

BY-LAW 1: SCHOOL COUNCIL

By-Law 1: School Council

In compliance with Article 157 of the University Government, the Faculty Council enacts policies for the management of Faculty affairs, it being understood that such policies are subject to Senate approval in academic matters and approval by designated University authorities in other matters (see University of Ottawa Act, Section 18(2)).

The standing committees of the School Council consist of: the Executive Committee of the School, the Undergraduate Programs Committee, the Graduate Research Programs Committee, the Graduate Professional Programs Committee, the Research Committee, the International Operations Committee, the Human Resources Planning Committee, and the Faculty Teaching Personnel Committee as defined in the Collective Agreement between the University and the Association of Professors of the University of Ottawa (APUO).

1.1 *Mandate of the School Council*

Subject to the provisions of Article 157 of University Government, the School Council is the primary governing body of the School. The Council's mandate is to:

- 1.1.1 Make by-laws for the efficient management of the School, it being understood that no such by-law is effective before it has been approved by Senate;
- 1.1.2 Establish regulations for the conduct of its meetings and for election procedures where provided for;
- 1.1.3 Establish its standing committees and, subject to Senate approval, any other committee or committees and to define the powers, functions and composition of such committees except in cases where this has already been specified in the regulations;
- 1.1.4 Make to those responsible, according to the approved procedures, recommendations on:
 - (a) the policy and conditions for admission to baccalaureate programmes and to first professional degree programmes offered by the School;
 - (b) the structure of programmes leading to degrees, diplomas and certificates;
 - (c) all other undergraduate courses and programmes;
 - (d) continuing and executive education and programs in the disciplines or professional studies within its jurisdiction: special upgrading programmes, special standards of admission for adult candidates, equivalence in university credits for work experience, etc.;
 - (e) the presentation of candidates for degrees, diplomas and certificates.
- 1.1.5 To make to those responsible, according to the approved procedures, recommendations on interdisciplinary courses and programmes offered by the School at the graduate level;
- 1.1.6 Take such steps as may be necessary for ensuring compliance with The University of Ottawa Act, regulations of the Board of Governors and the Senate and its own by-laws;
- 1.1.7 Approve the five-year strategic plan of the School;
- 1.1.8 Examine the operating budget, once approved by the Board of Governors, in terms of whether it meets the requirements of the development plan prepared by the School Council and the Senate, and to determine, if need be, modification of the plan for future

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years;

- 1.1.9 Approve the annual report of the faculty before it is submitted to the Rector;
- 1.1.10 Make any recommendation to the Senate and the Board of Governors that it deems appropriate for the development of the School.

1.2 Membership of the School Council

Subject to the provisions of Article 158 of University Government, the School Council is composed of the following members¹:

1.2.1 Ex-officio¹ members:

- (a) The Dean, who serves as Council Chair (non-voting, tie breaker);
- (b) The School's Vice-Deans;
- (c) The School's Section Coordinators.

NOTE: One of the Vice-Deans shall be designated by the Dean as the administrative exclusion: in the absence of the Dean, the administrative exclusion shall assume the Dean's role, including that of chairing meetings. One of the Vice-Deans shall be designated by the Dean as the School Secretary.

1.2.2 Elected members from the academic personnel:

- (a) Two regular professors representing each Section. It is the responsibility of the Section representatives to adequately represent all the fields within their section;
- (b) Five regular professors of the School "at large"; no more than 2 from any given Section;
- (c) One non-regular, full-time faculty member.

1.2.3 Elected student members:

- (a) Three undergraduate students in third or fourth year in compliance with article 1.3.2 below;
- (b) Two graduate students (one from the Research-based programs of the School and one from the Professional Programs of the School);
- (c) One undergraduate student elected to Senate, ex-officio.

1.2.4 Administrative personnel:

The School's Chief Administrative Officer.

¹ Ex-officio: A person given a specific responsibility by virtue or because of an office. This person is necessarily a member of certain committees.

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1.2.5 Replacements

Members who are absent from the School Council may not be replaced.

1.2.6 Guests (non-voting)

The Chair may invite guests when their expertise is required.

1.3 *Procedures for Electing Council Members*

1.3.1 Procedures for electing academic personnel members:

- (a) The professors of each Section shall select one faculty member from their Section to represent their Section on the School Council. In the event that the appointment of a Section representative becomes vacant prior to the normal expiry date of the term of office, the Section must elect a replacement to fill the vacancy for the remainder of the term of the filled appointment;
- (b) The "at large" members are then elected by preferential ballot (see [Appendix 2](#)) by all full-time faculty members;
- (c) The non-regular faculty member is elected by preferential ballot (see [Appendix 2](#)) by all non-regular, full-time faculty members;
- (d) Except where otherwise stated, elected members serve a two-year term, renewable;
- (e) Terms of office are from July 1 to June 30;
- (f) Section coordinators must convey the names of their Section representative to the Secretary of the School, who thereafter administers the elections for members "at large".

1.3.2 Procedures for electing student members:

- (a) The Secretary of the School shall launch the procedure by asking the undergraduate and graduate student associations to appoint student representatives according to the Student Associations' rules;
- (b) Student members are appointed by the School Council for a one (1) year term, renewable, starting on October 1 and ending on the following September 30;
- (c) The undergraduate student representatives must be third- or fourth-year full-time students;
- (d) Student Associations must convey the names of their representatives to the Secretary of the School.

1.4 *Quorum at Council Meetings*

1.4.1 Quorum is 50% plus one (1) of the total number of voting members excluding vacancies.

1.4.2 Student members are not counted in the determination of quorum from May 1 to September 30.

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1.4.3 Members missing three meetings within one year without proper notice to the Secretary of the School shall be asked by the Secretary to resign from the Council. If the member is the representative of a Section, the Section Coordinator shall be informed: the Section shall be asked to select a replacement. For all other vacancies, the seat shall remain vacant until the following School year. Where such a seat is vacant, the requirements for quorum will be modified accordingly.

1.5 Meeting Schedule

1.5.1 The School Council shall hold at least three meetings annually.

1.5.2 Council meetings are normally held once a month from September to June, inclusively.

1.5.3 Specific meeting dates and times are determined by the Dean and announced in September.

1.5.4 The Chair may convene special meetings when required.

1.5.5 Upon written request of at least one third of the members, the Chair will schedule a special meeting.

1.5.6 The Secretary of the School shall notify all members of the School Council of each meeting five (5) working days prior to the meeting. The notice shall include the agenda of the meeting.

1.6 Agenda

1.6.1 Requests for items to come before the School Council must be submitted in writing to the Secretary of the School ten (10) working days before a regular meeting.

1.6.2 The Secretary of the School, in consultation with the Dean and the Vice-Deans, shall prepare the agenda, a copy of which is to be sent to all members along with all supporting documents five (5) working days prior to each meeting. Items of an urgent nature may be added to the agenda by the Chair at the beginning of a meeting, with the consent of the majority (50% plus one) of the voting members present.

1.6.3 At each regular meeting, the Order of Business shall normally be presented in the following manner:

- (i) Approval of the agenda
- (ii) Adoption of the minutes of the previous meeting
- (iii) Business arising from the minutes
- (iv) Dean's remarks
- (v) Reports of Committees
- (vi) Motions
- (vii) Planned items depending on the time of year (for example, report on Strategic Plan)

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	(viii) Other business
1.7	<i>Conducting Meetings</i>
	The articles concerning "Points of Order", "Motions", "Minutes", and "Virtual Participation" described in Appendix I of these By-Laws apply to the School Council.