

The following Motions and Documents were considered by the GFC Executive Committee at its Monday, January 10, 2022 meeting:

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Agenda Title: **Proposal from the Faculty of Kinesiology, Sport, and Recreation to add KIN 101- Introduction to Human Physiology, and KIN 103-Integrative Human Physiology, to the List of Courses with Consolidated Exams**

CARRIED MOTION:

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the addition of KIN 101- Introduction to Human Physiology, and KIN 103-Integrative Human Physiology, to the List of Courses with Consolidated Exams.

FINAL Item 4

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Agenda Title: **Proposed Changes to the Faculty of Rehabilitation Medicine Dean Selection Committee Composition in UAPPOL**

CARRIED MOTION:

THAT the GFC Executive Committee approve the proposed changes to the Dean Selection Committee Composition for the Faculty of Rehabilitation Medicine in UAPPOL, as proposed by the Faculty of Rehabilitation Medicine, and as contained in Attachment 2, to be effective upon approval.

FINAL Item 5

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Agenda Title: **Notice of Motion - Changes to Voting Rules in the General Faculties Council Meeting Procedural Rules**

CARRIED MOTION:

THAT the GFC Executive Committee recommend that General Faculties Council approve the proposed changes to the GFC Meeting Procedural Rules on voting as set out in attachment 1 and to take effect upon approval.

FINAL Item 7

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Agenda Title: **Draft Agenda for the Next Meeting of General Faculties Council**

CARRIED MOTION:

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the January 31, 2022 meeting of General Faculties Council, as set forth in Attachment 1.

FINAL Item 15

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FINAL Item No. 4

**Governance Executive Summary**  
**Action Item**

<b>Agenda Title</b>	<b>Proposal from the Faculty of Kinesiology, Sport, and Recreation to add KIN 101- Introduction to Human Physiology, and KIN 103- Integrative Human Physiology, to the List of Courses with Consolidated Exams</b>
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**Motion**

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the addition of KIN 101- Introduction to Human Physiology, and KIN 103-Integrative Human Physiology, to the List of Courses with Consolidated Exams
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**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Faculty of Kinesiology, Sport, and Recreation (KSR)
Presenter(s)	Angela Bayduza, Associate Dean, Undergraduate Programs, KSR;

**Details**

Office of Administrative Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to add KIN 101 and Kin 103 to the list of courses for which consolidated final exams are scheduled.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>KIN 101 and 103 are introductory physiology courses that are required in the BKin and BScKin programs. KIN 101 is also a required course in BKin/BEEd Elementary and BKin/BEEd Secondary programs.</p> <p>The introduction of consolidated exams for KIN 101 and KIN 103 is a strong measure to help achieve greater consistency in evaluation across sections of the same course and to ensure the same learning outcomes are met for all sections.</p> <p>With the planned increase in enrolment in KSR programs over the next 2-3 years, an additional section of each course was added in the 2021-2022 academic year and more sections may be added in the future. Each section of each course has approximately 200 students, for a total of 400 students in KIN 101 (Fall) and 400 students in KIN 103 (Winter) in the current year.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

**Engagement and Routing** (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)  <For information on the protocol see the <a href="#">Governance</a>	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> <li>• Faculty of Kinesiology, Sport, and Recreation</li> <li>• Office of the Registrar (Timetabling)</li> </ul>
	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> <li>• Faculty of Kinesiology, Sport, and Recreation</li> <li>• Faculty of Education</li> <li>• Office of the Registrar (Timetabling)</li> </ul>

Item No. 4

<a href="#">Resources section Student Participation Protocol</a> >	
Approval Route (Governance) (including meeting dates)	GFC Executive Committee – January 10, 2022

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input checked="" type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<p><b>Post-Secondary Learning Act (PSLA): Section 26(1)(d)</b></p> <p><b>GFC Executive Committee Terms of Reference</b></p> <p><b>UAPPOL Policy: Assessment and Grading, Consolidated Final Examinations Procedure</b> “1a. Approval of consolidated examinations: Faculties will determine which courses best demonstrate the need for a consolidated final examination on a continuing basis, and request approval by the GFC Executive Committee. Approval must be obtained from the GFC Executive Committee prior to scheduling or conducting a consolidated final examination.</p>	

Prepared by: Christine Ma, Assistant Dean, Academic Programs and Initiatives, KSR,  
christine.ma@ualberta.ca

