e.g., are all voices heard? Do all voices participate in this self-assessment?

	Policy No.	Officer Responsible	
	B.103	Vice President Academic and Provost	
	Policy Name	Program Advisory Committees	
Approved by	Replaces	Category	Next Review
Board	ARM 1121	C	February 2020
Date Issued	Date Revised	Related Policies, Reference	
Feb 17, 2015			

1. MANDATE

Program Advisory Committees are recommended for all academic programs, and required for all degree programs; they provide informed advice to administrators and faculty responsible for specific programs. Advice and assistance may be sought about:

- (a) program philosophy, goals, and objectives;
- (b) program design, evaluation, and revision;
- (c) program curriculum including consideration of elective options which encourage breadth of knowledge and abilities;
- (d) program enhancements; i.e. field trips, guest lecturers, learning experiences that will increase employability, etc.;
- (e) knowledge, skills, and attitudes necessary to succeed in the program; i.e. admission requirements;
- (f) knowledge, skills, attitudes, employee competencies, and vocational standards required by graduates; i.e. exit standards;
- (g) professional organizations, trade unions, practitioners, public and private employer's views about the needs and requirements of the employment market;
- (h) meeting professional, licensing or certification requirements, and securing recognition by industry, government, and regulatory bodies;
- (i) expected or anticipated labour market and industry trends;
- (j) alignment with government plans and intentions;
- (k) securing practicum/field placements for students and work placement for graduates;
- (l) obtaining financial support for students and the program;

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- (m) promoting public awareness of the program and the university; or
- (n) other matters regarding the program that may arise from time to time.

Advice, assistance, and recommendations provided by the committee are presented to the Dean for communication to the program generally. The Dean is responsible for informing committee members of action taken with respect to the recommendations made by the committee.


2. COMPOSITION

A Program Advisory Committee must include no fewer than five and no more than fifteen voting members, appointed by the Dean of the Faculty in which the program is housed, and selected because of their relevant experience, demonstrated commitment, and level of availability. Members may include but are not limited to representatives from:

- (a) alumni who have graduated from the program;
- (b) businesses, corporations, or industries;
- (c) professional and/or occupational associations;
- (d) public for-profit or not-for-profit organizations; or
- (e) regulatory, oversight, licensing, examining, and/or certifying associations.

Additionally, Program Advisory Committees should include up to five non-voting resource members including but not limited to:

- (a) the Dean of the Faculty in which the program is housed (or delegate);
- (b) one Coordinator from the program;
- (c) one faculty member from the program; or
- (d) one student from the program.

	Policy No.	Officer Responsible	
	B.103	Vice President Academic and Provost	
	Policy Name		
	Program Advisory Committees		
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3. DUTIES

Program Advisory Committees meet at least once each year, but may meet as often as necessary to perform duties. Quorum is reached if at least half of the voting members are present.

Each member is appointed for two years and may not serve more than three consecutive terms. If a member misses three consecutive meetings, they will be replaced. Each member receives a letter from the Dean, copied to the Vice President Academic and Provost, indicating the start and end dates of their appointment.

A Chair will be elected annually by the Program Advisory Committee's voting members and will serve for no more than three consecutive years.

Meeting dates and times are set by the Chair, in consultation with other members of the committee, and announced at least one month in advance. The Chair will develop an agenda for each meeting in consultation with the Dean and circulate that agenda at least two weeks prior to the meeting.

The Dean will ensure that minutes are taken at every meeting, approved at each subsequent meeting, and made public thereafter.

All members serve in support of the program and without remuneration.

SENATE REPORT

AGENDA ITEM:	Revisions to Senate Bylaws
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	November 7, 2023
PRESENTERS:	Corey Muench, Chair, Senate Bylaw, Policy, and Procedure Committee Kyle Vuorinen, Registrar and Secretary of Senate

PURPOSE

The revision and update of the Senate Bylaws.

BACKGROUND

Periodically, the Senate Bylaw, Policy and Procedure Committee reviews recommended changes to the Senate Bylaws as well as suggests its own updates/modifications.

APPROVALS & CONSULTATIONS:

The following approvals/consultations have occurred or are planned:

- ✓ Senate Bylaw, Policy, & Procedure Committee
- ✓ Vice President Academic and Provost
- Senate

HIGHLIGHTS OF PROPOSAL BROUGHT TO AND RECOMMENDED BY THE SENATE BYLAW, POLICY, AND PROCEDURE COMMITTEE:

- Updated reformatting of entire document and overall language clarification/precision
- Addition of land acknowledgement
- Article 1: Clearer language and detail regarding the roles and participation of non-voting faculty members (1.2)
- Article 3:
 - overall reorganization to include election of Senate members in addition to the election of the Vice-Chair
 - increase in pay for a student in the role of Senate Vice-Chair (3.2.7.4)
- Article 5: Addition of article 5.6 (moved up from Article 7) concerning observers at Senate meetings
- Article 6: Addition of consideration of compassionate or exceptional circumstances in the case of member absence (6.1)
- Article 8: Updated to reflect current Senate practices and establishes new practices
 - Adding the role of the Bylaw, Policy and Procedure Committee in development/revisions to Senate committee Terms of Reference (8.1)
 - Update of practices for appointing Senator members to committees (8.2.1)

- Update of practices for appointing/electing non-Senator members to committees (8.2.2)
 - Election of chair of committee with release time occurs in March rather than in August (8.3)
 - Establishment of three-year cycle for Senate committees to review and update their Terms of Reference (8.4)
 - Addition of Senate Teaching and Learning Committee to list of committees whose chairs have release time (8.5)
- Article 9:
 - Addition of reference to University policy on conflict of interest (9.1)
 - Chair of Senate, rather than Senate, to determine the existence of a member's conflict of interest;
 - Update of process Chair follows in a case of a conflict of interest

DOCUMENTS FOR SENATE REVIEW

Two versions of the proposed Bylaws revisions are provided for Senate: a marked-up version with additions and deletions, and a clean, finalized version.

RECOMMENDATION

- *Recommendation for Senate approval of the proposed revisions to the Senate Bylaws*

N.B., A two-thirds majority vote of Senate is required for the motion to pass.

Capilano University is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the territories of the Lílwat, x^wməθk^wəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

Pursuant to the *University Act of British Columbia*, as amended, the Capilano University Senate will be formed and conduct its business according to this set of bylaws.

Article 1 Composition of the Senate

1.1 The Senate will be composed in accordance with the *University Act*, RSBC 1996, c. 468 (the *Act*). In accordance with the *Act*, the Chair of the Senate is the University President. The Senate will include elected and appointed members, both voting and non-voting, as outlined below:

Elected members (voting):

- Faculty members (two per Faculty)
- Students (four in total)
- Support Staff (two in total)

Appointed members (voting):

- Chancellor
- President (Chair)
- Vice-President Academic and Provost
- Deans of Faculties
- University Librarian
- Alumni Member

Appointed Members (non-voting):

- University Board Member
- Registrar (Secretary of the Senate)

1.2 In addition to the two voting faculty members for each of the five Faculties, one alternate non-voting faculty member will be elected by each Faculty, for a total of five alternate non-voting members. As elected representatives of their respective

Faculties, alternate non-voting faculty members participate fully in all Senate meetings, with two exceptions: their attendance cannot establish quorum, and they cannot vote. In the absence of either of the voting members, the alternate non-voting members will contribute to establishing quorum and will assume voting responsibility.

- 1.3** The Senate will invite the faculty union, support staff union, and student union to each choose one non-voting permanent guest from their respective constituencies to attend the Senate meetings. The Senate will also invite an Indigenous representative and the Associate Vice-President, Student Success to be non-voting permanent guests. Permanent guests will have speaking privileges at the discretion of the Chair.

Article 2 Duties of the Chair, Vice-Chair, Registrar (Secretary of the Senate), and Members of the Senate

- 2.1** Duties of the Chair include, but are not limited to:
- a) calling meetings of the Senate as provided in these bylaws and in the *Act*;
 - b) ensuring that an agenda is prepared and distributed for each meeting as provided in these bylaws;
 - c) presiding over all meetings of the Senate;
 - d) establishing that a quorum of voting members of the Senate is present before conducting the business of the Senate;
 - e) executing documents as authorized by the Senate;
 - f) being a voting member of all the Senate committees except for the Senate Budget Advisory Committee;
 - g) maintaining a liaison with the Board;
 - h) being the spokesperson and representative of the Senate.
- 2.2** Duties of the Vice-Chair include, but are not limited to:
- a) fulfilling the duties of the Chair in their absence, and assisting the Chair in the performance of their duties;
 - b) exercising, in the instance where the Vice-Chair is an alternate non-voting member, and if the Chair is absent, the voting rights of the Chair in breaking or creating a tie vote.
- 2.3** Duties of the Registrar include, but are not limited to:

- a) being the Secretary of the Senate in accordance with the *Act*;
- b) developing and maintaining a system of recording all proceedings of the Senate with the assistance of the Senate Administrative Assistant;
- c) conducting elections and by-elections in accordance with the *Act* and the approved *Senate Election Procedures*.

2.4 Duties of all Members of the Senate, irrespective of voting status, include:

- a) consulting with their constituency and communicating to such constituency the matters dealt with at the Senate that are relevant to that constituency;
- b) acting in what the member considers to be the best interests of the University, even if doing so conflicts with the wishes of the constituency that the member has been elected to represent on the Senate.

Article 3 Elections

3.1 Election of the Members

- 3.1.1 Senate elections will be conducted annually by the Secretary of the Senate.
- 3.1.2 Elections of the members to the Senate will be in accordance with the procedures set out in the *Senate Election Procedures*.

3.2 Election of the Vice-Chair

- 3.2.1 The election of the Vice-Chair will occur annually.
- 3.2.2 All voting members and alternate non-voting faculty members of the Senate are eligible to nominate the Vice-Chair.
- 3.2.3 All voting faculty, staff, students and administrator members and alternate non-voting faculty members whose term aligns with the term of the Vice-Chair are eligible to be nominated for the position of Vice-Chair.
- 3.2.4 In the absence of the Chair, the Secretary of the Senate will assume the role of the Chair to conduct the election of the Vice-Chair.
- 3.2.5 The election process will be as follows:
 - 1) The Nominating Committee, whose role is to submit a minimum of one nomination for Vice-Chair, will present its report.
 - 2) Nominee(s) will accept or reject the nomination.
 - 3) The Chair will call for further nominations.
 - 4) Additional nominees will accept or reject the nomination (if any).

