



**FOR APPROVAL**

**PUBLIC**

**OPEN SESSION**

**TO:** Academic Board

**SPONSOR:** Professor Cheryl Regehr, Vice-President and Provost  
**CONTACT INFO:** (416) 978-2122; provost@utoronto.ca

**PRESENTER:** See Sponsor  
**CONTACT INFO:**

**DATE:** May 12 for June 1, 2015

**AGENDA ITEM:** 10

**ITEM IDENTIFICATION:**

Proposed Updated Faculty Constitution: Faculty of Arts and Science

**JURISDICTIONAL INFORMATION:**

The Governing Council has the authority to establish faculty and college councils and to determine the composition, powers, and duties of those councils under the provisions of the University of Toronto Act, 1971, as amended by 1978, chapter 88, Section 2 (14)(i).

Section 5.2.2 of the Academic Board's terms of reference calls for amended divisional constitutions to be considered by the Board and confirmed by the Executive Committee. Amendments to By-laws are approved by divisional councils.

**GOVERNANCE PATH:**

1. **Academic Board [For approval] June 1, 2015**
2. Executive Committee [For confirmation] June 15, 2015

**PREVIOUS ACTION TAKEN:**

The proposed updates to the Faculty of Arts and Science (FAS) Council Constitution and By-Laws were discussed at the FAS Council meeting of March 9, 2015 and considered for approval at the April 17<sup>th</sup> Council meeting. The By-Laws' updates required only local Council approval.

The FAS Council Constitution was previously revised in May, 2006.

## **HIGHLIGHTS:**

Since 2011, the Office of the Governing Council and the Office of the Vice-Provost, Academic Programs have worked with all divisions and founding and constituent colleges to bring their constitutions and by-laws in line with the recommendations of the University's Task Force on Governance and the University of Toronto Quality Assurance Process (UTQAP).

The most significant changes divisions were asked to make included:

- The explicit adoption of the language of the UTQAP referring to new programs and major and minor modifications to existing programs;
- Acknowledgement of the delegated responsibility and authority to Faculty Councils for approving major modifications; and
- Reference to the power of Faculty Councils to delegate authority for the approval of minor modifications to a committee of Faculty Council.

Divisions were also encouraged to include text explicitly referencing the authority and responsibility of Faculty Councils:

- In respect to the approval of proposals for new units;
- As one venue for the discussion of review reports (the FAS Council opted not to include this provision in its revision, given the size and scope of the Faculty's activities and the number of such reports); and
- Over the approval of transcript notations.

A constitution and by-laws template was provided to the divisions to provide guidance on how constitutions might be structured and worded to bring them in line with the University of Toronto Act, 1971, as amended by 1978, chapter 88, and current practice. Divisions were left to determine for themselves the extent to which they wished to follow the template, beyond the addition of the new responsibilities and powers. At the same time, while revising their constitutions, many divisions also considered revisions to their by-laws, and this was the case for the FAS.

The need for an updating of the FAS Council Constitution and By-Laws was first brought to the attention of Council in its meeting of December 1, 2014. Thereafter, a small Working Group comprising two faculty members, two staff, and two students was struck to prepare the updated documents. The Working Group's operating principle was to follow the templates as closely as possible, while making minimal substantive changes at this time. The goal was not a full constitutional review, but rather an updating in light of the changes required by Governing Council. Only two substantive changes were deemed necessary, and those were separated out for a separate vote before the final draft was submitted to Council for its approval. These changes included: a) removal of the provision for a referendum among the FAS Teaching Staff on a matter that would become binding with the participation of at least 33% of the Teaching Staff and a majority vote (see Section 40 of the current Constitution), and b) a revision to the By-laws

concerning the Academic Appeals Board (Undergraduate) to add an additional student, in order to more easily facilitate quorum (which requires the presence of a student member of the committee). Also, a change in wording affects a change in the Teaching Staff membership of Council, in that Extra Departmental Unit-As were included as a group entitled to a Teaching Staff member, replacing a list of specific units named in the earlier document. This would allow the membership to adapt to changes in the FAS without requiring the Constitution to be amended. No other changes to Council membership of any of the constituencies (Administrative and Technical Staff, Students, and Teaching Staff) were proposed.

**FINANCIAL IMPLICATIONS:**

There are no financial implications.

**RECOMMENDATION:**

Be It Resolved

THAT, subject to confirmation by the Executive Committee

THAT the proposed amended Constitution of the Faculty of Arts and Science Council, which was approved by the Council on April 17, 2015, be approved, effective July 1, 2015

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**DOCUMENTATION PROVIDED:**

1. Proposed Updated A&S Council Constitution - Clean Copy
2. Proposed Updated A&S Council Constitution - Track Changes
3. Current A&S Council Constitution (May 11, 2006)



*Proposed Updated Constitution for the Faculty of Arts and Science Council – April 17, 2005*

**CONSTITUTION OF  
THE ARTS & SCIENCE COUNCIL**

<b>I.</b>	<b>Derivation of Authority from the U of T Act</b>
	The Council of the Faculty of Arts and Science exercises its powers and duties under the provisions of the <i>University of Toronto Act, 1971</i> , as amended.
<b>II.</b>	<b>Definitions</b>
	In this Constitution and the accompanying By-laws:
II-1	“Faculty” means the Faculty of Arts and Science and “Council” means the properly composed Council of the Faculty of Arts and Science of the University of Toronto. It will be known as the “Arts and Science Council.”
II-2	“College” means one of the seven St. George Colleges that register Undergraduate Students in the Faculty of Arts and Science, whether a constituent college (Innis College, New College, University College, Woodsworth College) or a college at a federated university (St. Michael’s College, Trinity College, Victoria College).
II-3	“Teaching Staff” means any member of the Faculty of Arts and Science who holds an academic appointment, and who holds the rank of Professor, Associate Professor, Assistant Professor, Assistant Professor (conditional), Senior Lecturer, Lecturer, Senior Tutor, or Tutor, including those who hold such ranks at the colleges of the federated universities and are involved in the delivery of Faculty of Arts and Science programs.
II-4	“Administrative and Technical Staff” means any staff member of a Faculty of Arts and Science department, college or extra-departmental unit who is not a member of the Teaching Staff.
II-5	“Undergraduate Student” means any student registered in a program of study leading to a Bachelor’s degree, post-secondary diploma or certificate in the Faculty of Arts and Science who is not registered in the School of Graduate Studies.
II-6	“Graduate Student” means any student registered in the School of Graduate Studies and in a department or EDU (Extra-Departmental Unit) within the Faculty of Arts and Science in a program of study

