




Coast Mountain College Education Council Bylaws

Approved by: Education Council – June 21, 2019

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SIGNED ON BEHALF OF COAST MOUNTAIN COLLEGE EDUCATION COUNCIL

Education Council Chair 

Date: Dec 5/22

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1.0 Name and Mission Statement

1.1 Name

- 1.1.1 The Education Council of Coast Mountain College (hereafter referred to as "EdCo") is established in accordance with The College and Institute Act, 1996.

1.2 Mission Statement

- 1.2.1 The Education Council of Coast Mountain College dedicates itself to quality educational programming, curriculum development, and sound and effective educational policies. Education Council recognizes its responsibility to the Board of Governors, First Nations Council, and to the College community as a whole.

2.0 Purpose and Composition

2.1 Purpose

- 2.1.1 The purpose of the EdCo is to fulfill specific responsibilities as defined by the College and Institute Act.
- 2.1.2 The EdCo must advise the Board of Governors (BOG), and the BOG must seek advice from the EdCo, on the development of educational policy as detailed in Section 23.
- 2.1.3 EdCo has the power and duty to set policy and directives as detailed in Section 24.
- 2.1.4 EdCo has joint authority for approval with the Board of Governors as defined in Section 25.

2.2 Composition

- 2.2.1 EdCo shall be composed of 21 voting members and three advisory members as follows:
 - 2.2.1 two faculty from the University Credit and Applied Coastal Ecology Cluster
 - 2.2.2 two faculty from the Business and First Nations Fine Arts Cluster
 - 2.2.3 one faculty from the Trades and Workforce Training Cluster
 - 2.2.4 one faculty from the Human Services Cluster
 - 2.2.5 one faculty from the Health Cluster
 - 2.2.6 two faculty from the Developmental Cluster
 - 2.2.7 one faculty from the Teaching and Learning Support Cluster
 - 2.2.8 one Indigenous Scholar faculty – Indigenous refers to First Peoples of Turtle Island
 - 2.2.9 two students from the Terrace campus
 - 2.2.10 one student from the Prince Rupert campus
 - 2.2.11 one student from any other campus
 - 2.2.12 four educational administrators appointed by the President
 - 2.2.13 two support staff elected by the support staff

- 2.2.14 the President as a non-voting, advisory member
- 2.2.15 one non-voting, advisory member appointed by the Board of Governors
- 2.2.16 one non-voting, advisory member appointed by the First Nations Council.
- 2.2.2 The number of voting members after an increase or decrease is apportioned to represent faculty members, students, educational administrators, and support staff respectively in the same ratio as required in Part 3, Section 15(1) of the College and Institute Act.
- 2.2.3 A Recording Secretary will be appointed by the College.
- 2.2.4 The Registrar's Office and the Recording Secretary will be responsible for retaining all approved EdCo documentation.

3.0 Elections

3.1 Election of Members

- 3.1.1 Each Program Cluster elects a faculty representative. Support staff representatives are elected by Support Staff, will be elected for a two-year term in March. Terms begin in April. Every effort will be made to rotate elections for faculty and support staff annually to provide continuity (Appendix C).
- 3.1.2 Students will be elected for a one-year term in September.

3.2 Election of Officers

- 3.2.1 The Chair and the Vice Chair of EdCo will be elected each year from the voting members of EdCo at their first annual meeting to be held in April of each year.
- 3.2.2 The Chair and Vice Chair cannot serve more than three consecutive terms.
- 3.2.3 The election of the officers will be by secret ballot.
- 3.2.4 Should a vacancy occur in the seat of Chair and/or Vice Chair, a new Chair/Vice Chair will be elected at the next scheduled meeting.
- 3.2.5 In the absence of the Chair, the Vice Chair acts as Chair of the meeting.

4.0 Duties of Members

4.1 General

- 4.1.1 Members shall be responsible for attending and participating in all meetings of EdCo.
- 4.1.2 All members are expected to participate in at least one subcommittee or task force for the duration of their term of appointment. See appendix A for a list of all standing committees.
- 4.1.3 Members unable to attend a meeting shall give, where possible, seven days-notice and send a proxy to represent their vote as indicated in the College and Institute Act. The Chair and Recording Secretary must be informed by the seat-holding member of the proxy prior to the meeting.

