

Faculty of Law Council Bylaws

1. Definition of Terms

1.1 **Senate Policy:** Ryerson University Senate Policy.

1.2 **Faculty Council:** Formal Faculty Council, as defined by Senate Policy.

1.3 **Faculty:** The Ryerson University Faculty of Law.

1.4 **JD Program:** the Faculty's Juris Doctor program.

1.5 **Member:** voting or non-voting member of the Faculty Council.

1.6 **Dean:** Dean of the Faculty of Law.

1.7 **Faculty Member:** member or associate member of the Ryerson Faculty Association (RFA), appointed or cross-appointed to the Faculty.

1.8 **Adjunct Instructor:** Limited Contract (Temporary) Instructors who are members of the CUPE 3904 Unit 1 or Unit 2 bargaining units who teach Faculty courses during the academic year.

1.9 **Student:** individual registered full-time or part-time in the JD degree program.

1.10 **Staff:** current full-time contract or career employees of the Faculty who are members of OPSEU or MAC.

2. Mandate

Following the roles and responsibilities for Faculty Councils outlined in Ryerson Senate Policy 45 on Governance Councils, the role and responsibilities of the Faculty Council shall be as follows:

2.1 Coordinate the development, submission, and review of undergraduate and graduate degree programs, graduate certificates, and Chang School Certificate programs.

2.2 Make recommendations to the Senate, the Dean and other appropriate bodies on the Academic Plan and academic policies affecting the Faculty.

2.3 Review and approve committee proposals requiring the Dean's approval.

2.4 Review periodic reports submitted by each of the Standing Committees established under these bylaws and make recommendations to the Dean on matters arising from these reports.

2.5 Make recommendations on matters identified as significant by the Faculty Council and/or Dean.

2.6 Because the Faculty has no separate schools and departments, the Faculty Council's roles and responsibilities will include those usually performed by Department/School Councils, as outlined in Ryerson Senate Policy 45.¹ Also, because the Faculty will start full operations in the 2020/21 academic year with just one full-time program, the Faculty Council will also perform the functions usually performed by Undergraduate Program Councils, as outlined in Ryerson Senate Policy 45.² As the Faculty introduces new full-time programs, either undergraduate or graduate, these bylaws will need to be adjusted.

3. Membership

3.1 Chair/Secretary: A tenured faculty member, excluding the Dean, elected by the voting membership at the first meeting of an academic year for a two-year term. The Chair/Secretary conducts meetings, preserves order and decorum, and interprets the Rules of Order. The Chair/Secretary is impartial and may not take part in the debate or vote.

3.2 Dean: the Dean is a non-voting member of Faculty Council.

3.3 Full time Faculty Voting Membership: All faculty members are voting members of the Faculty Council, except the Associate Deans and Dean.

3.4 Adjunct Voting Membership: starting in the 2020/21 academic year, 2 voting members selected annually from among adjunct instructors.

3.5 Student Voting Membership: starting in the 2020/21 academic year, 2 JD student voting members elected annually from students enrolled in each year of the JD program.

3.6 Staff Voting Membership elected annually by the respective groups:

- 1 member from MAC
- 1 member of OPSEU

3.7 Ex Officio Non-Voting Membership: The following are non-voting members of the Faculty Council:

- Ryerson University President
- Provost and Vice-President Academic
- Vice President Research and Innovation
- Vice-Provost Faculty Affairs
- Vice-Provost Academic
- Vice-President, University Advancement and Alumni Relations
- Secretary of Ryerson University Senate
- President of the Ryerson Faculty Association
- President of CUPE Local 3904
- Head Librarian
- Dean of the Chang School of Continuing Education

¹ See Section 1.2 of Appendix A of Policy 45, as reproduced in Appendix III of this information package.

² Section 2.2, Ibid.

- Starting in the 2023/24 academic year, Faculty of Law Alumni Association Representatives

3.8 **Recording Secretary:** Appointed by the Dean.

4. Meetings and Procedures

4.1 **Regular Meetings:** Starting in the 2020/21 academic year, meetings will be held at least four times in an academic year. Starting in the 2020/21 academic year, the Secretary shall announce the dates for the year's meetings no later than August 1st, taking into consideration applicable academic deadlines.

4.2 **Special Meetings:** A special meeting of the Faculty Council can be called by:

- the Dean; or
- by written request to the Secretary by any voting member supported by at least 5 other voting members of Council. Upon receipt of such a request, a meeting shall be scheduled to be held within 10 days.

