

Department of Computer Science

By-Laws of Departmental Council

Approved on February 10, 2005

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# 1 Definitions

**Department** – the Department of Computer Science; Departmental has equivalent meaning.

**Program** – a graduate or undergraduate degree, diploma or certificate program offered by the Department.

**Undergraduate Program Director** – the Assistant Chair of the Department who oversees the undergraduate programs offered by the Department.

**Graduate Program Director** – the Assistant Chair of the Department who oversees the graduate programs offered by the Department.

**Council** – the Departmental Council for the Department.

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

**Undergraduate student** – a student registered in an ungraduate program offered by the Department.

**Course Union** – the student association mandated by RYESAC to represent the undergraduate students.

**Graduate student** – a student registered in a graduate program offered by the Department, or a student registered in a Ryerson University graduate program and whose thesis supervisor is a faculty member from the Department.

**Alumni** – all graduates from a program of the Department and who have identified themselves as potential nominees for Council.

**Administrative staff** – all full-time administrative staff in the Department.

**Technical staff** – all full-time technologists in the Department.

**Support staff** – all full-time technical and administrative staff in the Department.

**Member** – all individuals who are members of the Council, including undergraduate and graduate students, alumni, support staff and faculty, both sessional and full-time.

**Guest** – an individual who is not a member of the Council, but who has been invited to address council concerning a specific issue.

**Observer** – any member of the public who is not a member of the Council.

## 2 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 Council members within the Department and the constituencies they represent; and
- to work with the administration and other groups within the University around areas of common concern.

## 3 Structure

### 3.1 Membership

The membership of Departmental Council shall be composed of:

1. all faculty, including the Chair and the Assistant Chair(s) of the Department;
2. one member elected by and from the sessional and part-time instructors of the Department;
3. the Departmental Assistant ex-officio non-voting as a representative of the administrative staff;

4. one non-voting member elected by and from the technical staff;
5. the President of the Course Union ex-officio;
6. the Vice-President Academic of the Course Union ex-officio;
7. additional undergraduate students elected by their respective constituencies as indicated in the following table;
8. graduate students elected by their constituency, as indicated in the following table;
9. alumni elected by their constituency, as indicated in the following table.

For purposes of this table, the number of faculty excludes those on leave.

Faculty	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	graduate	alumni
12-15	0	1	1	1	1	1
16-19	1	1	1	1	1	1
20-23	1	1	1	2	1	1
24-27	1	1	2	2	2	2
28-31	1	2	2	2	2	2
32-35	2	2	2	2	3	2
36-39	2	2	2	3	3	2

## 3.2 Standing Committees

The Departmental Council shall establish the following standing committees:

### 3.2.1 Undergraduate Curriculum Committee

**Mandate:**

- To make recommendations to Council regarding:
  - short-term curriculum problems within the undergraduate program;
  - long-term curriculum planning to meet the academic needs of the program; and
  - undergraduate program and course changes, including undergraduate continuing education courses.

- To liaise with the Budget and Resource Committee to help determine the resources necessary for implementation of new academic programs.
- To present to Council at least one written report each academic year.

**Membership:**

- Four faculty members elected by the Council.
- Two undergraduate students, not necessarily members of Council, elected by the undergraduate students on Council.
- The undergraduate program director, ex officio.

**3.2.2 Budgetary Planning and Physical Resources Planning Committee**

**Mandate:**

- To identify and prioritize the immediate needs for, and to make long term plans for, the physical resources and equipment necessary to maintain the academic programs and courses germane to the program(s) offered by the Department.
- To determine the resources required to support any proposed new program, and to report those needs to Council prior to Council's approval of the proposed program.
- To liaise with the other committees of Council when matters of physical and budget resources arise.
- To advise the Department Chair on budget matters pertaining to the Department.
- To present to Council at least one written report each academic year.

**Membership:**

- Four faculty members elected by the Council.
- Two undergraduate students, not necessarily members of Council, elected by the undergraduate students on Council.

