

**THE JOHN H. DANIELS
FACULTY OF ARCHITECTURE, LANDSCAPE, AND DESIGN**

BY-LAWS OF COUNCIL

1.	Rules of Procedure for the Election and Appointment of Members to Council
1.1	Elections and appointments for all constituencies will be completed and reported to the Secretary of Council by the end of September of each year.
1.2	<p>Nominations/Appointments to Council</p> <ul style="list-style-type: none"> a) External Stakeholders will be nominated by the Program Directors, according to disciplinary allegiance. Appointments will be made from the list of nominees by the Dean. Appointments will be for two-year terms. b) Other Academic Appointees will be nominated by the Executive Committee and appointed by Council. Appointments will be for two-year terms. c) Undergraduate Student representatives will be appointed by the Architecture & Visual Studies Student Union (AVSSU) for a one-year term. d) Graduate Student representatives will be appointed by the Graduate Architecture, Landscape and Design Student Union (GALDSU) for a one-year term. e) Administrative Staff representatives will be nominated and elected by and from among the Administrative Staff for a two-year term. f) Alumni representatives will be appointed by the Dean for a two-year term.
2.	Rules of Order
	The Chair shall conduct the proceedings in conformity with Robert's Rules of Order.
3.	Committees of Council
3.1	<p>The Standing Committees of Council are:</p> <ul style="list-style-type: none"> • Executive Committee • Admissions Committee • Appeals Committee • Awards Committee • Curriculum Committee • Committee on Academic Standing • Research Committee • Diversity & Equity Committee
3.2	<p>Special Committees - From time to time Council may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the Executive Committee, when one or more of the following conditions exist:</p> <ul style="list-style-type: none"> 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

	<p>c) there is need for the participation of experts not represented on the relevant committee.</p> <p>A recommendation from the Executive Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date, and the proposed date of disestablishment.</p>
3.3	<p>General Procedures for Council Committees</p> <ul style="list-style-type: none"> a) Rules and regulations that guide Council shall also apply to committees of Council. b) The term of membership for students on all Standing Committees shall be one year renewable. c) The term of membership for faculty members, alumni, and external stakeholders on all Standing Committees shall normally be 3 years renewable, with terms starting in each year that is a multiple of three. d) A non-ex-officio member may serve a maximum of nine consecutive years on a Standing Committee. e) Graduate Students on Standing Committees shall be Council appointments, nominated by and from among the Graduate Student members of Council. f) Undergraduate Students on Standing Committees shall be Council appointments, nominated by and from among the Undergraduate Student members of Council. g) Teaching Staff membership on Standing Committees shall be Council appointments, including both full-term appointments and appointments to fill mid-term vacancies. Such appointments can be nominated by any Teaching Staff member of Council, but will normally be nominated by the Chair of Council in consultation with the Dean. h) The Chairs of all Standing Committees who are not otherwise members of Council shall become ex officio, voting members of Council. i) The Dean is, ex officio, a member of all Standing Committees, with the exception of the Appeals Committee. j) The CAO is, ex officio, a non-voting member of all Standing Committees. k) All Standing Committees shall report to Council on their deliberations, recommendations, and decisions. l) Records of all Standing Committees shall be maintained by the Council Secretary. m) Each Standing Committee shall meet as needed at the call of its Chair or at the request of any three Committee members. n) Unless otherwise stated, one-third of the members shall constitute a quorum for Standing Committees.
3.4	<i>Executive Committee</i>
3.4.1	<p>Membership - Council shall approve the membership of the Executive Committee composed of the following:</p> <p style="padding-left: 40px;">Committee Chair: The Chair of Council (ex-officio) Committee Vice-Chair: The Vice-Chair of Council (ex-officio) Committee Secretary: The Secretary of Faculty Council (ex-officio, non-voting)</p> <p style="padding-left: 40px;">1 Graduate Student</p>

	<p>1 Undergraduate Student</p> <p>Other ex- officio members:</p> <p>The Dean or designate The Chairs of the Standing Committees The Academic Program Directors The Chief Administrative Officer (non-voting)</p>
3.4.2	<p>Function</p> <ul style="list-style-type: none"> • To set the agenda for each Council meeting. • To ensure that adequate documentation is provided for consideration of each agenda item and to refer back to the originating administrator/governance body for further preparation any item deemed not ready for submission to Council. • To direct specific issues to Council or committees, or to recommend to Council the creation of special committees. • To consider notices of motion given to Council. • During the summer months (i.e. following the last meeting of Council of one academic year and until the first meeting in the subsequent academic year), to have authority to make decisions on behalf of Council on matters of urgency which do not permit their deferral until the next regular meeting of Council. • To review and advise Council on all proposed Constitution and By-Law changes, whether these be brought to Council or initiated by Council. • At periodic intervals of not more than five years, to establish a review of the Constitution and By-Laws and recommend to Council any changes deemed appropriate. • To monitor the functioning of Council and its Committees. • To report to Council on its deliberations, recommendations, and decisions. • By June 30th of each year, to recommend for approval by Council the Chairs, Vice-Chairs, and members of all Council Committees for the subsequent year beginning July 1st.
3.4.3	<p>Procedures</p> <p>The Committee shall meet in closed session.</p>
3.5	<i>Admissions Committee</i>
3.5.1	<p>Membership</p> <p>Council shall approve the membership of the Admissions Committee composed of the following:</p> <p>Chair: The Faculty’s Admissions Coordinator (ex-officio) Secretary: The Assistant Registrar, Admissions, Awards & Financial Aid (ex-officio, non-voting)</p> <p>1 Graduate Student</p>

