

# CONSTITUTION OF THE COUNCIL OF THE UNIVERSITY OF TORONTO AT SCARBOROUGH

April, 2005

**NB: A major change in the proposed Constitution has been the removal of the issues of membership and quorum and their insertion in the By-Laws.**

<b>PROPOSED CONSTITUTION</b> New passages are shown in bold and italic font.	<b>RELEVANT PASSAGES FROM CURRENT CONSTITUTION AND BY-LAWS</b> Passages from the Constitution are shown in Garamond font and passages from the By-Laws are shown in Arial font. Deleted passages are shown by strikethrough.
<b>I. PREAMBLE</b>	
I.1. The Council of University of Toronto at Scarborough exercises its duties and powers under the provisions of the University of Toronto Act 1971.	I.1. The Council of University of Toronto at Scarborough exercises its duties and powers under the provisions of the University of Toronto Act 1971, <del>as amended.</del>
I.2. The general purpose of the governance structure of the University of Toronto at Scarborough is to obtain effective participation of its community in decisions affecting its life, academic and otherwise. For this objective to be achieved, it is essential that the Chairs of Council and of its Standing Committees	I.2. The general purpose of the governance structure of the University of Toronto at Scarborough is to obtain effective participation of its community in decisions affecting its life, academic and otherwise. For this objective to be achieved, it is essential that the Chairs of Council and of its Standing Committees:
A. play an active role in identifying issues, concerns, and problems that warrant their respective bodies' attention,	i. play a <del>pro</del> -active role in identifying issues, concerns and problems that warrant their respective bodies' attention;
B. ensure that the membership is fully aware of its responsibilities, of the means available to each member to play an effective role in governance, and of the need to participate fully in the Committee's work,	ii. ensure that the membership is fully aware of its responsibilities, of the means available to each member to play an effective role, and of the need to participate fully in the Committee's work;

<p>C. maintain effective channels of communication between the College's governing bodies,</p> <p>D. ensure that Council and its committees receive in a timely fashion all documentation which Council members and Committee members require for them to carry out their functions. It is understood that in certain cases documentation may have to be provided on a confidential basis.</p> <p>II. BUSINESS AND PROCEDURES OF COUNCIL</p> <p>II.1. The Business of Council shall include</p> <p>A. such matters as may require its attention by reason of delegation of powers to University of Toronto at Scarborough under the University of Toronto Act or by decision of the Governing Council of the University of Toronto,</p> <p>B. subject to the provisions of II.2 and II.3, such other matters as may be brought before it by its Committees or by any member of Council,</p> <p>C. the creation and amendment of By-Laws governing the business of Council and its Committees.</p> <p>II.2. A. Council, as distinct from its Committees, exercises its legislative and related powers</p> <p>i. through judging matters of broad policy at an early stage of development and through monitorial functions,</p> <p>ii through establishing a system of Committees which provide for consultation on policy and</p>	<p>iii. maintain effective channels of communication between the College's governing bodies.</p> <p>iv. Ensure that Council and its committees receive in a timely fashion all documentation which Council members and Committee members require for them to carry out their functions. It is understood that in certain cases documentation may have to be provided on a confidential basis.</p> <p>II. BUSINESS AND PROCEDURES OF COUNCIL</p> <p>II.1. The Business of Council shall include</p> <p>A such matters as may require its attention by reason of delegation of powers to University of Toronto at Scarborough under the University of Toronto Act or by decision of the Governing Council of the University of Toronto;</p> <p>B subject to the provisions of II.2, II.3, <del>II.4 and II.5</del> such other matters as may be brought before it by its Committees or by any member of Council;</p> <p>C the creation and amendment of By-Laws governing the business of Council and its Committees.</p> <p>II.2. A Council as distinct from its Committees <i>exercises</i> its legislative and related powers:</p> <p>i. through judging matters of broad policy at an early stage of development and through monitorial functions</p> <p>ii. through establishing a system of Committees which provide for consultation on policy and</p>
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<p style="text-align: center;">related matters,</p> <p>iii through providing means by which members of Council and its Committees may monitor the implementation of policy and advise the <b>Vice-President</b> and Principal and <b>the Vice-Principal and Dean</b> on matters within <b>their</b> purview.</p> <p>B. While Council retains the authority to take any action appropriate within the limits of the present section, it delegates authority to act on its behalf to the Executive Committee, the Academic Committee, the Planning &amp; Budget Committee and to the Sub-Committee on Academic Appeals on matters pertaining to their respective areas of responsibility as outlined <b>in this constitution</b>.</p> <p>C. Council's authority to create and amend the By-Laws governing the business of Council and its Committees as well as its authority to recommend changes or amendments to the Constitution shall not be delegated.</p> <p>D. When considering matters recommended or referred to it by its standing Committees, Council will normally limit its action to approval, rejection or referral-back of those items.</p> <p>II.3. Provisions for Conciliar Review:</p> <p>Where Council has delegated authority to act to the Standing Committees, resolutions adopted <b>by those Committees</b> shall be deemed to be final at the end of the meeting at which they were made, subject to any one of the following conditions:</p>	<p style="text-align: center;">related matters</p> <p>iii. through providing means by which members of Council and its Committees may monitor the implementation of policy and advise the principal on matters within the purview of the <del>principal</del>.</p> <p>B While Council retains the authority to take any action appropriate within the limits of the present section, it delegates authority to act on its behalf to the Executive Committee, the Academic Committee, the Planning &amp; Budget Committee and to the Sub-committee on Academic Appeals on matters pertaining to their respective areas of responsibility as outlined <del>below in section VII</del>.</p> <p>C Council's authority to create and amend by-laws governing the business of council and its committees as well as its authority to recommend changes or amendments to the constitution shall not be delegated.</p> <p>D When considering matters recommended or referred to it by its standing Committees, Council will normally limit its action to approval, rejection or referral-back of items brought forward.</p> <p>II.3. Provisions for Conciliar Review:</p> <p>Where Council have delegated authority to act to the Standing Committees (<del>executive committee, planning and budget committee and academic committee</del>), resolutions adopted shall be deemed to be final at the end of the</p>
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<p>A. The President of the University, any member of the Executive Committee, or a majority of the committee members present indicate, before a decision is made, that the matter should be forwarded to Council for approval;</p> <p>B. Within twelve days of the distribution of the minutes of a Standing Committee, a minimum of ten members of Council inform the Chair of Council or the Secretary, in writing, that a matter approved by a Standing Committee should be forwarded to Council for reconsideration. The Chair or the Secretary shall give due notice in the case of decisions which need to be implemented immediately.</p> <p><b>II.4.</b> A. Council shall meet at least once during both the Fall and Spring academic terms. Meetings shall have a notice of at least five working days. The notice of the meeting shall include the proposed agenda.</p> <p>B. Special meetings may be called, upon at least five working days' notice, at the written request of the Chair of Council, the <i>Vice-President and</i> Principal, or the <b><i>Vice-Principal</i></b> and Dean, or any ten members of Council to the Secretary of Council. At a special meeting, only that business set out in the notice of the meeting shall be considered.</p> <p>II.5. Motions shall be decided by a simple majority of members present and voting unless otherwise specified in the By-Laws. Motions to amend the Constitution shall require the assent of two-thirds of those present and voting at two meetings of</p>	<p>meeting at which they were made, subject to any one of the following conditions:</p> <p>i. The President of the University, any member of the Executive Committee, or a majority of the committee members present indicate, before a decision is made, that the matter should be forwarded to Council for approval;</p> <p>ii. Within twelve days of the distribution of the minutes of a Standing Committee, a minimum of ten members of Council inform the Chair of Council or the Secretary, in writing, that a matter approved by a Standing Committee should be forwarded to Council for reconsideration. The chair or the secretary shall give due notice in the case of decisions which need to be implemented immediately.</p> <p>II.6. A Council shall meet at least once during both the fall and spring academic terms <del>of the winter session. Meetings shall be called upon</del> at least five working days' notice, <del>by the Secretary, on the instruction of the Chair.</del> The notice of the meeting shall include the proposed agenda.</p> <p>B Special meetings may be called, upon at least five working days' notice, at the written request of the Chair of Council, the Principal and Dean, or any ten members of Council to the Secretary of Council. At a special meeting, only that business set out in the notice of the meeting shall be considered.</p> <p>II.8. Motions shall be decided by a simple majority of members present and voting unless otherwise specified in the By-Laws, <del>except that</del> motions to amend the Constitution <del>and its By-Laws</del> shall</p>
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Council held not less than 10 days apart. **Motions to amend the By-Laws shall require the assent of two-thirds of those present and voting.**

