Sprott Faculty Board Orientation

Sprott School of Business
Carleton University

October 2026
(version October 27, 2026)

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(Secretary of the Sprott Faculty Board (2022-2028))

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Structure of the session

- Introduction
- Carleton University Governance
  - Board of governors, Senate
- Sprott Governance
  - Structure, Constitution, Procedures
- Sprott Faculty Board
  - Meetings, Procedures, Processes, Norms
- Robert's Rules of Order (RONR)
- Conclusion

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Introduction
Objective and Origine of the orientation

- Objective
  - Inform Faculty Board members on governance at Carleton and Sprott
- Origine

  Sprott Faculty Processes and Norms (April 2024)

  "1.4. Orientation: New members of FB (faculty, students, staff, etc.) should receive an orientation to FB, its constitution, procedures and norms"

Source : https://carleton.ca/profbrouard/wp-content/uploads/sites/281/SprottFacultyProcessesandNorms20251024adopted.pdf

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Governance Framework at Carleton University

- Legislation
  - *Carleton University Act* (1952)
- Governing Documents
  - CU General Operating By-law
  - Academic Governance of the University (AGU)
  - Senate Rules of Order
  - Code of conduct
  - Policies

More information :
https://carleton.ca/senate/academic-governance/
https://carleton.ca/secretariat/boardofgovernors/
https://carleton.ca/secretariat/boardofgovernors/governance/

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GOVERNANCE STRUCTURE – BICAMERAL INSTITUTION

CARLETON UNIVERSITY

BOARD OF GOVERNORS
corporate head

SENATE
academic head

Board & Senate have distinct but complimentary authority.

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GOVERNOR'S & SENATOR'S ROLE



Responsibilities:

- **Act in the best interest of the university.**
- **Protect and defend the university's autonomy.**

- Make careful, good faith decisions in best interest of Carleton free from undue influence from any party.
- Act honestly and in good faith with a view to the best interest of Carleton.
- Are not representative of any particular interest group.
- Must avoid conflicts of interest and not abuse position for personal benefit.
- Respect confidentiality of information.
- Act selflessly, honestly and loyally to Carleton.

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BOARD OF GOVERNORS



As the governing body of the university, the Board is responsible for oversight of administrative and corporate affairs including:

- Selection and oversight of the President's performance
- Approval of annual budget (operating and capital)
- Approval of strategic plan
- Risk oversight
- Infrastructure planning and oversight

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BOARD OF GOVERNORS – BOARD COMPOSITION

32 members *chaired by:*



Christina Tessier
Chair

2 SENATE	2 FACULTY	4 STUDENTS	2 ALUMNI	2 STAFF	18 COMMUNITY

ex-officio:



Wisdom Tettey
President & Vice-Chancellor
(from January 1, 2025)



Nikita (Nik) Nanos
Chancellor

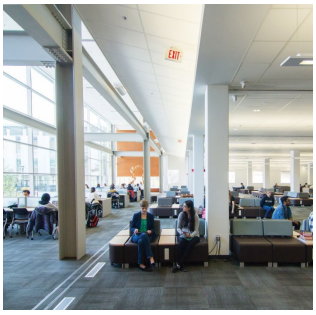
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BOARD OF GOVERNORS – BOARD COMMITTEES

6 Standing Committees

- Advancement & University Relations Committee
- Audit & Risk Committee
- Building Program Committee
- Executive Committee
- Finance Committee
- Governance Committee

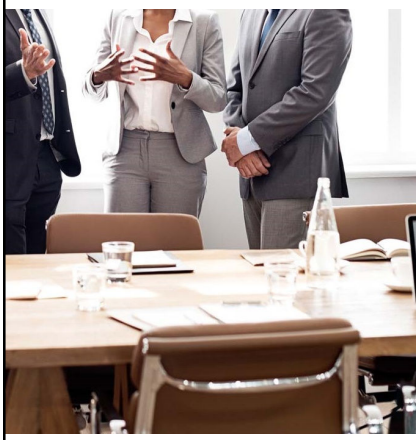


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SENATE



As the academic authority on campus, the Senate makes decisions of significant importance to students and faculty. Regular work of the Senate includes:

- Awarding degrees and scholarships
- Approving new programs and revised curricula
- Establishing regulations concerning students' academic work

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SENATE - COMPOSITION

82 members *chaired by:*



Wisdom Tettey
President & Vice-Chancellor



Richard Dansereau
Clerk of Senate

2 BOARD	41 FACULTY	13 STUDENTS	2 CONTRACT INSTRUCTORS	1 ACADEMIC COLLEAGUE	21 EX-OFFCIO	1 ALUMNI REP.

François Brouard
Secretary of Sprott Faculty Board

Rebecca Renfroe
Sprott Faculty member

Rodney Nelson
Sprott Faculty member

(elected by all Sprott faculty members)