4.3 Meeting Agenda:

- The agenda for meetings will be circulated to voting members by the Secretary at least 5 days prior to the meeting. The Chair/Secretary will set the agenda, in consultation with the Dean and the Standing Committees.
- A voting member may propose an item for inclusion on a meeting agenda. The proposed item must be forwarded to the Secretary at least 14 days before a scheduled meeting if it is to be considered for inclusion on the agenda.
- The notice of meeting may identify items to be dealt with by consent. A consent agenda item is deemed to be approved unless, prior to the commencement of a meeting, one or more voting members advise the Chair/Secretary of a request to debate it.
- The Dean will be given the opportunity to inform/update the Faculty Council of current news, events, and initiatives prior to the consideration of new businesses and motions.

4.4 Meetings will be conducted under the provisions of Bourinot's Rules of Order.

4.5 Faculty Council meetings shall be open unless a motion to conduct part of any meeting in camera is approved by a majority of voting members present.

4.6 A quorum of all meetings shall consist of one third of voting members, at least one half of which must be Faculty.

4.7 Recommendations approved by the Faculty Council are forwarded to the Dean or other appropriate individuals or bodies.

4.7.1 Recommendations that require Senate approval are forwarded by the Dean to the Senate while recommendations requiring Academic Standards Committee approval are forwarded to the Senate via the Academic Standards Committee.

4.7.2 Where the Dean submits a recommendation to Senate upon which the Faculty Council and Dean have disagreed, the Faculty Council motion and vote count will be presented to Senate by the Chair/Secretary.

4.7.3 In the event of a disagreement, between the Dean and Faculty Council, on a recommendation decision that does not require Senate approval the parties shall:

- Attempt an amicable resolution which may include the withdrawal, postponement, amendment, or further study of the disputed motion through committee.
- If the parties cannot resolve the matter amicably, the Provost will recommend a dispute resolution mechanism in consultation with the Chair/Secretary.

4.8 Rules of Procedure for the Election and Appointment of Members to Council

- Elections and appointments for all constituencies will be completed and reported to the Secretary of Council in March of each year for the following academic year. If, for whatever reason, elections for any of the positions on the Council are not carried out in accordance with these bylaws, it is the responsibility of the Secretary of Council to select representatives to fill these positions.
- Elections Officer: The Secretary of Council shall act as the Elections Officer and oversee all elections of Council.

5. Committees

Committees shall review, develop and make recommendations to the Faculty Council on matters related to their respective mandates.

5.1 Standing Committees

5.1.1. Starting in the 2020/21 academic year, Faculty Council shall have five (5) standing committees with composition and terms of reference and bylaws approved by Faculty Council. They are:

- the Faculty Curriculum Committee;
- the Faculty Academic Standing Committee;
- the Faculty Research Committee;
- the Faculty Admissions Committee; and
- the Faculty Council Governance Committee (FCGC).

5.1.2. Faculty Council, through the FCGC, shall establish and periodically review the terms of reference and composition of standing committees. The FCGC may make recommendations to Faculty Council regarding the establishment or dissolution of standing committees.

5.1.3 Any standing committee may recommend to Faculty Council, via the FCGC, changes to its terms of reference and composition.

5.1.4 The FCGC shall review Faculty Council bylaws annually and report/recommend proposed changes to Council. The FCGC will facilitate alignment of Council and Senate bylaws.

5.1.5 Standing committees must submit a written report to Faculty Council on their activities once every academic year

5.2 Ad Hoc Committees

5.2.1. An ad hoc committee may be formed for a limited term by a Faculty Council resolution. Members need not be voting members of council. Unless reconstituted by council, the committee is dissolved upon presentation of its report. The motion to establish an ad hoc committee must include the terms of reference of the committee, and may include:

- the proposed number of members on the committee;
- details of proposed distribution of members, if any;
- names of proposed members of the committee, if any; and
- the committee report date.

5.2.2. Terms of reference not specified by a Faculty Council motion will be established by the Chair/Secretary of Faculty Council, in consultation with the FCGC.

5.2.3. The Chair/Secretary of Council shall have the authority to form an ad hoc committee, as needed, between scheduled council meetings.

6. Bylaw Changes

6.1 Proposed changes to Faculty Council bylaws shall be submitted in writing to the Chair/Secretary and the FCGC at least 14 days before a scheduled meeting.

6.2 Faculty Council bylaw changes require two-thirds of quorum support in a Faculty Council meeting.