

## **BY-LAW #1**

### **RULES OF THE GRADUATE EDUCATION COUNCIL**

#### **CHAIR OF THE GRADUATE EDUCATION COUNCIL:**

##### *Chair*

1. The Dean of the School shall be Chair of the Graduate Education Council, hereinafter referred to as "Council". The Dean may designate a person to serve in this capacity in the case of a planned absence from a meeting. Otherwise, in the absence of the Dean, or acting Dean, Council may appoint a Chair *pro tempore* from among the members present at the meeting.

##### *Membership*

- 1.1 The membership of the Council is assembled according to the SGS Constitution and the following procedures:  
Ex-officio voting Members:
  - a. the Vice-President and Provost of the University;
  - b. the Dean;
  - c. the Vice-Dean/s;
  - d. the Chief Librarian of the University;
  - e. the Academics Commissioner of the Graduate Students' Union;Elected voting Members:
  - f. five full members (non-Emeritus) of the graduate faculty from each division: four elected by all members of the graduate faculty of each division - candidates shall be nominated by two members of the graduate faculty of the division, and election shall be by secret ballot; one chair from each division to be nominated by one chair in the division and elected by the chairs of the division - election shall be by secret ballot. Membership shall be for staggered periods of three years; retiring members shall be eligible for immediate re-election for one additional three-year term and, thereafter, are not eligible for immediate re-election.
  - g. three graduate students from each division to be elected by the graduate students of the division; each candidate shall be nominated by two graduate students in the division, and election shall be by secret ballot. Membership shall be for

periods of one year or two years, without necessity in the latter case for re-election for a second year. Nominees are required to indicate whether they are running for one year or two years. Retiring members shall be eligible for re-election up to and including a third year.

h. three members of the administrative staff working in graduate studies: one SGS administrative staff member to be elected by members of the SGS administrative staff ; two administrative staff members working in graduate units to be elected by administrative staff working in graduate units; the SGS candidate/s shall be nominated by two members of the SGS administrative staff. Each of the remaining two candidates shall be nominated by two staff members working in graduate units. Elections shall be by secret ballot. Membership on Council shall be for periods of one year or two years, without necessity in the latter case for re-election for a second year. Nominees are required to indicate whether they are running for one year or two years. Retiring members shall be eligible for re-election up to and including a third year.

Non-voting Members:

- i. 14 members from associated constituencies; these may be appointed to the Council as non-voting members at the discretion of the Dean.
- j. a secretary (non-voting) appointed by the Dean, from among the SGS senior administrative staff.

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**MEETINGS OF COUNCIL:**

*Regular meetings*

- 2. Regular meetings of Council shall be held according to the SGS Constitution (traditionally these have been held on the third or fourth Tuesday of the month at three o'clock in the afternoon). The time allotted for meetings is usually three hours in length, or for a length of time to be determined by the Dean; the meeting may be adjourned on completion of the business on the agenda for that meeting if earlier than

the end time stated on the agenda, unless Council agrees to extend the time of adjournment as hereinafter provided.

*Discretion of the Dean to hold meetings*

3. The Dean of the School, at his or her discretion, may cancel regular meetings of Council or vary meeting dates; normally at least two regular meetings are held during the academic year.

*Special meetings, how called*

4. The Secretary shall call a special meeting of Council when requested to do so by
  - 4.1 the President, or
  - 4.2 the Dean, or the Vice-Dean acting on the Dean's behalf, or
  - 4.3 written requisition signed by not fewer than fifteen members of Council or the graduate faculty.

A special meeting called as aforesaid may transact only that business for which it is called and which is set out in the notice of the meeting.

*Meetings on a University of Toronto campus unless Chair determines other location*

5. Any regular or special meeting of Council shall be held on a campus of the University unless the Chair determines that it should be held elsewhere.

*Notice of Meetings*

6. Notice of the time and place of any regular or special meeting of Council shall be given by the Secretary to each member thereof and to chairs and directors of graduate departments, centres and institutes not less than three clear business days (in the case of regular meetings) and not less than one clear business day (in the case of special meetings) before the day on which the meeting is held. The day of giving notice and the day of the meetings shall not be counted when computing such clear days.

*Notice sufficiently given*

7. Any notice of meeting shall be sufficiently given to a member, chair, or director if it is sent through the University mail delivery service, or by electronic mail, or by courier, or by electronic facsimile (FAX).

*Roll of members*

8. The Secretary shall keep a roll showing the names and addresses for service of notice of all

members. It is the responsibility of members who change their address from that recorded on the roll of members to notify the Secretary in writing of the change.

*Meeting not invalidated*

9. The failure of the Secretary to give notice to a member or to a chair or director as provided herein shall not invalidate the proceedings of the meeting for which the notice was given or any part thereof.