Howard Nemiroff
Sprott Dean

Carleton University

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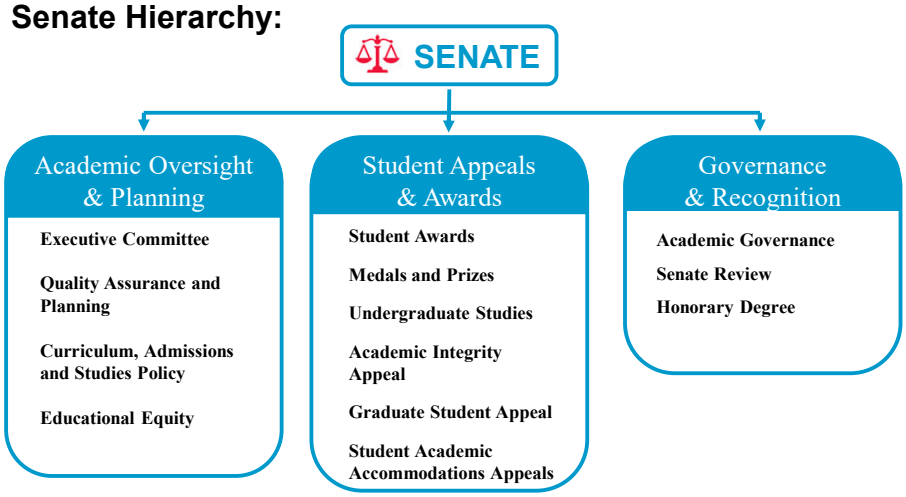
SENATE COMMITTEES

- Senate Executive Committee
- Senate Quality Assurance and Planning Committee (SQAPC)
- Senate Committee on Curriculum, Admissions and Studies Policy (SCCASP)
- Senate Committee on Student Awards
- Senate Committee on Medals and Prizes
- Senate Academic Governance Committee (SAGC)
- Senate Honorary Degrees Committee
- Senate Undergraduate Studies Committee
- Senate Student Academic Integrity Appeal Committee (SSAIAC)
- Senate Academic Accommodations Appeal Committee
- Senate Graduate Student Appeal Committee
- Senate Review Committee (SRC)

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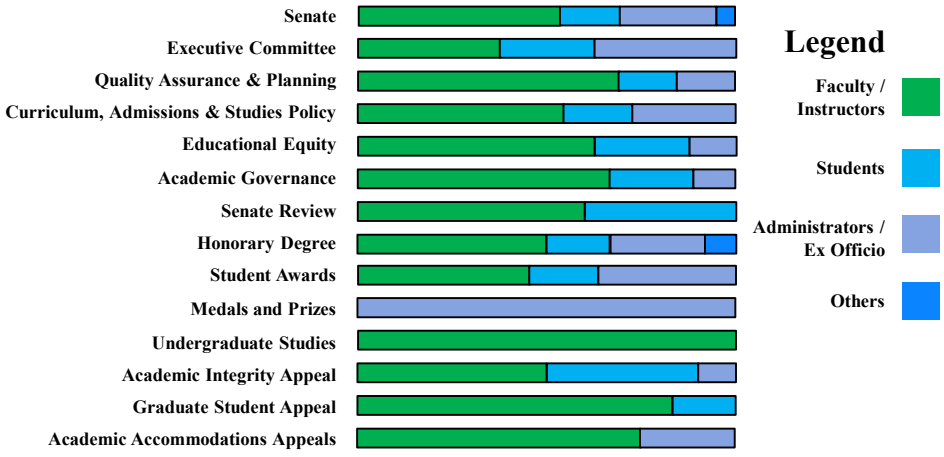
Senate Hierarchy:



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Committee Composition

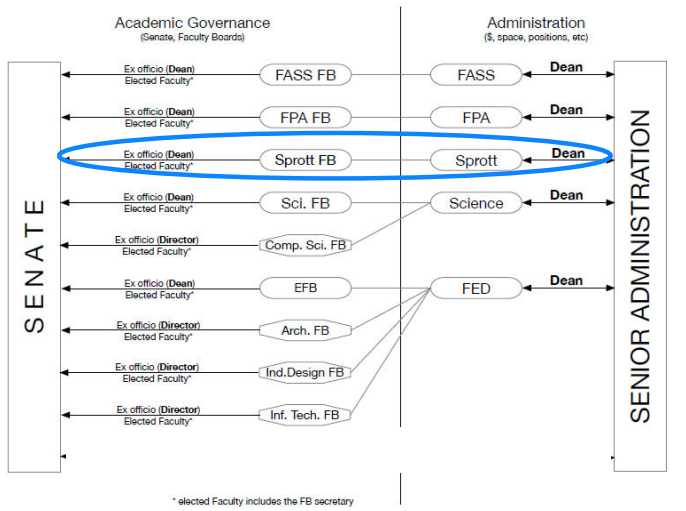


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ACADEMIC GOVERNANCE STRUCTURE



