



**THE FACULTY OF ARTS AND SCIENCE
BY-LAWS OF ARTS AND SCIENCE COUNCIL**

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| I. | Rules of Procedure for the Election and Appointment of Members to Council |
| I.1 | Elections and appointments for all constituencies will be completed and reported to the Secretary of Council in March of each year for the following academic year, except the election for the First-Year Undergraduate Student positions which shall take place in the fall session prior to the first meeting of Council. |
| I.2 <i>Elections Officer</i> | The Secretary of Council shall act as the Elections Officer and oversee all elections of Council. |
| I.3 <i>Election/Appointment Procedures</i> | <p>Teaching Staff representatives from each eligible academic unit will be nominated and elected by and from among the Teaching Staff that academic unit.</p> <p>Undergraduate Student representatives will be elected by and from among the Undergraduate Students.</p> <p>Graduate Student representatives will be elected by and from among the Graduate Students.</p> <p>Administrative and Technical Staff representatives will be elected by and from among the Administrative and Technical Staff.</p> |
| II. | Specific Duties of the Secretary |
| II.1 | <p>While the duties of the Secretary are outlined in the Constitution, in addition he or she shall attend all meetings of the Council, and keep regular minutes of all the proceedings thereat. The Secretary shall prepare and maintain a record of the current membership (including alternates, if there be any) with their email addresses. The Secretary may use such means as he or she deems necessary to record the proceedings of the Council; the Secretary shall attend, as far as possible, all meetings of committees, and keep records of the proceedings.</p> <p>The Secretary shall prepare all resolutions, reports or other papers, which the</p> |

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| | Council may direct, and all copies which may be required of any such documents or papers. He or she shall prepare and countersign all official documents, and generally discharge such other duties as may be assigned by the Council or, when the Council is not in session, by Agenda Committee. |
| III. | Procedures for Notice of Meetings and Distribution of Materials |
| III.1 | All communication shall take place via email or paper correspondence. Any notice of meeting shall be sufficiently given if it is sent to the member's email address as clearly registered with that year's current University of Toronto Directory, and if it has an email stamp marked four business days prior to the meeting date. In the case of student members, the email address provided on election nomination forms shall be used. Should any members wish to use an email address other than that published in the Directory, notice must be sent to the Secretary of the Council. |
| III.2 | A copy of the Agenda shall accompany the Notice of Meeting. The Agenda shall be observed by the Chair in bringing matters before the Arts and Science Council at all meetings, and no variation from it shall be allowed, except by a two-thirds vote of the members present and voting, which shall be taken without debate. |
| III.3 | All substantive motions, including reports of Committees, must be received by the Secretary at least ten days in advance of the day of the meeting at which they are to be discussed. They shall be considered by the Agenda Committee and the form of the motions shall be set out on the Agenda. |
| IV. | Rules of Procedure |
| IV.1 <i>Role of the Chair</i> | <p>It is the duty of the Chair to maintain order and decorum, read motions to the meeting so that they may be debated, decide questions of order and procedure, submit motions or other proposals to the meeting for its decision by a vote, and to adjourn the meeting when its business is concluded.</p> <p>The Chair has the responsibility of ensuring that the rights of individuals as members are upheld and respected. He or she also has the responsibility and authority of ensuring, as far as possible, that the business before the meeting is expedited and facilitated, and that deliberate systematic dilatory efforts on the part of a member or small group are ruled out of order.</p> |

