



## BY-LAWS OF COUNCIL

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| I.   | <b>Rules of Procedure for the Election and Appointment of Members to Council</b>  |
| I.1.   | <p>Elections and appointments for all constituencies to Council and to its Standing Committees (except the Executive Committee) will be completed by the end of September of each year.</p> <p>Faculty Council will elect new members of the Executive Committee from among Council members at the first session of the Council following elections.</p>  |
| I.2.<br><i>Election/Appointment Procedures</i> | <p>Graduate Students will be elected by and from among the Graduate Students.</p> <p>Administrative Staff will be elected by and from among the Administrative Staff.</p> <p>Teaching Staff will be elected by and from among the Teaching Staff.</p> <p>Librarians will be elected by and from among the Librarians.</p> <p>Other Academic Appointees will be elected by and from among the Other Academic Appointees.</p> <p>For the process of nomination/election of members of Council and Standing Committees, see <i>OISE Council Elections Procedures and Guidelines</i> available on the OISE governance website or in the Office of Secretary of Council.</p> |
| I.3.<br><i>Terms of Office</i>                 | <p>Members of Faculty Council and of its Standing Committees are normally elected for two-year terms with the following exceptions:</p> <p>Up to one-half of Council positions for Teaching Staff are designated as having one-year terms.</p> <p>Up to one-half of Council positions for Graduate Students are designated as having one-year terms.</p> <p>Up to one-half of Council positions for Administrative Staff are designated as having one-year terms.</p> <p>All Council positions and all Standing Committee positions for Other Academic Appointees are designated as having one-year terms.</p>  |

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|  | <p>A Council member may serve a maximum of six consecutive years on Council and a Standing Committee member may serve a maximum of six consecutive years on a Standing Committee.</p> <p>Members of Council and its Standing Committees going on approved leaves in the second year of their term may elect to continue to serve on Faculty Council and/or its Standing Committees, or may choose to resign from their positions.</p> <p>Members of Council and its Standing Committees may not transfer their votes to proxies or unelected alternates.</p>   |
| <b>II.</b>                                 | <b>Committees of Council</b>   |
| <b>II.1.</b><br><i>Standing Committees</i> | <p>The Standing Committees of Council are:</p> <p>Executive Committee<br/>Academic Programs Committee<br/>Equity Committee<br/>Research Committee</p>  |
| <b>II.2.</b><br><i>Special Committees</i>  | <p>From time to time Council may find it useful to 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:</p> <ul style="list-style-type: none"> <li>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;</li> <li>b) An issue does not fall readily under an existing Standing Committee; or</li> <li>c) There is need for the participation of experts not represented on the relevant committee.</li> </ul> <p>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.</p> |
| <b>II.3.</b>                               | <b>General Procedures</b>  |
| <b>II.3.1.</b>                             | Rules and regulations that guide Council shall also apply to committees of Council, unless specified otherwise.  |
| <b>II.3.2.</b>                             | The Chairs of all Standing Committees (except the Executive Committee) are elected by and from among the voting members of Standing Committees at the beginning of each governance session. When the position of Chair becomes vacant during a session, a new Chair shall be elected.  |

