

North Island College Education Council

Bylaws

Updated December 2025

ARTICLE 1: Purpose

1. To use the mandate and powers outlined in the College & Institute Act (Act) to ensure educational quality at North Island College (NIC).

ARTICLE 2: Membership

1. Membership of Education Council (EdCo) shall be in accordance with the Act and consist of twenty (20) voting members and two (2) non-voting members. The non-voting members shall be the president of the College and a member of the Board of Governors, neither of whom may be counted to establish quorum, or to initiate or second motions.
2. Representatives of faculty, students and support staff will be elected according to election procedures, constituencies, timelines and appeal processes established by the Registrar and outlined in the Rules and Procedures in Appendix IV.
3. For elected members, student seat terms are one (1) year, and faculty and support staff seat terms are two (2) years. Seats vacated prior to the end of a term may be filled for the remainder of the term at any election. The duration of this term will be indicated during the election process.
4. The term of new members is as follows:
 - a) Elected faculty and support staff commence May 1 following faculty and support staff elections and end on April 30 in the last year of the term associated with that seat. Faculty and support staff elected in a by-election will commence the first day of the month following the by-election and end on April 30 in the last year of the term associated with that seat.
 - b) Elected students commence October 1 following student elections and end on September 30 in the year of the term associated with that seat. Students elected in a by-election will commence the first day of the month following the by-election and end on September 30 in the year of the term associated with that seat.
5. All elected or appointed members may serve additional terms.
6. To maintain continuity, substitute or alternate members are not permitted.
7. Any member who will be absent for just cause should notify the Recording Secretary prior to the scheduled meeting. Just causes for members missing meetings will include conflicts with scheduled classes, out-of-town meetings on college business, and illness or a vacation.

8. Any elected member absent from three (3) consecutive meetings of EdCo without just cause will be considered as having resigned from EdCo.

ARTICLE 3: Officers of the Education Council

1. The officers of EdCo shall consist of an elected chair, vice chair, and standing committee chairs of Curriculum/Fast Track Committee and Planning & Standards Committee. These officers shall constitute the Executive Committee. Information and advice may be requested from the vice president responsible for EdCo by the Executive Committee as required.
2. The chair and vice chair will be elected for a term of one year by the voting members of EdCo at the first meeting following the annual election of faculty and support staff members. Terms of the chair and vice chair will commence May 1 following election.
3. The election of the chair and vice chair shall be conducted by the president's office.
4. A member may hold the EdCo chair position for six consecutive terms at most, but they may hold any number of non-consecutive terms.
5. The standing committee chairs of Curriculum/Fast Track committee and Planning & Standards committee will be elected for a term of two years by the voting members of EdCo at the first meeting following the annual election of faculty and support staff members. Terms of the standing committee chair will commence May 1 following the elections.
6. A standing committee chair may hold any number of consecutive terms.
7. In the absence of an elected standing committee chair, EdCo may appoint one of its members to the role until such time as an elected chair can take over.
8. A person may hold only one chair position at a time.
9. The recording secretary to EdCo shall be the official repository of EdCo's records and documents.
10. The duties of the EdCo chair will include:
 - a) Chair all meetings of EdCo.
 - b) Work with the recording secretary in the preparation of agendas, meeting packages and minutes.
 - c) Membership on the Executive Committee of EdCo.
 - d) Membership on the standing committees as an ex-officio member.
 - e) Membership on the Board of Governors (Board) as an ex-officio member. This responsibility includes attending and participating in meetings, provision of a report to the Board on the work of EdCo, as well as presentation of items where advice to the Board is required.
 - f) Membership on the provincial Academic Governance Council.
 - g) Liaison with the President or President's designate with regard to the work of EdCo within NIC.

11. The duties of the EdCo vice-chair will include:

- a) Fulfill the duties of the Chair in the absence of the Chair;
- b) Assist the Chair in the performance of Chair duties;
- c) Membership on the Executive Committee of EdCo.
- d) Chair the Executive Committee of EdCo (meetings to be held at least once per year).

