

UNIVERSITY OF TORONTO

COUNCIL OF THE LAWRENCE S. BLOOMBERG FACULTY OF NURSING

BY-LAWS

<p>Rules of Procedure for the Election and Appointment of Members to Council</p>	<ul style="list-style-type: none"> a. Elections and appointments for all constituencies will be completed and reported to the Secretary of Council by the end of June of each year. b. Undergraduate students will be elected by and from among the undergraduate students for a one-year term. [Note: The Faculty’s Undergraduate Student Society is responsible for the election of Undergraduate Student members of Council.] c. Graduate student representatives will be elected by and from among the graduate students for a one-year term. [Note: The Faculty’s Graduate Student Society is responsible for the election of Graduate Student members of Council.] d. Administrative staff representatives will be [elected/appointed] by and from among the administrative staff for a two-year term. e. Alumni from the Faculty Alumni Association for a two-year term. f. External stakeholders will be appointed by the Dean of the Faculty for a one-year term. g. University or TASHN partners will be appointed by the Dean of the Faculty for a one-year term. h. Emeritus professor representative will be appointed by the Dean of the Faculty for a one-year term.
<p>Rules of Order</p>	<p>The Chair shall conduct the proceedings in conformity with Robert's Rules of Order</p>
<p>Committees of Council (standing)</p>	<p>The Standing Committees of Council are:</p> <ul style="list-style-type: none"> Committee on Standing Admissions Committee Appeals Committee Awards Committee Curriculum Committee Executive Committee
<p>Committees of Council (special)</p>	<p>From time to time Council may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the Executive Committee, when one or more of the following conditions exist:</p> <ul style="list-style-type: none"> a) An issue cannot be accommodated easily within a Standing Committee’s schedule – either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time; b) An issue does not fall readily under an existing Standing Committee; or c) There is need for the participation of experts not represented on

	<p>the relevant committee.</p> <p>A recommendation from the Executive Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date, and the proposed date of disestablishment.</p>
<p>General Procedures</p>	<ul style="list-style-type: none"> a. Rules and regulations that guide Council shall also apply to committees of Council, unless specified otherwise. b. A member may serve a maximum of nine consecutive years on Council with the exception of Teaching Staff. The term of membership of all Standing Committees shall normally be two years renewable with the exception of elected students who serve one-year terms. [Note: The nine-year rule applies to members of the Governing Council and most of its bodies.] c. The Chairs of all Standing Committees who are not otherwise members of Council shall become <i>ex officio</i>, voting members of Council. d. With the exception of the Appeals Committee, the Dean is, <i>ex officio</i>, a member of all Standing Committees. e. All Standing Committee members, including <i>ex officio</i> members have voting privileges, unless otherwise specified. f. Quorum: Unless otherwise stated, 50% plus one of all members shall constitute a quorum for committees. g. Normally, it is expected that members attend Council meetings in person. At the discretion of the Chair however, members who are unable to attend in person may participate in that meeting by such means of telephone or other communication technology that permit all members to communicate simultaneously and instantaneously. A person participating in such a meeting by such means is deemed to be present at the meeting. h. At the discretion of the Chair, a Committee may be asked to consider a matter outside of a committee meeting that would normally be dealt with in closed session or <i>in camera</i> and to determine the matter by means of an electronic vote. Such matters would, in the judgment of the Chair, be time-sensitive and delay until the next regularly scheduled meeting would have an adverse effect. Such matters would also, in the judgment of the Chair, normally require little, if any, discussion prior to voting. Matters considered in this manner shall be reported at the next regular meeting of the Committee and recorded in the report of that meeting. Notice of the intent to use an electronic vote for a matter shall be given by the Secretary not less than one clear day prior to distributing materials on the matter to be considered. Members with concerns, who would like an item to be discussed by the Committee in advance of the electronic vote, must notify

