



Seating at Arts & Science Council Meetings

- o Meetings of Council are open(unless Council moves into closed session as per the Constitution); however, seating is limited.
- o Members of Council, both voting and non-voting, will be given priority in seating.
- o Others will be seated as space permits.
- o No one is allowed into the Chamber without a seat being available for them, i.e. there is no standing room in the Chamber.
- o Members should arrive by the top of the hour on which the meeting is to begin. The meeting will begin at 10 minutes past the hour. If members are likely to be late, they are asked to inform Lanor Mallon (lanor.mallon@utoronto.ca) so space may be reserved for them.
- o Members, both voting and non-voting, should identify themselves as such and sign in before entering the Chamber. Each member should pick up a member's card to use in signaling the Chair their request to speak.
- o Non-members will be seated on a first-come, first-served basis.
- o Non-members are asked to sit in the chairs on the west side of the Chamber rather than at the table or on the east side.
- o Non-members waiting for a seat to open are usually asked to wait in the lobby outside the Chamber in an orderly line. It is important that noise be kept to a minimum in order not to disturb the adjacent offices. If noise becomes a problem, those waiting will be asked to wait outside the building.

Glenn Loney
Faculty Secretary
Faculty of Arts & Science