Academic Governance Structure

Carleton University

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Carleton University Governance

Senior Administration – Org. Chart

- *Chancellor*
- *Chair, Board of Governors*
- *Clerk of Senate*
- *President and Vice-Chancellor*
- *Provost and Vice-President (Academic)*
- *Vice-President (Research, Innovation and International)*
- *Vice-President (People, Finance and Operations)*
- *Vice-President (Students and Enrolment)*
- *University Secretary*
- *General Counsel*
- *Associate Vice-President (Communications and Public Affairs)*
- *Chief Advancement and Community Liaison Officer*
- *Chief of Staff & Director Government Relations*

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Source : https://carleton.ca/about/university-executive/

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Sprott Governance Structure
Administration + Sprott Faculty Board

Carleton University | Sprott School of Business

SPROTT SCHOOL OF BUSINESS

ADMINISTRATION

SPROTT FACULTY BOARD

(governing body of the Sprott School of Business)

(Constitution - art. I)

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Sprott Governance Structure
Administration - Composition

ADMINISTRATION Carleton University | Sprott School of Business

Advisory Board — ***Dean*** — *Administrative Leadership*

Howard Nemiroff

Academic Leadership

Associate Deans

AD Research and Graduate Research programs (GRP) — Linda Schweitzer

AD Professional Graduate Programs (PGP) — Luciara Nardon

AD Undergraduate Programs — Rebecca Renfroe

Academic Directors

PhD/MSc — *GRP*

MAcc MFin MBA TIM — *PGP*

Innovation Hub

Sprott Student Consulting Group

UG

BAcc BCom BEnt BIB PBDA minors

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Sprott Governance Structure
Sprott Faculty Board - Composition

SPROTT FACULTY BOARD

Carleton University | Sprott School of Business

Secretary of Sprott Faculty Board *(chairperson)*

Dean

Faculty members
- Associate Deans
- Academic Directors

Manager of operations

Students
- *Sprott student CASG*
- *Sprott student Senator*
- *SBSS student representative*
- *Sprott PGP student representative*
- *Sprott GRP student representative*

Faculty Board Executive
- *Secretary of FB (faculty)*
- *Dean*
- *Associate Deans (3)*
- *Faculty members (2)*
- *Manager of operations*

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(Constitution - art. II)

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Sprott Governance
Sprott Faculty Board - Constitution

- Sprott Faculty Board Constitution
  - adopted at FB (in Jan, May and June 2024 & March 2025)
  - approved by Senate in April 2025
- 4 pages documents
  - I. Description
  - II. Composition and structure
  - III. Faculty Board Responsibilities
  - IV. Faculty Board Meeting procedures
  - V. Committees of the Faculty Board
  - VI. Constitutional amendments

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Source : https://carleton.ca/profbrouard

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Sprott Governance
Faculty Board - Responsibilities - Senate

- Consider and make recommendations to Senate (undergraduate & graduate)
  (programs and regulations in the Calendar)
- Recommend to Senate administrative reorganization of academic unit
- Recommend to Senate – degrees approval *(faculty only)*
- Vote for Faculty representatives on Senate

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(Constitution - art. III.1)

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Sprott Governance
Faculty Board - Responsibilities - Other

- Present and/or recommend to the Dean on issues related to the goals and objectives of the Faculty / University
- Present to Senate and/or the President on issues related to the goals and objectives of the Faculty / University
- Other business deemed relevant by the Faculty Board Executive

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(Constitution - art. III.2)

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Sprott Faculty Board
Secretary - Responsibilities

- Chairing the Sprott Faculty Board (FB)
- Acting as electoral officer for the FB
- Preparing the draft FB meeting agenda for review by FB Executive
- Circulating relevant material to members (agenda, minutes, motions)
- Ensuring FB has access to updates on relevant matters addressed at Senate

Elected for a period of 3 years (next election for July 1, 2028)

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(Constitution - art. II.2)

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Sprott Faculty Board
Meetings Procedures - General

