

## **YORK UNIVERSITY FACULTY OF HEALTH**

### **RULES AND PROCEDURES OF COUNCIL**

#### **1. CHAIR/VICE-CHAIR**

The Chair is responsible for providing leadership to Council; presides at all meetings; ensures that Council and its standing committees operate in conformity with the rules and procedures enacted by Council, and; acts as the official spokesperson for Council. The Vice-Chair assists the Chair in giving leadership to Council; presides at meetings of Committee of the Whole, and; presides at meetings in the absence of the Chair.

The Council shall elect annually, at the time of its annual elections, a Vice-Chair of Council to take office on the following July 1st. The Vice-Chair shall serve as Chair in the year following the term as Vice-Chair and will succeed the chair in the event of the Chair's resignation.

#### **2. MEMBERSHIP**

The following may attend and participate in all meetings of Council and shall have the right to vote:

- a. The Dean, full time members of the faculty, contract faculty for the term during which they hold a teaching appointment and emeritus faculty (retirees) for the term during which they hold a teaching, administrative or supervisory position.
- b. Ten undergraduate student members registered in the Faculty of Health. This number will include two Faculty of Health student senators (ex officio) and at least one student from each of the academic units selected annually by the students in the Faculty of Health (Refer to Section 33 regarding the process for selecting students for Council membership)
- c. Four graduate student members registered in the Faculty of Health. (Refer to Section 33 regarding the process for selecting students for Council membership)
- d. Two members of the non-academic staff. These two members may not be from the same unit and will be elected by the non-academic staff to serve a one year term.
- e. The University Librarian (ex officio) or designate and the Health Librarian (ex officio).
- f. The Chair of Senate (ex officio) and the Secretary of Senate (ex officio).

- g. The President of the University (ex officio) and the Vice-President Academic (ex officio).

The Council may issue invitations for either the full academic year or for a particular meeting to individuals who are not members of Council. Such individuals shall be entitled to participate in the meeting(s) of Council to which they have been invited but shall not have the right to vote.

3. All members of the Faculty of Health including non-academic staff and students registered in the Faculty of Health shall have the right to attend Council meetings, but shall not have the right to vote.

#### **4. SECRETARY**

The Secretary of Council shall be appointed by the Dean.

The duties of the Secretary shall be to take charge of the records and papers of the Council; to keep the same properly arranged for convenient reference; to be responsible for keeping minutes of the proceedings of all Council meetings; and shall prepare and countersign all official Council documents.

#### **5. MONTHLY MEETINGS**

Monthly meetings shall be held from September to May, inclusive, unless otherwise ordered by special motion or by the Executive and Planning Committee.

6. Following the last meeting of Council (usually May unless otherwise decided by Council), and until the first regular meeting of Council in the Fall, the Executive and Planning Committee of Council shall possess and may exercise any or all of the powers, authorities and discretions vested in or exercisable by Council with the understanding that the Executive and Planning Committee shall report to Council upon any actions taken under this authority at its first regular meeting.
7. The Chair of each meeting shall conduct the proceedings in conformity with the rules and procedures enacted by the Council, and in all cases not so provided for, the rules of the Senate of York University and/or Bourinot's Rules of Order shall govern.
8. Monthly meetings of Council will not normally proceed for longer than 90 minutes unless two-thirds of the members present and voting agree to continue with the business of the meeting.

## **9. SPECIAL MEETINGS**

A special meeting may, and upon the request of the Executive and Planning Committee or by not fewer than ten members shall, at any time, be called by the Chair, with not less than twenty-four hours' notice, for the transaction of such business only as is specified in the notification of such meetings.

## **10. QUORUM**

At all regular or special meetings, twenty-seven voting members of Council shall form a quorum.

## **11. DISCUSSION**

Any member desiring to speak during a meeting shall address the Chair and shall not speak unless recognized by the Chair.

- 12.** Originally, no member shall speak more than once (and not longer than ten minutes, unless permitted by Council) to the same question, except the mover, who shall have the right of replying after all members choosing to speak have spoken. A member may, at any time, with the permission of the Chair, explain a material part of the speech that may have been misunderstood.

## **13. MOTIONS**

The Chair may take part in a debate on any subject but, before doing so, shall leave the chair's position and appoint the Vice-Chair, or some other member, to occupy it until the Chair has spoken.

- 14.** No member shall speak to a question after it has been put by the Chair and no motion can be made and no other intervention is permitted until the tally is completed and the results announced.
- 15.** All questions that come before Council shall be decided by a majority of votes cast. The Chair may vote to break a tie.
- 16.** On any question, all members of Council shall have only one vote by show of placard. Votes may not be transferred or delegated.
- 17.** The Chair shall declare the results of every vote and, on any question except the motion to adjourn the Council or a debate, any member may require the yeas and nays to be recorded.

