

**RYERSON UNIVERSITY**

**BY-LAWS OF THE URBAN & REGIONAL PLANNING SCHOOL COUNCIL**

(Hereinafter called “Council”)

**OBJECT**

The Object of the Council is to develop and recommend to the School, policy that is relevant to the School’s responsibilities within the University, and to the general policy of the University.

**AUTHORITY**

By the authority of Ryerson University’s *Policy 45*, Council may initiate policy recommendations on any matter pertaining to the operation of the School. If such policies have significance and effect only within the School, approval by the Council and by the Director of the School and the Dean will provide authority for action. Such action will be reported by the Dean to Senate, for its information.

If such policies have extra-School ramifications, they shall be transmitted to the Dean of the Faculty for discussion with the Academic Planning Group. If there are no ramifications beyond the Faculty, the matter may be settled there with the approval of the Dean, and shall be reported to the Senate by the Dean, for its information. If there are broader ramifications, the recommendations shall be brought to Senate for action.

In the event of a disagreement between the School Council and the Dean, or between the School Council and the School Director and the Dean, the disagreement will be referred by the disputants to the Provost and Vice-President Academic. In the event of a continuing disagreement, the matter shall be reported to the President for action. Should such a dispute have bearing on the academic policy of the University as a whole, the matter shall be reported to Senate upon its resolution.

**A. MEMBERSHIP:**

There shall be a School Council of the School of Urban and Regional Planning, which shall be composed as follows:

1. The Director of the School.
2. All members of the full-time teaching faculty of the School.
3. One member of the part-time/sessional faculty of the School.
4. Degree students enrolled in the School, the total number of which shall be not less than one-third, and not more than one half of the total of faculty members on the Council, consisting of a representative from each of the following categories: lower PLAN (combined PLAN 1 and PLAN 2), upper PLAN (combined PLAN3/PLAN 4), combined PLAB/PLAD, and MPI. The President of the Ryerson Association of Planning Students (RAPS) shall represent the category in which she/he is enrolled.
5. One (1) alumna/us representative, and an alternate designated by the Ryerson Planning Alumni (RPA)

**B. OFFICERS:**

The Council's Officers shall be:

1. A Chair, who shall be a member of School Council, but not the School Director, and who shall be elected at the first Fall meeting of each academic year by the members of the Council, and;
2. A recording secretary, who shall normally be the School Secretary and shall be a non-voting officer of the Council.

**C. ELECTIONS:**

1. Student, alumni, and part-time/sessional faculty representatives shall be elected annually by students, alumni and part-time/sessional faculty respectively, prior to the first meeting of the Council in each academic year.
2. The Ryerson Association of Planning Students (RAPS) shall ordinarily conduct elections for student representatives.
3. The Ryerson Planning Alumni Committee shall ordinarily conduct the election for the alumna/alumnus representative.

4. The School Director shall facilitate the election for a part-time/sessional faculty representative (where part-time/sessional candidates volunteer to run).
5. Council Chair shall be elected by a simple majority of the members present at a duly constituted Council meeting, which shall be called during the month of September in each year.

**D. MEETINGS:**

1. There shall be two regularly scheduled meetings of Council in each of the Fall and Winter semesters.
2. Meeting times and agendas shall be conspicuously posted within the School and circulated to all Council members at least seven (7) days before scheduled meetings in order to encourage general attendance and to offer members appropriate time to prepare for matters being brought before Council.
3. Additional meetings may be called by either the Council Chair or by the Director of the School, and shall be called within seven (7) days of receipt, by the Council Chair or the Director, of a written petition signed by not less than four (4) members. In situations where external conditions warrant, emergency meetings may be called by the Council Chair or by the Director with 24 hours notice provided to members via e-mail.
4. Meetings of Council shall be open to all students and alumni who are otherwise not Council members, as observers.
5. At the last meeting of the calendar year, the Director of the School shall be invited to give a Director's Annual Report including a budget summary, to Council with plans for the coming year

**E. QUORUM:**

A quorum shall be fifty percent (50%) of the total Council membership, which shall include at least one (1) student representative.

**F. VOTING:**

1. Each member of Council, excepting only the Council Chair, may cast one (1) vote on any matter before Council and, in the event of a tied vote, the Council Chair may elect to cast a deciding vote or to refer the matter back to the Council for a decision at a future date.
2. Observers and guests attending meetings shall not vote.

**G. COMMITTEES:**

1. At the beginning of each academic year, the Council shall appoint two (2) Standing Committees. These Committees serve in an advisory capacity to the School Director, and as information gathering and reporting bodies to Council. None of the powers of Council are conferred to the Committees. The two Standing Committee are:
  - a) The Curriculum and Course Development Committee
  - b) The Annual Review Committee
- i. The Standing Committees shall consist of interested parties and attempt to be representative of all School stakeholders.
- ii. The members of the Standing Committees shall consist of a proportion of the student and faculty members of Council, representing the same distribution of membership as Council itself. The Chair of School Council and the Director of the School shall be ex-officio members of the two Standing Committees.
2. The mandate of the Standing Curriculum and Course Development Committee shall include, but not be limited to the following:
  - i. To consider curriculum and course development as it relates to the department/school, and to provide advice to the School Director.
  - ii. Review curriculum for currency, relevance and delivery; identify those aspects the curriculum is addressing well and those aspects where improvements could be made.
3. As advisory to the School Director, the mandate of the standing Annual Review Committee may include, but not be limited to the following:
  - i. Examine the special needs that arise out of (e.g.) workplace pressures, language, religion, gender, ethnicity, sexual orientation and/or age of the student and faculty bodies as it relates to the School and bring these to the attention of the Council.
  - ii. Examine the adequacy of resources for students and faculty within the School.
  - iii. Examine the outcomes of existing student exchanges, placements, fieldtrips, and excursions and the prospect of new ones.

- iv Examine the relationships between the School and outside parties (i.e. employers, other schools & universities, professional accreditation organizations).
  - v Document the above and make recommendations for action.
  - vi Publish a report that will be made freely available to all incoming and outgoing students, faculty, alumni, and others who request it.
4. Ad Hoc Committees may be established by the Council as and when required to examine and report to the Council on specific issues and questions, provided that the convener of each such Committee shall be a member of the Council.
  5. Each Standing and Ad Hoc Committee shall report in writing at least once a year to Council.

**H. AMENDMENT:**

Amendment of these By-Laws shall:

1. Require passage by Council of an amending By-law with a vote in favour by at least one-half (1/2) of the total members of the fully constituted Council, provided that advance written notice of the intent of the amendment shall be given to each member of the Council not less than fourteen (14) days prior to tabling of the amending By-law by Council.

**I. Commencement:**

1. These By-laws shall come into force on the day on which they are ratified by the Senate.
2. Any amendment to these By-laws shall come into force on the day they are ratified by Senate.

(Approved at Senate March 31, 2009)