UNIVERSITY COUNCIL  
GOVERNANCE COMMITTEE  
NOTICE OF MOTION

PRESENTED BY: Stephen Urquhart, chair, governance committee

DATE OF MEETING: April 16, 2020

SUBJECT: College of Dentistry Faculty Council Membership

DECISION REQUESTED:

It is recommended:
That Council approve the membership changes to the Faculty Council of the College of Dentistry as shown in attachments a and b, effective immediately.

PURPOSE:

Faculty councils of colleges and schools have the authority to approve their own bylaws, with the exception of changes to the membership of their Faculty Council. These changes require approval by University Council as the membership of faculty councils are in University Council’s Bylaws. As changes to Council’s Bylaws require a 30-day notice, the change to the membership is first presented as a notice of motion.

DISCUSSION SUMMARY:

At its meeting on June 4, 2019, the College of Dentistry’s Faculty Council passed a motion to approve revisions to its Constitution and Committee Bylaws. Revisions to the bylaws include increasing the number of meetings from 2 to 4, notice of meeting period remains one month but one week’s notice is required for the presentation of the agenda, adjusted the number of faculty, re-established quorum, created new standing committees and eliminated others, and the document was simplified and content clarified. On February 24, 2020, Dr. Doug Brothwell, dean of the College of Dentistry and Dr. Peter Doig attended the governance committee to provide an overview of and rationale for the proposed revisions to the college’s Faculty Council membership. On February 24, 2020 governance committee agreed by consensus to recommend to Council the proposed changes to membership of the college’s Faculty Council.

The entirety of the Constitution and Bylaws are provided only for context, not for approval. Only the Faculty Council membership is presented for approval.

ATTACHMENT(S):

a. Constitution of the Faculty Council of the College of Dentistry – final version including membership for University Council approval
b. Constitution of the Faculty Council of the College of Dentistry – tracked changes
c. Old Dentistry Constitution and Bylaws – original
CONSTITUTION OF THE FACULTY COUNCIL

1. The Faculty Council of the College exercises its duties and powers under the provisions of The University of Saskatchewan Act, 1995, as amended, Senate Bylaws (approved April 28, 2001), University of Saskatchewan Council and Council Bylaws (PARTS I and II), Council Regulations, PART III (formerly titled Statutes of U of S Senate).

2. The Faculty Council shall determine its powers through this Constitution, subject to the provisions of The University of Saskatchewan Act, 1995, as amended, and, as required, with the approval of the University Council.

3. The Faculty Council shall pass by-laws establishing:
   (i) Membership of Faculty Council.
   (ii) Rules of procedure for the election of members to the Faculty Council.
   (iii) Rules of procedure of the Faculty Council.
   (iv) The numbers, composition, function, authority and rules of procedures of standing committees and other college committees.

4. The Faculty Council has responsibilities to:
   (i) Decide on academic policy and planning matters, subject to the approval of the University Council, where necessary.
   (ii) Decide on those matters, which may be delegated by Faculty Council; however, all decisions made by any Committees of Faculty Council must be reported to the Faculty Council. Academic policy recommendations shall be referred to Faculty Council for discussion, advice and approval.
   (iii) Advise the College, University administration, University Council and other bodies in the University or other relevant stakeholders.

5. Determine Teaching Programs as follows:
   (i) Faculty Council has the ultimate authority for the academic policies of the College, subject to the approval of such policies as required by the University Council. Academic policy sets out the principles for, the general directions of and/or priorities for the teaching and research activities of the College.
   (ii) Without limiting the generality of the foregoing, among the specific powers, duties and responsibilities of Faculty Council are the following:
a) Faculty Council shall determine the type, content and requirements of the teaching programs and courses of study which lead to degrees and credits over which the Faculty Council has authority.

b) Subject to the provisions of (i) and (ii), Faculty Council may delegate its authority over teaching programs and courses of study to various committees and departments to make minor changes without obtaining the approval of Faculty Council. All such changes shall be reported as information to the Faculty Council. Major changes to any program require the approval of Faculty Council.

c) Faculty Council shall award scholarships, bursaries, prizes and other awards of the College and may delegate this responsibility to Committees or officers of the College.

d) The Faculty Council shall deal with and decide upon all petitions and appeals by students and others in connection with the teaching programs and courses of study of the College subject to an appeal to the University Council, and may delegate this responsibility to a Committee or Standing Committees of Faculty Council.

