

**FOR CONFIRMATION****PUBLIC****CLOSED SESSION**

**TO:** Executive Committee

**SPONSOR:** Professor Cheryl Regehr, Vice-President and Provost

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**PRESENTER:** See Sponsor

**CONTACT INFO:**

**DATE:** June 3, 2019 for June 10, 2019

**AGENDA ITEM:** 4(e)

**ITEM IDENTIFICATION:**

Constitutional Amendments: Faculty of Information

**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 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] (Thursday May 30, 2019)
2. **Executive Committee [for confirmation] (Monday June 10, 2019)**

**PREVIOUS ACTION TAKEN:**

Previous revisions to the Faculty of Information Council Constitution were approved by the Academic Board on April 19, 2012, and confirmed by the Executive Committee of the Governing Council on May 7, 2012.

**HIGHLIGHTS:**

In early 2017, the Office of the Governing Council and the Office of the Vice-Provost, Academic Programs provided new templates to divisions and offered guidance on how to amend their constitutions and by-laws to incorporate:

- Language reflecting Council's delegated authority with respect to for credit certificates. The *Policy on Certificates (For Credit and Not-For-Credit)* was approved by the Governing Council in February, 2016, replacing the former

*Policy for Diplomas and Certificate Programs.* The current *Policy* provides for Council's delegated authority to approve proposals for the establishment and closure of Category 1 and Category 2 for credit certificates and major and minor modifications to existing certificates.

- The teaching stream faculty appointment titles of Professor, Teaching Stream; Associate Professor, Teaching Stream; Assistant Professor, Teaching Stream; and Assistant Professor, Teaching Stream (Conditional), which were approved by the Governing Council on June 25, 2015.

Many divisions are taking this opportunity to make other updates to their constitutions and by-laws. In addition to the changes associated with the teaching stream titles and *Policy on Certificates*, the changes to the Constitution of the Faculty of Information include:

- Expanding the definition of "Academic Appointee" to include a provision for teaching staff whose graduate home is in the Faculty of Information
- Alignment with current constitution templates
- Adjusting student membership to reflect the introduction of the second entry undergraduate Bachelor of Information program and changes to Concentrations in the Master of Information program

The proposed amendments to the Faculty of Information Council Constitution and By-Laws were discussed at regular Faculty of Information Council meetings on November 22, 2018, January 31, 2019 and March 21, 2019. At a regular Council meeting of April 24, 2019, the Constitution was recommended for Academic Board approval and the By-Laws amendments were approved.

#### **FINANCIAL IMPLICATIONS:**

There are no financial implications.

#### **RECOMMENDATION:**

Be It Confirmed by the Executive Committee

THAT the proposed amended Constitution of the Faculty of Information Council, which was recommended for approval by the Council on April 24, 2019 be approved, effective June 10, 2019.

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#### **DOCUMENTATION PROVIDED:**

- *Proposed Updated Faculty of Information Council Constitution - Clean Copy*
- *Current Faculty of Information Council Constitution (May 7, 2012)*



**UNIVERSITY OF TORONTO**

**FACULTY OF INFORMATION  
CONSTITUTION**

<b>I.</b>	<b>Derivation of Authority from the U of T Act</b>
	The Council of the Faculty of Information exercises its powers and duties under the provisions of the <a href="#">University of Toronto Act, 1971, as amended</a> . <sup>1</sup>
<b>II.</b>	<b>Definitions</b>
	In this Constitution and the accompanying By-laws:
II-1	“Faculty” means the Faculty of Information and “Council” means the properly composed Council of the Faculty of Information of the University of Toronto.
II-2	“Teaching Staff” means a member of the Faculty of Information who holds an academic appointment of 50% or more in the Faculty of Information and who holds the title of Professor; Associate Professor; Assistant Professor; Professor, Teaching Stream; Associate Professor, Teaching Stream; Assistant Professor, Teaching Stream; Senior Lecturer; Lecturer; Senior Tutor; Tutor; Assistant Professor (conditional); or Assistant Professor, Teaching Stream (conditional).
II-3	“Other Academic Appointee” means a current University employee who is involved in the delivery of Faculty programs, is not a member of the Teaching Staff, and a) who holds an academic appointment of less than 50% in the Faculty and who holds the title of Professor; Associate Professor; Assistant Professor; Professor, Teaching Stream; Associate Professor, Teaching Stream; Assistant Professor, Teaching Stream; Senior Lecturer; Lecturer;

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1 The Governing Council has the power to “establish, change and terminate academic and administrative units within the University and determine the powers and duties of any such units” (*University of Toronto Act, 1971*, Section 2 (14) (f)), to establish, change and terminate councils within the University, and to determine the composition, powers and duties of any such council (Section 2 (14) (i)).

