

**University of Toronto
Dalla Lana School of Public Health**

**Constitution
of
School Council**

DRAFT – March 27, 2012

The Council of the Dalla Lana School of Public Health, University of Toronto

CONSTITUTION

DERIVATION OF AUTHORITY FROM THE U OF T ACT	I. The Council of the Dalla Lana School of Public Health exercises its powers and duties under the <i>University of Toronto Act, 1971, as amended.</i>
DEFINITIONS	II. In this Constitution and accompanying By-laws: a) "School" means the Dalla Lana School of Public Health and "Council" means the properly composed Council of the Dalla Lana School of Public Health of the University of Toronto; b) "Teaching Staff" means an individual with an academic appointment of 50% or greater in the School who holds the rank of Professor, Associate Professor, Assistant Professor, Assistant Professor (conditional), Senior Lecturer, Lecturer, Senior Tutor, or Tutor. c) "Other Academic Appointee" means an individual who is involved in the delivery of the School's academic program who is not a member of the Teaching Staff and who holds a contract of one (1) year or more with the School either as a part-time academic staff member with an appointment of less than 50%, or as a status-only or adjunct faculty member. d) "Administrative Staff" means an appointed staff member of the School who is not a member of the teaching staff and who holds an appointment of 25% or more. e) "Alumni" means anyone who has received a degree or post secondary diploma, or certificate from the School, or who has completed one year of full-time studies or equivalent while registered in the School, who is no longer registered as a student and who is not a member of the teaching or administrative staff of the University. f) "Council" means the Council of the School; g) "Director" means the Director of the School; h) "External Stakeholder" means a member of the School's External Advisory Committee or other individuals who are not employed within the School; i) "Graduate Student" means any student registered in the School of Graduate Studies in a program of study leading to a degree, post-secondary diploma, or certificate in the School;

	k) "Postgraduate Trainee" means a medical school graduate who is enrolled in a postgraduate medical specialty (i.e., residency) training program in either Public Health and Preventive Medicine, or Occupational Medicine.
COUNCIL'S GENERAL POWERS, DUTIES AND RESPONSIBILITIES	<p>III. Subject to the provisions of the <i>University of Toronto Act, 1971</i>, and the approval, as required or as appropriate, of the Governing Council of the University, Council shall have the following powers and duties:</p> <ul style="list-style-type: none"> a) Council shall determine its composition, and the number, composition and authority of its committees. b) Council recommends for approval to the appropriate body of Governing Council amendments to divisional academic policies. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the School. c) Council plays an advisory role, tendering advice to the School administration.
COUNCIL'S SPECIFIC POWERS AND DUTIES	IV. The specific power and duties of the Council are the following:
<i>Determine Its Rules And Regulations</i>	a) Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at its meetings.
<i>By-Laws</i>	<ul style="list-style-type: none"> b) Council shall pass By-Laws setting forth its procedures, regulating the exercise of its powers and the calling and conduct of its meetings, and the method of appointment or election of its members. c) The By-Laws are subject to a review by Council at least every 5 years.
<i>Establish Committees</i>	<ul style="list-style-type: none"> d) Council shall have the power to establish, alter, or disband its committees as deemed necessary and to determine their composition, authority, quorum, and method of appointment of their members and chairs. Council has authority over recommendations brought forward by such committees, be that in its decision-making capacity or in its advisory role. <p>The composition, powers, duties, and procedures of Standing and Special Committees shall be set forth in the By-Laws of Council.</p>
<i>Admissions</i>	e) Council shall determine the standards of admission of students to the School. New admissions policies and practices or amendments to existing ones which affect the whole School are recommended to the appropriate body of Governing Council for approval.
<i>Academic Programs</i>	f) Council shall consider the content, quality, and requirements of the academic programs and courses of study that lead to