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|         | <p>When a vacancy occurs during the session among the members of a Standing Committee, the Chair of the Committee concerned, in consultation with the Dean or designate on the Committee and the Chair of Council, shall appoint a replacement for the remainder of the session.</p> <p>The Chairs of all Standing Committees who are not otherwise members of Council shall become <i>ex officio</i>, voting members of Council.</p>   |
| II.3.3. | The Dean is, <i>ex officio</i> , a member of all Standing Committees.   |
| II.3.4. | All members of all committees, including <i>ex officio</i> members, have voting privileges unless otherwise specified.  |
| II.3.5. | All Standing Committees shall report to Council on their deliberations, recommendations, and decisions.   |
| II.3.6. | Records of all Standing Committees shall be maintained by the respective Committees and archived at the end of each Faculty Council session with the Faculty Council Secretary, and shall be publicly available with the exception of Executive Committee, which shall be maintained by the Secretary of Faculty Council.   |
| II.3.7. | Each Standing Committee shall meet at the call of its Chair.  |
| II.3.8. | Unless otherwise stated, one-third of voting members shall constitute a quorum for committees.  |
| II.4.   | <b>Executive Committee</b>  |
| II.4.1. | <p><b>Membership</b></p> <p>Council shall approve the membership of the Executive Committee composed of the following:</p> <ul style="list-style-type: none"> <li>1 Administrative Staff member nominated by and from among the Administrative Staff members of Council</li> <li>1 Student member nominated by and from among the Student members of Council</li> <li>2 Teaching Staff members nominated by and from among the Teaching Staff of Council (from different departments)</li> <li>1 Other Academic Appointee nominated by and from among the Other Academic Appointees of Council</li> </ul> <p><i>Ex-officio</i> members:<br/> The Chair of Council (Chair)<br/> The Vice-Chair of Council (Vice-Chair)<br/> The Dean or designate<br/> The Chairs of the Standing Committees<br/> The Faculty Secretary (non-voting)</p> |

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| II.4.2. | <u>Function</u>   |
|         | <p>To review outcomes of the nominations and elections process each year, and approve membership of the Standing Committees.</p> <p>To set the agenda for each Council meeting.</p> <p>To ensure that adequate documentation is provided for consideration of each agenda item, and to refer back to the originating administrator/governance body for further preparation any item deemed not ready for submission to Council.</p> <p>To direct specific issues to Council or Committees, or to recommend to Council the creation of Special Committees.</p> <p>To consider notices of motion given to Council.</p> <p>During the summer months (i.e. following the last meeting of Council of one academic year and until the first meeting in the subsequent academic year), to have authority to make decisions on behalf of Council on matters of urgency which do not permit their deferral until the next regular meeting of Council.</p> <p>To review and advise Council on all proposed Constitution and By-Law changes, whether these be brought to Council or initiated by Council.</p> <p>At periodic intervals of not more than five years, to establish a review of the Constitution and By-Laws and to recommend to Council any changes deemed appropriate.</p> <p>To monitor the functioning of Council and its Committees.</p> <p>To report to Council on its deliberations, recommendations, and decisions.</p> |
| II.4.3. | <u>Procedures</u>   |
|         | The Committee shall meet in closed session.   |
| II. 5.  | <b>Academic Programs Committee</b>  |
| II.5.1. | <p><u>Membership</u></p> <p>The Executive Committee shall approve the membership of the Academic Programs Committee composed of the following:</p> <ul style="list-style-type: none"> <li>1 Chair (elected from members)</li> <li>2 Administrative Staff (from different departments/non-academic units)</li> <li>4 Graduate Students (one from each department)</li> <li>8 Teaching Staff (two from each department)</li> </ul> <p><i>Ex- officio</i> members:</p> <ul style="list-style-type: none"> <li>The Dean or designate</li> <li>The Registrar or designate (non-voting)</li> </ul>  |

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|          | <p>The Chief Administrative Officer (non-voting)<br/> One staff member from the Office of the Associate Dean, Programs (non-voting)*</p> <p><i>*Supports the work of the Committee.</i></p>   |
| II.5.2.  | <b>Function</b>   |
|          | <p>(It is recognized that all the programs under the jurisdiction of this Committee, where applicable, are subject to the direction of external professional accreditation bodies.)</p> <p>To receive on behalf of Council regular reports from the Associate Dean, Programs, outlining the extent to which the goals and objectives are being met in the delivery of OISE's academic programs including courses of study, the program content, the grading and evaluation system, and the requirements for graduation.</p> |
|          | To make recommendations to Council on all matters of curriculum policy.   |
|          | To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for the establishment and closure of academic programs and proposals for major modifications <sup>1</sup> to existing academic programs, diplomas and certificates <sup>2</sup> .  |
|          | To review and approve, on behalf of Council, proposals for minor modifications to academic programs, diplomas, and certificates. All such approvals shall be reported for information to Council.   |
|          | To approve, on behalf of Council, minor changes to admissions requirements. All such changes shall be reported for information to Council.  |
|          | To make recommendations to Council on admissions policy.  |
|          | To review and recommend to Council the terms and conditions of new, and changes to existing, awards and award policies recommended by the Dean or his/her designate.  |
|          | To report to Council its deliberations, recommendations, and decisions.   |
| II. 5.3. | <b>Procedures</b>   |
|          | The Committee shall meet in open session.   |