	Senior Tutor; or Tutor or b) is a Sessional Lecturer I, II, or III or c) is a member of the Teaching Staff in another Faculty or Division and holds a primary graduate faculty membership in Information.
II-4	“Librarian” means one who holds a librarian appointment of 40% or more in the Faculty of Information and who holds the rank of Librarian I, II, III, or IV;
II-5	“Administrative Staff” means an appointed staff member of the Faculty of Information who is not a member of the Teaching Staff and who holds an appointment of 25% or more.
II-6	“Undergraduate Student” means any student registered in a program of study leading to a degree, post-secondary diploma, or for credit certificate in the Faculty of Information who is not registered in the School of Graduate Studies.
II-7	“Graduate Student” means any student registered in the School of Graduate Studies in a program of study leading to a degree, post-secondary diploma, or for credit certificate in the Faculty of Information.
II-8	“Alumnus/a” means anyone who has received a degree, post-secondary diploma, or for credit certificate from the Faculty, or who has completed one year of full-time studies or equivalent while registered in the Faculty, who is no longer registered as a student and who is not a member of the teaching or administrative staff of the University.
II-9	“External Stakeholder” means one who is a member of a cognate faculty of the Faculty of Information.
<b>III.</b>	<b>Council’s General Powers and Duties</b>
	Subject to the provisions of the <a href="#">University of Toronto Act, 1971, as amended</a> , 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 Academic policies	Council recommends for approval to the appropriate body of Governing Council amendments to divisional academic policies. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the Faculty.
III-3 Advisory role	Council plays an advisory role, tendering advice to the divisional administration.
<b>IV.</b>	<b>Council's Specific Powers and Duties</b>
	The specific powers and duties of Council are the following:
IV-1 Determine its rules and regulations	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 By-Laws	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.
IV-3 Establish committees	<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 Admissions	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.
IV-5 Awards	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.
IV-6 Petitions and appeals	Council shall establish policies and procedures with respect to petitions and appeals by undergraduate students in connection

	<p>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.<sup>2</sup></p> <p>Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the <a href="#">Policy on Academic Appeals within Divisions</a>.</p>
IV-7 Academic programs	<p>Council shall consider the content, quality, and requirements of the academic programs and courses 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 the establishment and closure of academic programs.</p> <p>Council shall have delegated authority to approve proposals for the establishment and closure of Category 1 and Category 2 for credit certificates in accordance with the <a href="#">Policy on Certificates (For Credit and Not-for-Credit)</a>. These approvals shall be reported annually for information to the appropriate body of Governing Council.<sup>3</sup></p> <p>Council shall approve proposals for Category 3 Not-for-Credit certificates. These approvals shall be reported to the Provost's Office for inclusion in an annual report to the Committee on Academic Policy &amp; Programs.</p>

<sup>2</sup> See the Governing Council [Policy on Academic Appeals within Divisions](#).

<sup>3</sup> Definitions of Category 1 and 2 certificates are provided in the *Policy on Certificates (For Credit and Not-for-Credit)*. The *Policy* states that new Category 3 certificates “must undergo the appropriate divisional approval” and must be submitted to the Provost's Office for inclusion in an annual report to the Committee on Academic Policy & Programs.