	<p>degrees, diplomas, certificates, and credit and non-credit courses over which the School has authority; it shall consider proposals for the closure of any such programs or courses of study; and it shall monitor the quality and standards of the programs and courses of study.</p> <p>Council shall recommend for approval to the appropriate body of Governing Council proposals for new academic programs.</p> <p>Council shall have delegated authority to approve proposals for major and minor modifications to existing academic programs.¹ All major modifications shall be reported annually for information to the appropriate body of Governing Council.</p> <p>Council shall have delegated authority to approve proposals for the modification of existing diploma and certificate programs, pursuant to the University's <i>Policy on Diploma and Certificate Programs</i>. An annual report on such actions as required by the <i>Policy</i>, shall be provided for information to the appropriate body of Governing Council.</p>
Delegation Of Authority	g) Subject to the provisions of the above, Council may delegate its authority for the approval of minor modifications to academic programs to various committees. All such changes shall be reported for information to Council. The decision of whether a matter is major or minor may be made by the Committee Chair in consultation with the Chair of Council, and/or the Director or his/her designate, and/or the Vice-President and Provost or his/her designate.
Awards	h) Council shall award scholarships, bursaries, prizes and other awards in the gift of the School and may delegate this responsibility to committees or officers of the School.
Petitions And Appeals	<p>i) Council shall establish policies and procedures with respect to petitions and appeals by undergraduate students in connection with the application of academic rules and regulations by officers of the School or by instructors in connection with academic standing in the School. A Committee of Council shall make rulings on all such appeals and such rulings shall be final and binding, subject to an appeal to the Governing Council.</p> <p>Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the <i>Policy on Academic Appeals within Divisions</i>.</p>
Academic and Interdisciplinary Units	j) Council shall consider and recommend for approval to the Governing Council proposals concerning academic units. Council shall also review and approve or recommend for approval to the Governing Council proposals concerning

¹ Definitions of major and minor modifications to existing programs and new academic programs are provided in the *University of Toronto Quality Assurance Process* and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.

	Extra-Departmental Units in the School, pursuant to the <i>Policy on Interdisciplinary Education and Research Planning</i> .
Review of Academic Programs and Units	k) Council may be one venue in which consideration and discussion of a review report of an academic program and/or unit may occur, consistent with the protocol outlined in the <i>University of Toronto Quality Assurance Process</i> .
Transcript Notations	l) Council shall have delegated authority to approve transcript notations within existing degree programs, in accordance with University policy. An annual report on such actions, as required by policy, shall be provided for information to the appropriate body of Governing Council.
POWERS, DUTIES AND RESPONSIBILITIES OF THE DIRECTOR	<p>V.</p> <p>a) Council recognizes that the Director exercises powers under the authority of the <i>Policy on Appointments of Academic Administrators</i> which states that "the Director of the School is the chief executive officer of the School and reports directly to the Vice-President and Provost."</p> <p>b) While the Director may delegate authority to other academic administrators in the School, the Director retains responsibility for the overall direction of the School and, in particular, for authority over the budget, appointments and promotions, and extra-School relationships. In this respect, Council recognizes that the Director has ultimate authority for the allocation and management of the School's resources.</p> <p>c) The Director shall consult with the members of the School on matters of policy and practice but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority.</p> <p>d) The Director shall advise Council of the resource implications of proposed academic policies.</p> <p>e) The Director shall consult with Council on administrative proposals that may have a significant impact on the academic programs of the School.</p>
MEMBERSHIP OF THE COUNCIL	<p>VI. The membership of the Council shall be composed of the following voting members:</p> <p>a) Ex-officio members (if otherwise not a member of Council)</p> <p>i) the President of the University or designate;</p> <p>ii) the Vice-President and Provost or designate;</p> <p>iii) the Vice-Provost, Relations with Health Care Institutions or designate;</p> <p>iv) the Dean of the School of Graduate Studies or designate;</p> <p>v) the Director of the School;</p> <p>vi) the School's Manager of Finance and Administration;</p> <p>vii) the President of the Public Health Students' Association;</p> <p>viii) the President of the Public Health Sciences Alumni Association.</p>