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| IV.2 | The Chair of each meeting shall conduct the proceedings in conformity with the rules of order enacted by the Council. In matters that arise that are not provided by Council, proceeding shall be in conformity with the rules given in Bourinot’s Rules of Order, revised by J.G. Dubroy (McClelland and Stewart Ltd., Toronto, 2nd Ed., 1995). |
| IV.3 | The Chair shall rule on all points of order. The Chair’s ruling may be challenged by any member, and in such case the meeting shall decide by the majority of the members present and voting, but without amendment to the and without debate. |
| IV.4 <i>Parliamentarian</i> | The Dean shall appoint a member of the staff of the Faculty who shall be given the responsibility of making himself/herself thoroughly familiar with the Rules of Procedure, and who shall be available at all meetings as a Parliamentarian to assist the Chair as required by him/her in the interpretation and application of the Rules of Procedure. |
| IV.5 | The Chair may at any time call any member, including the member who is speaking, to order. Save as aforesaid, no member shall interrupt any other member while the latter is speaking. A member called to order by the Chair shall sit down. |
| IV.6 | Any member who indicates lack of respect for the authority or dignity of the Chair or of the meeting shall be first called to order by the Chair. If the indication of this lack of respect persists the Chair shall name the member and the member so named shall thereby be suspended from participation in the balance of the meeting and in such further meetings as the Chair may direct. While so suspended a member may not be recognized by the Chair to speak in a debate and may not vote. The ruling of the Chair that a member is named may be challenged immediately after it is given, and the challenge of the ruling shall be decided by the majority of the members present and voting without amendment and without debate. |
| IV.7 <i>Speaking Rights</i> | Any members desiring to speak during a meeting of the Council should signify their intention to the Chair. No member shall speak until recognized by the Chair, and, when so recognized, the member shall then stand and address the Chair. |

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| IV.8 | A member may speak more than once to a motion at the discretion of the Chair; the Chair's decision shall be conclusive. |
| IV.9 | Any member may require the question under discussion to be stated at any time during the debate, but not so as to interrupt a member while speaking. |
| IV.10 | No member shall speak to a question after it has been put to a vote by the Chair. |
| IV.11 | All questions which come before the Council shall be decided by a majority of members present and voting unless otherwise specifically provided herein; but in the case of equality of votes, the question shall be deemed to be negative. |
| IV.12 <i>Voting</i> | When a question is put to vote by the Chair, the Chair shall ask the yeas and the nays to indicate their vote in such a manner as the Chair may direct. The Chair shall immediately declare the result of the vote, stating that the motion was carried or defeated (as the case may be); the said declaration shall be conclusive. |
| IV.13 | In those cases where the Chair decides that a count of the vote is required, then the number of yeas and nays shall be counted by the Proctors. The Chief Proctor shall then inform the Chair of the tally. The Chair shall immediately declare the result of the vote, the said declaration to be conclusive. No record of the vote of individual members may be called for. |
| IV.14 <i>Substantive -Motions</i> | No substantive motion shall be considered at any meeting of the Council unless it appears explicitly on the Agenda. |
| IV.15 | All motions, except those for adjournment of the meeting or of a debate shall be seconded before being debated or put from the Chair. At the discretion of the Chair, a motion may be required to be put in writing before being debated or being put from the Chair. |
| IV.16 | Save as elsewhere may be specifically provided, no matter once disposed of shall be reconsidered in the same academic year by the same body except by a two-thirds vote of the members present and voting. A motion to reconsider is a substantive motion, and thus subject to the rules pertaining to such motions. |

IV.17
Procedural Motions

When a question is under debate, no motion shall be received by the Chair except for one of the following purposes, and the order of precedence of these motions shall be given:

- To adjourn the meeting. A motion to adjourn the meeting shall always be in order, and shall be decided without amendment and without debate.
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- To adjourn the debate. A motion to adjourn the debate shall always be in order, and shall be decided without amendment and without debate. The motion ~~concerned~~ under debate shall appear as a matter of course on the Agenda of the next regular meeting.
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- To put the previous question. The “previous question” motion shall be used to decide whether to vote forthwith on the question then under debate and shall be moved with the following words: “That the question under debate be now put” and this motion shall be put forthwith and decided without amendment and without debate. If the motion for the previous question is resolved in the affirmative by two-thirds of the members present and voting, the question under debate shall be put forthwith without amendment and without debate. If it is not carried by a two-thirds majority, debate on the question shall continue.
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- To withdraw the motion. When a motion has been made and seconded, it shall be disposed of unless, at the request of the mover and with the consent of the meeting, it be allowed to be withdrawn. In this case, consent is understood if no objection to the motion being withdrawn is made, but if objection is made, the Chair shall put the question “that this motion be withdrawn” which shall be decided without debate by the majority vote of the members present and voting. A motion so withdrawn may be placed on the Agenda of another meeting of the same body in the same academic year.
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- To refer or commit. A motion to refer the question back to a Standing Committee or Special Committee, or to commit it to the consideration of a Standing Committee or Special Committee for report, shall, until it is disposed of, preclude all amendments to the main question. The motion is debatable.

