

<b>Basic version</b>	<b>Approved by</b>	<b>No.of Minutes/Decision</b>	<b>Date (YY/MM/DD)</b>	<b>Effective from (YY/MM/DD)</b>
	Reviewed in Alberta College Council meeting August 25, 2017 Minutes No. 04/17			
	Board	Nr. 05/17	2017.09.01.	2017.09.01.
<b>Amendments</b>	In coordination with the Alberta College Council, reviewed at January 22, 2019 meeting			
	Board	Nr. 01/19	2019.01.22.	2019.01.22.

## **Regulations on Alberta College Council**

### **1. General provisions**

1.1. Alberta College Council (hereinafter - the Council) is the institution of representation, personnel collegiate governing, and decision-making in study and research issues of the College.

### **2. The composition of the Council**

2.1. The composition of the Council shall be determined by the Cabinet of Ministers Regulation No. 537 "Alberta College Regulations" (hereinafter - Alberta College Regulations), paragraph 11.

### **3. Election and recalling procedure of the Council members**

- 3.1. The Council elections are organized and its composition and the mandate shall be approved by the Board, as per Alberta College Regulations, paragraphs 10, 13 and 14.
- 3.2. The Board shall organize new elections of the Council at least one month prior to the end of the term of the current Council. The mandate terms of the Council, including the exact dates shall be determined by the Board in approving the composition of the new Council. If the new Council is not elected, then the Council's current members' term of office shall be extended for the period until a new Council's members are approved within the composition of the Council.
- 3.3. The Board's decision approving the composition of the Council, shall include the following information:
- 3.3.1. the Board's decision number, date and venue;
  - 3.3.2. the Council member names, surnames, addresses, phone numbers, email addresses, the election status;
  - 3.3.3. start and end dates of the Council mandate term;
  - 3.3.4. the convening date of the first meeting of the newly elected Council, taking into account the clause 4.2. of these regulations;
  - 3.3.5. the signatures of the members of the Board and all Council members approved with this decision, confirming the election of these Council members;
- 3.4. Election procedure of the Council representatives:
- 3.4.1. the College Director shall be included in the Council in accordance with Alberta College Regulations, paragraph 10;
  - 3.4.2. the Board member shall be included in the Council in accordance with the Alberta College Regulations, paragraph 13;
  - 3.4.3. the President of the Students' Self-government Council shall be included in the Council without election;
  - 3.4.4. the representatives of employers and non-governmental organizations shall be included in the Council in accordance with Alberta College Regulations, paragraph 13. If the employer representative is a natural person, then he or she shall be included by the decision of the Board;
  - 3.4.5. the elected academic and administrative personnel representatives shall be elected by the academic and the administrative personnel of the College and the Student Self-government Council representatives in the general meeting by secret ballot, voting separately for each candidate. The general meeting shall be convened by the Director of the College, at least 10 working days in advance, by informing the general meeting participants about the meeting's

time, place, agenda and nominees. The general meeting shall have a quorum, if more than half of the academic and the administrative personnel that are eligible to vote are in attendance with the delegated representatives of the Students' Self-government Council participating.

- 3.4.6. The general meeting shall elect the (ballot) Counting Commission consisting of three members. The Counting Commission shall elect the Counting Commission Chair. The Counting Commission Chair shall distribute the ballot papers containing all the candidates. The ballot papers shall provide an opportunity to vote "Yes", "No" and "Abstain" on each candidate separately. Deletion from the list and any edits are prohibited. The completed ballot papers shall be deposited into a sealed ballot box. If one candidate has either a number of choices or no choice marked, then the vote for this candidate shall not be taken into account and is invalid, but the ballot shall generally be recognized as valid and the remaining votes are to be counted.
- 3.4.7. The Council's composition includes the elected candidates who, in terms of the number of the Council members, have received the most votes (if the number of the received votes is more than half of the number of the general meeting participants);
- 3.4.8. The Student Self-government Council representative shall be elected by the Student Self-government Council and included in the Council by the decision of the Student Self-government President of the College.
- 3.5. Recalling procedure of the Council representatives:
  - 3.5.1. the member of the Council shall be recalled in accordance with Alberta College Regulations, paragraph 21;
  - 3.5.2. the recalling of the academic or the administrative personnel can be initiated by the Director of the College, five members of the Council, the general meeting of the College by submitting a written letter to the Board. The Board shall convene the general meeting of the College and organize voting as per clauses 3.4.5. - 3.4.7. of these regulations. The member of the Council has been recalled, if more than half of the present participants voted for it;
  - 3.5.3. The Student Self-government Council representative shall be recalled by the Student Self-government Council and excluded from the Council by the decision of the Student Self-government President of the College.
  - 3.5.4. The member of the Council loses the mandate, if, during the elected term, he/she has lost the position, status or is not compliant with the election criterion. In this case, the Chair of the Council shall inform the Board of the College that the election of new members has to be organized;
  - 3.5.5. The member of the Council may withdraw from the Council on his or her own volition, by submitting a written notice, one month prior, to the Chair of the Council or to the Board of the College. In this case, the Chair of the Council shall inform the Board of the College that the election of new members has to be organized.

