

**PROCEDURES**  
**for**  
**COMMITTEES OF COUNCIL**  
**of the**  
**FACULTY OF APPLIED SCIENCE AND ENGINEERING**  
  
**UNIVERSITY OF TORONTO**

**December 2011**

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## **Membership**

P1.1 Committees shall be appointed at the spring meeting of Faculty Council. By the end of September, undergraduate student representatives shall be nominated by the Engineering Society Executive, and graduate student representatives from each unit shall be nominated by that unit's graduate students association executive. In both cases, nominees may be selected from the elected and unelected student bodies.

Nominees for Faculty Council and the Executive Committee shall be selected from the elected members of the undergraduate students' Engineering Society, and from the elected members of the Faculty's graduate students associations executives, respectively.

.2 Vacancies on each committee shall be referred to the Speaker of Faculty Council through the Secretary of Council.

## **Chair and Vice-Chair**

P2.1 At the first meeting of a newly elected committee, a Chair shall be elected from the membership of the committee by closed ballot. For newly established committees, unless otherwise directed by Council, a Chair shall be elected from the membership of the committee by mail ballot. The Vice-Chair shall assume the duties of the Chair in his/her absence. The Chair of the Executive Committee is the Dean.

.2 Subsequent to the first meeting of a newly elected committee, a Vice-Chair shall be elected from the membership of the committee by closed ballot. The Vice-Chair shall assume the duties of the Chair in his/her absence. For the Executive Committee, the Vice-Chair shall be a Vice-Dean of the Faculty.

## **Alternates, Representatives and Non-Members**

P3.1 At or before the first meeting of a newly elected committee, those members required to have alternates shall report the names of their alternates to the Chair, and the names shall be listed in the minutes of the first meeting. It is the duty of the member to inform his/her alternate of his/her inability to attend any meeting. A nominated alternate shall have the full rights of the regular member.

- .2 Any member of the committee who is not required to have an alternate and who is unable to be present at a meeting may send a representative, who shall have the full rights of the regular member.
- .3 A member of a subcommittee who is unable to attend a meeting of the subcommittee may arrange for a representative to attend in his/her place.
- .4 At any meeting of the committee, non-members of the committee may speak or participate by invitation of the Chair, but neither vote nor move motions.

### **Duties of Members**

- P4 A member of a committee has the primary obligation to examine the issues as a member finds them and to vote in accordance with his/her good judgment and conscience. Nevertheless, he/she must remain informed of the views of the members of his/her constituency and shall make the committee aware of significant dissent from his/her own position

### **Confidentiality**

- P5.1 For committees in closed session, matters are to be treated as confidential. Breach of confidentiality is a very serious matter.
- .2 The personal or financial affairs or any individual shall always be considered in closed session unless the individual (or if more than one individual is involved, all such individuals) requests that the matter be considered in open session.
- .3 In addition to matters considered within P5.2, a written submission may be identified by the author as confidential and brought before the Chair of the committee. Should the Chair decide that the matter ought to be considered in an open session, then the submission shall be returned to the author.

### **Open Sessions**

- P6 When a committee is meeting in Open Session, any person invited by the committee through its Chair, and any member of Council, may attend.

## **Closed Sessions**

P7 When a committee is meeting in Closed Session, only those additional persons invited by the committee through its Chair may attend.

## **Absenteeism**

P8 The speaker, at the request of the Chair of the committee, may declare any appointed position on that committee vacant if the member, appointed alternate or representative holding the position is absent for two consecutive meetings of the committee or of a subcommittee of which he/she is a member.

## **Terms of Reference**

P9 A recommendation of a committee for a change in its terms of reference is a major item to be submitted to Council for approval.

## **Manual of Procedures**

P10 Each committee shall maintain a Manual of Procedures on file with the Secretary of Council, continually updated, which shall consist of at least the following:

(i) Terms of Reference, as established and from time to time amended by Council,

(ii) Rules of Procedure, as established by Council for the committee,

(iii) Duties and Precedents. details of the duties implied by the terms of reference of the committee, and of the procedures and precedents which apply to the fulfillment of these duties. The procedures and precedents are established and continually updated.

## **Quorum**

P11 The quorum for a meeting is a simple majority of the membership. No motions may be passed in the absence of a quorum. In determining the count at any meeting, only members and alternates shall be counted. It is the Chair's duty to adjourn a meeting if at any time the attendance falls below the quorum level.

## **Subcommittees**

### **Establishment**

P12.1 The committee has the right to establish subcommittees to deal with any matters which fall within terms of reference of the committee. Such subcommittees are advisory.

- Minutes
- .2 Minutes need not be kept for subcommittee meetings, however, the deliberation of the subcommittee must be adequately documented in the minutes of the committee. If separate minutes are kept, they shall be appended to the minutes of the committee.

## Meetings

- Schedule
- P13.1 Standing Committees will schedule their first meetings of each session in early June. Meetings for the Executive Committee shall be scheduled monthly and additionally as required at the call of the Chair.

- Agenda
- .2 The agenda shall be prepared by the Chair in consultation with the secretary of the committee. Items on the agenda, but not disposed of, shall automatically be placed on the agenda of the next meeting.

- Procedure
- .3 At the first meeting of a newly elected committee, the Chair or Vice-Chair of the previous year shall review with the committee its terms of reference, procedures, and duties as recorded in the Manual of Procedures for the Committee.
- Committee meetings shall normally be held in open session, but, on a motion, may be declared to be in closed session by majority vote of the members present.