- One member of the support staff associated with the Department, not necessarily a member of Departmental Council, elected by the support staff.
- The Chair of the Department, ex-officio non-voting.
- The Assistant Chair(s) of the Department, ex-officio.

### **3.2.3 Research and Graduate studies Committee**

#### **Mandate:**

- To foster growth of research and graduate studies within the Department through promotion of these activities both within and outside the Department.
- To promote faculty research initiatives.
- To advocate for research space and resources.
- To be an advocate of the researchers and graduates students concerns and/or research needs and liaison with other committees of the Council when needed.
- To make recommendations to Council regarding:
  - short-term curriculum problems within the graduate program;
  - long-term curriculum planning to meet the academic needs of the graduate program; and
  - graduate program and course changes.
- To liaise with the Budget and Resource Committee to help determine the resources necessary for implementation of new graduate academic programs.
- To present a written, annual report to Council about the research activities being carried out within the Department.

#### **Membership:**

- Four faculty members elected by the Council.
- Two graduate students.
- The Graduate Program Director, ex-officio.



### **3.3 Ad-Hoc Committees**

#### **Mandate:**

- These committees may be established from time to time to investigate, report, and/or make recommendations on specific issues.

#### **Membership:**

- When possible, faculty and student membership should reflect the membership proportions of the Council as a whole.

### **3.4 Term of office**

#### **3.4.1 Office of Council**

The Officers of Departmental Council (Chair and Vice-Chair) shall be elected from the total membership of the Council at the last regular meeting of the Winter semester to take office at the beginning of the following academic year. The term of office is two years.

A member is eligible for reappointment or re-election, as the case may be, except that no member shall serve for more than two consecutive terms, but on the expiration of one year after having served the second of two consecutive terms, such person may again be eligible to run for office.

A member elected to fulfill the term of a vacant 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.

#### **3.4.2 Members of Standing Committees**

Faculty members shall hold office for a renewable two year term. Half of the faculty members shall be elected on even years and the other half on odd years. Student members shall hold office for a renewable one year term.

#### **3.4.3 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 disbanded by Council.

#### **3.4.4 Student and Alumni Members of Council**

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

#### **3.4.5 Sessional and Part-time instructors**

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

#### **3.4.6 Technical staff representative**

The member chosen from the technical staff shall be elected for a renewable one year term.

### **3.5 Duties of Office**

A thorough knowledge of the By-Laws and Robert's rules of order is a prerequisite for all officers of Council.

#### **3.5.1 Chair**

The Chair shall:

- call the meetings of Council;
- prepare and circulate written notice and agenda of Council meetings, with the assistance of the Recording Secretary;
- preside at all meetings of the Council, enforce the objectives, by-laws, and rules of order, and ensure that the committees perform their duties;
- be an ex-officio non-voting member of all standing committees and of any committees established by the Council;
- communicate actions of Council to the administration of the University when requested by Council;
- prepare and circulate minutes of Council meetings with the assistance of the Recording Secretary; and

### **3.5.2 Vice-Chair**

The Vice-Chair shall:

- in the absence of the Chair, perform the duties of the Chair;
- in the event that the Chair is vacated, perform the duties of the Chair and arrange for the timely election of a new Chair;
- call for nominations/elections. He(she) shall receive nominations from the graduate students, sessional faculty, alumni and support staff and ensure elections are carried out in a timely manner;
- liaise with the undergraduate course unions to receive elected members; and
- assist the Chair in any manner, as requested by the Chair.

### **3.5.3 Recording Secretary**

In addition to being the representative on Council for the administrative staff, the Departmental Assistant of the Department of Computer Science shall act as Recording Secretary of the Council of the Department of Computer Science. The responsibilities of the Secretary include:

- assisting the Chair in preparing and circulating written notice and agenda of Council meetings;
- attending Council meetings and taking of minutes during Council meetings;
- assisting the Chair in preparing and circulating these minutes; and
- maintaining soft and hard master copies of the by-laws and revising them as Council approves changes.

