PROCEDURES FOR FACULTY MEETINGS

Updated May 8, 2003 – changes are in bold

1. Membership of the Faculty shall consist of the following:

The clauses below (a and b) replace clauses a) to c) of the existing Constitution of the Faculty of Arts dated October 15, 1971.

   a) All professors, associate professors, assistant professors and full-time faculty lecturers in the departments and schools of the Faculty of Arts who are appointed to it by the Board of Governors.

   b) All professors, associate professors, assistant professors in departments and schools that offer degree programs leading to the BA or BSW, who have elected in writing to be members of the Faculty of Arts.

[Notes:
The election is to be in writing to the Secretary of the Faculty and is to be for one’s remaining career at McGill. The suggested change in regulations only affects the status of full professors in Geography, Mathematics, Computer Science and Psychology. The status of student members of the Faculty of Arts is not affected. Membership in the Faculty of Arts is to be indicative of a long-term commitment to Arts. A declaration of membership by a Faculty member in a unit in another Faculty should represent a statement of the individual’s academic and intellectual interest of Arts. Voting rights are not granted for exercise as a matter of convenience or transient interest.]

[For comparison:
The constitution of the Faculty of Science (approved March 1, 1977) states that: “For the purpose of its meetings, the membership of Faculty (of Science) shall consist of the following:

   (i) All Full Professors … in the Faculty of Science except those in the Departments of Geography, Mathematics and Psychology who declare that they wish to be affiliated only with the Faculty of Arts.

   (ii) All Associate Professors, Assistant Professors … in the Faculty of Science who have not elected to be members of another Faculty (other than the Faculty of Graduate Studies and Research).”]

The clauses below (c and d) replace clauses d) and e) of the existing Constitution of the Faculty of Arts dated October 15, 1971.
c) The undergraduate students registered in the Faculty of Arts will have a representation of 18 students on the Faculty. This number will include those members of the executive of the Arts Undergraduate Society who are designated for this purpose by the executive of the Arts Undergraduate Society. The remainder will be elected by the students registered for the degree of the Bachelor of Arts. Such an election is to be conducted by the Arts Undergraduate Society.

d) The graduate students registered in the Faculty of Arts will have a representation of 9 students on the Faculty. This number will include three members of the council of the Post-Graduate Students’ Society who are designated for this purpose by the council of the Post-Graduate Students’ Society. The remainder will be elected by the students registered for the MA or PhD degree in the Faculty of Arts. Such an election is to be conducted by the Post-Graduate Students’ Society.

2. Robert’s Rules of Order are to apply at Faculty meetings.

3. With respect to motions at Faculty meetings, the Speaker is to have the rights assigned to the chair of the assembly under Robert’s Rules.

   [This implies that, in the event of a tie on a motion, the Speaker will have the right to cast the deciding vote].

   [Currently, at Faculty meetings, the Dean rather than the Speaker, has the right to break a tie. This custom arose from the time when the Dean also served as the Speaker. This right is now being recognized as properly belonging to the Speaker.]

4. Notice of motion has to be given in writing at least two weeks in advance of the meeting at which it is to be considered, except for:

   a) motions arising from reports of the standing committees of the Faculty.

   b) non-substantive motions with unanimous consent of the assembly. [In practice, this can be without any objection being raised to them]. If adequate notice of motion has been given, the motion is to be on the (circulated) agenda of the meeting.

5. On the reporting of the actions of Senate, the committee does not recommend any changes.
[Clearly, the judgment on what will be reported will be left, as usual, to the discretion of
the Senator who is doing the reporting and will depend on that Senator's judgement as
to what is important to the Faculty.]

6. On the quorum for Faculty meetings, the committee does not recommend any
changes in the current regulations and practices. Quorum is 50.

7. Question Period: members must submit questions 24 hours prior to the meeting in
writing to the Dean.

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