



BY-LAWS OF THE WOODSWORTH COLLEGE COUNCIL

1. Rules of Procedure for the Election and Appointment of Members to Council

- I. Elections and appointments for all constituencies will be completed and reported to the Secretary of Council by March 31st of each year.
- II. Student representatives will be selected in a manner to be determined by the Board of Directors of the Woodsworth College Students' Association for a one year term.

Administrative staff representatives will be nominated and elected by and from among the administrative staff for a two-year term.

Alumni Representatives will be selected in a manner determined by the Alumni Association of Woodsworth College for a one-year term.

Teaching staff representatives will be appointed by the Principal of the College for a two-year term.

The Don of the Residence will be elected by the Dons of the Woodsworth College Residence in a manner determined by the Dons of the Woodsworth College Residence for a one year term.

The appointees of the Principal are appointed by the Principal of Woodsworth College for a two year term.

2. Rules of Order

The Chair shall conduct the proceedings in conformity with Robert's Rules of Order and by the Rules of Order enclosed as Appendix 2 to these By-laws.

Observers at meetings of the Council shall not be permitted to participate in the debate unless by permission of the Council and at the invitation of the Chair of the meeting.

3. Committees of Council

The Council may appoint such standing and special committees as it may require in the conduct of its business and the fulfillment of its resolutions. The term of office of members of standing committees shall coincide with the term of office of members of the Council, and where a vacancy occurs, the Council shall appoint a member to fill the unexpired portion of the term.

The Executive Committee shall recommend to the Council nominees for the Academic Advisory Committee and the Student Affairs Committee and such other committees as may be

established from time to time. It may recommend to Council the establishment of standing or special committees.

Any committee may establish sub-committees to deal with matters within its jurisdictions.

No matter, affecting an individual, whether faculty, staff or student, may be discussed by the Council except by the wish of that individual, expressed in writing to the Chair of Council.

I. Executive committee

Terms of Reference: The Committee shall be responsible for setting the agenda for the Council meetings and for ensuring that the agenda items are properly documented. The Committee shall deal with Electoral appeals according to the By Law covering Elections and Appointments. At times when the Council is not in session, the Committee shall act in an advisory capacity to the Principal when the urgency of matters so demands.

The Committee shall establish a review of the Constitution and By-Laws at periodic intervals of not more than five years, and recommend to Council any changes deemed appropriate.

The Committee shall monitor the functioning of Council and its Committees.

Meetings:

The Committee shall meet as required to fulfill its terms of reference. Its activities shall be reported to the Council at the first opportunity. A meeting of the full membership of the Executive will be called at the discretion of the Chair.

Membership:

The Executive Committee shall consist of:

The Principal of Woodsworth College (Ex-officio)
The Chair of College Council
The Vice Chair of College Council
The Chair of the Student Affairs Committee
The Chair of the Academic Advisory Committee
One student member of Council appointed by WCSA

Quorum: Quorum is 50% of the membership

II. Academic Advisory Committee

Terms of Reference: The Academic Advisory Committee shall advise the Council about admissions and curriculum policies as they pertain to the College; new programs; special issues, academic and other, of summer students and of the University summer program

To advise Council on proposals for new academic programs, proposals for the closure of any academic programs, and proposals for major modifications to existing academic programs¹

Meetings: The Committee shall meet as required to fulfill its terms of reference. Its activities shall be reported to the Council at the first opportunity.

Membership*:

The Academic Advisory Committee shall consist of:

The Principal of Woodsworth College (Ex-officio)

Five members of the teaching staff elected by the Council;

The Registrar of the College;

Five students elected by the Council to include one Woodsworth student from the Criminology Students' Association (CRIMSA) and one Woodsworth student from the Employment Relations Students' Association (ERSA);

One member from the Alumni Association of Woodsworth College elected by Council;

Three members of the administrative staff nominated by the Principal and approved by the Council;

Two additional members elected by the Council

*At least ten of the eighteen members of the Committee shall be members of the Council

Chair. A Chair shall be elected annually by the Committee from those members of the Committee who are members of Council.

Quorum: Quorum is 1/3 of the membership

III. *The Student Affairs Committee*

Terms of Reference: The Student Affairs Committee may make recommendations and provide advice on: student issues such as use of the College's physical facilities, policy governing awards, scholarships, loans, grants, library services and facilities and any other matters directed to it by the Executive Committee.

Meetings: The Committee shall meet as required to fulfill its terms of reference. Its activities shall be reported to the Council at the first opportunity.

Membership*:

The Student Affairs Committee shall consist of:

The Principal of Woodsworth College (Ex-officio)

Two members of the teaching staff elected by Council

One member of the alumni elected by the Council

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.

The Registrar of the College
The Dean of Students of Woodsworth College
Three students elected by the Council, at least one of whom is a part-time student and one of whom is a full-time student

One member of the administrative staff nominated by the Principal and approved by the Council

*At least five of the ten members of the Committee shall be members of the Council

Chair: A Chair shall be elected annually by the Committee from those members of the Committee who are members of Council.

