

**BYLAWS  
of  
THE FACULTY OF PUBLIC AND GLOBAL AFFAIRS  
FACULTY BOARD**

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## **I. Election Procedures**

### **I.1 Election of Secretary and Clerk of Faculty Board**

#### **(a) Timing**

In accordance with the Constitution of the Faculty of Public and Global Affairs Faculty Board (“the Constitution”), the election of the Secretary and the Clerk of Faculty Board shall take place during April at a properly constituted meeting of Faculty Board (the “Meeting”). Alternatively, the Executive Committee may call for an electronic vote (“E-Poll”) to be conducted during April over a designated voting period (“Voting Period”) established by the Executive Committee. In either case, the election shall be conducted in accordance with the procedures outlined below.

#### **(b) Nomination procedures**

- (1) Not less than 4 (four) weeks prior to the Meeting or Voting Period (as the case may be), the Secretary shall circulate to members of Faculty Board a call for nominations of FPGA faculty members to be received by the Clerk of Faculty Board not later than 2 (two) weeks prior to the Meeting or Voting Period.
- (2) All nominations shall be signed by one FPGA faculty member and the nominee.
- (3) The Executive Committee shall circulate a list of those who are properly nominated with notice of the Meeting or, in the case of an E-Poll, not less than 5 (five) working days in advance of the Voting Period.

#### **(c) Elections**

- (1) The Secretary and the Clerk shall be elected from among the nominees listed pursuant to paragraph I.1(b)(3) above by a simple majority of the votes cast at the Meeting, or by E-Poll.
- (2) Pursuant to the Constitution, voting shall be by secret ballot in cases wherever there are more nominees than positions.
- (3) In cases where the number of nominees is equal to or less than the number of elected positions, nominees shall be approved by acclamation of Faculty Board without a formal vote.

#### **(d) Vacancies**

- (1) Should the office of Secretary or Clerk (as the case may be) become vacant, as defined by the Constitution, then the remaining members of the Executive Committee shall appoint another FPGA faculty member to

serve in that office until a replacement is elected in accordance with the provisions outlined above.

- (2) Such election shall be held in the April next following the creation of the vacancy.

## **I.2 Election of Faculty Members to Committees of Faculty Board**

### **(a) Timing**

In accordance with the Constitution, wherever it is provided that faculty members of committees of Faculty Board shall be elected, then such election shall take place during April at a properly constituted meeting of Faculty Board (the "Meeting"). Alternatively, the Executive Committee may call for an electronic vote ("E-Poll") to be conducted during April over a designated voting period ("Voting Period") established by the Executive Committee. In either case, the election shall be conducted in accordance with the following procedures:

### **(b) Nomination procedures**

- (1) Not less than 4 (four) weeks prior to the Meeting or the E-Poll (as the case may be), the Secretary shall circulate to members of Faculty Board a call for nominations of FPGA faculty members to be received by the Clerk of Faculty Board not later than 2 (two) weeks prior to the Meeting or Voting Period.
- (2) All nominations shall be signed by one FPGA faculty member and the nominee.
- (3) The Executive Committee shall circulate a list of nominees to elected faculty member positions on committees of Faculty Board with notice of the Meeting, or, in the case of an E-Poll, not less than 5 working days in advance of the Voting Period.

### **(c) Elections**

- (1) Faculty member positions on committees of Faculty Board shall be elected from among the nominees listed pursuant to paragraph I.2(b)(3) by a simple majority of the votes cast at the Meeting or by E-Poll.
- (2) Pursuant to the Constitution, voting shall be by secret ballot in cases wherever there are more nominees than positions.
- (3) In cases where the number of nominees is equal to or less than the number of elected positions, nominees shall be approved by acclamation of Faculty Board without a formal vote.

### **(d) Vacancies**

- (1) Should a vacancy as defined by the Constitution occur for any reason whatsoever in any elected faculty member position on a committee of Faculty Board, then the remaining members of that committee shall appoint another member to serve in that position until a replacement is elected in accordance with paragraphs 1.2(b) and (c) above.
- (2) Such election shall be held in the April next following the creation of the vacancy.