- 18.** All motions, except those for adjournment of Council or a debate, shall be put in writing and recorded before being debated or put from the chair. No motion introducing new matters, other than matters of privilege or petition, shall be taken into consideration at any regular meeting of Council, except upon a two-thirds vote of the regular members present, unless notice in writing has previously been given to the Secretary for circulation with the notice of meeting, and circulated no less than six days in advance.
- 19.** When a motion has been made and recorded, it shall be disposed of. Unless there are objections from Council, a mover may withdraw a motion.
- 20.** When a question is under debate, no motion shall be received by the Chair except for one of the following purposes:
- i. To adjourn Council
  - ii. To adjourn the debate
  - iii. To put the question
  - iv. To refer the matter to an appropriate committee (committee and purpose to be specified )
  - v. To amend
- 21.** The motion to adjourn Council or a debate shall always be in order, but no member may speak to such a motion for more than five minutes. A motion to refer a question to an appropriate committee (committee and purpose to be specified) shall, unless it is defeated, preclude all amendments to the main question.

## **22. ORDER OF BUSINESS**

The following order of business shall be observed by the Chair in bringing matters before the Council at all regular meetings, and no variation from this order shall be allowed, except by a two-thirds vote of the members present, which shall be taken without debate.

- a. Chair's Remarks
- b. Reading and disposing of the minutes of the last meeting and of all intervening special meetings
- c. Business arising out of the minutes
- d. Inquiries
- e. Reading and disposing of communications, to be disposed of as read
- f. Consent agenda items
- g. Report of the Dean
- h. Reading and disposing of reports of standing committees and special committees, to be disposed of as received
- i. New business
- j. Adjournment

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 members of Council advises the Chair of a request to debate it.

### **23. STANDING COMMITTEES**

Standing committee duties shall be defined by Council from time to time. Standing committees will report at least annually to Council.

- a. Executive and Planning Committee
- b. Undergraduate Curriculum Committee
- c. Committee on Examinations and Academic Standards
- d. Committee on Research and Awards
- e. Petitions Committee
- f. Committee on Tenure and Promotions
- g. Graduate Committee

### **24. STANDING COMMITTEE MEMBERSHIP AND TERM OF OFFICE**

Unless otherwise specified, standing committee membership shall include, one member elected from each of the Faculty's schools/department, and two students. Terms of office shall normally be two years in duration.

Members may be re-elected in subsequent years.

Student members on standing committees may be appointed from among the student Council members. Students not serving on Council may also be appointed to standing committees based on expressions of interest.

Student members on standing committees shall serve one year terms and may be re-elected or reappointed in subsequent years.

**25.** The Dean (or designate) shall be chair of the Executive and Planning Committee. Other standing committees shall elect their own chair, unless otherwise specified. The President, the Chair of Council and the Dean shall be members (ex officio) of all standing committees.

**26.** The quorum of any standing committee shall consist of the majority of its voting members.

**27.** Any member of Council shall have the right to be present at, but shall not take part in, any meeting of any standing committee with the following exceptions:

- a. Meetings of Council or its committees designated as dealing with confidential information (such as student grades or marks) shall not be open to students.
- b. Meetings of the Tenure and Promotions Committee in which individual cases are discussed shall be held in camera and shall be completely confidential.
- c. Meetings of the Petitions Committee shall be held in camera.
- d. Any standing committee of Council may, when discussing confidential matters, declare a meeting, or part thereof, to be held in camera by a vote of two-thirds of the voting members present.

**28.** Vacancies occurring in a standing committee may be filled at any regular meeting of Council.

**29.** No proposal to amend any of the foregoing rules and procedures shall be considered except at a regular meeting, and unless notice of the proposed change has been given at the previous meeting of Council (normally one month in advance). The amendment text shall be circulated in its entirety no less than six days in advance of the meeting at which the proposal will be considered.

**30.** None of the foregoing rules shall be suspended at any meeting of Council except by a two-thirds vote of the members present.

### **31. STANDING COMMITTEES**

**a. Executive and Planning Committee**

The Executive and Planning Committee shall make informed recommendations to Council on long-range academic planning and comprehensive policies for the Faculty. It will serve as Council's Nominating Committee and as Council's summer authority (as specified in, article 6) following Senate practice, and act on behalf of the Council from the last meeting of Council in the spring, to the first meeting of Council in the fall.

The Committee shall be chaired by the Dean or designate (ex officio), and membership shall include the Chair of Council, the Vice-Chair of Council, the Secretary of Council, Associate Deans, the Chair or Director from each of the schools/department, affiliated Faculty of Health College Masters, two 'at large' members elected by Council (the two 'at at-large members shall not come from the same school/department) and student members.

**b. Undergraduate Curriculum Committee**

The Undergraduate Curriculum Committee shall review and recommend to Council approval or other appropriate action in

relation to the Faculty's regulations and practices as required relating to degree requirements for all years of study and all undergraduate programs and Faculty-level legislation including:

1. New or changes to certificates
2. New or changes to programs of study, and
3. Other matters relating to academic policy and planning

The Committee shall receive and review quality assurance, cyclical program, and other reviews; review and act on behalf of Council with regard to proposals for new or changes in requirements of existing programs and certificates, courses and programs at all levels including content and patterns of study. The Curriculum Committee will receive undergraduate curricular submissions from the schools and department, and will report to Council on these matters according to Senate reporting requirements. It will forward proposals to Senate as appropriate, and report such actions to Council for information.

