



Faculty of Information Council

Bylaws

Article 1 Council Procedures

- Art. 1, Sec. 1 Notices of regular meetings of Council shall be sent to Council members and Faculty constituencies.
- Art. 1, Sec. 2 An agenda shall be distributed at least one week in advance of each regular meeting. At least the following business shall be observed by the Chair at all regular meetings:
- a) Reading and disposing of the minutes of the last regular meeting and of any intervening special meetings;
 - b) Business arising from the minutes;
 - c) Reading and disposing of communications;
 - d) Reading and disposing of the report of the Executive Committee;
 - e) Reading and disposing of reports of other Standing and Special Committees;
 - f) Reading and disposing of other reports;
 - g) Question period;
 - h) Announcements; and
 - i) Other business.
- Art. 1, Sec. 3 Meetings of Council shall be open, except that Council shall have the right to vote to hold meetings *in camera* or, during a meeting, by a simple majority of those members present and voting, to move *in camera*.
- Art. 1, Sec. 4 It is appropriate to move *in-camera* when matters may be disclosed at the meeting of such a nature, having regard to the circumstances, that the desirability of having open discussion among members of Council

outweighs the desirability of adhering to the principle that meetings be open to the public or when intimate financial or personal matters of any person be disclosed at the meeting or part thereof.

Art. 1, Sec. 5 Minutes of meetings shall be kept and shall contain a record of pertinent points discussed and decisions made. Minutes shall be distributed to all members of Council and, except for meetings *in camera*, shall be made available.

Art. 1, Sec. 6 All motions shall be recorded in writing by the Secretary, and put from the Chair before the vote is taken. The Chair shall declare the result of every vote, and on any questions, except a motion to adjourn the Council or a debate, any member may require the number of yeas, nays and abstentions to be recorded.

Art. 1, Sec. 7 Motions pass by a simple majority of those present and voting, except as specifically provided otherwise.

Art. 1, Sec. 8 Except in the case of special meetings, notice of motion from an individual shall normally be forwarded to the Chair of Council no later than two weeks before a meeting of Council in order to have the motion included on the agenda of the meeting at which it is to be considered. (This does not apply to motions and recommendations forthcoming from Committees.)

Article 2 Powers, Duties and Composition of Committees

Art. 2, Sec. 1 Executive Committee

- a) The Executive Committee shall consist of nine voting members of Council: the Chair of Council who shall act as Chair; the Dean (or designate); at least three full-time regular members of the Teaching Staff holding professorial rank; and one Student from each degree program of the Faculty. Members, other than the Chair of Council and the Dean (or designate), shall be elected annually by Council. The Secretary of Council shall be the Secretary of the Executive Committee, as assessor, non-voting. Five voting members shall constitute a quorum.
- b) It shall be the responsibility of the Executive Committee to:
 1. Conduct the affairs of Council during any period when Council is not meeting, and report to Council its deliberations, recommendations and decisions;

2. Act with respect to matters of emergency, providing such actions shall be reported to Council at its next meeting;
3. Review the goals and objectives of the Faculty, the Constitution, and the By-Laws of Council at least every five years;
4. Make recommendations annually to Council on the Chair and membership of each Committee except the Executive Committee;
5. Prepare the agenda for Council meetings;
6. Act in an advisory capacity to the Chair of Council; and
7. To report to Council on its deliberations, recommendations, and decisions.

Art. 2, Sec. 2 Awards Committee

- a) The Awards Committee shall consist of: the Dean (or designate); three full-time regular members of the Teaching Staff with at least two holding professorial rank; the Assistant Dean, Registrarial and Student Services (or designate), and the Chair of Council (*ex-officio*) non-voting. Three members shall constitute a quorum.
- b) It shall be the responsibility of the Awards Committees to:
 1. Work with the Admissions Committee to ensure that financial support and admission awards are offered to highly qualified candidates;
 2. Approve candidates for other awards and financial support;
 3. Review existing award records and develop the terms of reference for new awards;
 4. Oversee annual awards event(s) that recognize outstanding student achievement; and to promote the discovery and applications of internal and external awards for alumni, faculty, staff and students; and;
 5. To report to Council on its deliberations, recommendations, and decisions.
- c) The Awards Committee may delegate the offering of program entry awards to the Admissions Committee.

- d) Meetings of the Committee are closed.