- 5) The Chair will call for further nominations twice.
 - 6) If there are no further nominations, the Chair will declare nominations closed.
 - 7) Candidates may make short oral statements.
 - 8) If there is only one candidate, they will be acclaimed.
 - 9) If there is more than one candidate:
 - a) voting will be conducted confidentially by paper ballot cast in person by voting members of the Senate;
 - b) a majority of ballots cast is required for election;
 - c) if there are more than two candidates and none obtains a majority vote on the first ballot, the candidate with the fewest votes will be removed from the ballot, and balloting will continue in the like manner until one candidate receives a simple majority vote.
 - d) the Secretary of the Senate and the Senate Administrative Assistant will count the ballots and the Chair will announce the results. The final tallies may be released at the discretion of the Chair.
- 3.2.6 The Vice-Chair will assume office on a date determined by the Senate.
- 3.2.7 The Vice-Chair will receive release time subject to these bylaws and to special needs as the University may determine from time to time. Release time is also subject to budgetary approval by the Board of Governors, and will be assigned as follows:
- 1) For a faculty Vice-Chair, the release time will not be less than one section per term.
 - 2) For a Vice-Chair who is employed by the University in a staff position, the workload will be equivalent to 25% of the staff employee full-time position and will be allocated under the direction of the appropriate administrator. For a part-time employee, this 25% will be calculated on the basis of a full-time position and will be allocated under the direction of the appropriate administrator.
 - 3) For a Vice-Chair who is employed by the University in an administrative position, the appropriate workload will be adjusted by the nominee and the President.
 - 4) For a student Vice-Chair, the remuneration will not be less than \$1,000 per month for 12 months.

- 4.1 Agenda items and schedules will be submitted to the Senate Administrative Assistant no later than one week before the scheduled meeting.
- 4.2 The Senate Administrative Assistant will distribute the proposed agenda, supporting material, and minutes to the Senate members no later than one week prior to the meeting date.

Article 5 Meetings

- 5.1 The University will make every reasonable effort to ensure that members of the Senate are freed from their normal duties to attend the Senate meetings.
- 5.2 Regular meetings of the Senate will be held as determined by the Senate.
- 5.3 The Senate will annually and in advance make public its schedule of meetings.
- 5.4 The Senate may, at its discretion or the discretion of the Chair, hold additional meetings provided that at least one week's notice is given to the Senate members.
- 5.5 Quorum is a majority of voting members of the Senate.
- 5.6 Members of the Capilano University community will be encouraged to attend and observe meetings of the Senate. Observers will not have voting privileges. At the discretion of the Chair, observers may address the Senate.

Article 6 Attendance at the Senate Meetings

- 6.1 The Senate members are expected to attend all meetings. To be fair to their constituents, elected members of the Senate who are absent for three (3) meetings with or without notice per appointment year will be deemed by the Secretary of the Senate to have resigned from the Senate. Application of article 6.1 is at the discretion of the Chair in compassionate or exceptional circumstances.
- 6.2 When a seat is declared vacant for insufficient attendance pursuant to article 6.1, the vacancy must be filled:
 - a) in the case of an appointed member, by the body possessing the power of appointment; or

- b) in the case of an elected member, the Chair will request the Secretary of the Senate to fill the vacant seat as stated in the *Senate Election Procedures*.

Article 7 Operating Procedures

- 7.1** Unless otherwise stated in these bylaws, proceedings of the Senate will be governed by the most recent edition of Robert's Rules of Order.
- 7.2** The Chair may choose to vote to break or create a tie vote.
- 7.3** Notwithstanding articles 1.3 and 5.6, the Chair will ask guests and observers to leave so that the meeting may move *in camera* for material deemed private or confidential.

Article 8 The Senate Committees

- 8.1** The Senate may establish and dissolve such standing and ad hoc committees as it, from time to time, determines necessary. On the recommendation of the Senate Bylaw, Policy and Procedure Committee, in consultation with the standing/ad hoc committee in question, the Senate will determine the Terms of Reference for each committee (including mandate, membership, the method of appointment or electing its members, and the number of voting members). Committee Terms of Reference will be brought forward to the Senate for approval.
- 8.2** The membership of the Senate committees will be reviewed by the Secretary of the Senate together with the Senate Administrative Assistant and vacancies will be announced at a regularly scheduled Senate meeting.
- 8.2.1** Appointment of Senator Members to Committees
- Both voting members of the Senate and alternate non-voting faculty members of the Senate may be appointed to the Senate's committees where the members are required to be Senate members. Following annual elections, the Secretary of the Senate will request that Senate members submit their preferences for committees. The Secretary of the Senate will bring forward the committee membership lists to the Senate as information.
- 8.2.2** Appointment of Non-Senator Members to Committees
- 1) Subject to committee Terms of Reference, the Secretary of the Senate will call on members of the University employee community to express their interest in open committee seats for non-members of Senate.

- 2) If by the call deadline the required number of individuals has come forward, they will be acclaimed as members of the corresponding committee.
- 3) If more than one individual per vacant seat comes forward by the deadline, the candidates' names will be provided to the committee Chair.
- 4) At the next committee meeting, the Chair will present the candidates' names to the committee, which will vote on who will become the non-Senator committee member(s).
- 5) The Secretary of the Senate will report the members' names to the Senate.

8.3 Each August, the Senate committees which do not include release time for the Chair will elect a chair from among the voting members of the committee. For Senate committees which include release time for the Chair (see article 8.6), committee members will elect a chair from among the voting members of the committee each March for the following academic year. Chairs of all standing committees must be members of the Senate. Committee chairs will report deliberations and make recommendations to the Senate. Such reports will occur regularly, as required, and at least annually.

8.4 Committee Chairs will review the committee Terms of Reference at least every three (3) years and submit any proposed revisions to the Senate's Bylaw, Policy and Procedure Committee for review and for eventual approval by the Senate. The Secretary of the Senate will determine the schedule for the review of committee Terms of Reference in consultation with the Vice-Chair of the Senate.

8.5 The Chairs of the following Senate committees will receive release time to fulfill their role as Chair, subject to these bylaws and to special needs as the University may determine from time to time:

- Senate Academic Planning and Program Review Committee;
- Senate Bylaw, Policy and Procedure Committee;
- Senate Curriculum Committee;
- Senate Teaching and Learning Committee.

8.6 Release time is also subject to budgetary approval by the Board of Governors and will be assigned as follows:

- 8.6.1 If a chair is a faculty member, the release time will be no fewer than 0.5 sections per term.

- 8.6.2 If a chair is a staff member, other than an administrative position, the workload will be equivalent to 12.5% of the employee full-time position and will be allocated under the direction of the appropriate administrator. If the staff member is part-time, the release time will be pro-rated based on a full-time position and will be allocated under the direction of the appropriate administrator.
- 8.6.3 If a chair is a staff member in an administrative position, the appropriate workload will be adjusted by the nominee and the President.
- 8.6.4 For a student chair, the remuneration of a monthly stipend would need to be arranged in advance of the first committee meeting.
- 8.7** When a committee seat becomes vacant, the Chair of the committee will immediately notify the Secretary of the Senate. The Chair of the committee will also notify the Senate of the vacancy at the next Senate meeting. The Secretary of the Senate will then follow the process outlined in article 8.2 to fill the vacant seat.
- 8.8** To be fair to the committee's other members, elected members who are absent for three (3) committee meetings per appointment year, with or without notice, will be deemed to have resigned from the committee by the committee Chair, who will inform the Secretary of the Senate.

Article 9 Conflict of Interest

- 9.1** Senators are expected to act in the best interest of the University and act in accordance with University policy and procedure related to standards of conduct and conflict of interest.
- 9.2** A conflict of interest arises when a Senate member uses, or has the potential to use, their position on the Senate to benefit themselves, friends, family, their business or professional interests, or otherwise compromise their dedication to the interests of the University. A conflict of interest can be actual, potential, or apparent, and may be financial or otherwise.

For this purpose:

- 9.2.1 An **“actual conflict of interest”** is a situation where the personal or financial interest actually conflicts with the Senate member's obligations to the University.
- 9.2.2 A **“potential conflict of interest”** is a situation where the personal or financial interest has not yet conflicted with the Senate member's obligations to the University, but might be expected to conflict.

- 9.2.3 An “**apparent conflict of interest**” is a situation where a real or potential conflict of interest may or may not exist, but it would appear to a reasonable person that the member is in a conflict of interest.
- 9.3** The Senate members must arrange their private affairs and conduct themselves in a manner to avoid a conflict of interest.
- 9.4** In cases where a conflict of interest is perceived to exist or cannot be avoided, the following steps will be taken:
- 9.4.1 A Senate member must disclose the nature and extent of the conflict to the Chair of the Senate prior to discussion or decision about a matter.
- 9.4.2 The Chair of the Senate will make the determination of a conflict of interest in reference to institutional policy or investigate as required in reference to institutional policy.
- 9.4.3 Depending on the nature of the perceived conflict, the Chair may consult with the Vice President, People, Culture and Diversity or appropriate designate in Human Resources.
- 9.4.4 In any situation where the Chair of the Senate is not available or is involved with the perceived conflict, the Vice-Chair will act on their behalf.
- 9.5** In a case where any Senate member perceives another member to be in a conflict of interest in a matter under consideration, the following steps will be taken:
- 9.5.1 The Senate member must identify the perceived conflict to the Chair of the Senate at the first opportunity.
- 9.5.2 The Chair of the Senate will make the determination of a conflict of interest in reference to institutional policy or investigate as required in reference to institutional policy. As above, consultation with the Vice-President, People Culture and Diversity or appropriate designate may occur.
- 9.5.3 In any situation where the Chair of the Senate is not available or is involved with the perceived conflict, the Vice-Chair will act on their behalf.
- 9.6** If it is determined that a member has a conflict of interest, the Chair will advise the member that they will not vote on any matter involving the conflict and may be required to withdraw from any meetings at which the matter is discussed.
- 9.7** Where a conflict of interest is discovered or disclosed after consideration of a matter, the Chair of the Senate will decide whether the involvement of the member with the conflict influenced that decision. The Chair may consult with the Vice-President, People, Culture and Diversity or designate, if appropriate. If the Chair of the Senate determines that involvement of said member influenced

the decision of the matter, the Chair will ask the Senate to reconsider the decision. The Senate may confirm the previous decision, rescind it, or vary it.

- 9.8** The Senate, through the Chair, will have the power to take action directed toward a Senate member deemed to have failed to declare a conflict of interest. The member may be reprimanded or required to resign from the Senate.
- 9.9** Any decision by the Senate as to whether or not a conflict of interest exists with respect to any person, or as to the interpretation or application of these bylaws, is final and binding.

Article 10 Senate Finances

- 10.1** The Chair or the Vice-Chair will authorize expenditures for the Senate, including expenses incurred by members and the Senate committees in carrying out the Senate functions.

Article 11 Amendment of Bylaws

- 11.1** By giving notice of a motion at a regular meeting of the Senate, these bylaws may be amended at a subsequent regular meeting of the Senate, subject to the *Act*.
- 11.2** Resolutions for amendments to the bylaws require a two-thirds majority vote.

