

FACULTY OF APPLIED SCIENCE & ENGINEERING BYLAWS OF COUNCIL

B1 Rules of Procedure for the Appointment of Members to Council

Appointments for all constituencies will be completed and reported to the Secretary of Council by the end of April of each year.

- 1 Teaching Staff are appointed members of Faculty Council upon appointment to the University, on an ongoing basis.
- 2 Undergraduate Students are appointed annually before the first Council meeting of the academic year by the Engineering Society Executive, with preference given to students in other elected roles, to a maximum of 38. The President and one other representative of the Engineering Society are ex officio members. All Undergraduate Student members are appointed for a one-year term.
- 3 Graduate Students from each Department and Extra-Departmental Unit A and B offering graduate programs are appointed annually by the Executive of their respective Graduate Student Associations, to a maximum of two from each such unit for a total of up to 14. Appointments are made before the first Council meeting of the academic year for a one-year term.
- 4 Alumni are appointed annually before the first Council meeting of the academic year by the Executive Board of the Engineering Alumni Network, to a maximum of 15, including the President of the Engineering Alumni Network, who is an ex officio member. All Alumni members are appointed for a one-year term.
- 5 Professors Emeriti who consent to be members of Council are appointed upon the time of their appointment as Professors Emeriti, for a five-year term.
- 6 The Registrar of the Faculty of Applied Science & Engineering is an ex officio member of Council, on an ongoing basis.
- 7 Administrative Staff representatives, one from each of the Faculty's Departments and Extra-Departmental Unit A or B, and two from the Faculty's administrative offices, up to a total of 11, are appointed annually before the first Council meeting of the academic year, for a one-year term.

Appointments of Administrative Staff representatives are made by the Chair or Director of the respective Department or Extra-Departmental Unit A and B, or, in the case of the Faculty's administrative offices, by the Dean.

- 8 The Secretary of Faculty Council is appointed by the Dean in consultation with the Speaker, and serves on Council as a non-voting, ex officio member on an ongoing basis.
- 9 University Officers and representatives from appropriate Divisions of the University are invited by the Speaker, to a maximum of 15, including, ex officio, the President of the University or designate; the Vice-President and Provost or designate; the Dean of the School of Graduate Studies or designate; and the University Librarian or designate.

B2 Officers of Council

The Officers of Council are the Speaker and the Secretary.

- 1 The Speaker shall chair the meetings of Council.
- 2 The Speaker shall conduct an orientation session for new Council members prior to the first Council meeting of each academic year, and will meet with constituent groups as deemed necessary.
- 3 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; prepare all resolutions, reports, or other papers which the Council may direct; prepare and sign all official documents, and discharge such other duties as may be assigned by Council.

B3 General Procedures of Council

Notwithstanding the following, the Speaker shall conduct the proceedings in conformity with any special rules of order the Council may adopt. Ambiguities in these rules shall be resolved by referring to the most recent edition of *Bourinot's Rules of Order*.

Notice of Meetings

For regular meetings, the agenda and all matters being reported 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.

Order of Business	<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"> 1 Adoption of the minutes of the previous regular meeting and those of any intervening special meetings. 2 Business (to be listed) arising from the minutes. 3 Motions with respect to reports from the Executive Committee and Standing Committees. 4 Reports of any Special Committees. 5 Matters brought by the Dean and Vice- and Associate Deans, including, when relevant, the annual report of the Dean. 6 Matters brought by the Academic Appeals Board, including its annual report. 7 Submissions from members. 8 Announcements. 9 Questions from members.
Visitors	<p>Subject to the provisions below, meetings of Council shall be open to visitors at the discretion of the Speaker.</p>
Closed Meetings	<p>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.</p>
Minutes	<p>The Secretary shall prepare the minutes of all meetings of the Council, including the date of the meeting and names of members present, and circulate them to all members of Council.</p> <ol style="list-style-type: none"> 1 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. 2 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.
Council Special Motions	<p>Motions which, if passed by Council, will have a major academic impact on the Faculty's Departments or Extra-Departmental Units A and B shall be brought before Council by way of a special motion.</p>

Without limiting the generality of the foregoing, such motions include:

- 1 Amendments of the Bylaws and Constitution.
- 2 Major academic decisions affecting curricula or programs which will have a substantial impact on more than one Department or Extra-Departmental Unit A or B.
- 3 Changes in organizational structure including the creation, elimination or merger of Departments and Extra-Departmental Units A and B.