- 4.1.4 The Chair or Vice Chair may assign a proxy to vote in their absence. The proxy does not assume the duties of Chair or Vice Chair.
- 4.1.5 If a member is absent from three meetings of the Council without just cause, Council membership may be revoked through a discussion at EdCo and the position filled by way of a by-election supervised by the Registrar's Office.
- 4.1.6 When a member from a Cluster group is on a leave of absence the Cluster Faculty or Support Staff will elect a replacement.
- 4.1.7 When a member from the Administrative team is on a leave of absence, the President will appoint a replacement.
- 4.1.8 When an Indigenous Scholar is on leave of absence, the President will appoint a replacement approved by the Indigenization department.

4.2 Chair

- 4.2.1 Act as the official spokesperson for EdCo.
- 4.2.2 Prepare, with the Recording Secretary, EdCo agendas, distribute the agendas to EdCo members, and make EdCo agendas publicly available on the College website.
- 4.2.3 Make available all approved EdCo minutes on the College website.
- 4.2.4 Serve as an ex officio member of all committees and task forces of EdCo.
- 4.2.5 Communicate to the Board of Governors, in writing and in meetings, all reports, recommendations, and decisions of EdCo.
- 4.2.6 Submit written reports to the Board of Governors via the Board Chair.
- 4.2.7 Attend regular meetings and functions of the Board of Governors and First Nations Council.
- 4.2.8 Prepare and present for approval at the April meeting of EdCo a schedule of meetings for the coming year (see Section 7.2). When possible, these meetings should be scheduled a minimum of 10 business days in advance of Board of Governors meetings.
- 4.2.9 Coordinate the delivery of an orientation to EdCo members and the College community to include at minimum: a review of the College Vision, Mandate, and Values; College and Institute Act; EdCo Bylaws; overview of the EdCo process; Standing Committees; roles and responsibilities of members; and, Robert's Rules of Order.
- 4.2.10 Conduct a discussion and review of the bylaw appendices during the May meeting to make any necessary changes.
- 4.2.11 Relinquish the Chair when participating in debate.
- 4.2.12 Co-ordinate all business and operations of EdCo.
- 4.2.13 Fulfill all the provisions and requirements of EdCo Bylaws.
- 4.2.14 Prepare an annual summary of motions and recommendations for submission to all EdCo members and to the Board of Governors at the first meeting following October 1st.

- 4.2.15 Receive release time for EdCo duties.
- 4.2.16 Coordinate and follow up on all recommendations to the Board of Governors.
- 4.2.17 Liaise with Cluster Chairs on relevant EdCo business.

4.3 Vice Chair

- 4.3.1 Assume the Chair when the Chair is participating in debate.
- 4.3.2 Carry out the duties of the Chair in the Chair's absence.
- 4.3.3 Assume the position of Chair on an interim basis if the position should become vacant.

4.4 Recording Secretary

- 4.4.1 Prepare and circulate meeting agendas and submissions, in consultation with the EdCo Chair, to members for review five business days prior to meetings.
- 4.4.2 Request the Chair of EdCo or relevant subcommittee to follow up with incomplete submissions.
- 4.4.3 Inform the Chair of any outstanding amendments from approved EdCo submissions for follow-up.
- 4.4.4 Make publicly available all agendas, minutes, and meeting schedules on the College website.
- 4.4.5 Update bylaw appendices, upon approval of EdCo.
- 4.4.6 Provide operational and administrative support to EdCo and Standing Committees.
- 4.4.7 Support the delivery of EdCo orientation to new members.

5.0 Meetings

5.1 General

- 5.1.1 EdCo meetings are open to the College community and the general public.
- 5.1.2 Upon the invitation of a member of EdCo and with the approval of the Chair, members of the College or the public may make presentations to EdCo.
- 5.1.3 Council members will be reimbursed for travel and accommodation cost according to College guidelines.
- 5.1.4 Substitute instructor costs may be approved by the Chair when deemed necessary.

5.2 Schedule of Meetings

- 5.2.1 There will be a minimum of ten meetings per year.
- 5.2.2 The next year's meeting schedule will be determined by the end of the April meeting of the current year.
- 5.2.3 The meeting schedule will be made publicly available upon approval.

5.3 Extraordinary Meetings

- 5.3.1 An extraordinary meeting of EdCo may be called at a designated time by the Chair, following a petition signed by one-half of the total voting membership of EdCo. The petition must state, in writing, the reason the matter cannot be dealt with at a regularly scheduled meeting and the reason must fall within the mandate of EdCo.
- 5.3.2 The notice for any extraordinary meeting shall clearly specify the purpose of the meeting and shall be given at least seven business days before the meeting. Only the matter (or matters) specified in the notice shall be considered at an extraordinary meeting.