	<p>1 Undergraduate Student 1 Teaching Staff member from each program in the Faculty</p> <p>Other ex-officio members: The Dean or designate The Chief Administrative Officer (non-voting) The Registrar & Assistant Dean, Students (non-voting)</p>
3.5.2	<p>Function</p> <ul style="list-style-type: none"> • To make recommendations for the Faculty on admission of applicants. • To make recommendations to Council on undergraduate and graduate admissions policy. • To approve, on behalf of Council, changes to admission requirements. All such changes shall be reported for information to Council. • 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 implementation of the admission policies and targets. • To report to Council its deliberations, recommendations, and decisions
3.5.3	<p>Procedures</p> <p>The Committee shall meet in open session. Deliberations regarding admission of individual applicants will be conducted in camera.</p>
3.6	<i>Appeals Committee</i>
3.6.1	<p>Membership</p> <p>Council shall approve the membership of the Appeals Committee composed of the following:</p> <p>Chair: Associate Dean, Academic (ex-officio) Secretary: The Associate Registrar, Academic Advising & Student Engagement (ex-officio, non-voting)</p> <p>1 Graduate Student 1 Undergraduate Student 1 Teaching Staff member from each program in the Faculty</p> <p>Other ex-officio members: The Chief Administrative Officer (non-voting) The Registrar & Assistant Dean, Students (non-voting)</p>
3.6.2	<p>Function</p> <ul style="list-style-type: none"> • To hear appeals on academic matters of undergraduate and graduate students of the Faculty against decisions of an instructor or officer of the Faculty or a Standing Committee of Council and to make rulings on such appeals that are

	<p>binding and final, subject to an appeal to the Governing Council.</p> <ul style="list-style-type: none"> • To recommend to Council changes to policies and procedures with respect to petitions and appeals by students. • To report to the Council at least annually on its decisions.
3.6.3	<p>Procedures</p> <p>The Committee shall meet in camera. In hearing appeals the Committee may:</p> <ul style="list-style-type: none"> • Uphold an appeal in whole or in part; • Reject an appeal; or • Refer the case back to the body concerned.
3.7	<i>Awards Committee</i>
3.7.1	<p>Membership</p> <p>Council shall approve the membership of the Awards Committee composed of the following:</p> <p>Chair: The Faculty Awards Coordinator (ex-officio) Secretary: The Assistant Registrar, Admissions, Awards and Financial Aid (ex-officio, non-voting)</p> <p>1 Teaching Staff member from each program in the Faculty</p> <p>Other ex-officio members: The Dean or designate The Chief Administrative Officer (non-voting) The Registrar & Assistant Dean, Students (non-voting)</p>
3.7.2	<p>Function</p> <ul style="list-style-type: none"> • To receive on behalf of Council annual reports from each program detailing the extent to which the goals and objectives are being met in the implementation of the awards policies. • To review and recommend to Council the terms and conditions of new awards and award policies recommended by the Dean or his/her designate. • To approve on behalf of Council minor changes to the terms and conditions of awards and award policies. All such changes shall be reported for information to Council. • To approve decisions regarding recipients of individual awards.
3.7.3	<p>Procedures</p> <p>The Committee shall meet in open session. Meetings where intimate financial or personal matters of an individual may be disclosed shall be held in camera.</p>

3.8	<i>Curriculum Committee</i>
3.8.1	<p>Membership</p> <p>Council shall approve the membership of the Curriculum Committee composed of the following:</p> <p>Chair: Associate Dean, Academic (ex-officio) Secretary: The Registrar & Assistant Dean, Students (ex-officio, non-voting)</p> <p>2 Graduate Students 2 Undergraduate Students</p> <p>1 Teaching Staff member from each program in the Faculty</p> <p>1 External Stakeholder Representative appointed by Dean in consultation with the Ontario Association of Landscape Architects* 1 External Stakeholder Representative appointed by the Dean in consultation with the Ontario Association of Architects*</p> <p>*Note: the External Stakeholder Representatives on this subcommittee do not necessarily have to be the same person who is appointed as the representative of the OALA or OAA who sits on the Faculty Council.</p> <p>Other ex- officio members: The Dean or designate The Chief Administrative Officer (non-voting) The Sr Advisor, Academic Planning & Governance (non-voting)</p>
3.8.2	<p>Function</p> <p>(It is recognized that the professional programs under the jurisdiction of this Committee, where applicable, are engaged in a review process with external professional accreditation bodies.)</p> <ul style="list-style-type: none"> • 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 make recommendations to Council on all matters of curriculum policy. • To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for the establishment and closure of academic programs, and proposals for major modifications¹ to existing academic programs, diplomas, and certificates.² • To review and approve, on behalf of Council, proposals for minor modifications

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.