	Council shall have delegated authority to approve proposals for major and minor modifications to existing academic programs, diplomas, and certificates. <sup>4</sup> All major modifications shall be reported annually for information to the appropriate body of Governing Council.
IV-8 Delegation of authority	Subject to the provisions of the above, Council may delegate its authority for the approval of minor modifications to academic programs to various committees. All such changes shall be reported for information to Council. The decision of whether a matter is major or minor may be made by the Committee Chair in consultation with the Chair of Council, and/or the Dean or his/her designate, and/or the Vice-President and Provost or his/her designate.
IV-9 Academic and Interdisciplinary units	Council shall consider and recommend for approval to the Governing Council proposals concerning academic units. Council shall also review and approve or recommend for approval to the Governing Council proposals concerning Extra-Departmental Units in the Faculty, pursuant to the <a href="#">Policy on Interdisciplinary Education and Research Planning</a> and the <a href="#">Guidelines for Extra-Departmental Units</a> .
IV-10 Review of academic programs and units	Council may be one venue in which consideration and discussion of a review report of an academic program and/or unit may occur, consistent with the protocol outlined in the <a href="#">University of Toronto Quality Assurance Process</a> .
IV-11 Transcript notations	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.
<b>V.</b>	<b>Powers, Duties and Responsibilities of the Dean</b>

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<sup>4</sup> Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the [University of Toronto Quality Assurance Process](#) and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.

V-1	Council recognizes that the Dean exercises powers under the authority of the <a href="#">Policy on Appointment of Academic Administrators</a> 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.”
V-2	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	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	The Dean shall advise Council of the resource implications of proposed academic policies.
V-5	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 elected/appointed members	<p>Elected or appointed members (voting, unless otherwise noted):</p> <ul style="list-style-type: none"> <li>i. All Teaching Staff</li> <li>ii. Three (3) Other Academic Appointee</li> <li>iii. All Librarians</li> <li>iv. One (1) Administrative Staff</li> <li>v. Two (2) Undergraduate Students from the Bachelor of Information program</li> <li>vi. One (1) Graduate Student for each established concentration area and General Program Option in the Master of Information program</li> <li>vii. Two (2) Graduate Students from the Master of Museum Studies program</li> </ul>

	<p>viii. Two (2) Graduate Students from the Doctor of Philosophy program</p> <p>ix. Two (2) Alumni</p> <p>x. One (1) External Stakeholder</p>
VI-2 ex-officio members	<p>Ex-officio members (voting, unless otherwise noted)</p> <p>The President of the University, or designate</p> <p>The Vice-President and Provost, or designate</p> <p>The Dean of the School of Graduate Studies, or designate</p> <p>The Dean of the Faculty</p> <p>The University Librarian, or designate</p> <p>The Associate Deans and/or Vice Deans of the Faculty</p> <p>The Assistant Dean of the Faculty</p> <p>The Chairs of all Standing Committees of Council</p> <p>The President of the Doctoral Student Association of the Faculty</p> <p>The President of the Master of Information Student Council</p> <p>The President of the Master of Museum Studies Student Association</p> <p>The President of the Undergraduate Student Society of the Faculty</p> <p>The Secretary of Council (non-voting)</p> <p>The Chief Administrative Officer</p> <p>Executive Assistant to the Dean</p> <p>Senior Communications Officer</p> <p>Senior Development Officer</p> <p>Directors of Institutes of the Faculty</p>
<b>VII.</b>	<b>Term and Quorum of Council</b>
VII-1	The term of office of members of Council and its Committees shall be from July 1 to June 30, with the term of Student members beginning in September.
VII-2	The quorum for a meeting of Council shall be one-third of the voting members. This number will be determined each year.
<b>VIII.</b>	<b>Officers</b>
VIII-1 Chair Vice-Chair	Council normally shall elect at its final meeting of the year, by and from among its members for that year, a Chair and a Vice-Chair for the succeeding two years.