	<p>b) All Teaching Staff of the School</p> <p>c) Ten (10) Other Academic Appointees elected by the Other Academic Appointees for a term of one (1) year and for a maximum of three (3) consecutive terms.</p> <p>d) Students/Trainees</p> <p>i) Two (2) doctoral students elected by the doctoral students for a term of one (1) year and for a maximum of three (3) consecutive terms;</p> <p>ii) Four (4) masters students elected by the masters students for a term of one (1) year and for a maximum of three (3) consecutive terms;</p> <p>iii) One (1) Postgraduate Trainee elected by the Public Health and Preventive Medicine, and Occupational Medicine residents for a term of one (1) year and for a maximum of three (3) consecutive terms.</p> <p>e) Two (2) Administrative Staff elected by the Administrative Staff for a term of two (2) years and for a maximum of three (3) consecutive terms.</p> <p>f) One (1) Alumnus/a appointed by the President of the Public Health Alumni Association for a term of two (2) years and for a maximum of three (3) consecutive terms.</p> <p>g) External Stakeholders</p> <p>i) Two (2) members of the School's External Advisory Committee elected by the members of the School's External Advisory Committee for a term of two (2) years and for a maximum of three (3) consecutive terms;</p> <p>ii) Up to two (2) additional External Stakeholders appointed by the Director for a term of two (2) years and for a maximum of three (3) consecutive terms.</p>
<p>TERM AND QUORUM OF COUNCIL</p>	<p>VII.</p> <p>a) The term of office of members of Council and its Committees shall be from July 1 to June 30, with the term of some Student members beginning in September.</p> <p>b) The quorum for a meeting of Council shall be one-third of the voting members. Ex officio members shall not be counted in determining the number required for quorum or whether a quorum is present.</p>
<p>OFFICERS:</p> <p>CHAIR</p> <p>VICE-CHAIR</p> <p>PRESIDING OFFICER</p>	<p>VIII.</p> <p>a) The Council normally shall elect at its final meeting of the year, by and from among its members for that year, a Chair and Vice-Chair for the succeeding two (2) years and for a maximum of two (2) consecutive terms. The Chair shall be a non-voting member of Council.</p> <p>b) The Chair shall preside at all meetings of Council. In the</p>

<p>SECRETARY</p>	<p>absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, any member of the Executive Committee may convene the meeting and a Chair shall be chosen by a majority of the voting members present for the meeting.</p> <p>c) The Chair shall, in addition to his/her duties as a member of Council, maintain order and decorum and exercise such authority as may be necessary to conduct meetings in conformity with the By-Laws of Council.</p> <p>d) The Secretary of Council shall be appointed by the Director in consultation with the Chair. The Secretary shall be a non-voting <i>ex officio</i> member of Council.</p>
<p>MEETINGS</p>	<p>IX.</p> <p>a) There shall normally be three (3) meetings of Council in each academic year, with the inaugural meeting held in the fall term and the final meeting in the spring term. Notice of each meeting, including a proposed agenda, shall be given to members at least one (1) week in advance of the meeting.</p> <p>b) A special meeting may be called by the Chair of the Council, the Director of the School, or upon written request of not fewer than 10% of members of Council, and shall be convened within 10 days to consider the matters requiring the meeting. Notice of such a meeting shall be given at least one (1) week prior to the meeting.</p> <p>c) Each voting member of Council has one vote on any question. Motions pass with a simple majority unless otherwise stated in the rules of procedure of the Council. In the case of a tie vote, the Chair may cast a deciding vote or redirect the question for further consideration.</p> <p>d) Meetings of Council shall be open to the public except when matters of a confidential nature may be discussed. Council will then move <i>in camera</i>.</p>
<p>PARLIAMENTARY AUTHORITY</p>	<p>X.</p> <p>The rules contained in the most recent edition of <i>Robert's Rules of Order Newly Revised</i> shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the By-Laws and any special rules of order the Council may adopt.</p>
<p>AMENDMENT</p>	<p>XI.</p> <p>The Constitution of the Council may only be amended with the approval of the Council and the appropriate body of Governing Council of the University of Toronto. Voting on amendments shall take place at a regularly constituted Council meeting to which there has been 14 days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of Council present and voting. Following approval of the recommended amendment by Council, the amendment is forwarded to the appropriate body of Governing Council for approval.</p>

	The By-Laws of the Council may be amended at any regularly constituted Council meeting to which there has been 14 days' notice of the proposed amendment. An affirmative vote to amend the By-Laws is required by two-thirds of the members of Council present and voting.
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REVISED, REVIEW	XII. This Constitution was approved by the Executive Committee of Governing Council on ????????, 2012. It is subject to a review within 5 years.
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