6. Faculty Council recognizes that the Dean exercises powers under the authority of The University of Saskatchewan Act, 1995, as amended:

(i) The Dean is the chief executive officer of the College and has, subject to the authority of the president, general supervision over and direction of the work in the College and of the teaching and training of the students in the College (Article 75).

(ii) The Dean of the College reports directly to the Vice-President Academic and Provost or his/her delegate.

(iii) The Dean may elect to delegate authority to other academic administrators in the College, however, the Dean retains responsibility for the overall direction of the College and in particular for authority over budget, appointments and promotions.

(iv) The Dean of the College is ultimately responsible for all administrative decisions within his/her jurisdiction and authority.

(v) The Dean of the College will seek advice of the Faculty Council in developing academic policy for Faculty Council’s approval.

7. The Faculty Council recognizes that the Dean has authority for the allocation and management of the College’s resources. The Dean shall advise Faculty Council of the resource implications of proposed academic policy decisions. The Dean shall also advise Faculty Council of management proposals that may have a significant impact on the academic programs of the College.
8. Subject to the provisions of The University of Saskatchewan Act, 1995, as amended, Faculty Council shall report on such matters as it may determine to University Council.

9. Membership of the Faculty Council of the College is defined in the By-laws of this Constitution (see Part I).

10. Meetings:

   (i) There will be a minimum of four (4) meetings of Faculty Council per academic year with the scheduling of meetings as described in the By-Laws.

   (ii) A quorum shall be twelve (12) members entitled to vote.

11. The Constitution of the Faculty Council may only be amended with the approval of the Faculty Council and the University Council. The process is initiated at the Faculty Council of the College by notice of motion being presented to Faculty Council four weeks before the matter will be considered. After debate on the amendment is complete, an affirmative vote is required by two-thirds of the members present and voting. Following approval of the amendment by the Faculty Council, the amendment is forwarded to University Council for approval.
THE BY-LAWS OF THE FACULTY COUNCIL

PART I - The Membership of Faculty Council (As defined by University Council Bylaws and Regulations – PART III, Section V.1.A (a-o)) (* Indicates non-voting members)

1. The President of the University*
2. The Provost and Vice-president Academic*
3. The Vice-president Research*
4. The Vice-president Finance and Resources*
5. The Vice-president University Relations*
6. The Vice-provost Teaching, Learning and Student Experience*

7. Chief Information Officer and Associate Vice-president, Information and Communications Technology*

8. The Dean of the College of Dentistry
9. The Dean of the College of Graduate and Postdoctoral Studies
10. The Dean, University Library*
11. The University Secretary and Chief Governance Officer *
12. The University Registrar*
13. Such other persons as the University Council may, from time to time, appoint in a voting or non-voting capacity*

14. In addition, the following shall be members of Faculty Council:

   (i) Those Professors, Associate Professors, Assistant Professors, full-time Lecturers, Instructors, and Special Lecturers who, for administrative purposes are assigned to the Dean of the College of Dentistry

   (ii) Associate Provost of Health

   (iii) All clinical Professors, clinical Associate Professors, clinical Assistant Professors, clinical Lecturers, Clinical Instructors, and Sessional Lecturers
(iv) Three community-based members of the dental profession holding the traditional, honorific role of Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, Clinical Lecturer, and Clinical Instructor as appointed by the Assistant Dean, Clinics

(v) The Registrar, or designate, of the College of Dental Surgeons of Saskatchewan

(vi) President of the Saskatchewan Dental Student Society (SDSS), or designate from the SDSS Executive, who will be entitled to attend and vote on all nonconfidential matters

(vii) Director, Finance and Administration*

(viii) Director, Academic and Student Affairs*

(ix) Executive Officer to the Dean*

(x) Business Manager, Clinical Affairs*

Note: No alternate is permitted for a member who is absent for the meeting of Faculty Council, unless otherwise indicated.

PART II – STANDING COMMITTEES OF FACULTY COUNCIL

The Standing Committees shall initiate policy relating to and carry out duties described by their functions. General rules applying to all Standing Committees are as follows:

1. Members of Standing Committees are generally drawn from Faculty except where otherwise specified.

2. The Dean (or if so designated by the Dean, the Associate Dean, Academic) shall be an ex officio voting member of all Standing Committees.

3. No faculty member, except the Associate Dean, Academic and the Assistant Dean, Clinical Affairs should be Chair of more than one Standing Committee.

