

By-Laws Of The Faculty Board Of Queen's Health Sciences

By-Law No.1

Authority, Rules, And Procedure Of Faculty Board

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Introduction

The Authority, Rules, and Procedure of Faculty Board and resolutions to constitute a constellation of Standing Committees and Delegations of Faculty Board were drafted in 1970 and approved at a Special Meeting of Faculty Board on January 9, 1971, arising from a Dean's Committee on Committees.

Changes to these by-laws, once approved, are incorporated into this document.

Glossary

Board of Trustees

The Board of Trustees is one of three governing bodies of Queen's University and is responsible for the overall operations of the university.

Bracken Library

The Bracken Health Sciences Library is one of the libraries comprising Queen's University Library, and serves faculty, staff, students, and health professionals who study, work, and conduct research in health sciences disciplines at the university.

Committees

Committees are small groups which operate under the direction and delegated authority of Faculty Board to manage specific governing affairs of the Faculty on an ongoing basis.

Dean

The Dean is the leader of the Faculty of Health Sciences. The Dean derives their authority to administer the affairs of the Faculty from the Board of Trustees on the recommendation of the Principal, and on academic matters or other policy issues regularly seeks the advice and support of Faculty Board.

Delegations

Delegations are small groups comprised of individuals elected or appointed to represent the Faculty in any capacity, and particularly on committees, councils and other groups which contain representation from other Faculties/Schools or groups as well as the Faculty of Health Sciences and which do not report in the first instance to Faculty Board.

Ex-officio

Ex-officio members of Faculty Board, a Committee, or a Delegation are those who serve on a group as a result of another office that they hold.

Faculty, or Faculty of Health Sciences

The Faculty of Health Sciences was formed in 1997, and is comprised of three Schools: Medicine, Nursing, and Rehabilitation Therapy.

faculty

References to faculty refer to those with academic appointments in the Faculty of Health Sciences.

Faculty Board

Faculty Board is the pre-eminent academic governing body of the Faculty of Health Sciences, subject only to the authority of the Senate as authorized by the Board of Trustees in 1913 and changes since then on the recommendation of Senate.

Faculty Board must be privy to matters of academic concern in order to exercise its responsibility for the formation of academic policy and to make decisions affecting the academic work of its members.

Faculty Board may choose to delegate certain functions to committees, if it believes that a committee would be more competent to reach a first and final decision, but such decisions are to be reported to Faculty Board.

Members

References to members refer to the members of Faculty Board, as defined in Article 1.

Observers

Observers are those appointed by another body to attend Faculty Board meetings regularly for information and to report back to that body. Observers may not vote but may speak upon invitation from the Chair.

Principal

The Principal of Queen's University is the university's chief executive officer and most important official. The Principal is accountable to the Board of Trustees for the management of the university and to the Senate for the implementation of academic policies. The Principal is an ex-officio member of Faculty

Board.

Provost

The Provost and Vice-Principal (Academic) of Queen's University is the university's chief academic, budget, and operating officer, and is an ex-officio member of Faculty Board. The Provost and Vice-Principal (Academic) is responsible for the development of the university's budget and has oversight of its academic affairs.

Queen's Health Sciences

Queen's Health Sciences is the name in common use referring to the Faculty of Health Sciences at Queen's University.

Senate

The Senate is one of the three governing bodies of Queen's University, and is responsible for determining all matters of academic character affecting the university as a whole.

Queen's, the university, or Queen's University

Queen's University, established in 1841, is a public research university primarily located in Kingston, Ontario, Canada, and organized into eight faculties and schools.

Visitors

Visitors are non-members of Faculty Board who may be invited to meetings of Faculty Board at the Chair's discretion. Visitors may not vote but may speak upon invitation from the Chair.

By-Law No.1

Authority, Rules, And Procedure of Faculty Board

The Faculty Board

1. Membership

1.1. Academic Staff

1.1.1. Those who have full-time academic appointments in the Faculty of Health Sciences

1.2. Students

1.2.1. Two student representatives nominated by each student society

1.2.2. The student Senators representing the Faculty of Health Sciences

1.2.3. Two postgraduate learners from the School of Medicine

1.2.4. Two students from graduate studies nominated by the Faculty of Health Sciences Grad Council

1.3. Non-Academic Staff

1.3.1. Two non-academic staff members recommended by the Nominating and Procedures Committee

1.3.2. The Head Health Sciences Librarian

1.3.3. The Chief Financial and Administrative Officer (CFAO) of the Faculty of Health Sciences

1.4. Administration

1.4.1. The Principal and Provost of Queen's University

All members of Faculty Board (ex-officio, elected, and appointed) shall have voting rights unless otherwise stated.

2. Authority

The members of Faculty Board have the power to meet as a separate Board and to administer the affairs of the Faculty under such regulations as the Board of Trustees may prescribe.

