

Rules of Procedure  
St. Francis Xavier University

A document  
of the  
University Faculty

St. Francis Xavier University  
Approved by the University Faculty on May 1, 2014

RULES OF PROCEDURE  
ST. FRANCIS XAVIER UNIVERSITY

Table of Contents

- I. Preamble
  - II. Principles
  - III. Committees
    - A. Rules of Order
    - B. Meeting Procedures
    - C. Agenda
    - D. Voting
    - E. Reports at Faculty Meetings
    - F. Official Records
    - G. Tenure in Office
    - H. Nominations
  - IV. Recommendations for Appointment of Department Chairs & Program Coordinators
    - A. Appointment
    - B. Selection Committee
    - C. Procedure
  - V. Recommendations for Senior Administrative Appointments
    - A. General Principles and Procedures
    - B. Academic Vice-President(s), Associate Vice-President(s) and Deans
    - C. University Librarian
    - D. Registrar
  - VI. Amendments
- Appendix 1. Excerpt from the University Acts of Incorporation pertaining to the University Faculty
- Appendix 2. Excerpt from the University By-laws pertaining to the University Faculty

## **I. Preamble**

This manual of *Rules of Procedure* of St. Francis Xavier University embodies a set of Standing Rules for the governance of the University Faculty, the Faculties, and committees thereof. It is supplementary to the By-Laws of the University as well as the Rules of Procedure of Senate, and is not intended to be comprehensive in its coverage. Where the Rules of Order specified in III.A (below) seem inappropriate, special provisions have been laid down and, in certain instances where these appear insufficiently explicit, they have been repeated in substance in this manual.

## **II. The University Faculty**

This University Faculty is supportive of the collegial role of faculty members in the academic governance of the University, as described in the Act of Incorporation of the University and the By-Laws. The members of the University Faculty meet regularly to discuss and make recommendations on matters affecting the welfare of the university and to approve degrees, diplomas and certificates. In addition, the Faculty elects representatives to committees across the University in accordance with these procedures, the procedures of Senate and the Board of Governors, and where applicable, to facilitate faculty input into Senior Administrative committees.

## **III. Governance of Academic Bodies**

### **A. Rules of Order**

All meetings of the University Faculty, of the separate Faculties, and all Committees of these bodies, shall operate according to the current edition of *Robert's Rules of Order, Newly Revised*, except where the Act of Incorporation, the By-Laws, the Senate's Rules of Procedure or this Rules of Procedure document expressly provide otherwise.

### **B. Meeting Procedures**

#### **1. Call of Meetings**

Meetings of Committees may be called at the discretion of the Chair. They can be called at the written request of two (2) committee members and should take place without unreasonable delay.

#### **2. Chair**

If a Chair is not designated when a committee is appointed, the committee has the right to elect its own Chair. In this case, the member of the committee who was first nominated has the duty of calling the committee together and of acting as temporary Chair until the committee elects a Chair.

### 3. Notice of Meeting

Notices of meeting should normally reach addressees no later than forty-eight (48) hours before the time of meeting. (Exceptions to this Rule are usually in effect for small committees where it is more practical to make arrangements on shorter notice.)

### 4. Quorum

A quorum for a committee shall be composed of a majority of the committee members.

## **C. Agenda**

The order of business for regular meetings shall be the following:

1. Minutes of the preceding meeting
2. Business arising from the minutes
3. Unfinished business
4. Reports (*where* applicable) from: Deans of Faculties; Standing Committees; Special Committees; Administrative Officials
5. New Business
6. Elections
7. Adjournment

## **D. Voting**

### 1. Open Vote

Unless provided otherwise in the By-Laws or in these Rules of Procedure, voting shall be by "Ayes" and "Nays" or by individual counts as determined by the Chair.

### 2. Secret Ballot

In addition to the cases specifically set down in the By-Laws [Section 16, art. II (b)] and in this Manual a secret ballot shall be taken by the Faculty, the Senate and the separate Faculties: (a) when the Chair shall so decide; or (b) if a member expresses a desire for a secret ballot. For committees, a secret ballot shall be held at the discretion of the Chair, or if a number of members at least equal to that required for a quorum demands it.

