

**Ryerson University  
School of Creative Industries  
School Council**

***By-Laws and Procedures  
September, 2013***

**1. Scope and Authority**

The School Council ("Council") of the School of Creative Industries (CI) derives its authority from Policy No. 45 of the Senate of Ryerson University, and may make only those recommendations and establish only those policies and procedures that are consistent with the *Ryerson Act* and all university policies and collective agreements.

**2. Mandate**

The Council has the following mandate:

- a. To approve, report or make recommendations to the Chair, Dean and/or Senate on academic matters specific to CI.
- b. To approve policies and procedures with significance and effect exclusive to CI, contingent upon endorsement by the Chair and Dean.
- c. To formulate and communicate recommendations regarding policies and procedures with implications beyond CI to the Chair and Dean and, where appropriate, to Senate.
- d. To foster understanding and co-operation among faculty, staff and students.

**3. Membership**

Membership in the Council, constituted annually, shall be announced by the Chair of CI each Fall in a notice to all faculty members, staff and students, and shall consist of the following members:

- a. The Chair of CI;
- b. All full-time CI faculty except those who, while on leave, elect not to attend Council meetings;
- c. One member elected by and from the part-time and sessional instructors under contract to teach in the School;
- d. One or more Chair(s) or faculty representative(s) from other schools in the Faculty of Communication & Design, constituting not more than one-half of CI full-time faculty members;
- e. Student members consisting of the Course Union president and other members of the Course Union executive, the number of whom will be

not less than one-fourth and not more than one-third of the total voting members;

- f. Two staff , non-voting, elected by and from the CI staff, one of whom shall serve as Council secretary.

#### **4. Selection of Members**

- a. Each September the Chair will inform the CI Course Union as to the number of students required for positions on Council. The Course Union will select, in addition to the president, student representatives from the Course Union executive and forward to the Chair the names of the elected representatives.
- b. Each September the Chair will inform the Dean as to the number of FCAD faculty representatives required for positions on Council and the Dean will, at his/her discretion, either appoint the representatives or conduct an election by the Faculty Council.
- c. Staff representatives will be elected by all full-time staff.
- d. The representative of part-time and sessional instructors will be chosen each September by means of an election in which all part-time and sessional instructors under contract to teach in the Fall or Winter semesters are entitled to vote.

#### **5. Designation and Duties of the Chair of Council**

- a. The Chair of Council shall be a full-time faculty member who shall be elected by and from the voting membership at the first meeting of each academic year. The Chair of CI may serve as Chair of Council.
- b. The Chair of the Council is responsible for scheduling meetings, setting and distributing an agenda, maintaining order and decorum, and forwarding decisions to the Dean, Faculty of Communication & Design, and to the Senate as required.
- c. Each academic year, for the period of time prior to the first meeting of the academic year, the duties described in Article 4 shall be carried out by the past Chair of Council, or in his/her absence, by the Chair of CI.

#### **6. Designation and Duties of the Secretary of Council**

- a. The Secretary of Council shall be appointed by the Chair of CI and shall be a non-voting, staff member. The Secretary is responsible for the recording of minutes of School Council and distributing them to all members and the Dean.

#### **7. Obligations of Members**

Council members are expected to attend all meetings; where this is not possible, members shall notify the Secretary of the Council in advance of a scheduled meeting.

## **8. Quorum**

The quorum for meetings shall be 50% of the voting members and the majority of those present must be full-time faculty members. Faculty on leave who indicate in advance to the School Council Chair that they will be present at meetings during their leave remain full members for the purposes of quorum calculation.

## **9. Voting**

Each voting member of Council may cast one vote. Members must be present to vote. A simple majority (50% plus one) of voting members is required to carry a motion, except as provided in Article 14 b.

## **10. Sub-Committees**

The Council may at any time establish sub-committees to advise the Chair of CI and Council or assist in dealing with matters concerning the curriculum or operation of the School.

## **11. Frequency and Notice of Meetings**

- a. The Council shall meet at least twice each academic year, once in each of the Fall and Winter semesters.
- b. The Chair of the Council shall forward to each Council member by e-mail a notice of meetings at least five (5) working days in advance of each meeting. An agenda, including all relevant documents, will be forwarded to each Council member by email at least two (2) working days in advance of each meeting.
- c. A Council member who wishes to propose an agenda item must submit it by e-mail to the Chair of the Council at least four (4) working days in advance of the meeting at which the member wishes it to be considered.
- d. Any two members may request a special meeting of Council. Such request must be by e-mail to the Chair of the Council, and the Chair of the Council shall call a special meeting, which shall be held within twenty (20) working days.

## **12. Openness of Meetings**

The following may attend Council meetings as observers:

- a. CI faculty members on leave or reduced workload
- b. Part-time and sessional CI instructors
- c. Full-time faculty members from any School within the Faculty of Communication & Design
- d. Full-time and part-time staff
- e. Students enrolled in the CI program.

## **13. Minutes**

All proceedings of Council, including attendance, will be recorded and a report distributed to all members no later than ten (10) working days after each meeting. Minutes are public documents and may be viewed at the School administrative office by any faculty member, student or staff member of the School. The Secretary of Council will forward a copy of all minutes to the Dean, Faculty of Communication & Design.

**14. Amendments to By-laws and Procedures**

- a. Any two members may propose an amendment to by-laws and procedures. The members must circulate the proposed wording to all other members at least four (4) working days in advance of the meeting at which the members wish it considered.
- b. The support of at least two-thirds of members who are present is required to carry a motion for amendment of the by-laws or procedures.