	leading to a Masters or Ph.D. degree or a post-secondary diploma or certificate.
<b>III.</b>	<b>General Powers and Duties of Council</b>
	Subject to the provisions of the <i>University of Toronto Act, 1971</i> , as amended, and the approval, as required or as appropriate, of the Governing Council of the University, Council shall have the following powers and duties.
III-1	Council shall determine its composition, and the number, composition and authority of its committees.
III-2 <i>Academic policies</i>	Council recommends for approval to the appropriate body of Governing Council divisional academic policies and amendments to such policies. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the Faculty.
III-3 <i>Advisory role</i>	In addition to III-1 and III-2, Council plays an advisory role, tendering advice to the Faculty’s administration.
III-4 <i>Limits</i>	The responsibilities of the Council are not extended into areas that are, according to the University of Toronto Act, the responsibility of other bodies (e.g. budget, hiring, promotion, tenure).
<b>IV.</b>	<b>Council’s Specific Powers and Duties</b>
	The specific powers and duties of Council are the following:
IV-1 <i>Determine its rules and regulations</i>	Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at its meetings.
IV-2 <i>By-Laws</i>	Council shall pass by-laws setting forth its procedures and regulating the exercise of its powers, the calling and conduct of its meetings, and the method of appointment or election of its members.

<p>IV-3 <i>Establish committees</i></p>	<p>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> <p>The composition, powers, duties, and procedures of Standing and Special Committees shall be set forth in the By-Laws of Council.</p>
<p>IV-4 <i>Admissions</i></p>	<p>Council shall determine the standards of admission of students to the Faculty. New admissions policies and practices or amendments to existing ones which affect the whole Faculty are recommended to the appropriate body of Governing Council for approval.</p>
<p>IV-5 <i>Awards</i></p>	<p>Council shall award scholarships, bursaries, prizes and other awards in the gift of the Faculty and may delegate this responsibility to committees or officers of the Faculty.</p>
<p>IV-6 <i>Petitions and appeals</i></p>	<p>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 Faculty or by instructors in connection with academic standing in the Faculty. 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>
<p>IV-7 <i>Academic programs</i></p>	<p>Council shall consider the content, quality, and requirements of the academic programs and courses<sup>1</sup> of study that lead to degrees, diplomas, certificates, credit and non-credit courses over which the Faculty 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</p>

<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, is sought prior to the development of any such proposal.

	<p>major and minor modifications to existing academic programs. 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 Policy, shall be provided for information to the appropriate body of Governing Council.</p>
<p>IV-8 <i>Delegation of authority</i></p>	<p>Subject to the provisions of Section IV-7 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 Dean or his/her designate, and/or the Vice-President and Provost or his/her designate.</p>
<p>IV-9 <i>Academic and Interdisciplinary units</i></p>	<p>Council shall consider and recommend for approval to the Governing Council proposals concerning academic units as per University policy. Council shall also review and approve or recommend for approval to the Governing Council proposals concerning Extra-Departmental Units in the Faculty, pursuant to the <i>Policy on Interdisciplinary Education and Research Planning</i>.</p>
<p>IV-10 <i>Transcript notations</i></p>	<p>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.</p>
<p><b>V.</b></p>	<p><b>Powers, Duties and Responsibilities of the Dean</b></p>
<p>V-1</p>	<p>Council recognizes that the Dean exercises powers under the authority of the “<i>Policy on Appointment of Academic Administrators</i>” which states that “the Dean of the Faculty is the chief executive officer of the Faculty and reports directly to the Vice-President and Provost.”</p>
<p>V-2</p>	<p>While the Dean may delegate authority to other academic administrators in the Faculty, the Dean retains responsibility for the overall direction of the Faculty and, in particular, for authority over the budget and other financial matters, personnel matters, including appointments and promotions, and extra-Faculty relationships. In</p>

	<p>this respect, Council recognizes that the Dean has ultimate authority for the allocation and management of the Faculty’s resources.</p>
V-3	<p>The Dean shall consult with members of the Faculty on matters of policy and practice but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority.</p>
V-4	<p>The Dean shall advise Council of the resource implications of proposed academic policies.</p>
V-5	<p>The Dean shall consult with Council on administrative proposals that may have a significant impact on the academic programs of the Faculty.</p>
<b>VI.</b>	<b>Membership of Council</b>
<p>VI-1 <i>Elected members (voting)</i></p>	<p>One member of the Teaching Staff from each department (not the Chair)            One member of the Teaching Staff from each college (not the Principal)            One member of the Teaching Staff from each extra-departmental unit A (not the Director)            Three full-time Undergraduate Students, Humanities            Three full-time Undergraduate Students, Social Sciences            Three full-time Undergraduate Students, Sciences            Three full-time Undergraduate Students in first-year            Two part-time Undergraduate Students            Six Graduate Students            Five Administrative and Technical Staff including at least one College Registrar</p>



<p>VI-2 <i>Ex-officio members (non-voting)</i></p>	<p>President of the University (or designate)  Vice-President and Provost of the University (or designate)  Dean of the Faculty of Arts and Science  Vice-Deans and Associate Deans of the Faculty of Arts and Science  Faculty Registrar  Chairs of each Department  Principals of the St. George Colleges  Registrars of the St. George Colleges  Directors of Faculty of Arts and Science EDU-As  President of Arts and Science Students’ Union  President of Association of Part-Time Undergraduate Students  President of Graduate Students’ Union  Vice-Principal (Academic), UTM (or designate)  Vice-Principal (Academic), UTSC (or designate)  Dean of the School of Graduate Studies (or designate)</p>
<p><b>VII.</b></p>	<p><b>Term and Quorum of Council</b></p>
<p>VII-1</p>	<p>The term of office of members of Council shall be one year, from July 1 to June 30, with the term of Student members beginning in September.</p>
<p>VII-2</p>	<p>The terms of office for members of Council’s Standing Committees shall also be one year, from 1 July to 30 June, unless a By-Law establishes a different term of office for members of a particular committee.</p>
<p>VII-3</p>	<p>At all meetings of the Council, 25 of the voting members shall form a quorum.</p>
<p><b>VIII.</b></p>	<p><b>Officers</b></p>
<p>VIII-1 <i>Chair</i> <i>Vice-Chair</i></p>	<p>There shall be a Chair and Vice-Chair of the Arts and Science Council who shall be elected by the members of the Council, and by virtue of this election have and enjoy the authority and respect of the Council.</p>
<p>VIII-2</p>	<p>At the first meeting of the Council held in the fall term, the first item of business shall be the election of the Chair, Vice-Chair, the Proctors, and the members of Standing Committees elected directly by Council, with the Dean of the Faculty in the Chair pro tempore,</p>