- II.6. Amendments to the Constitution shall require approval by Governing Council of the University of Toronto.

### III. MEMBERSHIP OF COUNCIL AND ITS COMMITTEES

*The membership of Council, its standing committees, subcommittees, and any ad hoc committees it might establish shall be determined in the form of By-Laws and be in keeping with a general spirit of inclusiveness of appropriate University of Toronto at Scarborough constituencies as well as the rules and regulations governing the University of Toronto.*

### IV. OFFICERS OF COUNCIL

#### IV.1. The Chair of Council

- A. The Chair of Council is elected by Council for a term of two years by procedure prescribed in the By-Laws.
- B. The Chair shall
- i. through the Secretary, convene the meetings of Council;
  - ii. prepare the agenda for Council meetings in consultation with the Executive Committee;
  - iii. be responsible for maintaining the orderly

require the assent of two-thirds of those present and voting at two meetings of Council held not less than 10 days apart.

- II.9. Amendments to the Constitution shall require approval by Governing Council of the University of Toronto.

### III. MEMBERSHIP OF COUNCIL AND ITS COMMITTEES

Membership of Council shall be drawn from the constituencies described in Section VIII. and shall consist of:

### IV. OFFICERS OF COUNCIL

#### IV.1. The Chair of Council

- A. The Chair of Council is elected by Council for a term of two years by procedure prescribed in ~~Council~~ by-law.
- B. The Chair shall
- i. through the Secretary, convene meetings of Council;
  - ii. prepare the agenda for Council meetings in consultation with the Executive Committee;
  - iii. be responsible for maintaining the

<p>conduct of the business of Council in conformity with its By-Laws;</p> <p>iv. ensure that all the business and decisions approved by the Committees are reported to Council for information and that minutes of each of the Standing Committees are made available to all members of Council. The Chair of Council shall share this responsibility with the members of the Executive Committee and the relevant Committees.</p> <p>IV.2. The Secretary of Council</p> <p>A. The Secretary of Council shall</p> <p>i. be responsible for maintaining a record of the business of Council, and for publication and distribution of agendas, minutes and all other documents to be considered by Council;</p> <p>ii. under the general supervision of the Executive Committee, conduct the election of representatives to Council and its Committees.</p> <p>B. <b><i>The Secretary of Council shall be appointed by the Vice-President and Principal in consultation with the Chair of Council.</i></b></p>	<p>orderly conduct of the business of Council in conformity with its By-Laws;</p> <p>iv. ensure that all the business and decisions approved by the Committees are reported to Council for information and that minutes of each of the Standing Committees are made available to all members of Council. The Chair of Council shall share this responsibility with the members of the Executive Committee and the relevant Committee <del>itself as specified under H.3.</del></p> <p>IV.2. The Secretary of Council</p> <p><i>A The Secretary of Council shall</i></p> <p>i. be responsible for maintaining a record of the business of Council, and for publication and distribution of agendas, minutes and all other documents to be considered by Council;</p> <p>ii. under the general supervision of the Executive Committee, conduct the election of representatives to Council and its Committees.</p> <p><del>B The Registrar or his/her designate shall be Secretary of Council.</del></p>
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<p>V. ELECTION OF REPRESENTATIVES TO COUNCIL AND ITS COMMITTEES</p> <p>Representatives shall be elected to Council and its committees from the appropriate constituencies <b>as delineated in the By-Laws.</b></p> <p>VI. TERM OF OFFICE OF COUNCIL AND ITS COMMITTEES</p> <p>VI.1. Each elected member of Council or of any of its Committees shall normally be elected for a term of two years, except as otherwise provided in the By-Laws. <b>Should any elected member of Council or of one of its committees vacate his or her position prior to the normal termination date, the position shall be filled, and only filled, at the time of the next scheduled election or scheduled by-election.</b></p> <p>VI.2. Any member of Council or of its Committees who ceases to be a member of the constituency which he or she represents on Council or its committees shall cease to be a member.</p> <p>VII. <b>QUORUM FOR COUNCIL AND ITS COMMITTEES</b></p> <p><b>VII.1. A quorum for a meeting of Council and all of its committees shall be established in the form of a By-Law.</b></p> <p>VIII. COMMITTEES OF COUNCIL</p> <p>VIII.1. There shall be three Committees of Council: the Executive Committee, the Planning and Budget Committee and the Academic Committee.</p>	<p>V. ELECTION OF REPRESENTATIVES TO COUNCIL</p> <p>Representatives shall be elected to Council from the constituencies defined in Section VIII, where elections are necessary (Constituencies 7-14)</p> <p>VI. TERM OF OFFICE OF COUNCIL AND COMMITTEES</p> <p>VI.1. Each elected member of Council or of its Committees shall normally be elected for a term of two years except as otherwise provided in the By-Laws.</p> <p>VI.2. Any member of Council or of its Committees who ceases to be a member of the constituency which he or she represents on Council or its Committees shall cease to be a member.</p> <p>VII. COMMITTEES OF COUNCIL</p> <p>VII.1. There shall be three Committees of Council: the Executive Committee, the Planning and Budget Committee and the Academic Committee.</p>
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VIII.2 The Executive Committee

A. Purpose & Function

- i. **The purpose of the Executive Committee is** to oversee the business of Council and of the other Standing Committees and to foster efficient and meaningful participation of these bodies in the governance of the College; to identify matters which warrant the attention of Council or its Standing Committees and to channel them to the appropriate body; to receive, to act on or to refer back decisions, motions, proposals and recommendations from the Standing Committees; to oversee the election process for Council and its Committees, where specified in the By-Laws

VII.2. The Executive Committee

A Purpose

To oversee the business of Council and of the other Standing Committees and to foster efficient and meaningful participation of these bodies in the governance of the College.