VIII-2 Presiding Officer	The Chair shall preside at all meetings of Council. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, any member of the Executive Committee may convene the meeting and a Chair shall be chosen by a majority of the voting members present for the meeting.
VIII-3 Term of Chair and Vice-Chair	The Chair and Vice-Chair will each serve a two-year term. The Chair shall be a non-voting member of Council, subject to the exceptional provision in IX-3.
VIII-4 Secretary	The Secretary of Council shall be appointed by the Dean in consultation with the Chair. The Secretary shall be a non-voting <i>ex officio</i> member of Council.
<b>IX.</b>	<b>Meetings</b>
IX-1 Regular meetings	There shall normally be four (4) regular meetings of Council in each academic year. Notice of each meeting, including a proposed agenda, shall be given to members at least 1 week in advance of the meeting.
IX-2 Special Meeting	A special meeting may be called by the Chair of Council, the Dean, or upon the written request of no fewer than 10 members of the Council, and shall be convened within 30 days to consider the matter(s) requiring the meeting. Notice of such a meeting shall be given at least 1 week prior to the meeting.
IX-3 Voting	Each voting member of Council has one vote on any question. Motions pass with a simple majority unless otherwise stated in the rules of procedure of the Council. In the case of a tie vote, the Chair may cast a deciding vote or redirect the question for further consideration.
IX-4	Meetings of Council shall be open to the public except when matters of a confidential nature may be discussed. Council will then move <i>in camera</i> .
<b>X.</b>	<b>Parliamentary Authority</b>
	The rules contained in the most recent edition of Alice Sturgis, <u><i>The Standard Code of Parliamentary Procedure</i></u> , shall govern 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 that Council may adopt.
<b>XI.</b>	<b>Amendment of the Constitution and By-Laws</b>
XI-1 Constitution	The Constitution of Council may only be amended with the approval of Council and the appropriate body of the Governing Council. Voting shall take place at a regularly constituted meeting to which there has been 30 days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of Council present and voting. Following approval of the recommended amendment by Council, the amendment is forwarded to the appropriate body of 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 and voting. Voting shall take place at a regularly constituted meeting to which there has been 30 days' notice of the proposed amendment.

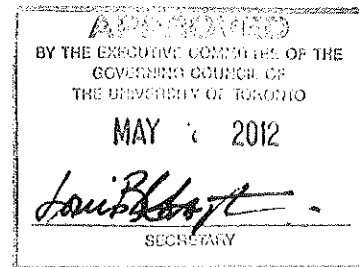
First approved April 24, 2019

Amendments recommended for approval by Faculty Council to the Academic Board on May 1, 2019; approved by the Academic Board on [date]; and confirmed by the Executive Committee of the Governing Council on [date].



UNIVERSITY OF TORONTO  
FACULTY OF INFORMATION

**Faculty of Information Council  
Constitution**



**Article 1      Name**

Art. 1, Sec. 1      The name of this body shall be the Council of the Faculty of Information of the University of Toronto (referred to hereafter as the Council, the Faculty and the University).

Art. 1, Sec. 2      In this Constitution and in the accompanying Bylaws:

“Teaching Staff” means one who holds a teaching appointment of 50% or more in the Faculty and who holds the rank of Professor, Associate Professor, Assistant Professor, Assistant Professor (conditional), Senior Lecturer, Lecturer, Senior Tutor, or Tutor;

“Other Academic Appointment” means one who is a current University of Toronto employee who is not a member of the Teaching Staff and who teaches at least one course per year in the Faculty; or a member of the Faculty who holds a position of Sessional Lecturer I, II, or III;

“Information Services” means the over-arching unit at the iSchool that encompasses information facilities, resources, services and staff, including library, information technology, web and digital services.

“Professional Librarian” means one who holds a librarian appointment of 40% or more in Information Services and who holds the rank of Librarian I, II, III, or IV;

“Senior Administrative Officer” means one who holds an administrative staff appointment of 40% or more in the Faculty and whose designation as “Senior Administrative Officer” is determined by the Dean in consultation with the Council’s Executive Committee;

“Administrative Staff” means one who holds an administrative staff or a Senior Research Associate appointment of 40% or more in the Faculty, who is not a Senior Administrative Officer, and who is not a member of the Teaching Staff;

“Student” means one who is registered with the University of Toronto and who is enrolled in a program of study leading to a diploma or degree in the Faculty;

“Alumni/Alumnae” means those who are graduates of any diploma or degree program currently offered or once offered at the Faculty (or predecessor schools), but who are not currently employed in the Faculty,

nor enrolled as diploma or degree students in the Faculty.

“External Member” means one who is a member of a profession or organization related to the programs of the Faculty and who is not currently employed in the Faculty nor enrolled - with the School of Graduate Studies as a diploma or degree student in the Faculty;

“University Member” means one who is a member of the Faculty of the University and who is not a member of the Faculty of Information, with an interest in the programs of the Faculty; and

“Programs” means the degrees, diplomas, certificates, and credits over which the Faculty has authority.