12. The duties of the Curriculum Committee Chair will include:

- a) Membership on the Executive Committee of EdCo.
- b) Set agenda and chair monthly meetings of the committee (in person, by phone, by virtual meeting, or by email).
- c) Chair the Fast Track committee.
- d) Work with the EdCo recording secretary to finalize committee minutes.
- e) Communicate monthly with the chair of EdCo and the recording secretary with regard to agenda items.
- f) During EdCo meetings, provide the membership with a monthly report or monthly minutes to update them on the status of all curricula brought forward to EdCo for approval.
- g) Liaise with the chair of EdCo to ensure efficient curricula approval processes.
- h) Ensure committee membership is followed as outlined in the Curriculum Committee Terms of Reference.

13. The duties of the chair of Fast Track Committee will include:

- a) Receive requests and determines if Fast Track process is appropriate
- b) Provide committee members with submissions
- c) Chair the meeting (in person, by phone, by virtual meeting, or by email)
- d) Advise proponent of the committee's decision
- e) Ensure the recording secretary is provided with final documentation and informed of outcome
- f) Present the Fast Track Committee's approved submissions to EdCo.

14. The duties of the Planning & Standards Committee Chair will include:

- a) Membership on the Executive Committee of EdCo.
- b) Set agenda and chair monthly meetings of the committee (in person, by phone, by virtual meeting, or by email).
- c) Work with the EdCo recording secretary to finalize committee minutes.
- d) Communicate monthly with the Chair of EdCo and the recording secretary with regard to agenda items.
- e) During EdCo meetings, provide the membership with an update on policy development.

- f) Liaise with the Chair of EdCo to ensure efficient policy approval processes.
- g) Ensure committee membership is followed as outlined in the Planning & Standards Committee Terms of Reference.
- h) Arrange for policy drafts to be posted for discussion.

ARTICLE 4: Elections

1. The Registrar must conduct the annual elections of EdCo members as required in the Act including establishing:
 - a) the rules necessary and consistent with the Act for the conduct of the elections
 - b) an appeal process for the conduct of elections
2. The Registrar will arrange for each constituency group to have access to anonymous voting for all EdCo elections.
3. EdCo general elections, the elections for EdCo chair, vice-chair, and standing committee chairs, as well as nominations, will be conducted using a method that makes them easily accessible to all eligible voters and candidates whether they are physically present or not. These methods include, but are not limited to, anonymous electronic balloting, paper secret balloting or a combination of various methods.
4. In the case of vacancies on EdCo, the Registrar will establish procedures to fill the vacancy. The election rules and procedures will guide when elections and by-elections may occur.
5. If at any point EdCo finds itself without a sitting chair or vice-chair, it can appoint an acting chair or vice-chair from its members who will hold office until the sitting chair or vice-chair returns to duty, or until such time as the new chair or vice-chair start in the next academic term.
6. If the chair of Curriculum/Fast Track Committee or chair of Planning & Standards Committee position will be vacant during the term, EdCo will ensure that acting chairs of both committees are appointed to administer meetings until such a time a new Chair(s) can be formally elected.

ARTICLE 5: Meetings

1. A quorum of the EdCo or any committee shall consist of a simple majority of the active voting members.
2. Agenda items must be received by the recording secretary at least ten (10) working days prior to the meeting at which they will be discussed.
3. The agenda and supporting material for each meeting shall be circulated to the EdCo members at least five (5) working days prior to the date of the meeting.
4. EdCo will meet monthly excluding July and August. A schedule will be brought forward to the members for information by the chair in June.

