



# WOODSWORTH COLLEGE COUNCIL CONSTITUTION

UNIVERSITY OF TORONTO

Approved by Governing Council on April 16, 2001

## **I. Terms of Reference**

The Council of Woodsworth College, hereafter referred to as the “Council” exercises its powers and duties under the University of Toronto Act, 1971, as amended.

Council business will normally be considered by committees before being decided by the Council, and may be referred to standing or special Committees at the discretion of the Council.

Council shall be governed by the rules contained in the latest revised edition of *Robert’s Rules of Order* in all cases to which they are applicable and in which they are consistent with the By-Laws of Council.

### ***The Council shall deal with:***

- a) such matters as require its attention by reason of delegation of powers to the College by the Governing Council of the University;
- b) such matters as require its attention by reason of representations from other colleges or divisions of the University;
- c) such other academic matters as may be brought before it by any of its members, but the Council and its committees shall not deal with hiring, promotion or salaries of teaching staff or administrative staff, research by teaching staff, admission decisions, or marks and grades of individual students;
- d) matters concerning the activities and management of the College on which members of the Council wish to express opinions or make recommendations for the information and guidance of administrative officers;

## **II. Terms of Office**

- a) Members elected or appointed to serve will hold office for a term of two years, and there is no limit on the number of terms of a member. Student members will hold office for a term of one year unless otherwise specified by the Board of Directors of the Woodsworth College Students’ Association.
- b) If a member misses two consecutive regular meetings of the Council without providing a reason acceptable to the Executive Committee of the Council, the Executive shall declare the member's seat vacant.
- c) All members, excluding student representatives, shall be elected or appointed biennially not later than March 31 (or where the Council orders the holding of a new election pursuant to the Election By-Laws, as soon as possible after March 31), to take office on July 1 of the same year. Student members shall be selected annually in a manner to be determined by the Board of Directors of the Woodsworth College Students' Association and vacancies shall be filled on or before September 30.
- d) Elections shall be conducted according to the Election By-Laws.
- e) The Council may establish and dissolve any standing or special committees.
- f) The Principal of the College or designate is an ex-officio voting member of every committee.

### **III. Membership**

#### ***The Council shall consist of:***

- a) A Chair of the Council, elected by the Council from its membership at the first meeting in the Fall for a term of two years.
- b) A Vice Chair of the Council, elected by the Council from its membership at the first meeting in the Fall for a term of two years.
- c) Ex-Officio members
- d) Thirteen members of the teaching staff chosen by the Principal of the College
- e) Up to 20 students of the College (to include at least one representative from the students' residence) selected in a manner to be determined by the Board of Directors of the Woodsworth College Students' Association.
- f) Four alumni selected in a manner to be determined by the Alumni Association of Woodsworth College
- g) Six members of the administrative staff of the College elected by the administrative staff
- h) A Don of the Woodsworth College Residence elected by the Dons of the Woodsworth College Residence
- i) Three appointees of the Principal of the College

### **IV. Conduct at Meetings**

- a) Regular meetings shall be held at least four times per year, twice in the Fall term and twice in the Spring term. A special meeting may be called by the Chair of the Council, at the request of the Principal, at the request of the Executive Committee or upon the written request of ten members of Council.
- b) A member of Council, elected by the Council, shall preside as Chair. The tenure of office of Chair shall be two years, renewal subject to re-election by the Council. A Vice-Chair shall also be elected by Council. The Chair and Vice-Chair of Council normally will have a maximum of two consecutive two-year terms.
- c) The Secretary of the Council shall act as the Secretary to the Council and Standing Committee meetings except as indicated otherwise.
- d) Except for meetings of the committee of the whole, meetings of the Council shall be open to all members and alumni of the College. By a two-third majority vote, the Council may determine that meetings or parts of meetings shall be held in camera, and where matters affecting any individual may be disclosed, the meeting shall be held in camera unless the individual requests that such part of the meeting shall be open.
- e) The Council shall pass by-laws regulating the exercise of its power and responsibilities and governing the calling and conduct of its meetings. By-laws and resolutions of the Council shall be published by the Council in such a manner as it may consider fit, and they should be open to examination by all members of the College during normal business hours.
- f) 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.
- g) On the recommendation of two-thirds of the members of Council present and voting when at least one-half of the Council members are present at any meeting, the Council may approve an amendment to its Constitution to the Governing Council of the University of Toronto. Fourteen days' notice of any proposed amendment shall be given to the College Council.

**BY-LAWS  
Of the  
WOODSWORTH COLLEGE COUNCIL**

**1. INTERPRETATION:**

In these by-laws, in the Constitution of the Council of Woodsworth College:

- a) *"Teaching Staff"* means employees of the University, College, the constituent colleges and the federated universities who hold the rank of professor, lecturer, senior tutor, or tutor but does not include a lecturer registered as a student at the University.
- b) *"Alumnus"* means an alumnus of the College as defined by The University of Toronto Act, 1971.
- c) *"College"* means Woodsworth College.
- d) *"Council"* means the Council of the College.
- e) *"Ex Officio Member"* means:

- The President of the University or designate
- The Vice-President and Provost of the University or designate
- The Principal of the College
- The Registrar of the College
- The immediate past Principal of the College
- The President of the Association of Part-Time University Students (APUS) or designate
- The President of the Woodsworth College Students' Association or designate
- The President of the Alumni Association of Woodsworth College or designate
- The President of the College Residence Council or designate
- The Dean of the College Residence (or equivalent) or designate
- A representative of the Dean, Faculty of Arts and Science
- A representative of the Dean, Rotman School of Management
- A designate of the Vice-Provost, Students
- The Director of the Centre of Criminology or designate
- The Director of the Centre for Industrial Relations or designate

- f) *"Administrative staff"* means staff-appointed employees of the College other than teaching staff
- g) *"University"* means the University of Toronto.