- Order of Business  
First Meeting
- .4 At the first meeting of the committee, the previous Chair's duties shall include:
- (i) Selection of a Chair and Vice-Chair by closed ballot,
  - (ii) Review outstanding business from the previous year,
  - (iii) Review terms of reference of the Committee,
  - (iv) Identify major policy issues that will be dealt with by the committee during the next year. The Dean or the Dean's representative should be approached prior to the first meeting so that he/she may request that certain policy issues be dealt with as a Faculty priority.

## Regular Meeting

.5 The order of business of a regular meeting of the committee shall be:

- (i) Approval of the Minutes of the Previous Meeting,
- (ii) Business Arising out of the Minutes,
- (iii) Agenda Items,
- (iv) Communications and Petitions,
- (v) New Business.

When a matter for which no prior notice has been given is introduced under New Business, it may not be voted upon before the next meeting of that committee, unless the Chair deems it to be a matter of urgency.

## Motions

P14 Motions requiring implementation or execution shall normally specify the persons responsible for such implementation or execution and, if applicable, the date for completion and report.

No legislative or executive action may be taken by the committee without a formal recorded vote.

Any member (including the Chair) of the committee may move a motion. Such motions shall require a seconder. A member may speak more than once to any motion.

Every motion shall be disposed of by vote of the members, alternates or representatives, including the Chair. No person shall have more than one vote. A tie vote shall result in the motion being declared as lost.

## Minutes

P15 Detailed summary minutes shall be kept for each committee meeting, filed in the Office of the Registrar and open to any member of Council. The minutes shall include:

- (i) Date of the meeting and the names of members present,
- (ii) A summary of the substance of every matter considered in open session by that committee,

(iii) The disposition of every matter considered by that committee as either:

Deferred for discussion at a later date, or debate adjourned to a later date or sine die,

Disposed by a motion with the recorded decision.

**Reports of Standing Committees to the Executive Committee**

P16 All reports of Standing Committees are routed through the Executive Committee to Faculty Council.

.1 The Chair will report on the activities of the committee at each meeting of the Executive Committee. In addition, the Chair of the committee will prepare a report to the Executive Committee for presentation at its September meeting, itemizing the proposed business for the committee during the year. Members of the Executive Committee will have the opportunity to suggest changes and additions to the proposed business for the Standing Committee's consideration.

.2 Reports of a committee shall be prepared by the Chair with the assistance of the secretary of the committee to represent the recommendations of the committee. Where feasible, the report shall be circulated to the members of the originating committee before submission to the Executive Committee.

.3 In speaking to a Standing Committee Report at the Executive Committee, the Chair of the Standing Committee shall discuss the report, including any significant dissent, impartially. In the rare event that the Chair cannot in conscience support the report, then he/she shall move (or second) the motion to adopt the report and invite another member of the committee to discuss it. Having fulfilled this obligation, the Chair is free to vote according to his/her conscience.

Content

.4 The report of a Standing Committee shall classify on its cover whether the matters contained therein are:



(i) Routine matters within the established policy of Council and precedents of the committee, or

(ii) Minor new policy matters that establish new precedents for the committee, or

(iii) Major new policy matters, or

(iv) Major matters that require a special motion as described in B15 of the Bylaws.

A report shall not combine major recommendations with unrelated routine or minor matters.

#### Review of Standing Committee Reports

P16.5 All reports of Standing Committees shall be reviewed by the Executive Committee.

(i) The Executive Committee may change the classification of a report in accordance with R40 of the Rules of Order.

(ii) Matters which have been classified as either minor or routine shall be considered for approval by the Executive Committees. If the Executive Committee agrees in principle with the matters in a report, then the report shall be approved and circulated to members of Council for information. The report shall then take effect as designated by the Standing Committee.

(iii) Matters which have been classified as major shall be examined by the Executive Committee. Should the Executive Committee concur with the recommendations of the Standing Committee, the report shall be approved and forwarded to Council.

(iv) Should the Executive Committee decide that it does not agree in principle with the matters in a report, the report shall be referred back to the Standing Committee.

#### Referred Back

.6 Should a Standing Committee report be referred back by the Executive Committee, the Standing Committee may revise the report or may advise the Executive Committee (and the Speaker) that it wishes the disagreement resolved by Council.

- Correcting
- .7 The Chair of each committee is authorized to make minor typographical or editorial corrections in any committee report, provided that in his/her view such changes do not violate the intent of the report. Such changes may be made by the Chair at any time up to the time of formal disposition of that report by Council.
- Routine Matters
- .8 Where a committee acts on routine matters, it has the authority to execute its decisions, after approval by the Executive Committee, forthwith and to inform affected persons of these decisions.
- Reports of Standing Committees to Faculty Council**
- P17 A major report of a Standing Committee approved by the Executive Committee shall be circulated to the members of Council. The Report shall be presented by motion to Council by the Chair of the Executive Committee who shall review resource implications in speaking to the report.
- Inter-Committee Policy**
- P18 A Standing Committee may recommend to the Executive Committee the establishment of a subcommittee of the Executive Committee, or to Council, the establishment of a Special Committee of Council to formulate major policy with respect to matters which cross the terms of reference of more than one Standing Committee.

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