4. Each voting member of a standing committee, except the Chair and co-opted members, has one vote on any question. In the case of a tie, the Chair may cast the deciding vote.

5. The term of office of any elected member of a Standing Committee shall be two years unless otherwise stated. Membership on Standing Committees shall be limited to a maximum of two consecutive terms except for the Associate Dean, Academic and the Assistant Dean, Clinical Affairs.
6. Faculty members will be recommended by the Dean to sit on Standing Committees. Appointments will be made to ensure that:

(i) The needs of the College are addressed;

(ii) The assignment of duties are equally distributed amongst faculty;

(iii) Faculty members will meet Category 6 requirements for promotion and tenure.

7. Faculty Council shall ratify members to all Standing Committees at the final meeting of each academic year.

8. Meetings for all Standing Committees will be held at least twice per year unless otherwise stated in the Committee Terms of Reference.

9. A majority of the members of any Standing Committee meeting shall constitute a quorum of the Committee except where otherwise specified in the Committee Terms of Reference.

10. Student members may not be on more than one committee, unless otherwise specified.

11. Faculty members who are unable to serve on a specific Standing Committee will advise the Dean. The Dean may, at his/her discretion, nominate another faculty member to the Committee in question who will act in that role on a voluntary basis until the next meeting of Faculty Council when their membership can be ratified.

12. Members of Standing Committees shall declare any conflict of interest on an agenda item and must recuse for that item if asked to do so by the Chair or by a majority of the members present.

13. Standing Committees shall be empowered to form subcommittees, co-opt additional non-voting members and to liaise with other committees as necessary.

14. In the absence of the Chair or his/her designate, one of the other members shall be elected by the members present to preside at the specific meeting, except where otherwise provided.

15. The minutes of all transactions of every Standing Committee shall be recorded and approved by the Chair prior to their distribution. At each meeting of the Standing Committee, the minutes of the preceding meeting shall be submitted for confirmation or amendment, and approved by the Standing Committee.

16. The rules of debate in Faculty Council shall be observed in Standing
Committees.

17. All Standing Committees shall submit a year-end summary report of Committee activities to Faculty Council. Recommendations from Standing Committees must be approved by Faculty Council.

18. The following will be the Standing Committees of Faculty Council:

   (i) Admissions Committee

   (ii) Curriculum Committee

   (iii) Progress and Promotion Committee

   (iv) Scholarship Committee

   (v) Clinic Operations and Administration Committee

19. The following is not a Standing Committee of Faculty Council:

   (i) Executive Committee (sub-committee of Faculty Council)

PART III – RULES OF PROCEDURES OF THE FACULTY COUNCIL

1. In all cases not so provided for, Sturgis Standard Code of Parliamentary Procedure (4th Ed.) shall apply:

   (i) At the beginning of each meeting, the chair will appoint a Rules of Order Officer who will advise the Faculty Council on all questions related to procedures.

2. Meeting Schedule:

   (i) Faculty Council shall meet at least four times during the academic year.

   (ii) At least one month’s written notice of meetings shall be given to each member of Faculty Council.

   (iii) A meeting agenda and supporting materials will be circulated to each member of Faculty Council no later than one week prior to the meeting.

   (iv) Special meetings can be called at the discretion of the Chair, or upon written notice from no fewer than 10 members.

   (v) Each voting member of Faculty Council except the Chair has one vote on any question. In the case of a tie, the Chair may cast the deciding vote.
(vi) All meetings shall be open. Faculty Council may, by a simple majority vote, decide to consider any particular issue in camera.

(vii) The Chair shall call for members to declare any conflict of interest for specific agenda items. Conflicts of interest shall be as defined in the current University Council By-Laws, PART I, V. Members of Faculty Council who are deemed by the Chair to have a conflict of interest may be asked to withdraw for part of or all of the time that Faculty Council is in camera.

(viii) At the discretion of, or by pre-arrangement with the Chair, or on a motion from the floor passed by a majority of members present, a non-member may be invited to address the Faculty Council.

(ix) All motions pass with a simple majority unless stated otherwise.

3. Members of Standing Committees shall be ratified by Faculty Council annually. The Dean, or his/her designate, shall inform Faculty Council of the nominations at the final meeting of Faculty Council in the year.

4. The Faculty Council shall be chaired by the Dean, or in his/her absence, by a Vice-Chair appointed by the Dean, and in the absence of both, by the Dean’s nominee.