	<p>the Secretary prior to the proposed voting period. The Chair will then determine an appropriate course of action and inform the Committee on the disposal of the matter.</p> <ul style="list-style-type: none">i. Records of all Standing Committees shall be maintained by the Faculty Secretary.j. Co-option (appointment) of teaching staff is possible for all Standing Committees except the Appeals Committee. Co-opted members shall have voting privileges. ‘Co-opted members’ refers to individuals who are not members of the Council who are appointed to serve on a Committee, generally because of certain expertise.k. Sub-committees may be created by standing committees whenever a clear need arises. The membership of such sub-committees shall be established by the parent committee. Each standing committee may delegate to sub-committees the power to act in regard to any aspect of the standing committee’s responsibility and to make recommendations to the standing committee, which shall then decide on whether or not to accept the recommendations or further recommend them for approval to Council. Members of the sub-committees may be appointed from outside the Faculty.l. Student voting: When a student designate and the alternate attend the committee meeting, voting rights shall be accorded to the designate.m. Standing Committees are responsible for preparing reports, ensuring adequate documentation exists for debate on each item, and for determining items for information, approval or recommendation at each Council meeting.n. When the position of a Chair of a Standing Committee becomes vacant during the session, the Vice Chair will assume this position and hold the office for the remainder of the session.o. When a vacancy occurs during the session among the members of a Standing Committee, the chair of the Committee concerned, in consultation with the Chair of Council, shall select a replacement for the remainder of the session, or, in the case of student members, request the members of the relevant student society to elect a replacement.
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EXECUTIVE COMMITTEE	
MEMBERSHIP	<p>There shall be an Executive Committee consisting of:</p> <p>The Dean of the Faculty of Nursing; the Associate Deans; Chair of Faculty Council; the Chairs of the Standing Committees of Council; and two students (one graduate and one undergraduate) who are elected by their respective student societies, and the Faculty Council Secretary, who shall be non-voting. The Chair of Council shall act as Chair.</p>
FUNCTION	<p>The Executive Committee has the following responsibilities:</p> <ol style="list-style-type: none"> a. To set the agenda for each Council meeting. b. 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. c. To direct specific issues to Council or committees, or to recommend to Council the creation of special committees. d. To consider notices of motion given to Council. e. During the summer months (i.e. following the last meeting of Council of one academic year and until the first meeting in the subsequent academic year), to have authority to make decisions on behalf of Council on matters of urgency which do not permit their deferral until the next regular meeting of Council. f. To review and advise Council on all proposed Constitution and By-Law changes, whether these be brought to Council or initiated by Council. g. At periodic intervals of not more than five years, to establish a review of the Constitution and By-Laws and recommend to Council any changes deemed appropriate. h. To monitor the functioning of Council and its Committees. i. To report to Council on its deliberations, recommendations, and decisions. j. To act as a Striking Committee to nominate and appoint Council members, including Chairs and Vice-chairs to the standing committees; ; striking new standing, special or sub-committees and making recommendations to Council regarding the responsibilities [i.e. terms of reference] of each committee
PROCEDURES	<p>The Committee shall meet in closed session.</p> <p>Quorum is 50% plus one of all members. Any vote requires a simple majority of the quorum present, either in person or via telephone or other electronic means.</p>

COMMITTEE ON STANDING	
MEMBERSHIP	<p>There shall be a Committee on Standing consisting of:</p> <p>The Associate Dean-Academic Programs (ex officio); Chair, Undergraduate Program; Graduate Coordinator; the Registrar or designate; one undergraduate and one graduate student, elected by and from among their respective student societies; four to six other Council members who are not students within the Faculty, and who are knowledgeable about undergraduate, master's and doctoral programs; one of whom will be appointed to act as Chair of the Committee.</p>
FUNCTION	<p>It shall be the responsibility of the Committee to:</p> <ol style="list-style-type: none"> a. implement the University Grading Practices Policy and oversee the general consistency of grading procedures; b. review and recommend the approval of course grades to the Dean, and recommend follow up actions when indicated; c. review and recommend for approval to Council minor changes to Faculty policy on grading practices consistent with University policy d. report to Council on final course grades and marking trends; e. adjudicate petitions from students related to grades and standing.
PROCEDURES	<p>Quorum is 50% plus one of all members. Any vote requires a simple majority of the quorum present, either in person or via telephone or other electronic means.</p>

CURRICULUM COMMITTEE	
MEMBERSHIP	<p>There shall be a Curriculum Committee consisting of:</p> <p><u>Voting Members</u> A Chair, who will hold a School of Graduate Studies appointment; Associate Dean-Academic Programs (ex officio); Graduate Program Directors/Chairs; Chair, Undergraduate Program; five other teaching staff who are not students within the Faculty, and who teach within undergraduate (at least 2 members), master's (at least 2 members) and doctoral programs (at least 1 member); 5 elected students, two undergraduate (or alternate) (one from each year), two master's students (or alternates) and one PhD student enrolled in the Faculty. Students will be elected by and from within their respective student undergraduate and graduate societies.</p> <p><u>Non-voting Members</u> The Dean and Vice-Provost, Graduate Education or his or her designate will be an ex-officio non-voting member of the committee to advise on matters that deal with graduate program changes (major or minor) and new initiatives.</p>
FUNCTION	<p>The Committee is accountable to Faculty Council, and its decisions are subject to Council and in accordance with University policies and procedures.</p> <ol style="list-style-type: none"> a. To discuss and make recommendations to Council on matters of curriculum. b. 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 modifications¹ to existing academic programs, diplomas, and certificates². c. To review and approve, on behalf of Council, proposals for minor modifications to academic programs, diplomas, and certificates.³ All such approvals shall be reported for information to Council. d. To review and approve, on behalf of Council, proposals for Category 3 certificates. All such approvals shall be reported for information to Council. e. To report to Council its deliberations, recommendations, and decisions. f. To consider student input regarding curriculum.