### 3. Electronic ballot

Voting by electronic ballot may be permitted at the discretion of the Chair.

## **E. Reports at Faculty Meetings**

1. Reports that propose changes in policy or in regulations, or which include statistical information of substantial detail shall be circulated so as to reach members no later than seventy-two (72) hours prior to that of the meeting, emergency situations excepted.
2. A previously circulated report need not be read in full; but, where proposals for new or amended policies and regulations are concerned, it is anticipated that a summary of the supporting evidence will be presented orally by the person submitting the report.
3. Brief interim or progress reports requiring no immediate action by the body to whom the report is presented need not be circulated in writing, or, if thus circulated, need not be presented orally.
4. Chairs of an Ad Hoc Committee shall inform the Secretary of the body to which they report of their readiness to submit the report of his/her committee, and shall seek permission to have the matter placed on the agenda.

## **F. Official Records**

The approved minutes of meetings shall be kept and stored in a site as determined by the terms of reference of the appropriate body.

## **G. Tenure in office**

Unless otherwise provided, members of all committees shall continue in office until their successors have been duly appointed or elected. Replacements shall serve for the remainder of the term. If members do not attend meetings for an extended period (e.g., due to sabbaticals or leaves of absence), then they are expected to resign. Members wishing to continue serving while on leave must notify the Chair of the Committee on Nominations and the Academic Vice-President within thirty days of the approval of the leave.

## **H. Nominations**

1. (a) The Committee on Nominations is used for nominating candidates for election to

bodies and committees according to the University By-Laws (Part 2, Section 16, Article I). In addition, any other group or individual may seek the assistance of the Committee on Nominations.

(b) Ad Hoc Committees: Nominations for election to Ad Hoc Committees may be referred to the Committee on Nominations, or they may be received from the floor without such reference, especially where delay in electing a committee is not considered practical.

(c) The presentation of a report from the Committee on Nominations does not remove a member's right to present nominations from the floor, with the provision that assurance shall have been obtained from nominees of their willingness to serve.

(d) To make the provisions of (c) above practicable, the Secretary of the electing body shall endeavour to circulate or post the names presented by the Committee on Nominations no later than forty-eight (48) hours before the time of the election.

(e) Nominations for election to the Committee on Nominations. Nomination for election to the Committee on Nominations shall be made by a "Super Committee on Nominations." This committee shall be composed of Chair of the University Faculty, the Chairs of the faculties of Arts, Science, Education and Business, and the Chair of Senate. Meetings are convened and chaired by the Chair of the University Faculty and nominees for election must be approved by at least four of the (super) committee's members. The nominations shall be consistent with the membership requirements of the Committee on Nominations as specified in the University By-Laws.

## 2. Elections

The University Faculty, the Senate, and the separate Faculties shall elect representatives to the Board of Governors, the Senate, and all relevant Standing and Ad Hoc committees in the manner set forth below.

(a) If the number of nominations does not exceed the number of vacancies, then the Chair:

(i) shall declare the nominees elected by acclamation, or

(ii) shall call for a vote on the report of the Committee of Nominations, and, upon receipt of a favourable vote, shall declare the nominees elected.

(b) Where the number of nominees exceeds the number of vacancies in a particular category, a secret ballot shall be held.

(i) a number of candidates, equal to the number of vacancies, shall be declared elected in the order of the number of votes that they have received.

(ii) if there is a tie for the last position, then there shall be a second ballot to decide between or among the nominees involved.

(iii) voters may vote for fewer candidates than there are vacancies, but a voter may cast only one vote for a particular candidate.

#### **IV. Recommendations for Appointments of Department Chairs & Program Coordinators**

##### **A. Appointment**

Department Chairs and Coordinators of Interdisciplinary Programs are appointed by the President, normally for a three year period, upon the recommendation of the Selection Committee (described below). The term may be renewed, normally for no more than two consecutive terms.

