



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: LEARNER GOVERNANCE

<b>Procedure No.</b>	LS-205-PR	<b>Division</b>	Learner Services
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	BP-PO-001B
<b>Related Policy</b>	LS-205	<b>Effective Date:</b>	October 8, 2008 (R2)

## PROCEDURE

### 1.0 General Guidelines

- A. There will be two levels of learner governance; namely, campus and provincial.

At the campus level, a Student Council will be elected each year, no later than the end of September. This group shall be called the Student Representatives Council (SRC). At the provincial level, the Council will be comprised of the President (or President's Executive designate) representing each of the Student Representatives Councils. This group shall be called the Council of Student Executives.

- B. Both full-time and part-time learners will be eligible to run for council (part-time learners are not eligible for the President's position but may be a member of the Executive and Council.)
- C. Learners who serve on Council will be in good academic standing, as defined by the College's Academic Calendar in the program the learner is enrolled.
- D. Activities of Council will be operated in accordance with Operating Guidelines ratified by the student body and approved by the Vice President of Academic and Learner Services.

## **2.0 Student Representatives Council**

The purpose of the Student Representatives Council is:

- 1) To provide a forum for the local Council to work cooperatively to advance the interests of the learners at the local campus they represent.
- 2) To promote a better understanding of the needs and issues confronting the learners of each local campus.
- 3) To represent, promote and advocate the common interests of the learners at each local campus.
- 4) To promote social responsibilities between and among Council and the learner body.
- 5) To discuss types of events, recreational and/or other activities. The Council will decide where and when such events/activities will be held, in the best interest of the learner body.
- 6) To support the objectives of the Council of Student Executives (CSE) and abide by all provisions of the Operating Guidelines.
- 7) To have each local Council member communicate and work cooperatively with the Council and its Executive.

## **3.0 Council of Student Executives (CSE)**

The purpose of the CSE is:

- 1) To provide a forum for College of the North Atlantic learners to work cooperatively to advance the interests of the learners which they represent.
- 2) To promote a better understanding of the needs and issues of the learners of College of the North Atlantic.
- 3) To represent, promote and advocate the common interests of learners of College of the North Atlantic.
- 4) To promote social responsibility between and among College of the North Atlantic local councils and the College as a whole.
- 5) To discuss and decide CNA province-wide recreational and other events. This will include the site and date and will be held at the first meeting of the academic year.

- 6) To promote and advance the interests, needs, and common issues of all learners with respect to College of the North Atlantic and with respect to the Minister of Education and the provincial government.

## 6.0 Membership

### 6.1 Student Representatives Council

The President of the Student Representatives Council must be a full-time, fee-paying learner of College of the North Atlantic.

All other members of Council including the Vice-President (internal and external), Secretary and Treasurer can be part-time or full-time learners.

### 6.2 Council of Student Executives

There shall be a representative in the CSE from each campus of College criteria:

- Be a President (or President's Executive designate) of a local Student Representatives Council.
- Be a full-time, fee-paying learner of College of the North Atlantic.
- Maintain good academic standing as defined by the Academic calendar of the College, in the program the CSE member is enrolled.

## 7.0 Facilitation Process

### 7.1 Student Representatives Council

The Operating Guidelines will make provisions for an advisor, normally from the Learner Services Office or as delegated by the Campus Administrator.

### 7.2 Council of Student Executives

The VP of Academic and Learner Services and/or the VP's representative shall serve as "advisor" to the Council of Student Executives. The Advisor shall:

- Call the first meeting of the CSE in each academic year and appoint the Chair for said meeting.
- Attend all meetings of the CSE.

- Monitor the financial records of the CSE in conjunction with the Treasurer.
- Arrange for accommodations, meals and other required materials for all CSE meetings.
- Ensure that decisions made are in keeping with College policy.

## 8.0 Elections

### 8.1 Student Representatives Council

The purpose of a Student Council and the method of electing the Council will be outlined in the SRC Operating Guidelines and explained to the student body at the earliest opportunity in each academic year. At campuses where elections are conducted in the winter semester, the same shall hold true. The student body shall elect all executive positions of Council.

### 8.2 Council of Student Executives

- The Minister of Education shall appoint the Board of Governors representative(s).
- The elections for positions on committees shall be conducted at the opening meeting of the CSE in October of each year.
- Voting shall be conducted by secret ballot and administered by a Chief Returning Officer.
- Each voting member present at the meeting shall be permitted one (1) vote for each position.
- A candidate must receive the majority of votes to be declared elected.
- A by-election will be held at the CSE meeting that succeeds the occurrence of a vacancy.
- Term of office shall be from the time of election until August 31 of the academic year in which they were elected, or until they cease to be a member as defined under Section 5 of the CSE Operating Guidelines "Types of Membership".

**9.0 Finances**

9.1 Student Representatives Council

Each year, immediately following the SRC elections, the Campus Administrator, the SRC Advisor and the Student Council Executive shall meet to discuss and decide signing authority for Council for the academic year. Signing authority shall be given to two (2) Council Executive members and two (2) College employees. All SRC cheques will require the signature of two signing authorities (one (1) Executive member and one (1) College employee. If at any time the SRC Executive changes, all parties involved shall meet again to revise and reassign signing authority. The SRC Advisor will monitor the financial records, in conjunction with the SRC Treasurer.

9.2 Council of Student Executives

The CSE bank account will be maintained at College Headquarters but monitored by the CSE Treasurer. All cheques will be co-signed by the CSE Treasurer or the CSE President and a designate of the SVP of Academic and Learner Services.

**10.0 Representative/s for Board of Governors and Provincial College Committees**

The Student Representative on the Board of Governors and all provincial committees of the College shall be a member of the Council of Student Executives. Representatives shall be elected from among the seventeen members of the Council of Student Executives.

Approval History	
Approved by President	February 13, 1998
Revision 1	April 24, 2003
Revision 2	October 8, 2008
Next Review	October 2011