

 <b>University College of the North</b> <b>Policy &amp; Procedures Manual</b>	<b># Pages:</b> <b>10</b>	<b>Policy Reference:</b> <b>LC-01-01</b>
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## RULES OF GOVERNANCE RELATING GENERALLY TO THE CONDUCT OF THE BUSINESS OF THE UCN LEARNING COUNCIL

### Preamble

The Learning Council of the University College of the North is established by the University College of the North Act (C.C.S.M. c. U55).

### Article 1

#### MANDATE AND PURPOSE

The Learning Council is responsible for the academic policy of the university college.

#### 1.01 General Advisory Role of the Learning Council

- a) The Learning Council shall advise the Governing Council, and the Governing Council must seek advice from the Learning Council, about the following matters:
  - (i) the mission, vision, and values of the University College
  - (ii) policies on the qualifications of teaching staff
  - (iii) the terms of an agreement to develop and deliver joint academic programs

#### 1.02 Powers of the Learning Council

- a) The Learning Council shall:
  - (i) consider and determine the courses or programs to be offered
  - (ii) set the criteria concerning
    - a. qualifications for admission
    - b. examinations and evaluations of student performance
    - c. requirements for graduation, and
    - d. awards recognizing academic excellence
  - (iii) evaluate existing courses or programs
  - (iv) determine the degrees, honorary degrees, certificates, and diplomas to be granted by UCN, and the persons to whom they are to be granted
  - (v) establish faculty councils, school councils, and other bodies within the university college, specify how they are to be constituted, and assign to them the powers and duties that the Learning Council determine

- (vi) exercise internal disciplinary jurisdiction over the academic conduct of students, including the power to expel or suspend for cause
- (vii) make rules and establish procedures for appeals by students on admissions and academic matters, and to establish a final appeal tribunal for these appeals, and
- (viii) determine curriculum content for courses leading to degrees, certificates, and diplomas

*Amended:  
October 26, 2010*

## **Article 2 COMPOSITION OF THE LEARNING COUNCIL**

2.01 The Learning Council shall consist of not more than thirty-three (33) voting members, of whom the majority shall be teaching staff, as follows:

- a) By virtue of office:
  - i. UCN Chancellor
  - ii. UCN President & Vice-Chancellor
  - iii. Two (2) Deans elected by the Deans of UCN
  - iv. Vice-President - Academic & Research
  - v. Associate Vice-President of Academic Quality and Excellence
  - vi. Associate Vice-President Community and Industry Solutions
  - vii. Vice-President Indigenous Initiatives and Reconciliation
  - viii. Manager of Academic Development
- b) One (1) representative of the Governing Council appointed by that Council
- c) One (1) representative of the Council of Elders appointed by that Council
- d) Three (3) students, of whom at least one (1) must be a university student, will be selected according to the Learning Council's Nomination/Elections Policies and Procedures as follows:
  - i. one (1) student from The Pas Campus
  - ii. one (1) student from Thompson Campus
  - iii. one (1) student from UCN's Regional Education and Training Centres
- e) Eight (8) university faculty members, elected by the university faculty
- f) Eight (8) college faculty members, elected by the college faculty
- g) One (1) academic advisor or counselor elected by the academic advisors and counselors
- h) One (1) university faculty member located at a Regional Education and Training Centre, elected by the university faculty
- i) One (1) college faculty member located at a Regional Education and Training Centre, elected by the college faculty

2.02 Ex Officio members (non-voting) to include:

- a) Deans, not including those elected under Section 2.01 (a)(iii)
- b) Registrar
- c) Vice-President, Strategic Growth

- 2.03 Constituencies of the Learning Council are defined as follows:
- a) “Deans” are defined as those persons who hold appointments as UCN Deans or Associate Deans, whether or not they have teaching responsibilities as part of, or in addition to, their decanal appointments
  - b) “Students” are defined as those persons who are registered in a minimum of 60% of the normal course load of a UCN certificate, diploma, or degree program
  - c) “University faculty” is defined as those persons who hold full-time appointments as UCN permanent, tenure-track, or tenured university faculty
  - d) “College Faculty” is defined as those persons who hold full-time permanent appointments as UCN college faculty
  - e) “Academic Advisors or Counselors” are defined as those persons who hold full-time permanent appointments as UCN academic advisors or counselors
- 2.04 If there are no nominations received for college or university faculty members located at a UCN Regional Education and Training Centre, the Learning Council may fill the position with university or college faculty members located at a campus.
- 2.05 The Learning Council shall strive to maintain a balance in its membership between genders and between Indigenous/non- Indigenous persons.