The Committee will review and report as appropriate to Council on the academic implications of the undergraduate curriculum policy of all units responsible for instruction, that is, schools, departments, undergraduate programs, and of the Faculty as a whole. Reports provided to this committee may be subject to redaction for the purpose of removing personal, confidential and/or identifying information. It will collaborate with the Committee on Examinations and Academic Standards on issues of joint concern.

An Associate Dean (ex officio) shall be a member.

**c. Committee on Examinations and Academic Standards**

The Committee on Examinations and Academic Standards shall oversee academic policy, academic standards and policies and practices related to examinations. It will monitor and provide Faculty-level academic oversight of grades exercises undertaken by academic units. It will recommend to Council policy on student honours, awards, scholarships and bursaries.

The Committee shall conduct hearings and make decisions in cases of breach of the Senate Policy on Academic Honesty.

An Associate Dean (ex officio) shall be a member.

**d. Committee on Research and Awards**

The Committee on Research and Awards shall make recommendations and provide advice to Council on policy matters

related to research and creative scholarship. It will promote and celebrate research and creative scholarship at the Faculty level. It will adjudicate Faculty level competitions and programs and adjudicate undergraduate student research awards as applicable.

An Associate Dean (ex officio) shall serve as chair.

**e. Petitions Committee**

The Petitions Committee shall receive and act upon student academic petitions and make recommendations on policy matters and procedures relating to student academic petitions. The Committee meets in panels for consideration of petitions and appeals against previous committee decisions.

The Petitions Committee shall consist of an associate dean (ex officio), two members elected from each of the Faculty's Schools/Department, two 'at large' members elected by Council and student members.

**f. Committee on Tenure and Promotions**

The Committee on Tenure and Promotions makes recommendations, as required, on Faculty and University policy concerning tenure and promotions. It liaises with the Senate Committee on Tenure and Promotions to confirm the list of tenure and/or promotion candidates scheduled for consideration, ensures that timelines are maintained and makes regular reports to Council on the disposition of files by category.

The Faculty Committee on Tenure and Promotions, when augmented by two members from the Senate Committee on Tenure and Promotions, acts as a Review Committee and is constituted as a sub-committee of the Senate Committee on Tenure and Promotions. Acting as a review committee, it will evaluate the recommendations of School/Department Adjudicating Committees to ensure that procedures set out have been followed and that the criteria used in the evaluation of files have been applied fairly and in accordance with University criteria. When the committee determines that the procedures have been followed in all material respects, that the appropriate criteria have been fairly applied and that the judgment of the Adjudicating Committee concerning application of University criteria is correct, it will concur in the judgment and forward the file to the President. When the committee determines that procedures have not been followed and/or that the appropriate criteria have not been fairly applied, it shall send the file back to the Adjudicating Committee and require that proper



procedures be followed and the file be reconsidered with the criteria fairly applied.

If a member of the review committee has considered a file as a member of an adjudication committee, he/she shall not take part in consideration of the file at the review level.

The majority of members shall be tenured.

**g. Graduate Committee**

The Graduate Committee shall review and recommend to Council approval or other appropriate action relating to degree requirements for all years of study and all graduate programs:

- New or changes to diplomas
- Proposals for new, deleted or changed Graduate Program
- New course proposals, revised and deleted courses
- Revised program, degree or Faculty regulations
- Other matters relating to graduate policy and planning

The Committee shall receive and review quality assurance, cyclical program, and other reviews.

The Graduate Committee will receive graduate curricular submissions from the programs and will report to Council on these matters according to Senate reporting requirements. It will forward proposals to Senate as appropriate and report such actions to Council for information. It will collaborate with the Faculty of Graduate Studies on issues of joint concern.

The Committee will promote and celebrate graduate research and creative scholarship at the Faculty level. It will adjudicate Faculty level graduate competitions and awards as applicable.

The Graduate Committee shall consist of an Associate Dean (ex officio), one member elected from each of the Faculty's Schools/Department who must be appointed to their graduate program, and 2 graduate student members.

### **32. ESTABLISHMENT OF SUB-COMMITTEES**

Each Council standing committee shall have the authority to delegate business to sub-committees but such sub-committees will report to the parent committee.

- i. Sub-committees shall be established for the academic year only, but the parent committee can re-establish a sub-committee beyond 30 June each year.
- ii. A sub-committee does not need to have any of its membership from the elected members of the Council standing committee.

### **33. SELECTION OF STUDENTS FOR COUNCIL MEMBERSHIP**

#### **Undergraduate Student Council Membership – 10 members**

- a. 2 student senators – elected by HH student body vote in March to start term following September.
- b. 5 members, one each selected by members of the following Faculty of Health affiliated student clubs – KAHSSO, UPSA, SAHMPI, GHSA, NSAY
- c. Faculty of Health Student Caucus Chair
- d. Faculty of Health Student Caucus Vice Chair
- e. Faculty of Health Student Caucus Director of Finance

#### **Graduate Student Council Membership – 4 members**

Four members, one each selected by the graduate programs in the following areas: KAHS, PSYC, Health, NURS.