RADY FACULTY OF HEALTH SCIENCES
BYLAW

This Bylaw is supplementary to the University of Manitoba Faculty and School Council General Bylaw.

I. Principles

A. The Faculty Council is the academic council of the Rady Faculty of Health Sciences, created by the Senate under the authority granted to it under The University of Manitoba Act (Manitoba). It derives its authority to act and recommend on matters of an academic character, from the University of Manitoba Faculty and School Council General Bylaw. Its authority derives from, and is subject to, the general charge of the Senate on all matters of an academic character.

B. The Faculty Council will clearly delegate certain functions and powers to its Executive Council, its Standing Committees and the College Councils, in accordance with the principle of subsidiarity, that a matter ought to be handled by the least centralized authority capable of addressing that matter effectively; it is expected that the Colleges have the expertise respecting their professional programs, and therefore these decisions are best made at the College level, as long as these decisions do not conflict with institutional norms, standards or priorities.

C. It is the role of all members of the Rady Faculty of Health Sciences to act honestly, fairly and in the best interests for the Rady Faculty of Health Sciences and the University of Manitoba. Members should deal with matters in such a way that the interests of the Rady Faculty of Health Sciences take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.

D. Unless otherwise specified, reference to “Faculty” or “Rady Faculty of Health Sciences” includes the Colleges of Dentistry, Medicine, Nursing, Pharmacy, and Rehabilitation Sciences (the “Colleges”) and includes the School of Dental Hygiene (the “School”), and reference to “faculty” includes all academic members holding academic rank (excluding sessionals and nil-appointments) in the Rady Faculty of Health Sciences.

E. Graduate programs, although housed within the Rady Faculty of Health Sciences, are administered by the Faculty of Graduate Studies. The powers to act and recommend respecting these programs therefore rests with the Faculty of Graduate Studies, according to its Bylaws and policies.

Passed by Faculty of Health Sciences Faculty Council: September 16, 2014.
Passed by University of Manitoba Senate: November 5, 2014.
Revision: Passed by Rady Faculty of Health Sciences Faculty Executive Council: June 14, 2016.
Revision passed by University of Manitoba Senate: November 2, 2016.
II. Faculty Council

A. Membership

The Faculty Council of the Rady Faculty of Health Sciences (the “Faculty”) shall be composed of:

1. The President
2. The Vice-President designated by the President
3. The Dean of the Faculty
4. The Vice Deans of the Faculty
5. The Deans of the Colleges
6. The Director(s) of the School(s)
7. A librarian, appointed by the University Librarian
8. All academic staff of the Faculty including Professors, Associate Professors, Assistant Professors, Lecturers, Instructors I and II and Senior Instructors (and excluding sessionals and nil-appointments) holding academic rank in the Faculty
9. 30 full-time support staff of the Faculty (including staff of its Colleges), with a term of office of three years, as follows:
   (a) five (5) College of Dentistry support staff appointed or elected by its support staff
   (b) five (5) Max Rady College of Medicine support staff appointed or elected by its support staff
   (c) five (5) College of Nursing support staff appointed or elected by its support staff
   (d) five (5) College of Pharmacy support staff appointed or elected by its support staff
   (e) five (5) College of Rehabilitation Sciences support staff appointed or elected by its support staff
   (f) five (5) Rady Faculty of Health Sciences support staff appointed or elected by its support staff
10. 30 students registered in the Faculty or its Colleges, with a term of office of one academic year, who are appointed:
   (a) five (5) College of Dentistry students appointed or elected by its student body
   (b) five (5) Max Rady College of Medicine students appointed or elected by its student body
   (c) five (5) College of Nursing students appointed or elected by its student body
   (d) five (5) College of Pharmacy students appointed or elected by its student body
   (e) five (5) College of Rehabilitation Sciences students appointed or elected by its student body
   (f) five (5) Rady Faculty of Health Sciences students appointed or elected by its student body

B. Meetings

1. The Dean of the Faculty shall be the presiding officer and chair at all meetings of the Faculty Council, subject to the right of the President to take the chair at such meetings. In the Dean’s absence, a Dean of a College shall be the presiding officer, as designated by the Dean of the Faculty.