Capilano University is named after Chief Joe Capilano, an important leader of the S_kw_xwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the territories of the Lílwat, x^wməθk^wəyəm (Musqueam), shíshálh (Sechelt), S_kw_xwú7mesh (Squamish) and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

Pursuant to the University Act of British Columbia, as amended, the Capilano University Senate will be formed and conduct its business according to this set of bylaws.

Article 1 Composition of the Senate

1.1 The Senate will be composed in accordance with the *University Act*, RSBC 1996, c. Chapter 468, (the *Act*). In accordance with the *Act*, the Chair of the Senate is the University President. The Senate will include elected and appointed members, both voting and non-voting, as outlined below:

Elected members (voting):

- Faculty members (two per Faculty)
- Students (four in total)
- Support Staff (two in total)

Appointed members (voting):

- Chancellor
- President (Chair)
- Vice-President Academic and Provost
- Deans of Faculties
- University Librarian
- Alumni Member

Appointed Members (non-voting):

- University Board Member
- Registrar (Secretary of the Senate)

1.2 In addition to the two voting faculty members for each of the five Faculties, one alternate non-voting faculty member will be elected by each Faculty, for a total of five alternate non-voting members. As elected representatives of their respective Faculties, alternate non-voting faculty members participate fully in all Senate meetings, with two exceptions: their attendance cannot establish quorum, and they cannot vote. In the absence of either of the voting members, the alternate non-voting members will contribute to establishing quorum and will assume voting responsibility. ~~The alternate non-voting members assume voting responsibility in the absence of either of the voting members.~~

1.3 The Senate will invite the faculty union, support staff union, and student union to each choose one non-voting permanent guest from their respective constituencies to attend the Senate meetings. The Senate will also invite an Indigenous representative and the Associate Vice-President, Student Success ~~and a First Nations representative~~ to be non-voting permanent guests. Permanent guests will have speaking privileges at the discretion of the Chair.

Article 2 Duties of the Chair, Vice-Chair, Registrar (Secretary of the Senate), and Members of the Senate

- 2.1** Duties of the Chair include, **but are not limited to:**
- ~~2.1.1~~ a) calling meetings of the Senate as provided in these bylaws and in the *Act*;
 - ~~2.1.2~~ b) ensuring that an agenda is prepared and distributed for each meeting as provided in these bylaws;
 - ~~2.1.3~~ c) presiding over all meetings of the Senate;
 - ~~2.1.4~~ d) establishing that a quorum of voting members of the Senate is present before conducting the business of the Senate;
 - ~~2.1.5~~ e) executing documents as authorized by the Senate;
 - ~~2.1.6~~ f) being a voting member of all the Senate committees except for the Senate Budget Advisory Committee;
 - ~~2.1.7~~ g) maintaining a liaison with the Board;
 - ~~2.1.8~~ h) being the spokesperson and representative of the Senate.
- 2.2** Duties of the Vice-Chair include, **but are not limited to:**
- ~~2.2.1~~ a) fulfilling the duties of the Chair in their absence, and assisting the Chair in the performance of their duties;
 - ~~2.2.2~~ b) exercising, in the instance where the Vice-Chair is an alternate non-voting member, and if the Chair is absent, the voting rights of the Chair in breaking or creating a tie vote.
- 2.3** Duties of the Registrar include, **but are not limited to:**
- ~~2.3.1~~ a) being the Secretary of the Senate in accordance with the *Act*;
 - ~~2.3.2~~ b) developing and maintaining a system of recording all proceedings of the Senate with the assistance of the Senate Administrative Assistant;
 - ~~2.3.3~~ c) conducting elections and by-elections in accordance with the *Act* and the approved *Senate Election Procedures*.
- 2.4** Duties of **all** Members of the Senate, **irrespective of voting status**, include:
- ~~2.4.1~~ a) consulting with their constituency and communicating to such constituency the matters dealt with at the Senate that are relevant to that constituency;

~~2.4.2~~ b) acting in what the member considers to be the best interests of the University, even if doing so conflicts with the wishes of the constituency that rather than the wishes of the constituency the member has been elected to represent on the Senate.

Article 3 **Elections** ~~Election of the Vice-Chair of the Senate~~

3.1 Election of Members

3.1.1 Senate elections will be conducted annually by the Secretary of Senate.

3.1.2 Elections of members to Senate will be in accordance with the procedures set out in the *Senate Election Procedures*.

~~3.1~~ **3.2** Election of the Vice-Chair ~~will occur annually, as stated in the Senate Election Procedure.~~

3.2.1 The election of the Vice-Chair will occur annually.

~~3.2~~ 3.2.2 All voting members and alternate non-voting faculty members of the Senate are eligible to nominate the Vice-Chair.

~~3.3~~ 3.2.3 All voting faculty, staff, students and administrator members and alternate non-voting faculty members whose term aligns with the term of the Vice-Chair are eligible to be nominated for the position of Vice-Chair.

~~3.4~~ 3.2.4 In the absence of the Chair, the Registrar Secretary of the Senate will assume the role of Chair to conduct the election of the Vice-Chair.

~~3.5~~ 3.2.5 The election process will be as follows:

~~3.5.1~~ 1) The Nominating Committee, whose role is to submit a minimum of one nomination for Vice-Chair, will present its report.

~~3.5.2~~ 2) Nominee(s) will accept or reject the nomination.

~~3.5.3~~ 3) The Chair will call for further nominations.

~~3.5.4~~ 4) Additional nominees will accept or reject the nomination (if any).

~~3.5.5~~ 5) The Chair will call for further nominations twice.

~~3.5.6~~ 6) If there are no further nominations, the Chair will declare nominations closed.

~~3.5.7~~ 7) Candidates may make short oral statements.

- ~~3.5.8~~ 8) If there is only one candidate, they ~~are~~ will be acclaimed.
- ~~3.5.9~~ 9) If there is more than one candidate:
- a. voting will be conducted confidentially by paper ballot cast in person by voting members of the Senate;
 - b. a majority of ballots cast is required for election;
 - c. if there are more than two candidates and none obtains a majority vote on the first ballot, the candidate with the fewest votes will be removed from the ballot, and balloting will continue in the like manner until one candidate receives a simple majority vote.
 - d. The Secretary of the Senate Registrar and the Senate Administrative Assistant will count the ballots and the Chair will announce the results. The final tallies may be released at the discretion of the Chair.

~~3.6~~ 3.2.6 The Vice-Chair will assume office on a date determined by the Senate.

~~3.7~~ 3.2.7 The Vice-Chair will receive release time subject to these bylaws and to special needs as the University may determine, from time to time, ~~determine~~. Release time is also subject to budgetary approval by the Board of Governors, and will be assigned as follows:

~~3.7.1~~ 1) For a faculty Vice-Chair, the release time will not be less than one section per term.

~~3.7.2~~ 2) For a Vice-Chair who is employed by the University in a staff position, the workload will be equivalent to 25% of the staff employee full-time position and will be allocated under the direction of the appropriate administrator. For a part-time employee, this 25% will be calculated on the basis of a full-time position and will be allocated under the direction of the appropriate administrator.

~~3.7.3~~ 3) For a Vice-Chair who is employed by the University in an administrative position, the appropriate workload will be adjusted by the nominee and the President.

~~3.7.4~~ 4) For a student Vice-Chair, the remuneration will not be less than ~~\$500~~ \$1,000 per month for 12 months.

Article 4 Agenda and Minutes for the Senate Meetings

4.1 Agenda items and schedules will be submitted to the Senate Administrative Assistant not less later than one week before the scheduled meeting.

4.2 The Senate Administrative Assistant will distribute the proposed agenda, supporting material, and minutes to the Senate members no later than one week prior to the meeting date. ~~The proposed agenda and supporting material will be circulated to the Senate members prior to the meeting date.~~

~~4.3 The Senate Administrative Assistant will distribute the minutes in the agenda package.~~

Article 5 Meetings

- 5.1 The University will make every reasonable effort to ensure that members of the Senate are freed from their normal duties to attend the Senate meetings.
- 5.2 Regular meetings of the Senate will be held as determined by the Senate.
- 5.3 The Senate will annually and in advance make public its schedule of meetings.
- 5.4 The Senate may, at its discretion or the discretion of the Chair, hold additional meetings provided that at least one week's notice is given to the Senate members.
- 5.5 Quorum is a majority of voting members of the Senate.
- 5.6 Members of the Capilano University community will be encouraged to attend and observe meetings of the Senate. Observers will not have voting privileges. At the discretion of the Chair, observers may address the Senate.

Article 6 Attendance at the Senate Meetings

- 6.1 The Senate members are expected to attend all meetings. ~~To be fair to their constituents, elected members of the Senate who are absent for three (3) meetings with or without notice per appointment year will be deemed by the Secretary of the Senate to have resigned from the Senate. Application of article 6.1 is at the discretion of the Chair in compassionate or exceptional circumstances. The seat of any elected member who fails to attend three (3) meetings with or without notice per appointment year will be declared vacant by the Registrar.~~
- 6.2 When a seat is declared vacant for insufficient attendance pursuant to article 6.1, the vacancy must be filled:
- ~~6.2.1~~ a) in the case of an appointed member, by the body possessing the power of appointment; or
- ~~6.2.2~~ b) in the case of an elected member, the Chair will request the Registrar to fill the vacant seat as stated in the *Senate Election Procedures*.

Article 7 Operating Procedures

- 7.1 Unless otherwise stated in these bylaws, proceedings of the Senate will be governed by the most recent edition of Robert's Rules of Order.
- 7.2 The Chair may choose to vote to break or create a tie vote.
- ~~7.3 The Senate meetings will be open to the University community and members of the public as guests. At the discretion of the Chair, guests may address the Senate.~~

7.4 Notwithstanding articles 1.3 and 5.6 ~~article 7.3~~, the Chair will ask guests to leave so that the meeting may move *in camera* for material deemed private or confidential.

Article 8 The Senate Committees

8.1 The Senate may establish and dissolve such standing and ad hoc committees as it, from time to time, determines necessary. On the recommendation of the Senate Bylaw, Policy and Procedure Committee, in consultation with the standing/ad hoc committee in question, the Senate will determine the Terms of Reference for each committee (including mandate, membership, the method of appointment or electing its members, and the number of voting members). Committee Terms of Reference will be brought forward to the Senate for approval. ~~The Senate will determine the mandate and membership of each of these committees.~~

~~8.2 The Senate will ratify the membership of the Senate committees.~~

8.2 The membership of the Senate committees will be reviewed by the Secretary of the Senate together with the Senate Administrative Assistant and vacancies will be announced at a regularly scheduled Senate meeting. ~~Membership of the Senate committees will be reviewed and vacancies filled at a regularly scheduled Senate meeting. Voting members of the Senate and alternate non-voting faculty members of the Senate may stand for election to the Senate's committees where the members are required to be the Senate members. Subject to the restrictions of particular committees, the Senate may appoint non-members of Senate to committees.~~

8.2.1 Appointment of Senator Members to Committees

Both voting members of the Senate and alternate non-voting faculty members of the Senate may be appointed to the Senate's committees where the members are required to be Senate members. Following annual elections, the Secretary of the Senate will request that Senate members submit their preferences for committees. The Secretary of Senate will bring forward the committee membership list to the Senate as information.