**2. ELECTION OF THE CHAIR & VICE CHAIR OF COUNCIL**

- a) The Chair and Vice-Chair of the Council shall be elected for a period of two years at the first meeting of Council in the Fall term. Council members will submit, in writing, their nomination for Chair and Vice Chair prior to the final meeting of Council. Each nomination requires the signatures of two Council members. The Chair and Vice Chair of Council normally will have a maximum of two consecutive two-year terms.
- b) The Secretary of the Council shall conduct the ballot.

**3. CONDUCT OF MEETINGS OF THE COUNCIL**

- a) Meetings of the Council shall be governed by the relevant provisions of the Constitution and by the Rules of Order enclosed as Appendix 2 to these By-laws.
- b) Notice of the dates and agenda of a meeting of the Council shall normally be made available in writing to Council members and shall be posted by the Secretary for public notice ten working days in advance of the meeting.
- c) Meetings shall not normally begin before 5:00 p.m.
- d) A quorum is 20 voting members of Council
- e) 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.

#### **4. DUTIES OF THE CHAIR, VICE-CHAIR and SECRETARY OF THE COUNCIL**

- a) The Chair shall preside at meetings of the Council. In the absence of the Chair, the Vice Chair shall preside. In the absence of both the Chair and the Vice Chair, the Council shall elect a Chair for the meeting.
- b) The Secretary of the Council or his/her designate shall act as Secretary to Council and its Standing Committees meetings (except as indicated otherwise in these By-Laws).
- c) The Secretary of the Council shall prepare and publish the agenda and shall maintain and publish the records of meetings of the Council and its Standing Committees (except as indicated otherwise in these By-Laws), and shall make all other arrangements required to facilitate the meetings of the Council and its Standing Committees (except as indicated otherwise in these By-Laws).

#### **5. STANDING AND SPECIAL COMMITTEES OF THE 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 Student Affairs Committee, the Academic Advisory 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.

#### **5.1 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.

**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 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
- The Principal of Woodsworth College

## 5.2 The Student Affairs Committee

**Terms of Reference:** The Student Affairs Committee may make recommendations and provide advice on:

- student issues
- the GRADitude Campaign
- 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:

Two members of the teaching staff elected by Council

One member of the alumni elected by the Council

The Principal of the College

The Registrar of the College

The Dean of the College Residence (or equivalent) or designate

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 web site.

### **5.3 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

**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:

Five members of the teaching staff elected by the Council;

The Principal of the College;

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.

### **6. 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 web site.

**APPENDIX 1**  
**BY-LAW COVERING ELECTIONS AND APPOINTMENTS**  
**TO THE COUNCIL OF WOODSWORTH COLLEGE**

**1. Constituencies**

Elections/Appointments\* for the following constituencies will be made annually in a manner to be determined by the Board of Directors of the Woodsworth College Students' Association:

- A) Full-time undergraduate students
- B) Part-time undergraduate students

Elections/Appointments\* for the following constituency will be made annually in a manner to be determined by the Alumni Association of Woodsworth College.

- C) Alumni

Elections for the following constituency will be made biennially. Elections to fill vacancies will be held annually as required.

- D) Administrative staff

\*An election will be held only when the number of candidates exceeds the number of positions to be filled. Each constituency will be responsible for establishing and conducting its own election process.

**2. Holding of Elections**

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

**3. Chief Electoral Officer**

- 3.1 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.
- 3.2 The Chief Electoral Officer may appoint such Returning Officers and Deputies as he/she thinks necessary.
- 3.3 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.
- 3.4 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.

**4. Date of Elections**

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

**5. 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.

## **6. Polling**

- 6.1 A ballot box with ballots shall be provided at a designated polling place.
- 6.2 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.
- 6.3 Candidates shall be entitled to be present during the counting of the ballots.
- 6.4 The Chief Electoral Officer shall retain ballots for ninety (90) days after the election.

## **7. Voting**

- 7.1 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.
- 7.2 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.

## **8. 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.

## **9. Publication of Elections**

- 9.1 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.
- 9.2 Publication shall be made on a designated College Council notice board and the College web site.
- 9.3 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. Except for proposals to amend the Constitution of Council, to suspend these Rules of Order, or to move in camera, all questions before the Council shall be decided by a simple majority of the members present and entitled to vote. In the case of an equality of votes, the question shall be deemed to be negative. No matter once disposed of shall be reconsidered in the same session except by a two-thirds vote of the members present and voting.
6. 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.
7. A motion shall be placed in writing if any member requires it.
8. 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
9. 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.
10. 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.
11. 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.
12. 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*.
13. 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.
14. 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.