## **Article 2      Powers and Duties**

Art. 2, Sec. 1    The Council exercises its powers and duties under the authority of the *University of Toronto Act 1971* of the Province of Ontario, as amended (the Act);

Art. 2, Sec. 2    Subject to the provisions of the Act, and the approval, as required or as appropriate, of the Governing Council of the University, the Council shall have the following powers and duties:

- a)      To determine policy regarding the academic affairs of the Faculty;
- b)      To determine the content and requirements of the Programs.
- c)      To monitor the quality and standards of the Programs;
- d)      To consider, and if appropriate, to approve proposals for the closure of any Programs;
- e)      To recommend for approval to the appropriate body of Governing Council proposals for new Programs;
- f)      To have delegated authority to approve proposals for major and minor modifications to existing Programs. All major modifications shall be reported annually for information to the appropriate body of Governing Council;<sup>1</sup>
- g)      Council shall have delegated authority to approve proposals for

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

the modification of existing diploma and certificate programs, pursuant to the University's Policy on Diploma and Certificate Programs. An annual report on such actions as required by the Policy shall be provided for information to the appropriate body of Governing Council;

- h) Subject to the provisions of the above, Council may delegate its authority for the approval of minor modifications to academic programs to various committees. All such changes shall be reported for information to Council. The decision of whether a matter is major or minor may be made by the Committee Chair in consultation with the Chair of Council, and/or the Dean or his/her designate, and/or the Vice-President and Provost or his/her designate;
- i) To award, or to delegate to Committee(s) or officers of the Faculty to award, scholarships, bursaries, prizes and other awards over which the Faculty has responsibility;
- j) To determine the rules and regulations for governing the procedures of Council and the method of appointment or election of Council members;
- k) To establish, alter, or disband Standing Committees of Council as deemed necessary, and to determine their composition, authority, quorum, and method of appointment of members and chairs;
- l) To establish, alter, or disband Special Committees of Council to consider particular issues, as deemed necessary, and to determine their composition, authority, quorum, and method of appointment of members and chairs;
- m) To consider and approve policy matters of units within the Faculty when such matters are not within the purview of Standing or Special Committees;
- n) To 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;
- o) To review and approve proposals concerning Extra-Departmental Units in the Faculty, pursuant to and as defined in the *Policy on Interdisciplinary Education and Research Planning*, as amended from time to time;

- p) To consider and discuss review reports of Programs and/or units, consistent with protocols outlined in the *University of Toronto Quality Assurance Process* as amended from time to time; and
- q) To have delegated authority to approve transcript notations within 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.

### **Article 3      Membership**

Art. 3, Sec. 1    The membership of Council shall be as follows:

- a)      ***Ex-Officio* members with voting privileges**
  - 1. The President of the University or designate;
  - 2. The Vice-President and Provost of the University, or designate;
  - 3. The Chief Librarian of the University, or designate;
  - 4. The Dean of the School of Graduate Studies, or designate; and
  - 5. The Dean of the Faculty.
- b)      **Elected and appointed members with voting privileges**
  - 1. All Teaching Staff of the Faculty;
  - 2. All Professional Librarians of the Faculty;
  - 3. The Director or head of any unit affiliated with the Faculty, as determined by the Dean in consultation with the Executive Committee;
  - 4. One Other Academic Appointment member, appointed by the Dean in consultation with those holding Other Academic Appointments within the Faculty, for a two-year term. Renewable once;
  - 5. Administrative Staff.
    - i) All Senior Research Associates;
    - ii) All Senior Administrative Officers; and

- iii) One Administrative Staff person in the Faculty, appointed by the Dean for a two-year term. Renewable once;

6. Students.

- i) One Student from each degree program of the Faculty, plus one additional Student for each full group of 35 students beyond the first 18 students enrolled in each degree program, enrollment being determined by the Registrar based on enrollment data on or near September 21, and elected by the students for a one-year term;
- ii) Student members of Council and of its Committees and sub-committees shall be elected by the students, in ways to be determined by the student constituencies, so as to be representative of areas of study of the Faculty, with appropriate provision for full-time, part-time, and new students;

7. Alumni/Alumnae.

Two Alumni/Alumnae of the Faculty, appointed by the Dean in consultation with the Faculty's alumni association(s) for a two-year term. Renewable once;

8. External Members.

Four External Members, appointed by the Dean in consultation with professions and organizations for a two-year term. Renewable once; and

9. University Member.

One University Member, appointed by the Dean for a two-year term. Renewable once.

c) **Non-voting members**

- 1. Non-voting Members of Council are other Sessional Lecturers of the Faculty; other Associated Instructors of the Faculty; other Administrative Staff of the Faculty; the members of Council Committees who are not members of Council; and other individuals appointed by the Executive Committee. Non-Voting Member status is accorded at each meeting of Council. Non-Voting Members shall have the right to speak at meetings of Council when recognized by the Chair, and shall not vote.
- 2. Observers are other interested persons who are not members or Non-Voting Members of Council. Observers do not have the

right to speak at meetings unless invited by the Chair, and shall not vote.