5. At all meetings of the Faculty Council, the Chair shall in addition to his/her duties as a member of Faculty Council, maintain order and decorum and exercise such authority as may be necessary to conduct the meeting in conformity with the by-laws of Faculty Council.

6. The Chair of the meeting may take part in a debate on any subject. The Vice-Chair or the Dean’s nominee will then preside over the meeting until the matter has been disposed of.

7. The Chair shall rule on all points of order. The ruling may be appealed by any member, who may briefly indicate the reason for the appeal, but otherwise the appeal is not subject to amendment or debate. The meeting shall ask the Rules of Order Officer for clarification on the point of order, and will decide the appeal by majority vote. If the Chair considers that a successful appeal of the ruling would constitute a suspension of the rules of order, he/she shall rule that section 24 hereof applies to the appeal. Thus if any member supports the ruling, the appeal shall be deemed to be defeated. A ruling by the Chair that section 24 applies shall be conclusive and not subject to further appeal.

8. The Dean, Associate Dean, Academic and the Director, Finance and Administration shall set the agenda. The agenda shall set forth items of business to be discussed at the meeting in the following order: Call to Order, Appointment of Rules of Order Officer, Presentation of the Minutes, Business
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9. The order of business at a meeting shall be the order set out in the agenda unless varied or added according to 10 and 11 below.

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11. A matter not on the agenda may not be introduced at a regular meeting unless the introduction thereof is agreed to by a simple majority of the members present and voting. The mover shall briefly indicate reasons why the matter should be introduced, but otherwise the motion shall not be debatable.

12. The by-laws of the College may, after four weeks written notice of motion, be repealed, amended or added to, at any regular meeting of Faculty Council by affirmative vote of two-thirds of the members present and voting. No amendment to by-laws shall be voted upon unless the proposed amendment has been printed in a notice of the meeting.
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   - Associate Provost of Health
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Last approved June 4, 2019
(iv) Three community-based members of the dental profession holding the traditional, honorific role of Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, Clinical Lecturer, and Clinical Instructor as appointed by the Assistant Dean, Clinics.

(v) The Registrar, or designate, of the College of Dental Surgeons of Saskatchewan.

(vi) President of the Saskatchewan Dental Student Society (SDSS), or designate from the SDSS Executive, who will be entitled to attend and vote on all nonconfidential matters.

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2. The Dean (or if so designated by the Dean, the Associate Dean, Academic) shall be an ex officio voting member of all Standing Committees.

3. No faculty member, except the Associate Dean, Academic and the Assistant Dean, Clinical Affairs should be Chair of more than one Standing Committee.

4. Each voting member of a standing committee, except the Chair and co-opted members, has one vote on any question. In the case of a tie, the Chair may cast the deciding vote.

5. The term of office of any elected member of a Standing Committee shall be two years unless otherwise stated. Membership on Standing Committees shall be limited to a maximum of two consecutive terms except for the Associate Dean, Academic and the Assistant Dean, Clinical Affairs.

Note: Article 14 – (i) to (vi): the College can select for Faculty.

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PART I (A) – The Membership of Faculty Committee

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Administrative Assistant to

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(i) Executive Committee (sub-committee of Faculty Council)

PART III – RULES OF PROCEDURES OF THE FACULTY COUNCIL

1. In all cases not so provided for, Sturgis Standard Code of Parliamentary Procedure (4th Ed.) shall apply:

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2. Meeting Schedule:

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4. The Faculty Council shall be chaired by the Dean, or in his/her absence, by a Vice-Chair appointed by the Dean, and in the absence of both, by the Dean’s nominee.

5. At all meetings of the Faculty Council, the Chair shall in addition to his/her duties as a member of Faculty Council, maintain order and decorum and exercise such authority as may be necessary to conduct the meeting in conformity with the by-laws of Faculty Council.

6. The Chair of the meeting may take part in a debate on any subject. The Vice-Chair or the Dean’s nominee will then preside over the meeting until the matter has been disposed of.

7. The Chair shall rule on all points of order. The ruling may be appealed by any member, who may briefly indicate the reason for the appeal, but otherwise the appeal is not subject to amendment or debate. The meeting shall ask the Rules of Order Officer for clarification on the point of order, and will decide the appeal by majority vote. If the Chair considers that a successful appeal of the ruling would constitute a suspension of the rules of order, he/she shall rule that section 24 hereof applies to the appeal. Thus if any member supports the ruling, the appeal shall be deemed to be defeated. A ruling by the Chair that section 24 applies shall be conclusive and not subject to further appeal.

