

Meetings Policy

POLICY CATEGORY:	Academic Council
SUBJECT:	Meetings Policy
SUBSECTION(S):	
APPROVING AUTHORITY:	Academic Council
APPROVAL DATE:	February 11, 2026
RESPONSIBLE COMMITTEE:	Governance and Nominations Committee
RELATED PROCEDURES:	
OFFICER(S) RESPONSIBLE FOR PROCEDURES:	President (Chair) University Secretary
RELATED POLICIES:	King's General By-Law, King's Academic Council By-Law, and Bourinot's Rules of Order
EFFECTIVE DATE:	February 11, 2026
SUPERCEDES:	N/A
POLICY REVIEW - FREQUENCY:	2029-2030

1. Policy Statement (Intent and Scope)

The following rules and procedures are based on fundamental academic governance principles including:

- 1.1. The right of the majority to decide;
- 1.2. The right of a minority to be heard, it being agreed that this right requires not only special protection but also practical limitations;
- 1.3. The right of absentees to be protected from significant deviation from agreed procedures and announced proceedings;
- 1.4. The right of Academic Council members to be informed before deciding issues;
- 1.5. Providing for efficacious and efficient deliberation and decision;
- 1.6. That these procedures are a means, not an end; and the Chair, with the support of Academic Council, should not permit them to be used to create a nuisance or unnecessarily delay proceedings;
- 1.7. Substantive motions should be handled with considerable formality, but whenever possible the Chair should try to deal with procedures according to general agreement.

2. General

Notices of motion, Committee reports and all other materials for consideration by Academic Council must be submitted to the University Secretariat in accordance with required timelines. Whenever possible, new matters should be considered at the next Academic Council meeting, providing the appropriate notice to members.

3. New Business

Each agenda will include an agenda item called “New Business”. During this item, Academic Council may raise issues within Academic Council’s authority to add to the next meeting’s agenda. The item will be referred to the appropriate Academic Council committee for discussion with a report returning to Academic Council from the appropriate committee at the next meeting.

4. Notice of Motion

4.1. Academic Council operates under Bourinot’s Rules of Order. Bourinot’s Rules of Order urge notice of substantive motions so that Academic Council members may:

- 4.1.1. Make an informed choice on meeting attendance;
- 4.1.2. Have the opportunity to be informed on an issue before making a decision.

4.2. Academic Council’s General Practice regarding notice of motions is that for any new substantive motion:

- 4.2.1. Notice of motion will be provided by the mover and seconder during the New Business agenda item during a meeting;
- 4.2.2. The draft motion will be referred to the appropriate committee by the Secretary for discussion with a report being provided to Council on the item at the next Academic Council meeting

5. Business Arising

A Business Arising from the Previous Minutes agenda item will follow adoption of the previous meeting(s) minutes. This agenda item is used for motions for which notice was given at a previous meeting.

6. Motions

- 6.1. All motions concerning substantive matters shall be published with the agenda;
- 6.2. The chair may order that any amendments to such motions in a meeting to be submitted in writing;
- 6.3. All motions must be stated clearly by the Chair or Secretary before debate thereon may commence.

7. Amendments

A motion may be amended by adding, deleting, or substituting words, phrases or paragraphs even to the extent of substituting entirely different motion provided it relates to the subject matter of the original motion.

8. Matters of Urgency

Matters of urgency arising after the Governance and Nominating Committee (GNC) has approved the Academic Council agenda may only be introduced if the Chair determines that the matter could not reasonably have been known in advance, they fall within Academic Council's authority and are of sufficient urgency and importance to require immediate attention, using one of the following special procedures:

- 8.1. Urgent information items may be added to the agenda with majority consent of voting members present;
- 8.2. Urgent items for decision if two-thirds of voting members present approve adding it to the agenda;
- 8.3. The Chair shall then propose where such matters shall appear on the agenda

9. Questions

Questions and Issues for Discussion may be submitted outside of meetings to the GNC through the Secretary.

- 9.1. GNC will determine whether to route the question or issue to Academic Council, or one of its committees, or redirect it to an appropriate unit on campus for a response.
- 9.2. The GNC Chair will submit a report to Academic Council detailing all questions and issues received, the decision of GNC in respect of routing each question or issue, a brief explanation as to why a question or issue was not routed to Academic Council (where applicable), and information on the unit to which a question or issue was redirected for response (where applicable). GNC has reviewed the questions and considered whether the submitted questions fall within the scope of Academic Council's mandate. If the questions do not fall within Academic Council's mandate, the Committee has determined the most appropriate unit or office on campus to which the questions can be redirected for an accurate and informed response.