	<p>or if the Dean is not present, the Secretary of the Faculty.</p> <p>The Council may establish By-Laws by which one or more of its Standing Committees is expected to bring forward nominees for these directly elected positions, although other nominations shall also be accepted.</p> <p>These officers shall be chosen by the majority of those present and voting.</p> <p>When the election of these officers shall be completed, the Chair shall be taken by the officer chosen by the Council.</p>
VIII-3	<p>The Chair and Vice Chair so chosen shall hold office until the election of their successors is completed at the first meeting of the Council of the academic year following.</p>
VIII-4	<p>If the Chair of the Council is chosen from among the voting members of the Council, that member shall vacate his or her seat thereon and be replaced according to the original procedures of his or her election or appointment. If the member is an ex-officio member, he or she shall designate a replacement as a member of the Council.</p>
VIII-5 <i>Presiding Officer</i>	<p>At all meetings of the Council, save as specifically provided elsewhere in these articles, the Chair shall preside or, if the Chair be absent, the Vice-Chair shall preside. In the event that both are absent, the meeting shall elect a Chair pro tempore for that meeting by a majority of the members present and voting.</p>
VIII-6 <i>Secretary</i>	<p>The Secretary of the Council shall be the Secretary of the Faculty of Arts and Science.</p>
VIII-7 <i>Proctors</i>	<p>a) There shall be four members of the Arts and Science Council chosen by the Council to be known as Proctors of whom one shall be designated Chief Proctor.</p> <p>b) The duties of the Proctors shall be:</p> <ul style="list-style-type: none"> <li>(i) to ensure the groupings of members and of observers in such a manner that the counting of votes can be carried out without undue delay;</li> <li>(ii) to assist in the counting of votes;</li> <li>(iii) to assist the Chair in any way that the Chair may direct to ensure that the business of the Council is effectively and properly done.</li> </ul> <p>The Proctors retain their rights as members and may speak freely in</p>

	debate and cast their own votes.
<b>IX.</b>	<b>Meetings</b>
IX-1 <i>Regular Meetings</i>	There shall be regular meetings of Council, normally held in the months of October, November, December, February, March and April. The scheduled dates shall be published by the beginning of September.
IX-2	Notice of time and place of any regular meeting of the Council shall be given not less than four clear working days before the day on which the meeting is to be held. The day of giving notice and the day of the meeting shall not be counted when computing said four clear days. Council shall establish By-Laws detailing its procedures for giving notice.
IX-3 <i>Special Meetings</i>	Council may establish By-Laws whereby a Committee of Council may direct the Secretary to call a Special Meeting. In addition, a Special Meeting shall be called upon the requisition of not fewer than 1/3 of the voting members of the Council, for the transaction of such business as may be specified in the notice of such meeting.
IX-4 <i>Voting</i>	Each voting member is entitled to one vote, and only the members present may vote on any question.
IX-5 <i>Alternates</i>	Notwithstanding IX-4 (above) Council may establish By-Laws to permit members to name alternates, including permission for an alternate to exercise the vote of a voting member.
IX-6	The Chair of Council shall have no vote while he or she occupies the Chair.
IX-7	All meetings of the Council shall be open to observers, but only members present at the meeting will be permitted to participate in the debate. Observers may address the meeting at the discretion of the Chair.
IX-8	The Council may move into closed session to consider a specific item of business at the request of the majority of members present and voting. At any meeting of the Council, the members may decide to hold the next meeting of the Council in closed session, but such a decision shall require a two-thirds majority of the members present and voting.
<b>X.</b>	<b>Parliamentary Authority</b>

X-1	Council shall establish its own rules of order in its By-Laws.
<b>XI.</b>	<b>Amendment of the Constitution and By-Laws</b>
XI-1 <i>Constitution</i>	The Constitution of the Council may only be amended with the approval of the Council and the appropriate body of the Governing Council of the University of Toronto. Voting shall take place at a regularly constituted meeting to which there has been 10 clear working days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of Council present. Following approval of the recommended amendment by Council, the amendment is forwarded to the appropriate body of the Governing Council for approval.
XI-2 <i>By-Laws</i>	The By-Laws of the Council may be amended with the approval of a two-thirds majority of Council members present. Voting shall take place at a regularly constituted meeting to which there has been 10 clear working days' notice of the proposed amendment. However, in the case of amendments to the By-Laws concerning Rules of Procedure, notice must also be given on the agenda of the regular meeting prior to the one in which a vote on the amendments will be held.

*First approved May 1971.*

*Amended and approved by Faculty Council in 1972, 1973, 1977, 1980, 1983, 1985, 1989, 1990, 1992, 1994, 2000, 2001, 2002, 2006.*

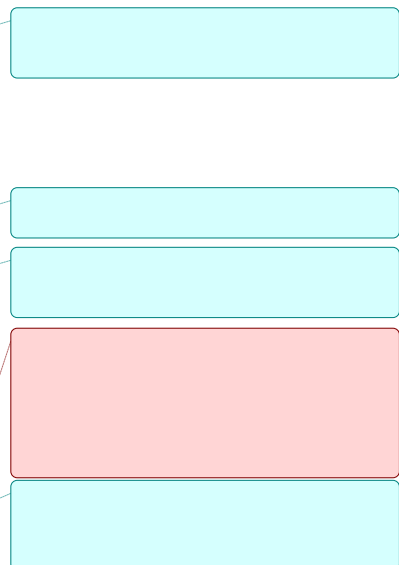
*The most recent version was approved by Arts and Science Council on 17 April 2015, and by the Executive Committee of the Governing Council on \_\_\_\_\_.*

*Proposed Updated Constitution for the Faculty of Arts and Science Council*

**CONSTITUTION OF  
THE ARTS & SCIENCE COUNCIL**

**Note:** Elements in brackets refer to the relevant sections of the current documents: [C-#] for the Constitution; [B-L: #] for the By-Laws. Text in **black** is taken from the current documents; in **blue** is taken from the GC templates; in **green** are revisions/additions. Text in **red** has been added following discussion at FAS Council on March 9, 2015.