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10. A motion to vary the order in which items on the agenda are to be taken up will be in order at any time except when another motion is being debated or being voted upon. The mover shall briefly indicate reasons why the order should be varied, but otherwise the motion is not debatable.

11. A matter not on the agenda may not be introduced at a regular meeting unless the introduction thereof is agreed to by a simple majority of the members present and voting. The mover shall briefly indicate reasons why the matter should be introduced, but otherwise the motion shall not be debatable.

12. The by-laws of the College may, after four weeks written notice of motion, be repealed, amended or added to, at any regular meeting of Faculty Council by affirmative vote of two-thirds of the members present and voting. No amendment to by-laws shall be voted upon unless the proposed amendment has been printed in a notice of the meeting.
CONSTITUTION OF THE FACULTY COUNCIL

1. The Faculty Council of the College exercises its duties and powers under the provisions of The University of Saskatchewan Act, 1995, as amended, Senate Bylaws (approved April 28, 2001), University of Saskatchewan Council and Council Bylaws (PARTS I and II). Council Regulations, PART III (formerly titled Statutes of U of S Senate).

2. The Faculty Council shall determine its powers through this Constitution, subject to the provisions of The University of Saskatchewan Act, 1995, as amended, and, as required, with the approval of the University Council.

3. The Faculty Council shall pass by-laws establishing:

(i) Membership of Faculty Council.

(ii) Rules of procedure for the election of members to the Faculty Council.

(iii) Rules of procedure of the Faculty Council of the College.

(iv) The numbers, composition, function, authority and rules of procedures of standing committees and other college committees.

4. The Faculty Council has responsibilities to:

(i) Decide on academic policy and planning matters, subject to the approval of the University Council, where necessary.

(ii) Decide on those matters, which may be delegated by Faculty Council; however, all decisions made by any Committees of Faculty Council, must be reported to the Faculty Council. Academic policy recommendations shall be referred to Faculty Council for discussion, advice and approval.

(iii) Advise the College, University administration, University Council and other bodies in the University or other external bodies.

5. Determine Teaching Programs as follows:

(i) Council has the ultimate authority for the academic policies of the College, subject to the approval of such policies, as required, by the University Council. Academic policy sets out the principles for, the general directions of and/or priorities for the teaching and research activities of the College.

(ii) Without limiting the generality of the foregoing, among the specific powers, duties and responsibilities of Faculty Council are the following:

a) Faculty Council shall determine the type, content and
requirements of the teaching programs and courses of study which lead to degrees and credits over which the Faculty Council has authority.

b) Subject to the provisions of (i) and (ii), Faculty Council may delegate its authority over teaching programs and courses of study to various committees and departments to make minor changes without obtaining the approval of Faculty Council. All such changes shall be reported for information to the Faculty Council. Major changes to any program require the approval of Faculty Council.

c) Faculty Council shall award scholarships, bursaries, prizes and other awards of the College and may delegate this responsibility to Committees or officers of the College.

d) The Faculty Council shall deal with and decide upon all petitions and appeals by students and others in connection with the teaching programs and courses of study of the College subject to an appeal to the University Council, and may delegate this responsibility to a Committee or Standing Committees of Faculty Council.

6. Faculty Council recognizes that the Dean exercises powers under the authority of The University of Saskatchewan Act, 1995, as amended.

   (i) The Dean is the chief executive officer of the College and has, subject to the authority of the president, general supervision over and direction of the work in the College and of the teaching and training of the students in the College. (Article 75).

   (ii) The Dean of the College reports directly to the Vice-President Academic and Provost or his/her delegate.

   (iii) The Dean may elect to delegate authority to other academic administrators in the College, however the Dean retains responsibility for the overall direction of the College and in particular for authority over budget, appointments and promotions.

   (iv) The Dean of the College is ultimately responsible for all administrative decisions within his/her jurisdiction and authority.

   (v) The Dean of the College will seek advice of the Faculty Council in developing academic policy for Faculty Council’s approval.

7. The Faculty Council recognizes that the Dean has authority for the allocation and management of the College’s resources. The Dean shall advise Faculty Council of the resource implications of proposed academic policy decisions.
The Dean shall also advise Faculty Council of major management proposals that may have a significant impact on the academic programs of the College.