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| | <ul style="list-style-type: none"> ● To amend. If two amendments are before the meeting at one time, no motion to amend further shall be in order until one of the amendments is disposed of. ● To divide. A motion to divide the question under consideration into parts that can be considered and voted on separately, takes precedence over the question but may not be introduced while an amendment to the question is being considered. When proposed, it must be disposed of without debate. ● |
| IV.18 | None of the foregoing rules of procedure shall be suspended at any meeting if any member expresses objection to the suspension. |
| IV.19 <i>Alternates</i> | A member may appoint a named alternate to represent said member at a specified meeting and to exercise that member's vote at a meeting. Alternates so appointed may only be recognized by the Chair and have their votes counted if written notice of the appointment of each alternate is received by the Secretary prior to the call to order to the meeting for which the alternate is appointed as representative. There shall be no substitution of an alternate for a member (or vice-versa) during the course of the meeting without the permission of the Chair being given. There shall be no appeal against the exercise of the Chair's discretion on ruling whether such substitution will be permitted. |
| IV.20 <i>Referral to Standing Committee</i> | All written communications on any subject coming properly within cognizance of any Standing Committee shall stand as referred as a matter of course to that committee, which shall report thereon if possible, at the next meeting of the Council. Upon receipt of any such communication, the Secretary shall forthwith, after acknowledging its receipt, submit it under the direction of the President or Dean to the Chair of the appropriate committee for consideration. |
| V. | Committees of Council |
| V.1. <i>Standing Committees</i> | The Standing Committees of Council are: <ul style="list-style-type: none"> ● <u>Agenda Committee</u> ● <u>Undergraduate Humanities Curriculum Committee</u> |

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| V.3.3: | ———— All Committees have the power to co-opt additional voting members, but this requires the unanimous voting of the original membership. |
| V.3.4: | <p>All Committees of the Council shall determine and set their own rules regarding the attendance and participation of observers. Any committee may move into closed session to consider a specific item of business at the request of the majority of those present and voting.</p> <p>In keeping with the expectation of transparency in University governance adopted by Governing Council, it is expected that all committee meetings will normally be open to the public, with <i>in camera</i> sessions being reserved for those portions of meetings where the benefits of confidentiality outweigh the principle of openness, such as where intimate financial or personal details are being discussed.</p> |
| V.3.5: | All Standing Committees shall report to Council on their deliberations, recommendations, and decisions, as appropriate. |
| V.3.6 | Each Standing Committee shall meet at the call of its Chair. |
| V.3.7 | Unless otherwise stated, one-third of the members shall constitute a quorum for committees. |
| V.4: | Agenda Committee |
| V.4.1: Membership | <ul style="list-style-type: none"> • <u>The Dean</u> • <u>Chair of the Arts and Science Council</u> • <u>Vice-Chair of the Arts and Science Council</u> • <u>President of the Arts and Science Students' Union</u> • <u>3 Council members (elected by Arts and Science Council)</u> <p>The Dean Chair of the Arts and Science Council Vice-Chair of the Arts and Science Council President of the Arts and Science Students' Union 3 Council members (elected by Arts and Science Council)</p> |

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| V.4.2 <i>Term</i> | The term of office for elected members of the Agenda Committee shall start with their election by Council at its first meeting of the academic year and extend until the start of the first meeting of the next academic year. |
| V.4.3 <i>Function</i> | To set the agenda for each Council meeting and consider suggestions from any member of the Faculty and at its own discretion put them on the agenda. |
| V.4.4 | To direct the Secretary of Council to call a Special Meeting if one is deemed necessary. |
| V.4.5 | To function as an Executive Committee when it is not feasible for the Council to meet, i.e. to have authority to make decisions on behalf of Council on matters of urgency which do not permit deferral until the next regular meeting of Council. The Agenda Committee shall report to Council at its next meeting on any decisions taken on its behalf when the Committee is acting in its executive capacity. A quorum of four members is required when acting as an Executive Committee. |
| V.4.6 | To propose to Council at its first meeting of the year nominees for the positions of Chair, Vice-Chair and members of the Agenda Committee. |
| V.4.7 | To make recommendations to Council of committee membership where not specified. |
| V.4.8 | 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. |
| V.4.9 | To direct specific issues to Council or committees, or to recommend to Council the creation of special committees. |
| V.4.10 | To consider notices of motion given to Council. |
| V.4.11 | To review and advise Council on all proposed Constitution and By-Law changes, whether these be brought to Council or initiated by Council. |