##### **B. Selection Committee**

1. There shall be a Selection Committee for the Faculty of Science, a Selection Committee for the Faculty of Arts and a Selection Committee for the professional Faculties (Business and Education);
2. The Academic Vice-President (or his/her designate) shall Chair all three Committees;
3. The Dean of Arts and the Dean of Science shall be members on both the Committees for the Faculties of Arts and Science; the Deans of Education and the Dean of Business shall be members on the Committee for the Faculties of Business and Education;
4. For the Faculties of Science and Arts, four members shall be elected by each of the their respective faculties to serve for a two-year term on their selection committees. For the professional faculties, one member from Business and one member from Education shall be elected to serve for a two-year term.
5. The Selection Committee shall be established by November 15 each year.

##### **C. Procedures**

1. The Academic Vice-President (or designate) shall invite nominations and comment from faculty members, Senior students, and staff of the Department.
2. The Academic Vice-President (or designate) shall normally seek nominations by October 31st with a deadline to reply by November 30th in the academic year the incumbent's term ends.
3. Normally, Chairs and Coordinators are appointed from within the Department. If deemed appropriate by the Committee and budget permits, faculty members external to the department, or external to the University, may be recruited.
4. The Committee weighs all the evidence available to it and reaches a decision as to its recommendations, in each case, to the President.
5. The President shall announce appointments by April 1st.

## **V. Recommendations for the Appointment of Senior Academic Administrative Officers of the University**

### **A. General Principles and Procedures**

1. All Senior academic administrative appointments are made by the President, normally after considering the recommendations of a Review/Search Committee.
2. In the procedures that follow:
  - the "Committee" shall refer to the relevant Review/Search Committee;
  - the "Faculty" shall refer to the University Faculty when a Vice-President, University Librarian, or Registrar is to be appointed, and to the Faculties of Arts, Science, Education or Business, as appropriate, when a Dean is to be appointed;
3. The Committee will normally be constituted twelve months prior to the completion of the term of office of the incumbent.
4. When not sitting on the Committee, the President may appoint the Chair of the Committee from among its members. Otherwise, the Committee shall elect its Chair.
5. The deliberations, recommendations and documents of the Committees are confidential.
6. If a member of the Committee becomes a candidate for the position he/she must resign from the Committee.
7. There should be close consultation between the President and the Chair of the

Committee during the various stages of the Review/Search process.

8. If an incumbent wishes to stand for another term, then a review shall be undertaken by a Review Committee. The Committee will establish a process for review that is fair to incumbents and transparent to the University community. Opinions of members of Faculty and other stakeholders will be solicited. The Committee may recommend re-appointment of the incumbent. The review shall **normally** be completed **twelve** months prior to the completion of the term of office of the incumbent.

9. If the incumbent is not to be reappointed, a formal search will be undertaken for a replacement. The Committee will decide on an appropriate process for recruiting and selecting candidates that is consistent with these procedures and University fair hiring practices.

10. If an external search is undertaken the position is to be advertised **at least** nationally. Members of the university community will be asked to suggest candidates.

11. A short list (usually three candidates) will be made and the Committee will meet with the President to discuss the candidates. The President may request the Committee to consider additional candidates.

12. Normally, the President will make available to the faculty the names of the candidates on the final list. Written comments from faculty and other appropriate stakeholders (e.g., students, librarians for a University Librarian search, other administrators) regarding the suitability of the candidates will be received by the Chair of the Committee. It is recognized that some candidates may not give permission to share their names with the broader University community.

13. Under extenuating circumstances, acting administrative appointments may be made by the President for a period of up to, but not normally exceeding, twelve months.

#### **B. Academic Vice-President(s), Associate Vice-President(s) or Deans**

The Committee shall consist of at least eight members who are representatives of the constituencies served by the senior administrator involved:

- 3 members from the University community appointed by the President
- 1 student member selected by the StFX Student Union Executive
- 4 faculty members elected by the Faculty

### **C. University Librarian**

The Committee shall consist of at least eight members who are representatives of the constituencies served by the senior administrator involved:

- 3 members appointed by the President
- 1 student member selected by the StFX Student Union Executive
- 2 faculty members elected by the Faculty
- 2 members elected by the librarians

### **D. The Registrar**

The Committee shall consist of **at least six members who are representatives of the constituencies served by the senior administrator involved:**

- 3 members appointed by the President
- 1 student member selected by the StFX Student Union Executive
- 2 faculty members elected by the faculty.