8. **Subject to the provisions of The University of Saskatchewan Act, 1995, as amended, Faculty Council shall report on such matters as it may determine to University Council.**

9. **Membership of the Faculty Council of the College is defined in the By-laws of this Constitution (see Part I).**

10. **Meetings**

   (i) **There will be a minimum of two (2) meetings of Faculty Council per academic year with the scheduling meetings as described in the By-Laws.**

   (ii) **A quorum shall be twelve (12) members entitled to vote.**

11. **The Constitution of the Faculty Council may only be amended with the approval of the Faculty Council and the University Council. The process is initiated at the Faculty Council of the College by notice of motion being presented to Faculty Council four weeks before the matter will be considered. After debate on the amendment is complete, an affirmative vote is required by two-thirds of the members present and voting. Following approval of the amendment by the Faculty Council, the amendment is forwarded to University Council for approval.**
THE BY-LAWS OF THE FACULTY COUNCIL

PART I - The Membership of Faculty Council (Council Regulations – PART III)

1. The President of the University

2. The Vice-Presidents

3. The Associate Vice-President (Academic)

4. The Associate Vice-President (Student Affairs and Services)

5. The Associate Vice-President (Information and Communications Technology)

6. The Dean of the College

7. The Dean of Graduate Studies and Research

8. The Director of Libraries or designate

9. The University Secretary

10. The Registrar (Note: The title of this position may change)

11. Those Professors, Associate Professors, Assistant Professors, full time lecturers and lecturers in charge of departments, who are members of the College.

12. Instructors and special lecturers

13. Such other persons as [University] Council may, from time to time, appoint.

14. In addition, the following shall be members of Faculty Council:

   (i) Dean of Medicine, one representative from each of the following departments of the College of Medicine: Anatomy, Biochemistry, Microbiology, Pathology, Pharmacology, Physiology; Dean of the Western College of Veterinary Medicine (or representative); Dean of Pharmacy and Nutrition (or representative); Dean of Nursing (or representative); all part time dental staff with the rank of Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, Clinical Lecturer, Clinical Instructor and Sessional Lecturer.

   (ii) The Registrar-Secretary of the College of Dental Surgeons of Saskatchewan.
(iii) Three full-time undergraduate students who will be entitled to attend and vote on all nonconfidential matters at meetings of the Faculty Council; the six students to be selected by the Students Dental Society from among all full-time students registered in the College.

(iv) Administrative Assistant to the Dean (or his/her delegate) and shall act as the Secretary of Faculty Council as a non-voting member.

(v) Administrative Assistant to the Associate Dean, Academic as a non-voting member.

(vi) Administrative Assistant to the Assistant Dean, Clinical Affairs as a non-voting member.

The University Secretary, or an assigned deputy, shall act as Secretary of the Faculty. (The Administrative Assistant to the Dean or his/her designate is the College’s assigned deputy).

Note: Article 14 – (I) to (vi): the College can select members for Faculty Council. The College must advise the University Secretary’s Office accordingly and that office will in turn submit to Council for approval.

PART I (A) – The Membership of Faculty Committee

1. The Dean – Chair.

2. The Associate Dean, Academic and secretary to the committee.

3. The Assistant Dean, Clinical Affairs.

4. Full-time Professors, Associate Professors, Assistant Professors and Lecturers.

5. Administrative Assistant to the Dean, as required (non-voting).

6. Administrative Assistant to the Associate Dean, Academic, as required (non-voting).

7. Administrative Assistant to the Assistant Dean, Clinical Affairs, as required (non-voting).

Functions:

1. The Faculty Committee exercises its duties pursuant to the Constitution of
Faculty Council and PART III – Rules of Procedures of the Faculty Council.

2. Faculty Committee shall meet as required during the academic year.

3. To report to Faculty Council its deliberations and decisions at the Spring and Fall meetings.

Part II – RULES OF PROCEDURE FOR THE ELECTION OF MEMBERS TO THE FACULTY COUNCIL

1. TIMING OF ELECTIONS/NOMINATIONS
Elections for Faculty Council for student representatives will be completed before the end of September of each year.

2. ELIGIBILITY
   Students – student members will be those students formally registered with the University of Saskatchewan through the College of Dentistry, and who are enrolled in a program of study with the College.

3. ELECTORAL PROCEDURE
   Students Representatives – The Associate Dean, Academic or the Administrative Assistant to the Dean will ask the President of the Students Dental Society to forward the names of those students elected by their society to represent them on Faculty Council each year.