~~B Functions~~

- ~~i. To coordinate agendas and meeting timetables for Council, for the Planning and Budget Committee and for the Academic Committee.~~
- ii. To identify matters which warrant the attention of Council or its Standing Committees and to channel them to the appropriate body.
- iii. To receive, to act on or to refer back decisions, motions, proposals and recommendations from the Standing Committees.
- iv. To oversee the election process for Council and its Committees, where specified in the By-Laws.
- ~~v. To recommend constitutional changes for approval by Council.~~
- ~~vi. To ensure that members of Council and of its Committees are informed about the process of governance of the University of Toronto at Scarborough, and are aware of their responsibilities as members so as to play a meaningful and productive role in their respective group.~~

- ii. **Annually, the Executive Committee shall strike an Awards subcommittee to oversee the University of Toronto at Scarborough Awards as detailed in the By-Laws. The chair of the Executive Committee shall chair this subcommittee.**
- iii. **The Executive Committee will help foster the work of the Cultural Affairs Committee and to receive reports from that committee at appropriate intervals.**

VIII.3. The Planning and Budget Committee

A. Purpose

**The purpose of the Planning and Budget Committee is to advise Council, the Vice-President and Principal and the Vice Principal and Dean with regard to issues affecting the character and mission of the University of Toronto at Scarborough and the use of its human, physical, and financial resources.**

B. Functions

- i. **Subject to the other sections of the Constitution and the University of Toronto at Scarborough By-Laws, the committee may provide advice concerning the following issues:**
  - a. budget and resource allocation **(such as facilities planning, services utilization, campus development) and policy (such as personnel and computing).**
  - b. **academic development**
  - c. **internal affairs and organization, such as** the establishment, termination, or restructuring of

VII.3. **The Planning and Budget Committee**

*A Purpose*

To advise Council and the Principal and Dean with regard to ~~planning~~ issues affecting the character and mission of the University of Toronto at Scarborough and the use of its human, physical and financial resources.

*B Functions*

- i. Subject to requirements for referral to Council under Section II.1 or II.2 or the ~~referral of a decision under Section II.3, to advise the Principal and Dean with regard to the following:~~ budget and resource allocation; establishment, termination or restructuring of academic units; ~~academic development;~~ personnel policy; facilities planning and services utilization; ~~internal affairs and organization;~~ computer policy; fund raising, donations, endowments and community relations;

<p>academic units.</p> <p>d. <b>Advancement, such as fund raising and community relations.</b></p> <p>e. <b>Other planning, policy,</b> budgetary, or administrative matters.</p> <p>ii. <b>Within the context of advising Council, the Vice-President and Principal and the Vice-Principal and Dean, the committee may receive and consider both occasional and regular University of Toronto and University of Toronto at Scarborough reports and documents related to the above matters (section i. a through e) and provide recommendations, approval in principle, or other comments as appropriate.</b></p> <p>iii. <b>The Committee will work on an ongoing basis with other University of Toronto at Scarborough committees and bodies involved in the site planning with regard to the campus.</b></p> <p>iv. <b>The Committee shall establish</b> subcommittees and task forces as the need arises. The committee shall develop guidelines and policies to govern the activities of these subcommittees and should receive reports from them at appropriate intervals.</p> <p>VIII.4 The Academic Committee</p> <p>A. Purpose</p> <p>i. <b>The Committee shall</b> oversee and approve all curricular and academic matters on which the Committee's decision is required,</p>	<p>ii. To establish Sub-committees and Task Forces as need arises. The Committee will develop guidelines and policies to govern their activity and receive reports from them at appropriate intervals.</p> <p>VII.4. <b>The Academic Committee</b></p> <p><i>A Purpose</i></p> <p>i. To oversee and approve all curricular and academic matters on which the Committee's decision is required <del>under B</del></p>
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<p>including programmes, courses, and academic regulations and policies.</p> <p>ii <b>The Committee shall take an</b> active role in the development of the academic character, the quality, and the suitability of academic services at the University of Toronto at Scarborough.</p> <p>B. Functions</p> <p>The Committee shall approve:</p> <p>i. Curriculum, including introduction and termination of courses and programmes;</p> <p>ii. Academic regulations, including degree requirements;</p> <p>iii. Establishment of new academic awards (scholarships, prizes and bursaries);</p> <p>iv. Policy regarding academic standards and grades, admission requirements, awards and exemptions from academic requirements.</p> <p>v. Other policies which pertain to curricular and academic matters.</p> <p>B2. <b>The Committee shall</b> advise on academic matters in general, <b>including both the instructional and research areas of the college's activities.</b></p>	<p><del>4 below</del> including programmes, courses, and academic regulations and policies.</p> <p>ii. To take a <del>pre</del>-active role in the development of the academic character, the quality and suitability of academic services of the University of Toronto at Scarborough.</p> <p>B Functions</p> <p>B1 To approve:</p> <p>i. Curriculum, including introduction and termination of courses and programmes;</p> <p>ii. Academic regulations, including degree requirements;</p> <p>iii. Establishment of new academic awards (scholarships, prizes and bursaries);</p> <p>iv. Policy regarding academic standards and grades, admission requirements, awards and exemptions from academic requirements.</p> <p>v. Other policies which pertain to curricular and academic matters.</p> <p>B2 to advise on academic matters in general, including:</p> <p><del>i. Instructional development;</del></p> <p><del>ii. Academic advising;</del></p>
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<p>B3. The Committee shall play an active role in curriculum development.</p> <p>B4. The Committee shall establish sub-committees and task forces as need arises. The Committee shall develop guidelines and policies to govern their activity and receive reports from them at appropriate intervals.</p> <p>C. Sub-committees of the Academic Committee</p> <p>i. Subcommittee on Academic Appeals</p> <p style="padding-left: 40px;">a. Subject to any general requirements or guidelines established by the</p>	<p><del>iii. Library;</del></p> <p><del>iv. Remedial services;</del></p> <p><del>v. Registration;</del></p> <p><del>vi. Recruitment and Liaison;</del></p> <p><del>vii. Retention;</del></p> <p><del>viii. Course and programme enrolment;</del></p> <p><del>ix. Computer services;</del></p> <p><del>x. Matters related to the cultural life of the University of Toronto at Scarborough.</del></p> <p><del>xi. Research policy.</del></p> <p>B3 To initiate curriculum development.</p> <p>B4 To establish sub-committees and Task forces as need arises. The Committee will develop guidelines and policies to govern their activity and receive reports from them at appropriate intervals.</p> <p><i>E Sub-committees</i></p> <p><del>E1 Cultural Affairs *</del></p> <p>E2 Appeals</p> <p style="padding-left: 40px;">Subject to any general requirements or guidelines established by the Governing</p>
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<p>Governing Council, the Subcommittee on Academic Appeals shall deal with and decide upon all appeals by undergraduate students in connection with the application of academic rules and regulations by officers of the University of Toronto at Scarborough or by teaching staff in connection with marks or grades, subject to an appeal to the Governing Council.</p> <p>b. The Academic Committee may approve regulations and guidelines for the Academic Appeals Subcommittee, not inconsistent with general University provisions, including the delegation of authority to panels of the Subcommittee to consider and decide on individual appeals.</p> <p><b>ii. Subcommittee on Academic Programs and Curriculum</b></p> <p><b>iii. Subcommittee on Standing</b></p> <p>Approved by UTSC Faculty Council on October 4, 2005</p>	<p>Council</p> <p>i. The Sub-Committee on Academic Appeals shall deal with and decide upon all appeals by undergraduate students in connection with the application of academic rules and regulations by officers of the University of Toronto at Scarborough or by teaching staff in connection with marks or grades, subject to an appeal to the Governing Council.</p> <p>iv. The Academic Committee may approve regulations and guidelines for the Academic Appeals Sub-committee, not inconsistent with general University provisions, including the delegation of authority to panels of the Sub-committee to consider and decide on individual appeals.</p> <p><del>ii. The composition of the Sub-committee on Academic Appeals shall be approved by the Council on recommendation of the Academic Committee.</del></p> <p><del>iii. The membership of the Sub-committee shall be approved by the Executive Committee.</del></p>
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## PROPOSED BY-LAWS