- Meetings held in person, virtually, hybrid
- Guests may be invited by the Secretary
  (Sprott ressources / managers; Library)
  – Not voting

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(Constitution - art. IV)

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Sprott Faculty Board
Meetings Procedures - Types of meetings

- Regular Meetings
  - Monthly (September – June)
  - Minimum 3 times per year
- Special Meetings
  - Call 7 calendar days' notice
  - Dean; FB Executive; 25% of all members
- Closed Meetings
  - 48 hours' notice
  - Only faculty members if students' cases

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(Constitution - art. IV.2 / IV.3)

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Sprott Faculty Board
Meetings Procedures - Quorum and Vote

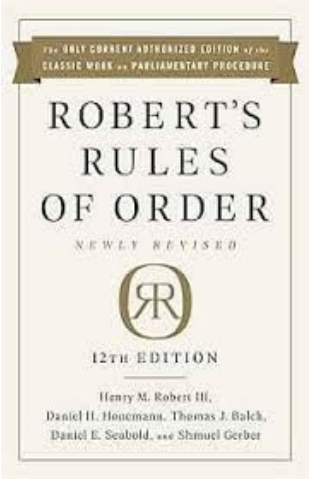
- Quorum
  - 40% of all voting members who are not on academic (or other) leave
  - Present, if attending in person or virtually
- Vote
  - Meetings: Show of hand and/or virtual votes
  - E-vote
    - Urgent matters: minor or non-contentious
    - List of graduands

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(Constitution - art. IV.4 / IV.7)

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Sprott Faculty Board
Meetings Procedures - Rules of Order

- Robert's Rules of Order (RONR)
  - 12th edition (2020, 716p.)
- Robert's Rules of Order – Newly Revised In Brief (RONRIB)
  - 3rd edition (2020, 216p.)
- www.robertsrules.com



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(Constitution - art. IV.5)

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Sprott Faculty Board
Meetings Procedures - Motions

- All proposed motions and associated documentation must be submitted to the Secretary
- Submission 10 calendar days before
- Waiver of Notice of Motion - conditions:
  - motion & documentation before the meeting
  - motion responds to urgent circumstances
  - motion addresses an issue of importance
  - ¾ majority of those present agrees to waive

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Sprott Faculty Board
Standing Committees – FB Executive

- Faculty Board Executive
  - Primarily tasked with planning for Faculty Board meetings

Faculty Board Executive

Secretary of FB
Dean
Associate Deans (3)
Faculty members (2)
Manager of operations

(8 persons)

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(Constitution - art. V)

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Sprott Faculty Board
Standing Committees - CRC

- Curriculum Review Committees (CRC)
  - Committees of Faculty Board tasked with initiating and responding to curricular matters affecting the Sprott degree programs
  - relevant Undergraduate CRC
    UG: Bcom; BIB; BAcc; BEnt; PBDA; minors
  - relevant Graduate CRC
    GRP (research): PHD/MSc
    PGP (professional): MAcc; MFin; MBA; TIM

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(Constitution - art. V / III.1)

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Sprott Faculty Board
Documentation Protocols

- Secretary (or Assistance to Secretary) will distribute
  - Agenda
  - Minutes
  - Proposed motions
  - Supporting documentation
  - Other information
- a minimum of 7 calendar days before the scheduled meeting

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(Constitution - art. IV.1 / II.2.1)

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Sprott Faculty Board
Documentation Availability

- Package of documents (in emails)
  - Briefing notes
  - Motions from CRC
  - Courseleaf from CRC
  - Various information
- Availability on Sprott Intranet
- Email for Zoom link, if asked the day before the meeting
- Dean's email for monthly remarks

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Sprott Faculty Board

Sprott Faculty Processes and Norms

Oct. 2025

- Processes for Sprott Faculty Board
- Sprott Forums
  - Sprott Town Hall (share info faculty & staff)
  - Sprott Dialogue (exchange faculty & staff)
  - Sprott Faculty Member Assembly
- Sprott / CUASA-related meetings
- Sprott Internal Committees and Groups
- Sprott - Appointed Representatives

Source : https://carleton.ca/profbrouard/wp-content/uploads/sites/281/SprottFacultyProcessesandNorms20251024adopted.pdf

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Robert's Rules of Order (RONR)