Art. 2, Sec. 3 Committee on Standing

- a) The Committee on Standing shall consist of: the Associate Dean, Academic of the Faculty, who shall act as Chair; at least three full-time regular members of the Teaching Staff holding professorial rank; one Student from each degree program of the Faculty; the Assistant Dean, Registrarial and Student Services, and the Chair of Council (*ex-officio*) non-voting. No person can be a member of both the Committee on Standing and the Academic Appeals Committee (not a Committee of Council). Five members shall constitute a quorum.
- b) It shall be the responsibility of the Committee on Standing to:
 - 1. Oversee the general consistency of grading procedures;
 - 2. Review and approve grades;
 - 3. Review and approve non-grade course reports;
 - 4. Review and approve petitions for extensions to complete course work beyond the original SGS deadline;
 - 5. Oversee annual reviews of doctoral students;
 - 6. Approve applications to the thesis option in the Master's program(s);
 - 7. Approve doctoral students' thesis titles and committees;
 - 8. Consider applications and memorials (except academic appeals) from Students when the Committee has not previously considered the case;
 - 9. Approve decisions about student petitions regarding re-entry;
and
 - 10. To report to Council on its deliberations, recommendations, and decisions.
- c) Meetings of the Committee are closed to Student members, at the discretion of the Chair or Vice-Chair, when confidential matters concerning identifiable individuals are discussed.

Art. 2, Sec. 4 Information Services Committee (Section withdrawn – March 30, 2016)

Art. 2, Sec. 5 Programs Committee

- a) The Programs Committee shall consist of: the Associate Dean, Academic, who shall act as Chair; the Director of each degree program of the Faculty; the Assistant Dean, Registrarial and Student Services; one Professional Librarian; and one Student from each degree program of the Faculty. An additional Student from the Master of Information program, and the Chair of Council (*ex-officio*) non-voting. A simple majority of members shall constitute a quorum.
- b) It shall be the responsibility of the Programs Committee to:
 1. Follow the recommended processes for minor and major graduate education changes as outlined in procedures adopted by the University, as amended from time to time;
 2. Coordinate course offerings and assist in the scheduling of courses in the degree and diploma programs ¹of the Faculty;
 3. Oversee the integration of Information Services and iSchool Institute course offerings into the academic programs of the Faculty;
 4. Regularly review and make recommendations to Council on all policies concerning each degree program and course of study;
 5. Review the curricula for each degree program at least every seven years;
 6. Review and make recommendations to Council on proposals for new programs and for closure of existing programs;
 7. Review and approve new courses in degree programs;
 8. For each degree program of the Faculty, either in the Committee as a whole or in a subcommittee established for that purpose, oversee the operations and procedures of such degree program;
 9. Oversee and approve recommendations for program changes;

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, should be sought prior to the development of any such proposal.

10. To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for new academic programs, proposals for the closure of any academic programs, and proposals for major modifications to existing academic programs;
 11. To review and approve, on behalf of Council, proposals for minor modifications to academic programs. All such approvals shall be reported for information to Council; and
 12. To report to Council on its deliberations, recommendations, and decisions.
- c) Motions are passed within the Programs Committee by a two-thirds majority of those present and voting.

Art. 2, Sec. 6

Recruitment and Admissions Committees

- a) Each degree level in the Faculty shall have a Recruitment and Admissions Committee.
- b) The Recruitment and Admissions Committees shall consist of: at least four full-time regular members of the Teaching Staff holding professorial rank; the Assistant Dean, Registrarial and Student Services (or designate); a student from each of the degree programs, and the Chair of Council, (*ex-officio*) non-voting.
- c) It shall be the responsibility of each such Recruitment and Admissions Committee to:
 1. Help define and implement a recruitment strategy for the Faculty at the respective degree levels;
 2. Support initiatives to recruit students as required;
 3. Establish admissions policies and procedures;
 4. Review and make recommendations to Council in regard to entrance requirements;
 5. Ensure that the qualifications of applicants seeking admission are appropriately assessed and reviewed;
 6. Ensure that appropriately qualified students are admitted and offered advanced standing;

7. Work with the Awards Committee to ensure that financial support and admission awards are offered to highly qualified candidates;
 8. Approve highly qualified candidates for admission awards; and
 9. Report to Council on its deliberations, recommendations, and decisions.
- d) Meetings of the Committees when reviewing files are closed; however, meetings or portions of meetings dedicated to recruitment efforts are open.

Art. 2, Sec. 7 Special Committees

- a) The Council or Executive Committee may appoint Special Committees to deal with any matter that normally does not fall within the responsibilities of a Standing Committee.

Article 3 Committee Procedures

Art. 3, Sec. 1 Selection and election of Council Committees

- a) At the last regularly scheduled Council meeting of each year:
 1. The Executive Committee shall recommend the Chairs and non-student members of all Council Committees, except the Executive Committee, for the subsequent Council year. Council shall vote on the recommendations; and
 2. Council shall elect the Executive Committee for the subsequent Council year.
- b) At the first regularly scheduled Council meeting of each year:
 1. Student members of Council Committees, having been elected by the student constituencies, shall be announced to Council.
 2. Other additions and changes to membership of Council and/or its Committees shall be reported to Council or taken into immediate consideration by Council and Council shall dispose of them.
- c) At the end of the January session:

1. The Executive Committee, shall, in consultation with Committee Chairs, replace members of Council Committees who will be leaving the Faculty over the summer.