*Content of notice of meeting*

10. The notice of any meeting of Council shall set forth the general nature of the business that will come before the meeting. Failure to give notice of any particular item of business shall not invalidate the proceedings of the meeting (or any part thereof) for which the notice was given.

*Reconsider, 2/3 majority*

11. No matter decided by Council may be considered again within one calendar year of the date of the meeting at which the matter was decided unless a motion for consideration is carried by a two-thirds majority of the members present and voting.

*Votes of members*

12. Each voting member present, including the Chair, is entitled to one vote, and only the members present may vote on any question.

*Questions decided by majority vote*

13. All questions that come before Council shall be decided by a majority of the members present and voting unless otherwise expressly provided herein. In the case of an equality of votes, the question shall be deemed to be decided in the negative.

*Decisions by resolution, to be recorded*

14. The decision of Council upon any matter coming before it shall be made by resolution and shall be recorded in the minutes of Council.

*Absence from meetings*

15. Any elected member of Council who fails to attend more than two consecutive regular meetings of Council, not having the leave of Council or of the Dean acting on its behalf, shall be deemed to have resigned his or her membership of Council, and the seat shall be declared vacant.

*Quorum*

16. The quorum required for transaction of business by Council shall be not less than one third of the number of elected members of Council currently serving.
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**DEBATE IN COUNCIL:**

*Openness*

17. Meetings of Council shall be open to the public except that Council may at any time, by majority vote, move into closed session.

*Non-members to withdraw if in closed session*

- 18.1 When Council conducts its proceedings in closed session, all persons who are not members of Council or of its Secretariat shall withdraw from the chamber except such named persons as may be specifically invited to remain by the Chair with the consent of Council.

*Confidentiality*

- 18.2 The proceedings of any meeting or part of a meeting of Council, which is conducted in closed session, including the minutes of and other records concerning any such meeting or part thereof, shall be kept in confidence by every member and officer of Council and by any other person invited or permitted to attend any such meeting or part thereof.

*Non-member may not participate in debate unless invited*

19. A person who is not a member of Council may not participate in debate in any meeting of Council unless such person be invited by the Chair to participate in a specified manner, and any person so invited to participate shall be bound by the rules of order of Council.
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**RULES OF ORDER:**

*Authority in matters of order not provided for*

20. In matters of order arising at a meeting that are not provided for herein, *Bourinot's Rules of Order*, most recent edition, shall govern.

*Chair to rule on points of order*

21. The Chair shall rule on all points of order. The Chair's ruling may be appealed by any member, and in such case the meeting shall

decide by the majority of the members present and voting, but without amendment and without debate, save that the member making the appeal shall state briefly the grounds therefore; provided that if the Chair considers that a successful appeal from his or her ruling would constitute a suspension of these rules of order, the Chair shall rule that section 45 hereof applies to such appeal, and accordingly such appeal shall be deemed to be defeated if any member supports the ruling under appeal. A ruling by the Chair that section 45 hereof applies to an appeal of a previous ruling shall be conclusive and shall not be subject to further appeal.

*Agenda*

22. The agenda for each regular meeting shall be prepared by the Dean of the School in consultation with the Secretary and shall set forth the items of business to be discussed at that meeting.

*Order of business as on agenda*

23. The order of business at a meeting shall be the order set out on the agenda unless varied or added to as hereinafter provided.

*Vary order of business*

24. A motion to vary the order in which the items on the agenda are to be taken up shall be in order at any time except when another motion is being debated or voted upon. The mover shall briefly indicate reasons why the order should be varied, but otherwise the motion shall not be debatable.

*Add to agenda, 2/3 majority*

25. A substantive matter not on the agenda may not be introduced at a regular meeting unless the introduction thereof be agreed to by two thirds of the members present and voting. The mover shall briefly indicate reasons why the matter should be introduced, but otherwise the motion shall not be debatable.

*Member may give notice of motion at any meeting, to be considered at next meeting*

26. At any meeting of Council a member may give notice of a motion to be presented at a subsequent meeting of Council. A motion of which notice is given as aforesaid shall be considered at the regular meeting next following the meeting at which the aforesaid notice of the motion had been given.

*Member to be recognized*

27. Any member desiring to speak during a meeting of Council shall signify such intention to the Chair. No member shall speak until he or she has been recognized by the Chair, and when so recognized the member shall address the Chair.

*No member to be interrupted except by Chair*

28. The Chair at any time may call to order any member, including the member who is speaking, but otherwise no member shall interrupt any other member. A member called to order by the Chair shall sit down.

*Member may speak more than once only at discretion of Chair*

29. A member is entitled to speak only once to a motion but at the discretion of the Chair may be permitted to speak again to the same motion.

*Length of speeches*

30. No member or other person invited to address Council shall speak for more than five minutes at one time, except by leave of the majority of the members present and voting, which leave shall be granted or refused without debate.