## FINAL Item No. 5

**Governance Executive Summary  
 Action Item**

<b>Agenda Title</b>	<b>Proposed Changes to the Faculty of Rehabilitation Medicine Dean Selection Committee Composition in UAPPOL</b>
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**Motion**

THAT the GFC Executive Committee approve the proposed changes to the Dean Selection Committee Composition for the Faculty of Rehabilitation Medicine in UAPPOL, as proposed by the Faculty of Rehabilitation Medicine, and as contained in Attachment 2, to be effective upon approval.
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**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Deb Palmer, Faculty General Manager, Faculty of Rehabilitation Medicine
Presenter(s)	Deb Palmer, Faculty General Manager, Faculty of Rehabilitation Medicine

**Details**

Office of Administrative Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	To approve proposed changes to the Dean Selection Committee composition in UAPPOL.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	Proposed changes to the Faculty of Rehabilitation Medicine's Dean Selection Committee composition are required to align staff categories with UAPPOL and to provide procedural clarity on the sequence of Faculty Council elections for academic staff members.
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

**Engagement and Routing** (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)  <For information on the protocol see the <a href="#">Governance Resources section Student Participation Protocol</a> >	<u><b>Those who are actively participating:</b></u> <ul style="list-style-type: none"> <li>GFC Executive Committee</li> </ul>
	<u><b>Those who have been consulted:</b></u> <ul style="list-style-type: none"> <li>Faculty Council, Faculty of Rehabilitation Medicine</li> </ul>
	<u><b>Those who have been informed:</b></u> <ul style="list-style-type: none"> <li>Faculty of Rehabilitation Medicine</li> </ul>
Approval Route (Governance) (including meeting dates)	Faculty of Rehabilitation Medicine Faculty Council: October 20, 2021 GFC Executive Committee: January 10, 2022

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	BUILD a diverse, inclusive community of exceptional students, faculty, and staff from Alberta, Canada, and the world.
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.

Item No. 5

	<input type="checkbox"/> Enrolment Management <input checked="" type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	PSLA GFC Terms of Reference GFC Executive Committee Terms of Reference UAPPOL: Faculty Deans Selection Procedure Appendix A: Dean Selection Committees for Individual Faculties	

Attachments:

1. Briefing Note from FRM Faculty Council
2. Proposed Changes to the Faculty of Rehabilitation Medicine Dean Selection Committee Composition in UAPPOL

*Prepared by:* Andrea Patrick, Selection and Review Initiatives Manager, Office of the Provost and Vice-President (Academic), [apatrick@ualberta.ca](mailto:apatrick@ualberta.ca)

DATE OF FACULTY COUNCIL MEETING: October 20, 2021

ISSUE (AGENDA TITLE): FRM Dean's Selection Committee Membership

LEAD PRESENTER: D. Palmer

ACTION REQUIRED:

Discussion                      **X      Approval/Motion**

MOTION: To approve the changes, as presented, to items e), h), and i) on the FRM Dean's Selection Committee Membership

Executive Summary

Item e) on the Dean's Selection Committee Membership to be updated as follows: update staff categorizations to align with new UAPPOL staff categorizations, and provide procedural clarity.

e) Four (4) **total** full-time academic faculty members and/or academic teaching staff (Categories A1.1, or A1.6, or A2.1) from the Faculty Council concerned elected by the Faculty Council. . The Departments of Occupational Therapy, Physical Therapy, and Communication Sciences & Disorders shall each have representation and the fourth (4th) member will be elected from all eligible academic faculty and academic teaching staff members, as well as full-time Administrative and Professional Officers in category A1.2. **The Faculty Council will be informed of the department representatives prior to voting on the fourth (4<sup>th</sup>) member.**

Items h) and i) to be updated as follows: update staff categorizations to align with new UAPPOL staff categorizations

ATTACHMENTS:

FRM Dean's Selection Committee Membership

Engagement and Routing

- August 31, 2021 - FRM Executive Committee for discussion
- September 22, 2021 - FRM Executive Committee - approved
- October 20, 2021 - FRM Faculty Council - approved

## REHABILITATION MEDICINE

The selection committee shall consist of the following voting members:

- a) Provost and Vice-President (Academic), or designee, Chair.
- b) Vice-President (Research), or designee, Vice-Chair.
- c) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.
- d) One (1) Department Chair from the Faculty Council concerned, elected by the Faculty Council.
- e) Four (4) *total* full-time academic faculty members and academic teaching staff (Categories A1.1, or A1.6, or A2.1) from the Faculty Council concerned elected by the Faculty Council. The Departments of Occupational Therapy, Physical Therapy, Communication Sciences & Disorders shall each have representation and the fourth (4th) member will be elected from all eligible academic faculty and academic teaching staff members, as well as Administrative and Professional Officers in Category A1.2. *The Faculty Council will be informed of the department representatives prior to voting on the fourth (4<sup>th</sup>) member.*
- f) Two (2) full-time graduate students.