<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.

<sup>2</sup> Proposals for creation or closure of Category 1 certificates will follow the protocol for major modifications, as stated in the *Policy on Certificates (For Credit and Not-for-Credit)*.

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| II.6.   | <b>Equity Committee</b>   |
| II.6.1. | <p><b>Membership</b></p> <p>The Executive Committee shall approve the membership of the Equity Committee composed of the following:</p> <p>1 Chair (elected from members)<br/> 2 Administrative Staff (from different departments/non-academic units)<br/> 2 Graduate Students<br/> 4 Teaching Staff (one from each department)<br/> 1 Other Academic Appointee</p> <p><i>Ex- officio</i> members:<br/> The Dean or designate<br/> One staff member from the Office of Chief Administrative Officer (non-voting) *</p> <p><i>*Supports the work of the Committee.</i></p> |
| II.6.2. | <b>Function</b>   |
|         | <p>To identify, discuss and advise Council on issues of equity, diversity and accessibility.</p> <p>To make recommendations to Council on equity policy and strategies as they pertain to teaching, learning and research activities at OISE.</p> <p>To report to Council its deliberations, recommendations, and decisions.</p>  |
| II.6.3. | <b>Procedures</b>   |
| II.6.4. | The Committee shall meet in open session.   |
| II.7.   | <b>Research Committee</b>   |
| II.7.1. | <p><b>Membership</b></p> <p>The Executive Committee shall approve the membership of the Research Committee composed of the following:</p> <p>1 Chair (elected from members)<br/> 2 Administrative Staff (from different departments/non-academic units)<br/> 4 Graduate Students (one from each department)<br/> 8 Teaching Staff (two from each department)<br/> 1 Librarian</p> <p><i>Ex- officio</i> members:<br/> The Dean or designate</p>   |

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|         | <p>The Chief Administrative Officer (non-voting)<br/> One staff from the Office of Associate Dean, Research (non-voting) *</p> <p><i>*Supports the work of the Committee.</i></p>  |
| II.7.2. | <b>Function</b>  |
|         | To identify and recommend to Council general research priorities/initiatives for the Faculty.  |
|         | To receive on behalf of Council regular reports from the Associate Dean, Research, outlining the extent to which the goals and objectives are being met in the implementation of OISE's research priorities and initiatives.                             |
|         | In accordance with University policies to review and recommend to Council Faculty policies and procedures regulating the conduct of research, including those regarding the conduct of research in compliance with regulatory and statutory authorities. |
|         | To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, the establishments, renaming and disestablishment of research centres and institutes.   |
|         | To advise Council on any other matters relating to research in the Faculty.  |
|         | To report to Council its deliberations, recommendations, and decisions.  |
| II.7.3. | <b>Procedures</b>  |
|         | The Committee shall meet in open session.  |

### III.

#### **History of Amendments**

*Amended and approved by the OISE Council, October 30, 2019  
Required amendments made to reflect approved updates to the Policy and Procedures on Academic Appointments and the Policy on Certificates (For Credit and Not-for-Credit) on June 1, 2017.*

Amended April 22, 2015

Amended April 21, 2010

Amended February 24, 2010

Amended April 16, 2008

Amended November 26, 2003

Approved by OISE Faculty Council May 14, 1997