### THE BY-LAWS Of The University of Toronto at Scarborough

#### I. THE CONSTITUENCIES OF THE COLLEGE

- I.1. All members of the teaching staff **who hold their primary appointment at The University of Toronto at Scarborough.**
- I.2. Members of the staff holding appointments as Librarians.
- I.3. Undergraduate Students
- Undergraduate Students are defined as those students registered at University of Toronto at Scarborough in at least one half-course **during the academic year** or who are registered in a co-operative program.
- I.4. Research Associates, Post-Doctoral Fellows, Graduate Students, and Teaching Assistants in **each of the academic Departments.**
- A. Research Associates and Post-Doctoral Fellows are defined as persons working full-time at the University of Toronto at Scarborough with a member of the faculty.

## BY-LAWS

#### IX. CONSTITUENCIES

- VIII.1. All members of the teaching staff appointed at Scarborough ~~in the Divisions of Humanities (constituency 1), Life Sciences (constituency 2), Management & Economics (constituency 3), Physical Sciences (constituency 4), and Social Sciences (constituency 5).~~
- VIII.2. Members of the staff holding appointments as Librarians ~~(constituency 6).~~
- VIII.3. Undergraduate students ~~(constituency 7).~~
- Undergraduate students are defined as those students registered at University of Toronto at Scarborough in at least one half-course ~~in the Winter Session~~ or who are registered in a co-operative programme.
- VIII.4. Research associates, post doctoral fellows, graduate students, and teaching assistants ~~in the Divisions of Humanities, Life Sciences, Management & Economics, Physical Sciences, and Social Sciences (constituencies 8, 9, 10, 11, and 12).~~
- i. Research associates and post doctoral fellows are defined as persons working full-time at the College with a member of the faculty.

- B. Graduate Students are defined as students registered in the School of Graduate Studies of the University of Toronto and who are **identified by the School of Graduate Studies as being at the University of Toronto at Scarborough.**
- C. Teaching Assistants are defined as persons who are employed part-time in these capacities at the University of Toronto at Scarborough and are not Undergraduate Students.
- D. For purposes of election to Council, Research Associates, Post-Doctoral Fellows, Graduate Students, and Teaching Assistants shall be **clustered** into constituencies. Each Research Associate, Post-Doctoral Fellow, and Graduate Student shall be a member of the constituency corresponding to the **academic Departmental** membership of the principal faculty member who supervises his or her research. Each Teaching Assistant shall be a member of that constituency corresponding to the **Department** in which he or she is employed.

I.5. Alumni of the University of Toronto at Scarborough.

Alumni are defined as those persons who are not currently registered at University of Toronto at Scarborough (or in the Faculty of Arts and Science of the University of Toronto) who have **completed a degree at the University of Toronto at Scarborough** or who have obtained credit at the University of Toronto at Scarborough towards a University of Toronto degree for at least five full courses.

- ii. Graduate students are defined as students registered in the School of Graduate Studies of the University of Toronto and ~~who are supervised by a member of faculty of the University of Toronto at Scarborough.~~
- iii. Teaching assistants are defined as persons who are employed part-time in these capacities at Scarborough and are not undergraduate students.
- iv. For purposes of election to Council, research associates, post doctoral fellows, graduate students, and teaching assistants shall be ~~divided~~ into **five** constituencies. Each research associate, post doctoral fellow, and graduate student shall be a member of the constituency corresponding to the ~~Divisional~~ membership of the principal faculty member who supervises his/her research. Each teaching assistant shall be a member of that constituency corresponding to the ~~Division~~ in which he/she is employed.

VIII.5. Alumni of the University of Toronto at Scarborough (~~constituency 13~~).

Alumni are defined as those persons who are not currently registered at University of Toronto at Scarborough (or in the Faculty of Arts and Science of the University of Toronto) who have ~~graduated~~ at Scarborough or who have obtained credit at Scarborough towards a University of Toronto degree for at least five full courses.

I.6. Non-Academic Staff.

Members of the **non-academic** staff are defined as those persons who are staff appointed employees (**administrative and support staff**) at the University of Toronto at Scarborough, and who do not hold academic or librarian appointments.

II. MEMBERSHIP OF COUNCIL AND ITS COMMITTEES

II.1. Membership of Council

- A. The following shall be members ex-officio **of Council**:
- i. The President of the University of Toronto; the Vice-President and Provost of the University of Toronto;
  - ii. **From the University of Toronto at Scarborough, the Vice-President and Principal, the Vice-Principal and Dean, all other Vice-Principals, all Assistant Principals, all Assistant Deans, all Associate Deans, the Registrar, the Chair of the Planning and Budget Committee, the Chair of the Academic Committee, and the President of the Students' Union.**
- B. All members of the teaching staff appointed at Scarborough;
- C. All members holding appointments as librarians;;
- D. Forty-six members **elected by and from among**

VIII.6. Administrative and Unionized Staff (~~constituency 14~~).

Members of the ~~administrative and unionized~~ staff are defined as those persons who are staff appointed employees of University of Toronto at Scarborough, and who do not hold academic or librarian appointments.