Where a Faculty is departmentalized, the students shall come from different Departments. The graduate student representatives will be selected by the Rehabilitation Medicine Students' Association (RMSA) using whatever method the Association deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Rehabilitation Medicine Students' Association to the Faculty Office. If the RMSA is unable to fill the required number of graduate students, then the Graduate Students' Association will be responsible for the selection of the graduate student representatives.

One graduate student will be selected to represent the professional programs in Occupational Therapy, Physical Therapy or Communication Sciences and Disorders and one graduate student will be selected to represent the Rehabilitation Science programs.

g) Three (3) persons who are representatives of the appropriate professional or community associations. These representatives are from: a) Alberta College of Occupational Therapists (ACOT) or the Society of Alberta Occupational Therapists (SAOT); b) Physiotherapy Alberta – College + Association (PACA); c) Alberta College of Speech Language Pathologists and Audiologists (ACSLPA). In category a) the organizations will jointly select one representative.

h) One (1) full-time member of the support staff (Category S1.1 and S1.2) from the Faculty concerned, elected by the full-time support staff (Category S1.1 and S1.2) in that Faculty. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure.

**Commented [DP1]:** Categories have changed

i) One (1) academic faculty representative from Category A1.1, from outside the Faculty concerned, elected by GFC.

**Commented [DP2]:** Category A1.0 no longer exists.

(Total members: 15)

Membership updated 20 October 2021 by FRM Faculty Council.

**FINAL Item No. 7**

**Governance Executive Summary  
Action Item**

<b>Agenda Title</b>	<b>Notice of Motion: Proposed Changes to the General Faculties Council (GFC) Meeting Procedural Rules on Voting</b>
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**Motion**

THAT the GFC Executive Committee recommend that General Faculties Council approve the proposed changes to the GFC Meeting Procedural Rules on voting as set out in attachment 1 and to take effect upon approval.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Andrei Tabirca, NASA Appointee, Board of Governors Representative
Presenter(s)	Andrei Tabirca, NASA Appointee, Board of Governors Representative

**Details**

Office of Administrative Responsibility	General Faculties Council
The Purpose of the Proposal is <i>(please be specific)</i>	At the November 29 <sup>th</sup> 2021 meeting, a member made a Notice of Motion as set out in 8.7 of the GFC Meeting Procedural Rules for debate at the next meeting of GFC. GFC Executive Committee is asked to recommend on the substance of this motion that GFC revise the GFC meeting Procedural Rules on voting to indicate that votes are tallied on votes cast not members present and to place the motion on the proposed GFC agenda.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>The GFC Board of Governors Representative Andrei Tabirca has proposed a motion for GFC to revise the GFC Meeting Procedural Rules on voting. The GFC procedural rules (13.2) state that a motion is adopted on a simple majority of members present and that an abstention is not considered to be a vote cast (13.3). However, because the majority is calculated based on the number of members present, which is a fixed number, the abstention essentially acts as a “no” vote, as do those who do not vote at all.</p> <p>To illustrate, if voting is based on members present and if 10 are present at the meeting, a majority would be 6 votes. So, if 4 vote in favour, 3 opposed, 2 abstentions, and 1 person does not vote at all - the motion will fail because only 4 of the 10 votes are in favour. The abstentions and those who do not vote at all, while technically not counted as a “no” vote, are counted for the purposes of determining members present and in establishing the majority threshold.</p> <p>On the other hand, if voting were based on votes cast, the majority is based on voters. If 10 are present at the meeting, 4 vote in favour, 3 are opposed, 2 abstain, and 1 person does not vote at all – the majority is 4/7 and the vote will pass.</p> <p>Voting tallied on “majority of those present” is mentioned in rules 6.3, 8.3 and 13.2. The de facto result of this language is that an abstention counts, because despite abstaining, that person was “present” and counts for purposes of calculating the majority. In Articles 8.3 and 13.2 the Procedure separately refers to votes decided by a “majority of total membership”, the de facto result of which is the same – abstentions</p>