8.2.2 Appointment of Non-Senator Members to Committees

- 1) Subject to committee Terms of Reference, the Secretary of the Senate will call on members of the University employee community to express their interest in open committee seats for non-members of Senate.
- 2) If by the call deadline the required number of individuals have come forward, they will be acclaimed as members of the corresponding committee.
- 3) If more than one individual per vacant seat comes forward by the deadline, the candidates' names will be provided to the committee Chair.
- 4) At the next committee meeting, the Chair will present the candidates' names to the

committee, which will vote on who will become the non-Senator committee member(s).

5) The Secretary of the Senate will report the members' names to the Senate.

8.3 Each August, the Senate committees which do not include release time for the Chair will elect a chair from among the voting members of the committee. For Senate committees which include release time for the Chair (see article 8.6), committee members will elect a chair from among the voting members of the committee each March for the following academic year. Chairs of all standing committees must be members of the Senate. Committee Chairs will report deliberations and make recommendations to the Senate. Such reports will occur regularly, as required, and at least annually.

8.4 Committee Chairs will review the committee Terms of Reference at least every three (3) years and submit proposed revisions to the Senate's Bylaw, Policy and Procedures Committee for review and eventual approval by the Senate. The Secretary of the Senate will determine the schedule for the review of committee Terms of Reference in consultation with the Vice-Chair of the Senate.

8.5 The Chairs of the following Senate committees will receive release time to fulfill their role as Chair, subject to these bylaws and to special needs as the University may determine from time to time ~~determine~~:

- Senate Academic Planning and Program Review Committee;
- Senate Bylaw, Policy and Procedure Committee;
- Senate Curriculum Committee
- Senate Teaching and Learning Committee.

8.6 Release time is also subject to budgetary approval by the Board of Governors, and will be assigned as follows:

8.6.1 If a chair is a faculty member, the release time will be no fewer than 0.5 sections per term.

8.6.2 If a chair is a staff member, other than an administrative position, the workload will be equivalent to 12.5% of the employee full-time position and will be allocated under the direction of the appropriate administrator. If the staff member is part-time, the release time will be prorated based on a full-time position and will be allocated under the direction of the appropriate administrator.

8.6.3 If a chair is a staff member in an administrative position, the appropriate workload will be adjusted by the nominee and the President.

8.6.4 For a student chair, the remuneration of a monthly stipend would need to be arranged in advance of the first committee meeting.

8.7 When a committee seat becomes vacant, the Chair of the committee will immediately notify the Secretary of the Senate. The Chair of the committee will also notify Senate of the vacancy at the next Senate meeting. The Secretary of the Senate will then follow the process outlined in article 8.2 to fill the vacant seat. ~~The Chair of any Senate committee will notify the Senate at the next Senate meeting when a vacancy arises on the committee.~~

8.8 To be fair to the committee's other members, elected members who are absent for three (3) committee meetings per appointment year, with or without notice, will be deemed to have resigned from the committee by the committee Chair, who will inform the Secretary of the Senate. ~~The seat of any committee member who fails to attend three (3) meetings per appointment year, with or without notice, will be declared vacant by the Chair of the committee as per the Senate Election Procedures.~~

Article 9 Conflict of Interest

9.1 Senators are expected to act in the best interest of the university and act in accordance with University policy and procedure related to standards of conduct and conflict of interest.

9.2 A conflict of interest arises when a Senate member uses, or has the potential to use, their position on the Senate to benefit themselves, friends, family, their business or professional interests, or otherwise compromise their dedication to the interests of the University. A conflict of interest can be actual, potential, or apparent, and may be financial or otherwise.
For this purpose:

9.2.1 An “**actual conflict of interest**” is a situation where the personal or financial interest actually conflicts with the Senate member's obligations to the University.

9.2.2 A “**potential conflict of interest**” is a situation where the personal or financial interest has not yet conflicted with the Senate member's obligations to the University but might be expected to conflict.

9.2.3 An “**apparent conflict of interest**” is a situation where a real or potential conflict of interest may or may not exist, but it would appear to a reasonable person that the member is in a conflict of interest.

9.3 The Senate members must arrange their private affairs and conduct themselves in a manner to avoid a conflict of interest.

9.4 In cases where a conflict of interest is perceived to exist, or cannot be avoided, the following steps will be taken:

9.4.1 A Senate member must disclose the nature and extent of the conflict to the Chair of the Senate prior to discussion or decision about a matter. ~~A member who has a conflict of interest will not vote on any matter involving the conflict and may be required to withdraw from any meetings at which the matter is discussed.~~

9.4.2 The Chair of the Senate will make the determination of a conflict of interest in reference to institutional policy or investigate as required in reference to institutional policy.

9.4.3 Depending on the nature of the perceived conflict, the Chair may consult with the Vice President, People, Culture and Diversity or appropriate designate in Human Resources.

9.4.4 In any situation where the Chair of the Senate is not available or is involved with the perceived conflict, the Vice-Chair will act on their behalf.

9.5 In a case where any Senate member who perceives another member to be in a conflict of interest in a matter under consideration, the following steps will be taken:

9.5.1 The Senate member must identify the perceived conflict to the Chair of the Senate ~~the Senate~~ at the first opportunity.

9.5.2 The Chair of the Senate ~~Senate should determine by majority vote whether or not a conflict of interest exists, and the member perceived to be in conflict should refrain from voting,~~ will make the determination of a conflict of interest in reference to institutional policy or investigate as required in reference to institutional policy. As above, consultation with the Vice President, People Culture and Diversity or appropriate designate may occur.

9.5.3 In any situation where the Chair of the Senate is not available or is involved with the perceived conflict, the Vice-Chair will act on their behalf.

9.6 If it is determined that a member has a conflict of interest, the Chair will advise the member that they will not vote on any matter involving the conflict and may be required to withdraw from any meetings at which the matter is discussed. ~~Where a conflict of interest is discovered or disclosed after consideration of a matter, the Senate will decide whether or not the involvement of the member with the conflict influenced that decision. If the Senate determines that involvement of said member influenced the decision of the matter, the Senate will reconsider the decision and may confirm it, rescind it, or vary it.~~

9.7 Where a conflict of interest is discovered or disclosed after consideration of a matter, the Chair of the Senate ~~the Senate~~ will decide whether the involvement of the member with the conflict influenced that decision. The Chair may consult with the Vice-President, People, Culture and Diversity or designate, if appropriate. If the Chair of the Senate ~~the Senate~~ determines that involvement of said member influenced the decision of the matter, the Chair will ask the Senate ~~will~~ to reconsider the decision. The Senate may confirm the previous decision, rescind it, or vary it.

9.8 The Senate, through the Chair, will have the power to take action directed toward a Senate member deemed to have failed to declare a conflict of interest. The member may be reprimanded or required to resign from the Senate.

9.9 Any decision by the Senate as to whether or not a conflict of interest exists with respect to any person, or as to the interpretation or application of these bylaws, is final and binding.

Article 10 ~~The~~ Senate Finances

10.1 The Chair and the Vice-Chair will authorize expenditures for the Senate, including expenses incurred by members and the Senate committees in carrying out the Senate functions.

Article 11 **Amendment of Bylaws**

11.1 By giving notice of a motion at a regular meeting of the Senate these bylaws may be amended at a subsequent regular meeting of the Senate, subject to the *Act*.

11.2 Resolutions for amendments to the bylaws require a two-thirds majority vote.

Article 1 Composition of the Senate

1.1 The Senate will be composed in accordance with the University Act, RSBC 1996, Chapter 468, (the Act). In accordance with the Act, the Chair of the Senate is the University President. The Senate will include elected and appointed members, both voting and non-voting, as outlined below:

Elected members (voting):

- Faculty members (two per Faculty)
- Students (four in total)
- Support Staff (two in total)

Appointed members (voting):

- Chancellor
- President (Chair)
- Vice-President Academic and Provost
- Deans of Faculties
- University Librarian
- Alumni Member

Appointed Members (non-voting):

- University Board Member
- Registrar

1.2 In addition to the two voting faculty members for each of five Faculties, one alternate non-voting faculty member will be elected by each Faculty, for a total of five alternate non-voting members. The alternate non-voting members assume voting responsibility in the absence of either of the voting members.

1.3 The Senate will invite the faculty union, support staff union, and student union to each choose one non-voting permanent guest from their respective constituencies to attend the Senate meetings. The Senate will invite the Associate Vice-President, Student Success and a First Nations representative to be non-voting permanent guests.

Article 2 Duties of the Chair, Vice-Chair, Registrar, and Members of the Senate

2.1 Duties of the Chair include:

- 2.1.1 calling meetings of the Senate as provided in these bylaws and in the *Act*;
- 2.1.2 ensuring that an agenda is prepared and distributed for each meeting as provided in these bylaws;
- 2.1.3 presiding over all meetings of the Senate;
- 2.1.4 establishing that a quorum of voting members of the Senate is present before conducting the business of the Senate;
- 2.1.5 executing documents as authorized by the Senate;
- 2.1.6 being a voting member of all the Senate committees except for the Senate Budget Advisory Committee;
- 2.1.7 maintaining a liaison with the Board;
- 2.1.8 being the spokesperson and representative of the Senate.

2.2 Duties of the Vice-Chair include:

- 2.2.1 fulfilling the duties of the Chair in their absence, and assisting the Chair in the performance of their duties;
 - 2.2.1.1 exercising, in the instance where the Vice-Chair is an alternate non-voting member, and if the Chair is absent, the voting rights of the Chair in breaking or creating a tie vote.

2.3 Duties of the Registrar include:

- 2.3.1 being the Secretary of the Senate in accordance with the *Act*;
- 2.3.2 developing and maintaining a system of recording all proceedings of the Senate with the assistance of the Senate Administrative Assistant;
- 2.3.3 conducting elections and by-elections in accordance with the *Act* and the approved Senate Election Procedure.

2.4 Duties of Members of the Senate include:

- 2.4.1 consulting with their constituency and communicating to such constituency the matters dealt with at the Senate that are relevant to that constituency;
- 2.4.2 acting in what the member considers to be the best interests of the University, rather than the wishes of the constituency the member has been elected to represent on the Senate.