5. Special Meetings may be called by the chair or by a minimum of one third of the voting members of EdCo.
6. The agenda and minutes of the EdCo shall be posted prior to the next meeting.
7. EdCo members will be reimbursed for travel expenses for a maximum of four (4) meetings per academic calendar year, including those at which the chair, vice-chair, and standing committee chair elections are held, and up to two additional meetings if circumstances warrant, as determined by the chair. Members can choose to attend meetings in person or by virtual meeting, except for the chair, who will attend all meetings in person.
8. The EdCo meetings shall be open to the NIC community and the public. Normally only EdCo members, committee chairs and those invited to present shall have speaking privileges. At the discretion of the chair, EdCo may request information or a statement of clarification from an observer.

ARTICLE 6: Committees

1. EdCo shall establish standing and ad hoc committees and sub-committees to fulfil its mandate.
2. Standing Committees
 - a) EdCo shall have the following Standing Committees:
 - i. Planning & Standards Committee; and
 - ii. Curriculum Committee
 - iii. Fast Track Committee
 - b) Each Standing Committee shall deal with the details of a delegated aspect of the business of EdCo and shall report on the progress of its work at each meeting of EdCo.
 - c) EdCo will establish and review Standing Committee Terms of Reference (TOR), which will be appended to the bylaws.
 - d) Annually, EdCo will review and ratify the membership of the standing committees.
 - e) All other (ad hoc) committees will be struck, disbanded, reviewed and their membership ratified by EdCo if and when required.

ARTICLE 7: Bylaw Amendments

1. Amendments to the bylaws shall be approved by a 2/3 majority of the voting members of EdCo.
2. Amendments to the TOR for the standing committees (Appendices I and II to these Bylaws) shall be approved by a 2/3 majority of the voting member of EdCo.
3. Amendments to the Election Rules and Procedures will be made pursuant to the College and Institute Act, Part 3, section 17.

ARTICLE 8: Conflict of Interest

1. Members of EdCo should understand that:
 - a) their primary duty is to represent the entire organization and,
 - b) they may have an obligation to represent the particular needs of their constituency.
2. A conflict of interest occurs when there is a reasonable perception that the person's personal and/or professional interests supersede or compete with their ability to decide fairly or vote on an issue.
3. A member who believes they are in conflict should disclose the conflict to the chair prior to the meeting. Such disclosure will be entered into the minutes of the meeting for which the disclosure is made.
4. Members who believe another member is in conflict will discuss the conflict with the chair prior to the meeting. After discussion with the chair, if the member agrees they are in conflict, they may participate in the discussion but should absent themselves from the vote. If a member does not agree they are in conflict, then that member is expected to seek the advice of the chair who will make a decision or alternately ask EdCo as a whole to make a decision on the conflict of interest.
5. A member who has a conflict of interest shall not vote or be counted towards quorum in that vote on any matter involving the conflict.

APPENDIX I

Terms of Reference *CURRICULUM COMMITTEE*

Mandate and Meetings

1. The Curriculum Committee (committee) shall make recommendations to EdCo for approval of new and revised courses and programs, after a thorough and complete review of relevant information in submitted documentation as specified in Policies 3-07, 3-15 and 3-22, assuring that:
 - a) All documentation is complete and accurate;
 - b) The submission meets a high standard of quality that is expected by the Committee and EdCo; developers of curriculum submissions will be provided with orientation material that outlines the acceptable standard of quality expected by EdCo;
 - c) All documentation is submitted in a timely manner, as set out in the EdCo and committee submission deadlines;
 - d) Documentation conforms to the specifications of EdCo-defined appropriate approval or revision process.
2. Through the recording secretary, the committee will provide EdCo with an accurate and thorough set of minutes that detail the discussion of the development/revision documents.
3. The committee has the authority to use both in-person and electronic meeting strategies to complete its work.
4. The committee meets regularly, ideally monthly, in support of the EdCo meeting schedule unless there is insufficient material for review.
5. Committee members are expected to review submissions and attend meetings on a regular basis.

Membership

1. Ideally, membership on the Committee shall consist of:
 - a) at least 50% faculty members, at least two (2) of whom must be in attendance at any given meeting;
 - b) at least one (1) support staff member;
 - c) at least one (1) student;
 - d) at least one (1) representative from Student Services;
 - e) at least one (1) senior administrator with academic responsibilities; and
 - f) at least three (3) members of EdCo.