Item No. 7

	<p>count. There is only one incident in the Procedure where the traditional definition of “majority” is used, and that is in s. 15 where it says that amendments to the Procedures are by “majority of those present and voting”, in which case since abstentions are not a vote, they are not counted for purposes of calculating the majority threshold.</p> <p>Making the change to votes cast throughout the Meeting Procedural Rules will bring them into alignment with best practice in governance and will ensure more transparency and clarity in decision making. Once the change is made, votes will be calculated based on the number of votes cast and abstentions will not be counted at all. In addition to their use at General Faculties Council, and GFC Standing Committees, some Faculty Councils also use the Meeting Procedural Rules. The proposed change will alleviate the difficulty of tallying votes in faculty council as well.</p> <p>GFC Executive Committee Terms of Reference give the committee delegated authority from GFC over governance and procedural oversight (ss. 2(f) and 4.6). Executive Committee has authority to prepare the GFC agenda and is asked to place this item on the agenda for January 31, 2021.</p> <p>The proposed changes were developed by the GFC Executive <i>ad hoc</i> Committee on governance and procedural oversight. The consultation included below reflects work conducted under the leadership of Executive Committee.</p>
<p>Supplementary Notes and context</p>	<p><i>The GFC Executive Committee recommended that GFC approve proposed changes to the GFC Guiding Documents including the language set out in these proposed changes at their October 4, 2021 meeting. Because this proposal reflects only the rules that apply to voting, and because this is coming forward as a Notice of Motion from a GFC member, members of Executive Committee are asked to consider these changes as a distinct proposal.</i></p>

**Engagement and Routing** (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p>&lt;For information on the protocol see the <a href="#">Governance Resources section Student Participation Protocol</a>&gt;</p>	<p><b><u>Those who are actively participating:</u></b></p> <ul style="list-style-type: none"> <li>• The GFC Executive Committee <i>ad hoc</i> Governance and Procedure Review Committee (March 30, April 15, May 3)</li> <li>• GFC Executive Committee (February 10, March 8, April 12, May 10, June 14, September 13.)</li> </ul> <p><b><u>Those who have been consulted:</u></b></p> <ul style="list-style-type: none"> <li>• Members of General Faculties Council (April 28, September 20)</li> <li>• Members of GFC Standing Committees (April 28)</li> <li>• Chiefs of Staff for the Offices of the Vice-President, Vice-Provost (Indigenous Programs and Research), Special Advisor, Equity and Human Rights (Summer, 2021)</li> </ul> <p><b><u>Those who have been informed:</u></b></p> <ul style="list-style-type: none"> <li>• Members of General Faculties Council (March 22, April 26, June 7, September 20)</li> <li>• Members of GFC Standing Committees (orientation sessions for all standing committees Fall, 2021)</li> </ul>
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**Item No. 7**

Approval Route (Governance) (including meeting dates)	January 10, 2022 – GFC Executive Committee – For Recommendation January 31, 2022 – GFC – For approval
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**Strategic Alignment**

Alignment with <i>For the Public Good</i>	Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	General Faculties Council Terms of Reference GFC Executive Committee Terms of Reference GFC Meeting Procedural Rules Principles for GFC Delegation of Authority	

Attachments (each to be numbered 1 - <>)

1. Proposed Changes to the GFC Meeting Procedural Rules (page(s) 1 - 6)

*Prepared by:* Kate Peters, Secretary to General Faculties Council (GFC) [peters3@ualberta.ca](mailto:peters3@ualberta.ca)



## Meeting Procedural Rules

### Introduction

General Faculties Council (GFC) has on many occasions confirmed its commitment to having a set of rules that assist rather than impede the conduct of business. GFC rules are not meant to unduly restrict debate or limit opportunities for participation. Their purpose is to facilitate inclusive and respectful dialogue, while ensuring efficient decision-making. It is the responsibility of the Chair, with the support of GFC, to employ the rules governing general meetings in a manner consistent with these principles. Substantive motions should be handled with considerable formality, but whenever possible the Chair should deal with matters of procedure by general agreement.

The following rules and procedures are based on a number of fundamental principles that encourage participation and engagement of members. These principles include:

- A commitment to inclusive and participatory decision-making.
- A commitment to openness, transparency and respectful communication.

