

FOR INFORMATION ONLY

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

**By-Laws  
of  
School Council**

***DRAFT – March 27, 2012***

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

**BY-LAWS**

**I. Rules of Procedure**

*I.1 Election and Appointment of Members to Council*

Elections and appointments for all constituencies will be completed and reported to the Council Secretary by the end of June of each year.

I.1.1 Elected and appointed members may serve no more than three (3) consecutive terms on Council. Should any member be unable to complete his or her term, the Executive Committee shall declare the seat vacant and may hold a by-election or appoint a temporary representative from that individual's constituency to complete that member's term.

*I.1.2 Election/Appointment Procedures*

Doctoral student representatives will be elected by and from among the doctoral students for a one-year term and for a maximum of three (3) consecutive terms. The Public Health Students' Association is responsible for the selection of the doctoral student members of the Council.

Masters student representatives will be elected by and from among the masters students for a one-year term and for a maximum of three (3) consecutive terms. The Public Health Students' Association is responsible for the selection of the masters student members of the Council.

The Postgraduate Trainee representative will be elected by and from among the Public Health and Preventive Medicine, and Occupational Medicine residents for a one-year term and for a maximum of three (3) consecutive terms.

The Other Academic Appointee representatives will be elected by and from among the Other Academic Appointees for a one-year term and for a maximum of three (3) consecutive terms. The Executive Committee is responsible for overseeing this election.

Administrative Staff representatives will be elected by and from among the administrative staff for a two-year term and for a maximum of three (3) consecutive terms.

The Alumni representatives will be appointed by the President of the Public Health Alumni Association for a two-year term and for a maximum of three (3) consecutive terms.

All Teaching Staff with an academic appointment of 50% or greater in the School are members of Council.

### *I.2.1 Agenda Setting*

The agenda for each regular and special meeting of Council shall be prepared by the Executive Committee. The agenda will be distributed to members of Council one (1) week in advance of the meeting.

I.2.2 A matter which does not appear on the agenda may only be introduced at a meeting of Council if the introduction is agreed to by two-thirds of Council members present and voting. The mover shall briefly indicate reasons why the matter should be introduced.

I.2.3 Matters may be introduced for consideration in any of the following ways:

By personal or written communication to the Chair of Council. The Chair will include the matter on the agenda of the next meeting of the Executive Committee of Council;

At a meeting of the Council under “New Business”. Normally this will be referred to the Executive Committee or the next Council meeting for detailed consideration.

### *I.3 Record Keeping*

Official minutes of Council and any Committees of Council will record motions, resolutions, and decisions, the names of movers and seconders, and the outcome of any votes.

I.3.1 The minutes will also include a brief account of the arguments presented for and against substantive issues and copies of Reports presented to Council.

I.3.2 The content of *in camera* meetings of Council or Committees of Council will be recorded separately and kept in a confidential file which will be maintained by the Council Secretary.

### *I.4 Notice of Motion*

A written notice of motion shall be forwarded to the Council Secretary one week before a meeting of the Executive Committee for consideration for inclusion on the agenda of the following Council meeting.

I.4.1 The exception to this rule is a notice of motion to amend the Constitution which requires 14 days notice.

### *I.5 Orientation of New Members*

New members of the Council will be provided with an orientation package which shall include a copy of the Dalla Lana School of Public Health Constitution and minutes of Council from the previous academic year.

The Chair of Council shall ensure that an orientation session is held prior to the first meeting of Council, in which members are oriented to the history, purpose, and procedures of Council.

When a complete list of the names of all Council members has been compiled, it will be distributed to all Council members.

I.5.1 Members of Committees of Council shall also be given an orientation at their first meeting of the year to review recent history and orient all members to the terms of reference for that Committee.

## II. Rules of Order

The Chair shall conduct the proceedings in conformity with the most recent edition of *Robert's Rules of Order Newly Revised*.

