

BY-LAW 2: COMMITTEES OF THE SCHOOL COUNCIL

2.1 *Executive Committee of the School*

The powers of the Executive Committee are such as have been delegated to it by School Council, expressed in this by-law.

2.1.1 Mandate of the Executive Committee

Subject to the provisions of Article 160 of the University Government, the mandate of the Executive Committee is:

- a) To manage School affairs in accordance with School Council policy and the rules of the University Government , and to make whatever administrative action is necessary to ensure good management of the School;
- b) To lead the School's strategy formulation and make recommendation on the School's strategic plan to School Council;
- c) To monitor the execution of the strategic plan; in particular, set performance metrics and targets, monitor the School's progress with respect to these metrics and recommend corrective actions;
- d) To approve a budget in line with School objectives and priorities as they relate to the strategic plan of the School and to review its implementation;
- e) To help the Dean produce strategic, accreditation or other formal planning documents for submission to the School Council;
- f) To review all financial or resource implications of proposed developments of the undergraduate and graduate programs, and make recommendations to the School Council or other bodies of the University;
- g) To establish policies with respect to faculty workloads within the context of the collective agreement and resources of the School;
- h) To approve the appointment of visiting and adjunct professors in accordance with the guidelines set by the Collective Agreement;
- i) To receive and evaluate the recommendations of the Committee of Inquiry with regards to cases of academic fraud and approve sanctions as per Senate regulations;
- j) To act in lieu of the School Council with emergency powers, between meetings of the School Council, it being understood that such actions must subsequently be ratified by the School Council;
- k) To perform other duties that may be assigned to it by the Dean or by the School Council.

2.1.2 Membership of the Executive Committee

Subject to the provisions of Article 161 of the University Government, the Executive Committee is composed of the following members:

2.1.2.1 Ex-officio members (voting):

- (a) The Dean, who serves as Chair;

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- (b) The School's Vice-Deans;
- (c) The School's Section Coordinators.

NOTE: One of the Vice-Deans shall be designated by the Dean as the administrative exclusion: in the absence of the Dean, the administrative exclusion shall assume the Dean's role, including that of chairing meetings. One of the Vice-Deans shall be designated by the Dean as the School Secretary.

2.1.2.2 Administrative personnel members:

- (a) The School's Chief Administrative Officer;
- (b) The Assistant Dean, External Relations;
- (c) The Executive Director, Centre of Executive Leadership;
- (d) The Manager, Finance (non-voting).

2.1.2.3 Guests and replacements

- (a) The Chair may invite guests when their expertise is required. Guests do not have voting rights.
- (b) Members who are absent from the Executive Committee may not be replaced.

2.1.3 Quorum at Executive Committee Meetings

Quorum is 50% plus one (1) of the total number of voting members excluding vacancies.

2.1.4 Meeting Schedule

- a) The Executive Committee shall hold at least five meetings annually.
- b) Executive meetings are normally held monthly from September to June, inclusively.
- c) Specific dates and times are determined by the Dean and announced no later than in September.
- d) The Executive Committee shall normally hold at least one strategic planning retreat annually.
- e) The Chair may convene special meetings when required.
- f) Upon written request of at least one third of the members, the Chair will schedule a special meeting.
- g) The Secretary of the School shall notify all members of the Committee of each meeting five (5) working days prior to the meeting. The notice shall include the agenda of the meeting.

2.1.5 Agenda

- a) Requests for items to come before the Executive Committee should be submitted in writing to the Secretary of the School ten (10) working days before a regular meeting.

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- b) The Secretary of the School, in consultation with the Dean and the Vice-Deans, shall prepare the agenda, a copy of which is to be sent to all members along with all supporting documents five (5) working days prior to each meeting. Items of an urgent nature may be added to the agenda by the Chair on the day of the meeting, with the consent of the majority (50% plus one) of the voting members present.

- c) At each regular meeting, the Order of Business shall normally be presented in the following manner:
 - (i) Approval of the agenda
 - (ii) Adoption of the minutes of the previous meeting
 - (iii) Business arising from the minutes
 - (iv) Dean's remarks
 - (v) Motions
 - (vi) Update on budget
 - (vii) Planned items depending on the time of year (for example, strategic planning discussion)
 - (viii) Other business

2.1.6 Conducting Meetings

The articles concerning "Points of Order", "Motions", "Minutes", and "Virtual Participation" described in [Appendix I](#) of these By-Laws apply to the Executive Committee.