### 1. Procedural Rules

- 1.1 GFC and its standing committees are governed by the procedural rules set out below. For matters not covered by these rules, or by the *Post Secondary Learning Act* (PSLA) reference shall be made to the current edition of *Robert's Rules of Order*. If this does not provide clear direction regarding a point in question, then the Chair shall decide how to proceed. However, such rulings by the Chair may be overruled via a motion supported by a ~~vote of the majority of those present.~~ majority of votes cast.
- 1.2 The chairs of GFC and its standing committees will be responsible for guiding meetings of GFC and its standing committees, enforcing rules, and deciding questions pertaining to those rules. Any decisions of the chair are subject to challenge (see 10.3).
- 1.3 The Chair will not participate actively in debate regarding a motion before GFC without passing the role of the Chair to the Vice-Chair for the duration of the debate and the subsequent vote.

### 2. Meetings

- 2.1 GFC and its standing committees shall meet regularly during the academic year, the schedule of which will be published on the governance website at least one month before the beginning of each academic year. GFC meetings will not be scheduled during the period set aside for final examinations or Reading Week, however committee meetings may occur during this time.
- 2.2 Cancellation - GFC Executive Committee may cancel a meeting of GFC if it determines that the number and nature of the agenda items make it reasonable to defer consideration, and provided that notice of such cancellation is given to members at least one week prior to the date of the meeting. The Chair of a GFC standing committee may cancel a meeting if the agenda items make it reasonable to defer

consideration, and provided that notice of such cancellation is given to members as early as possible.

- 2.3 From time to time, the Chair of GFC may call special meetings of GFC, provided that notice of such meetings is given to members at least one month in advance.
- 2.4 GFC meetings shall normally be scheduled and planned to end two hours after being called to order.
- 2.5 Debate on new items of business will not be entertained after GFC has been sitting for three hours.
- 2.6 No audio or video recording of meetings shall be permitted unless by express authority of the Chair.

### **3. Open Sessions**

- 3.1 Meetings of GFC and its standing committees are normally held in open session, with the exception of those dealing with nominations and adjudication which are always held in closed session.
- 3.2 Subject to the limitations of space and orderly conduct as determined by the chair, members of the university community and the general public may attend open meetings as observers. Observers may only speak if expressly invited to do so by the Chair.

### **4. Closed Sessions**

- 4.1 From time to time, GFC or its committees may hold meetings or portions of meetings as closed meetings; at that point, proceedings will be confidential and all non-members, except those specifically invited, will be asked to withdraw.

### **5. Questions**

- 5.1 If more information than is provided as part of the meeting agenda is required, information requests may be made of the University Governance office.
- 5.2 Questions on an issue within GFC's jurisdiction may be submitted in writing to the GFC Secretary up to six working days before the next GFC meeting to receive a written response
- 5.3 Every GFC meeting has Question Period as a standing item wherein members may raise a question during the time set aside for this item (see 6.5). Procedures for Question Period are available at [ualberta.ca/governance](http://ualberta.ca/governance)
- 5.4 Questions with regard to a specific item on an agenda may be raised during consideration of that item at the GFC meeting.

### **6. Agendas**

- 6.1 The agenda of each GFC meeting will be proposed by the GFC Executive Committee and approved by GFC. The GFC Executive Committee will ensure that items put before GFC are complete and ready for discussion and published in advance of the meeting.

- 6.2 If GFC members want to have an issue debated, they are asked to submit the issue to the GFC Executive Committee. Whenever possible, members wishing to add items to the agenda should contact the Chair or GFC Secretary two weeks in advance of the GFC Executive Committee meeting to allow time for the item to be added to the agenda.
- 6.3 Should a member wish to add an item to the agenda at a meeting of GFC, a two-thirds ~~majority of~~ votes cast of those present is required; the Chair will then determine where the item appears on the agenda. In cases where the Chair or GFC Secretary has been informed in advance of a planned request to add a new item, but after the agenda has been published, the proposal shall be circulated to members through the normal means.
- 6.4 When the Agenda is being approved, the Chair will entertain a request to change the order of items, for specified reasons.
- 6.5 Each agenda of GFC and its standing committees will include Question Period of one half hour in length that may be extended with the approval of members.
  - a. Question period is comprised of both written questions and, time permitting, questions from the floor.
  - b. The Chair will rule on whether a question from the floor can be answered expeditiously; if not, it will be referred to the appropriate officer for response at the next meeting.
- 6.6 Reports from standing committees are included on the GFC agenda for information only. Questions may be asked for clarification, but no debate may take place on such items.
- 6.7 Reports for Information may be moved to the discussion part of the agenda if a member gives two days notice to the GFC Secretary to ensure that an appropriate person is present to answer questions that may arise during discussion.
- 6.8 Agendas and materials for open session meetings are posted at [ualberta.ca/governance](http://ualberta.ca/governance)

