

# GFC Standing Committee Chairs Orientation

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2025-2026

# University Secretariat GFC Team

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Courtney McVie

- University Secretary

Elizabeth Sjogren [primary contact for GFC, EC, RSC, and TLC]

- Governance Coordinator (General Faculties Council Lead)

Michelle Speta [primary contact for APPC and Meeting Secretary for UAPS and GAPS]

- Associate Secretary

Vanessa Kozielec [primary contact for UAPS and GAPS]

- Office Manager and Governance Assistant

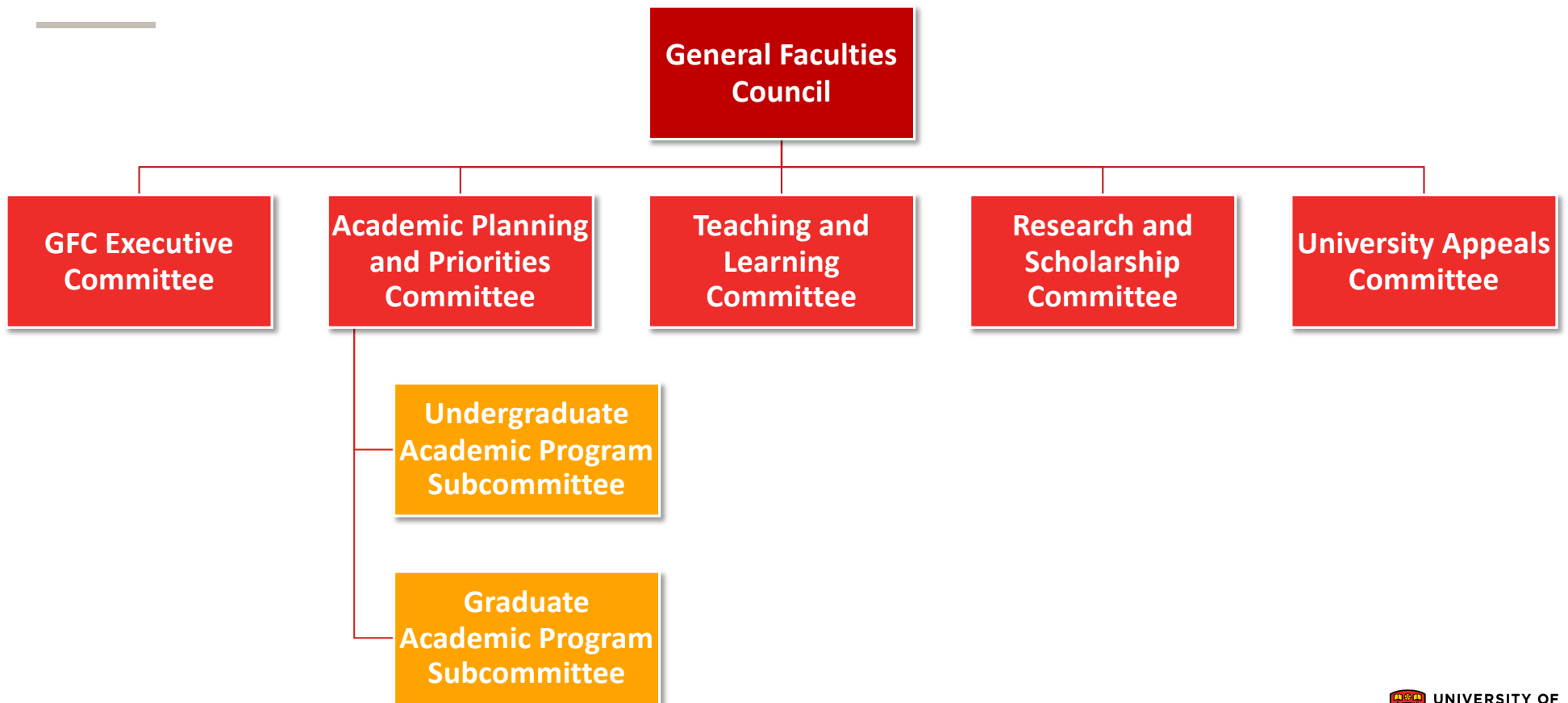
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# Topics

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- Roles and Responsibilities
- Prior-to-Meeting
- At-the-Meeting
- Meeting Mechanics
- Working Groups
- Secretariat Support

# GFC Committee Structure



## Roles of the Co-Chairs

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- Leadership
- Spokesperson and liaison
- Review agendas
- Chair committee meetings
- Oversee committee's activities
- Review the regular meeting reports to GFC or APPC

