

**Membership**

The membership of the Council shall be a) one representative from each graduate program in the Faculty of Humanities and Social Sciences, as defined in the Memorial University [calendar](#); (b) one representative from SGS’s [Interdisciplinary PhD](#) program; (c) one representative from the [Master of Employment Relations](#) program; (d) one representative from the [Ethnomusicology](#) program; (e) the Associate Dean of Humanities and Social Sciences (Research and Grad Studies); and (f) others whom the Humanities and Social Sciences Grad Studies Committee may decide to admit. On request, departments with small graduate programs can elect to send a joint representative.

Before September 15 of every year, the Associate Dean of Humanities and Social Sciences (Research and Grad Studies) will send a call for nominations for Council representatives to each Grad Coordinator or program Director. The nomination process shall be the responsibility of the Department/program, and shall involve collegial consultation.

The term of each representative will be one year, starting October 1 of each year. Terms are renewable.

Co-representatives (alternate representatives) may fill in for a representative from time to time.

Representatives may resign early. A replacement representative may be nominated by the representative’s department/program, as described above.

Representatives may also be removed from office if they miss three consecutive meetings without due cause and without sending an alternate. (Representatives who participate remotely are deemed to have participated in the meeting.) A motion to remove, and approval by majority vote, are required in order to remove representatives.

**Participation of non-members**

From time to time, the Council may wish to invite observers, topic area experts, speakers, etc. Such non-members may be invited at the discretion of the Council. A motion to approve, and approval by majority vote, are required in order to approve participation of non-members.

**Voting rights of members**

Representatives: each member has the right to a vote, and only members may vote.
Joint representatives: Joint representatives (representing more than one small unit) have the right to no more than one vote.

Co-representatives: Co-representatives filling in for representatives, have the right to no more than one vote. Other participants in the Council (including observers) who fail to meet the definition of “Membership” above, do not have a vote.

**Election of Officers**

Members of the Council will take turns performing the duties of the Officers of the Council for each meeting, as described below. This mechanism of rotation is designed to help increase capacity and experience in conducting meetings.

Notwithstanding, the Associate Dean of Humanities and Social Sciences (Research and Grad Studies) will Chair the first annual meeting in October, to provide continuity.

The Chair and Alternate Chair for each meeting shall be appointed at the previous meeting. The Chair is responsible for chairing the meeting according to the Rules of Order. The Alternate Chair may chair the meeting if the Chair is not able to attend, but otherwise has no responsibilities.

The office of Secretary will be rotated for each meeting, and will be assigned to the representative who is next on the list of representatives. The list will be alphabetical by name of program. The Secretary shall be responsible for preparing the minutes and sending an electronic version to the Associate Dean of Humanities and Social Sciences (Research and Grad Studies) for archiving and dissemination.

The Associate Dean of Humanities and Social Sciences (Research and Grad Studies) shall be responsible for the preparation and circulation of the agenda and minutes for meetings. Regrets should be sent to the Associate Dean of Humanities and Social Sciences (Research and Grad Studies).

**Meetings**

Normally, regular meetings of the Council shall take place once each month on the second Wednesday of the month during the Fall and Winter semesters, from 4:30 - 5:30. (The later time is to allow part-time graduates with outside employment the opportunity to attend.) The date of the regular meeting may be changed by the Council as appropriate. Meetings during the Spring and Summer semesters may be less frequent.
Special meetings of the Council may be called at the discretion of the Council, following the Rules of Order.

**Committees**

The Council shall have the power to establish ad-hoc committees as it deems appropriate and to determine the composition (including observers, topic area experts, etc.), mandate, terms of reference, and duration of such ad-hoc committees. Committees shall be established or dissolved according to the Rules of Order.