3. Functions

Faculty Board is responsible for deciding all academic policies and regulations for the Faculty, but may delegate certain ongoing functions to committees that may be more efficient and appropriate.

The functions of Faculty Board are:

3.1 To recommend to the Senate programs of study leading to degrees, for-credit diplomas

and certificates, and the conditions of admission;

- 3.2 To decide upon requirements for admission or for change of program, subject to the academic regulations of the Senate;
- 3.3 To submit to the Senate names for both ordinary and honorary degrees;
- 3.4 To arrange for the timetabling of classes, conducting of examinations, and for the editing of the calendar, subject to the approval of the Senate;
- 3.5 To control registration, subject to the approval of the Senate;
- 3.6 To decide on all cases of academic discipline involving a student or students in the Faculty, in accordance with the procedures established by the Senate;
- 3.7 To deal with class failures;
- 3.8 To exercise academic supervision over students;
- 3.9 To discuss plans and updates relating to research and graduate studies, brought forward for information by the Dean or Dean's delegates;
- 3.10 To award Faculty Scholarships, Medals, and Prizes;
- 3.11 To make such recommendations to the Senate as may be deemed expedient for promoting the efficiency of the University;
- 3.12 To pass such regulations and by-laws as may be necessary for the exercise of the functions of the Faculty; and
- 3.13 To review its membership, terms of reference, and policies every three years or as necessary. These functions shall be exercised by Faculty board either by motion duly moved and passed, or by by-law.

4. Chair

The Faculty shall elect as Chair a member of the faculty. Election shall be made from names presented by the Nominating and Procedures Committee. The Chair will rotate between the Faculty's schools per the following schedule:

- School of Medicine (Clinical)
- School of Nursing
- School of Medicine (Basic Sciences)
- School of Rehabilitation Therapy

The Chair shall serve for three calendar years beginning July 1, and shall be eligible for re-election. In the absence of the Chair at a Faculty Board meeting, the Chair and Secretary shall invite another member of the faculty to preside. Should the Chair be required to end their term early, their School would have the opportunity to nominate another individual to finish the term. If the School declines to nominate a replacement, the next School in the rotation would be asked to provide a nomination for a Chair to serve a term of three years plus the remainder of the current academic year.

The duties of the Chair are:

- 4.1 To preside over Faculty Board meetings; and
- 4.2 To assist the Secretary and Dean in the preparation of agendas for Faculty Board meetings.

5. Secretary

The duties of the Secretary shall be performed by a person appointed by the Dean for a period of years to be determined by the Dean. They will be eligible for reappointment.

The duties of the Secretary are:

- 5.1. To assist the Chair and Dean in the preparation of agendas for Faculty Board meetings;
- 5.2. To chair the Nominating and Procedures Committee;
- 5.3. To be a member of the Faculty Board Executive Committee
- 5.4. To be responsible for supervising the recording of the proceedings of Faculty Board and the Nominating and Procedures Committee, and to advise on the recording of the proceedings of the other Committees of Faculty Board;
- 5.5. To arrange for contacting, at the direction of the Nominating and Procedures Committee, potential nominees in order to determine their willingness to stand for the elective positions within the jurisdiction of Faculty Board;
- 5.6. To ensure circulation of the agenda, minutes, reports, and resolutions of Faculty Board, and, if necessary, transmittal to the Secretary of the Senate;
- 5.7. To maintain an official and permanent record of all agenda, minutes, reports, resolutions, and like documents of Faculty Board;
- 5.8. To ensure maintenance of a current list of those eligible for Faculty Board membership and to ensure that a current copy of the By-Laws of the Faculty Board are available online;
- 5.9. To receive the minutes of all committees and sub-committees of Faculty Board;
- 5.10. To ensure the publication of the calendars of the Faculty of Health Sciences;
- 5.11. To ensure that minute books less than three years old are kept in the Decanal Office;
- 5.12. To ensure that minute books older than three years be sent to Queen's archives, but that copies be kept in the Faculty Office for as long as is considered necessary;
- 5.13. To support the work of the standing and special committees of Faculty Board as resources permit; and
- 5.14. To carry out special duties on behalf of Faculty Board as required.

6. Administrator

The Dean will appoint a staff member from the Decanal Office to serve as the Administrator of Faculty Board.

The duties of the Administrator are:

- 6.1 To provide administrative support for Faculty Board, the Faculty Board Executive Committee, and the Chair;
- 6.2 To ensure the circulation of the agenda, minutes, reports, and resolutions of Faculty Board and the Executive, and, if necessary, transmittal to the Secretary of the Senate;
- 6.3 to maintain an official and permanent record of all agenda, minutes, reports, resolutions, and like documents of Faculty Board and the Executive; and
- 6.4 To ensure that a current copy of the By-Laws of the Faculty Board of Queen's Health Sciences are available online.