- Art. 3, Sec. 2 In the case of a vacancy in elected or appointed members of a Committee which may occur during the Council year, a new member from the appropriate constituency shall be appointed by the Dean, in consultation with the Chair of the Committee, and, in the case of student members, in consultation with the appropriate student association, to fill the unexpired term.
- Art. 3, Sec. 3 Persons who are not members of Council may be invited to serve as voting members of Committees. Such persons shall become assessors of Council.
- Art. 3, Sec. 4 Committees may establish sub-committees.
- Art. 3, Sec. 5
- a. The Dean shall be *ex officio* a voting member of every Committee and sub-committee, except as specifically provided otherwise.
 - b. The Chair of Council shall be *ex officio* a non-voting member of every Committee and sub-committee, except as specifically provided otherwise.
- Art. 3, Sec. 6 Persons who are not members or assessors of Council may be invited to serve as members of sub-committees.
- Art. 3, Sec. 7 Persons who are not members or assessors of Council may be invited to serve as assessors on Committees and sub-committees, but shall not have the right to vote in such Committees and sub-committees.
- Art. 3, Sec. 8 Any member of Council shall have the right to be present at any open meeting of any Committee or sub-committee and to be recognized. Committee members only shall have the right to vote.
- Art. 3, Sec. 9 Each Committee and sub-committee shall determine, in accordance with University and Faculty policies, its own rules of procedure.
- Art. 3, Sec. 10 Motions within Committees and sub-committees shall pass by a simple majority of those members present and voting, unless specifically provided otherwise.
- Art. 3, Sec. 11 The Chair of each Committee normally shall be a full-time regular member of the Teaching Staff of the Faculty, except as specifically provided otherwise.

- Art. 3, Sec. 12 Committees and sub-committees can choose to elect a Vice-Chair for a Committee or sub-committee from the members of each Committee or sub-committee.
- Art. 3, Sec. 13 Each Committee shall meet at the call of its Chair, or Vice-Chair (if appointed), or a majority of its members.
- Art. 3, Sec. 14 Meetings of Committees and sub-committees may be conducted in physical and/or digital spaces.
- Art. 3, Sec. 15 Notices of meetings of Committees and sub-committees shall be sent to their members.
- Art. 3, Sec. 16 Notices of meetings normally shall be given at least forty-eight hours prior to such meetings.
- Art. 3, Sec. 17 The Chair shall preside at every meeting or the Vice-Chair (if appointed) shall preside, or the Chair shall appoint a Chair *pro tem*.
- Art. 3, Sec. 18 The Chair and Vice-Chair may vote on any question.
- Art. 3, Sec. 19 Minutes of all Committee and sub-committee meetings shall be kept and shall contain a record of pertinent points discussed and decisions made.
- Art. 3, Sec. 20 Meetings of Committees and sub-committees shall be open except as specifically provided otherwise.
- Art. 3, Sec. 21 The Council may refer any written communication on a subject coming properly within the jurisdiction of a Committee to that Committee. That Committee shall report thereon, normally at the next regular meeting of Council. Any such communications received too late to be dealt with by the appropriate Committee before the next regular meeting of Council may, by direction of the Chair of the Committee, be read at the meeting of Council; and the Council may, if it sees fit, take them into immediate consideration or otherwise dispose of them.
- Art. 3, Sec. 22 Vacancies occurring in a sub-committee may be filled at any time by the Chair of the Committee in consultation with the appropriate constituency.

Article 4 Amendment of Bylaws

- Art. 4, Sec. 1 These Bylaws may be amended at any regular meeting of the Council by a two-thirds majority of those present and voting, provided that the amendment has been submitted in writing at the previous regular meeting.

End of Bylaws

First approval, subsequent amendments and approvals:

First approved 1 April, 1972; amended 21 July, 1995 with minor revisions 15 September, 1995; approved by Faculty Council 24 November, 1995; amended 19 March, 1999; amended and approved by Faculty Council 5 October, 2001; amended and approved by Faculty Council 21 November, 2006; amended and approved by Faculty Council 12 November, 2010; amended and approved by Faculty Council 25 November, 2011; amended and approved by Faculty Council 23 June, 2011; amended and approved by Faculty Council 15 June, 2012; amended and approved by Faculty Council 30 November, 2012; amended and approved by Faculty Council 1 March 2013; last amended and approved by Faculty Council 18 October 2013, last amended and approved by Faculty Council 30 March 2016.