

**DEPARTMENT OF BIOLOGICAL SCIENCES
FACULTY OF SCIENCE**

Department Council Bylaws
Approved: November 19, 2007.

1. Membership

- a) The Head of the Department,
- b) The Dean of Science, *ex officio*,
- c) All members of the academic staff of the Department including Adjunct and Emeritus Professors, Senior Scholars and Sessional Lecturers,
- d) Research Associates and Post-doctoral Fellows working with faculty in the Department,
- e) 2 graduate students elected annually by and from the graduate students registered in the Department,
- f) 1 undergraduate student (and an alternate) from the Major and Honours Programs in the Department, appointed by a method agreeable to Head and Senior Stick of the Science Students' Association, and
- g) 1 member (and an alternate) elected annually by and from the support staff of the Department.

2. Rights of Participation

- a) All members have equal status in participation and voting, with the following exceptions:
 - i. Participation and voting on academic matters related to Department representation, student performance and evaluation, and tenure and promotion shall be restricted to academic staff members of the Department, meeting "in committee";
 - ii. Voting by Adjunct Professors, Professors Emeritus/Emerita, and Senior Scholars will be restricted to those matters relevant to graduate studies and **only** if the member is currently supervising a graduate student enrolled in the Department programs; and
 - iii. Sessional Lecturers, temporary employees, Research Associates and Post-doctoral Fellows will not have voting rights.

3. Meetings

- a) There shall be a minimum of 2 full meetings of Department Council during an academic year. Meetings of academic staff held "in committee" will not constitute a "full meeting" of Council.
- b) The presiding officer at all meetings shall be the Head or a designated Associate Head.
- c) Meetings shall be called by the Head, or at the written request of six members of the Department Council.
- d) Notice of regular meetings shall be given to all members at least five working days in advance, not precluding very urgent meetings being called at the discretion of the Head or designate.

- e) A quorum shall be 30% of the members of Council eligible at that date, to vote on academic and graduate student matters.
- f) Access to the attendance lists and minutes of Council meetings will be available to all staff and students holding respectively, primary appointment or registration in the Department programs, limited only by:
 - i. Legitimate requirements of confidentiality, and/or
 - ii. The Department Council moving into closed session by simple majority of the voting members present.

4. Powers and Responsibilities

- a) The Council may take action in all areas where this authority is granted by the Faculty Council and/or Senate, including:
- b) The approval of all supplementary regulations pertaining to graduate studies before submission to the Faculty of Graduate Studies.
- c) The approval of all proposed course and program changes before transmission to the Office of the Dean.
- d) The nature and results of evaluations and grades.
- e) Recommendations to the Head on:
 - i. Planning, acquisition, allocation and use of departmental resources, space and facilities;
 - ii. Awarding of Department-specific scholarships and prizes; and
 - iii. Recommending conferral of the titles of Professor Emeritus/Emerita.

5. Rules

- a) Motions and modifications to standing rules may be adopted by a simple majority of those present and voting at a regular meeting of the Council, provided that the wording and notice of motion to introduce them accompanies the call to the meeting.
- b) Spontaneous motions from the floor will be permitted at the discretion of the Head.
- c) Unless otherwise stipulated, the conduct of meetings shall be governed by Roberts' Rules of Order.

6. Committees

- a) Council may from time to time recommend to the Head, the establishment of standing or ad hoc committees.
- b) The Head shall be a member, *ex officio*, of all committees.
- c) The formal establishment of a standing committee shall require written statement of its terms of reference, including its purpose, the scope of its activities, and a mechanism for its dissolution.
- d) Standing committees may be comprised of individuals elected from Council and/or appointed by the Head.

- e) The powers of a standing committee shall be limited to making recommendations to the Department Council and the Head.
- f) Regular reports (oral and/or written) from standing committees will be provided at each meeting for general information of the Council.
- g) At least once annually, a list of all committees, their membership and terms of reference shall be compiled and provided to the departmental Council.

7. Amendments

- a) Amendments to these by-laws shall be effected by a motion that is:
 - i. Passed by a two-thirds majority vote of the members of the Department Council present and voting at a duly called and constituted meeting of Department Council, AND
 - ii. Subsequently ratified by a majority vote of those present and voting at a duly called and constituted meeting of the Faculty of Science Council.