5.4 Quorum

- 5.4.1 Quorum is a majority of the voting members (50% + 1) of EdCo.

5.5 Conduct of Meetings

- 5.5.1 All proceedings of EdCo shall be governed by the most recent edition of Robert's Rules of Order.
- 5.5.2 Agenda items can be submitted to the Chair by any member of the public.
- 5.5.3 Agenda items and supporting documentation for meetings must be submitted in writing to the Chair seven business days prior to the scheduled meeting date. Agenda items and supporting documentation received after this date will only be placed on the agenda with the approval of the members present.
- 5.5.4 Representation from the submitting department, cluster, advisory committee and/or external organization is required for changes to existing programs and courses or when new programs and courses are proposed.
- 5.5.5 Meeting agendas and supporting documentation shall be provided to the membership by the Recording Secretary not less than five business days prior to the scheduled meeting.
- 5.5.6 The meeting agenda shall be subject to the approval of EdCo.
 - 5.5.6.1 The Action agenda includes motions for EdCo approval.
 - 5.5.6.2 The Discussion agenda begins with a land acknowledgement and provides an opportunity for members to share efforts of reconciliation.
 - 5.5.6.3 The Consent agenda includes information items.
- 5.5.7 Items on the Consent agenda can be moved to the Discussion agenda by any member of EdCo prior to approval of the agenda.

5.6 Voting Procedures

- 5.6.1 Voting shall be by a show of hands or roll call unless, upon a motion, a secret ballot is chosen.
- 5.6.2 In any vote, a simple majority of voting members (50% + 1) shall be required to carry a motion, except in approving changes to the Bylaws (see Section 11.1).
- 5.6.3 Members are required to vote YES, NO, or ABSTAIN on all motions put to EdCo.

- 5.6.4 The Chair shall also vote on all matters.
- 5.6.5 Resolutions or motions receiving a tie vote shall be defeated.
- 5.6.6 Where notice of motion has been circulated electronically or otherwise, a signed ballot vote or electronic vote sent to the Chair is acceptable for the purpose of voting.

5.7 Recording of Meetings

- 5.7.1 The College shall provide a Recording Secretary.
- 5.7.2 The approved minutes of the meetings of EdCo shall be kept in detail and made public by the Recording Secretary.
- 5.7.3 The official record of all EdCo business shall be the responsibility of the Recording Secretary and the Registrar's Office and will be kept in perpetuity.

6.0 Committees

6.1 General

- 6.1.1 EdCo may carry out its business through standing committees, which are advisory to EdCo, and have ongoing responsibilities to deal with issues of interest to EdCo; or through task forces, which have specific tasks and short time frames.
- 6.1.2 Committees and task forces and their terms of reference shall be enacted by motions of EdCo. Such committees and task forces will be advisory to, and conduct the work of, EdCo.
- 6.1.3 The purpose and terms of reference of each standing committee shall be examined and recommendations for any changes brought forward by February each year.
- 6.1.4 All College programs are organized into Program Clusters (Appendix B), which report to EdCo and provide peer review and two-way communication between program areas and EdCo. All Clusters are to be represented on EdCo.

6.2 Standing Committees

- 6.2.1 An EdCo resolution that activates a standing committee shall include the following:
 - 6.2.1.1 A name for the standing committee
 - 6.2.1.2 An interim Chair (who must be an EdCo member)
- 6.2.2 EdCo Standing Committees will have representatives from EdCo and the College community.
- 6.2.3 The Chair and Co-Chair of a standing committee must be EdCo members.
- 6.2.4 The first task of a new standing committee is to develop the committee Terms of Reference for EdCo approval.
- 6.2.5 At the first meeting of the standing committee a Chair and/or Co-Chairs must be elected.
- 6.2.6 Council membership on standing committees shall be determined at the September meeting of each year.

- 6.2.7 Each standing committee may provide a verbal report at a regular EdCo meeting and must provide a written report annually at the last scheduled EdCo meeting of the year.