Meetings

7. Regular Meetings

Regular meetings of Faculty Board shall be held a minimum of two times during each academic year. Additional meetings may be requested by the Dean.

8. Special Meetings

The Secretary, in consultation with the Chair, may at any time summon a special meeting, and shall also do so whenever requested in writing by at least 25 members of Faculty Board.

9. Duration of Meetings

No meeting of Faculty Board shall exceed ninety minutes, unless two-thirds of the members present agree to a continuation of the meeting. If a meeting is not continued, a special meeting may be summoned in order to complete the agenda.

10. Attendance at Meetings

Regular attendance at Faculty Board meetings shall be expected of members, and speaking shall normally be restricted to the members.

11. Visitors and Observers

Non-members (visitors and observers) may attend Faculty Board meetings. These guests may not vote, but may speak upon invitation from the Chair.

12. Quorum at Meetings

Twenty-five members of Faculty Board shall constitute a quorum at regular and special meetings.

13. Items of Business

Items for the agenda of Faculty Board meetings shall be requested by the Secretary and shall be submitted no less than ten days before the meeting.

14. Order of Business

At each regular meeting, the business shall be presented in the following order:

1. Call to Order
2. Announcements
3. Approval of Agenda
4. Approval of minutes from last meeting
5. Business arising from the minutes
6. Dean's Report
7. Reports from the Schools
8. Reports from the Committees of Faculty Board
9. Question Period
10. New Business Motions
11. Other Business

At each special meeting, the business shall be confined to items appearing on the agenda.

15. Question Period

At each regular meeting of Faculty Board, there shall be a question period which shall not exceed fifteen minutes. Notice of questions requiring detailed information to be given in answer shall normally be submitted in writing to the Secretary at least 24 hours prior to the meeting.

16. Mode of Address

Discussion and questions in Faculty Board meetings will be directed through the Chair.

17. Rules of Order and Procedure

Unless otherwise specified in the By-Laws of the Faculty Board, Bourinot's Rules of Order, in its most recent edition, shall govern.

Any rule governing the procedure of Faculty Board may be suspended if two-thirds of the members present consent to such suspension.

Any rule governing the procedure of Faculty Board or the composition or functions of the Committees of Faculty Board may be repealed or amended, provided that a notice of motion has been given via email to the Secretary at least ten days prior to the meeting of Faculty Board, and will be voted on at the meeting. Prior to decision at Faculty Board, all motions regarding rules of governance or procedure must be reviewed by the Nominating and Procedures Committee.

Motions

18. Notice of Motion

All motions and resolutions of substance shall be preceded by a notice of motion given during the previous meeting or submitted in writing to the Chair or Secretary in time to be included in the agenda circulated before the meeting at which the motion is to be considered.

Motions not preceded by a notice of motion shall be proceeded with only if two-thirds of the members of Faculty Board present give consent.

19. Action on Motions

All motions of substance:

- 19.1 Shall be in writing;
- 19.2 Shall be seconded;
- 19.3 Shall be stated clearly by the Chair before debate and again before being put to a vote;
- 19.4 May be subject to prior review by the Academic Councils of the Schools of Medicine, Nursing, or Rehabilitation Therapy; and
- 19.5 May be referred to Committee when proposed in Faculty Board, in which case the Secretary shall inform Faculty Board of the state of such motions until they have been reported.

20. Procedure

The Chair shall put all motions and amendments under discussion in reverse order to that in which they were moved.

When a motion is under discussion, no motion shall be received unless:

- 20.1 to amend;
- 20.2 to refer to Committee;
- 20.3 to waive the rules of reference;
- 20.4 to put the question;

- 20.5 to postpone; or
- 20.6 to adjourn

Ordinarily no member shall speak more than once, or for longer than ten minutes, to the same question, except to explain, with the permission of the Chair, a material part of their remarks which may have been misunderstood. The mover shall have the right to speak a second time after all others who wish to speak have spoken.

21. Voting

The method of voting shall depend on the delivery format of the meeting:

- 21.1 At in in-person meeting, voting shall normally be by a show of hands. The Chair may direct that a vote be taken by a standing count or by written ballot.
- 21.2 At a virtual meeting, voting shall be facilitated through an online meeting platform.
- 21.3 At a hybrid meeting, voting shall be facilitated through a combination of the approaches in 21.1 and 21.2.

No tally of votes shall be kept unless ordered by the Chair.

22. Committee of the Whole

Faculty Board may, on a motion not requiring notice of motion, form itself into a Committee of the Whole body to consider a specified subject. A motion made in Committee of the Whole need not be seconded, and any member may speak more than once on any question, provided that all others who wish to speak have had an opportunity to do so. The Chair shall report consideration of the referred subject to Faculty Board.

