University of Toronto

New College

By-Laws of Council

I. Rules of Procedure for the Election and Appointment of Members to Council

I.1 Elections and appointments for all constituencies will be completed and reported to the Secretary of Council by the end of September of each year.

I.2 Teaching staff representatives will be nominated and elected by and from among the teaching staff for a two-year term. Three (3) shall be elected and begin their terms in odd-number years; the other three (3) shall be elected and begin their terms in even-numbered years.

The dons representative will be elected from among their numbers in September.

The teaching assistants, Writing Centre instructors, and sessional lecturer representative will be elected from among their numbers in September.

Two (2) of the six student representatives will be appointed by the New College Student Council and four (4) will be elected at large.

The course or student union representatives will be selected in a manner to be determined by the union in question.

The alumni representatives will be appointed by the New College Alumni Council at their discretion.

The USWA Local 1998 representative will be selected from among their members in September;

The CUPE Local 3261 representative will be selected from among their numbers in September.

II. Rules of Order

The Chair shall conduct the proceedings in conformity with the Robert's Rules of Order.

III. Voting

Unless otherwise provided for, all questions that come before Council or a committee shall be decided by a majority of members present and voting. In the case of a tie vote, the chair may cast a deciding vote or redirect the question for further consideration.
IV. Committees of Council

IV.1 The Standing Committees of Council are:

- Academic Affairs
- Building
- Library
- Members
- New Student Service
- Priority, Planning and Budget
- Striking

IV.2 From time to time Council may find it useful to establish Special Committees to consider particular issues, when one or more of the following conditions exist:

a) An issue cannot be accommodated easily within a Standing Committee’s schedule – either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time;

b) An issue does not fall readily under an existing Standing Committee; or

c) There is need for the participation of experts not represented on the relevant committee.

A recommendation from the Council to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date, and the proposed date of disestablishment.

IV.3 General Procedures

IV.3.1 Rules and regulations that guide Council shall also apply to committees of Council.

IV.3.2 Any member of Council shall be eligible for election to any Committee of Council, and any member of Council may nominate or second the nomination of another member of Council, proposed nominations of the Striking Committee notwithstanding. Elections shall be held in those cases where the number of nominees exceeds the number of elected places on each Committee.

IV.3.3 The term of membership of all Standing Committees shall normally be one (1) year renewable.

IV.3.4 Each committee, except the Striking Committee, shall meet annually in person to elect its own Chair from among its members no later than thirty working days after the membership of the committee is decided by Council.

IV.3.5 The Chairs of all Standing Committees who are not otherwise members of Council shall become ex officio, voting members of Council.
IV.3.6 All standing committees shall have the power to appoint two (2) additional members. Such appointments shall be ratified by Council.

IV.3.7 The Principal is, *ex officio*, a member of all Standing Committees.

IV.3.8 All members of all committees, including *ex officio* members, have voting privileges.

IV.3.9 Committee meetings may be called by the Chair of the Committee with at least three working days notice. Committee meetings are to be called when at least three members of Council request of the Chair that this be done.

IV.3.10 All Standing Committees shall report to Council on their deliberations, recommendations, and decisions at least once in each academic year.

IV.3.11 Records of all Standing Committees shall be maintained by the Secretary of Council.

IV.3.12 Unless otherwise stated, one-third of the members shall constitute a quorum for committees.

IV.3.13 If a member misses two consecutive regular meetings of Council without providing a reason acceptable to the Chair of the Council, the member’s seat shall be vacant and shall be filled for the balance of the term in a manner decided by Council by the next meeting.

IV.3.14 With the exception of the procedures outlined immediately preceding, each Committee shall have discretion over its own procedures.

**IV.4 Academic Affairs Committee**

IV.4.1 Membership

Council shall approve the membership of the Academic Affairs Committee composed of the following:

Five (5) members of Council elected by majority vote of Council

Ex-officio: the Principal, the Registrar, the Vice-Principal, the Program Directors of each academic program, the Librarian, the Director of the New College Writing Centre.

IV.4.2 Function

To consider such matters as relate to the planning, design, staffing and standards of courses and programs to be mounted under the auspices of New College;

To recommend scholarship policy to the Council;

To recommend an annual program budget to the Priority Planning and Budget Committee;
To receive on behalf of Council annual reports from each program outlining the extent to which the goals and objectives are being met in the delivery of the courses of study, the program content, the grading and evaluation system, and the requirements for graduation.

