

CARLETON UNIVERSITY
CONSTITUTION
ENGINEERING FACULTY BOARD

1. Description of Engineering Faculty Board

1.1 Engineering Faculty Board (EFB) is the plenary organ for units within the Faculty of Engineering and Design offering degrees accredited by the Canadian Engineering Accreditation Board.

1.2 EFB shall serve as a forum for discussion and decision on academic concerns related to the students and programs offered by its constituent units and that fall within the purview and authority of Faculty Boards as defined by the Academic Governance of the University policy (the “AGU”) and described in Art. 3 below.

1.3 Wherever this Constitution refers to “engineering units” it shall mean those departments, schools, institutes and colleges identified in the AGU as being recognized by the Carleton University Senate as belonging to EFB. These will be the units within the Faculty of Engineering and Design offering degrees accredited by the Canadian Engineering Accreditation Board.

2. Composition and Structure

2.1 **Membership:** In accordance with the AGU, membership of EFB shall consist of the following persons, all as voting members:

2.1.1 The Dean of the Faculty of Engineering and Design;

2.1.2 All full-time faculty members as defined in paragraph 3.3.2 of the AGU with at least a 50% appointment within the units included in EFB; and,

2.1.3 Those students who are elected or appointed members of the boards of all engineering units. Undergraduate student members shall normally be elected or appointed by the Carleton Academic Student Government (CASG). Two Graduate student members shall normally be elected or appointed by the Carleton Engineering Graduate Student’s Association.

2.2. The Secretary of Engineering Faculty Board

2.2.1 Pursuant to the provisions of Clause 2.3 below, EFB shall elect one of its voting faculty members as Secretary for a term of no more than three years, renewable.

2.2.2 The duties of the Secretary shall consist of:

2.2.2.1 calling and chairing meetings of EFB and of the Executive Committee;

2.2.2.2 representing the Faculty as a member of the University Senate, and reporting recommendations of EFB to Senate;

2.2.2.3 reporting relevant proceedings of Senate to EFB;

2.2.2.4 serving as electoral officer of EFB;

2.2.2.5 other duties as may be assigned to the Secretary by this Constitution or resolutions of EFB.

2.2.2.6 giving notice of and ensuring the recording of the proceedings of EFB meetings and keeping the attendance roll;

2.2.2.7 giving notice of and ensuring the recording of the proceedings of Executive Committee meetings;

2.2.2.8 ensuring a staff member from the Office of the Dean of Engineering and Design is present and assigned to take minutes of the meetings.

2.3 Elections

2.3.1 Election of the Secretary of Engineering Faculty Board

2.3.1.1 Except as otherwise provided for in valid University or Senate documents, the election of the Secretary of EFB shall take place once an upcoming vacancy in the position has been identified, or as soon as possible after the position has become vacant. Normally, the Executive Committee will call for a vote (which could be an electronic poll) to be conducted during a designated voting period established by the Executive Committee in accordance with the procedures prescribed by EFB. The voters will consist of the voting members of the Faculty Board.

2.3.1.2 The office of Secretary shall be deemed to be vacated should the incumbent be absent from the University for longer than six consecutive months or when the incumbent has completed their term in office or on the resignation of the incumbent.

2.3.1.3 Should the office of Secretary become vacant for any reason whatsoever, then the remaining members of the Executive Committee shall appoint another faculty member of EFB to serve as secretary until a replacement is elected. Such election shall be held as soon as possible following the creation of the vacancy.

2.3.2 Faculty Membership on Committees of EFB. Except as otherwise provided for in valid University or Senate documents, the Terms of Reference for any Committee of EFB will clearly specify how members of a Committee are chosen.

3. Engineering Faculty Board Responsibilities

3.1 As established by the AGU, unless otherwise determined by Senate, EFB shall:

3.1.1 consider and make recommendations to Senate on new and revised academic degrees, certificates, diploma programs and courses administered by the Engineering units comprising EFB;

3.1.2 consider and make recommendations to Senate on new and revised academic regulations as they affect the degree, certificate, diploma programs and courses administered by the engineering units;

3.1.3 consider and make recommendations to Senate on the establishment, deletion, renaming or reorganization of units responsible for the delivery of engineering programs;

3.1.4 endorse the recommendations of the University and Graduate Registrars for the awarding of degrees, certificates and diplomas that fall within its purview based on a process established by EFB;

3.2 In addition, EFB shall:

3.2.1 receive and consider recommendations to Senate respecting academic matters from the engineering units; and,

3.2.2 make such recommendations to the Dean of the Faculty of Engineering and Design or to Senate as the EFB may deem proper for achieving the objects and purposes of the University.

4. Engineering Faculty Board Meetings and Procedures

4.1 Chair. The Secretary serves as Chair of EFB. In the absence of the Secretary, the EFB will elect one of its faculty members to serve as Chair.

4.2 Meetings

4.2.1 Meetings of EFB shall be conducted in accordance with a set of rules of order formally adopted by the EFB (to the extent that those rules are not inconsistent with this Constitution, Senate policies and such bylaws as may be adopted by EFB.) If a formal set of rules is not adopted, EFB will use the rules of order of Senate.

4.2.2 The EFB shall meet at the call of its Executive Committee no less than once per academic term. Additional meetings of the EFB may be called by the Executive Committee or within 15 working days of a written request by 12 of its voting members.