### **3.5.4 Chairs of Committees**

The responsibilities of the Chairs of Committees include:

- ensuring all positions in their committee are filled and for reporting the membership of their committee to Secretary Council as soon as membership composition is known;

- calling committee meetings;
- submitting agenda items from their committee for Council meetings.
- giving an oral report of their committee's activities at each regular Council meeting;
- reporting in writing the activities of the committees to the Council at least once per academic year;

## **4 Meetings**

### **4.1 Schedule of Departmental Council and Standing Committees Meetings**

#### **4.1.1 Departmental Council**

In the first two weeks of September of each academic year, the Council Chair must schedule eight Council meetings of the coming academic year: one on the first Thursday after classes begin in September, one on the last Thursday of September, one on the third Thursday of each of the following months: October, November, January, February, March, and one on the second Thursday of May.

#### **4.1.2 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 special meeting of Council to report on the work and recommendations of the committee.

#### **4.1.3 Special Meeting**

A special meeting of Council shall be held following a written request by 15% (rounded up) of the full membership to the Chair, or by an administrative request of the Dean or Chair of the Department. The agenda for such meetings will be provided to all members of Council at least 2 working days

(48 hours) in advance of the meeting, which will be scheduled at the next available timetabled Council meeting slot.

## **4.2 Departmental Council Meetings**

### **4.2.1 Notice of Meetings and distribution of Agenda**

The written notice and agenda of a regularly scheduled Council meeting shall be distributed no later than 72 hours (3 days) and not earlier than 96 hours (4 days) prior to the meeting.

### **4.2.2 Submissions of Agenda Items**

Individual Council members may submit agenda items. All agenda items and supporting documentation are to be submitted to the Chair and/or Secretary at least 96 hours (4 days) prior to the meeting for inclusion in the written agenda of the meeting. Agenda items submitted after that time will be discussed under the "New Business" portion of the meeting.

### **4.2.3 Agenda**

The Agenda for a Departmental Council Meeting will include:

- Call to order
- Approval of the minutes of the last meeting
- Discussion arising out of the minutes
- Urgent Business
- Reports
  - Chair of the Department
  - Undergraduate Curriculum Committee
  - Budgetary Planning and Physical Resources Planning Committee
  - Research and Graduate Studies Committee
  - Current ad-hoc committees
  - Other Ryerson committees when possible (e.g. Academic Council, Board of Governors)

– Faculty and student associations

- Notices and Announcements
- Agenda items submitted as per 4.2.2
- New Business
- Adjournment

#### **4.2.4 Quorum**

A quorum for Council shall consist of 50% (rounded up) of the full membership, with the further requirement that at least 50% (rounded up) of those in attendance be faculty. This quorum shall be calculated with the following adjustments.

- A faculty member on leave will not be counted unless present at the meeting.
- A Council member who has informed the Chair of Council that they 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 will not be counted unless they have left a written proxy with the Chair of Council, indicating the person who will be exercising their vote.

A quorum for voting shall consist of 50% (rounded up) of the membership.

#### **4.2.5 Minutes of Meetings**

The minutes of Council meetings will be circulated within 10 working days following meetings.

### **4.3 Committee Meetings**

#### **4.3.1 Attendance at Committee Meetings**

- Any Council member may attend a meeting of any committee, of which he/she is not a formal member, as a non-voting participant.
- A committee member may not appoint a voting designate to act in their stead at committee meetings.

### **4.3.2 Input to Committees**

Matters to be reviewed by 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 other matters.
- Any member of Council may request a committee to review a matter. In this situation, the proposal must be submitted in writing to the committee and must be co-signed by another Council member.

## **5 Procedures**

### **5.1 Procedure for Nomination to Council Office or Standing Committee Positions**

The Vice-Chair of Council shall call for nominations annually in early September. Names of the nominees shall be freely available to all members of Council. The Chair will call for nominations from the floor at the first September meeting. If positions remain vacant after the first September meeting, the Chair may request that the Vice-Chair to initiate a second call for nominations or that the respective constituencies appoint members to the committees.