## **7. Quorum**

- 7.1 General Faculties Council - The quorum for a GFC meeting is one-third of the total membership, except in the months of May through August when the quorum shall be one-quarter of the total membership.
- 7.2 GFC Standing Committees – The quorum for standing committee meetings is one-half of the voting members or, in the case where this is an even number, one-half plus 1 member.
- 7.3 Vacancies on committees are not included when establishing quorum.
- 7.4 Maintaining quorum - A duly-called meeting which starts with a quorum present shall be deemed to have a continuing quorum, notwithstanding the departure of voting members, unless the quorum is challenged by a voting member. In the event of a challenge, the remaining members may choose to adjourn or continue the meeting. In

the event of a decision to continue a meeting without quorum, the minutes shall record this fact and any decisions taken must be ratified at the next meeting.

## 8. Motions

- 8.1 Normally, all motions concerning substantive matters shall be published in the agenda materials.
- 8.2 All motions must be moved and seconded by members of GFC. Motions to appoint new members may only be moved and seconded by statutory members of GFC.
- 8.3 Motions pass with a majority of votes cast, except for the following: (1) motions to add an item to the agenda require a two-thirds majority of ~~those present~~votes cast; (2) motions to rescind a motion require a two-thirds majority of total members.
- 8.4 To make a motion, a member must be recognized by the Chair. (In the interest of clarity and to expedite business, it is advisable to provide a written motion to the GFC Secretary). The person making a motion will be invited by the Chair to speak first in any ensuing debate.
- 8.5 **Amendments to Motions** - A member may make a motion to amend the wording – and within certain limits the meaning – of a pending motion before the pending motion itself is voted upon. The amendment must be germane and cannot be used to introduce a new subject. An amendment is debatable.
- 8.6 **Motion to Adjourn** - A motion to adjourn is a motion to close the meeting. It must be seconded, is not debatable or amendable, and typically requires a simple majority of votes cast. During the months of March and April, motions to adjourn require a two-thirds majority of votes cast if substantive items of business remain on the agenda.
- 8.7 During the course of a GFC meeting, members may make a Notice of Motion for debate at the next GFC meeting. In such cases GFC Executive will be responsible for placement of the motion on the next GFC agenda.

## 9. Motions for Specific Purposes

- 9.1 **Motion to Table** – Enables the pending question to be laid aside until some future time. The motion cannot be debated. The mover may make a statement regarding what information they believe would be required to remove the item from the table, and the proposer of the item may make a brief comment on the impact of tabling the motion.
- 9.2 **Motion to Take From the Table** – Brings the motion back before GFC and cannot be debated.
- 9.3 **Motion to Reconsider** an item which was voted upon at the current or the last meeting. If passed, proceedings are restored to the point immediately prior to the vote to which it applies.
- 9.4 **Motion to Rescind a Motion** is only used when a Motion to Reconsider is out of time. Motions to Rescind require support of two-thirds of the total membership if no Notice of Motion was given, but only a simple majority of votes cast if Notice was given.

## 10. Debate

- 10.1 Normally, a member may not speak for a second time until the Chair is satisfied that all members wishing to speak for their first time have done so.
- 10.2 A member who has the floor may not normally be interrupted. However, the Chair may interrupt a speaker if the speaker is out of order by using unacceptable language, is abusive of other members, or is not speaking to the motion. If the Chair does not do so, a member may raise this as a point of order.
- 10.3 **Point of Order** - It is the right of any member who notices a breach of the rules of Council to insist on their enforcement. If the Chair fails to notice such a breach, any member may make the appropriate Point of Order, calling on the Chair for a ruling. A Point of Order does not require a seconder, it is not debatable or amendable, and cannot be reconsidered.
- 10.4 **Calling the Question** - Upon hearing a member call the question, the Chair will ask members if they are ready to vote on the motion being discussed. If there appears to be opposition to closing the debate, the Chair may ask for a motion to close debate. If seconded, members will then vote on this motion and proceed accordingly.

## 11. Debates without Motions

- 11.1 When discussion of an issue and the formal rules pertaining to making motions, debate, and voting seem to be a hindrance to thoughtful discussion, the GFC agenda can allow for a less structured discussion guided by the Chair and the consensus of the members in attendance.