To advise Council on proposals for new academic programs, proposals for the closure of any academic programs, and proposals for major or minor modifications to existing academic programs.¹

IV.4.3 Procedures

Committee meetings shall normally be closed.

IV.5 Building Committee

IV.5.1 Membership

Council shall approve the membership of the Building Committee composed of the following:

One (1) member of the Teaching Staff nominated by and from among the Teaching Staff members of Council
One (1) representative of the residence dons
Two (2) students approved by the New College Student Council
One (1) of the head stewards

Ex-officio: the Principal, the Director of the Office of Residence and Student Life, the Director of Business Services, the Property Manager.

IV.5.2 Function

To formulate proposals concerning the maintenance and improvement of the physical facilities, IT infrastructure, and fabric of the College buildings.

IV.5.3 Procedures

Committee meetings shall normally be closed.

IV.6 Library Committee

IV.6.1 Membership

Council shall approve the membership of the Library Committee composed of the following:

Four (4) members of the Council selected by majority vote of the Council;

¹ Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the University of Toronto Quality Assurance Process and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.
Ex-officio: the Principal, the Librarian.

IV.6.2 Function

To consider such matters as relate to planning, staffing and policy of the College Library;
To recommend an annual library budget to Council;

IV.6.3 Procedures

Committee meetings shall normally be closed.

IV.7 Members Committee

IV.7.1 Membership

Council shall approve the membership of the Members Committee composed of the following:

One (1) honorary member
Five (5) members of Council as follows:
- two (2) members of the Teaching Staff,
- one (1) student
- one (1) member of the Administrative Staff,
- one (1) alumna/us

Ex-officio: the Principal, the Senior Development Officer

IV.7.2 Function

To be responsible for defining and promoting the privileges and responsibilities of college membership, and make nominations for honorary members.
To have its decisions ratified by Council,

IV.7.3 Procedures

Committee meetings shall normally be closed.

IV.8 New Student Service Committee

IV.8.1 Membership

Council shall approve the membership of the New Student Service Committee composed of the following:

Four (4) New College Student Council representatives (including the President, Orientation Chairs, Commuters’ Representative)
Two (2) New College Residence Council Representatives

Ex-officio: the Principal, the Registrar, an Associate Registrar, the Director of the Office of Residence and Student Life, the Librarian, the Director of the Writing Centre, the Alumni Development Officer

IV.8.2 Function

To be responsible for overseeing the September Orientation week, including approving the program of events, selecting a chair and co-chair

To review and oversee the various mentorship programs in the college

To consider matters that relate to academic support and the quality of the student experience in the college.

IV.8.3 Procedures

Committee meetings shall normally be open.

IV.9 Priority Planning and Budget Committee

IV.9.1 Membership

Council shall approve the membership of the Priority Planning and Budget Committee composed of the following:

Four (4) members of Council elected by majority vote of the Council at its first regular meeting;

Ex-officio: the Principal, the President of the New College Student Council, the Registrar, the Director of the Office of Residence and Student Life, the Director of the Women and Gender Studies Institute, the Director of the Human Biology Program, the Director of Business Services, the Librarian, the Senior Development Officer

IV.9.2 Function

To consider such matters as relate to financing, planning and priority-setting for the College, its programs, activities, services and facilities;

To recommend an annual budget for the College for the approval of Council;

To pose such long-range planning and budgetary issues for the deliberation of Council as may be required of the College by reason of request of the University or internal need;

To have the responsibility to advise the Principal in lieu of all other Standing Committees if a meeting of the full Council cannot be convened.
IV.9.3 Procedures

Committee meetings shall normally be closed.

IV.10 Striking Committee

IV.10.1 Membership

Council shall approve the membership of the Striking Committee composed of the following:

Four (4) members of Council elected by Council at its final meeting in the Spring;

Ex-officio: the Principal, the President of the New College Student Council

IV.10.2 Function

To seek the guidance of Council with a view to proposing suitable lists of candidates to staff elected positions on all other committees of Council;

To propose candidates for membership of Standing Committees at the first meeting of Council after September 1 and designate one member of each committee as convenor to call the first meeting; and propose a candidate for the Chair of Council.

Not to propose candidates to succeed itself; this shall be the business of the full Council at its last meeting.

IV.10.3 Procedures

Committee meetings shall normally be closed.

V. Dates of Amendment

Amendments approved by College Council on 23 January 2012.

19 April 1977

Amended:   6 January 1978
           11 November 1980
           11 March 1981
           18 April 1986
           28 March 1990
           23 September 1997
           24 November 2006
           30 January 2009
           13 May 2010