### **5.2 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.

#### **5.2.1 Members of Council**

- Election of the members of Council representing the undergraduate students shall take place annually at the same time as Computer Science Course Union elections. These elections will be run by the Computer Science Course Union.

- The elections of the other members of Council who are representing specific constituencies, sessional and part-time instructors, technical staff, graduate students, or alumni, will take place annually in September.

### **5.2.2 Officers of Council**

- The Officers of Council shall be drawn from the Council membership. Elections for the Officers of the Council shall take place in the first September meeting of each year.
- The elected officers will take office upon election.

### **5.2.3 Members of Standing Committees**

- Members of standing committees shall be drawn from the Council membership, unless otherwise allowed. Elections by the appropriate constituencies shall take place in the first September meeting of each year.

### **5.2.4 Officers of Committees**

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

## **5.3 Proxy**

Every member may, by means of a written proxy, appoint a person, who need not be a member of Council, but who must be eligible to serve as a member of Council, to attend and act at any designated Council meeting(s) to the extent and with the power conferred by the proxy. It is the responsibility of the appointing member to provide the Chair of Council with the written proxy prior to the meeting. No appointee may exercise more than one such proxy at any given meeting.

A proxy vote on a particular agenda motion may be provided to the Chair of Council at least 2 hours before any meeting, and the Chair will register the vote in the vote count on the motion. Such a proxy vote will not be counted for quorum purposes.



## 5.4 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.

## 6 Other general procedural guidelines

Other general procedural guidelines will be Robert's Rules of Order.

### 6.1 Additional Procedures

- Friendly amendments to motions are permitted. A friendly amendment to a motion is an amendment approved by the mover and seconder of the motion. Friendly amendments are incorporated into the motion without a vote.
- Friendly withdrawals of motions are permitted. A friendly withdrawal of a motion is the withdrawal of a motion approved by the mover and seconder of the motion. Such motions will be withdrawn without a vote.

## **7 Policy Recommendations**

### **7.1 Authority**

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

### **7.2 Decisions of Council**

- Decisions of Council will normally be made by a simple majority of the members present and voting (including proxies).
- Substantive issues will require a two-thirds majority of the members voting (including proxies) to pass.
- An issue is defined by Council as substantive when at least one third of the members present and voting declare it to be so.
- Secret ballot may be invoked at the request of any Council member.

### **7.3 Recommendations of Committees**

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

## **8 Guests and Observers**

- Guests from inside or outside Ryerson may be invited by members to attend Council meetings as non-voting participants. Notice of presence of all guests must be given in the Agenda.
- All Council meetings are public and open to Observers. Observers do not normally participate in Council discussions but may be allowed to address Council at the discretion of the Chair of Council. Notice of presence of observers is not required.

## **9 Amendments to By-Laws**

A notice of motion of proposed by-law changes must be circulated at least two weeks prior to a meeting. Amendments to By-laws require a two-thirds majority vote of the Council members.

# Proxy Form

Complete the following form, checking the applicable clauses, and provide it to the Chair of Departmental Council at least two hours before the start of the first meeting indicated.

I, \_\_\_\_\_, will be unable to attend the Departmental Council meeting(s) on the following date: \_\_\_\_\_.

- In my absence, I request the Chair of Departmental Council to vote as indicated for the following motions:

yea/nay \_\_\_\_\_

yea/nay \_\_\_\_\_

yea/nay \_\_\_\_\_

- In my absence, I authorize \_\_\_\_\_ to cast my vote (which may or may not be the same as theirs) for any motion that may arise.

I want the vote cast for me to be recorded in the minutes.

To be signed by the proxy assignee:

I accept the responsibility of exercising this proxy, and assert that I have not been assigned any other proxy for this meeting.

Signed: \_\_\_\_\_, date: \_\_\_\_\_

Signed: \_\_\_\_\_, date: \_\_\_\_\_