III.1. The following members ex-officio:

- A the President of the University of Toronto; the Vice-President and Provost of the University of Toronto;
  - B ~~the following officers of University of Toronto at Scarborough: the Principal and Dean, the Vice-Principal and Vice-Dean, the Registrar, the College Librarian, the Director of Administration, and the President of the Students' Council~~
- III.2. All members of the teaching staff appointed at Scarborough (~~constituencies 1-5~~);
- III.3. Members of the staff holding appointments as librarians (~~constituency 6~~);
- III.4. Forty-six undergraduate students (~~constituency 7~~);

<p>undergraduate students;</p> <p>E. <b><i>Eighteen</i></b> members: <b><i>a total of three elected from each academic Department by and from among their</i></b> Research Associates, Post-Doctoral Fellows, Graduate Students, and Teaching Assistants.</p> <p>F. Nine alumni members <b><i>elected by and from among alumni</i></b> at annual meeting of the University of Toronto Scarborough Alumni Association (UTSAA);</p> <p>G. Nine members elected by and from among the <b><i>Non-Academic Staff</i></b>.</p> <p>H. <b><i>For those elected in categories D through G</i></b> the term of office is July 1 to June 30, normally for a period of two years. Inability to serve on Council for more than one year shall not render a candidate ineligible for nomination. Members are eligible for re-election.</p> <p>II.2. Membership of the Executive Committee</p> <p>A. Ex Officio Members (<b><i>Unless qualified, ex officio members are understood throughout this document to be voting members of committees.</i></b>)</p> <p>The <b><i>Vice-President</i></b> and Principal, the <b><i>Vice-Principal</i></b> and Dean, the Chair of Council (Chair), and the Chairs of the Planning and Budget and of the Academic Committees, <b><i>and the President of the Students' Union</i></b>.</p> <p>B. Elected Members</p> <p><b><i>Three</i></b> members elected by Council from among its members as follows:</p>	<p>III.5. Fifteen members: three elected by and from among research associates, post doctoral fellows, graduate students, and teaching assistants <del>in each of constituencies 8, 9, 10, 11, and 12;</del></p> <p>III.6. Nine alumni: elected by the annual meeting of the University of Toronto Scarborough Alumni Association (UTSAA) (<del>constituency 13;</del></p> <p>III.7. Nine members: elected by and from among the <del>administrative and support staff (constituency 14);</del></p> <p>III.8. For elected members (<del>constituencies 7-14</del>) the term of office is July 1 to June 30, normally for a period of two years. Inability to serve on Council for more than one year shall not render a candidate ineligible for nomination. Members are eligible for re-election.</p> <p>C <i>Membership</i></p> <p>i. Ex Officio Members</p> <p>The Principal and Dean, the Chair of Council (Chair), and the Chairs of the Planning and Budget and of the Academic Committees.</p> <p>ii. Elected Members</p> <p><del>Four</del> members elected by Council from among its members as follows:</p>
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- a. Two nominated from among and elected by the Faculty and Librarians
- b. One nominated from among and elected by **the Non-Academic Staff members**
- c. **For elected members the term of office is July 1 to June 30, normally for a period of two years. Inability to serve on the Committee for more than one year shall not render a candidate ineligible for nomination. Members are eligible for re-election.**

II.3. Membership of Planning & Budget Committee

A. Ex Officio Members

The **Vice-President** and Principal, the **Vice-Principal** and Dean, the Chair of Council, the Chair of the Academic Committee, **the President of the Students' Union.**

B. Elected Members

Two Faculty members per **academic Department**, one Librarian, two **Non-Academic** Staff members, one member who is either a Research Associate, Postdoctoral Fellow, Graduate Student or Teaching Assistant, and **two** Undergraduate Student members and one Alumnus.

C. **Assessors as deemed appropriate by the committee. (An assessor is defined here, and for all other uses in these By-Laws, as a member of a committee who is given voice but no vote.**

- a. Two nominated by and from among the Faculty and Librarians
- b. One nominated by and from among the ~~Administrative~~ Staff
- c. ~~One nominated by and from among the Undergraduate Students.~~

C *Membership*

i. Ex Officio Members

The Principal and Dean, the Chairs of Council and of the Academic Committee.

ii. Elected Members

Two Faculty members per Division, one Librarian, two ~~Administrative~~ Staff members, one member who is either a Research Associate, Postdoctoral Fellow, Graduate Student or Teaching Assistant, three Undergraduate Student members and one Alumna/us.

**D. For elected members, the term of office is July 1 to June 30, normally for a period of two years. Inability to serve on Committee for more than one year shall not render a candidate ineligible for nomination. Members are eligible for re-election.**

II.4. Membership of the Academic Committee

A. Ex Officio Members

The **Vice-President** and Principal, the Vice-Principal and Dean, *the Vice-Principal Research and Graduate Studies*, the **Vice-Principal Academic Resources**, the Registrar, all **Department** Chairs, the Chair of Council, the Chair of the Planning and Budget Committee, **and the President of the Students' Union.**

B. Elected Members

Two Faculty members per **Department**, one Librarian, one **Non-academic** staff member, one Alumnus, **one Undergraduate Student from each of the academic departments (elected in collaboration with the Students' Union)**, and one member from among the Research Associates, Postdoctoral Fellows, Graduate Students and Teaching Assistants.

**C. Assessors as deemed appropriate by the committee.**

**D. For elected members the term of office is July 1 to June 30, normally for a period of two years. Inability to serve on Committee for more than one year shall not render a candidate ineligible for nomination. Members are eligible for re-election.**

II.5. **Membership of the Subcommittee on Academic Appeals**

C *Membership*

i. Ex Officio Members

The Principal & Dean, the Vice-Principal ~~and Vice-Dean~~, the Registrar, the ~~Divisional~~ Chairs, ~~the College Librarian~~, the Chairs of Council and of the Planning and Budget Committee, ~~the Manager of Academic Services.~~

ii. Elected Members

Two Faculty members per ~~Division~~, one Librarian, one ~~Administrative~~ Staff member, one member of Research Associates, Postdoctoral Fellows, Graduate Students and Teaching Assistants, and ~~five~~ Undergraduate Student members

**The membership of the Subcommittee on Academic Appeals shall be consistent with the requirements and guidelines established by the University of Toronto Governing Council and shall be approved by the Executive Committee.**

**II.6. Secretary**

**The Secretary(s) of Council and of the Standing Committees shall be nonvoting member(s).**

**III. QUORUM**

**The quorum for council shall be twenty members. The Quorum for all of council's committees and their subcommittees shall be fifty percent of their membership plus one.**

**IV. AWARDS**

**Annually, the Executive Committee shall strike an Awards subcommittee to oversee the following University of Toronto at Scarborough Awards:**

- IV.1 The University of Toronto at Scarborough Faculty Teaching Award**
- IV.2 The University of Toronto at Scarborough Teaching Assistant Award**
- IV.3 The Patrick Phillips Award for Staff Service**
- IV.4 The D.R. Campbell Merit Award**

**iii .Secretary**

The Secretary(s) of Council and of the Standing Committees shall be non voting member(s).

*D Quorum*

A quorum for a meeting of the Executive Committee shall be five members.