## III. Voting

III.1 Unless otherwise provided for, all questions that come before Council or a Committee shall be decided by a majority of members present and voting. In the case of a tie vote, the Chair may cast a deciding vote or redirect the question for further consideration. Each member of Council, excluding the person who is chairing the Council meeting, is entitled to one vote.

## IV. Committees of Council

### IV.1 *Standing Committees*

The Standing Committees of Council are:

- Appeals Committee
- Education Committee
- Executive Committee

### IV.2 *Special Committees*

From time to time Council may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the Executive Committee.

A recommendation from the Executive Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date, and the proposed date of disestablishment.

### IV.3 *General Procedures*

IV.3.1 Rules and regulations that guide Council shall also apply to Committees of Council.

IV.3.2 The Chairs of all Standing Committees who are not otherwise members of Council shall become *ex officio*, voting members of Council.

IV.3.3 The Director is, *ex officio*, a member of all Committees.

IV.3.4 All members of all Committees, including *ex officio* members, have voting privileges unless stated otherwise.

IV. 3.5 All Committees shall report to Council on their deliberations, recommendations, and decisions.

IV.3.6 Records of all Committees shall be maintained by the Council Secretary.

IV.3.7 Each Committee shall meet at the call of its Chair.

IV.3.8 Unless otherwise stated, one-third of all members shall constitute a quorum for Committees.

IV.3.9 Generally, meetings of Council shall be open to the public, including other members of constituencies who are represented on Council. Members of the public wishing to speak to Council shall seek the permission of the Presiding Officer at least three (3) days prior to the meeting. Council shall have the right to hold meetings in camera or move in camera.

IV.3.10. Members of Council Committees who are not also members of the Council shall have the right to address the Council on matters within the jurisdiction of the Committee of which he or she is a member and to participate in the discussion of such matters. Under no circumstance shall non-members of Council have the right to vote at Council meetings.

#### **IV.4 Executive Committee**

##### *IV.4.1 Membership*

Council shall approve the membership of the Executive Committee composed of the following:

The Chair of Council

Two (2) Student/Postgraduate Trainee members nominated by and from among the Student/Postgraduate Trainee members of Council

Two (2) Teaching Staff members nominated by and from among the Teaching Staff members of Council

One (1) Other Academic Appointee nominated by and from the Other Academic Appointee members of Council

One (1) Administrative Staff member nominated by and from among the Administrative Staff members of Council

One (1) External Stakeholder nominated by and from among the External Stakeholder members of Council

One (1) member of the Public Health Alumni Association nominated by and from among the Public Health Alumni Association members of Council

*Ex-officio* members:

Council Secretary (non-voting)

Director

##### *IV.4.2 Function*

To set the agenda for each Council meeting.

To ensure that adequate documentation is provided for consideration of each agenda item and to refer back to the originating administrator/governance body for further preparation any item deemed not ready for submission to Council.

To recommend to Council the creation of special Committees.

To consider notices of motion given to Council.

By June 30th of each year, to recommend for approval by Council the Chairs, Vice-Chairs, and members of all Council Committees for the subsequent year beginning July 1st.

The Council Secretary, on behalf of the Committee, will seek nominations to fill anticipated vacancies in the roles of Chair and Vice-Chair and in the membership of all Council Committees.

The Executive Committee will meet to prepare a slate of recommended candidates following receipt of nominations from members of the School. The Committee may also nominate members for anticipated vacancies.

The slate of recommended candidates prepared by the Executive Committee will be presented to a meeting of Council for approval. The slate will be considered during an *in camera* session of the meeting of Council.

During the summer months following the last meeting of Council of one academic year and until the first meeting in the subsequent academic year to have authority to make decisions on behalf of Council on matters of urgency which do not permit their deferral until the next regular meeting of Council.

To review and advise Council on all proposed Constitution and By-Law changes, whether these be brought to Council or initiated by Council.

At periodic intervals of not more than five years, to establish a review of the Constitution and By-Laws and recommend to Council any changes deemed appropriate.