4. LENGTH OF TERM
   The length of term for student members will be one year. Members may be acclaimed or elected consecutive terms. Members may not serve more than two consecutive terms.

5. VACANCIES
   In the case of ineligibility, retirement, resignation, or death of any elected members of the Faculty Council, the person responsible for the conduct of the election in the member’s constituency will name a pro tem representative for the remainder of the electoral year. The seat will be declared open for election at the next electoral period.

6. ALTERNATES
   No alternate is permitted for a member who is absent for the meeting of Faculty Council.

PART III – RULES OF PROCEDURES OF THE FACULTY COUNCIL

1. Meeting Schedule
(I) Faculty Council shall meet at least once in the Fall term and at least once during the Spring term. The first regular meeting in the Fall term shall be the inaugural meeting of the new Faculty Council.

(ii) At least one month’s written notice with an agenda shall be given to each member of Faculty Council at the place designated by him/her for receipt of notice.

(iii) The Chair in either of the following circumstances shall convene special meetings:

a) Upon written notice of no fewer than 10 members, or
b) Upon the call of the Chair.

(iv) At all regular meetings, 50% plus one of those entitled to vote shall form a quorum.

(v) Each member of Faculty Council except the Chair has one vote on any question. The Chair does not have a vote on any question.

(vi) The Chair shall call for members to declare any conflict on interest for specific agenda items. Conflicts of interest shall be as defined in the current University Council By-Laws, PART I, V.

(vii) All meetings shall be open. Faculty Council may, by a simple majority vote, decide to consider any particular issue in camera. Members of Faculty Council who are deemed by the Chair to have a conflict of interest may be asked to withdraw for part of or all of the time that Faculty Council is in camera.

(viii) At the discretion of, or by pre-arrangement with the Chair, or on a motion from the floor passed by a majority of members present, a non-member may be invited to address the Faculty Council.

(ix) All motions pass with a simple majority unless stated otherwise.

2. Members of Standing Committees shall be elected annually in accordance with the functions of the Constitution and Nominations Committee. The Report of the Constitution and Nominations Committee shall inform Faculty Council of the nominations at the final meeting of Faculty Council in the year. The terms of office of such standing committees shall commence on the first day of the Fall term.

3. The Faculty Council shall be chaired by the Dean, or in his/her absence,
by a Vice-Chair appointed by the Dean, and in the absence of both, by the Dean’s nominee.

4. At all meetings of the Faculty Council of the College, the Chair shall in addition to his/her duties as a member of Faculty Council, maintain order and decorum and exercise such authority as may be necessary to conduct the meeting in conformity with the by-laws of Faculty Council.

5. The Chair of the meeting may take part in a debate on any subject. The Vice Chair or the Dean’s nominee will then preside over the meeting until the matter has been disposed of.

6. In all cases not so provided for, Sturgis Rules of Order shall govern. (Executive Committee – November 1, 2000)

7. The Chair shall rule on all points of order. The ruling may be appealed by any member, who may briefly indicate the reason for the appeal, but otherwise the appeal is not subject to amendment or debate. The meeting shall decide the appeal by majority vote. If the Chair considers that a successful appeal of the ruling would constitute a suspension of the rules of order, he/she shall rule that section 24 hereof applies to the appeal. Thus if any member supports the ruling, the appeal shall be deemed to be defeated. A ruling by the Chair that section 24 applies shall be conclusive and not subject to further appeal.

8. The Dean, Associate Dean, Academic and the Faculty Secretary shall set the agenda. The agenda shall set forth items of business to be discussed at the meeting in the following order: Call to Order, Presentation of the Minutes, Business Arising from the Minutes, Communications, Committee Reports, New Business, Other Business/Enquiries, Closure.

9. The order of business at a meeting shall be the order set out in agenda unless varied or added according to 10 and 11 below.

10. A motion to vary the order in which items on the agenda are to be taken up will be in order at any time except when another motion is being debated or being voted upon. The mover shall briefly indicate reasons why the order should be varied, but otherwise the motion is not debatable.

11. A matter not on the agenda may not be introduced at a regular meeting unless the introduction thereof is agreed to by two-thirds of the members present and voting. The mover shall briefly indicate reasons why the matter should be introduced, but otherwise the motion shall not be debatable.