4.2.3 Except as may otherwise be determined by EFB, meetings of EFB shall be open to all members of the Carleton University community. EFB may close a meeting or part of a meeting to any or all categories of observers in accordance with the provisions of the AGU. Student members of EFB shall not participate in any closed parts of meetings or when individual student cases are discussed.

4.2.4 Quorum

4.2.4.1 A quorum at all meetings of EFB shall consist of a minimum of 5 voting members of EFB from each of the units comprising EFB provided that a majority of membership present at any meeting shall be faculty members of EFB.

4.2.4.2 If the quorum requirements are not met, the Chair may delay the start of proceedings by up to 30 minutes. If at that time quorum is not met, the meeting shall be cancelled and all business postponed to a future meeting.

4.2.4.3 If a quorum is present when the Chair calls the meeting to order, the quorum is presumed to continue until adjournment. If, in the course of the meeting, quorum is challenged and it is ascertained that a quorum is no longer present, the meeting shall be adjourned.

4.2.5 Voting

4.2.5.1 Normally, voting shall be by a show of hands unless some other method is decided upon by motion. Voting may proceed, specifically during online meetings, by asking if any members present object to the motion. For on-line meetings, votes where a specific count is required or where abstentions must be registered will be conducted using electronic voting tools as provided by the meeting software and agreed upon during the meeting

4.2.5.2 In order to vote, a member of EFB must be present (in person or online, as appropriate to the meeting in question). Proxy votes are not allowed. Individuals formally appointed into an Acting position that carries an ex officio voting membership may participate in EFB as voting members, unless they are already a voting member. (A member may only have one vote on each motion.)

4.2.5.3 Some matters requiring a vote will not necessarily require an EFB meeting. Such matters will be voted on via email. The Secretary of the EFB will organize and administer such votes and will report at the next EFB meeting.

4.2.6 Notice

4.2.6.1 Except as otherwise provided for in this Constitution, notices of meetings with agenda and all relevant documentation shall be circulated to members of EFB not less than five (5) working days in advance of its meetings.

4.2.6.2 Notice of motion for main motions shall be provided to the Secretary not less than ten (10) working days in advance of the relevant scheduled EFB meeting. As a courtesy to members, the Secretary may issue a call for motions 15 days prior to the relevant scheduled EFB.

4.2.6.3 In exceptional cases notice of motion may be waived only if the following conditions are met:

- the motion has been received by the Secretary at or before the start of the meeting;
- the motion responds to circumstances that developed after the date for proper notice;
- the action specified in the motion cannot be delayed to permit consideration at the next meeting of EFB;
- the motion addresses an issue of importance to EFB; and,

- a 2/3 majority of those present agrees to waive the requirement for notice after hearing the motion read.

4.2.7 After approval by EFB, the minutes of each EFB meeting shall be posted on an internal webpage accessible to EFB members.

5. Committees of Engineering Faculty Board

5.1 Standing Committees

5.1.1 Executive Committee.

The membership of the executive must be approved by EFB. The Executive Committee shall consist of:

- the Dean, the Associate Deans, and the Secretary of Faculty Board, as ex officio members; and
- one faculty member from each unit comprising EFB.

5.1.2 Committee on Admissions and Studies

The Committee on Admissions and Studies of EFB shall have membership, as determined in its Terms of Reference, effectively representing the Dean and each engineering unit. The Committee is responsible for ruling on petitions and appeals, as determined by the committee Terms of Reference, from undergraduate engineering students and for providing input to EFB on undergraduate academic regulations, academic policies, and graduation.

5.1.3 Academic Planning Committee

The Academic Planning Committee of EFB shall have membership, as determined in its Terms of Reference, effectively representing the Dean and each engineering undergraduate program. The Committee is responsible for providing input to EFB on undergraduate calendar changes (courses and programs); the creation of new engineering undergraduate programs, engineering accreditation, continual improvement of curriculum and graduate attributes, other curriculum reviews and external academic developments.

5.1.4 Joint Graduate Curriculum Committee (JGCC)

Membership of the Joint Graduate Curriculum Committee (JGCC) is outlined in the committee's Terms of Reference. The Committee reviews formal submissions from FED units proposing graduate program and curriculum changes and either provides feedback to the unit or provides Faculty-level approval of the changes to the appropriate Faculty Boards in FED.

5.2 Ad Hoc Committees

EFB shall be entitled to establish such other standing or ad hoc committees as it sees fit, to determine the composition and terms of reference of such committees, and to appoint the members of such committees.

6. Bylaws and Constitutional Amendments

6.1 Bylaws of Engineering Faculty Board

6.1.1 Bylaws of EFB shall be adopted by a simple majority of the votes cast at a duly-constituted meeting of EFB at which a quorum is present.

6.1.2 Notice of proposed amendment, repeal or adoption of bylaws must be given in writing not less than 30 days prior to the meeting at which those proposals are intended to be considered.

6.2 Constitutional Amendments and Review

6.2.1 This Constitution may be adopted or amended by a vote of 2/3 of the votes cast at a duly-constituted meeting of the EFB at which a quorum is present.

6.2.2 Notice of proposed constitutional amendments must be given in writing not less than 30 days prior to the meeting at which those proposals are intended to be considered.

6.2.3 The Constitution shall be reviewed by the Executive Committee no less than every five years. The results of the review will be reported to EFB.