*Amended:  
 April 20, 2009  
 October 20, 2009  
 December 15, 2009  
 December 14, 2010  
 April 26, 2011  
 October 21, 2014  
 November 26, 2020  
 April 18, 2023  
 August 29, 2023  
 June 11, 2024  
 February 18, 2025*

**Article 3  
 TERMS OF OFFICE**

- 3.01 The terms of office of the voting members of the Learning Council shall be as follows:
- a) The voting members referenced in Section 2.01 (a) iii shall hold office for a term not to exceed three (3) years. These members are eligible to serve two (2) consecutive terms, but not for a further term until at least one (1) year has elapsed since the end of their second term.
  - b) The members referenced in Section 2.01 (b) and (c) shall hold office for a term not to exceed three (3) years. These members are eligible to serve two (2) consecutive terms, but not for a further term until at least one (1) year has elapsed since the end of their second term.
  - c) The members referenced in Section 2.01 (d) shall hold office for a term of one (1) year, renewable twice.
  - d) The members referenced in 2.01 (e) and (f) (h) and (i) shall hold office for a term of three (3) years or until June of the third year following appointment, whichever comes first. These members may stand for re-election, but shall not serve more than two (2) consecutive terms until at least one (1) year has elapsed since the end of their second term.

e) The members referenced in Section 2.01 (g) shall hold office for a term of two (2) years or until June of the second year following appointment, whichever comes first. These members may be re-elected, but shall not serve more than two (2) consecutive terms.

3.02 Any voting member on leave for a term exceeding one year shall resign their office on the Learning Council

3.03 Any voting member on leave for a term of less than one (1) year shall be recorded as regrets

*Amended:  
April 20, 2010  
December 14, 2010  
April 26, 2011  
April 25, 2017*

#### **Article 4 ELECTIONS AND ELIGIBILITY**

4.01 Only those members having full-time appointments at UCN shall be eligible for election to the Learning Council.

4.02 Elections shall be in accordance with the election procedures established by the Learning Council and facilitated by the Learning Council Executive Committee.

*Amended:  
December 14, 2010  
April 25, 2017*

#### **Article 5 RESIGNATIONS/VACANCIES**

5.01 The Learning Council shall declare a vacancy when:

- a) A member dies
- b) A member ceases to be an employee of UCN
- c) A member ceases to be a member of the UCN constituency for which he/she was elected
- d) A member, other than a member described in Article 2, Section 2.01 (a) (i) and (ii), fails to attend three consecutive regular meetings of the Learning Council without the Council's permission, which may be given retroactively
- e) An elected member fails to attend 50% of meetings in any given year
- f) A student member ceases to be a student of UCN
  - (i) A student member who graduates before the expiration of his/her term may remain a member of the Learning Council until the expiration of the term.

*Amended:  
December 14, 2010*

#### **Article 6 OFFICERS OF THE LEARNING COUNCIL**

6.01 The Chair and Vice-Chair shall be nominated and elected annually from the voting membership of the Learning Council at the regular Learning Council meeting held in August. An individual, who is not a student member, may serve up to three consecutive terms in either position.

- 6.02 In the case of absence or incapacity of the Chair or Vice-Chair or if there is a vacancy in either of those offices for any reason, the Learning Council may declare the position vacant and designate one of its members, who is not a student member, to act as interim Chair or Vice-Chair until the position(s) has been filled by election at the next meeting of the Learning Council.

*Amended:  
December 14, 2010  
April 18, 2023*

#### **Article 7**

#### **REPRESENTATIVE ON UCN GOVERNING COUNCIL & COUNCIL OF ELDERS**

- 7.01 The Learning Council shall appoint representatives and alternates as members of the Governing Council and Council of Elders.
- a) The Learning Council's appointed representatives to the Governing Council and the Council of Elders shall make a report at each meeting of the Governing Council and the Council of Elders.
  - b) The representatives or alternates of the Learning Council shall bring forth to the Governing Council and Council of Elders motions brought forward by the Learning Council.
  - c) The members appointed to the Governing Council and Council of Elders will hold office for a term not to exceed three (3) years.