12. Except in the case of special meetings, notice of motion shall be forwarded to those who set the agenda four weeks before a meeting of Faculty Council for consideration to be included on the agenda. A notice
of motion is a request by a member to have an item included in the agenda of the meeting. Additional motions may be introduced in Faculty Council in relation to agenda items only.

13. Any member desiring to speak during the meeting of the Faculty Council shall signify his/her intention to the Chair. No member shall speak until recognized by the Chair, and when so recognized, shall stand and address the Chair.

14. The Chair may at any time call to order any member, including the member who is speaking, but otherwise, no member shall interrupt any other member. A member called to order by the Chair shall sit down.

15. A member is entitled to speak only once to a motion but at the discretion of the Chair may be permitted to speak again on the same motion.

16. No member or other person invited to address the Faculty Council shall speak for more than five minutes at any one time. At the discretion of the Chair, this rule may be waived if in his/her opinion the matter is complex enough that further time should be allotted.

17. Any member may require the question under discussion to be stated at any time during the debate, but not so as to interrupt a member.

18. No member shall speak to a question after the Chair has put it to a vote.

19. All motions shall be seconded before being debated or put by the Chair. The Chair may at his/her discretion require that a motion be put in writing before being debated or put by the Chair.

20. After the mover and seconder have spoken to a motion presented to the Faculty Council for debate, the Chair may at his/her discretion, allow members to ask questions to obtain information regarding the motion. Such questions shall be directed to the Chair who may request an answer from any member or person present. The Chair shall determine and declare when the period of questioning is ended and upon such declaration shall call for further formal debate on the motion.

21. When a question is under debate, no motion shall be received by the Chair except for one of the following purposes, and the order of precedence of these motions shall be as indicated below:

   (i) **To adjourn the meeting.** This motion is not debatable and is always in order except when a member is speaking.

   (ii) **To recess the meeting.** This motion is not debatable except concerning the duration of the recess.
(iii) **To adjourn the debate** ("Table the motion"). This motion is not debatable and the adjourned item shall appear on the agenda for the next regular meeting unless otherwise agreed to.

(iv) **To put the question.** This motion is not debatable and requires an affirmative vote or two-thirds of the members present and voting. If the vote is affirmative, the debate shall be forthwith terminated and the question put without further delay.

(v) **To withdraw the motion.** This motion is not debatable but at the request of the mover and seconder and with the consent of the meeting the original motion may be withdrawn. In such case, consent shall be understood if no objection is made, the Chair shall put the question “that this motion be withdrawn” which shall be decided without debate by a majority of the members present and voting.

(vi) **To refer or commit.** This motion is debatable. The motion is to refer or commit a question to a standing or ad hoc committee for consideration, report and/or action.

(vii) **To amend.** A motion to amend the motion under consideration is always in order except that the amendment may not contravene the sense of the motion to which it is proposed. In no case may more than two amendments be before the meeting at one time. One of these amendments may be to amend the previous amendment.

When two amendments are before a meeting, debate will proceed on the last amendment, which must be disposed of before any other amendments may be considered. When no further amendments remain to be disposed of, the motion (as amended) shall be put.

(viii) **To divide.** This motion is not debatable and is used to divide the question under consideration into parts that can be considered and voted on separately. It may not be introduced while an amendment to the question is being considered. The motion is not debatable but the mover may briefly explain reasons why the question should be divided.

22. **When the Chair puts a question to vote, members shall indicate their vote in such manner as the Chair may direct.** If any member wishes to record his/her abstention from voting on any question, the members must do so immediately before declaration by the Chair. The Chair shall declare the result of the vote and such declaration shall be conclusive. In a case of equality of votes, the decision on the question shall be deemed to be decided in the negative. If, prior to the time when the Chair has undertaken to determine the vote, any member requires that the count of
votes be recorded, then the number of votes for and against the question shall be counted and this count recorded in the minutes of the meeting.

23. No matter, once disposed of by the Faculty Council, shall be reconsidered before the inaugural meeting of the following academic session, except by affirmative vote of two-thirds of the members present and voting.

24. None of the foregoing rules of order contained in sections 1 to 23 inclusive shall be suspended at any meeting if any member present expresses objection to such suspension.

25. The by-laws of the College may, after four weeks written notice of motion, be repealed, amended or added to, at any regular meeting of Faculty Council by affirmative vote of two-thirds of the members present and voting. No amendment to by-laws shall be voted upon unless the proposed amendment shall have been printed in a notice of the meeting.