I.	Derivation of Authority from the U of T Act
[C1]	The Council of the Faculty of Arts and Science exercises its powers and duties under the provisions of the <i>University of Toronto Act, 1971</i> , as amended.
II.	Definitions
	In this Constitution and the accompanying By-laws:
II-1 [C2]	“Faculty” means the Faculty of Arts and Science and “Council” means the properly composed Council of the Faculty of Arts and Science of the University of Toronto. It will be known as the “Arts and Science Council.”
II-2 [C3]	“College” means one of the seven St. George Colleges that register Undergraduate Students in the Faculty of Arts and Science, <b>whether a constituent college (Innis College, New College, University College, Woodsworth College) or a college at a federated university (St. Michael’s College, Trinity College, Victoria College).</b>
II-3 [C4]	“Teaching Staff” means any member of the Faculty of Arts and Science who holds an academic appointment, <b>and who holds the rank of Professor, Associate Professor, Assistant Professor, Assistant Professor (conditional), Senior Lecturer, Lecturer, Senior Tutor, or Tutor, including those who hold such ranks at the colleges of the federated universities and are involved in the delivery of Faculty of Arts and Science programs.</b>
II-4 [C5]	“Administrative and Technical Staff” means any <b>staff member of a</b> Faculty of Arts and Science department, college or extra-departmental unit <b>who is not a member of the Teaching Staff.</b>
II-5 [C6]	“Undergraduate Student” means any student <b>currently</b> registered in a program of study leading to a Bachelor’s degree, <b>post-secondary</b>



	diploma or certificate in the Faculty of Arts and Science who is not registered in the School of Graduate Studies.
II-6 [C7]	“Graduate Student” means any student <del>currently</del> registered in the School of Graduate Studies and in a department or EDU (Extra-Departmental Unit) within the Faculty of Arts and Science in a program of study leading to a Masters or Ph.D. degree or a post-secondary diploma or certificate.
<b>III.</b>	<b>General Powers and Duties of Council</b>
[C8]	Subject to the provisions of the <i>University of Toronto Act, 1971</i> , as amended, and the approval, as required or as appropriate, of the Governing Council of the University, Council shall have the following powers and duties.
III-1	Council shall determine its composition, and the number, composition and authority of its committees.
III-2 <i>Academic policies</i> [C8]	Council recommends for approval to the appropriate body of Governing Council divisional academic policies and amendments to such policies. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the Faculty.
III-3 <i>Advisory role</i>	In addition to III-1 and III-2, Council plays an advisory role, tendering advice to the Faculty’s administration.
III-4 <i>Limits</i> [C-13]	The responsibilities of the Council are not extended into areas that are, according to the University of Toronto Act, the responsibility of other bodies (e.g. budget, hiring, promotion, tenure).
<b>IV.</b>	<b>Council’s Specific Powers and Duties</b>
	The specific powers and duties of Council are the following:
IV-1 <i>Determine its rules and regulations</i> [C14]	Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at its meetings.
IV-2 <i>By-Laws</i> [C15]	Council shall pass by-laws setting forth its procedures and regulating the exercise of its powers, the calling and conduct of its meetings, and the method of appointment or election of its members.

**Comment [GL6]:** This template language comes from the UofT Act.

**Comment [GL7]:** As above.

**Comment [GL8]:** This replaces ‘or institute’ in the current document, which is an insufficiently inclusive term.

**Comment [GL9]:** As above.

**Comment [GL10]:** This is implicit in the current document but made explicit by the template.

**Comment [GL11]:** This makes explicit what is implied in 21-25 of the original, which is laid out in V below. The additional phrase puts this section in relation to Council’s primary roles.

IV-3 <i>Establish committees</i> [C16]	<p>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> <p>The composition, powers, duties, and procedures of Standing and Special Committees shall be set forth in the By-Laws of Council.</p>
IV-4 <i>Admissions</i> [C9]	<p>Council shall determine the standards of admission of students to the Faculty. New admissions policies and practices or amendments to existing ones which affect the whole Faculty are recommended to the appropriate body of Governing Council for approval.</p>
IV-5 <i>Awards</i> [C19]	<p>Council shall award scholarships, bursaries, prizes and other awards in the gift of the Faculty and may delegate this responsibility to committees or officers of the Faculty.</p>
IV-6 <i>Petitions and appeals</i> [C20]	<p>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 Faculty or by instructors in connection with academic standing in the Faculty. 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>
IV-7 <i>Academic programs</i> [C17]	<p>Council shall consider the content, quality, and requirements of the academic programs and courses<sup>1</sup> of study that lead to degrees, diplomas, certificates, credit and non-credit courses over which the Faculty 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>

**Comment [GL12]:** This section lays out explicitly the Faculty's currently required obligations under UTQAP, GC's comprehensive policy and process for academic quality assurance. Thus it replaces the brief few sentences in the current document. The footnote is added at the request of the Provost's Office.

<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, is sought prior to the development of any such proposal.

	<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. 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 Policy, shall be provided for information to the appropriate body of Governing Council.</p>
IV-8 <i>Delegation of authority</i> [C18]	<p>Subject to the provisions of Section IV-7 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 Dean or his/her designate, and/or the Vice-President and Provost or his/her designate.</p>
IV-9 <i>Academic and Interdisciplinary units</i>	<p>Council shall consider and recommend for approval to the Governing Council proposals concerning academic units as per University policy. Council shall also review and approve or recommend for approval to the Governing Council proposals concerning Extra-Departmental Units in the Faculty, pursuant to the <i>Policy on Interdisciplinary Education and Research Planning</i>.</p>
IV-10 <i>Transcript notations</i>	<p>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.</p>
V.	<b>Powers, Duties and Responsibilities of the Dean</b>
V-1 [C21]	<p>Council recognizes that the Dean exercises powers under the authority of the “<i>Policy on Appointment of Academic Administrators</i>” which states that “the Dean of the Faculty is the chief executive officer of the Faculty and reports directly to the Vice-President and Provost.”</p>