#### **4. The organization of the work of the Council**

- 4.1. The organization of the work of the Council shall be determined by Alberta College Regulations, paragraph 12.
- 4.2. The meeting of the newly elected Council shall be convened by the Board within one month after the Board's decision on the approval of the composition of the Council. The meeting shall be chaired by the Director of the College. The Director of the College shall organize the election of the Chair of the Council. The Chair of the Council shall be elected by secret ballot. The Council shall elect the (ballot) Counting Commission consisting of three members. The Counting Commission shall elect the Counting Commission Chair. The Counting Commission Chair shall distribute the ballot papers containing all the candidates. The ballot papers shall provide an opportunity to vote "Yes", "No" and "Abstain" on each candidate separately. The Chair of the Council shall become an elected candidate, voted in by more than half of the present members of the Council.

- 4.3. The Chair of the Council shall organize the elections of the Secretary of the Council. The Secretary of the Council shall be elected by secret ballot. The Council shall elect the (ballot) Counting Commission consisting of three members. The Counting Commission shall elect the Counting Commission Chair. The Counting Commission Chair shall distribute the ballot papers containing all the candidates. The ballot papers shall provide an opportunity to vote "Yes", "No" and "Abstain" on each candidate separately. The Secretary of the Council shall become an elected candidate, voted in by more than half of the present members of the Council.
- 4.4. The convening of the meetings of the Council shall be determined by Alberta College Regulations, paragraph 16. The members of the Council shall be informed at least two weeks before having the introduction of the meeting agenda. The Council members have a duty to provide an opportunity for other members of the Council to read the Council's meeting agenda-related documents for at least three working days in advance.

### **5. The Council's decision-making procedure**

- 5.1. The Council shall have a quorum, and decisions are made as per Alberta College Regulations, paragraphs 17 to 20.
- 5.2. The decisions of the Student Self-government Council after the approval by the Council shall be binding for all students.
- 5.3. If a member of the Council abstains from voting, it is considered that the member of the Council has no objections and the matter has been settled.
- 5.4. In order to address urgent issues, the Chair of the Council and the Board of the College may use the method of coordination in electronic format by sending questions for signing off to the email address indicated in the Board's decision on the composition of the Council, indicating the response time of no less than three working days and by adding background information necessary for making a decision, or references to the location of the information in the e-environment. If, within the prescribed period, there are no objections received from the members of the Council, it shall be considered that the document is signed off.

### **6. Obligations and powers of the Council**

- 6.1. The obligations and powers of the Council shall be determined by Alberta College Regulations, paragraph 15.
- 6.2. The Council also performs the following tasks:
  - 6.2.1. proposes and approves new directions of studies;
  - 6.2.2. confirms the study directions and study program development strategies, monitoring their compliance with Latvian and the European Union standards and strategic documents, as well as the compliance with Alberta College strategic documents;
  - 6.2.3. approves the study program content and implementation descriptions as well as changes in the study programs;
  - 6.2.4. reviews and approves the annual self-assessment reports of study directions and study programs;
  - 6.2.5. excluded based on Alberta College Regulations on study and examination procedures, paragraph 12.2. (amendment of January 22, 2019)
  - 6.2.6. approves the state final examination questions and the qualification work topics;
  - 6.2.7. confirms the research paper and the qualification work sample topics;
  - 6.2.8. approves internship objectives;
  - 6.2.9. approves the composition of the admission commission and the admission rules;
  - 6.2.10. elects the academic personnel;
  - 6.2.11. approves the methodological commission structure and its composition.