

BYLAWS  
of the  
COUNCIL  
of the  
FACULTY OF APPLIED SCIENCE  
AND ENGINEERING  
  
UNIVERSITY OF TORONTO

November 26, 1997  
Revision approved May 26, 2010

<b>Officers of Council</b>	B1	The Officers of Council are the Speaker and the Secretary:
Chair		i) The Speaker shall chair the meetings of Council;
Secretary		ii) The Secretary shall: take charge of the records and papers of the Council and keep the same properly arranged for convenient reference; attend all meetings of the Council; and keep regular minutes of all the proceedings thereof; be responsible for keeping minutes of all meetings of all Committees of Council; prepare all resolutions, reports, or other papers which the Council may direct, and all copies which may be required of any such documents or papers; prepare and sign all official documents, and discharge such other duties as may be assigned by the Council.
<b>Absence of Speaker</b>	B2	The speaker shall designate a member of Council as an alternate to assume his/her duties in the Speaker's absence, and shall report the name of the alternate to the Secretary for publication in the Gazette.
<b>Regular Meetings</b>	B3	Regular meetings of the Council shall be held a minimum of three times per academic year and will align with the University of Toronto governance meeting schedule. Meeting dates will be confirmed with members of Faculty Council no later than the end of June of the previous academic year.
<b>Quorum</b>	B4	The quorum for meetings of Council shall be 45 members.
<b>Notice of Meeting</b>	B5.1	A notice of Meeting and the Agenda for that meeting shall be published in the faculty Gazette at least 14 days in advance of the meeting. Publication occurs on the day the Faculty Gazette is distributed by electronic mail or sent by personally addressed regular mail.
	B5.2	For regular meetings, the agenda and all matters being reported from the Standing and Special Committees of Council that are either major reports with new policy recommendations, or minor reports establishing new precedents, shall be delivered to all Council members at least 14 days prior to the announced date of the meeting. No matter that arises after the date of mailing and before the announced date of the meeting can properly be before Council without the consent of two-thirds of the Members present at the Meeting, which Members must constitute a quorum to accept such modification to the agenda.

<b>Special Meetings</b>	B6	A special meeting may be called by the Speaker at any time, or, in the absence of the Speaker, by the Secretary, upon a written request of at least thirty members, or upon the request of the Executive Committee. Special Meetings shall normally require not less than one week's notice. However, at the discretion of the Speaker, a Special Meeting may be called with not less than twenty-four hours' notice. Special Meetings shall be for the transaction of such business only as may be specified in the Notice of Meeting.
<b>Rules of Order</b>	B7	The Speaker shall conduct the proceedings in conformity with the Rules of Order enacted by the Council. Ambiguities in these rules shall be resolved by referring to the most recent edition of Bourinot's Rules of Order.
<b>Order of Business</b>	B8	<p>The following order of business shall be observed by the Speaker in preparing the agenda of Regular Meetings of Council:</p> <ol style="list-style-type: none"> <li>.1 adoption of the Minutes of the previous Regular Meeting and those of any intervening Special Meetings;</li> <li>.2 business (to be listed) arising from the Minutes;</li> <li>.3 motions with respect to reports from the Executive Committee and Standing Committees;</li> <li>.4 reports of Special Committees;</li> <li>.5 matters brought by the Deans and Chair, First Year, including the annual report of the Dean (October Meeting);</li> <li>.6 matters brought by the Ombuds Committee, including its Annual Report (October meeting);</li> <li>.7 submissions from members;</li> <li>.8 announcements;</li> <li>.9 questions from members.</li> </ol>
<b>Visitors</b>	B9	Subject to the provisions of B10, meetings of Council shall be open to visitors, not exceeding twenty in number, who shall be admitted to the designated visitors' area.
<b>Closed Meetings</b>	B10	An Open Meeting may at any time be declared Closed by Council upon passage of the appropriate motion by majority vote, and visitors shall be required to withdraw. By a similar procedure, a Closed Meeting may at any time be declared to be Open.

<b>Minutes</b>	B11	<p>The Secretary shall prepare the Minutes of all meetings of the Council, and circulate them to all members of Council.</p> <p>.1 The Minutes shall be open for inspection in the Office of the Registrar and shall include the date of the meeting and names of members present.</p> <p>.2 In the case of matters considered in Open Session, a summary of the substance of every matter considered, the text and disposition of every motion considered and the recorded votes as directed by Council shall be included in the minutes.</p> <p>.3 In the case of matters considered in Closed Session, only the motion indicating the final disposition of each matter considered in closed session shall be included in the minutes.</p>
<b>Committees of Council</b>	B12.1	<p>The Committees of Council shall be the Executive Committee, the Standing Committees, the Ombuds Committee, and the Special Committees.</p> <p>.2 The composition and terms of reference of all Committees shall be established by Council.</p> <p>.3 A list of candidates for service on Standing Committees shall be provided to the Speaker by each Department, Division or Institute.</p>
<b>Committee Reports</b>	B13	<p>All Committees of Council shall each report to Council at least annually. Standing Committees shall report to Council through the Executive Committee.</p>
<b>Discharge</b>	B14	<p>At the May Meeting of Council, each Special Committee shall recommend either that it be discharged or that it be continued. If no such recommendation be made for a particular Committee, then that Committee shall be deemed to have been discharged as of the adjournment of the May Meeting of Council.</p>
<b>Special Motions</b>	B15.1	<p>Motions which, if passed by Council, will have a major academic impact on the Departments, Divisions or Institutes of the Faculty of Applied Science and Engineering shall be brought before Council by way of a Special Motion. Without limiting the generality of the foregoing, such motions include:</p> <p>.1 amendments of these Bylaws or Rules of Order;</p> <p>.2 major academic decisions affecting undergraduate curricula or programs which will have a substantial impact on more than one Department, Division or Institute;</p>

.3 changes in organizational structure including the creation, elimination or merger of Departments, Divisions or Institutes.

B15.2 A Special Motion shall be passed only if:

.1 the Special Motion has been circulated to all members of Council not less than 14 days prior to the meeting of Council, and

.2 the Special Motion is heard, and any amendments to the original motion are accepted by not less than two-thirds of the Members present, and

.3 the Special Motion as amended is accepted by not less than two thirds of the Members present.