2. The Faculty Council shall meet at least once yearly.

3. Meetings shall be called at the discretion of the Dean of the Faculty or at the written request of any 50 members of the Faculty Council.

4. At least one month’s written notice of any regular Faculty Council meetings shall be given and at least 48 hours’ notice for any special Faculty Council meeting.

5. Faculty Council meetings shall be open, subject to the Faculty Council moving into closed session by the vote of a simple majority of those in attendance and voting.

6. The quorum necessary for the transaction of business shall be 60 members.
C. Powers to Act

The Faculty Council, subject to the plenary powers of the Board of Governors and the general charge of all matters of an academic character vested in the Senate, shall have power:

1. To provide for the regulation and conduct of its meetings and proceedings.
2. To periodically review Faculty Council Bylaws (that include any terms of reference for any Faculty Executive Council) and recommend amendments to the Senate for approval.
3. To periodically review, in concert with the College Council(s), College Council Bylaw(s) and, following review by the Senate Committee on Rules and Procedures, approving College Council Bylaw(s).
4. To establish standing and ad hoc committees of the Faculty Council and approve their membership and terms of reference.
5. To elect and remove members of the Faculty Council to Senate from each of the Colleges in a proportion specified in the Bylaw, and in accordance with the Act, and the rules and procedures authorized by the Senate.
6. To hear and determine disciplinary appeals (via a local disciplinary committee) of students registered in the Faculty, Colleges and School, in accordance with the Student Discipline Bylaw.
7. To consider and administer all rules and regulations respecting students who are registered in undergraduate programs of the Faculty (i.e. not within a specific College).
8. To determine the functions and powers, according to the Faculty and School Council General Bylaw, that may be delegated to subordinate bodies, including but not limited to an Executive Council, its Standing Committees or a College Council.
9. To determine other matters within its jurisdiction that have not been specifically delegated to subordinate bodies.

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D. **Powers to Recommend**

The Faculty Council shall have the power to make such recommendations as it deems advisable to the appropriate persons or bodies and, without restricting the generality of the foregoing, has the following powers to recommend:

1. To recommend to the Board on the conferring of the title Professor Emeritus/Emerita and Dean Emeritus/Emerita.
2. To recommend to the Senate on the establishment of, the abolition of, or any changes in colleges, schools, departments, divisions, chairs, lectureships in the Faculty.
3. To recommend to the Dean of the Faculty athletic, social or other extra-curricular activities of students.
4. To recommend to the Senate on the establishment of, the abolition of, or any changes in exhibitions, bursaries, scholarships, or prizes, to be awarded to students, applicable across the Faculty (i.e. not within a specific College).
5. To provide advice to the Dean of the Faculty on the acquisition and use of facilities and on the requirements for lecture rooms and other facilities.
6. To provide advice to the Dean of the Faculty respecting the academic implications of strategic directions for the Faculty.
7. To recommend to the Senate on new, or significant changes to, undergraduate programs offered by the Colleges or the Faculty.
8. To recommend to the Senate on all matters relating to undergraduate programs (i.e. not within a specific College) and their students including without limitation admission, curriculum and program requirements, instruction, academic standing of students, examinations, candidates for degrees, diplomas and certificates of proficiency, and dates of classes.
9. To recommend to Senate on all matters relating to inter-professional education offered by the Faculty (including curriculum and program requirements offered that affect more than one College).
III. Faculty Executive Council

A. Membership

There shall be an executive council of the Faculty Council (the “Faculty Executive Council”) and shall be composed of:

1. The President
2. The Vice-President designated by the President
3. The Dean of the Faculty
4. The Vice Deans of the Faculty
5. The Deans of the Colleges
6. The Librarian appointed to Faculty Council
7. Twenty-five (25) members elected by and from the members of the Faculty Council who hold academic rank within the Faculty, ensuring that the Faculty Council elects at least three (3) representatives who are members of each College in the Faculty, i.e. that the members’ primary appointment is in the College. One College may not hold greater than twelve (12) members of the twenty-five (25) members. The term of office for each elected academic member shall be three years
8. Five (5) students elected by and from the student members of the Faculty Council, with one student member from each College, with a term of office of one academic year
9. Two (2) support staff members, elected by and from the support staff members of the Faculty Council, with a term of office of three years

B. Meetings

1. Notwithstanding the President’s right to preside over the Faculty Council, the Dean of the Faculty or designate shall be the presiding officer at all meetings of the Faculty Executive Council. In the Dean’s absence, a Dean of a College shall be the presiding officer, as designated by the Dean of the Faculty.
2. The Faculty Executive Council shall meet at least three (3) times per year.
3. Meetings shall be called at the discretion of the Dean of the Faculty or at the written request of any seven (7) members of the Faculty Executive Council.
4. At least one month’s written notice of any regular Faculty Executive Council
meeting shall be given and at least 48 hours’ notice for any special Faculty Executive Council meeting.

5. Faculty Executive Council meetings shall be open, subject to the Faculty Executive Council moving into closed session by the vote of a simple majority of those in attendance and voting.

6. The quorum necessary for the transaction of business shall be a majority of the members.

7. In a case of an instance where an urgent matter requires resolution by Faculty Executive Council, a meeting of the Faculty Executive Council by email is appropriate under certain circumstances. The use of e-meetings shall be reserved for those issues needing a decision before an in-person meeting of the Faculty Executive Council is scheduled. Each e-meeting agenda shall consist of a single issue. Members shall then indicate their vote in writing to the secretary of the Faculty Executive Council within three (3) business days. The results of the vote shall be communicated by the secretary as soon as possible after all the votes are received.

C. Powers to Act and Recommend

The Faculty Council hereby delegates to the Faculty Executive Council all powers to act and recommend granted to the Faculty Council set out in the Faculty and School Council General Bylaw and this Bylaw, except:

1. The Faculty Council shall retain the power to elect members to and remove members from Senate.

2. The Faculty Council shall retain the power to elect members to its Faculty Executive Council.

3. The Faculty Council shall retain the power to recommend for approval its Bylaws and any amendments thereto.

The Faculty Council cannot over rule the decisions of its Faculty Executive Council, made on the Faculty Council’s behalf.

The decisions of the Faculty Executive Council shall be reported to the Faculty Council, at its next meeting, through the Chair.
IV. **Standing Committees**

A. There shall be standing committees as required by the Senate or as deemed necessary by the Faculty Council.

B. The Terms of Reference and membership of each Standing Committee shall be approved by the Faculty Council.

V. **College Councils**

The Faculty Council shall delegate the specific functions and powers to the College Councils and confer on them the power and authority to act with respect to such matters as set out in approved College Council Bylaw(s), and that are within the jurisdiction of the College Council.

VI. **Election of Faculty Council Members to Senate**

The Senate Bylaw on the Election of Academic and Support Staff to Senate, and the following provisions shall govern the election of Senate representatives by the Faculty Council.

A. **Principle of Proportional Representation**

Senate representatives for the Faculty shall be elected by members of the Faculty Council from among the candidates duly nominated for such an election.

The process of election of Senate representatives shall ensure that the Faculty Council elects at least two (2) Senate representatives who are members of each College in the Faculty, i.e. that the member’s primary appointment is in the College.

B. **Eligibility for Nomination**

The following shall be eligible for nomination for election to Senate by the Faculty Council:

All Full-time members of the academic staff of the Faculty who are members of the Faculty Council, except those designated ex officio members of Senate under Section 26 of *The University of Manitoba Act*.

All Full-time support staff who are members of the Faculty Council.

