

By-Law No. 2

Approved: 2010-01-12

**Board of Governors
Policy Manual**

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10. RESPONSIBILITIES OF MEMBERS

Members of the Council shall be responsible for attending all meetings of the Council and sub-committees on which they serve. Members shall come prepared for meetings having read the agenda, the minutes of the previous meeting and background material circulated in advance.

Members shall communicate regularly with constituents; they may direct constituents to the college intranet for information about meetings as well as offer opportunities for constituents to bring forward issues they want Council to address.

Participation on the Council and its sub-committees is on a voluntary basis.

Should a designated member not represent an area for three (3) consecutive meetings, the position shall be considered vacant. Any member may resign from the Council by giving the Chair notice in writing of not less than one (1) month.

In the event of a vacancy, the Chair shall request that another member be selected to represent the area and the new member will serve for the remainder of the term of the member who has resigned.

The Council strives to ensure having full representation from all campuses of Northern College. All members are expected to represent the views of their constituent group and are expected to implement two-way communication strategies with their constituent group. While members represent their constituent group, it is anticipated that all discussions and framework of recommendations will be undertaken collegially and in the collective interests of Northern College.

11. MEETINGS

The availability of core members is requested at the beginning of the academic year and meetings are scheduled accordingly. A minimum of three meetings will be held each year, while additional meetings may be called, as required.

The first regular meeting of the Council in each academic year shall take place in the fall and regular meetings will be held as per the established meeting schedule. Special meetings may be held by the Council as deemed necessary by the President, as Chair.

Members may take part in meetings in person, by videoconference or by teleconference.

12. QUORUM

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16. BY-LAW

The Council shall review this document on a yearly basis and advise the President of modifications it believes necessary. All amendments shall be approved by the Board of Governors.

We hereby certify that the foregoing by-law was enacted by the Board of Governors on the 12th day of January, 2010 and amended January 13, 2015 and May 9, 2023.

Carly Stringer

Chair, Board of Governors

Leslie Hanes

Executive Assistant, Board of Governors