Chair

1. The duties of the chair of the committee are set out in the EdCo Bylaws article 3, section 12.
2. The chair of committee will be appointed pursuant to EdCo bylaws article 3, section 5.
3. The chair of the committee is responsible for communicating any relevant items to appropriate stakeholders (including, but not limited to department chairs, administrators, and faculty members).

APPENDIX II

Terms of Reference *FAST TRACK COMMITTEE*

Mandate and Meetings

1. The Fast Track process provides an alternate means for curriculum approvals only to be used in exceptional circumstances. (i.e. time-sensitive funding opportunities, externally mandated timelines, and aligning with partnership agreements.)
2. Any course or program that is fast tracked will meet the same rigor used by Curriculum Committee and EdCo.
3. Meetings will be held on an as-needed basis, in person, by phone, by virtual meeting, or by email (often with short notice and off cycle).
4. Members are expected to participate in the review and approval process. A quorum of four (4) members is required for Fast Track approval.
5. Fast Track approval constitutes approval by EdCo for a single offering of the course or program. No fast-tracked course or program will be offered a second time without receiving full EdCo approval.
6. Approved Fast Track submissions will normally be brought to the next EdCo meeting for full approval, or referral back to the Curriculum Committee.
7. If not approved by EdCo, the chair of EdCo will notify the dean and the recording secretary will advise the Registrar's Office to suspend future offerings.

Membership

1. Membership on Fast Track Committee will ideally consist of:
 - a) at least 50% faculty;
 - b) Chair Curriculum Committee (who will also act as Fast Track Committee Chair);
 - c) Chair EdCo;
 - d) Vice President Academics (who will participate as needed);
 - e) And at least three (3) additional members including:
 - i. one (1) additional member of EdCo;
 - ii. one (1) member of Curriculum Committee;
 - iii. one (1) member at large.

Chair

1. The Duties of the Fast Track Committee chair are set out in the EdCo Bylaws article 3, section 13.
2. The chair of the Fast Track Committee is responsible for communicating any relevant items to appropriate stakeholders (including, but not limited to department chairs, administrators, faculty members).

APPENDIX III

Terms of Reference

PLANNING & STANDARDS COMMITTEE

Mandate and Meetings

1. The Planning & Standards Committee (PSC) shall make recommendations to EdCo for approval of educational and student services policies as set out in the College and Institute Act sections 23-25 and in accordance with NIC Policy 1-14 Development and Administration of College Policy at North Island College.
2. Through the recording secretary, the PSC will provide EdCo with an accurate and thorough set of minutes that detail the discussion of the development/revision documents discussed.
3. PSC has the authority to use both in-person and electronic meeting strategies to complete its work.
4. PSC meets regularly, ideally monthly, (in person, by phone, by virtual meeting, or by email) in support of the EdCo meeting schedule unless there is insufficient material for review.
5. PSC members are expected to attend meetings on a regular basis.

Membership

1. Ideally, membership on PSC shall consist of:
 - a) at least 50% faculty members, at least two (2) of whom must be in attendance at any given meeting;
 - b) at least one (1) support staff member;
 - c) at least one (1) student;
 - d) at least one (1) representative from Student Services;
 - e) at least one Senior Administrator with student services responsibility;
 - f) at least one Senior Administrator with Academic responsibility
 - g) at least three (3) members of EdCo.

Chair

1. The duties of the chair of PSC are set out in the EdCo Bylaws in article 3, section 14.
2. The chair of PSC will be appointed pursuant to EdCo bylaws article 3, section 5.

3. The chair of PSC is responsible for communicating any relevant items to appropriate stakeholders (including, but not limited to department chairs, administrators, faculty members).

APPENDIX IV

EDUCATION COUNCIL

Election of Representatives to the Board of Governors and Education Council

Rules and Procedures