Agenda, Minutes, Reports

23. Agenda

The draft agenda for Faculty Board meetings shall be prepared by the Secretary with the assistance of the Chair and the Dean, and shall include notices of motion given at the previous Faculty Board meeting. The Secretary shall distribute the draft agenda to members of Faculty Board at least 48 hours before the meeting.

24. Minutes

Minutes of regular meetings shall be circulated to all members of Faculty Board at least 48 hours before the next regular meeting. Minutes in whole or part may be distributed to those who are not members of Faculty Board, at the discretion of the Chair or Dean.

25. Confidential Material

All material contained in agenda, minutes, or reports which is declared to be confidential by the Chair shall be so marked and is to be treated as confidential material at all times.

All members of Faculty Board shall maintain confidentiality on the academic progress of individual students or similar matters.

All members of Faculty Board must declare conflicts of interest regarding issues under consideration.

26. Reports

Copies of all reports of Committees and Delegations shall accompany the agenda of the relevant meeting. Otherwise, a report shall not be considered except by consent of two-thirds of the members present.

Committees and Delegations

27. Terms of Reference

A Committee is bound by its terms of reference, provided by Faculty Board. Express permission by motion of Faculty Board is required for a committee to reduce or extend an enquiry beyond the terms of reference.

28. Chairs

Unless otherwise provided, the Dean shall appoint the chair of each Committee or Delegation from the membership after consultation with the Nominating and Procedures Committee. Normally, a chair shall serve for a one-year term, and shall be eligible for reappointment.

29. Membership

Committee membership is determined by election or appointment by the Dean or delegate as stated, should change regularly by stages, and should reflect the views of a broad segment of the Faculty, determined through consultation.

Normally, each member of Faculty Board shall be eligible to serve as an elected member on no more than two Committees or Delegations. Normally, each member shall serve no more than two consecutive terms on a particular Committee or Delegation.

Membership on committees is encouraged, with the goal of promoting broad participation in Faculty affairs.

30. Standing Committees and Delegations

Standing Committees are formed to recommend on recurring business of direct concern to Faculty Board and to report such recommendations to Faculty Board not less than annually.

Standing Delegations are formed to represent the Faculty on committees and other groups serving to recommend on recurring business of concern to the Faculty as one of several groups together forming a wider constituency. Standing Delegations shall report to and request direction of Faculty Board as circumstances warrant, and in any case not less than annually.

Standing Committees and Delegations are established, and their membership and terms of reference determined, by resolution of Faculty Board; the membership shall change progressively, and each Standing Committee or Delegation shall serve continuously.

Standing committees are to review their membership, terms of reference, rules and policies as necessary and at least every three years, and to advise Faculty Board (through the Secretary) the results of the review.

31. Special Committees and Delegations

Special Committees and Delegations are formed to deal with specific questions originating in Faculty Board in the case of Committees, and asked of Faculty Board in the case of Delegations. A special Delegation may also represent the Faculty on a specific occasion or to report on a particular topic.

A special Committee or Delegation is formed to report within a specified period not to exceed six months unless specifically extended by motion of Faculty Board; its membership and terms of reference are determined by resolution of Faculty Board.

32. Sub-Committees

Unless otherwise provided, Committees of Faculty Board may establish sub-committees and may co-opt to them members not on the parent Committee.

33. Elections

The Nominating and Procedures Committee shall provide the Secretary with a report of nominations to all Standing Committees and Delegations and the Senate (other than Senators elected by students) for circulation with the agenda at a winter/spring meeting of Faculty Board (for Senate nominations).

The election of Faculty Senators must be held by the beginning of May through a secure electronic vote.

Those elected shall take office on the following July 1. Student members shall be elected or appointed under the auspices of their respective student society.

34. Replacement

In the event of an interim vacancy of a Senator/committee position, the nominating and procedures committee shall bring forward to Faculty Board for election the nomination of a replacement at the earliest possible opportunity.

35. Quorum

Unless otherwise provided, one-half of the membership plus the chair of a committee shall constitute a quorum.

36. Committee Procedures

A Committee may, by its own decision, have closed or open meetings. In the case of closed meetings, only the following people may attend:

- 36.1. Elected, appointed, or ex-officio members;
- 36.2. Those who are authorized to attend under the rules of procedure; and
- 36.3. Those who are specifically invited by the chair.

All Committees and Delegations may receive, directly or through the Secretary, written submissions from faculty and students.

Other Regulations

37. Amendment of By-Laws

The By-Laws of the Faculty Board of Queen's Health Sciences may be amended by Faculty Board on Notice of Motion after consideration by the Nominating and Procedures Committee.

38. Distribution of By-Laws

The latest version of the By-Laws of the Faculty Board of Queen's Health Sciences shall be available on the Faculty Board website for all members of the Queen's Health Sciences community.