A special motion shall be passed only if it:

- 1 Has been circulated to all members of Council not less than 14 days prior to the meeting of Council, or in the case of amendments to the Bylaws and Constitution, has been circulated to members of Council not less than 30 days prior to the meeting of Council.
- 2 Is heard, and any amendments to the original motion are accepted by not less than two-thirds of the members present;
- 3 Is accepted, as amended, by not less than two-thirds of the members present.

B4 Committees and Boards of Council

The committees and boards of Council shall be the Executive Committee, the Academic Appeals Board, the Standing Committees and any Special Committees.

- 1 A list of candidates for service on committees and boards shall be provided to the Speaker by each Department and Extra-Departmental Unit A and B.
- 2 The composition and terms of reference of all committees and boards shall be established by Council and reflected in the committee and board manuals, which are kept separately from the Bylaws.
- 3 All committees and boards of Council, except the Executive Committee, shall report to Council at least annually. Standing Committees shall report to Council through the Executive Committee.

- Executive Committee
- .1 There shall be an Executive Committee that receives and considers the substance of reports and recommends them to Council for final disposition.
 - .2 Membership of the Executive Committee shall include all Chairs and Directors, all Chairs of Standing Committees, the President of the Engineering Alumni Network, the President of the Engineering Society, the Dean, Vice-Deans and Associate Deans of the Faculty, and as appointed by the Speaker of Faculty Council, one member of the Engineering Society Executive, one Administrative Staff member, and one Graduate Student.
- Academic Appeals Board
- .1 There shall be an Academic Appeals Board that hears appeals of undergraduate students against decisions of the Standing Committees of Council relating to petitions for exemptions from the application of academic regulations or standards and to make rulings on such appeals.
- Standing Committees
- The Standing Committees of Council shall include:
- .1 Admissions Committee
 - .2 Community Affairs & Gender Issues Committee
 - .3 Engineering Graduate Education Committee
 - .4 Examinations Committee
 - .5 Research Committee
 - .6 Scholarships & Awards Committee
 - .7 Teaching Methods & Resources Committee
 - .8 Undergraduate Curriculum Committee
- Special Committees
- .1 From time to time, Council may establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the Executive Committee, when one or more of the following conditions exist:
 - a) An issue cannot be accommodated easily within a Standing Committee's schedule – either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time;
 - b) An issue does not fall readily under an existing Standing Committee; or

c) There is need for the participation of experts not represented on the relevant committee.

2 A recommendation from the Executive Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date, and the proposed date of disestablishment.

Discharge of Special Committees

3 At the final 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 final meeting of Council.

B5 Procedures

Notwithstanding the following, Committees of Council and the Academic Appeals Board shall be guided by the Faculty's *Procedures for Committees of Council*.

- 1 The Dean is an ex officio member of all Standing Committees (but not the Academic Appeals Board).
- 2 All Standing Committee and Board members, including ex officio members, have voting privileges unless otherwise specified.
- 3 Each Standing Committee and the Academic Appeals Board shall report to Council on its deliberations, recommendations and decisions, at least annually. Standing Committees shall report to Council through the Executive Committee.
- 4 Each Standing Committee and the Academic Appeals Board shall meet at the call of its Chair.
- 5 Unless otherwise stated, 50% of the members shall constitute a quorum for each Standing Committee and the Academic Appeals Board.

B6 History of Amendments

First approved November 26, 1997. Amendments approved by Faculty Council on October 31, 2019.