## **II. Terms of Reference and Procedures for Standing Committees**

### **II.1 Executive Committee**

#### **(a) Membership**

As established by the Constitution, the Executive Committee shall consist of:

- (1) the Dean, the Associate Deans, the Assistant Deans, the Secretary of Faculty Board and the Clerk of Faculty Board, as *ex officio* members;
- (2) one FPGA undergraduate student selected by the Carleton Academic Student Government (CASG) pursuant to Clause II.3 of the Constitution for a one-year term beginning immediately upon their selection;
- (3) one FPGA graduate student selected by the Graduate Student Association (GSA) pursuant to Clause II.3 of the Constitution for a one-year term beginning immediately upon their selection; and
- (4) as many as two FPGA faculty members elected by Faculty Board pursuant to Clause II.3 of the Constitution for a one-year term beginning on the first day of July next following the election.

#### **(b) Responsibilities**

The Committee shall:

- (1) call meetings of Faculty Board;
- (2) establish annually prior to the start of the academic year the dates for Faculty Board meetings for the upcoming academic year;
- (3) call for any extraordinary meetings of Faculty Board as may be deemed necessary by the Executive Committee;
- (4) plan the forthcoming business of Faculty Board and arrange the agenda of its meetings;

- (5) oversee the election of Secretary, Clerk and the elected faculty members of committees of Faculty Board pursuant to Clause II.3 of the Constitution;
- (6) act on behalf of Faculty Board between meetings of Faculty Board;
- (7) report all decisions taken by the Committee under paragraph (f) above to Faculty Board at its next regularly called meeting.

**(c) Meetings and Procedures**

- (1) The Secretary of Faculty Board shall act as Chair of the Executive Committee.
- (2) The Executive Committee shall meet at the call of the Secretary as required to carry out its responsibilities.
- (3) Meetings of the Executive Committee shall be closed to everyone other than members of the Executive Committee and those invited to attend at the request of the Executive Committee.
- (4) Quorum shall be 50% of Executive Committee members.
- (5) A record of all decisions shall be recorded by the Clerk, or in the Clerk's absence, by a member appointed by the Executive Committee.

## **II.2 Undergraduate Curriculum Committee (UCC)**

**(a) Membership**

As established by the Constitution, the Undergraduate Curriculum Committee (UCC) shall consist of:

- (1) the undergraduate degree program coordinators from each unit of the Faculty as described in Article I of the Constitution;
- (2) the Associate Dean with responsibility for undergraduate academic affairs in the Faculty and the Secretary of Faculty Board, as *ex officio* members;
- (3) one FPGA undergraduate student appointed or elected by CASG as per Clause II.3 of the Constitution for a one-year term beginning immediately upon their selection;
- (4) the University Registrar (or the Registrar's designate) as *ex officio* (non-voting) member; and
- (5) the Undergraduate Curriculum and Calendar Officer in a non-voting capacity to serve as a resource for the Committee.

**(b) Responsibilities**

The Committee shall:

- (1) receive, review and initiate recommendations to Faculty Board for new and revised undergraduate degree, certificate, and diploma programs and courses administered by the units of the Faculty;
- (2) receive, review and initiate recommendations to Faculty Board concerning general or Faculty regulations in the undergraduate Calendar, specifically those governing admission, registration, examinations, academic standing, promotion and graduation;
- (3) review and comment on all proposed regulations originating outside the Committee that affect the academic progress of undergraduates in the Faculty;
- (4) consult with other Faculties concerning combined and cross-Faculty undergraduate programs or regulations affecting students in the Faculty; and
- (5) in consultation with the Secretary of Faculty Board, the UCC Chair shall annually establish a date by which all units of the Faculty must submit recommendations to the Committee for Calendar changes governing their undergraduate programs and courses for the following academic year.

**(c) Meetings and Procedures**

- (1) The Associate Dean (Academic) shall chair the Committee.
- (2) The Committee shall meet at the call of its Chair as required to carry out its responsibilities.
- (3) Meetings of the Committee shall be closed to everyone other than members of the Committee and those invited to attend at the request of the Committee.
- (4) Quorum shall be 50% of voting members.
- (5) The chair shall ensure that a record of committee decisions is maintained.

## **II.3 Graduate Curriculum Committee (GCC)**

**(a) Membership**

As established by the Constitution, the Graduate Curriculum Committee (GCC) shall consist of:

- (1) one graduate program coordinator from each unit of the Faculty, as described in Article I of the Constitution, except for the School of Journalism and Communication, which shall be represented by one graduate program coordinator from Communication and Media Studies and one from Journalism;
- (2) the Associate Dean with responsibility for graduate academic affairs in the Faculty and the Secretary of Faculty Board, as *ex officio* members;
- (3) one FPGA graduate student appointed or elected by GSA as per Clause II.3 of the Constitution for a one-year term beginning immediately upon their selection;
- (4) the Graduate Registrar (or the Registrar's designate) as *ex officio* (non-voting) member; and
- (5) the Graduate Curriculum and Calendar Officer in a non-voting capacity to serve as a resource for the Committee.