Note with summaries

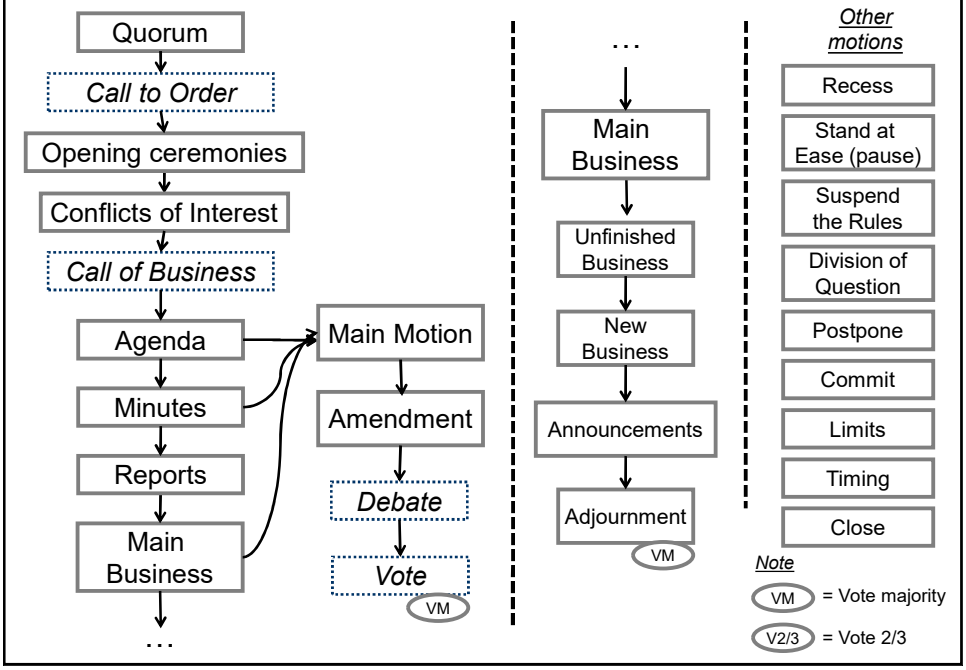
- *Note on Robert's Rules of Order* (Brouard, Sept 22, 2022, 24p.)
  - Authorities, Purposes, Principles
  - Procedures of meetings
  - Quorum, Agenda, Minutes
  - Motions
    (main, subsidiary, privileged, incidental)
  - Debate/Decorum, Voting, Chair
  - Appendices – Summary & Examples

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Source : https://carleton.ca/profbrouard

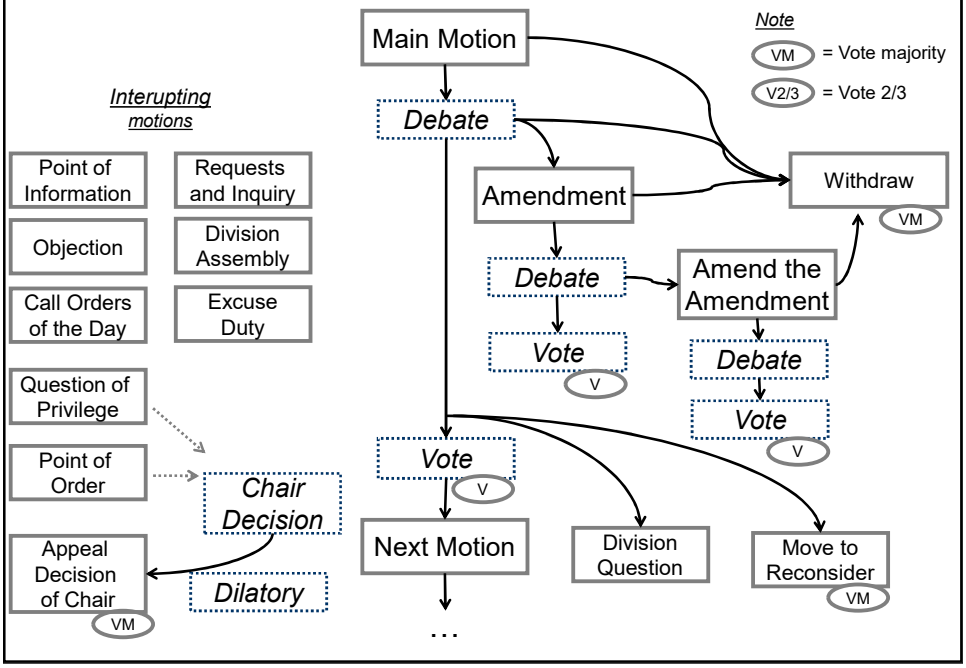
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Figure A - Robert's Rules of Order – Summary – Meetings



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Figure B - Robert's Rules of Order – Summary – Main Business



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Conclusion - Expectations

- Submit questions / documentation following deadlines, if applicable
- Attend meetings
- Come prepared
- Engage in discussion
- Act in good faith
- Respect others
- Uphold collegiality

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