

DEPARTMENT OF CHEMISTRY AND BIOLOGY

FACULTY OF SCIENCE

DEPARTMENTAL COUNCIL BY-LAW

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DEFINITIONS

Administrative Staff: all full-time administrative staff in the Department

Alumni: all graduates of Chemistry, Biomedical Sciences, Biology, or Applied Chemistry and Biology programs, or Applied Chemistry and Biology progenitor programs, or graduates of the Molecular Sciences and Environmental Applied Science and Management programs who were supervised or co-supervised by a member of the Department, who have identified themselves as potential nominees for Council. Alumni representatives must not be currently enrolled in a Ryerson program.

Chair: Chair of Council, unless otherwise indicated

Council: Departmental Council of the Department of Chemistry and Biology

Department: the Department of Chemistry and Biology

Faculty: all full-time faculty members of the Department including probationary faculty, limited-term faculty, assistant, associate and full professors

Guest: An individual who is not a member of the Council but has been invited to address the council

Undergraduate Student: a student registered in a program administered by the Department

Graduate Student: a graduate student who is supervised or co-supervised by a faculty member of the Department or who is registered in a graduate program administered by the Department

Member: all individuals who are members of Council, including undergraduate and graduate students, alumni, technical staff, and faculty, both sessional and full-time

Technical Staff: all Technical Specialists and Technical Staff in the Department of Chemistry and Biology

1. OBJECTIVE

The purpose and objectives of Council are:

- To develop and recommend academic policies relevant to the Department,
 - To promote an effective teaching, learning and research environment within the Department,
 - To represent, maintain and advance the interests of members within the Department, and
 - To work with the administration and other groups within the University around areas of common concern.
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2. STRUCTURE

a. Membership

The membership of Department Council shall comprise:

- all faculty, including the Departmental Chair of the Department of Chemistry and Biology, except those that hold positions within the university above the level of Chair (i.e. Associate Dean, Dean, Vice-Provost, Provost), who are excluded from council membership.
- The Administrative Coordinator ex-officio as a non-voting representative of the administrative staff
- one sessional or part-time instructor, elected by and from the sessional and part-time instructors of the Department,
- Student membership is subject to the requirement that the number of student members must be not less than one-quarter, and not more than one-third, of the total faculty members of council. Student members are elected to a one year, renewable term. Student representatives are elected by their respective constituencies as outlined in the following table:
 - At least two (2) undergraduate Biology students
 - At least two (2) undergraduate Biomedical Sciences students
 - At least two (2) undergraduate Chemistry students
 - At least one MolSci MSc student
 - At least one MolSci PhD student
 - At least one EnSciMan student

- The remaining student members of council necessary to achieve appropriate numbers will be undergraduate or graduate members-at-large who represent the student groups in CAB Programs

Should it be necessary to adjust the number of student representatives on council due to a change in the number of faculty members, the Chair of Council will instruct the undergraduate Course Unions to elect an additional member at large and file a motion to adjust the total number of student members included in the bylaw at the next meeting of council (as appropriate).

- a maximum of two alumni elected by the alumni, and
- one Technical Staff elected by and from the Technical Staff.

b. Standing and Ad Hoc Committees

Whenever possible, the Faculty component of the standing committees shall reflect the spectrum of disciplines taught in the Department. In general, the standing committees should have a chair and a vice-chair to ensure continuity of operations. The vice-chair position is responsible for ensuring that records of meetings and activities are held and that those records are available to future committee members. Ideally, the chair of a standing committee has served previously on that committee in another formal capacity. Departmental Council shall establish the following standing committees:

- **Undergraduate Biology Curriculum Committee**

Function:

- To make recommendations to Council regarding Biology curriculum issues and curriculum planning to meet the academic needs of the science programs,
- To liaise with departments receiving biology service courses from the Department, and to make recommendations to Council regarding those courses,
- To liaise with the Budget and Resources Committee on issues of concern to both committees, and
- To present to Council at least one written report per academic year.

Membership:

- The Biology program director (ex-officio),
- Three Faculty, elected by the Faculty,
- One Technical Staff, elected by the Technical Staff, and
- One undergraduate student, not necessarily a member of Council, elected by undergraduate student members of Council,
- **Undergraduate Biomedical Sciences Curriculum Committee**

Function:

- To make recommendations to Council regarding Biomedical Sciences curriculum issues and curriculum planning to meet the academic needs of the science programs,
- To liaise with departments receiving biology service courses from the Department, and to make recommendations to Council regarding those courses,
- To liaise with the Budget and Resources Committee on issues of concern to both committees, and
- To present to Council at least one written report per academic year.