*D Quorum*

A quorum for a meeting of the Planning and Budget Committee shall be eleven members.

*D Quorum*

A quorum for a meeting of the Academic Committee shall be fifteen members.

**IV.5 Honorary Membership**

V. OPERATING BY-LAWS

**V.1 Neither Council nor its Committees shall deliberate or legislate on the following matters: appointment, promotion, research, or salary of an individual member of the faculty or staff, discipline of personnel.**

**V.2 Neither Council nor its Committees shall consider the academic performance of individual students except where a sub-Committee is charged under the By-Laws with responsibility for considering academic appeals, academic petitions, admissions, bursaries, medals, prizes and scholarships, and the review of marks.**

V.3 Elections to Council and to its Committees shall be conducted by the Secretary of Council under the supervision of the Executive Committee and in accordance with accepted democratic practices. The secrecy of ballots will be maintained by the Secretary.

V.4 Elections shall be held in accordance with dates specified in the By-Laws.

V.5 A voter may vote for as many candidates as there are seats vacant in his or her constituency. Vacant seats shall be filled in order by the candidates who receive the greatest number of votes, until all seats are filled.

V.6 In the event of a tie for the last vacant seat to be filled, a second election shall be held to choose from among those tied.

V.7 In accordance with the dates specified in the By-Laws, the Secretary shall call for nominations for representatives for Council and its Committees from all

**I. ELECTIONS**

- I.1. Elections to Council and to its Committees shall be conducted by the Secretary of Council under the supervision of the Executive Committee and in accordance with accepted democratic practices. The secrecy of ballots will be maintained by the Secretary.
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- I.3. A voter may vote for as many candidates as there are seats vacant in his or her constituency. Vacant seats shall be filled in order by the candidates who receive the greatest number of votes, until all seats are filled.
- I.4. In the event of a tie for the last vacant seat to be filled, a second election shall be held to choose from among those tied.

elective constituencies, except alumni. Alumni representatives shall be elected at the annual general meeting of the Scarborough College Alumni Association. Nominations shall be made in writing to the Secretary. Each nomination shall bear the signatures of two members of the same constituency as the nominee, and the signature of the nominee signifying willingness to stand.

V.8 Terms of elected or appointed members of Council and its Committees shall expire on 30 June. The terms of one half of the number of representatives elected by any constituency shall expire at the end of each year.

V.9 The terms "session" and "year" are defined as the twelve-month period commencing on 1 July and ending on 30 June.

V.10 Where vacancies of differing terms exist, the candidate who receives the greatest number of votes shall fill the vacancy with the longest remaining term.

V.11 Inability to serve on Council or its Committees for more than one year shall not render a candidate ineligible for nomination.

## VI. CHAIR OF COUNCIL

VI.1 The Chair of Council shall be elected by the members of Council from among their own number.

VI.2 In the absence of the Chair of Council, meetings of Council shall be chaired either by the Chair of the Planning

I.5. In accordance with the dates specified in the By-Laws, ~~Section V~~, the Secretary shall call for nominations for representatives for Council and its Committees from all elective constituencies, except alumni (~~constituency 13~~). Alumni representatives shall be elected at the annual general meeting of the Scarborough College Alumni Association. Nominations shall be made in writing to the Secretary. Each nomination shall bear the signatures of two members of the same constituency as the nominee, and the signature of the nominee signifying willingness to stand.

I.6. Terms of elected or appointed members of Council and its Committees shall expire on 30 June. The terms of one half of the number of representatives elected by any constituency shall expire at the end of each year. ~~If necessary, one half or fewer of the members of Council or of any Committee elected or appointed to represent any constituency may sit for a term of one year.~~

I.7. The terms "session" and "year" are defined as the twelve-month period commencing on 1 July and ending on 30 June.

I.8. Where vacancies of differing terms exist, the candidate who receives the greatest number of votes shall fill the vacancy with the longest remaining term.

I.9. Inability to serve on Council or its Committees for more than one year shall not render a candidate ineligible for nomination.

## II. CHAIR OF COUNCIL

II.1. The Chair of Council shall be elected by the members of Council from among their own number.

and Budget Committee or by the Chair of the Academic Committee.

VI.3 The Chair of Council shall be elected for a two-year term in the **Spring** and shall assume office on 1 July. The Chair of Council is eligible for re-election.

VI.4 In accordance with the dates specified in the By-Laws, the Secretary of Council shall call for nominations for the position of Chair of Council. Nominations shall be made in writing to the Secretary. Each nomination shall bear the signatures of two members of Council, and the signature of the nominee, signifying willingness to stand. Elections shall be held in accordance with the dates specified in the By-Laws. A preferential ballot will be distributed by mail to all members of Council.

VI.5 The election of the Chair of Council shall be deemed invalid unless ballots are received from at least the number of members of Council required to constitute a quorum for a meeting of Council.

VI.6 In the event that the election for Chair is invalid, the previous Chair shall continue as Chair until a by-election has been held in accordance with the dates specified in the By-Laws.

VI.7 The Chair of Council shall not be eligible to serve simultaneously as Chair of any Committee of Council with the exception of the Executive Committee.

VI.8 The Chair of Council shall not vote in meetings of Council.

#### VIII.COMMITTEES OF COUNCIL

II.2. In the absence of the Chair of Council, meetings of Council shall be chaired either by the Chair of the Planning and Budget Committee or by the Chair of the Academic Committee.

II.3. The Chair of Council shall be elected for a two-year term ~~in the month of April~~ and shall assume office on 1 July. The Chair of Council is eligible for re-election.

II.4. In accordance with the dates specified in the By-Laws, ~~Section V~~, the Secretary of Council shall call for nominations for the position of Chair of Council. Nominations shall be made in writing to the Secretary. Each nomination shall bear the signatures of two members of Council, and the signature of the nominee, signifying willingness to stand. Elections shall be held in accordance with the dates specified in the By-Laws, ~~Schedule I~~. A preferential ballot will be distributed by mail to all members of Council.

II.5. The election of the Chair of Council shall be deemed invalid unless ballots received from at least the number of members of Council required to constitute a quorum for a meeting of Council.

II.6. In the event that the election for Chair is invalid, the previous Chair shall continue as Chair until a by-election has been held in accordance with the dates specified in the By-Laws, ~~Section V~~.

II.7. The Chair of Council shall not be eligible to serve simultaneously as Chair of any Committee of Council with the exception of the Executive Committee.

II.8. The Chair of Council shall not vote in meetings of Council.

VII.1 Each Committee shall elect its own Chair for a term of two years.

VII.2 The Secretary of Council shall arrange for secretarial services to be supplied to the Committees of Council and to their sub-Committees.

VII.3 Committee meetings shall be called by the Secretary of the Committee upon at least five working days' notice on the instruction of the Chair of the Committee or at the written request of any five members of Council or of the Committee. Notice shall include the proposed agenda.