C. **Nomination Process**

By March 15 each year, the Committee on Nominations (or some other such Committee) shall submit to the Chair of the Faculty Council a slate of nominees for positions on Senate that are up for election. The Committee shall ensure that the slate of nominees, along with those with continuing terms on Senate, ensure at least two (2) members from each College in the Faculty’s Senate representation.
The Chair of the Faculty Council shall then forward to the members of the Faculty Council:

a. A call for nominations

b. The slate proposed by the Committee on Nominations (or other such Committee)

c. The list (or a link to the list) of those eligible for nomination

Members of the Faculty Council shall have ten (10) days from the call for nominations to make further nominations.

If, at the close of nominations, no more nominations are received than the number of vacancies to be filled on Senate, the candidates nominated shall be declared elected by acclamation and the results reported to members of Faculty Council and the University Secretary. If there are more nominations received than Senate representatives to be elected, a vote shall take place.

D. Eligibility to Vote

All members of the academic and support staff (including ex officio members of Senate but excluding sessional and part-time support staff appointments) who are members of the Faculty Council shall be eligible to vote in elections for representatives to Senate by the Faculty Council.

E. Election Process

A notice of election, including a listing of all the candidates and information on how to vote shall be distributed to all those eligible to vote upon the close of nominations.

The election may be conducted by paper ballot, or any appropriate electronic means that ensures that the ballot is secret.

Those eligible to vote will have ten (10) days from the notice of election to vote. The specific deadline for the receipt of votes shall be included in the notice of election. Votes received after the deadline shall not be counted.

Those eligible to vote may vote for any number of candidates up to the number of vacancies on Senate that are to be filled by election.

Following the close of voting, those individuals so appointed by the Chair of the Faculty Council shall count the votes.
The determination of candidates being elected to Senate shall be as follows:

1. The candidates receiving the highest number of votes who are members of Colleges requiring at least two (2) Senate representatives will be declared elected.
2. Following the determination of those elected in 1 above, all remaining Senate seats to be filled shall be by the remaining candidates who received the highest number of votes.

In the event of a tie, the tie shall be broken by the drawing of lots.

F. Filling of Vacancies
The filling of vacancies in Senate representatives, either due to resignation or ineligibility or due to a Senate representative going on leave, shall occur in a manner similar to that outlined above. Any such process shall ensure that the Faculty’s Senate representation at all times includes at least two (2) members from each College of the Faculty.

G. Removal of Senate Representative(s)
Removal of a Faculty Senate representative(s) may be held at any meeting of the Faculty Council provided that:

1. At least seven days’ notice in writing of the motion to remove the Senate representative(s), including the reasons for the proposed action, is given;
2. The person concerning whom the motion is made is given the right to be heard at the meeting held to consider the motion; and
3. The motion for removal succeeds by at least at two-thirds majority of those members present.

VII. Standing Rules
The Faculty Council may enact or amend standing rules and procedures for conduct of the affairs of the Faculty Council by a majority vote of those members present and voting at a duly called and constituted meeting, provided that five days’ notice of the proposed standing rule or amendment has been given to all members prior to the meeting at which such enactment or amendment is to be made.

VIII. Rules of Order
Except where otherwise provided, the “Rules and Procedures governing meetings of the Senate of the University of Manitoba” shall govern the conduct of the Faculty Council and Faculty Executive Council meetings.
IX. **Enactment and Amendments**

A. The date of enactment for these Bylaws shall be the date on which they receive approval of the Senate.

B. Any amendments to these Bylaws shall require the approval of the Senate, edited by the Senate Committee on Rules and Procedures.

C. Before submission to Senate, such Bylaws or amendments shall be approved by two-thirds of the members present and voting at a duly called and constituted meeting of the Faculty Council. At least one month’s notice in writing of any amendment shall be given to the members.

X. **Review**

Within five years of the approval of these Bylaws, November 2, 2016, a Committee of the Faculty Council shall be established to review governance structures and processes of the Rady Faculty of Health Sciences, and to report and make appropriate recommendations to Faculty Council as required.