## 12. Attendance

- 12.1 Delegates – members who serve on GFC or its standing committees by virtue of their office may send a delegate; such delegates shall act with all the rights of membership. There shall be no alternates for other members.
- 12.2 GFC attendance - If a student misses two consecutive meetings or more than three meetings, the Students' Union or the Graduate Students' Association may request that the Chair declare the position vacant. If a faculty representative or a non-student appointed member misses two consecutive meetings or more than three meetings in one academic year without a reason satisfactory to the members of the GFC Executive Committee, the Executive Committee may declare the position vacant.
- 12.3 Standing committee attendance - If an elected member is absent from three consecutive meetings or is frequently absent without a reason satisfactory to the remaining members of the Committee, the Chair shall declare the position vacant.

## 13. Voting

- 13.1 All members of GFC are charged with the responsibility of examining issues before Council and voting as they judge fit on such issues. No member of GFC, regardless of how that person gains membership on Council, is an instructed delegate.
- 13.2 Motions shall normally be adopted on a simple majority of ~~members present~~ votes cast except to add items to the agenda which requires a two-thirds majority of ~~these~~ present votes cast, or for a Motion to Rescind which requires a two-thirds majority vote of total membership.



- 13.3 An abstention is not considered to be a vote cast.
- 13.4 The Chair votes only in the instance of a tie. When there is a tie vote, the motion is lost if the Chair abstains.
- 13.5 All members may participate in discussions; only voting members may move, second and vote on motions.
- 13.6 Electronic Votes by Committees – In cases where extensive deliberation is not essential to determining a course of action and it is necessary for a business item to be decided before the next scheduled meeting, the Chair and Secretary of a GFC standing committee may hold an electronic vote. The motion will be duly moved and seconded and all normal procedures will be followed in conducting the e-mail ballot. However, upon receiving the item of business and ballot, any committee member may request that the matter be debated at the next meeting or at a special meeting and the vote delayed until after that debate, with the Chair determining the appropriate course of action.
- 13.7 Electronic Votes by GFC – In cases where GFC is the electing body to populate certain selection committees and other bodies, the election process may use e-vote mechanisms.
- 13.8 Electronic Approval of Committee Reports by GFC – Reports from the Nominating and Replenishment Committees may be distributed electronically to GFC members and are considered approved by the deadlines indicated on the report subject to receipt of additional nominations.

#### **14. Records of Proceedings**

- 14.1 Official Record – The official record of meetings of GFC shall be the minutes taken by the Secretary and approved by GFC.
- 14.2 Minutes – The minutes shall reflect the decisions made and reasons for the decision.

#### **15. Amendment of these Rules and Procedures**

Rules and procedures governing meetings of General Faculties Council may be amended by a majority ~~of votes cast of those present and voting~~ at a duly constituted meeting of GFC, provided that notice of the proposed amendment has been given and that a quorum is present at the time the vote is taken. Rules are reviewed every three years.

#### **16. Links**

[GFC terms of reference](#)  
[Question period procedures](#)



FINAL Item No. 15

**Governance Executive Summary**  
**Action Item**

<b>Agenda Title</b>	<b>Draft Agenda for the Meeting of General Faculties Council</b>
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**Motion**

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the January 31, 2022 meeting of General Faculties Council, as set forth in Attachment 1.
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**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Bill Flanagan, President and Chair, GFC Executive Committee
Presenter(s)	Bill Flanagan, President and Chair, GFC Executive Committee

**Details**

Responsibility	GFC Executive Committee
The Purpose of the Proposal is <i>(please be specific)</i>	To approve the Agenda for the General Faculties Council meeting to be held on Monday, January 31, 2022.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	The GFC Executive Committee is responsible for the approval of the agenda for all regular and special meetings of General Faculties Council, ensuring items are ready to be presented to GFC and are ordered and timed appropriately.
Supplementary Notes	

**Engagement and Routing** (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	<u><b>Those who are actively participating:</b></u> Bill Flanagan, President and Vice-Chancellor and Chair, GFC Executive Committee Office of the President Office of the Provost and Vice-President (Academic) University Governance GFC Executive Committee
Approval Route (Governance)	GFC Executive Committee – January 10, 2022

