Toronto Metropolitan University

Live Document
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DEPARTMENT/SCHOOL Bylaws Template Guidelines (specify your Department/School in the Bylaw)**:**

Note: Content should be in Arial 11 font for AODA compliance and formatted using accessible design principles. Font size for document titles are noted below.Format:

1. Paragraph Header

1.1 Sub-section Header (Indent 0.25)

1.1.1 Sub-sub section Header (Indent 0.5)

1.1.1.1 Sub-sub-sub section Header (Indent 0.75)

[DEPT./SCHOOL LOGO)

[TITLE FONT SIZE 18] DEPARTMENT/SCHOOL COUNCIL BY-LAWS (remove what does not apply)

[FONT SIZE 16 - NAME OF DEPARTMENT/SCHOOL]

Approved by Department/School Council: [insert date]

Approved by AGPC: [date to be inserted by the Senate Office]

Approved by Senate: [date to be inserted by the Senate Office]

[New Page **Begins** Here]

1. Preamble/Introduction:

1.1 As per Senate Policy 45: Governance Councils, each Department/School will function according to a bylaw, which must be approved by Senate. Department/School Councils will be constituted as appropriate with a structure and membership as determined by such bylaws as approved by the Dean and Senate.

2. Mandate:

2.1 The Department/School Council has the following mandate:

2.1.1 Department/School are the consultative and collegial bodies responsible for academic matters specific to the (your Department/School name) and its programs. Depending on the nature of the matter, they approve, report, or make recommendations to Chairs/Directors/Heads and/or the Dean or designate, and/or Senate.

2.1.2 (Your Department/School name) will approve policy and procedure with significance and effect exclusive to the Department/School. Endorsement by the Chair/Director/Head, and consultation with, and endorsement by, the Dean or designate is required before implementation of significant changes.

2.1.3 (Your Department/School name) may formulate and communicate recommendations regarding policies and procedures with implications beyond the

Department/School to the Chair/Director/Head and/or the relevant Dean and/or designate. Endorsement of such recommendations by the Chair/Director/Head and the relevant Dean or designate is required. If there are no ramifications beyond the Faculty, the matter may be settled there. If there are broader ramifications, the matter shall be submitted to Senate, its standing committees (e.g., ASC) or, where relevant, to the Chang School or YSGPS Councils.

2.1.4 (Your Department/School name) may report directly to Senate on information items that affect only the Department/School, and/or on matters of general interest.

3. Membership Composition/Voting Members:

3.1 Membership of the Council, constituted annually, shall be announced by the Chair/Director of *(your Department/School* name*)* each September in a notice to all faculty members, staff and students, and shall consist of the following members:

3.1.1 Ensure you outline all faculty/clinical faculty members in the Department/School are voting members of the Department/School, except faculty/clinical faculty above the level of Chair/Director/Head (e.g. Associate Dean, Dean, Vice Provost, Provost), who are excluded from Department/School membership;

3.1.2 Ensure you outline students, elected by and from the students in the Department/School program(s), in a ratio of not less than one-fourth and not more than one-third of the total voting faculty members on the Department/School and

For the School of Medicine, MD program students elected by and from the students in the program and Postgraduate Medical Education Trainees elected by and from the Postgraduate Medical Education Programs as specified in the Department's bylaw; and

3.1.3 Ensure you outline other voting members which may include, but is not necessarily restricted to, instructor representatives, faculty representatives from other related programs, adjunct faculty, postdoctoral fellows, staff, and alumni.

3.1.4 (Your Department/School name) may specify, in its bylaw, any non-voting members entitled to attend meetings of the Council.

4. Selection and Duties of the Chair of Council:

4.1 Ensure you outline a mechanism for the selection of a Chair of Council and what they are responsible for.

5. Attendance:

5.1 Ensure you outline how your Council meeting will be held (in person, virtual or hybrid)

6. Quorum:

6.1 Ensure you outline the minimum number or percentage (it must be a number and not a range) of council members required to conduct business;

6.2 Ensure you outline that a majority of those present must be faculty; and

6.3 Ensure you outline that faculty/*clinical faculty members (only if applicable*) on leave will not be counted in the quorum calculation unless present at the meeting either personally or via such other media as Council may permit;

7. Voting:

7.1 Ensure you outline how voting will occur (especially if you allow virtual/hybrid)

7.2 Ensure you outline the mechanism by which tied votes will be resolved (e.g., deemed lost; or Chair voting to break a tie);

7.3 Ensure you outline the circumstances under which the Chair may vote (e.g., always, perhaps with a second, 'casting' vote to break a tie; or only to break a tie);

8. Committees:

8.1 Ensure you outline the establishment of standing committees (e.g., curriculum) and sub-committees, if desired and the structure and operational rules of committees or sub-committees so created;

8.2 Ensure you outline the rules regarding the creation and operation of any ad hoc committees. The DEPARTMENT/SCHOOL may establish such ad hoc committees as it deems necessary but must, at the creation of the committee, specify the committee membership, mandate, chair, quorum, and reporting relationship; and

9. Frequency and Notice of Meetings:

9.1 *(Your Department/School name)* Council should meet at least twice a year, once in each of the Fall and Winter semesters. Between meetings of the Department/School, less formal meetings of faculty/*clinical faculty (if applicable)* (and others, depending on Departmental/School tradition) may advise the Chair/Director/Head.

9.2 Ensure you outline how far in advance members will be informed of the meeting and if you wish, you may also include how far in advance they will receive the agenda and materials.

9.3 Ensure you outline details about minutes – for example:
All proceedings of Council, including attendance, will be recorded and a report distributed by email to all members of Council no later than ten (10) working days after each meeting. Minutes are public documents and may be viewed at the Department/School administrative office by any faculty member, student or staff member of the Department/School. The Chair of the Council will forward a copy of all minutes to the Dean.

10. Amendments of Bylaws and Procedures:

10.1 Ensure you outline the process, and percentage of affirmative votes necessary, to amend the bylaw. Note: Any approved amendments must also go to Senate for final approval.