



**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**BY-LAW NO. 3**

**Advisory College Council**

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# DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## BY-LAW NO. 3

**A by-law regarding the establishment of a College Council pursuant to the Minister's Binding Policy Directive on Governance and Accountability made under the *Ontario Colleges of Applied Arts and Technologies Act, 2002*.**

**In this By-law, unless otherwise defined herein or the context requires otherwise, words have the same meaning as they do in the Definitions Schedule to By-law No. 1 of the College.**

**IT IS HEREBY ENACTED as a By-law of Durham College of Applied Arts and Technology as follows:**

### **1. ROLE OF COLLEGE COUNCIL**

1.1 The College Council will be advisory to the President and will provide a vehicle for staff, faculty and students to be consulted and provide input on significant College matters, including:

- (a) strategic plan initiatives;
- (b) new operational policy; and
- (c) other operational matters of importance to the College.

1.2 In support of the College's vision and mission, the College Council will promote a collaborative culture, contribute positively to planning and decision-making processes, and provide a forum for stakeholder discussions and debate on strategic, policy, and procedural matters.

### **2. TERMS OF REFERENCE**

#### **2.1 Council Membership**

- a) The College Council shall be composed of up to 17 members, composed of constituent groups, as follows:
  - (i) The President of the College, who shall be a non-voting member and the Chair of the College Council;
  - (ii) The Chief Administrative Officer who shall be a non-voting member;
  - (iii) General Manager of Durham College Students Association;
  - (iv) The following representatives, provided such representatives are not Internal Governors:

- (1) Four Academic Staff Members;
  - (2) Four Support Staff Members;
  - (3) Two Administrative Staff Members; and
  - (4) Up to four Students;
- (b) Representatives are appointed as follows:
- (i) The Academic Council selects the Academic Staff Member representatives who must be current members of the Academic Council;
  - (ii) The Support Staff Member union selects the Support Staff Member representatives;
  - (iii) The Chief Administrative Officer, in consultation with the President, selects the Administrative Staff Members following a call for candidates;
  - (iv) Durham College Students Association selects the Student representatives.
- (c) Each Academic Staff Member, Support Staff Member, and Administrative Staff Member representative shall serve a maximum three-year term. Each Student representative shall serve a one-year term.
- (d) The term of appointment for each Academic Staff Member, Support Staff Member, and Administrative Staff Member representative will coincide with the academic year, defined as September 1 of each year through to August 31 of the following year.
- (e) The term of appointment for each Student representative will align with the term of a director under Durham College Students Association by-laws<sup>1</sup>.

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<sup>1</sup> As of the date of this By-law, the term of office for directors under Durham College Students Association's by-laws is May 1 of each year through to April 30 of the following year.

## 2.2 Meetings

- a) The College Council will meet at least twice yearly with additional meetings, as required, at the call of the Chair. The agenda will be determined by the Chair.
- b) Consultation on new operational policy as well as other College Council issues may be conducted via email.

## 2.3 Quorum

A quorum for College Council is a simple majority of the current voting members, excluding vacancies.

## 2.4 Voting

Decisions will be made with a simple majority vote of the voting members.

## 2.5 Reporting and Deliverables

- (a) Agendas and minutes will be made available to the College community on the Info Centre for Employees (ICE) internal site.
- (b) A report from the College Council shall be included in the College's annual report.
- (c) The advice and counsel provided by the College Council will be taken under consideration in the final decision-making process by the President on strategic and operational initiatives.

## 2.6 Removal

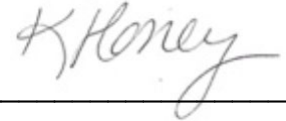
A member of the College Council may be removed by: (a) a 2/3 majority vote cast on such question at a duly called meeting of the College Council; or (b) an Ordinary Resolution of the Board in its discretion.

**3. FORCE AND EFFECT**

3.1 By-Law No. 3 of the Durham College of Applied Arts and Technology, enacted on the 8<sup>th</sup> day of June 2011, is hereby repealed.

3.2 This By-law shall come into force and take effect on the date it is finally passed.

Approved by the Board on the 8 day of June, 2022.



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Board Chair



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Board Secretary