**Comment [GL13]:** This section completes the description of the relevant UTQA policy and procedures.

**Comment [GL14]:** A specific addition to bring the Constitution into line with current UofT policy.

**Comment [GL15]:** A specific addition to bring the Constitution into line with current UofT policy.



V-2 [C22]	While the Dean may delegate authority to other academic administrators in the Faculty, the Dean retains responsibility for the overall direction of the Faculty and, in particular, for authority over the budget and other financial matters, personnel matters, including appointments and promotions, and extra-Faculty relationships. In this respect, Council recognizes that the Dean has ultimate authority for the allocation and management of the Faculty's resources.
V-3 [C23]	The Dean shall consult with members of the Faculty on matters of policy and practice but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority.
V-4 [C24]	The Dean shall advise Council of the resource implications of proposed academic policies.
V-5 [C25]	The Dean shall consult with Council on administrative proposals that may have a significant impact on the academic programs of the Faculty.
<b>VI.</b>	<b>Membership of Council</b>
VI-1 <i>Elected members (voting)</i> [C26]	<p>One member of the Teaching Staff from each department (not the Chair)</p> <p>One member of the Teaching Staff from each college (not the Principal)</p> <p>One member of the Teaching Staff from each extra-departmental unit A (not the Director)</p> <p>Three full-time Undergraduate Students, Humanities (<del>elected by FAS undergraduate students</del>)</p> <p>Three full-time Undergraduate Students, Social Sciences (<del>elected by FAS undergraduate students</del>)</p> <p>Three full-time Undergraduate Students, Sciences (<del>elected by FAS undergraduate students</del>)</p> <p>Three full-time Undergraduate Students in first-year (<del>elected by FAS undergraduate students</del>)</p> <p>Two part-time Undergraduate Students (<del>elected by FAS undergraduate students</del>)</p> <p>Six Graduate Students (<del>elected by graduate students</del>)</p> <p>Five Administrative and Technical Staff including at least one College Registrar</p>

**Comment [GL16]:** This term from the template replaces 'seek the advice of' and makes it consistent with V-3 above.

**Comment [GL17]:** This clarifies what was implicit in the current document, written when all the EDUs were what are now defined as EDU-A. The list in the current By-Laws includes only EDU-As.

<p>VI-2 <i>Ex-officio members (non-voting)</i> [C26]</p>	<p>President of the University (or designate) Vice-President and Provost of the University (or designate) Dean of the Faculty of Arts and Science Vice-Deans and Associate Deans of the Faculty of Arts and Science Faculty Registrar Chairs of each Department Principals of the St. George Colleges Registrars of the St. George Colleges Directors of Faculty of Arts and Science EDU-As President of Arts and Science Students' Union President of Association of Part-Time Undergraduate Students President of Graduate Students' Union Vice-Principal (Academic), UTM (or designate) Vice-Principal (Academic), UTSC (or designate) Dean of the School of Graduate Studies (or designate)</p>
<p><b>VII.</b></p>	<p><b>Term and Quorum of Council</b></p>
<p>VII-1 [B-L: REA-1]</p>	<p>The term of office of members of Council shall be one year, from July 1 to June 30, with the term of Student members beginning in September.</p>
<p>VII-2</p>	<p>The terms of office for members of Council's Standing Committees shall also be one year, from 1 July to 30 June, unless a By-Law establishes a different term of office for members of a particular committee.</p>
<p>VII-3 [C40]</p>	<p>At all meetings of the Council, 25 of the voting members shall form a quorum.</p>
<p><b>VIII.</b></p>	<p><b>Officers</b></p>
<p>VIII-1 <i>Chair</i> <i>Vice-Chair</i> [C27]</p>	<p>There shall be a Chair and Vice-Chair of the Arts and Science Council who shall be elected by the members of the Council, and by virtue of this election have and enjoy the authority and respect of the Council.</p>
<p>VIII-2 [C-30]</p>	<p>At the first meeting of the Council held in the fall term, the first item of business shall be the election of the Chair, Vice-Chair, the Proctors, and the members of Standing Committees elected directly</p>

**Comment [GL19]:** While the Secretary and the Faculty Registrar may at times be the same person, and the Secretary is an officer of the Council and not an ex-officio member with speaking rights in debate, the Faculty Registrar needs to have such speaking rights to contribute the registrarial perspective to Council's deliberations. In such instances, the Faculty Registrar would be speaking in that capacity not as Secretary.

**Comment [GL20]:** This makes explicit our current practice about which the current document is silent.

**Comment [GL21]:** The specifics for various committees is taken from the Constitution and moved to the By-Laws.

**Comment [DA22]:** The prior draft had dropped a procedure for selecting Proctors. This is now restored.

[B-L: REA-2]	by Council], with the Dean of the Faculty in the Chair pro tempore, or if the Dean is not present, the Secretary of the Faculty.  The Council may establish By-Laws by which one or more of its Standing Committees is expected to bring forward nominees for these directly elected positions, although other nominations shall also be accepted.  These officers shall be chosen by the majority of those present and voting.  When the election of these officers shall be completed, the Chair shall be taken by the officer chosen by the Council.
VIII-3 [B-L: REA-4]	The <del>officers</del> Chair and Vice Chair so chosen shall hold office until the election of their successors is completed at the <del>October</del> first meeting of the Council of the academic year following.
VIII-4 [C-29]	If the Chair of the Council is chosen from among the voting members of the Council, that member shall vacate his or her seat thereon and be replaced according to the original procedures of his or her election or appointment. If the member is an ex-officio member, he or she shall designate a replacement as a member of the Council.
VIII-5 <i>Presiding Officer</i> [C28]	At all meetings of the Council, save as specifically provided elsewhere in these articles, the Chair shall preside or, if the Chair be absent, the Vice-Chair shall preside. In the event that both are absent, the meeting shall elect a Chair pro tempore for that meeting by a majority of the members present and voting.
VIII-6 <i>Secretary</i> [C-31]	The Secretary of the Council shall be the Secretary of the Faculty of Arts and Science. <del>The Secretary shall be a non-voting ex-officio member of Council.</del> <del>He or she shall attend all meetings of the Council, and keep regular minutes of all the proceedings thereat. The Secretary shall prepare and maintain a record of the current membership (including alternates, if there be any) with their email addresses. The Secretary may use such means as he or she deems necessary to record the proceedings of the Council; the Secretary shall attend, as far as possible, all meetings of committees, and keep minutes of the proceedings. The Secretary shall prepare all resolutions, reports or other papers, which the Council may direct, and all copies which may be required of any such documents or papers. He or she shall</del>

**Comment [GL23]:** While the Proctors are chosen first in order to count the votes in these voting procedures, the current By-Law Sections REA-2,3 & 4 below indicate that it is not the Proctors but members of the Agenda Committee who are meant here.

**Comment [GL24]:** Given the distinction between the Constitution and By-Laws – the By-Laws establish and delineate the Standing Committees – no specific reference is now made in the Constitution to specific committees that are logically posterior to the Constitution; however this wording allows the Agenda Committee to be tasked in a By-Law with this duty, as in the current documents. This appears in proposed B-L V.4.5.