6.3 Task Forces

- 6.3.1 An EdCo resolution initiating a task force shall include the following:
 - 6.3.1.1 A name for the task force
 - 6.3.1.2 A list of specific duties and objectives
 - 6.3.1.3 The appointed Chair, who shall be a member of EdCo.
- 6.3.2 All current task forces will report at each EdCo meeting.
- 6.3.3 EdCo task forces will have representatives from EdCo and the College community.
- 6.3.4 Task forces shall be created for a specific time. If the duties of the task force are not completed within one year, the objectives and timelines shall be reviewed by EdCo.

6.4 Program Clusters

- 6.4.1 The purpose of Program Clusters is to provide the opportunity for program faculty in specific curriculum areas to discuss and seek consensus on common outcomes, curriculum needs and resource priorities through two-way communication with EdCo.
- 6.4.2 Program Clusters will follow the EdCo processes in course and program reviews, course changes, and new course and program curricula.
- 6.4.3 Program Clusters will maintain inter-disciplinary sub-cluster committees to facilitate consultation in program planning and internal articulation communication.
- 6.4.4 Program Cluster structure shall be examined and recommendations for any changes brought forward by February of each year.
- 6.4.5 Major functional responsibilities of Program Clusters:
 - 6.4.5.1 To contribute to educational planning by submitting recommendations for growth, change, and/or deletion of related program areas to appropriate EdCo committees for review and subsequent recommendations to EdCo for approval.
 - 6.4.5.2 To review course objectives and evaluation criteria to ensure consistent standards for courses, including articulation with other institutions.
 - 6.4.5.3 To regularly attend provincial articulation meetings.
 - 6.4.5.4 To identify common resource requirements and recommend priorities to inform the business case for new and existing programs.
 - 6.4.5.5 To prepare recommendations, consistent with approved EdCo policies, for specific program criteria of admissions, prerequisites, advanced standing, and evaluation to the appropriate committees of EdCo, and ultimately to EdCo for approval.
 - 6.4.5.6 To identify requirements and opportunities for curriculum development and revision, and to recommend priorities for specific projects to Management.

- 6.4.5.7 To provide for ongoing monitoring and review of programs and contributions required for periodic formal program review.
- 6.4.5.8 To regularly monitor and provide feedback on publicly available program information (e.g., on the College website).
- 6.4.5.9 To recommend course-specific entry level criteria for success, assist in developing appropriate assessment tools in cooperation with Career and College Preparation, Learning Assistance Specialists, and other departments as required, and participate in a cooperative model with developmental programs.

6.5 Program Cluster Meetings

- 6.5.1 Program Clusters shall each hold a minimum of four meetings per year. Schedules are to be submitted to the EdCo Chair prior to the first fall meeting of EdCo. EdCo will retain a record of whether or not the meetings occurred.
- 6.5.2 Multiple programs within a Cluster may consider having two of these meetings separate from the whole Cluster; however, a minimum of two meetings per year shall include the whole Cluster group.
- 6.5.3 All Program Cluster-approved meeting minutes must be sent to the EdCo Recording Secretary for distribution to EdCo and retention in official EdCo records.
- 6.5.4 Program Clusters are listed in Appendix B.

7.0 Code of Conduct

7.1 General

- 7.1.1 EdCo members will fulfill their roles and responsibilities with the highest standards of conduct. The following duties are required of EdCo members:
 - 7.1.1.1 Duty of Integrity – to act honestly and in good faith.
 - 7.1.1.2 Duty of Loyalty – to give loyalty to the institution when acting on behalf of EdCo.
 - 7.1.1.3 Duty of Care – to act in a prudent and diligent manner, staying informed as to the educational policies, business, and affairs of the institution.
 - 7.1.1.4 Duty of Skill – to use one's level of knowledge and one's expertise effectively in dealing with the affairs of the institution.

8.0 Conflict of Interest Guidelines

8.1 General

- 8.1.1 A conflict of interest arises when a Council member's private interests supersede or compete with that member's dedication to the interests of the institution. This could arise from a real, potential, or apparent conflict of interest for a Council member or related persons and may be financial or otherwise. For this purpose:

- 8.1.1.1 A Real Conflict of Interest occurs when a Council member exercises official power or performs an official duty or function and, at the same time, knows that in the performance of this duty or function or in the exercise of power there is the opportunity to further a private interest.
- 8.1.1.2 A Potential Conflict of Interest occurs when there exists some private interest that could influence the performance of a member's duty, function, or exercise of power, provided that the member has not yet exercised that duty, function or power.
- 8.1.1.3 An Apparent Conflict of Interest exists when there is a reasonable inference, which reasonably well-informed persons could properly have, that a Real Conflict of Interest exists on the part of the member.