Membership:

- The Biomedical Sciences program director (ex-officio),
- Three Faculty, elected by the Faculty,
- One Technical Staff, elected by the Technical Staff, and
- One undergraduate student, not necessarily a member of Council, elected by undergraduate student members of Council,
- **Undergraduate Chemistry Curriculum Committee**

Function:

- To make recommendations to Council regarding Chemistry curriculum issues and curriculum planning to meet the academic needs of the science programs,
- To liaise with departments receiving chemistry service courses from the Department, and to make recommendations to Council regarding those courses,
- To liaise with the Budget and Resources Committee on issues of concern to both committees, and
- To present to Council at least one written report per academic year.

Membership:

- The Chemistry program director (ex-officio),
- Three Faculty, elected by the Faculty,
- One Technical Staff, elected by the Technical Staff, and
- One undergraduate student, not necessarily a member of Council, elected by the undergraduate student members of Council,

- **Budget and Resources Committee**

Function:

- At the request of the Department Chair, to assist the Department Chair on budget matters, and
- To maintain up-to-date information on the physical resources available to the Department
- To identify the immediate needs for physical resources and equipment necessary to support the academic programs and courses delivered by the Department, and to make long term plans for the allocation, replacement, and maintenance of those resources and equipment,
- To determine the resources required to support any proposed new course or program, and to report those needs to Council prior to Council's decision regarding the proposed program or course,
- To liaise with the other committees of Council when matters of physical and budget resources arise,
- To present to Council at least one written report each academic year

Membership:

- The Department Chair (ex-officio),
- Three Faculty, elected by the Faculty,
- One Technical Staff, not necessarily a member of Council, elected by the Technical Staff,
- One graduate student, not necessarily a member of Council, elected by the graduate student members of Council, and
- One undergraduate student, not necessarily a member of Council, elected by the undergraduate student members of Council.

- **Research and Graduate Studies Committee**

Function:

- To foster the growth of research and graduate studies within the Department through promotion of these activities both within and without the Department,
- To promote graduate student leadership within the Department,
- To promote faculty research initiatives,
- To be an advocate for additional research space and resources,
- To be an advocate of the researchers and graduate students concerns and/or research needs and liaison with other committees of the Council when needed, and
- To present a written, annual report to Council about the research activities being carried out within the Department.

Membership:

- The Department Chair (ex-officio)
 - One faculty member who is an active member of the Graduate Program in Molecular Science, elected by the faculty.
 - One faculty member who is an active member of the Graduate Program in Environmental Science and Management, elected by the faculty.
 - One faculty member who is an active member of the School of Graduate Studies, elected by faculty.
 - One graduate student from the Molecular Sciences program, not necessarily a member of Council, elected by the graduate student members of Council.
 - One graduate student from the Environmental Applied Science and Management program, not necessarily a member of Council, elected by the graduate student members of Council.
- **Health and Safety Committee**

Function:

- To assist the Chair of the Department and the Departmental Safety Officer in the development, implementation, and maintenance of the applicable programs as set out in the Occupational Health and Safety System, defined by Ryerson University Policy/Procedure 1-450,

- To assist the Chair of the Department and the Departmental Safety Officer in ensuring that the occupational health and safety concerns of workers within the Department are addressed as soon as is reasonably practicable either by: action of the Committee, action of the Chair of the Department, or referral to the Ryerson Joint Occupational Health and Safety Committee,
- To work with the Chair of the Department to establish and maintain safe working conditions within the Department,
- To advise Council on University and Departmental safety policies and initiatives, and
- To present Council with a written report of its activities at least once per year

Membership:

- Department Chair (ex-officio)
- Three Faculty members elected by the Faculty,
- Departmental Safety Officer for chemistry (ex-officio)
- Departmental Safety Officer for biology (ex-officio)
- One graduate student, not necessarily a member of Council, elected by the graduate student members, and
- One undergraduate student, not necessarily a member of Council, elected by the undergraduate student members.

vii) Executive Committee (Officers of Council)

Function:

- to review the by-laws, and to bring any suggestions for changes to Council.
- All members of the Executive Committee are considered voting members of Council.

Membership:

- The Chair: Elected by all voting members of Council
- Vice-Chair: Elected by all voting members of Council
- Secretary of Council: Elected by all voting members of Council

Additional *Ad Hoc* Committees

The Department Council may establish and determine the structure and operating procedures of any additional *ad hoc* committees it deems appropriate.

c. Terms of Office

- Officers of Council

The Chair and Secretary of Council shall be elected to office for a renewable two-year term. The Vice-Chair shall be elected to a renewable one-year term. No member shall hold a particular office for more than two terms in succession. A member elected to fulfill the term of a vacated office is eligible to hold the office for two full terms in addition to the remainder of the term he or she is elected to fulfill. Terms normally begin Sept 1 and end August 31.