**Comment [GL25]:** As per the note in VII-2.

**Comment [GL26]:** Amendment in line with move to avoid mention of specific dates.

**Comment [GL27]:** Suggested by template but our Council membership brings with it the right to speak in debate on substantive motions, which would be inappropriate for the Secretary, as the neutral administrative arm of Council.

**Comment [GL28]:** The description of the duties of the Secretary is moved to the By-Laws

	<del>prepare and countersign all official documents, and generally discharge such other duties as may be assigned by the Council or, when the Council is not in session, by the President.</del>
VIII-7 Proctors [C-32]	<p>a) There shall be four members of the Arts and Science Council chosen by the Council to be known as Proctors of whom one shall be designated Chief Proctor.</p> <p>b) The duties of the Proctors shall be:</p> <ul style="list-style-type: none"> <li>(i) to ensure the groupings of members and of observers in such a manner that the counting of votes can be carried out without undue delay;</li> <li>(ii) to assist in the counting of votes;</li> <li>(iii) to assist the Chair in any way that the Chair may direct to ensure that the business of the Council is effectively and properly done.</li> </ul> <p>The Proctors retain their rights as members and may speak freely in debate and cast their own votes.</p>
<b>IX.</b>	<b>Meetings</b>
IX-1 Regular Meetings [C-33]	There shall be regular meetings of Council, <b>normally</b> held in the months of October, November, December, February, March and April. <b>The scheduled dates shall be published by the beginning of September.</b>
IX-2 [C-34]	Notice of time and place of any regular meeting of the Council shall be given not less than four <b>clear working</b> days before the day on which the meeting is to be held. The day of giving notice and the day of the meeting shall not be counted when computing said four clear days. <b>Council shall establish By-Laws detailing its procedures for giving notice.</b>
IX-3 Special Meetings [C-37]	<b>Council may establish By-Laws whereby a Committee of Council may direct the Secretary to call a Special Meeting.</b> In addition, a Special Meeting <b>shall</b> be called upon the requisition of not fewer than 1/3 of the voting members of the Council, for the transaction of such business as may be specified in the notice of such meeting.
IX-4 Voting [C-38]	Each voting member is entitled to one vote, and only the members present may vote on any question.
IX-5 <b>Alternates</b> [cf. B-L: RP-19]	<b>Notwithstanding IX-4 (above) Council may establish By-Laws to permit members to name alternates, including permission for an alternate to exercise the vote of a voting member.</b>

**Comment [GL29]:** This allows for meetings to be cancelled for lack of current business.

**Comment [DA30]:** 'Normally' in the prior draft qualified the holding of the meetings, rather than, as was intended, the timing of them.

**Comment [GL31]:** The current document has been too restrictive in dictating the precise days when meetings must occur, which has proven unmanageable in recent years. This change brings the Constitution in to line with recent practice.

**Comment [GL32]:** While 'clear' is explained in the phrase following, adding 'working' clarifies what is currently ambiguous to accord with the language in Section IX.1 & 2 below.

**Comment [GL33]:** This references B-L III, and separates the Constitutional requirement of notice from the procedures for giving notice.

**Comment [GL34]:** As per the sequential separation of the Constitution and By-Laws, this allows the By-Law (now B-L IV.4.4) regarding the Agenda Committee calling a Special Meeting.

**Comment [GL35]:** This clarifies the poorly-expressed intention in the current document that a sufficient number of members may direct that such a meeting be held.

**Comment [GL36]:** The current By-Laws seem to assume this possibility – and indeed give detailed procedures for implementing it. This new section would clarify that this does not contradict IX-4 above.

IX-6 [C-39]	The Chair of Council shall have no vote while he or she occupies the Chair.
IX-7 [C-35]	All meetings of the Council shall be open to observers, but only members present at the meeting will be permitted to participate in the debate. Observers may address the meeting at the discretion of the Chair.
IX-8 [C-36]	The Council may move into closed session to consider a specific item of business at the request of the majority of members present and voting. At any meeting of the Council, the members may decide to hold the next meeting of the Council in closed session, but such a decision shall require a two-thirds majority of the members present and voting.
<del>IX-9 Referendum</del> <del>[C-40]</del> <del>[See Note following this document.]</del>	<del>[proposed deletion] A Faculty wide referendum may be held to solicit the views of the Teaching Staff in the Faculty of Arts and Science. This referendum could be initiated by agreement of at least 40% of all Teaching Staff in the Faculty. In order to make the results of this referendum binding at least 33% of Teaching Staff should have voted. The referendum would pass if supported by more than 50% of voters.</del>
<b>X.</b>	<b>Parliamentary Authority</b>
X-1	<del>The rules contained in the most recent edition of [reference], 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.]</del> Council shall establish its own rules of order in its By-Laws.
<b>XI.</b>	<b>Amendment of the Constitution and By-Laws</b>
XI-1 <i>Constitution</i> [C-41]	The Constitution of the Council may only be amended with the approval of the Council and the appropriate body of the Governing Council of the University of Toronto. Voting shall take place at a regularly constituted meeting to which there has been 10 clear working days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of Council present. Following approval of the recommended amendment by Council, the amendment is forwarded to the appropriate body of the Governing Council for approval.
XI-2	The By-Laws of the Council may be amended with the approval of

**Comment [GL37]:** The Working Group notes that a substantive change to the Constitution is required on this matter, based on the advice of the Secretary of Governing Council. The explanatory Note following the document provides details.

**Comment [DA38]:** Council voted to approve the Working Group's recommendation for deleting this section in the version of the Constitution that will be brought for ratification in mid-April.

**Comment [GL39]:** The template suggests that a published authority be cited, but Arts and Science Council handles its rules of procedure differently, viz. B-L: IV. This section makes explicit that principle.

<b>By-Laws</b>	a two-thirds majority of Council members present. Voting shall take place at a regularly constituted meeting to which there has been 10 clear working days' notice of the proposed amendment.
[B-L: RP16]	However, in the case of amendments to the By-Laws concerning Rules of Procedure, notice must also be given on the agenda of the regular meeting prior to the one in which a vote on the amendments will be held.

**Comment [GL40]:** The Constitution and By-Laws are currently silent on the requirements for amending the By-Laws. This clause mirrors that for amending the Constitution.

