

School Council

Terms of Reference

1. Mandate

- a. The Council is the policy-making body for the School. As such it is responsible to the Faculty of Management for administrative purposes and undergraduate programs, and to the Faculty of Graduate Studies on academic matters relating to graduate programs. The School operates within the guidelines established by the Senate and the Faculty of Management.

2. Membership

- a. Membership of the Council shall consist of the following categories as voting members:
 - i. all full-time members of the School's faculty;
 - ii. all part-time members of the School's faculty who are teaching during the year of the meeting;
 - iii. the MI Program Coordinator and the MIM Academic Director;
 - iv. three student members (MI or MIM) – one incoming student in his/her first year of studies, one a returning student, and one a co-chair of the Students' Association;
 - v. one alumni member who shall be the Chair of the Associated Alumni or a member of the Association Executive;
- b. The officers shall be the School's Director who shall chair the Council and the Administrative Assistant who serves as Secretary to the Council.
- c. All terms are for one year (September 1-August 31).

3. Responsibilities

- a. Committees
 - i. There shall be the following committees:
 - Admissions and Scholarships;
 - Appointments, Promotion and Tenure;
 - MI Curriculum;
 - Petitions and Grievances;
 - MIM Curriculum
 - ii. For each Committee its Terms of Reference:
 - Composition;
 - Quorum;
 - Frequency of Meeting;
 - Meeting Procedures which may include the use of electronic means, shall be determined by School Council and made available on the School's web site.

- iii. Each committee shall report to School Council at its Annual Meeting.
- b. Advisory Group.
 - i. This is a forum for the discussion of operational matters which affect the School and its procedures outside those which belong to the Council and its abovenamed Committees. The Group meets throughout the academic year at the call of the Director. Members of the Group are full-time, part-time and emeriti faculty, the MI Program Coordinator and the School's Administrative Assistant.
- c. Parliamentary Authority
 - i. The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall be the parliamentary authority for the School Council and its Committees in all cases to which it can be applied and in which it is not inconsistent with the School's Council and its Committees' rules and procedures.
- d. Amendments
 - i. The Bylaws may be amended at any meeting of the Council by a two-thirds vote provided that the amendment has been submitted in writing to all members of Council at least seven days prior to its consideration.

4. Quorum

- a. A majority of voting members of the Committee shall constitute a quorum.

5. Frequency of Meeting

- a. Annual Meeting. The Council shall meet in May of each year.
- b. Additional Meetings may be called at the discretion of the Director.
- c. Special Meetings may be called by the Director or upon written request to the Secretary signed by five members of Council. The purpose of the Meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.

6. Meeting Procedures

- a. Standing Rule 1
 - i. Whenever a vote is called for in the Council it is expected that the Chair will vote.
- b. Standing Rule 2
 - i. Meetings of Council are open. Non-members may request permission to speak which may be granted by the Chair.
- c. Standing Rule 3
 - i. Minutes of Council meetings shall record only matters raised and the actions taken not what was said. Upon the request of any voting member of Council, the Minutes shall include a summary of the arguments pro and con on a specific item discussed.
 - ii. Minutes of Council meetings shall indicate what further action may be called for on any matter discussed.
 - iii. Draft Minutes will be distributed electronically within two weeks of Council meetings.
- d. Standing Rule 4
 - i. Proxy voting is not permitted for meetings of Council or its Committees.

- e. Standing Rule 5
 - i. The call for the May Annual Meeting shall be made one month before the meeting is to be held. For additional meetings called by the Director, two weeks notice shall be given.
- f. Standing Rule 5
 - i. Notices of Motion and all reports to be presented to Council shall be submitted in electronic format to the Council Secretary ten days before the meeting is to be held. Such reports should clearly indicate any items that are for Council action.
- g. Standing Rule 7
 - i. The Agenda and supporting documents for the annual and any additional meetings shall be distributed by electronic means one week before the meeting is to be held.

7. Special Rules of Order

- a. Article 1. Council
 - i. Non-voting members have the right to attend meetings, make motions and debate but do not have the right to vote.
- b. Article 2. Committees
 - i. Unless the terms of reference state otherwise, electronic conduct of business of Council and School standing committees is permissible.
- c. Article 3. Advisory Group
 - i. This Group discusses scheduling arrangements for visitors to the School, awarding of annual prizes to students, matters affecting student performance in courses, and offers informal advice which may be sought by the Director or faculty representatives to non-School bodies. Members may also report on their ongoing research and related activities. While an Agenda is prepared and Minutes are kept the meetings are conducted informally and voting only takes place on such matters as the recipients of student awards.