- Art. 3, Sec. 2 In the case of a vacancy in elected or appointed membership which may occur during the Council year, a new member from the appropriate constituency shall be appointed by the Dean to fill the unexpired term, in consultation with the appropriate constituency.

#### **Article 4      Officers**

- Art. 4, Sec. 1 The Chief Executive Officer of the Faculty is the Dean, who has sole responsibility for the general administration of the Faculty, including policy execution, budget and other financial matters, personnel matters including appointments and promotions, physical resources, 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. The Dean may delegate responsibility to appropriate administrative officers, according to the policies and practices of the University. The Dean has the responsibility to ensure that all appropriate matters are brought before Council and its Committees. The Dean reports directly to the Vice-President and Provost.
- Art. 4, Sec. 2 At the last regularly scheduled Council meeting every two years, the Chair of Council shall be elected by those members of Council present and voting, for a two-year term. Renewable.
- Art. 4, Sec. 3 In the absence of the Chair any member of the Executive Committee may convene the meeting and a Chair shall be chosen by a majority of the voting members present.
- Art. 4, Sec. 4 The Secretary of Council shall be appointed by the Dean as an *ex officio* non-voting member.

#### **Article 5      Terms of Office**

- Art. 5, Sec. 1 Terms of office of non-student members of Council and its Committees shall correspond to the Council year. Terms of office of student members shall be determined by the relevant student associations.

#### **Article 6      Meetings**

- Art. 6, Sec. 1 The Council year shall be from September 1 to August 31.

- Art. 6, Sec. 2 There shall normally be four regular meetings of Council in each academic year, two in the September Session and two in the January Session, to be held on dates and at times and places to be stated in the notices calling the meetings.
- Art. 6, Sec. 3 Special meetings may be called by the Chair, the Dean, or by request of ten members of Council, with at least seven days' notice. Meetings must be convened within 30 days to consider the matter(s) requiring the meeting. The purpose of such meetings shall be stated in the notice.
- Art. 6, Sec. 4 Thirty-three per cent of the voting members of Council shall constitute a quorum.

## **Article 7 Bylaws**

- Art. 7, Sec. 1 The procedures of Council will be set forth in the Bylaws of Council.
- Art. 7, Sec. 2 The powers, duties and composition of Standing and Special Committees shall be those set forth in the Bylaws of Council.
- Art. 7, Sec. 3 The Bylaws of Council shall be approved by Council.
- Art. 7, Sec. 4 The Bylaws of Council may be amended at any regular meeting of the Council by a two-thirds majority of those present and voting, provided that the amendment has been submitted in writing at the previous regular meeting.

## **Article 8 Parliamentary Authority**

- Art. 8, Sec. 1 The rules contained in the most recent edition of Alice Sturgis, *The Standard Code of Parliamentary Procedure*, shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the Council may adopt.

## **Article 9 Amendment of Constitution**

- Art. 9, Sec. 1 This Constitution may be amended at any regular meeting of the Council by a two-thirds majority of those present and voting, provided that the amendment has been submitted in writing at the previous regular meeting. Such amendment shall constitute a recommendation to the Governing Council, and this Constitution shall not be considered amended until approved by the Governing Council.

## End of Constitution

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### **First approval, subsequent amendments and approvals:**

First approved 1 April, 1972; amended 21 July, 1995, approved by Governing Council 11 April, 1996; amended 19 March, 1999, approved by Governing Council 14 June, 1999; amended 5 October, 2001, approved by Governing Council 11 December, 2001; last amended November 21, 2006, approved by Governing Council January 18, 2007; minor edits completed July 1, 2008, after name change to Faculty of Information approved by Governing Council, June 16, 2008.