VII.4 Meetings of Council, of the Committees of Council, and of their sub-Committees, shall be open, except as otherwise provided in these By-Laws. Committees and their sub-Committees may meet in camera for declared need and on a two-thirds majority vote of members of the Committee present. The Motion for closure shall be recorded in the minutes. The deliberations and results of any decisions shall normally be reported in an open session as soon as possible.

VII.5 The Secretary of Council is responsible for posting notices of meetings of Council and its Committees five working days in advance of the meeting. The minutes of Council, Committees of Council and their sub-committee shall be public documents.

VII.6 Voting in Committees shall be limited to members of the Committee.

### III. COMMITTEES OF COUNCIL

~~(N.B. The definition of each standing committee's sub-committees has been deleted.)~~

III.A Each Committee shall elect its own Chair for a term of two years. ~~The Committees elect shall meet between 1 May and 15 May for that purpose.~~

III.B The Secretary of Council shall arrange for secretarial services to be supplied to the Committees of Council and to their sub-Committees.

III.C Committee meetings shall be called by the Secretary of the Committee upon at least five working days' notice on the instruction of the Chair of the Committee or at the written request of any five members of Council or of the Committee. Notice shall include the proposed agenda.

III.D Meetings of Council, of the Committees of Council, and of their sub-Committees, shall be open, except as otherwise provided in these By-Laws. Committees and their sub-Committees may meet in camera for declared need and on a 2/3 majority vote of members of the Committee present. The Motion for closure shall be recorded in the minutes. The deliberations and results of any decisions shall normally be reported in an open session as soon as possible.

III.E The Secretary of Council is responsible for posting notices of meetings of Council and its Committees five working days in advance of the meeting. The minutes of Council, Committees of Council and their sub-committee shall be public documents.

VII.7 Ex-officio members of any Committee or sub-Committee may designate alternates to sit in their places upon written request to the Chair or the Secretary of the Committee. Such designation shall be valid for one term only and is renewable.

VII.8 Each Committee shall report to Council at each regular meeting of Council.

VII.9 Except as indicated otherwise in these By-Laws, each Committee shall have full powers over its own procedures.

VII.10 The Chairs of Committees shall be voting members of their Committees.

#### VIII. PROCEDURES OF COUNCIL

VIII.1 The Chair shall rule on all points of order. The Chair's ruling may be appealed by any member and, in such case, the meeting shall decide by a majority of members present and voting, without amendment and without debate save that the member making the appeal shall state briefly the grounds therefore. If the Chair considers that a successful appeal from the ruling would constitute a suspension of the By-Laws of Council he or she shall rule that Section VIII.2 applies to such appeal, and accordingly such appeal shall be deemed to be defeated unless it receives the unanimous support of all members present and voting. A ruling by the Chair that Section VIII.2 applies to an appeal of a previous ruling shall be conclusive and shall not be subject to further appeal.

VIII.2 By-Laws may be suspended for the purpose of a specified debate only by the unanimous consent of Council

III.F Voting in Committees shall be limited to members of the Committee.

III.G Ex-officio members of any Committee or sub-Committee may designate alternates to sit in their places upon written request to the Chair or the Secretary of the Committee. Such designation shall be valid for one term only and is renewable.

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#### IV. PROCEDURES OF COUNCIL

IV.1. The Chair shall rule on all points of order. The Chair's ruling may be appealed by any member and, in such case, the meeting shall decide by a majority of members present and voting, without amendment and without debate save that the member making the appeal shall state briefly the grounds therefore. If the Chair considers that a successful appeal from the ruling would constitute a suspension of the By-Laws of Council he or she shall rule that Section IV.2 applies to such appeal, and accordingly such appeal shall be deemed to be defeated unless it receives the unanimous support of all members present and voting. A ruling by the Chair that Section IV.2 applies to an appeal of a previous ruling shall be conclusive and shall not be subject to further appeal.

members present and voting unless the By-Law contains other means for its suspension.

VIII.3 In matters not provided for in the By-Laws, the Chair shall be guided by Bourinot's Rules of Order. Amendments to Bourinot's rules may be introduced temporarily, without prior notice, for the purpose of debate on a specified question with the concurrence of a majority of members present and voting save that amendments which have the effect of limiting debate shall require the assent of two-thirds of members present and voting. Amendments to Bourinot's rules shall be in force only for the period of debate on the question specified.

VIII.4 In the case of a tied vote on any question, the motion is lost. The Chair of Council shall not vote on questions before Council.

VIII.5 Seconders are required for all motions and recommendations from the Committees.

VIII.6 All substantive motions, including recommendations of the Committees and sub-Committees contained in their reports, require at least 5 working days' notice before debate by Council. Notice is deemed given when the motion or report is published by the Secretary and made available to the members of Council.

VIII.7 The order of business at a meeting of Council shall be the order set out on the notice of meeting unless varied or added to as hereinafter provided.

VIII.8 A motion to alter the order of business shall be in order at any time except when another motion is being debated and shall require the consent of a majority of those

IV.2. By-Laws may be suspended for the purpose of a specified debate only by the unanimous consent of Council members present and voting unless the By-Law contains other means for its suspension.