*First approved May 1971.*

*Amended and approved by Faculty Council in 1972, 1973, 1977, 1980, 1983, 198.*

*The most recent version was approved by Faculty Council 3 April 2006, and approved by the Executive Committee of the Governing Council on 29 June 2006.*

*This version was approved by Arts and Science Council \_\_\_\_\_ and by Governing Council \_\_\_\_\_.*

## **Explanatory Note on 2006 Council Constitution Section on “Referendum”**

The current Council Constitution contains a section titled “Referendum” (IX-9) that provides for the views of the entire Teaching Staff of the Faculty of Arts and Science to be solicited.

This section has two elements: i) The referendum could be initiated when at least 10% of all Teaching Staff agree one should take place. Presumably the referendum would show the opinions of Teaching Staff on an issue in question and this opinion could be taken into account by Council in its deliberations. And also, ii) if at least 33% of the Teaching Staff participates in the referendum, and if 50% of the participants express one view, that view becomes binding, presumably on Council.

At least 4 dimensions of this section are problematic. 1) While Council is designed to ensure that the views of Teaching Staff, Undergraduate and Graduate Students, and Administrative and Technical staff are represented in policy deliberations, only the opinions of the Teaching Staff are addressed here. 2) It is not clear who is supposed to conduct such as referendum, nor whether that person is required to do so. 3) There is no limit placed on the nature and scope of the questions about which the Teaching Staff’s opinion could be solicited. In other words, this seems to move outside the scope of the Council and, as such, it would have no place in a Constitution of the Council. 4) A sufficiently large expression of opinion by one constituency of Council, expressed outside the Council, is said to be binding (on whom, it is not precisely clear), and seems to override and hence substitute for the authority of Council on matters that are clearly delegated to it by Governing Council as being within its authority.

It is quite certain that the “binding” clause in such a provision will be considered “out of order” by the relevant body of Governing Council when the updated Constitution goes before it. The Secretary of Governing Council has put his concerns about this section as follows:

“This clause is unique to the current FAS Constitution and really has no place in a Divisional Council Constitution. For matters within the authority of the Council, there are mechanisms to ensure that affected estates participate in decision-making processes and, if the intent is to ensure that various matters not within the Council’s authority are discussed by Council from time to time, that goal can be accomplished through using normal rules of order -- and would respect the legitimate authority of the Council.”

The Working Group presents Council with a choice between two changes on this substantive matter:

- A. Delete the final two sentences of the current section, thus eliminating the “binding” element of any referendum as being “out of order.”
- B. Delete the entire section as addressing only one constituency of the Faculty, as there is nothing standing in the way of Council seeking the opinion of any group on matters within its delegated authority.

The Working Group recommends the Option B as being most in keeping with the spirit of Council.

**The Working Group’s recommendation was discussed at Council on March 9, 2015. After some**

discussion, a vote was held on how to proceed and the recommendation to delete the section was strongly endorsed. Thus the amended constitution to be presented to Council on April 17 for approval will not include this section.



**UNIVERSITY OF TORONTO  
THE COUNCIL OF THE FACULTY OF ARTS AND SCIENCE  
AND ITS STANDING COMMITTEES**

Derivation of Authority from the U of T Act	I. The Council of the Faculty of Arts and Science (FAS) exercises its powers and duties under the provisions of the University of Toronto Act, 1971, as amended.
Definitions	In this constitution and the accompanying by-laws:
	"Faculty" means the Faculty of Arts and Science and "Council" means the properly composed council of the Faculty of Arts and Science of the University of Toronto. It will be known as the "Arts and Science Council".
	"College" means one of the seven St. George Colleges that register undergraduate students in the Faculty of Arts and Science: Innis College, New College, St. Michael's College, Trinity College, University College, Victoria College and Woodsworth College.
	"Teaching Staff" means a member of the Faculty of Arts and Science who holds an academic appointment.
	"Administrative and technical staff" means any on-academic employee of a department, college or extra-departmental unit.
	"Undergraduate student" means any student registered in a program of study leading to a Bachelor's degree in the Faculty of Arts and Science.
	"Graduate student" means any student registered with the School of Graduate Studies and in a department or institute within the Faculty of Arts and Science in a program of study leading to a Masters or Ph. D. degree.
Council's General Powers, Duties and Responsibilities	II. Subject to the provisions of the University of Toronto Act 1971, and the approval, as required and appropriate, of the Governing Council of the University.  The Arts and Science Council considers policy for the Faculty of Arts and Science.
	a) It formulates policy for the Faculty e.g. in the areas of admissions and curriculum development.
	b) Specifies regulations governing evaluation and standing.
	c) Determines the schedule of dates and general nature of the timetable.
	d) Coordinates the work of the Curriculum Committees and approves courses of study and programs.
	The responsibilities of the Council are not extended into areas that are, according to the University of Toronto Act, the responsibility of other bodies (e.g. budget, hiring, promotion, tenure).
Council's Specific Powers and Duties	III. The specific power and duties of the Council are the following:
Determine its rules and regulations	a) Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at the meetings.

By-Laws	b) The Council shall pass by-laws regulating the exercise of its powers and the calling and conduct of its meetings, and the method of appointment or elections of its members.
Establish committees	c) 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 members and chairs. Council has the final authority, be that in its decision-making capacity or in its advisory role, regarding recommendations brought forward by such committees.
Determine teaching programs	d) Council shall determine the content and requirements of the teaching programs and courses of study that lead to degrees, diplomas, certificates and credits over which the Faculty has authority, and shall monitor the quality and standards of the programs.
Delegation of authority	e) Subject to the provisions above, Council may delegate its authority over teaching programs and courses of study to various committees, to make minor changes without obtaining the approval of the Council. All such changes shall be reported for information to Council. Major changes to any program require the approval of Council. The decision of whether a matter is major or minor may be made by the Dean in consultation with the Chair of the Council and in accordance with University policies and guidelines.
Awards	f) Council shall award scholarships, bursaries, prizes and other awards in the gift of the Faculty and may delegate this responsibility to committees or officers of the Faculty.
	g) Council shall establish policies and procedures with respect to appeals by students in connection with the application of academic rules and regulations by officers of the Faculty or by instructors in connection with academic standing in the Faculty, subject to the policies and procedures regarding academic appeals established by the Governing Council.
Powers, Duties and Responsibilities of the Dean	IV. a) Council recognizes that the Dean exercises powers under the authority of the "Policy on Appointment of Academic Administrators" which states that "the Dean of the faculty is the chief executive officer of the Faculty and reports directly to the Vice-President and Provost.
	b) While the Dean may delegate authority to other academic administrators in the Faculty, the Dean retains responsibility for the overall direction of the Faculty and, in particular, for authority over the budget, appointments, and promotions. In this respect, Council recognizes that the Dean has ultimate authority for the allocation and management of the Faculty's resources.
	c) According to the "Policy on Appointments of Academic administrators", the Dean shall consult with the members of the Faculty on matters of policy and practice but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority.
	d) The Dean shall advise Council of the resource implications of proposed academic policy decisions.
	e) The Dean shall seek the advice of Council on administrative proposals that may have a significant impact on the academic programs of the Faculty.
Membership of the Council	<i>Voting Members:</i> One member of the teaching staff from each department (not the Chair) One member of the teaching staff from each college (not the Principal) One member of the teaching staff from each extra-departmental units (not the Director) Three full-time undergraduate students, Humanities (elected by FAS undergraduate students) Three full-time undergraduate students, Social Sciences (elected by FAS undergraduate students) Three full-time undergraduate students, Sciences (elected by FAS undergraduate students) Three full-time undergraduate students in first-year (elected by FAS