Article 3 Election of the Vice-Chair of the Senate

- 3.1** Election of the Vice-Chair will occur annually, as stated in the Senate Election Procedure.
- 3.2** All voting members and alternate non-voting faculty members of the Senate are eligible to nominate;
- 3.3** All voting faculty, staff, students and administrator members and alternate non-voting faculty members whose term aligns with the term of the Vice-Chair are eligible to be nominated for the position of Vice-Chair.
- 3.4** In the absence of the Chair, the Registrar will assume the role of Chair to conduct the election of the Vice-Chair.
- 3.5** The election process will be as follows:
- 3.5.1 The Nominating Committee, whose role is to submit a minimum of one nomination for Vice-Chair, will present its report.
 - 3.5.2 Nominee(s) accept or reject the nomination.
 - 3.5.3 The Chair calls for further nominations.
 - 3.5.4 Additional nominees accept or reject the nomination (if any).
 - 3.5.5 The Chair calls for further nominations twice.
 - 3.5.6 If there are no further nominations, the Chair declares nominations closed.
 - 3.5.7 Candidates may make short oral statements.
 - 3.5.8 If there is only one candidate, they are acclaimed.
 - 3.5.9 If there is more than one candidate:
 - 3.5.9.1 voting will be conducted confidentially by paper ballot cast in person by voting members of the Senate;
 - 3.5.9.2 a majority of ballots cast is required for election;
 - 3.5.9.3 if there are more than two candidates and none obtains a majority vote 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 a simple majority vote.

3.5.10 The Registrar and the Senate Administrative Assistant will count the ballots and the Chair will announce the results. The final tallies may be released at the discretion of the Chair.

3.6 The Vice-Chair will assume office on a date determined by the Senate.

3.7 The Vice-Chair will receive release time subject to these bylaws and to special needs as the University may, from time to time, determine. Release time is also subject to budgetary approval by the Board of Governors, and will be assigned as follows:

3.7.1 For a faculty Vice-Chair, the release time will not be less than one section per term.

3.7.2 For a Vice-Chair who is employed by the University in a staff position, the workload will be equivalent to 25% of the staff employee full-time position and will be allocated under the direction of the appropriate administrator. For a part-time employee, this 25% will be calculated on the basis of a full-time position and will be allocated under the direction of the appropriate administrator.

3.7.3 For a Vice-Chair who is employed by the University in an administrative position, the appropriate workload will be adjusted by the nominee and the President.

3.7.4 For a student Vice-Chair, the remuneration will not be less than \$500 per month for 12 months.

Article 4 Agenda and Minutes for the Senate Meetings

4.1 Agenda items and schedules will be submitted to the Senate Administrative Assistant not less than one week before the scheduled meeting.

4.2 The proposed agenda and supporting material will be circulated to the Senate members prior to the meeting date.

4.3 The Senate Administrative Assistant will distribute the minutes in the agenda package.

Article 5 Meetings

5.1 The University will make every reasonable effort to ensure that members of the Senate are freed from their normal duties to attend the Senate meetings.

5.2 Regular meetings of the Senate will be held as determined by the Senate.

- 5.3 The Senate will annually and in advance make public its schedule of meetings.
- 5.4 The Senate may, at its discretion or the discretion of the Chair, hold additional meetings provided that at least one week's notice is given to the Senate members.
- 5.5 Quorum is a majority of voting members of the Senate.

Article 6 Attendance at the Senate Meetings

- 6.1 The Senate members are expected to attend all meetings. The seat of any elected member who fails to attend three (3) meetings with or without notice per appointment year will be declared vacant by the Registrar.
- 6.2 When a seat is declared vacant for insufficient attendance pursuant to article 6.1, the vacancy must be filled:
- 6.2.1 in the case of an appointed member, by the body possessing the power of appointment; or
- 6.2.2 in the case of an elected member, the Chair will request the Registrar to fill the vacant seat as stated in the Senate Election Procedures.

Article 7 Operating Procedures

- 7.1 Unless otherwise stated in these bylaws, proceedings of the Senate will be governed by the most recent edition of Robert's Rules of Order.
- 7.2 The Chair may choose to vote to break or create a tie vote.
- 7.3 The Senate meetings will be open to the University community and members of the public as guests. At the discretion of the Chair, guests may address the Senate.
- 7.4 Notwithstanding article 7.3, the Chair will ask guests to leave so that the meeting may move *in camera* for material deemed private or confidential.

Article 8 The Senate Committees

- 8.1** The Senate may establish and dissolve such standing and ad hoc committees as it, from time to time, determines necessary. The Senate will determine the mandate and membership of each of these committees.
- 8.2** The Senate will ratify the membership of the Senate committees.
- 8.3** Membership of the Senate committees will be reviewed and vacancies filled at a regularly scheduled Senate meeting. Voting members of the Senate and alternate non-voting faculty members of the Senate may stand for election to the Senate's committees where the members are required to be the Senate members. Subject to the restrictions of particular committees, the Senate may appoint non-members of Senate to committees.
- 8.4** The Senate committees will elect a chair from among the voting members of the committee. Chairs of all standing committees must be members of the Senate. Committee chairs will report deliberations and make recommendations to the Senate. Such reports will occur regularly, as required, and at least annually.
- 8.5** The Chairs of the following Senate committees will receive release time to fulfill their role as chair, subject to these bylaws and to special needs as the University may, from time to time, determine:
- a. Senate Academic Planning and Program Review Committee;
 - b. Senate By-law, Policy and Procedure Committee;
 - c. Senate Curriculum Committee.
- 8.6** Release time is also subject to budgetary approval by the Board of Governors, and will be assigned as follows:
- 8.6.1 If a chair is a faculty member, the release time will be no fewer than 0.5 sections per term.
 - 8.6.2 If a chair is a staff member other than an administrative position, the workload will be equivalent to 12.5% of the employee full-time position and will be allocated under the direction of the appropriate administrator. If the staff member is part-time, the release time will be prorated based on a full-time position and will be allocated under the direction of the appropriate administrator.
 - 8.6.3 If a chair is a staff member in an administrative position, the appropriate workload will be adjusted by the nominee and the President.

8.6.4 For a student chair, the remuneration of a monthly stipend would need to be arranged in advance of the first committee meeting.

8.7 The Chair of any Senate committee will notify the Senate at the next Senate meeting when a vacancy arises on the committee.

8.8 The seat of any committee member who fails to attend three (3) meetings per appointment year, with or without notice, will be declared vacant by the Chair of the committee as per the Senate Election Procedures.

Article 9 Conflict of Interest

9.1 A conflict of interest arises when a Senate member uses, or has the potential to use, their position on the Senate to benefit themselves, friends, family, their business or professional interests, or otherwise compromise their dedication to the interests of the University. A conflict of interest can be actual, potential, or apparent, and may be financial or otherwise. For this purpose:

9.1.1 An “**actual conflict of interest**” is a situation where the personal interest actually conflicts with the Senate member’s obligations to the University.

9.1.2 A “**potential conflict of interest**” is a situation where the personal interest has not yet conflicted with the Senate member’s obligations to the University, but might be expected to.

9.1.3 An “**apparent conflict of interest**” is a situation where a real or potential conflict of interest may or may not exist, but it would appear to a reasonable person that the member is in a conflict of interest.

9.2 The Senate members must arrange their private affairs and conduct themselves in a manner to avoid a conflict of interest.

9.3 In cases where a conflict of interest exists, or cannot be avoided, a Senate member must disclose the nature and extent of the conflict prior to discussion or decision about a matter. A member who has a conflict of interest will not vote on any matter involving the conflict and may be required to withdraw from any meetings at which the matter is discussed.

- 9.4** Any Senate member who perceives another member to be in a conflict of interest in a matter under consideration must identify the perceived conflict to the Senate at the first opportunity. The Senate should determine by majority vote whether or not a conflict of interest exists and the member perceived to be in conflict should refrain from voting.
- 9.5** Where a conflict of interest is discovered or disclosed after consideration of a matter, the Senate will decide whether or not the involvement of the member with the conflict influenced that decision. If the Senate determines that involvement of said member influenced the decision of the matter, the Senate will reconsider the decision and may confirm it, rescind it, or vary it.
- 9.6** The Senate will have the power to take action directed toward a Senate member deemed to have failed to declare a conflict of interest.
- 9.7** Any decision by the Senate as to whether or not a conflict of interest exists with respect to any person, or as to the interpretation or application of these bylaws, is final and binding.

Article 10 The Senate Finances

- 10.1** The Chair and the Vice-Chair will authorize expenditures for the Senate, including expenses incurred by members and the Senate committees in carrying out the Senate functions.

Article 11 Amendment of Bylaws

- 11.1** By giving notice of a motion at a regular meeting of the Senate these bylaws may be amended at a subsequent regular meeting of the Senate, subject to the *Act*. Resolutions for amendments to the bylaws require a two-thirds majority vote.

SENATE REPORT

AGENDA ITEM:	Revisions to Senate Election Procedures
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	November 7, 2023
PRESENTERS:	Corey Muench, Chair, Senate Bylaw, Policy, and Procedure Committee Kyle Vuorinen, Registrar and Secretary of Senate (Proponent)

PURPOSE

The revision and update of the Senate Election Procedures.

BACKGROUND

Periodically, the Senate Bylaw, Policy and Procedure Committee reviews recommended changes to the Senate Election Procedures as well as suggests its own updates/modifications.

APPROVALS & CONSULTATIONS:

The following approvals/consultations have occurred or are planned:

- ✓ Senate Bylaw, Policy, & Procedure Committee
- Senate

HIGHLIGHTS OF PROPOSAL BROUGHT TO AND RECOMMENDED BY THE SENATE BYLAW, POLICY, AND PROCEDURE COMMITTEE:

- Updated reformatting of entire document to include section numbering and overall language clarification/precision; addition of in-text citations of the *University Act*
- Section 3:
 - renaming of “Voters list” to “Election Register” to bring in line with *University Act* definitions (3.1)
 - clarification that public availability of Election Register information is limited to names and CapU email addresses only (3.1)
 - addition of definition of “student” from the *University Act* (3.4)
 - addition of Associate Vice Presidents and University Librarian to list of employees not considered staff for purposes of being elected as staff representatives (3.5)
- Section 5: Removal of mention of Senate orientation from Election Procedures
- Section 6: Change of amount of time between end of nomination period and start of voting period from one week to four weeks to bring in line with the *University Act* (6.3)
- Section 7: clarification of membership of Election Appeals Committee (7.5.2.1)

RECOMMENDATION

- *Recommendation for Senate approval of the proposed revisions to the Senate Election Procedures*

N.B., A two-thirds majority vote of Senate is required for the motion to pass.

Section 1 Purpose and Officer Responsible

- 1.1 The rules and procedures included in this document outline the process to be undertaken by Capilano University for all Senate elections. The rules and procedures for elections are in accordance with the *University Act*. In the event of a disagreement between the procedures and the *University Act*, the *University Act* will prevail.
- 1.2 The Registrar, as the Secretary of the Senate, must conduct all elections that are required (*University Act*, section 9.43.2).