² Proposals for creation or closure of Category 1 certificates will follow the protocol for major modifications, as stated in the [Policy on Certificates \(For Credit and Not-for-Credit\)](#).

	<p>to academic programs, diplomas, and certificates.³ All such approvals shall be reported for information to Council.</p> <ul style="list-style-type: none"> To report to Council its deliberations, recommendations, and decisions.
3.8.3	<p>Procedures</p> <p>The Committee shall meet in open session</p>
3.9	<i>Committee on Academic Standing</i>
3.9.1	<p>Membership</p> <p>Council shall approve the membership of the Committee on Academic Standing composed of the following:</p> <p>Chair: Associate Dean, Academic (ex-officio) Secretary: The Assistant Registrar, Records & Enrolment Services (ex-officio, non-voting)</p> <p>1 Teaching Staff member from each program in the Faculty</p> <p>Other ex- officio members: The Dean or designate The Chief Administrative Officer (non-voting) The Registrar & Assistant Dean, Students (non-voting)</p>
3.9.2	<p>Function</p> <ul style="list-style-type: none"> To oversee the general consistency of grading procedures. To review and recommend to the Dean of the School of Graduate Studies Graduate grades and non-grade course reports. To review and approve Undergraduate grades and non-grade course reports. To report to Council its deliberations, recommendations, and decisions.
3.9.3	<p>Procedures</p> <p>The Committee shall meet in open session.</p>
3.10	<i>Research Committee</i>
3.10.1	<p>Membership</p> <p>Council shall approve the membership of the Research Committee composed of the following:</p> <p>Chair: Associate Dean, Research (ex-officio) Secretary: The Research Funding Coordinator (ex-officio, non-voting)</p>

³ Proposals for creation or closure of Category 2 certificates will follow the protocol for minor modifications, as stated in the *Policy on Certificates (For Credit and Not-for-Credit)*.

	<p>1 Graduate Student 1 Undergraduate Student</p> <p>1 Teaching Staff member from each program in the Faculty</p> <p>Ex- officio members: The Dean or designate The Chief Administrative Officer (non-voting)</p>
3.10.2	<p>Function</p> <ul style="list-style-type: none"> • To participate in ongoing review of the mission and strategic plan of the Faculty by identifying and recommending general research priorities/initiatives. • To promote, support and encourage the research community at the Faculty to apply for research funding by reviewing, monitoring, and recommending policies and actions to enhance the research plans. • In accordance with University policies, to review and make recommendations to Council with respect to policies and procedures regulating the conduct of research, including those regarding the conduct of research in compliance with regulatory and statutory authorities to ensure they are properly maintained. • To monitor all administration matters relating to research; review and recommend policies and actions concerning the administration of all grants, contracts, funds, related to research. • To report to Council its deliberations, recommendations, and decisions.
3.10.3	<p>Procedures</p> <p>The Committee shall meet in open session.</p>
3.11	Diversity & Equity Committee
3.11.1	<p>Membership</p> <p>Council shall approve the membership of the Diversity & Equity Committee composed of the following:</p> <p>Chair: The Chair of Council (ex-officio) Secretary: The Secretary of Council (ex-officio, non-voting)</p> <p>1 Graduate Student 1 Undergraduate Student</p> <p>1 Teaching Staff member from each program in the Faculty</p> <p>Other ex- officio members: The Dean or designate The Chief Administrative Officer (non-voting)</p>
3.11.2	<p>Function</p>

	<ul style="list-style-type: none"> • To recommend to Council diversity and equity principles and goals for the Faculty. • To advise and make recommendations to committees of Council, on matters falling within their terms of reference, on ways to help ensure that the Faculty's practices reflect its diversity and equity principles and goals. • To advise, and make recommendations to the Dean, who has authority over personnel matters, including appointments and promotions, on ways and means of enhancing the Faculty's ethno-racial and gender diversity. • To report to Council its deliberations, recommendations, and decisions.
3.11.3	<p>Procedures</p> <p>The Committee shall meet in open session.</p>
4.	Approval Date
	<p>By-Laws approved-in-principle by Faculty Council on February 8, 2017 and approved on April 26, 2017.</p>