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| V.4.12 | To monitor the functioning of Council and its Committees. |
| V.4.13 | To report to Council on its deliberations, recommendations, and decisions as appropriate. |
| V.5. | Undergraduate Curriculum Committees |
| V.5.1 <i>Function</i> | To monitor the content, quality, and requirements of the academic programs, courses of study, and individual courses offered by an academic unit in their respective areas within the Faculty. -Where suitable, the Curriculum Committees may also suggest new courses, programs and breadth requirements. |
| V.5.2 | To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals in their respective areas for <u>the establishment and closure of new</u> academic programs, proposals for the closure of any academic programs, and proposals for major modifications ¹ to existing academic programs, <u>diplomas, and certificates.</u> ² |
| V.5.3 | To review and approve, on behalf of Council, proposals for minor modifications to undergraduate academic programs, <u>diplomas, and certificates.</u> ³ -All such approvals shall be reported for information to Council. |
| V.5.4 <i>Membership</i> | In order to be eligible to serve on undergraduate curriculum committees, full-time students must intend to enroll in three courses “within the group,” i.e., discipline area, during their term on the Committee. |
| V.5.5 <i>Meetings</i> | The Curriculum Committees meet at minimum once per year, in sufficient time to allow curriculum changes to be published in the Calendar. |

¹ -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, is sought prior to the development of any such proposal.

² 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).

³ Proposals for creation or closure of Category 2 certificates will follow the protocol for minor modifications, as stated in the Policy on Certificates (For Credit and Not-for-Credit).

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| -V.5.6 | A joint meeting may be held of all or some of the various committees to consider matters of Faculty-wide importance. |
| V.5.7.1 | <p>Undergraduate Humanities Curriculum Committee</p> <ul style="list-style-type: none"> • A Vice-Dean or Associate Dean of the Faculty (Chair of the Committee); • The Chair/Director/Principal or delegate from each of the academic units (department, EDU, college, stand-alone program) offering humanities programs and/or courses; • 9 Undergraduate Students, Humanities (elected by FAS Undergraduate Students). <p>• —</p> |
| V.5.7.2 | <p>Undergraduate Sciences Curriculum Committee</p> <ul style="list-style-type: none"> • A Vice-Dean/Associate Dean of the Faculty (Chair of the Committee); • The Chair/Director/Principal or delegate from each of the academic units (department, EDU, college, stand-alone program) offering sciences programs and/or courses; • 4 Teaching Staff from Science disciplines in the Faculty of Medicine, chosen by and from among the basic medical sciences; • 9 Undergraduate Students, Sciences (elected by FAS Undergraduate Students). <p>• —</p> |
| V.5.7.3 | <p>Undergraduate Social Sciences Curriculum Committee</p> <ul style="list-style-type: none"> • A Vice-Dean/Associate Dean of the Faculty (Chair of the Committee); • The Chair/Director/Principal or delegate from each of the academic units (department, EDU, college, stand-alone program) offering social science programs and/or courses; • 5 Undergraduate Students, Social Sciences (elected by FAS Undergraduate Students). One of the student members of the Social Sciences Curriculum Committee must be registered in the Bachelor of Commerce program. <p>• —</p> |
| V.6. | Graduate Curriculum Committee |
| V.6.1 Membership | <ul style="list-style-type: none"> • Vice-Dean, Graduate Education & Program Reviews (Chairs the Committee); |