*Member may require question to be stated*

31. Any member may require the question under discussion to be stated at any time during the debate but not so as to interrupt a speaker.

*No speaking after question put*

32. No member shall speak to a question after it has been put to vote by the Chair.

*Motions to be seconded*

33. All motions, except those for adjournment of the meeting or of a debate, shall be seconded before being debated or put by the Chair. The Chair, at his or her discretion, may require that a motion be put in writing before being debated or put by the Chair.

*Chair may permit question period before debate*

34.1 After the mover and seconder have spoken to a motion presented to Council for debate, the Chair, at his or her discretion, may allow members to ask questions to obtain information regarding the motion. Such questions shall be directed to the Chair who may request an answer from any member or any person present. During this period of questioning no further motion, except a motion to adjourn the meeting or a motion to

extend the time of the meeting, may be put. The Chair shall determine and declare when the period of questioning is ended and upon such declaration shall call for further formal debate on the motion.

*Question may be permitted for clarification*

34.2 The Chair may permit a member to address a question to a member who has completed speaking in debate upon a motion, for the purpose of obtaining clarification of some matter raised in the address of the member to whom the question is directed.

*Procedural Motions*

35. When a question is under debate, no motion shall be received by the Chair except for one of the following purposes, and the order of precedence of these motions shall be as follows:

*Not debatable*

35.1 to adjourn the meeting,

*Not debatable*

35.2 to extend the time of adjournment,

*Not debatable*

35.3 to adjourn the debate,

*Not debatable*

35.4 to put the question,

*Not debatable*

35.5 to withdraw the motion,

*Debatable*

35.6 to refer or commit,

*Debatable*

35.7 to amend,

*Not debatable*

35.8 to divide.

*Adjourn meeting*

36. A motion to adjourn the meeting shall always be in order and shall be decided without amendment and without debate.

*Extend time of adjournment*

37. A motion to extend the time of adjournment shall not be debatable.

*Adjourn debate*

38. A motion to adjourn the debate shall always be in order and shall be decided without amendment and without debate. The item so adjourned shall appear as of course on the agenda for the next regular meeting.

*Put the question*

39. A motion to put the question shall be decided



without amendment and without debate. If the motion to put the question is resolved in the affirmative, the question under debate shall be put forthwith without further amendment and without further debate. If the motion to put the question is not carried, debate on the question shall continue.

*Withdraw*

40. When a motion has been made and seconded, it shall be disposed of unless, at the request of the mover, it is allowed to be withdrawn. In such case, consent shall be understood if no objection is made to the motion being withdrawn, but if objection is made, the Chair shall put the question "that this motion be withdrawn," which shall be decided without debate. A motion so withdrawn may be placed on the agenda for another meeting of Council before a calendar year has expired.

*Refer or commit*

41. A motion to refer the question back to the originating party, to a division committee or a special committee, or to commit it to a division committee or a special committee for consideration and report, shall be debatable.

*Limit of two amendments on floor*

- 42.1 If two amendments are before the meeting at one time, no motion to amend further shall be in order until one of the amendments has been disposed of. When no further amendments remain to be disposed of, the motion (as amended if amendments be passed) shall be put.

*Amendment not to contravene sense of motion*

- 42.2 An amendments which contravenes the sense of the motion to which it is proposed or negates it shall be out of order.

*Divide*

43. A motion to divide the question under consideration into parts that can be considered and voted on separately may not be introduced while an amendment to the question is being considered. Such motion shall not be debatable, but the mover may briefly explain reasons why the question should be divided.

*Voting procedure*

44. When a question is put to vote by the Chair, members shall indicate their vote in such

manner as the Chair may direct. The Chair shall declare the result of the vote, and such declaration shall be conclusive.

*Suspend rule of rules of order*

45. None of the foregoing rules of order contained in sections 23 to 44 inclusive shall be suspended at any meeting if any member present expresses objection to the suspension.

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**AMENDMENTS AND ENTRY INTO FORCE:**

*Amendment to by-laws*

- 46.1 Notice of any motion to enact, amend, or repeal the Rules of Council shall be given for a regular meeting of Council at which the motion is to be presented.
- 46.2 A motion to enact, amend, or repeal the Rules of Council shall be carried by a two-thirds affirmative vote of voting members of Council present at the meeting; notice of the proposed amendment should be provided at the previous regular meeting.

*Entry into force*

47. The Rules of Council enter into force when enacted by Council. The Rules were originally established on December 14, 1976 and amended April, 1998. This by-law of the Graduate Education Council was created on May 8, 2006 and approved by the Graduate Education Council on May 23, 2006 and is in effect as of July 1, 2006. This by-law is amended and approved by the Graduate Education Council on October 19, 2010, and is in effect as of January 1, 2011.