8.2 Declaration of Conflict of Interest

- 8.2.1 In cases where conflict of interest cannot be avoided, an EdCo member has an obligation to declare a conflict of interest prior to the discussion of or reaching of a decision about an issue. Upon declaration of a conflict of interest, the Recording Secretary will note the declaration and the EdCo member must recuse themselves from the proceedings during discussion or voting on that particular matter, contract, or arrangement.
- 8.2.2 At the discretion of EdCo, the member may be invited to state their position on the issue prior to recusing themselves.
- 8.2.3 Where an EdCo member is unsure of whether they are in conflict of interest, that member should raise the perceived potential conflict with EdCo, and the members present should determine by vote whether or not a conflict of interest exists.
- 8.2.4 Any EdCo member who perceives another member to be in conflict of interest in a matter under consideration must identify the perceived conflict to the membership at the first opportunity. EdCo should determine by vote whether or not a conflict of interest exists.
- 8.2.5 Where a conflict of interest is discovered after the consideration of a matter, the conflict must be declared to EdCo and appropriately recorded at the first opportunity. If EdCo determines that the involvement of the member influenced the decision, EdCo shall re-examine the matter and may rescind, vary, or confirm its decision.

9.0 Bylaw Amendments

9.1 General

- 9.1.2 A new bylaw may be passed or existing Bylaws amended or repealed by resolution at EdCo. Adoption of/or changes to EdCo Bylaws shall require at least a two-thirds majority vote.
- 9.1.2 Every bylaw amendment shall be presented as a notice of motion at EdCo and shall then be debated. The amendment will be voted upon at the EdCo meeting following the notice of motion.

- 9.1.3 Once approved, the amended Bylaws are signed by the EdCo Chair and distributed by the Recording Secretary to the Board of Governors and to the Ministry of Advanced Education, Skills, and Training, and made public by posting on the College website.
- 9.1.4 Archived Bylaws for EdCo are maintained by the Recording Secretary and retained in the Registrar's Office.

Appendix A – Standing Committees

Academic Appeals Committee

Articulation and Curriculum Committee

Education Policy Committee

International Education Committee

Program Cluster Committees

Appendix B – Program Cluster Committees

Developmental Education

Link to Employment and Academic Pathways (LEAP)

Career and College Preparation (CCP)

English Language Learning (ELL)

Human Services

Special Education Assistant

Education Assistant

Social Service Worker

Early Childhood Care and Education

Infant and Child Mental Health (ICMH)

Health Programs

Health Care Assistant

Practical Nursing

Access to Practical Nursing

Northern Collaborative Baccalaureate Nursing Program (NCBNP)

University Credit and Applied Coastal Ecology

University Credit Programs

Applied Coastal Ecology Programs

Business Programs and First Nations Fine Arts

Business Administration Programs

Public Administration

First Nations Fine Arts

Trades and Workforce Training

Carpentry

Automotive

Millwright

Heavy Mechanical Trades

Electrical

Professional Cook

Welding

Parts and Warehouse Technician

Mineral Processing Operator

Esthetician

POWER (People Obtaining Workplace Employment Requirements)

Office Careers

Aircraft Maintenance

Nail Technician

Hair Stylist

Teaching and Learning Support

Library

Learning Assistance Specialist

Accessibility Services Coordinator

Learning Transformation Specialist

Appendix C – Member Rotation

Even years:

- one support staff elected by the Support Staff
- one faculty from Human Services Cluster
- one faculty from Health Cluster
- one faculty from the Business and First Nations Fine Arts Cluster
- one faculty from the Developmental Cluster
- one faculty from University Credit and Applied Coastal Ecology Cluster

Odd years:

- one support staff elected by the Support Staff
- one faculty from the Business and First Nations Fine Arts Cluster
- one faculty from the Trades and Workforce Training Cluster
- one faculty from Teaching and Learning Support Cluster
- one faculty from the Developmental Cluster
- one faculty from University Credit and Applied Coastal Ecology Cluster

Elected each year:

- two students from the Terrace campus
- one student from the Prince Rupert campus
- one student from any other campus

Appointed each year:

- four educational administrators appointed by the President
- one Indigenous Scholar faculty recommended by faculty in consultation with the Indigenization department then appointed by the President
- one non-voting, advisory member appointed by the Board of Governors
- one non-voting, advisory member appointed by the First Nations Council