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| | <ul style="list-style-type: none"> • Dean, School of Graduate Studies (or designate, ex officio non-voting); • Chairs or Directors of all Graduate Units in the Faculty of Arts and Science (or designates); • All Graduate Student members of Arts and Science Council. • |
| V.6.2 — <i>Function</i> | To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for new St. George-based tri-campus doctoral-stream and St. George-based professional and non-doctoral-stream graduate programs, proposals for the closure of any graduate programs, and proposals for major modifications ⁴ to existing graduate programs. |
| V.6.3 | To review and approve, on behalf of Council, proposals for minor modifications ⁴² to existing St. George-based tri-campus doctoral-stream and St. George-based professional and non-doctoral-stream graduate programs. All such approvals are subsequently reported for information to Council and to the Office of the Provost. |
| V.6.4 <i>Meetings</i> | The Committee meets at minimum twice a year. |
| V.7. | Committee on Standing |
| V.7.1 <i>Membership</i> | <ul style="list-style-type: none"> • A Vice-Dean of the Faculty or designate (Chair of the Committee); • 4 Teaching Staff appointed by the Agenda Committee; • 4 College Registrars appointed by the Agenda Committee; • 3 Undergraduate Students (elected by FAS Undergraduate Students). • |
| V.7.2 — <i>Function</i> | To consider all petitions, i.e. requests for an exception to the rules and regulations of the Faculty. -Note: -If a particular petition requires a policy decision, the Chair of the Committee will submit the details of the case, without the name of the student, to the Council. |
| V.7.3 | May recommend to Arts and Science Council changes in policy and regulation. |
| V.8. | Academic Appeals Board (Undergraduate) |

⁴ -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, is sought prior to the development of any such proposal.

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| <p>V.8.1 <i>—Membership</i></p> | <ul style="list-style-type: none"> • 6 Teaching Staff members (one of whom shall be Chair); • 3 Undergraduate Student members (elected by FAS Undergraduate Students). <p>Note: -The Teaching Staff and Undergraduate Student members of the Academic Appeals Board must be different from those serving on the Committee on Standing.</p> |
| <p>V.8.2 <i>—Function</i></p> | <p>To consider appeals against decisions of the Committee on Standing and other Committees relating to petitions from students for exemptions from the application of academic regulations or of academic standards.</p> |
| <p>V.8.3 <i>—Quorum</i></p> | <p>A quorum for a hearing shall be five members, of whom at least one shall be a student member.</p> |
| <p>V.8.4 <i>—Procedures</i></p> | <p>The Committee on Standing must consider a case twice before it can be appealed to the Board. -An appeal must be launched as soon as possible and no later than ninety days after the second decision. The Board’s decisions are final, but they may be appealed within ninety days to the Academic Appeals Committee of the Governing Council.</p> |
| <p>V.9.</p> | <p>Committee on Admissions</p> |
| <p>V.9.1 <i>—Membership</i></p> | <ul style="list-style-type: none"> • A Vice-Dean of the Faculty (or designate) (Chair of the Committee); • The Faculty Registrar; • 2 College Principals, one of a constituent -and one of a Federated College; • 3 College Registrars • 3 Department Chairs and 3 other Teaching Staff members, chosen so as to provide among them representatives of the physical sciences, life sciences, social sciences, the language humanities, other humanities and Commerce. • 1 representative of Enrolment Services • 2 Undergraduate Students (elected by FAS Undergraduate Students) — • — |
| <p>V.9.2 <i>—Function</i></p> | <p>To consider all issues relating to undergraduate admission requirements and undergraduate admissions policy in the Faculty of Arts and Science, including</p> |

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| | such matters as, for instance, admission standards for students from outside Ontario, admission of students from other Faculties in the University of Toronto, transfer credits, policy on college admissions, and the possibility of appeals against non-admission. |
| V.9.3 | To make recommendations to Council on undergraduate and graduate admissions policy. |
| V.9.4 | To approve, on behalf of Council, minor changes to admission requirements. All such changes shall be reported for information to Council. |
| VI. | History of Amendments |
| VI.1 | Approved by Faculty Council <u>on April 3, 2006.</u> 3 April 2006. |
| VI.2 | Amendments approved by Arts and Science Council on 7 March <u>March 7, 2012,</u> 9 April <u>April 9, 2012.</u> |
| VI.3 | Revision approved by Arts and Science Council on <u>April 17, 2015.</u> 17 April 2015. |
| <u>VI.4</u> | <u>Amendments approved by Arts and Science Council on (date).</u> |