



## MEMORANDUM

**To:** Executive Committee of Faculty Council

**From:** Professor Tony Sinclair  
Faculty Council Speaker

**Date:** August 8, 2012 for September 7, 2012 Faculty Council Meeting

**Re:** **Proposal to Strike Task Force to Review Constitution**

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## REPORT CLASSIFICATION

This is a **routine matter** that will be considered by the Executive Committee for approving and forwarding to Faculty Council for information.

## BACKGROUND

The membership of Faculty Council in the Faculty of Applied Science and Engineering is very large; at approximately 400, it includes all current faculty members, and many students, alumni, professors emeriti, and administrative staff. This leads to several undesirable results, including:

- a) Difficulty in achieving quorum for some Council meetings,
- b) Limited interest in Council business and a corresponding lack of preparation by many attendees to consider the issues at hand, and
- c) Inefficient allocation of resources, in terms of the total number of person-hours spent by the Faculty to consider routine matters.

Following practices in many other parts of the University, the possibility of adopting a representative form of decision making has been considered in the past, but never adopted.

## STRUCTURE

The Dean will strike a Task Force to construct a proposal for a representative form of governance on Faculty Council. The Task Force will include representation from the following parties, and any other parties that the Dean deems relevant:

- a) Professors and lecturers
- b) Students
- c) Alumni

- d) Professors emeriti
- e) Administrative staff
- f) The Dean's Office

## **PROCESS**

The Task Force will seek input from all members of Faculty Council, and other interested parties. The proposal will include a full description of the proposed membership composition of Council, any associated changes to how Council will operate, and steps required to reach the new governing system. The Task Force will report to the Dean, who may then bring the proposal (in its entirety or in modified form) to the Executive Committee for endorsement, and to Faculty Council for approval as a special motion.

Particular points to be addressed in the proposal include:

- (i) Number of representatives per constituency group (professors, students, etc.),
- (ii) Method for nomination and election of councilors,
- (iii) Appropriate representation of distinct "groups" e.g., Engineering Society; Leaders of Tomorrow; Chairs, Directors and Associate Chairs; Standing Committees of Council; etc.,
- (iv) Term of Office of members of each constituency group, and
- (v) Responsibilities of each member, and obligations for consultation with constituents.

## **TIMELINE**

1. Proposal to strike task force submitted to Executive Committee for information – August 2012
2. Proposal to strike task force submitted to Faculty Council for information – September 2012
3. Task force recommendations submitted to Executive Committee to endorse and forward to Council for approval as a special motion – March 2013
4. Task force recommendations submitted to Council for approval as special motion – April 2013
5. Revised Constitution submitted to Governing Council's Agenda Committee, Academic Board and Executive Committee – April-May 2013

## **PROPOSAL/MOTION**

For information.