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.

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 \(For Credit and Not-for-Credit\)](#).

PROCEDURES	<p>Meetings will be held regularly, normally 8-10 times per year, and at the call of the Chair.</p> <p>Quorum is 50% plus one of all members. Any vote requires a simple majority of the quorum present, either in person or via telephone or other electronic means</p> <p>The Chair shall conduct the proceedings in conformity with Robert's Rules of Order.</p>
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ADMISSIONS COMMITTEE	
MEMBERSHIP	<p>There shall be an Admissions Committee consisting of:</p> <p>Associate Dean-Academic Programs (<i>ex officio</i>); Graduate Program Directors/Chairs; Graduate Co-ordinator; Chair, Undergraduate Program; the Registrar or designate; four other Council members who are not students within the Faculty, and who are knowledgeable about undergraduate, master's and doctoral programs, one of whom will be appointed to act as Chair of the Committee and one to liaise with the Awards Committee; two undergraduate (one from each year) and two graduate students (or alternates) (one master's and one PhD) enrolled in the Faculty</p>
FUNCTION	<p>It shall be the responsibility of the Committee to:</p> <ol style="list-style-type: none"> a. review and make recommendations to Council in regard to admissions policy; b. assess the qualifications of applicants seeking admission to the Faculty and approve admission of qualified applicants to all Programs on behalf of Council; c. assess the qualifications of students seeking transfers between programs within the Faculty; d. report to Council on final admission numbers e. make decisions about student petitions regarding entry or re-entry on behalf of Council; f. liaise with Awards Committee to ensure highly qualified candidates are offered admission awards g. To report to Council on its deliberations, recommendations and decision.
PROCEDURES	<p>Quorum is 50% plus one of all members. Any vote requires a simple majority of the quorum present, either in person or via telephone or other electronic means</p>

AWARDS COMMITTEE	
MEMBERSHIP	<p>There shall be an Awards Committee consisting of:</p> <p>Five members of Council who are not enrolled as students in the Faculty, and who are knowledgeable about undergraduate, master's and doctoral programs, one of whom will be appointed to act as Chair of the Committee; one undergraduate and one graduate student (or alternates) enrolled in the Faculty; and one member of the Admissions Committee.</p>
FUNCTION	<p>It shall be the responsibility of the Committee to:</p> <ul style="list-style-type: none"> a. select candidates for awards and financial assistance; b. review existing award records and develop the terms of reference for new awards; c. support the planning and administering of annual awards event/s to recognize outstanding student achievement; d. liaise with Admissions Committee to ensure highly qualified candidates are offered admission awards; e. develop and review awards and funding policies and submit changes to Council for approval; f. report to Council on its deliberations, recommendations and decision.
PROCEDURES	<p>Quorum is 50% plus one of all members. Any vote requires a simple majority of the quorum present, either in person or via telephone or other electronic means.</p>

APPEALS COMMITTEE	
MEMBERSHIP	<p>There shall be an Appeals Committee consisting of:</p> <ol style="list-style-type: none"> a. Two members of the teaching staff in the Faculty and one alternate (Vice Chair) appointed by the Executive Committee; one undergraduate student enrolled in the Faculty; one other member of Council who is not a member of the Faculty. b. No person should be a member of both the Committee on Standing and the Appeals Committee. c. The Alternate (Vice Chair) member shall be used whenever a conflict is identified. d. When the Chair is present and presiding, the Vice-Chair will be considered a regular member of the committee. The Vice-Chair shall be delegated all the Chair's powers and duties if the Chair is absent or has disqualified herself/himself. Under normal circumstances the Vice-Chair will succeed the chair on resignation or retirement from office.
FUNCTION	<p>It shall be the responsibility of the Committee to:</p> <ol style="list-style-type: none"> a. The Committee shall determine the general format for the conduct of the meetings, in adherence to the procedures described in the Faculty of Nursing Calendar with respect to undergraduate students. Any appeals by graduate students are subject to the policies and procedures as set by the School of Graduate Studies. b. After consideration by the appropriate committee or members of the Faculty, the Appeals Committee will be the final decision making authority within the Faculty on academic appeals by a student against a decision as to the student's success or failure in meeting an academic standard or other requirement, or as to the applicability to a student's case of any academic regulation. c. Report to Council at least annually on its decisions.
PROCEDURES	<p>Quorum is 50% plus one of all members. Any vote requires a simple majority of the quorum present, either in person or via telephone or other electronic means.</p> <p>All meetings of the Appeals Committee will be held in camera.</p>