# Meeting Schedule

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## Prior to the Meeting

- Agenda Process examples

Committee	Draft Agenda (usually right after previous meeting)	Pre-meet to Review Agenda with Co-Chairs	Tracking/ Coordination Messages (1 week before doc deadline)	Document Deadline (10 days before meeting)	D2L Upload and Calendar Invites (1 week before meeting)	Meeting Date
TLC	2025-08-18	2025-09-02	2025-08-26	2025-09-02	2025-09-09	2025-09-16
UAPS	2025-08-25	2025-08-27	2025-08-28	2025-09-04	2025-09-11	2025-09-18
RSC	2025-08-18		2025-08-28	2025-09-04	2025-09-11	2025-09-18
GFC EC	2025-08-29	2025-09-15	2025-09-03	2025-09-12	2025-09-17	2025-09-24
GAPS	2025-09-11	2025-09-17	2025-09-17	2025-09-24	2025-10-01	2025-10-08
APPC	2025-09-26	2025-10-01	2025-10-01	2025-10-08	2025-10-10	2025-10-20

# Changes to the Agenda and Minutes

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- Changes to the agenda
  - Before the meeting
  - At the meeting
- Changes to the minutes
  - Corrections and inaccuracies vs. adding content and changing prior statements

# Motions

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- Putting the motion on the floor
- Amending
- Postponing
- Tabling (often confused with postponing)
- Withdrawing
- Repealing

# Managing Discussions and Meeting Flow

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- Discussions
- The chair is responsible to:
  - Encourage participation and provide all members with the opportunity to speak
  - Keep the discussion on track and contained
  - Assess members' comfort and readiness to make a decision
- The chair may:
  - Summarize what has been said to make sure everyone understands prior to voting
  - Re-read a motion if it is long or there has been an amendment
  - Meeting flow
  - Managing time
  - What to do if the meeting is running late

# Voting

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- Voting threshold:
  - An affirmative vote of a majority of the voting members present is required to carry a motion.
- Voting options:
  - For, against, abstain
- Voting methods in a meeting:
  - **Show of hands** (in room and electronic)
  - Roll call
  - Adoption
  - Consensus
- Voting by e-mail or electronic poll
- Voting by proxy is not allowed

# Guests and Observers

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- Guests
  - Invited to a meeting to speak to specific items of business
  - Sit at the table, when meeting in person
- Resource personnel
  - Support key work of the committee, may be a resource for all of the business of the meeting and may speak when acknowledged by the chair.
  - Sit at the table, when meeting in-person
- Observers (visitors)
  - Normally sit away from the table (usually in the red chairs, in A167), if meeting in person
  - Speak only if expressly invited to do so by the chair

# Meeting Mechanics

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- Annotated Agendas (Table Notes)
  - Support for meeting management
- Quorum
  - Prior to a meeting
  - At the start of a meeting
  - Loss during a meeting
- Confidential Business
- Spokesperson

# Working Groups

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- May be created to facilitate the accomplishment of the responsibilities of the committee
- The working group:
  - Should have a clearly defined role
  - Can have members drawn from outside the committee
  - Reports to the committee or the Co-Chairs
  - Is dissolved once its work is done

# Assessing Committee Performance

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- Is the committee fulfilling its role and doing appropriate work?
- Is the committee effective?
- Are decisions made in the best interest of the University?
- Does the committee have:
  - ✓ An understanding of its role and responsibilities
  - ✓ A frank, open working relationship enabling productive discussion and effective decision-making
  - ✓ A high level of mutual respect and a tolerance for other views
  - ✓ A willingness to share information freely
  - ✓ All of the necessary information to make informed decisions, presented in an articulate format
  - ✓ Sufficient time for a fulsome discussion
  - ✓ Sufficient resources to enable the committee to undertake its duties
  - ✓ The opportunity to provide feedback about the committee

# Chair and Committee Support

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The University Secretary:

- Provides governance expertise
- Serves as gateway and facilitator for communication
- Supports meeting preparation
- Advocates for each of the Board, GFC, and management
- Serves as ombuds, and provides a neutral space

The University Secretariat staff:

- Coordinates the planning of agendas, receipt of documents, and proponents
- Manages the committee's Desire2Learn site and updates the GFC webpage
- Minutes the meetings
- Assists the proponents and Co-Chairs with document preparation and report writing

# GFC/Standing Committees Members Orientation

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- The full Orientation session tomorrow, **September 11**, will cover logistical information that applies to GFC and all of the GFC standing committees, including:
  - Governance overview
  - Information on the GFC webpage
  - Using Desire2Learn for meeting documents and communications
  - Types of meeting documents and their handling, including minutes and briefing notes

# Education Resources

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**The State of Postsecondary  
Education in Canada**



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**The World of Higher  
Education Podcast**



# Thanks

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Courtney McVie & Elizabeth Sjogren  
University Secretariat