	<p>undergraduate students)  Two part-time undergraduate students (elected by FAS undergraduate students)  Six graduate students (elected by graduate students)  Five administrative and technical staff including at least one College Registrar</p> <p><i>Non-Voting ex-officio members</i>  President of the University  Vice-President and Provost of the University  Dean of the Faculty of Arts and Science  Vice-Deans of the Faculty of Arts and Science  Chairs of each Department  Principals of the St. George Colleges  Registrars of the St. George Colleges  Directors of extra-departmental units that involve the Faculty  President of Arts and Science Students' Union  President of Association of Part-Time Undergraduate Students  President of Graduate Students' Union  Vice-Principal (Academic), UTM  Vice-Principal (Academic), UTSC  Dean of the School of Graduate Studies  See Appendix 1 for complete membership listing.</p>
Chair	<p>There shall be a Chair and Vice-Chair of the Arts and Science Council who shall Be elected by the members of the Council, and by virtue of this election have and enjoy the authority and respect of the Council.</p>
	<p>At all meetings of the Council, save as specifically provided elsewhere in these articles, the Chair shall preside or, if the Chair be absent, the Vice-Chair shall preside. In the event that both are absent, the meeting shall elect a Chair pro tempore for that meeting by a majority of the members present and voting.</p>
	<p>If the Chair of the Council is chosen from among the members of the Council, that member shall vacate his or her seat thereon and be replaced according to the original procedures of his or her election or appointment. If the member is ex-officio, he or she shall designate a replacement as a member of the Council.</p>
	<p>At the first meeting of the Council held in the fall term, the first item of business shall be the election of the Chair, Vice-Chair and Proctors, with the Dean of the Faculty in the Chair pro tempore, or if the Dean be not present, the Secretary of the Faculty.</p>
Secretary	<p>The Secretary of the Council shall be the Secretary of the Faculty of Arts and Science. He or she shall attend all meetings of the Council, and keep regular minutes of all the proceedings thereat. The Secretary shall prepare and maintain a record of the current membership (including alternates, if there be any) with their email addresses. The Secretary may use such means as he or she deems necessary to record the proceedings of the Council; the Secretary shall attend, as far as possible, all meetings of committees, and keep minutes of the proceedings. The Secretary shall prepare all resolutions, reports or other papers, which the Council may direct, and all copies which may be required of any such documents or papers. He or she shall prepare and countersign all official documents, and generally discharge such other duties as may be assigned by the Council or, when the Council is not in session, by the President.</p>
Proctors	<p>a) There shall be four members of the Arts and Science Council chosen by the Council to be known as Proctors of whom one shall be designated Chief Proctor.  b) The duties of the Proctors shall be:  (i) to ensure the groupings of members and of observers in such a</p>

	<p>manner that the counting of votes can be carried out without undue delay;</p> <p>(ii) to assist in the counting of votes;</p> <p>(iii) to assist the Chair in any way that the Chair may direct to ensure that the business of the Council is effectively and properly done.</p> <p>c) The Proctors retain their rights as members and may speak freely in debate and cast their own votes.</p>
Meetings	Regular meetings of the Arts and Science Council shall be held in the months of October, November, December, February, March and April on the dates as the Dean shall determine and publish in the Calendar of the Faculty of Arts and Science. Other meetings can be held at the call of the Secretary at the direction of the Agenda Committee. Meetings shall be held the first Monday of the month except when this Monday is a public holiday, in which case the meeting shall be held on the Tuesday following.
	Notice of time and place of any regular meeting of the Council shall be given not less than four clear days before the day on which the meeting is to be held. The day of giving notice and the day of the meeting shall not be counted when computing said four clear days.
	All meetings of the Council shall be open to observers, but only members present at the meeting will be permitted to participate in the debate. Observers may address the meeting at the discretion of the Chair.
	The Council may move into closed session to consider a specific item of business at the request of the majority of members present and voting. At any meeting of the Council, the members may decide to hold the next meeting of the Council in closed session, but such a decision shall require a two-thirds majority of the members present and voting.
Special Meetings	A Special Meeting of the Council may and on the requisition of not fewer than 1/3 of the voting members of the Council shall, at any time, be called by the Secretary at the direction of the Agenda Committee for the transaction of such business as may be specified in the notice of such meeting.
Voting	Each voting member is entitled to one vote, and only the members present may vote on any question.
	The Chair of the Council shall have no vote while he or she occupies the Chair.
Quorum	At all meetings of the Council 25 of the voting members shall form a quorum.
Referendum	A Faculty-wide referendum may be held to solicit the views of the teaching staff in the Faculty of Arts and Science. This referendum could be initiated by agreement of at least 10% of all teaching staff in the Faculty. In order to make the results of this referendum binding at least 33% of teaching staff should have voted. The referendum would pass if supported by more than 50% of voters.
Amendment	The constitution of the Council may only be amended with the approval of the Council and the Governing Council of the University of Toronto. Voting shall take place at a regularly constituted meeting to which there has been 10 clear working days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of the Council present. Following approval of the amendment by Council, the amendment is forwarded to Governing Council for approval.
Revised, Reviews	The structure of the Council of the Faculty of Arts and Science and its standing

	Committees was first approved at a meeting held in May 1971 and was amended at subsequent meetings in 1972, 1973, 1977, 1980, 1983, 1985, 1989, 1990, 1992, 1994, 2000, 2001, 2002, 2006.
Approved	This Constitution was approved by the Arts and Science Council on April 3, 2003 and by Governing Council on June 29, 2006.