Section 2 Schedule for Elections

- 2.1 Regular elections will normally occur in late February. The Registrar is responsible for preparing the election schedule and will distribute the schedule to involved constituency groups prior to the election.

Section 3 Procedural Definitions

- 3.1 **Election Register:** An alphabetical list of the names and known addresses of all members of the convocation who are entitled to vote at an election (*University Act*, section 9.45.1). The Registrar is responsible for both maintaining and having the final authority over the election register. A copy of the election register (names and CapU email addresses) will be available for viewing in the Registrar's Office once an election or by-election has been called.
- 3.2 **Faculty:** An academic educational administrative division of a university constituted by the Board as a Faculty under section 39 of the *University Act*, or the dean and faculty members of a Faculty, as the context requires (*University Act*, section 1). At Capilano University, there are five (5) Faculties: Arts and Sciences; Business and Professional Studies; Education, Health, and Human Development; Fine and Applied Arts; and Global and Community Studies.
- 3.3 **Faculty Member:** A person employed by a university as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by the Senate (*University Act*, section 1). At Capilano University, lab instructors, lab supervisors,

private music instructors, instructional associates, special appointees, counselors, and librarians have also been designated by the Senate as faculty members.

3.4 Student: A person who is presently enrolled at the University in a credit course or who is designated by resolution of the Senate as a student (*University Act*, section 1).

3.5 Support Staff: Capilano University employees who are staff, exempt staff, or administrators, but who are not:

- Officers of the special purpose, teaching university (Associate Vice Presidents, Vice Presidents, President, Registrar),
 - Deans,
 - University Librarian, or
 - faculty members
- (*University Act*, section 7.35.2)

Section 4 Term of Office

4.1 Support Staff and Faculty Representatives

The term of office for support staff and faculty representatives on the Senate will be three (3) years, normally commencing on August 1. One faculty member from each Faculty will typically be elected each year.

4.2 Student Representatives

The term of office for student representatives on the Senate will be one (1) year, normally commencing on August 1.

Section 5 Eligibility to Nominate, Vote, Run and Hold Office

5.1 Students

5.1.1 Eligibility to Nominate

To nominate an individual, students must be enrolled in at least one credit course at Capilano University.

5.1.2 Eligibility to Vote

The election register for the Senate's student representatives will be comprised of all students enrolled in at least one credit course at Capilano University.

5.1.3 Eligibility to Stand for Election and Hold Office

Students elected to the Senate must be enrolled in at least one credit course and cannot have the current notation of "Required to Withdraw" on their record. If an elected

student's enrolment is terminated due to being "Required to Withdraw," student conduct, or any other reason, the position will be declared vacant.

5.2 Support Staff

5.2.1 Eligibility to Nominate

Those listed on the support staff election register are eligible to nominate an individual to run for the position of Senate support staff representative.

5.2.2 Eligibility to Vote

The support staff election register for the Senate's support staff representatives will be comprised of all support staff, exempt staff, and administrators who are not officers of the University (President, Registrar, Vice Presidents, Associate Vice-Presidents), University Librarian, deans, or faculty members.

5.2.3 Eligibility to Stand for Election and Hold Office

Support staff elected to the Senate must be employed continuously for the entire three (3) year term of office. If an elected support staff member's employment with the University is terminated for any reason, the position will be declared vacant.

5.2.4 Status

- 1) Support staff members who are also employed under the category of faculty members will be designated by the role that has the majority of the workload. If the workload is equal, in order to participate in elections, the employee must choose, on a one-time-only basis, to be considered either a faculty member or a non-faculty member for purposes of Senate voting and candidacy.
- 2) Support staff members who are also students cannot stand for election, nominate, or vote as students.

5.3 Faculty

5.3.1 Eligibility to Nominate

Those listed on the Faculty election register are eligible to nominate an individual to run for the position of Senate Faculty representative.

5.3.2 Eligibility to Vote

The election register for each Faculty will be comprised of all faculty members with full appointments in that Faculty, all faculty members with the majority of their appointments in that Faculty, and those faculty members who have chosen to exercise their voting rights in that Faculty instead of another Faculty in which they have an equal appointment. Any members of the Faculty who also have non-faculty work and who have chosen to vote as non-faculty will be excluded from the Faculty election register.

5.3.3 Eligibility to Stand for Election and Hold Office

Faculty members elected to the Senate must have appointments within one or more Faculties of Capilano University as constituted by the Board of Governors. If an elected faculty member's appointment with the University is terminated for any reason, the position will be declared vacant.

5.3.4 Status

- 1) For purposes of voting and candidacy, a faculty member with two or more faculty appointments will be designated a member of the Faculty in which their appointment level is greatest. If the appointment level is equal, in order to participate in elections, the faculty member must choose, on a one-time-only basis, a single Faculty membership for the purposes of voting and candidacy.
- 2) Individuals in faculty positions who do not have appointments in an area that is part of an established Faculty will be designated as members of a Faculty on the recommendation of the Registrar and Vice-Chair of the Senate. The membership lists will be maintained by the office of the appropriate dean.
- 3) For purposes of voting and candidacy, an employee who has both a faculty and a non-faculty position will be designated by the role that has the majority of the workload. If the workload is equal, in order to participate in elections, the employee must choose, on a one-time-only basis, to be considered either a faculty member or a non-faculty member for purposes of Senate voting and candidacy.
- 4) Faculty members who are also students cannot stand for election, nominate, or vote as students.

Section 6 Election Timelines

- 6.1 The Registrar is responsible for establishing election timelines and will post them on the Capilano University website.
- 6.2 The nomination period will typically be of two (2) weeks' duration ending at 4:00 p.m. on the final day. The nomination results will be announced within two (2) working days from the end of the nomination period.
- 6.3 The nomination period will end at least four (4) weeks before the start of the voting period (*University Act*, section 9.44).
- 6.4 The voting period will typically be of one week duration beginning at 12:01 a.m. on the first day and ending at 11:59 p.m. on the final day. The voting results will be announced within two (2) working days from the end of the voting period.

Section 7 Election Process

7.1 Nominations

The Registrar will post election timelines and nomination forms on the Capilano University website. Information required for nominations will include full name, signature, date, and student ID (for students) or employee ID (for staff or faculty).

7.2 Candidates List

The Registrar will post on the Capilano University website the list of candidates and their respective nomination statements (verbatim).

7.3 Campaigning

7.3.1 A candidates' orientation will be held, by request, prior to the start of the campaign period. It is the sole responsibility of the candidates to ensure they are familiar with all the rules of the election, whether an orientation is held or not.

7.3.2 Promotion of the election, including an option to have an all-candidates' meeting, is the responsibility of the constituent groups. Notification of the election as well as nominee statements will be posted on the University website.

7.3.3 Campaigning is allowed and is undertaken at the individual's expense and on their own time. Candidates may not abuse Capilano University's resources.

7.3.4 Campaigning includes, but is not limited to, posters, signs, websites, social media, and telephone/email communication. Encouraging individuals to vote is not considered campaigning if there is no reference to an individual candidate or group of candidates.

7.3.5 All candidates are required to act with honesty and integrity; all campaign material will be in accordance with Human Rights Legislation.

7.4 Election Results

7.4.1 When all election ballots have been collected, the Registrar will:

- a) Post the election results within two (2) working days following each election.
- b) Inform the President of the results of the election.
- c) Report the Senate election results at the first Senate meeting following each election.
- d) Post results publicly on the University's website, including names of candidates who were not successful.

- e) Make a declaration of election by acclamation when the number of candidates for a position matches the required number of candidates to be elected.
 - f) Make a declaration of having been elected for the candidate(s) with the most votes when the number of candidates for a position is more than the required number of candidates to be elected.
- 7.4.2 Tie votes will be broken via secret ballot conducted at the first Senate meeting after the election; only Senate voting members are eligible to vote to break a tie.

7.5 Election Appeals

- 7.5.1 The Senate recognizes that there may be challenges to the conduct of the elections. To consider these challenges, an Appeals Committee will be convened which will have a mandate to hear appeals based on the rules for the election.
- 7.5.2 Appeals Committee Membership
- 1) The Appeals Committee will be composed of one member of each constituent group of the Senate (staff, faculty, and students), appointed by the Registrar (the member cannot have been a candidate in the election).
 - 2) The Registrar or designate; or the Vice President Academic and Provost or designate will chair the committee as determined by the nature of the appeal (See section 7.5.3.3). In either case, the Chair is non-voting.
- 7.5.3 Election Appeals Procedure
- 1) All appeals must be received, signed and in writing to the Registrar's Office no later than 3:00 p.m. two (2) working days after the results of the election are announced.
 - 2) All candidates of the affected constituent group will receive a copy of each appeal prior to the Appeals Committee hearing.
 - 3) Each candidate will have an opportunity to respond to the appeal in writing. Appeals that question the conduct of candidates or the election process will be chaired by the Registrar or designate. In the case of an appeal against the conduct of the Registrar or designate, the Vice President Academic and Provost or designate will chair the appeals committee. Each response will be signed and received in the Registrar's office no later than 3:00 p.m. two (2) days after receipt of the appeal.
 - 4) The Appeals Committee Chair will allow each of these candidates an opportunity to speak to the committee during the designated Appeals Committee hearing. These candidates must confirm their attendance with the Registrar's Office 24 hours prior to the Appeals Committee hearing. Time limitations and a schedule will be at the

discretion of the Appeals Committee, taking into consideration the number of appeals and candidates wishing to address the committee.

- 5) Each confirmed candidate addressing the Appeals Committee will be allowed one support person at the Appeals Committee hearing. This support person is not able to address the committee.
- 6) Once all confirmed candidates have addressed the committee, the committee will consider all evidence presented and take appropriate action, including:
 - Overruling the objection
 - Making recommendations to the Registrar with respect to future elections
 - Ordering new procedures
 - Requiring a new election
- 7) The Appeals Committee decision will be final. So that there is no disruption in representation to the Senate, those who have been declared elected will be confirmed in their positions until the appeals have been concluded.

7.6 Vacant Positions

7.6.1 Vacant positions must be filled as soon as reasonably possible, taking into account both the length of time of the election/by-election process and the nature of the academic year. The rules for filling vacant positions will be:

- 1) By-elections will be held when a position is declared vacant prior to the end of the term for that position.
- 2) If the vacancy occurs on November 1 or later, and the person holding the position declared vacant is in the final year of their term, then the position will be filled through the normal elections process in the spring. The person elected will immediately assume the vacant position until July 31 and then begin their elected term of office.

Section 1 Purpose and Officer Responsible

- 1.1** The rules and procedures included in this document outline the process to be undertaken by Capilano University for all Senate elections. The rules and procedures for elections are in accordance with the *University Act*. In the event of a disagreement between the procedures and the *University Act*, the *University Act* will prevail.
- 1.2** The Registrar, as the Secretary of the Senate, must conduct all elections that are required (*University Act*, section 9.43.2).