## **VI. Amendments**

These Rules may be amended by a two-thirds majority of the votes cast at a meeting of the University Faculty, provided that notice of such proposed changes are submitted to the members of the Faculty at least seven (7) days in advance of the meeting.

## **Appendix 1. Excerpt from the University Acts of Incorporation pertaining to the University Faculty**

Powers of Faculty 16) The President and members of the Faculty of the University shall prescribe and have charge and control of all courses of instruction given or provided by or in connection with the University, and the granting of all academic degrees, diplomas, and certificates. The said Faculty may, with the consent of the Board, consolidate, or affiliate with the University any other collegiate or academical institution and any technical or other school or schools whatsoever,

Conduct of Schools 17) The Board may conduct and maintain any and all schools carried on by or in connection with the University; and organize and establish or aid in organizing and establishing such new courses of study, literary, scientific and technical (including "Summer Schools", so called and "University Extension" courses of instruction) as may by a majority of the Faculty of the University be deemed feasible for or advantageous to said University or any of its schools. The Board may devote to the establishment and maintenance of any such school or schools and extension courses, so much of the property, funds or resources under its control as may be deemed reasonable or necessary.

## **Appendix 2. Excerpt from the University By-laws pertaining to the University Faculty**

### **PART 1**

#### **Section 1**

- Article I. In these by-laws, unless the context otherwise requires, (c) "Faculty" means the following members of the University:
- (1) The President, the Vice-President(s) of the University, the Principal of Mount St. Bernard College, the Deans and Assistant Deans of Faculties, the Admissions Officer of the University, the Registrar of the University, the University Chaplain, the Secretary-Treasurer, the Directors of Extension and of Coady International Institute and the University Librarian.
  - (2) Professors, Associate Professors, Assistant Professors, and Lecturers of the University and
  - (3) Any other persons specifically designated as faculty members through either an individual appointment by the President or by a vote of the Faculty as provided in Part II, Section I, Article II.

#### **Section 4**

- Article II. The President shall be appointed by the Board. A Selection Committee of seven members composed of three members of the Board appointed by the Board, two members of the Faculty appointed by the Faculty, a member of the student body appointed by the students, and the Chancellor as Chair, shall recommend to the Board the name of the person selected by it for President. Such recommendation, in writing, shall be delivered to the Secretary of the Board within eight months of the date of the constitution of the Selection Committee, and failing any recommendations on its part within such period of eight months, the Board may proceed with the appointment.
- Article IV. The President shall be responsible for the carrying out of all matters pertaining to the actual operation of the University and without limiting the generality of the foregoing, shall:
- have the right to appoint special committees provided that these do not infringe on the jurisdiction of the University Faculty, the Senate, or their standing committees.

#### **Section 7**

- Article II. When the proposed amendment refers to any part of Part II of these by-laws,
- (a) Thirty days' notice of the proposed amendment(s) shall be given to the University Faculty; and
  - (b) The result of a vote by the Faculty on the proposed amendment(s) shall be made known to the Board before its vote is taken.

**PART 2**  
**SECTION 1**

The University Faculty:

- Article I. The University Faculty shall be composed of those members of the University indicated in Part I, Section I, Article I(c) of these by-laws.
- Article II. The University Faculty may, by a two-thirds majority, admit individual person or persons to the privileges of the Faculty.
- Article III. The University Faculty shall:
- (a) Have the right to discuss any or all matters affecting the welfare of the University and to present its views to the appropriate authorities for consideration and possible action;
  - (b) Approve diplomas, certificates and degrees in course; and
  - (c) Elect, or have appointed, to the Board of Governors, to the Senate and to relevant Committees, the representatives to which it is entitled.
- Article IV. (a) The University Faculty shall meet in regular sessions at least four (4) times during the academic year.
- (b) A Chair to conduct University Faculty meetings shall be elected for a two year term by the Faculty upon receipt of nominations from the Committee on Nominations at the first meeting of the University Faculty in the year in which an appointment is required.
- (c) A Secretary to record the minutes of University Faculty shall be elected by the Faculty upon receipt of nominations from the Committee on Nominations at the first meeting of the University Faculty in each academic year.
- (d) The Chair and Secretary of the University Faculty shall continue in office until they are replaced.
- (e) Special meetings of the University Faculty
- (1) may be called at the discretion of the President and
  - (2) shall be called by the Secretary of the University Faculty at the written request of any five members of the University Faculty.
- (f) Notices of meeting
- (1) shall be sent to members of the University Faculty no later than forty-eight (48) hours before the time of meeting, and
  - (2) shall specify the business of the meeting.
- (g) The quorum for a meeting of the University shall be fifty (50) members.
- Article V. With the exception of matters included under Part II, Section II, Article IV, Paragraph (f) and Paragraph (I), the University Faculty shall have the power of veto over the actions of the University Senate, provided the procedure indicated in this Article (a) to (f) is followed:
- (a) A special meeting of the University Faculty and Senate shall be called by the Secretary of the University Faculty to consider the veto of a specific University

Senate decision, resolution, or motion upon the presentation of a written petition of any ten (10) members of the University Faculty, provided that (1) such petition is submitted to the Secretary of the Senate within four (4) days of distribution and receipt of the report of the Senate meeting in question, and (2) such a meeting is called within four (4) days of the request with at least forty-eight hours' notice to Faculty members

(b) Upon the receipt of such a petition, the Secretary of Faculty shall notify the Chair of the University Senate, who will thereupon take steps to delay the implementation of the challenged Senate decision pending the outcome of the meeting of the University Faculty.

(c) For discussion and voting on a veto, a quorum of the University Faculty shall be constituted of 50 per cent of its members.

(d) A resolution or motion for veto shall be put in such a manner that the decision to veto is indicated by "Aye" votes. (e.g. "It is resolved that the University Faculty exercise the power of veto over the following resolution of the University Senate ...")

(e) In order to "carry", a motion proposing veto must receive the affirmative votes of two-thirds of the votes cast.

(f) The Chair of the Senate shall be notified in writing by the Secretary of the University Faculty within three (3) days of the result of a vote which would have the effect of imposing a veto on a decision of the Senate. Upon receipt of notification of an affirmative vote the Chair of the Senate shall declare the Senate decision in question null and void.

## SECTION 6

### Faculties:

Article I. (a) To provide for the co-ordination and integration of courses of study and the promotion of research, the members of the teaching staff of the University shall be grouped into the following Faculties:

(1) Faculty of Arts

(2) Faculty of Science

(b) Additional Faculties may be established by the President with approval of the University Senate.

Article II. Each Faculty shall be composed of the Departments designated by the President pursuant to Part II, Section X, Article I.

Article III. Under the general direction of the Dean, each Faculty shall be obligated to advance the efficient functioning of the Departments within the Faculty and more specifically to:

(a) Integrate the courses of studies with the general objectives of the University and the specific objectives of the Departments involved.

(b) Meet at least twice in each academic term for the discussion of business pertaining to the Faculty.

Article IV. (a) At the first meeting of each academic year each Faculty shall elect a Chair and a

Secretary for conduct of its business in the ensuing year.

(b) The officers appointed under the provision of paragraph (a) shall hold office until their successors have been elected.

(c) A special meeting of each Faculty may be called

(1) at the discretion of the Dean

(2) by the chair at the written request of any five members of that faculty

(d) The quorum for a special meeting of the Faculty of Arts and of the Faculty of Science shall be 15% of full time Faculty as defined in the University Bylaws.

Article V. Each Faculty may appoint its own standing and special committees, but the appointment of such committees shall not limit the powers or jurisdiction of any other group, or of any other appointee described in these by-laws.