

Ryerson University
School of Professional Communication
School Council

By-Laws and Procedures
December 2019

1. Authority

The School Council (“Council”) of the School of Professional Communication (ProCom) derives its authority from Policy No. 45 of the Senate of Ryerson University (Policy 45).

2. Mandate

The Council has the following Mandate:

- 2.1. To develop, review, recommend and enact School policies, consistent with those of Ryerson University and the Faculty of Communication & Design
- 2.2. 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 ProCom each September in a notice to all faculty members, staff and students, and shall consist of the following members of ProCom:

- 3.1. The Chair of ProCom;
- 3.2. All faculty members in the department/school are members of Council. Faculty on leave who indicate in advance to the Council chair that they will be present at meetings during their leave will be included for the purposes of quorum. Faculty above the level of Chair/Director (e.g. Associate Dean, Dean, Vice Provosts, Provost) are not included.
- 3.3. One member elected by and from the part-time and sessional instructors under contract to teach in the Fall and Winter terms
- 3.4. One student member elected from the Master of Professional Communication program(MPC)
- 3.5. Four student members, one elected by and from students in each year of the program, subject to the requirements 4.4. below
- 3.6. The senior ProCom administrative assistant, non-voting, who shall serve as Secretary of Council.

4. Selection of Student, Part-time/Sessional Instructor and Staff Members

- 4.1. The Chair of ProCom, in consultation with Council, will annually coordinate the process of election of Council members referred to in paragraphs 3.3, 3.4, and 3.5 above subject to the following:
- 4.2. The MPC student member shall be elected each year from the current MPC class with the election occurring at the end of September.
- 4.3. The part-time and/or sessional instructor member referred to in 3.3 shall be elected each academic year during the first 15 days of class and shall take office immediately upon election.

- 4.4. Three of the four student members referred to in 3.5 shall be elected each year, by and from the current first, second, and third year classes, no later than the last day of classes of Winter term, and shall take office on the first day of the Fall term. This process will begin once ProCom's undergraduate program commences.
- 4.5. The fourth student member referred to in 3.5 shall be elected by and from the current first year class during the first 15 days of class in the academic year and shall take office immediately upon election. This process will begin once ProCom's undergraduate program commences.
- 4.6. Nothing in this section shall limit the ability of Council to meet or pass decisions at any time of the year, although, when practical, the first meeting of the academic year will take place after the members referred to in 3.3, 3.4, and 3.5 have been elected.
- 4.7. The student membership is subject to the requirement that the number of student members be to the ratio of not less than one-fourth and not more than one-third of the total voting faculty members on the Council". Council shall amend the number of student members as appropriate to ensure that this requirement is met.

5. Designation and Duties of the Chair of the Council

The Chair of Council shall be a full-time faculty member who shall be elected by and from the voting membership. Voting will take place in May for membership in the following academic year and balloting will be by electronic ballot, overseen by the Secretary to Council. The Chair of ProCom may serve as Chair of Council.

- 5.1. The Chair of the Council is responsible for overseeing scheduling meetings, setting and distributing an agenda, as well as maintaining order and decorum, and forwarding decisions and recommendations to the Dean, Faculty of Communication & Design.
- 5.2. For the period of time each academic year prior to the first meeting of the academic year, the duties described in 5.1 shall be carried out by the existing Chair of Council, or in his/her absence, by the Chair of ProCom.

6. Obligations of Members

Council members are expected to attend all meetings unless they are unable, in which case they shall notify the Chair of the Council in advance.

7. Quorum

- 7.1. The quorum for meetings shall be two-thirds (2/3) of the voting members.
- 7.2. a majority of those present must be faculty; and
- 7.3. faculty members on leave will not be counted in the quorum calculation unless present at the meeting either personally or via other media.

8. Voting

- 8.1. Each voting member of Council may cast one vote. Members must be present to vote. The support of a simple majority (50% plus one) of those casting either a yes or a no vote is required to carry a motion, except as provided in 13.2.
- 8.2. The Chair of Council shall not vote except to break a tie.
- 8.3. Voting for representatives to serve on the ProCom DEC and DHC will take place in May for membership in the following academic year and balloting will be by electronic ballot, overseen by the Secretary to Council.

9. Committees

9.1. The Council shall establish a curriculum committee as mandated in Section (d) of Policy 45. It may at any time establish other committees to advise the Chair of ProCom or assist in dealing with matters concerning the operation of the School. Committees shall normally include faculty and student representatives in the same general proportion as they are represented on the Council.

10. Frequency and Notice of Meetings

10.1. The Council shall meet at least twice each academic year.

10.2. 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.

10.3. 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.

10.4. 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.

11. Openness of Meetings

The following may attend and address Council meetings:

11.1. ProCom Faculty members on leave or reduced workload, ProCom part-time and sessional instructors;

11.2. ProCom full-time and part-time staff;

11.3. Students enrolled full-time in the ProCom programs who are registered in a Ryerson course or courses.

12. Minutes

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 School administrative office by any faculty member, student or staff member of the School. The Chair of the Council will forward a copy of all minutes to the Dean, Faculty of Communication & Design.

13. Amendments to By-laws and Procedures

13.1. Any two members of Council 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 member wishes it considered.

13.2. The support of at least two-thirds of members of Council who are present is required to carry a motion for amendment of the by-laws or procedures.