To monitor the functioning of Council and its Committees.

To report to Council on its deliberations, recommendations, and decisions.

#### *IV.4.3. Procedures*

The Committee shall meet in closed session.

Quorum is one-third of all members.

Any vote requires a simple majority of the quorum present.

## **IV.5 Education Committee**

### *IV.5.1. Membership*

Council shall approve the membership of the Education Committee composed of the following:

Five (5) Teaching Staff members

Three (3) Other Academic Appointees

The Graduate Education Coordinator

The Undergraduate Education Coordinator

Four (4) Student members nominated by and/or from among the Public Health Student

Association (one of whom will be the Vice-Chair of the committee), including representation from first and senior year masters and doctoral students, where possible

One Administrative Staff member nominated by and from among the Administrative Staff members of the School

One (1) member representing the Public Health Alumni Association

### *IV.5.2. Function*

To have responsibility for long-range planning and quality assurance of the School's education programs.

To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for new academic programs, proposals for the closure of any academic programs, and proposals for major modifications to existing academic programs<sup>[1]</sup>.

To review and approve, on behalf of Council, proposals for courses and minor modifications to academic programs. All such approvals shall be reported for information to Council.

To review and make recommendations on requests from students and other constituencies related to the School's educational programs, excluding academic appeals.

To receive on behalf of Council annual reports from the School's educational programs outlining the extent to which the goals and objectives are being met in the delivery of the courses of study, the program content, the grading and evaluation system, and the requirements for graduation;

To receive on behalf of Council annual reports from each program detailing the extent to which the goals and objectives are being met in the implementation of the awards policies.

To review and recommend to Council the terms and conditions of new awards and award policies recommended by the Director or his/her designate.

To approve on behalf of Council minor changes to the terms and conditions of awards and award policies. All such changes shall be reported for information to Council.

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<sup>[1]</sup>Definitions of major modifications of existing programs, minor modifications, 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.



To bring forth recommendations and report its activities, deliberations, recommendations, and decisions to the Council and the School of Graduate Studies Graduate Educational Council as appropriate and to provide Council with an annual report.

*IV.5.3. Procedures*

The Committee shall meet in open session. Meetings where intimate financial or personal matters of an individual may be disclosed shall be held in camera.

Quorum is one-third of all members.

Any vote requires a simple majority of the quorum present.

## **IV.6 Appeals Committee**

### *IV.6.1. Membership*

Council shall approve the membership of the Appeals Committee composed of the following:

Three (3) members of the Teaching Staff in the School; one to serve as Chair and another as Vice-Chair

One (1) student enrolled in the School

No person should be a member of both the Education Committee and the Appeals Committee.

The Alternate (Vice Chair) member shall be used whenever a conflict is identified.

When the Chair is present and presiding, the Vice-Chair will be considered a regular member of the committee. The Vice-Chair shall be delegated all the Chair's powers and duties if the Chair is absent or has disqualified herself/himself. Under normal circumstances the Vice-Chair will succeed the chair on resignation or retirement from office.

### *IV.6.2. Function*

To hear appeals on academic matters of students of the School against decisions of an instructor or officer of the School or a Standing Committee of Council and to make rulings on such appeals that are binding and final, subject to an appeal to the Governing Council.

Any appeals by graduate students are subject to the policies and procedures as set by the School of Graduate Studies.

After consideration by the appropriate committee or members of the Faculty, the Appeals Committee will be the final decision making authority within the Faculty on academic appeals by a student against a decision as to the student's success or failure in meeting an academic standard or other requirement, or as to the applicability to a student's case of any academic regulation.

To report to the Council at least annually on its decisions.

### *IV.6.3. Procedures*

Quorum is one-third of all members.

Any vote requires a simple majority of the quorum present.

The Committee shall meet *in camera*.

## **V. Dates of Amendment**

Amendments approved by the School Council on [date].