Secretary: The Registrar shall designate a staff member with Registrarial Functions as the Secretary. The Secretary shall prepare and publish the agenda, maintain and publish the records of meetings, and make all other arrangements required to facilitate the meetings of the Student Affairs Committee and any special and/or sub-committees established to deal with matters within its jurisdiction. The Secretary shall also post the agenda and the minutes of the Student Affairs Committee and any special and/or sub-committees on a designated College notice board and on the College website.

Quorum: Quorum is 50% of the membership

4. Publication Of The Business Of Council And The Executive Committee

The agenda and the minutes of the Council and the Executive Committee shall be posted on a designated College Council notice board and the College website.

5. Amendments

Amendments approved by College Council on [date].

APPENDIX 1

BY-LAW COVERING ELECTIONS OF ADMINISTRATIVE STAFF

An election will be held only when the number of candidates exceeds the number of positions to be filled.

1. Chief Electoral Officer

- I. The Secretary of the Council shall act as Chief Electoral Officer for the Administrative Staff and, subject to these By-laws, shall have the exclusive authority to determine all matters relating to the conduct of the elections.
- II. The Chief Electoral Officer may appoint such Returning Officers and Deputies as he/she thinks necessary.
- III. An Appeal may be taken from a decision of the Chief Electoral Officer to the Executive Committee and the decision of that Committee shall be final.
- IV. When an Appeal is taken to the Executive Committee, the election shall proceed at the appointed time or times but the Committee may authorize the holding of a new election at such time as it determines.

2. Date of Elections

The elections for all constituencies shall be held simultaneously in March.

3. Nominations

Nominations for the Administrative Staff shall be made in writing to the Chief Electoral Officer according to a determined schedule and shall be accompanied by the written consent of the nominee.

4. Polling

- I. A ballot box with ballots shall be provided at a designated polling place.
- II. Each polling station shall be supplied with a complete list of Members of the constituencies. The polling station staff shall verify the identification of voters.
- III. Candidates shall be entitled to be present during the counting of the ballots.
- IV. The Chief Electoral Officer shall retain ballots for ninety (90) days after the election.

5. Voting

- I. A voter may vote for any number of candidates up to the total number of positions to be filled and the candidates with the highest number of votes shall be elected.
- II. In the event of a tie for the last position to be filled, the Executive Committee shall decide between the candidates at its next meeting.

6. Vacancies

When vacant, seats that are determined by election in March shall be filled through by-elections held in September of each year. Vacancies that occur in appointed seats shall be filled in a manner determined by the appointing bodies.

7. Publication of Elections

- I. The Chief Electoral Officers shall publish to the College the dates and procedures for the holding of general election to the Council not later than two weeks before the close of nominations.
- II. Publication shall be made on a designated College Council notice board and the College website.
- III. Publication of results shall be made by the final meeting of Council in the Spring term.

APPENDIX 2
RULES OF ORDER OF WOODSWORTH COLLEGE COUNCIL

1. Any member desiring to speak during a meeting of the Council shall raise his/her hand, address the Chair and await recognition before speaking.
2. A member called to order shall cease speaking, the Chair shall decide the point of order, subject to an appeal to the Council, which shall decide the case, but without debate.
3. No member shall speak more than twice on any substantive motion, and once on each of the amendments to the motion, without first asking and obtaining permission from the Chair.
4. The Chair may take part in the debate, but before doing so shall leave the chair to the Vice-Chair or if the Vice-Chair is absent shall appoint some other member to occupy it.
5. Voting shall be by a show of hand unless in the election of the Chair and Vice-Chair or in cases where a majority of those present and voting request a secret ballot.
6. A motion shall be placed in writing if any member requires it.
7. When a question is under debate, the Chair except for one of the following purposes shall receive no motion:
 - a. to adjourn the Council
 - b. to adjourn the debate
 - c. to call for the question
 - d. to commit
 - e. to amend
8. Any member of the Council shall have the right to be present at any meeting of any Standing Committee but shall not take part in the Committee's proceedings unless invited to do so by the Committee.
9. No proposal to amend any of the foregoing rules of procedure shall be considered except at a regular meeting of the Council and unless adequate written notice of the proposed change has been given.
10. None of the foregoing rules shall be suspended at any meeting of the Council except by a two-thirds vote of the members present and voting.
11. For questions not covered by these rules the Council will follow the relevant provisions of the Constitution and By-Laws of the Council and in the latest revised edition of *Robert's Rules of Order*.
12. If the Council does not concur in the recommendations made in a report by one of the Council's Standing or Special Committees, this report shall be referred back to the Committee concerned with a statement of the reasons for the non-concurrence of the Council with the report.
13. Council shall not remain in session for longer than two hours except by the vote of at least two-thirds of the members present and voting.