- Members of Standing Committees
- Faculty and staff members shall hold office for a renewable two-year term.
- Student members shall hold office for a renewable one-year term.
- Members of Ad-Hoc Committees

Members of ad-hoc committees shall hold office until the report of the committee has been accepted by Council, or the ad-hoc committee has been dissolved by Council.

- Student and Alumni Members of Council

Undergraduate and graduate student and alumni members shall be elected for a renewable one-year term.

- Sessional and Part-Time Instructors

The member chosen from the sessional/part-time instructors shall be elected for a renewable one-year term.

- Technical Staff Representative

Technical Staff shall be elected for a renewable one-year term.

d. Duties of Office

A thorough knowledge of the constitution, the by-laws, and the rules of order is a prerequisite for all officers of Council.

- Chair

The Chair shall:

- Call the meetings of Council,
- Preside at all meetings of the Council, enforce the objectives, by-laws, and rules of order, and ensure that the committees perform their duties,
- Communicate actions of Council to the administration of the University when requested by Council.

- Vice-Chair

The Vice-Chair shall:

- Perform the duties of the Chair, in the absence of the Chair,
- Perform the duties of the Chair and arrange for the timely election of a new Chair, in the event that the Chair is vacated,
- Call for nominations and preside over elections. He or she shall receive nominations from the graduate students, sessional faculty, alumni and technical staff and ensure that elections are carried out in a timely manner,
- Liaise with the undergraduate and graduate course unions to receive the names of their elected members, and
- Assist the Chair in any matter, as requested by the Chair.

- Secretary

The Secretary shall:

- Be responsible for provision of written notice of Council meetings and distribution of the agenda no less than five days prior to meetings,
- Be responsible for the compilation and distribution of the minutes within 10 working days following meetings,

- Attend all meetings of Council and record all facts and minutes of all proceedings of the meetings (if necessary, the Secretary may request assistance of the Departmental Assistant as a recording secretary), and
- Maintain soft and hard master copies of the by-laws, procedures, and standing rules, revise them as Council approves changes, and ensure that the master copies are passed on to the succeeding secretary in a timely manner.
- Soft copies will be maintained in an online Google Team Drive, made accessible (with appropriate read/write privileges) to all members of Departmental Council.
- Committee Chairs

The Committee Chairs shall

- Call and preside over all meetings of their respective committees,
- Report in writing on the activities of the committees to the Council at least once per academic year, and
- Ensure all positions in their committee are filled, and report the membership to the Secretary of Council as soon as the membership composition is known.
- Ensure minutes of meetings are stored in the relevant online drive for posterity.

3. Meetings

a. Attendance at Committee Meetings

- Committee members are expected to attend all committee meetings, and to inform the committee chair of their regrets in case of a scheduling conflict.
- Any Council member may attend a meeting of any committee, of which he or she is not a formal member, as a non-voting participant.
- Committee members may not appoint a voting designate to act in their stead at a committee meeting.

b. Input to Committees

Matters to be reviewed by standing committees can come from the following sources:

- Committees will review matters pertaining to their mandates at their own initiative.
- Committees may also be requested by Council to review a matter.
- Any member of Council may request a committee to review a matter; however, the committee has discretion to decide not to investigate an issue from an individual member. In such a case, both the member and the Council Chair shall be informed of the committee's decision and the reasons for it. The member may ask Council to charge the committee with the task at the next meeting of Council.

Committees are expected to prioritize pending issues; however, when many important issues are pending, Council may be asked (either by the Committee or by a member) to set priorities for the Committee.

c. Meetings of Departmental Council and Standing Committees

- Departmental Council

Departmental Council shall meet at least once per academic term. The meetings will normally be scheduled for a Thursday, 12:00-2:00 p.m. The first meeting of the Fall term shall be called before October 15th. Other meetings shall be called when necessary at the discretion of the Executive Committee. Meetings of Departmental Council will be governed according to Robert's Rules of Order.

- Standing Committees

Standing committees shall meet as required. Each committee shall submit and present a written report to Council at least once per academic year, the preferred time being at a regular meeting or after consultation with Council Chair. A standing committee may request that the Chair of Council call a meeting of Council to report on the work and recommendations of the committee.

