

Regulation 150.03: Council of Faculty Associations Terms of Reference

01. Mandate

1. The COFA Senior Board shall act as the Council of Faculty Associations as defined in Students' Union [Bylaw 8100](#). In support of its responsibilities as laid out in the bylaw, the Senior Board will also be responsible for supporting, coordinating and overseeing the work of the Advocacy, Finance and Administration, and the Member Services Working Groups.

02. Powers and Duties

1. The Senior Board shall oversee the business of the Advocacy, Finance and Administration, and the Member Services Working Groups by
 - a. Receiving reports
 - b. Approving recommendations
 - c. Issuing directives to the Working Groups as needed
 - d. Approving the terms of reference of the Working Group and approving subsequent amendments by a simple majority
2. Provide advice to the Students' Union with respect to
3. Adopting recommendations from the Working Groups
4. Changing Students' Union bylaws respecting Faculty Associations
5. The annual Faculty Association Changeover Retreat run by the Students' Union.
6. Supporting Faculty Associations
7. Advocacy issues and initiatives of the Students' Union.
8. Issues and initiatives of the University.
9. Matters of interest to the members of the Senior Board and their constituents.

03. Membership

1. Each Faculty Association will have voting membership as defined in [Students' Union Bylaw 150](#).
2. The President or designate of each Faculty Association shall be the voting representative to the Senior Board.
3. The President or designate of the International Students' Union and Indigenous Students' Union shall be non-voting representatives of the Senior Board.
4. The Students' Union Vice President (Academic) is Chair and a voting member.
5. The Students' Union President is a non-voting member.
6. The Students' Union Vice President (Student Life) is a non-voting member.
7. The Students' Union Vice President (Operations and Finance) is a non-voting member.
8. The Students' Union Student Governance Team is a non-voting member.
9. Members wishing to appoint a designate must do so in writing at least 24 hours before the meeting(s) that the designate will attend.
10. The Senior Board may appoint other non-voting members to the Senior Board or Working Groups as it sees fit.
 - a. Non-voting members appointed under (7) will expire on April 30.

04. Meetings

1. Regular meetings of the Senior Board will be held at least once in the Fall term and once in the Winter term.
2. Additional meetings may be called by the Chair, provided that notice of at least seven (7) calendar days is given to all members.
3. The quorum of the Senior Board will be seven (7) voting members, one of whom must be the Chair.

05. Structure of Sessions

1. Any voting member of the Senior Board may add an item to the agenda by providing notice in writing to the Chair at least two (2) business hours before the meeting.
 2. The Working Groups may add an item to the agenda of the Senior Board, provided the item is recommended in accordance with the terms of reference of the Working Group.
 3. The Senior Board may hear presentations from the University Community, provided that
 - a. The presentation is pertinent to the mandate of the Senior Board.
 - b. The presentation was submitted for consideration at least two (2) business days before the meeting.
 - c. The presentation submission included a title, brief description, and contact information for the person acting as the liaison between the Senior Board and the presenters.
 - d. The presentation does not exceed twenty (20) minutes in length, excluding time for questions and discussion.
 4. Meetings will follow Robert's Rules of Order, which can be relaxed by the Chair or upon the request of three (3) members.
-

Revision #6

Created 19 April 2023 11:16:26 by Abner Monteiro

Updated 24 February 2026 06:19:45 by Jonathan Olfert