



**BYLAWS OF THE
Okanagan College Education Council**

INCORPORATED UNDER THE

APPROVED BY RESOLUTION OF THE
OKANAGAN COLLEGE EDUCATION COUNCIL

on January 9, 2025

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Chief Election Of

Member	means any individual appointed, elected, or serving ex-officio on the Council.
Open Meeting	means a meeting of the Council that is open to the public and employees of the College as outlined in the Bylaws.
Perceived Conflict	means a conflict of interest which could be said to exist where a Council Member's private interests would appear to a reasonable person to conflict with their duties even though there may not be an actual conflict.
Potential Conflict	means a conflict of interest that could arise where a Council Member has private interests such that, while no conflict has yet arisen, one could arise.
President	means the chief executive officer of the institution as defined in the Act.
Presenter	means the individual invited to make a specific proposal to the Council or those individuals attending to support a specific proposal to the Council.
Real Conflict	means a conflict of interest between the public duty and private interests of a Council Member, in which their private and/or personal interests could influence the performance of their duties for personal or private gain.
Regular Meeting	means a meeting of the Council held based on an annually approved calendar.
Special Meeting	means a meeting of the Council called by the Chair to address matters pertinent to the Council when delaying until the next Regular Meeting is not feasible.
Student	means any person enrolled as a student at Okanagan College in a program approved by Education Council.
Support Staff	means any regular Employee employed by Okanagan College and represented by the BCGEU Support Staff collective agreement or who falls within the Terms and Conditions for Administrators or Excluded Staff. Support Staff as defined under these Bylaws is synonymous with the term Support Staff as outlined in the Act.
Voting Member	means the individuals appointed or elected to the Council under the Act that are thereby considered eligible to vote on decisions of the Council.

- iii) Educational Administrators are appointed for a two-year term and may be appointed to further terms.

3.3 Leave of Absence

The Member must inform the Chair, and the Chair must approve in advance, any extended absences from the Council expected to last between one and three months. An elected or appointed position will be declared vacant if the Member will be on leave for more than three (3) months.

3.4 Resignation & Removal

Any Council Member may resign from their seat

Closed Meeting at the discretion of Education Council when approved by a majority of Members. Members must vote on

5.6 Motions

Only Education Council Members may present motions.

5.7 Meetings by Electronic Communication

Where required to facilitate participation of Members, electronic communication technologies may be used by the Council to conduct meetings of the Council or its committees. Meetings may be held in person or by electronic means or a mixture thereof as is practical to conduct the business before the Council.

5.8 Voting Procedures

Voting procedures apply to the Council and all committees established by the Council.

- i) Each Voting Member of the Council or its committees has one (1) vote.
- ii) Decisions will be made by vote by the simple majority of Voting Members present at the meeting. Exceptions which will require a 2/3 majority vote include:
 - (1) Voting to rescind a motion previously carried;
 - (2) Voting to end debate on a motion;
 - (3) Voting to remove a Council Member;
 - (4) Upon invitation by the Chair, a vote to invite a member of the public to address the Council; and
 - (5) Approval of the bylaws.
- iii) Voting Members will be considered present if they attend the meeting in person or by electronic means.
- iv) Voting on ordinary business and motions will be by a show of hands, unless a secret ballot is requested by any Member prior to or at the time of voting.
- v) Names ascribed to a specific vote will be recorded only upon request at the time of voting.
- vi) The Chair will cast a vote only in the event of a tie. If the role of Chair is being filled by the Vice Chair or an Acting Chair, it is that person who will only vote in the event of a tie.
- vii) Abstentions made by a Member at the time of voting are considered a refusal to vote and are not counted in the number of votes cast. Members will be asked to provide a reason for their abstention.

5.9 Resolution by Written Procedure

If it is impractical to hold a meeting of the Council, the Chair may call for a vote to pass a Resolution by Written Procedure outside of a Regular or Special Meeting of the Council. A majority of the Voting Council Members are required to pass a resolution by written procedure. The results of a vote conducted using technologically assisted means will be considered valid. Where a vote is carried, the Resolution by Written Procedure will be recorded as minutes or as a written resolution approved electronically. Minutes of resolutions passed by written procedure will be included in the next Regular Meeting of the Council for approval.

If it is impractical to hold a committee meeting, the Chair of the Council committee may call for a vote to pass a Resolution by Written Procedure outside of a committee meeting. A majority of the Voting committee Members are required to pass a Resolution by Written Procedure. The results of a vote conducted using technologically assisted means will be considered valid. Where a vote is carried, the Resolution by Written Procedure will be recorded as minutes. Minutes of resolutions passed by written procedure will be included in the next meeting of the committee for approval.

When seeking Resolution by Written Procedure (Council and committee), the initial communication of the motion electronically by the Chair is considered to have "moved" the motion. The first vote cast in support of the motion is considered as the "second" to that motion.

5.10 Resolution will be Evidence of Action

Unless required to be exercised by Bylaw, the action of the Council upon any matter coming before it will be evidenced by resolution, and the entry thereof in the minutes of the Council will be evidence of the action taken.

5.11 Circulation of Resolutions and Minutes

A record of passed resolutions of each Council meeting will be circulated to Members following the meeting and as soon as reasonably possible.

Minutes of Regular Open Meetings will be taken, approved by the Council at the next Regular Open Meeting of the Council as part of the consent agenda, filed with the Council Secretary, and posted on the College's website once approved.

Minutes of Closed Meetings will be taken and approved by the Council at the next scheduled Closed Meeting as part of the consent agenda and filed with the Council Secretary. Approved minutes of Closed Meetings are not posted publicly.

5.12 Public Conduct at Meetings

Regular Education Council meetings are open to the College community and members of the public.

A person who is not a Council Member, Designated Resource Person, or Presenter is considered a member of the public, and may only participate in discussion or debate of an Open Meeting if said person is invited by the Chair. and the request is moved to a resolution. Once a resolution is moved, the request is non-debatable and must receive two-thirds (2/3) majority vote of the Voting Members present to be passed.

Attendees are expected to maintain the decorum prescribed for parliamentary galleries and act in accordance with the principles outlined in these Bylaws and the College's [Code of Conduct Policy](#).

Any member of the public or employee of the College who breaches these principles or disrupts the meeting proceedings will be asked to leave and removed from the meeting.

5.13 Public Presentations to the Council

At the discretion of the Chair and in consultation with the Provost and Vice President Academic, the Council may hear presentations or answer questions from individuals or groups from the College community or the public.

Persons wishing to address the Council will normally advise the Council Secretary in writing at least fourteen (14) calendar days in advance of a Regular Meeting and outline, in writing, the topic and purpose of the presentation.



PART 8: COMMITTEES

8.1 Establishing Committees

The Education Council may establish Standing or Ad Hoc Committees to carry out its business related to specific issues and report or make recommendations to the Education Council. Committees and their terms of reference will be established by resolution of the Council as required. Committees may be discharged by resolution of the Council or when the specific timeline of that committee expires under their terms of reference.

8.2 Standing Committees

The Council may establish Standing Committees as necessary to carry out the Council's regular business under the Act.

8.3 Ad Hoc Committees

The Council may establish Ad Hoc Committees as necessary to conduct business related to specific issues that arise for the Council. Ad Hoc Committees will be established for a specific period of time, for a defined purpose and scope, and to fulfill a specific deliverable to the Council. An Ad Hoc Committee's terms of reference will include the timeline, purpose, and deliverables to the Council.

8.4 Committee Terms of Reference

Committees established by Education Council will operate under their respective Terms of Reference, which will be approved by the Education Council. Committees will report to the Council upon request by the Council.

8.5 Committee Membership

Committee membership may include Members of the Council and other individuals with expertise in relevant areas, as determined by the Council.

The Committee Chair of each committee will be appointed by the Council Chair from the committees' membership in consultation with the committee.

The Chair of Education Council will be an ex-officio Member of all Council committees, and their attendance counts towards the quorum.

8.6 Committee Attendance

Meetings of Council committees are normally Closed Meetings, limited to Members of the committee, Presenters, and Designated Resource Persons. Committee meetings may be attended by others only with the permission of, or at the request of the Chair of that committee.

8.7 Committee Records

Minutes of committee meetings will be taken, approved by the committee at the next meeting of the committee as part of the consent agenda, and filed with the Council Secretary. Minutes of committee meetings are not posted publicly.

PART 9: AMENDMENTS TO THE BYLAWS