Section 2 Schedule for Elections

- 2.1** Regular elections will normally occur in late February. The Registrar is responsible for preparing the election schedule and will distribute the schedule to involved constituency groups prior to the election.

Section 3 Procedural Definitions

- 3.1** **Election Register:** An alphabetical list of the names and known addresses of all members of the convocation who are entitled to vote at an election (*University Act*, section 9.45.1). The Registrar is responsible for both maintaining and having the final authority over the ~~voters list~~ election register. A copy of the ~~voters list~~ election register (names and CapU email addresses) will be available for viewing in the Registrar's Office once an election or by-election has been called.
- 3.2** **Faculty:** An academic educational administrative division of a university constituted by the Board as a Faculty under section 39 of the *University Act*, or the dean and faculty members of a Faculty, as the context requires (*University Act*, section 1). At Capilano University there are five (5) Faculties: Arts and Sciences; Business and Professional Studies; Education, Health, and Human Development; Fine and Applied Arts; and Global and Community Studies.
- 3.3** **Faculty Member:** A person employed by a university as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position

designated by Senate (*University Act, section 1*). At Capilano University, lab instructors, lab supervisors, private music instructors, instructional associates, special appointees, counselors, and librarians, have also been designated by the Senate as faculty members.

3.4 **Student:** A person who is presently enrolled at a university in a credit course or who is designated by resolution of the Senate as a student (*University Act, section 1*).

3.5 **Support Staff:** Capilano University employees who are staff, exempt staff, or administrators, but who are not:

- Officers of the special purpose, teaching university (*Associate Vice Presidents, Vice Presidents, President, Registrar*), or
- Deans or
- *University Librarian or*
- faculty members

(*University Act, section 7.35.2*)

Section 4 **Term of Office**

4.1 **Support Staff and Faculty Representatives**

The term of office for support staff and faculty representatives on the Senate ~~shall~~ will be three (3) years, normally commencing on August 1. *One faculty member from each Faculty will typically be elected each year.*

4.2 **Student Representatives**

The term of office for student representatives on the Senate ~~shall~~ will be one (1) year, normally commencing on August 1.

~~**Section 5** **Orientation**~~

~~**5.1** **Orientation for all new members may occur prior to the official term commencement date. It is the responsibility of the representatives to ensure their participation in the orientation.**~~

Section 5 **Eligibility to Nominate, Vote, Run and Hold Office**

5.1 **Students**

5.1.1 **Eligibility to Nominate**

To nominate an individual, students must be enrolled in at least one credit course at Capilano University.

5.1.2 Eligibility to Vote

The ~~voters list~~ election register for Senate student representatives will be comprised of all students enrolled in at least one credit course at Capilano University.

5.1.3 Eligibility to Stand for Election and Hold Office

Students elected to Senate must be enrolled in at least one credit course and cannot have the current notation of “Required to Withdraw” on their record. If an elected student's enrolment is terminated due to being “Required to Withdraw,” student conduct, or any other reason, the position will be declared vacant.

5.2 Support Staff

5.2.1 Eligibility to Nominate

Those listed on the support staff election register are eligible to nominate an individual to run for the position of Senate support staff representative. ~~To nominate an individual, staff must meet the same criteria as those described for eligibility to vote.~~

5.2.2 Eligibility to Vote

The ~~voters list~~ support staff election register for the Senate’s support staff representatives ~~shall~~ will be comprised of all support staff, exempt staff and administrators who are not officers of the University (President, Registrar, Vice Presidents, Associate Vice-Presidents), University Librarian, deans, or faculty members.

5.2.3 Eligibility to Stand for Election and Hold Office

Support staff elected to Senate must be employed continuously for the entire three (3) year term of office. If an elected support staff member’s employment with the University is terminated for any reason, the position will be declared vacant.

5.2.4 Status

1) Support staff members who are also employed under the category of faculty members will be designated by the role that has the majority of the workload. If

the workload is equal, in order to participate in elections, the employee must choose, on a one-time-only basis, to be considered either a faculty member or a non-faculty member for purposes of Senate voting and candidacy.

2) Support staff members who are also students cannot stand for election, nominate, or vote as students.

5.3

Faculty

5.3.1 Eligibility to Nominate

Those listed on the Faculty election register are eligible to nominate and individual to run for the position of Senate Faculty representative. ~~To nominate an individual, faculty members must meet the same criteria as those described for the eligibility to vote.~~

5.3.2 Eligibility to Vote

The ~~voters list~~ election register for each Faculty ~~shall~~ will be comprised of all faculty members with full appointments in that Faculty, all faculty members with the majority of their appointments in that Faculty, and those faculty members who have chosen to exercise their voting rights in that Faculty instead of another Faculty in which they have an equal appointment. Any members of the Faculty who also have non-faculty work and who have chosen to vote as non-faculty will be excluded from the Faculty ~~voting list~~ election register.

5.3.3 Eligibility to Stand for Election and Hold Office

Faculty members elected to Senate must have appointments within one or more Faculties of Capilano University as constituted by the Board of Governors. If an elected faculty member's appointment with the University is terminated for any reason, the position will be declared vacant.

5.3.4 Status

1) For purposes of voting and candidacy, a faculty member with two or more faculty appointments will be designated a member of the Faculty in which his/her appointment level is greatest. If the appointment level is equal, in order to participate in elections, the faculty member must choose, on a one-time-only basis, a single Faculty membership for the purposes of voting and candidacy.

- 2) Individuals in faculty positions who do not have appointments in an area that is part of an established Faculty will be designated as members of a Faculty on the recommendation of the Registrar and Vice-Chair of Senate. The membership lists will be maintained by the office of the appropriate dean.
- 3) For purposes of voting and candidacy, an employee who has both a faculty and a non-faculty position will be designated by the role that has the majority of the workload. If the workload is equal, in order to participate in elections, the employee must choose, on a one-time-only basis, to be considered either a faculty member or a non-faculty member for purposes of Senate voting and candidacy.
- 4) Faculty members who are also students cannot stand for election, nominate, or vote as students.

Section 6 Election Timelines

- 6.1 The Registrar is responsible for establishing election timelines and will post them on the Capilano University website.
- 6.2 The nomination period will typically be of two (2) weeks' duration ending at 4:00 p.m. on the final day. The nomination results will be announced within two (2) working days from the end of the nomination period.
- 6.3 The nomination period ~~must end at least one (1) week before~~ will end at least **four (4) weeks** before the start of the voting period (*University Act, section 9.44*).
- 6.4 The voting period will typically be of one week duration beginning at 12:01 a.m. on the first day and ending at 11:59 p.m. on the final day. The voting results will be announced within two (2) working days from the end of the voting period.

Section 7 Election Process

7.1 Nominations

The Registrar will post election timelines and nomination forms on the Capilano University website. Information required for nominations includes full name, signature, date, and student ID (for students) or employee ID (for staff or faculty).

7.2 Candidates List

The Registrar will post on the Capilano University website the list of candidates and their respective nomination statements (verbatim).

7.3 Campaigning

7.3.1 A candidates' orientation will be held, **by request**, prior to the start of the campaign period. It is the sole responsibility of the candidates to ensure they are familiar with all the rules of the election, whether ~~they attend the an~~ orientation **is held** or not.

7.3.2 Promotion of the election, ~~excluding the Capilano University website, but~~ including **an option to have an** all-candidates' meeting, is the responsibility of the constituent groups. **Notification of the election as well as nominee statements will be posted on the University website.**

7.3.3 Campaigning is allowed and is undertaken at the individual's expense and on their own time. Candidates may not abuse Capilano University's resources.

7.3.4 Campaigning includes, but is not limited to, posters, signs, websites, social media, and telephone/email communication. Encouraging individuals to vote is not considered campaigning if there is no reference to an individual candidate or group of candidates.

7.3.5 All candidates are required to act with honesty and integrity; all campaign material will be in accordance with Human Rights Legislation.

7.4 Election Results

7.4.1 **When all election ballots have been collected**, the Registrar ~~shall~~ **will**:

- a) Post the election results within two (2) working days following each election.
- b) Inform the President of the results of the election.
- c) Report the Senate election results at the first Senate meeting following each election.
- d) Post results publicly on the University's website, including names of candidates who were not successful.

- e) ~~If the number of candidates for a position matches the required number of candidates to be elected, the candidate(s) will be declared elected by acclamation.~~ Make a declaration of election by acclamation when the number of candidates for a position matches the required number of candidates to be elected.
- f) ~~If the number of candidates for a position is more than the required number of candidates to be elected, the candidate(s) with the most votes will be declared as elected.~~ Make a declaration of having been elected for the candidate(s) with the most votes when the number of candidates for a position is more than the required number of candidates to be elected.

7.4.2 ~~Tie votes will be broken by the Registrar via a coin toss that is administered in the presence of the tied candidates.~~ Tie votes will be broken via secret ballot conducted at the first Senate meeting after the election; only Senate voting members are eligible to vote to break a tie.

7.5 Election Appeals

7.5.1 The Senate recognizes that there may be challenges to the conduct of the elections. To consider these challenges, an Appeals Committee will be convened which will have a mandate to hear appeals based on the rules for the election.

7.5.2 Appeals Committee Membership

- 1) The Appeals Committee will be composed of one member of each constituent group of the Senate (staff, faculty, and students), appointed by ~~their executive~~ the Registrar (the member cannot have been a candidate in the election).
- 2) ~~Be chaired by the Registrar or designate, or by the Vice President Academic and Provost or designate.~~ The Registrar or designate; or the Vice President Academic and Provost or designate will chair the committee as determined by the nature of the appeal (See section 7.5.3.3). In either case, the Chair is non-voting.

7.5.3 Election Appeals Procedure

- 1) All appeals must be received, signed and in writing to the Registrar's Office no later than 3:00 p.m. two (2) working days after the results of the election are announced.

- 2) All candidates of the affected constituent group will receive a copy of each appeal prior to the Appeals Committee hearing.
- 3) Each candidate will have an opportunity to respond to the appeal in writing. Appeals that question the conduct of candidates or the election process will be chaired by the Registrar or designate. In the case of an appeal against the conduct of the Registrar or designate, the Vice President Academic and Provost or designate will chair the appeals committee. Each response will be signed and received in the Registrar's office no later than 3:00 p.m. two (2) days after receipt of the appeal.
- 4) The Appeals Committee Chair will allow each of these candidates an opportunity to speak to the committee during the designated Appeals Committee hearing. These candidates must confirm their attendance with the Registrar's Office 24 hours prior to the Appeals Committee hearing. Time limitations and a schedule will be at the discretion of the Appeals Committee, taking into consideration the number of appeals and candidates wishing to address the committee.
- 5) Each confirmed candidate addressing the Appeals Committee will be allowed one support person at the Appeals Committee hearing. This support person is not able to address the committee.
- 6) Once all confirmed candidates have addressed the committee, the committee will consider all evidence presented and take appropriate action, including:
 - Overruling the objection
 - Making recommendations to the Registrar with respect to future elections
 - Ordering new procedures
 - Requiring a new election
- 7) The Appeals Committee decision will be final. So there is no disruption in representation to the Senate, those who have been declared elected are confirmed in their positions until the appeals have been concluded.