*Amended:  
April 25, 2017  
April 18, 2023*

#### **Article 8**

#### **MEETINGS OF LEARNING COUNCIL**

- 8.01 The Learning Council shall meet a minimum of four (4) times per year.
- 8.02 Notice of Meetings
- a) In addition to regular meetings, such other meetings as may be required to conduct the business of the Learning Council may be called by the Chair; in the absence of the Chair, by the Vice-Chair; or in the absence of the Chair and the Vice-Chair, by the President. Notice provisions of forty-eight (48) hours shall apply.
  - b) Notice of the time, date, and location of the subsequent meeting shall be given at the conclusion of each regular meeting of the Learning Council. In addition, notice of meetings of the Learning Council shall be mailed, e-mailed, or otherwise delivered in such a manner that, under normal circumstances, the members shall receive written notice at least forty-eight (48) hours before the meeting.
  - c) If, in the opinion of the Chair, or in his or her absence or incapacity the Vice-Chair, a matter of urgency has arisen and it is not practicable to deliver the notice as set out in subsection 8.02(b), notice may be given by telephone, fax, or email.
- 8.03 Quorum of Meetings
- a) A majority of the voting members of the Learning Council shall constitute quorum for the transaction of business.
  - b) For purposes of determining quorum, those members on approved leave not exceeding one (1) year shall not be considered.

- 8.04 The meeting venue of the Learning Council shall be by means of video conferencing or other means of communication that permits all members in attendance to hear each other, and a member so participating shall be considered to be present at the meeting.
- 8.05 All meetings of the Learning Council shall be open to the public, and no person shall be excluded from a meeting except for conduct determined by the Learning Council to be improper.
- 8.06 The agendas and non-confidential materials distributed to members concerning the meetings of LC standing committees are public documents and are available from the Office of the UCN Tri-Council. A member of the Tri-Council Office shall email agendas of regularly scheduled Learning Council meetings to the UCN community at least one (1) week prior to each meeting.
- 8.07 In Camera Meetings
- a) When a matter deemed confidential by the Learning Council is to be considered, the part of the meeting concerning the confidential matter shall be held in camera. Material distributed to members for the in-camera portion of meetings (if any) shall remain confidential.
  - b) The in-camera portions of meetings are attended only by members and invited guests/resource persons. Guests/resource persons shall be asked to withdraw once they have presented information and have responded to questions.
  - c) At the conclusion of the in-camera portions of a meeting, the Chair shall secure the approval of Council for the issuance of a report or announcement of any decision made in camera. This shall be made public following the meeting or the in-camera portion, whichever is appropriate.
- 8.08 Robert's Rules of Order shall govern the conduct of all Learning Council and standing committee meetings. Matters on which these Rules of Governance lay down specific procedures shall be excepted from the foregoing.
- 8.09 Minutes of Learning Council and standing committees shall contain three sections on attendance: Present, Regrets, and Absent.
- 8.10 Where the Executive Committee decides that it is desirable for a business item to be voted on before the next scheduled meeting, an e-mail, fax, or telephone vote may be held.
- 8.11 Conduct of Members
- Members of the Learning Council shall exercise due diligence in the performance of their duties, maintain respect for confidentiality, comply with UCN's Code of Ethics, follow procedures for disclosing and dealing with conflict of interest, and act at all times in the best interests of UCN rather than in the interests of particular constituencies.

*Amended:  
December 14, 2010*

**Article 9  
ROLE OF THE OFFICE OF THE TRI-COUNCIL**

- 9.01 The Office of the Tri-Council shall provide administrative support to the Learning Council by:



## **GLOSSARY OF TERMS:**

<sup>1</sup> *University College of the North Act* ... the UCN Act and UCN Amendment Act established the University College of the North (UCN) as a Manitoba post-secondary institution. The Act and UCN Amendments Act were proclaimed by the Government of Manitoba on July 1, 2004 and July 1, 2010 respectively and are a blend of current college and university legislation.

<sup>2</sup> *Governing Council* ... the governing body of the University College of the North as set out in the UCN Act and which will come into force on a day to be fixed by proclamation or on July 1, 2006, whichever occurs first.

<sup>3</sup> *Chancellor* ... the honorary or titular head of a university.

## **HISTORY OF THE LEARNING COUNCIL'S RULES OF GOVERNANCE...**

The first edition of the Rules of Governance was duly approved by the UCN Learning Council on April 17, 2007.

February 18, 2025: Amendment to Article 2, Item 2.01 a) v. revising AVP Mihcet Meskanawah Teaching and Learning to AVP Academic Quality and Excellence. Amend Article 2, Item 2.01 replacing Regional Centre with Regional Education and Training Centre. Add Item 2.04: If there are no nominations received for college or university faculty members located at a UCN Regional Education and Training Centre, the Learning Council may fill the position with university or college faculty members located at a campus. Amend Article 2, Item 2.03 a) to read: "Deans" are defined as those persons who hold appointments as UCN Deans or Associate Deans, whether or not they have teaching responsibilities as part of, or in addition to, their decanal appointments.

June 11, 2024: Amendment to Article 2, Section 2.01 vii. revising AVP Indigenous Initiatives and Reconciliation to VP Indigenous Initiatives and Reconciliation.