- Special Meeting

A special meeting of Council shall be held following a written request by any ten members of Council to the Chair, with a copy of the request to the Chair of the Department. The meeting shall occur no sooner than three days and no later than 14 days after the Chair receives the written request.

d. Notice of Meetings

Under normal circumstances, written notice of the Council meeting and agenda shall be given one week prior to the meeting. When there is an urgent matter, a meeting may be called with three days notice, given in writing, prior to the date scheduled for the meeting.

e. Quorum

At meetings of Council, a quorum shall be 50% of the voting membership, where the majority of those present are faculty members. This quorum shall be calculated with the following adjustments:

- A faculty member on leave will not be counted toward the calculation of quorum unless present at the meeting
- Council members who cannot attend due to a conflict with their Ryerson schedule or because they are engaged on other University business at the time of the meeting, may inform the Chair of their situation and their desire to participate in meetings electronically

f. Records of meetings

- Council meeting agendas and minutes shall be preserved in an online drive accessible to all members of Council. Current Secretary of Council will be responsible for maintaining this information.
- Chairs of Standing committees shall also maintain records of agenda and minutes. Chairs of committee will post this information onto an online drive accessible to the current members of that committee and Council Executive.
- This information will be inherited and maintained by future committee members.

4. Procedures

a. Procedure for Nomination to Council Office or Standing Committee Positions

The Vice-Chair of Council shall call for nominations annually no earlier than February 1 for the following academic year . Names of the nominees shall be freely available to all members of Council. If no nominations are received for a

position before the first meeting of the Council, the Chair may call for nominations from the floor. If positions remain vacant after the meeting the Chair may request that the Vice-Chair initiate a second call for nominations or that the respective constituencies appoint members to the committees.

b. Elections

The Vice-Chair of the Council, with the assistance of the Departmental Assistant, will ensure that the elections are conducted by the appropriate constituencies with adequate advance notice and in a democratic way.

- Members of Council
 - Election for the member representing sessional and part-time instructors will take place annually in September.
 - Election of the member representing the Technical Staff will take place annually in September.
 - Election of the members representing undergraduate and graduate students and alumni members of Council shall take place annually in September.
- Officers of Council
 - The Chair and Secretary of Council shall be selected from faculty members of Council. The Vice-Chair of Council shall be selected from Council membership. Elections for the Council Executive shall take place annually, during the first meeting of Council in the Fall term, as necessary.
 - The elected officers will take office upon adjournment of the meeting at which they are elected.
- Members of Committees
 - Members of committees shall be selected from the Council membership, unless otherwise allowed. Elections by the appropriate constituencies shall take place in October of each year.
- Officers of Committees

- Each standing committee will elect a chair and a secretary from its membership. The chair and secretary must be faculty or staff members of Council.

c. Electronic Participation

Voting members who are unable to attend Departmental Council Meetings in person will be allowed to participate electronically. It is the responsibility of the member to arrange electronic participation with the Chair of Council prior to the meeting.

d. Vacancies

The call for an immediate election to fill any vacancy on Council or in committee membership will be conducted by the Vice-Chair except as outlined below:

- Vice-Chair

In the event that the position of Vice-Chair becomes vacant, the Chair shall call the elections and ensure that the elections are conducted in a democratic way.

- Student Members of Council

In the event that an undergraduate student is unable to continue membership, the executive of the Course Union shall elect a replacement for the remainder of the term of office.

5. Policy recommendations

a. Authority

- Authority for policy recommendations of Council is explained in Policy 45 of Academic Policies and Procedures of Ryerson University.

b. Decisions of Council

- Decisions of Council will normally be made by a simple majority (50% + 1) of the voting members present and those voting (including electronic participation). The Chair of Council is considered a voting member for all decisions. Major decisions will require a two-thirds majority of the members present and voting (including electronic participation) to pass.

- Council will decide when an issue is major by a simple majority of the members present and voting.
- Council may decide by a simple majority of those present and voting to poll the entire membership by means of a secret ballot on any issue.
- Procedures for electronic votes in lieu of a meeting

At the discretion of the council executive, votes on non-substantive issues may be conducted electronically. Normal rules for establishing quorum will apply. There will be a minimum of 3 working days from the issuance of the e-motion, until the votes are tallied. Results of the e-motion will normally be issued within 3 working days.

c. Recommendations of Committees

- Recommendations of committees shall be approved by Council before being transmitted or implemented.

6. Dispute resolution

- In the event of a disagreement between a CAB Council and a Chair or Director, the Dean of the Faculty of Science, in consultation with the parties involved, shall decide how to proceed.
- In the event of a disagreement between the Dean of the Faculty of Science and CAB Council, the Vice Provost Academic will facilitate a negotiated solution. If a negotiated solution is not possible, the Provost will resolve the issue.

7. Amendments to By-Laws

Amendments to By-laws require a two-thirds majority of the Council members present and voting (including electronic participation). Written notice of proposed amendments must be distributed to members of Council at least one week prior to the meeting. Amendments must be ratified by Senate.