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<p>present and voting. The mover shall briefly indicate the reasons why the order should be varied, but otherwise the motion shall not be debatable.</p> <p>VIII.9 Substantive matters may be added to the agenda for information but no motions on such matters shall be received without due notice.</p> <p>VIII.10 When a question is under debate, no motion shall be received by the Chair except for one of the following purposes, and the order of precedence of these motions shall be as follows:</p> <ul style="list-style-type: none"> <li>A. to adjourn the meeting;</li> <li>B. to recess the meeting;</li> <li>C. to refer or commit;</li> <li>D. to refer to the Committee of the Whole;</li> <li>E. to postpone the question;</li> <li>F. to adjourn the debate;</li> <li>G. to put the question;</li> <li>H. to withdraw;</li> <li>I. to divide;</li> <li>J. to amend.</li> </ul> <p>VIII.11 A motion to adjourn the meeting shall always be in order, and shall be decided without amendment and without debate.</p> <p>VIII.12 A motion to recess the meeting for a stated period of time shall always be in order, is debatable, and may be amended only with respect to the duration of the recess.</p> <p>VIII.13 A motion to refer or commit the question to a standing or special committee shall be debatable, but only in respect of the referral or committal, and shall require a simple majority of members present and voting.</p>	<p>IV.8 A motion to alter the order of business shall be in order at any time except when another motion is being debated and shall require the consent of a majority of those present and voting. The mover shall briefly indicate the reasons why the order should be varied, but otherwise the motion shall not be debatable.</p> <p>IV.9 Substantive matters may be added to the agenda for information but no motions on such matters shall be received without due notice.</p> <p>IV.10 When a question is under debate, no motion shall be received by the Chair except for one of the following purposes, and the order of precedence of these motions shall be as follows:</p> <ul style="list-style-type: none"> <li>i. to adjourn the meeting;</li> <li>ii. to recess the meeting;</li> <li>iii. to refer or commit;</li> <li>iv. to refer to the Committee of the Whole;</li> <li>v. to postpone the question;</li> <li>vi. to adjourn the debate;</li> <li>vii. to put the question;</li> <li>viii. to withdraw;</li> <li>ix. to divide;</li> <li>x. to amend.</li> </ul> <p>IV.11 A motion to adjourn the meeting shall always be in order, and shall be decided without amendment and without debate.</p> <p>IV.12 A motion to recess the meeting for a stated period of time shall always be in order, is debatable, and may be amended only with respect to the duration of the recess.</p> <p>IV.13 A motion to refer or commit the question to a standing or special committee shall be debatable, but only in respect of the referral or committal,</p>
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<p>VIII.14 Council may resolve itself into a Committee of the Whole by means of a motion, which is debatable and requires a simple majority of those present and voting. The Chair of the Planning and Budget Committee or, in his or her absence, the Chair of the Academic Committee will assume the chair. Rules governing the conduct of business in the Committees shall apply.</p> <p>VIII.15 A motion to postpone the question to a specified time, or indefinitely postpone the motion, with any amendments that may attach to it, may be reintroduced at any subsequent meeting provided only that due notice of such reintroduction has been given.</p> <p>VIII.16 A motion to adjourn the debate shall always be in order, and shall be decided without amendment and without debate. The item so adjourned shall appear as a matter of course on the agenda for the next regular meeting.</p> <p>VIII.17 A motion to put the question shall be decided without amendment and without debate and shall require the assent of two-thirds of the members present and voting. If the motion carries, the question shall be put immediately without further amendment or debate. If the motion fails, the debate on the question shall continue.</p> <p>VIII.18 A motion, once made and seconded, shall be disposed of unless, at the request of the mover and with the consent of the seconder of the motion, the Chair shall immediately put the question that the motion be withdrawn which shall be decided without debate by the majority of those present and voting. A motion so withdrawn may be reintroduced, subject only to due notice, at any subsequent meeting of Council.</p>	<p>and shall require a simple majority of members present and voting.</p> <p>IV.14. Council may resolve itself into a Committee of the Whole by means of a motion which is debatable and requires a simple majority of those present and voting. The Chair of the Planning and Budget Committee or, in his or her absence, the Chair of the Academic Committee will assume the chair. Rules governing the conduct of business in the Committees shall apply.</p> <p>IV.15 A motion to postpone the question to a specified time, or indefinitely postpone the motion, with any amendments that may attach to it, may be reintroduced at any subsequent meeting provided only that due notice of such reintroduction has been given.</p> <p>IV.16 A motion to adjourn the debate shall always be in order, and shall be decided without amendment and without debate. The item so adjourned shall appear as a matter of course on the agenda for the next regular meeting.</p> <p>IV.17 A motion to put the question shall be decided without amendment and without debate and shall require the assent of two-thirds of the members present and voting. If the motion carries, the question shall be put immediately without further amendment or debate. If the motion fails, the debate on the question shall continue.</p> <p>IV.18 A motion, once made and seconded, shall be disposed of unless, at the request of the mover and with the consent of the seconder of the motion, the Chair shall immediately put the question that the motion be withdrawn which shall be decided without debate by the majority of those present and voting. A motion so withdrawn may be reintroduced, subject</p>
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<p>VIII.19 A motion to divide the question under debate into parts that can be considered and voted on separately shall not be debatable, though the mover may give reasons why the question should be divided, and shall be decided by a simple majority of members present and voting.</p> <p>VIII.20 a) An amendment to a substantive motion under debate shall be in order only provided that it is relevant to and neither negates nor materially alters the sense of the motion to which it is attached. No prior notice of such an amendment need be given and it shall be decided by a simple majority of members present and voting. A subsidiary motion which has the effect of substantially changing the purport of the question under debate shall be deemed a substantive motion in its own right and shall be in order only after due notice and once the question under debate has been disposed of.</p> <p>b) Amendments shall be disposed of as they are moved. No more than one amendment of an amendment shall be in order at any one time. When no further amendments remain to be disposed of, the main motion as amended shall be put.</p> <p>VIII.21 To rescind a resolution in the same academic year in which it was adopted shall require the assent of two-thirds of members present and voting. Due notice of the motion to rescind shall be given.</p> <p>VIII.22 Reconsideration of a failed motion in the same academic year as it was introduced shall require the assent of two-thirds of members present and voting. Due notice of the motion to reconsider shall be given.</p> <p>IX. GUIDE FOR DATES OF ELECTIONS</p>	<p>only to due notice, at any subsequent meeting of Council.</p> <p>IV.19 A motion to divide the question under debate into parts that can be considered and voted on separately shall not be debatable, though the mover may give reasons why the question should be divided, and shall be decided by a simple majority of members present and voting.</p> <p>IV.20 a) An amendment to a substantive motion under debate shall be in order only provided that it is relevant to and neither negates nor materially alters the sense of the motion to which it is attached. No prior notice of such an amendment need be given and it shall be decided by a simple majority of members present and voting. A subsidiary motion which has effect of substantially changing the purport of the question under debate shall be deemed a substantive motion in its own right and shall be in order only after due notice and once the question under debate has been disposed of.</p> <p>b) Amendments shall be disposed of as they are moved. No more than one amendment of an amendment shall be in order at any one time. When no further amendments remain to be disposed of, the main motion as amended shall be put.</p> <p>IV.21 To rescind a resolution in the same academic year in which it was adopted shall require the assent of two-thirds of members present and voting. Due notice of the motion to rescind shall be given.</p> <p>IV.22 Reconsideration of a failed motion in the same academic year as it was introduced shall require the assent of two-thirds of members present and voting. Due notice of the motion to reconsider</p>
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IX.1 The dates cited are to be interpreted as 4 p.m. on the **selected** dates, or, if those dates fall on a Saturday, Sunday, or statutory holiday, 4 p.m. on the working day next following.

**IX.2 The dates for the Annual Elections and for the by-elections shall be determined by the Executive Committee in a manner consistent with the Constitution and college by-laws.**

shall be given.

## V. GUIDE FOR DATES OF ELECTIONS

V.1 The dates cited shall be interpreted as 4 p.m. on ~~these~~ dates, or, if those dates fall on a Saturday, Sunday, or statutory holiday, 4 p.m. on the working day next following.

### ~~V.2 Annual Elections~~

~~14 February Call for nominations for election to Council and committees~~

~~28 February Last day for the filing of nominations~~

~~14 March Last day for receipt of ballots by Secretary~~

### ~~V.3 By-Elections~~

~~1 October Call for nominations~~

~~10 October Last day for receipt of nominations by Secretary~~

~~20 October Last day for receipt of ballots by Secretary~~

~~Special elections will be held for posts that become vacant during the session. There shall be a ten-day nominating period, followed immediately by a ten-day balloting period, for election to Council and its committees.~~

### ~~V.4 Election of Chair of Council~~

~~15 March Call for nominations~~

~~25 March Last day for filing of nominations~~

~~5 April Last day for receipt of ballots~~

\* See Executive Committee #iii in the new Constitution