August 29, 2023: Amendment to Article 2, Item 2.02 (c) addition of Vice-President Strategic Growth was approved by Learning Council on August 29, 2023 (Reference Motion LC-08/29/23-9.2) and by Governing Council on November 30, 2023 (Reference Motion GC-11/30/23-8.3).

April 18, 2023: Amendments to Article 2, Article 6, and Article 7, were approved by Learning Council on April 18, 2023 (Reference Motion LC-04/18/23-9.7) and by Governing Council on May 18, 2023 (Reference Motion GC-05/18/23-8.1).

November 26, 2020: Amendments to Article 2 were approved by Learning Council on September 1, 2020 (Reference Motion LC-09/01/20-8.1) and by Governing Council on November 26, 2020 (Reference Motion GC-11/26/20-8.1).

September 1, 2020: Amendments to Article 2 were approved by Learning Council on September 1, 2020 (Reference Motion LC-09/01/20-8.1) and by Governing Council (By-Laws) on November 26, 2020 (Reference Motion GC-11/26/20-8.1).

October 24, 2017: The Rules of Governance were duly approved by the UCN Learning Council. Amendment to Article 2.02. Removal of b) Vice-President of Strategic Services and Development and c) Vice-President of Finance and Resources. (Reference motions LC-10/24/17-6.2 and GC-11/23/17-7.2)

April 25, 2017: Amendments to Article 3 Terms of Office, addition of new Section 3.03. Amendment to Article 4 Elections and Eligibility, replace Nomination Committee with Executive Committee. Amendment to Article 7 Representative on UCN Governing Council, addition of Council of Elders throughout the article. (Reference motion LC-04/25/17-7.11 and GC-02/23/17-7.2)

June 10, 2015: Amendment to Article 8 Meetings of Learning Council Item 8.08. (Reference motion LC-06/09/15-10.1)

December 9, 2014: Amendment to Article 2 Composition of the Learning Council to include the Associate VP of Career and Workplace Development, by virtue of office, as a voting member of Learning Council. (Reference motion LC-12/09/14-5.3.1 and GC-01/22/15-9.1)

October 21, 2014: Amendments to Article 2 Composition of The Learning Council, Section 2.02 the removal of a) Registrar and b) Director of Academic Development. (Reference motion LC-10-21-14-5.1.11 and GC-01/22/15-9.1)

June 12, 2012: Amendments to Article 1 Mandate and Purpose; Article 2 Composition of The Learning Council, update 2.01 d), revise 2.01 to include one voting member from the College Faculty – Regional Centre and one voting member from the University Faculty – Regional Centre, Article 3 Terms of Office updates to 3.01 a), b), and d); revision to Article 4 Elections and Eligibility; and revisions to Article 7 Representative on UCN Governing Council. (Reference motion LC-06/12/12-5.1.1)

February 21, 2012: Amendments to Article 12 of the UCN By-Laws/Articles 2 and 3 of LC-01-01, were approved by Learning Council. (Reference motion LC-02/21/12-7.7.2)

April 26, 2011: Amendments to Article 2.02 Item b) remove Librarian, and to Article 3.01 Item a). (Reference motion LC 04/26/2011-6.1)

December 14, 2010: Amendments to Articles 2, 3, 4, 5, 6, 8, and 9 were approved by the Learning Council on December 14, 2010. (Reference motion LC 12/14/2010-5.1)

October 26, 2010: Amendment to Article 1 Mandate and Purpose in accordance with the UCN Amendments Act was approved by the Learning Council on October 26, 2010. (Reference motion LC 10/26/2010-5.6)

August 24, 2010: Amendments to Article 1 in accordance with the UCN Amendments Act were approved by Learning Council on August 24, 2010. (Reference motion LC 8/24/2010-6.5)

April 20, 2010: Amendment to Article 3.01 to specify members are eligible to serve two consecutive terms, but not for a further term until at least one year has elapsed since the end of his/her second term. (Reference motion LC 4/20/2010-7.7.1)

December 15, 2009: Amendment to Article 2.01 d) to define a nomination process for student membership on the LC. (Reference motion LC 12/15/2009-5.1.1)

October 20, 2009: Amendment to Article 2.01 d) to define term of office for the student members as a one-year term renewable for up to three years. (Reference motion LC 10/20/2009-5.1.1)

April 21, 2009: Amendment to Article 2.01 d) to define the process for the selection of student representation on the LC... that the student representation for each campus be selected by the SAC for each campus; and one student to be selected by the students of the regional centres. (Reference motion LC 04/21/2009-8.1)

April 17, 2007: The Rules of Governance was duly approved by the UCN Learning Council. (Reference motion LC04/19/07-5.2)