7.6

Vacant Positions

7.6.1 Vacant positions must be filled as soon as reasonably possible, taking into account both the length of time of the election/by-election process and the nature of the academic year. The rules for filling vacant positions will be:

- 1) By-elections will be held when a position is declared vacant prior to the end of the term for that position.
- 2) If the vacancy occurs on November 1 or later, and the person holding the position declared vacant is in the final year of their term, then the position will be filled through the normal elections process in the spring. The person elected will immediately assume the vacant position until July 31 and then begin their elected term of office.

Capilano University

Senate Election Procedures

November 2015

Purpose:

The rules and procedures included in this document outline the process to be undertaken by Capilano University for all Senate Elections. The rules and procedures for elections are in accordance with the University Act. In the event of a disagreement between the procedures and the University Act, the University Act will prevail.

Schedule for Elections:

Regular elections will normally occur in late February. The Registrar is responsible for preparing the election schedule and will distribute the schedule to involved constituency groups prior to the election.

Procedural definitions:

Faculty: An academic educational administrative division of a university constituted by the Board as a Faculty under section 39 of the University Act, or the dean and faculty members of a Faculty, as the context requires.

At Capilano University there are five (5) Faculties: Arts and Sciences; Business and Professional Studies; Fine and Applied Arts; Education, Health and Human Development; and Global and Community Studies.

Faculty Member: A person employed by a university as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by Senate.

At Capilano University, lab instructors, lab supervisors, private music instructors, instructional associates, special appointees, counselors, and librarians, have also been designated by Senate as faculty members.

Support Staff: Capilano University employees who are staff, exempt staff, or administrators, but who are not

- a) Officers of the special purpose, teaching university (Vice Presidents, President & Registrar), or
- b) Deans or faculty members

Term of Office:

Support staff and faculty representatives:

The term of office for support staff and faculty representatives on the Senate shall be three (3) years, normally commencing on August 1st.

Student representatives:

The term of office for student representatives on the Senate shall be one (1) year, normally commencing on August 1st.

Orientation:

Orientation for all new members may occur prior to the official term commencement date. It is the responsibility of the representatives to ensure their participation in the orientation.

Eligibility to Nominate, Vote, Run and Hold Office

Students:

Eligibility to Nominate:

To nominate an individual, students must be enrolled in at least one credit course at Capilano University.

Eligibility to Vote*:

The voters list for Senate Student representatives shall be comprised of all students enrolled in at least one credit course at Capilano University.

Eligibility to Stand for Election and Hold Office:

Students elected to Senate must be enrolled in at least one credit course and cannot have the current notation of 'Required to Withdraw' on their record. If an elected student's enrolment is terminated due to being 'Required to Withdraw', student conduct, or any other reason, the position will be declared vacant.

Support staff:

Support staff members who are also employed under the category of faculty members shall be designated by the role that has the majority of the workload. If the workload is equal, in order to participate in elections the employee must choose, on a one-time-only basis, to be considered either a faculty member or a non-faculty member for purposes of Senate voting and candidacy.

Support staff members who are also students cannot stand for election, nominate, or vote as students.

Eligibility to Nominate:

To nominate an individual, staff must meet the same criteria as those described for eligibility to vote.

Eligibility to Vote*:

The voters list for Senate support staff representatives shall be comprised of all support staff, exempt staff and administrators who are not officers of the University (President, Registrar and VPs), deans, or faculty members.

Eligibility to Stand for Election and Hold Office:

Support staff elected to Senate must be employed continuously for the entire three (3) year term of office. If an elected support staff member's employment with the University is terminated for any reason, the position will be declared vacant.

Faculty:

For purposes of voting and candidacy, a faculty member with two or more appointments will be designated a member of the Faculty in which his/her appointment level is greatest. If the appointment level is equal, in order to participate in elections the faculty member must choose, on a one-time-only basis, a single Faculty membership for the purposes of voting and candidacy.

Individuals in faculty positions who do not have appointments in an area that is part of an established Faculty will be designated as members of a Faculty on the recommendation of the Registrar and Vice-Chair of Senate. The membership lists will be maintained by the office of the appropriate dean.

For purposes of voting and candidacy, an employee who has both a faculty and a non-faculty position shall be designated by the role that has the majority of the workload. If the workload is equal, in order to participate in elections the employee must choose, on a one-time-only basis, to be considered either a faculty member or a non-faculty member for purposes of Senate voting and candidacy.

Faculty members who are also students cannot stand for election, nominate, or vote as students.

Eligibility to Nominate:

To nominate an individual, faculty must meet the same criteria as those described for eligibility to vote.

Eligibility to Vote*:

The voters list for each Faculty shall be comprised of all faculty members with full appointments in that Faculty, all faculty members with the majority of their appointments in that Faculty, and those faculty members who have chosen to exercise their voting rights in that Faculty instead of another Faculty in which they have an equal appointment. Any members of the Faculty who also have non-faculty work and who have chosen to vote as non-faculty will be excluded from the Faculty voting list.

Eligibility to Stand for Election and Hold Office:

Faculty members elected to Senate must have appointments within one or more Faculties of Capilano University as constituted by the Board of Governors. If an elected faculty member's appointment with the University is terminated for any reason, the position will be declared vacant.

*The Registrar is responsible for both maintaining and having the final authority over the voters list. A copy of the voters list will be available for viewing in the Registrar's Office once an election or by-election has been called.

Election Timelines and Process

Timelines:

The Registrar is responsible for establishing timelines and shall post them on the Capilano University web site.

The nomination period will be of two (2) weeks duration ending at 4:00 p.m. on the final day. The nomination results will be announced within two (2) working days from the end of the nomination period.

The nomination period must end at least one (1) week before the start of the voting period.

The voting period will be of one week duration beginning at 12:01 a.m. on the first day and ending at 11:59 p.m. on the final day. The voting results will be announced within two (2) working days from the end of the voting period.

Election Process

Nominations:

The Registrar will post timelines and nomination forms on the Capilano University web site. Information required for nominations includes full name, signature, date and student ID (for students) or employee ID (for staff or faculty).

Candidates List:

The Registrar will post on the Capilano University website the list of candidates and their respective nomination statements (verbatim).

Campaigning:

A candidates' orientation will be held prior to the start of the campaign period. It is the sole responsibility of the candidate to ensure they are familiar with all the rules of the election, whether they attend the orientation or not.

Promotion of the election, excluding the Capilano University website, but including all-candidates' meeting is the responsibility of the constituent groups.

All campaign material will be in accordance with Human Rights Legislation.

Campaigning is allowed, and is undertaken at the individual's expense and in their own time.

Campaigning includes, but is not limited to, posters, signs, websites, social media, and telephone/email

communication. Encouraging individuals to vote is not considered campaigning if there is no reference to an individual candidate or group of candidates.

Candidates may not abuse Capilano University's resources. All candidates are required to act with honesty and integrity.

Election Results:

The Registrar shall:

1. Post the election results within two (2) working days following each election.
2. Inform the President of the results of the election.
3. Report the Senate election results at the first Senate meeting following each election.
4. Post results publicly on the University's website, including names of candidates who were not successful.

If the number of candidates for a position matches the required number of candidates to be elected, the candidate(s) will be declared elected by acclamation.

If the number of candidates for a position is more than the required number of candidates to be elected, the candidate(s) with the most votes will be declared as elected.

In the case of tie votes, the following will take place:

Ties will be broken by the Registrar via a coin-toss that is administered in the presence of the tied candidates.

Appeals:

The Senate recognizes that there may be challenges to the conduct of the elections. To consider these challenges, an Appeals Committee will be convened.

This committee will:

1. Be composed of one member of each constituent group, appointed by their executive (the member cannot have been a candidate in the election).
2. Be chaired by the Registrar or designate, or by the Vice President Academic and Provost or designate, as determined by the nature of the appeal. In either case, the Chair is non-voting.
3. Have a mandate to hear the appeals based on the rules for election.

Appeals Procedure:

All appeals must be received in the Registrar's Office signed and in writing no later than 3:00 p.m. two (2) working days after the results of the election are announced.

All candidates of the affected constituent group will receive a copy of each appeal prior to the Appeals Committee hearing.

Each candidate will have an opportunity to respond to the appeal in writing. Appeals that question the conduct of candidates or the election process will be chaired by the Registrar or designate. In the case of an appeal against the conduct of the Registrar or designate, the Vice President Academic and Provost or designate will chair the appeals committee. Each response will be signed and received in the Registrar's office no later than 3:00 p.m. two (2) days after receipt of the appeal.

The Appeals Committee Chair will allow each of these candidates an opportunity to speak to the committee during the designated Appeals Committee Hearing. These candidates must confirm their attendance with the Registrar's Office 24 hours prior to the Appeals Committee Hearing. Time limitations and a schedule will be at the discretion of the Appeals Committee, taking into consideration the number of appeals and candidates wishing to address the committee.

Each confirmed candidate addressing the Appeals Committee will be allowed one support person at the Appeals Committee Hearing. This support person is not able to address the committee.

Once all confirmed candidates have addressed the committee, the committee will consider all evidence presented and take appropriate action, including:

- Over-ruling the objection
- Making recommendations to the Registrar with respect to future elections
- Ordering new procedures
- Requiring a new election

The Appeals Committee decision will be final. So there is no disruption in representation to the Senate, those who have been declared elected are confirmed in their positions until the appeals have been concluded.

Vacant Positions:

Vacant positions must be filled as soon as reasonably possible, taking into account both the length of time of the election/by-election process and the nature of the academic year. The rules for filling vacant positions will be:

1. By-elections will be held when a position is declared vacant prior to the end of term for that position, except as follows:
2. If the vacancy occurs on November 1st or later, and the person holding the position declared vacant is in the final year of their term, then the position will be filled through the normal elections process in the spring. The person elected will immediately assume the vacant position until July 31st, and then begin their elected term of office.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: October 23, 2023
TO: Paul Dangerfield, Chair, Senate
FROM: Deb Jamison, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on October 20, 2023:

- 23/47** The prerequisite revisions to BADM 204 – Introduction to Strategic Management, BADM 318 – Project Management, NABU 330 – Cross Border Issues in Strategic Human Resource Management, and NABU 334 – Leadership & Teams in Cross Cultural Business Settings be recommended to Senate for approval.



Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: Oct 23, 2023

Date: