

## **IVEY BUSINESS SCHOOL**

**Effective Date:** June 7, 2024

**Supersedes:** September 17, 2021, September 13, 2010

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### **MANDATE**

The Ivey Business School Council is the central venue for discussions of academic and important dialogue at the Ivey Business School. More specifically, it shall:

- A. Advise the Senate on all matters under the jurisdiction of the Senate which pertain to the Ivey Business School or which are referred to the Council by the Senate.
- B. Determine by vote policies on all matters identified in (A) if so delegated by the Senate.
- C. Provide direction to the Dean, Associate Deans, and senior decision-makers at Ivey Business School regarding decisions that significantly affect the Ivey Business School community.
- D. Serve as a forum for information-sharing and dialogue on matters of strategic interest to the Ivey Business School community.

### **COMPOSITION AND RULES OF PROCEDURE**

1. There shall be an Ivey Business School Council responsible to Senate and composed of:
  - A. The following ex officio members:
    - (a) The President & Vice-Chancellor
    - (b) The Provost & Vice-President (Academic)
    - (c) The Dean of the Ivey Business School, who shall be Chair
    - (d) The Associate Dean(s) of the Ivey Business School

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- (e) The Dean, or an Associate Dean, of the Faculty of Graduate Studies
  - (f) The Library Director, C.B. "Bud" Johnston Library
  - (g) The Chief Financial Officer of the Ivey Business School
  - (h) The Chief Administrative Officer of the Ivey Business School
  - (i) One President or Co-President of each of the HBA, MSc, MBA and PhD Associations
  - (j) The Executive Directors of Advancement, Career Management, Information Technology, Master's Program Recruitment and Admissions, and Marketing and Communications of the Ivey Business School
  - (k) Such other ex officio members as the Senate may determine upon the recommendation of the Ivey Business School Council
- B.
- (a) All full-time members of the Ivey Business School who hold the rank of Lecturer or higher, including those who hold joint appointments with other Faculties
  - (b) Two (2) representatives of full-time Western faculty at the University who hold the rank of Lecturer or higher: 1 from the Faculty of Law, 1 from the Faculty of Engineering
  - (c) Six (6) Directors of the Ivey Business School, elected by all staff holding director appointments for one-year terms by elections coordinated by the Dean's Office
  - (d) Five (5) additional students selected by the student Associations:
    - 2 students to be selected by the HBA Association
    - 1 student to be selected by the MBA Association
    - 1 student to be selected by the MSc Association
    - 1 student to be selected by the PhD Association
  - (e) Four (4) full-time staff persons employed by Western who are not directors or executive directors. Two are to be elected each year for two-year terms by elections coordinated by the Dean's Office
  - (f) Such other members as Senate may determine from time to time, upon the recommendations of the Ivey Business School Council.
- 2.
- A. Members of the above categories shall be entitled to participate fully in the meetings of the Council, i.e., to speak, to propose motions, and to vote on all questions.
  - B. Council shall meet at least six (6) times in each academic year and at such other times as the Council, the Chair, or the Senate may prescribe.
  - C. A special meeting of the Council shall be called on a written notice of ten (10) of its members and shall be convened within seven (7) days

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thereafter to consider the matter or matters set out in the notice of meeting.

- D. Thirty-five (35) voting members, of which a minimum of twenty-five (25) must be faculty members from category 1B(a) above, shall constitute a quorum for regular and special meetings of Council.
  - E. The Council shall elect from among its members a Speaker whose job will be to preside over meetings of Council and maintain order according to the Rules of Order adopted by the Senate. The Speaker shall prepare the agenda for Council meetings in consultation with the Dean. An election shall be held between February 1 and June 30 every two years for a two-year term, which will start July 1 of the subsequent calendar year. Until that time, the elected member shall serve as Speaker-Elect and assist the Speaker. A Speaker shall not serve consecutive terms.
  - F. The terms of elected and selected positions shall commence on July 1.
3. The Council may establish such committees as it considers necessary, including an Executive Committee, that may act in the name of and on behalf of the Council between regular meetings of the Council. Although the Council may delegate authority to its committees, these committees shall be responsible to the Council. Committees are obligated to report at least twice per year to the Ivey Business School Council with a written activity report and oral presentation by the committee's Chair. This report and minutes of the Committee's meetings shall be accessible to all members of the Ivey Business School Council. Minutes should contain mainly a record of what was done at the meeting, not what was said by the members, and as privacy and confidentiality allow.
  4. The By-Laws and Regulations for the conduct of the Council's proceedings shall, in general, be those adopted by the Senate unless stated otherwise herein.
  5. The Composition and Rules of Procedure of the Ivey Business School shall be reviewed at intervals not longer than five years.
  6. This constitution may be amended by the Senate on recommendation by majority of the voting members of the Council in attendance at a regularly constituted meeting prior to which there has been seven (7) days' written notice of the proposed amendment.