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	Objective 21												
Alignment with Institutional Risk Indicator	Please note below the specific institutional risk(s) this proposal is addressing. <table border="1" style="width: 100%;"> <tr> <td><input type="checkbox"/> Enrolment Management</td> <td><input type="checkbox"/> Relationship with Stakeholders</td> </tr> <tr> <td><input type="checkbox"/> Faculty and Staff</td> <td><input type="checkbox"/> Reputation</td> </tr> <tr> <td><input type="checkbox"/> Funding and Resource Management</td> <td><input type="checkbox"/> Research Enterprise</td> </tr> <tr> <td><input type="checkbox"/> IT Services, Software and Hardware</td> <td><input type="checkbox"/> Safety</td> </tr> <tr> <td><input checked="" type="checkbox"/> Leadership and Change</td> <td><input type="checkbox"/> Student Success</td> </tr> <tr> <td><input type="checkbox"/> Physical Infrastructure</td> <td></td> </tr> </table>	<input type="checkbox"/> Enrolment Management	<input type="checkbox"/> Relationship with Stakeholders	<input type="checkbox"/> Faculty and Staff	<input type="checkbox"/> Reputation	<input type="checkbox"/> Funding and Resource Management	<input type="checkbox"/> Research Enterprise	<input type="checkbox"/> IT Services, Software and Hardware	<input type="checkbox"/> Safety	<input checked="" type="checkbox"/> Leadership and Change	<input type="checkbox"/> Student Success	<input type="checkbox"/> Physical Infrastructure	
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<input type="checkbox"/> Physical Infrastructure													
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act (PSLA)</i> GFC Executive Committee Terms of Reference												



Monday, January 31, 2022  
Remote meeting by Zoom  
2:00 PM - 4:00 PM

**OPENING SESSION**

1. Approval of the Agenda 2:00 – 2:05 p.m. Bill Flanagan
2. Report from the President/Comments from the Chair (no documents) Bill Flanagan  
2:05 – 2:10  
- Update from the Chair of Nominating Committee

**CONSENT AGENDA** 2:10 – 2:15 p.m.

- [If a member has a question or feels that an item should be discussed, they should notify the Secretary to GFC, in writing, two business days or more in advance of the meeting so that the relevant expert can be invited to attend.] Bill Flanagan
3. Approval of the Open Session Minutes of October 25, November 29, and December 6, 2021
  4. New Members of GFC
  5. Proposed Change to AGPA Calculation for Internal Undergraduate Students

**ACTION ITEMS**

5. Notice of Motion - Changes to Voting Rules in the General Faculties Council Meeting Procedural Rules 2:15 – 2:35 p.m. Andrei Tabirca

**DISCUSSION ITEMS**

6. Question Period 2:35 – 3:05 p.m. Bill Flanagan
7. Path Forward for the Review of the GFC Guiding Documents 3:05 – 3:50 p.m. Brad Hamdon
8. Exploration Credits 3:50 – 4:00 p.m. Melissa Padfield  
Rowan Ley

**INFORMATION REPORTS**

[If a member has a question about a report, or feels that a report should be discussed by GFC, they should notify the Secretary to GFC, in writing, two business days or more in advance of the meeting so that the Committee Chair (or relevant expert) can be invited to attend.]

10. Report of the GFC Executive Committee
11. Report of the GFC Academic Planning Committee
12. Report of the GFC Programs Committee
13. GFC Nominations and Elections
14. Report of the Board of Governors
15. Information Items:
  - A. Annual Report of the Student Conduct Responses, Dean of Students' Portfolio 2020-2021
  - B. Annual Report of Appeals and Compliance Officer 2020-2021
  - C. Metrics associated with academic restructuring and BN on the Changes to the Report on Metrics associated with academic restructuring
  - D. Apportionment of General Faculties Council
  - E. COVID-19 Governance Decision Tracker
  - F. General Appeals Committee (GAC) Annual Report to General Faculties Council (July 1, 2020 to June 30, 2021)
  - G: Work-integrated Learning - Administrative Terminations
16. Information Forwarded to GFC Members Between Meetings  
- SAVE THE DATE | Joint Summit | 21 Jan 2022

### **CLOSING SESSION**

17. Adjournment  
- Next Meeting of General Faculties Council: February 28, 2021

Documentation was before members unless otherwise noted.

Meeting REGRETS to: Heather Richholt, 780-492-1937, richholt@ualberta.ca  
Prepared by: Kate Peters, GFC Secretary  
University Governance: [www.governance.ualberta.ca](http://www.governance.ualberta.ca)