**(b) Responsibilities**

The Committee shall:

- (1) receive, review and initiate recommendations to Faculty Board for new and revised graduate degree, certificate, and diploma programs and courses administered by the units of the Faculty;
- (2) receive, review and initiate recommendations to Faculty Board concerning general or Faculty regulations in the graduate Calendar, specifically those governing admission, registration, examinations, academic standing, promotion and graduation;
- (3) review and comment on all proposed regulations originating outside the Committee that affect the academic progress of graduate students in the Faculty;
- (4) consult with other Faculties concerning cross-Faculty graduate programs or regulations affecting students in the Faculty; and
- (5) in consultation with the Secretary of Faculty Board, the GCC Chair shall annually establish a date by which all units of the Faculty must submit recommendations to the Committee for Calendar changes governing their graduate programs and courses for the following academic year.

**(c) Meetings and Procedures**

- (1) The Associate Dean (Academic) shall chair the Committee.
- (2) The Committee shall meet at the call of its Chair as required to carry out its responsibilities.

- (3) Meetings of the Committee shall be closed to everyone other than members of the Committee and those invited to attend at the request of the Committee.
- (4) Quorum shall be 50% of voting members.
- (5) The chair shall ensure that a record of committee decisions is maintained.

## **II.4. Research Committee**

### **(a) Membership**

As established by the Constitution, the Research Committee shall consist of:

- (1) the Dean and the Associate Dean with responsibility for research in the Faculty
- (2) no more than five (5) faculty members from units of the Faculty (as described in Article I of the Constitution), chosen by the Dean and Associate Dean in consultation with Chairs and Directors. The composition of the committee shall be diverse and broadly representative, taking into consideration the breadth of faculty research areas and approaches, academic rank, and other priorities and commitments; and
- (3) such other members of the Faculty as may be invited to participate by the Chair of the Committee.

### **(b) Responsibilities**

The Research Committee shall:

- (1) consider issues related to the support, encouragement and promotion of research in the Faculty, and to make recommendations as it considers appropriate; and
- (2) report to Faculty Board through the Chair of the Committee.

### **(c) Meetings and Procedures**

- (1) The Associate Dean shall act as Chair.
- (2) The Committee shall meet at the call of the Chair as required.
- (3) The chair shall ensure that a summary record of committee meetings is maintained.



## **II.5 Joint Committee on Admissions and Studies (JCAS)**

### **(a) Membership**

As established by the Constitution, the Joint Committee on Admissions and Studies (JCAS) shall consist of:

- (1) four faculty members, two from the Faculty of Arts and Social Sciences (as defined in its Constitution) and two from the Faculty of Public and Global Affairs appointed by the Executive Committee of the appropriate Faculty Boards, to serve a three-year term, renewable;
- (2) two alternate faculty members, one from each Faculty Board, appointed by the appropriate Faculty Board Executive Committees for a three-year period, who will be called upon to replace regular members who are unable to attend;
- (3) one Admissions Officer and one representative from the Registrar's Office as *ex officio* non-voting members.
- (4) Terms of Office will normally commence July 1.

### **(b) Responsibilities**

The Joint Committee on Admissions and Studies shall:

- (1) hear and decide petitions and appeals concerning the interpretation of, exceptions to, or administrative application of academic regulations affecting the admission and academic progression and graduation of students registered in undergraduate programs in either the Faculty of Arts and Social Sciences, the Faculty of Public and Global Affairs, or both;
- (2) actively monitor the admissions and academic regulations specific to undergraduate programs in either the Faculty of Arts and Social Sciences, the Faculty of Public and Global Affairs, or both, and make recommendations to the relevant Faculty Boards regarding regulatory change when needed;
- (3) prior to the start of each Fall term submit to both Faculty Boards a report on its activities covering the prior academic year.

### **(c) Meetings and Procedures**

- (1) The JCAS shall select a Chair from among its members for a two-year term. The position of Chair shall alternate between the two Faculties.
- (2) The JCAS shall meet as required to consider petitions in a timely fashion.
- (3) Quorum shall be the Chair and two faculty representatives.

- (4) The Admissions Officer representative shall maintain a record of all meetings and committee decisions.

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