

Terms of Reference

Mohawk College

President's Advisory Council

Minister's Binding Policy Directive

Governance and Accountability Framework

D. The board of governors is to ensure that an advisory college council is established, the purpose of which is to provide means for students and staff of the college to provide advice to the president on matters of importance to students and staff. The board of governors is to ensure that the structure, composition, terms of reference and procedures for the council are established in by-law.

By-Law No. 1 – Mohawk College

17.1 In accordance with the OCAAT Act and the Minister's Binding Policy Directive – Framework, the Corporation does hereby establish a President's Advisory College Council, the mandate, composition, membership and structure of which is established in Appendix 4 to this ByLaw of the Corporation.

Mandate

The mandate of the Mohawk President's Advisory Council is to represent the college community in providing timely advice to the President on issues that are of college wide significance.

The Council advises the President on policies and practices that are aligned with the college's strategic priorities as determined by the Board of Governors and the Mohawk Executive Group or Senior Management Team.

The Council represents the entire college community and includes representatives from faculty, administrative staff, support staff and students.

Duties

Members of the President's Advisory Council are expected to communicate regularly with the division or group they represent and to be responsible for bringing items to the attention of the Steering Committee for meeting agendas. The procedure for bringing items to the Council is given in the attached Staff Submission form (see Attachment 1, President's Advisory Council, Staff submission Form – Proposed Agenda Item).

In addition, members will collaborate to provide the best possible advice to the President for the greater good of Mohawk College.

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Secretariat

The College will provide secretariat support, with responsibility for minutes of all meetings and circulation of minutes and agendas.

Membership

The position of a Council member is recognized as important and beneficial to the growth and development of the College. The position is voluntary and members may not receive remuneration for their participation, although reasonable travel expenses will be reimbursed. Meetings will be scheduled to accommodate members' schedules to the extent possible.

Composition

The membership of the Council should reflect the makeup of the overall college community with a maximum of 36 elected members plus six appointed members.

a) Members shall be elected in the following categories from each of the Administrative and Support staff categories:

- Corporate Services
- Student Services
- Academic
- Fennell
- Stoney Creek
- Brantford
- IAHS

Total: 14 members

b) Each of the following will establish a Faculty Advisory Council and elect one faculty member to the President's Advisory Council:

- Health Sciences
- Engineering Technology
- Skilled Trades and Apprenticeship
- Community and Urban Studies
- Interdisciplinary Studies
- Business, Media & Entertainment
- Teaching, Learning and Quality
- One non-teaching faculty member will also be elected by the Non-Teaching faculty member from Student Services

Total: 8 members

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c) Students will be represented by

- Eight students as determined by MSA and MCACES

Total: 8 members

d) Appointments

- President of the Mohawk Students' Association
- President of the Mohawk College Association of Continuing Education Students'
- Representative of Local 241
- Representative of Local 240
- Representative of the Mohawk College Administrative Staff Association
- The President may appoint one staff member to be his/her designate.

Total: 6 members

Election & Appointments

- a) Elections – All positions, except for appointed positions, will be elected by their constituents. The College will provide an electronic voting platform for these elections.
- b) Appointments – With the exception of the President's designate, all appointment positions must hold an elected office within their constituent group

Terms of Office

- a) Members may serve for a maximum of two 3-year terms of office. Following a hiatus of one 3-year term, a person may run for a further 3-year term.
- b) Members of the Steering Committee, Chair and the Vice-Chair shall serve a one-year term, with the Vice-Chair

Resignation and Replacement of Members

If an elected member of Council resigns, or moves to another position in the College and therefore cannot represent his/her constituents, the head of the division or group represented will appoint a replacement, under the following conditions:

- a) The replacement appointee must be a member of the division or group represented by the member who resigned.
- b) The replacement appointee must be selected from the candidates who ran in the previous election for that division or group, starting with the first runner-up.
- c) If the original representative was elected by acclamation, then a new election must be held.
- d) Replacements for elected or appointed members will serve to the end of the original three year term of the member they are replacing.

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Executive Structure

- a) The Steering Committee shall consist of the Chair, Vice Chair, President (and/or designate), Secretary, and representative from each constituent group (Administration, Support, Faculty and Student). This committee will be responsible for the establishment of the meeting schedule and agendas. The steering committee will meet two weeks prior to the meeting to finalize the agenda and to ensure that relevant background material is distributed one week in advance of the meeting.
- b) Chair – shall be elected by the Council members.
- c) Vice-Chair - shall be elected by the Council members to serve first as Vice-Chair and then as Chair. The Vice Chair will chair the meeting if the Chair is unavailable.

Conditions for Removal

Absenteeism will be dealt with on an individual basis. If a member misses two consecutive meetings, the Chair will discuss the member's ability to fulfill the commitment as a member

Decision Making

Whenever possible, attempts will be made to reach a common agreement regarding recommendations to the President. When this is not possible decisions will be made with a simple majority vote of those members in attendance. The President and/or designate shall be non-voting members. In the event of a tie, the motion is defeated.

Meetings

The Council will meet every other month for the entire year, beginning in September. Therefore, meetings will be held on the third Monday of the following months:
September, November, January, March, May, July.

Quorum

A quorum consists of 50% plus one member.