

# **FACULTY OF INFORMATION AND MEDIA STUDIES**

## **Composition and Rules of Procedure**

1. The Faculty of Information and Media Studies is a non-departmentalized Faculty.
2. The Council of the Faculty of Information and Media Studies shall be responsible to Senate and shall be composed of the following voting members:
  - A. Ex officio members
    - (i) The Dean of Information and Media Studies, who shall be Chair of the Council
    - (ii) The Associate Dean(s) of the Faculty of Information and Media Studies
    - (iii) The President & Vice-Chancellor
    - (iv) The Provost & Vice-President (Academic)
    - (v) The Vice-Provost (Graduate & Postdoctoral Studies)
    - (vi) Such other ex officio members as Senate may, from time to time, determine.
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    - (i) All full-time faculty members at the rank of Instructor or above in the Faculty of Information and Media Studies or who hold a joint faculty appointment within the Faculty
    - (ii) One full-time professional staff member from each of the following areas of academic support, elected by Council: information technology services, information resources and media; student services
    - (iii) 2 members of the part-time faculty
    - (iv) 6 students, elected by Council, to include one student from the PhD program in Library and Information Science, the MLIS program, the MA in Journalism program, the MA in Media Studies program, the PhD in Media Studies program and the undergraduate program
    - (v) One Senator who represents the general community, appointed by Senate.
3. The following shall be non-voting members of the Council of the Faculty of Information and Media Studies:
  - (i) The Administrative Officer
  - (ii) Such other persons as Council may, from time to time, determine.
4. Members of the above categories, unless otherwise specified, shall be entitled to participate in meetings of the Council, speak, propose motions, vote on all questions, and sit on Committees elected by Council.
5. In academic matters, the Dean shall represent the Council, where necessary, within the University.
6. The Council shall meet at least once a term and at other such times as the Council, the Chair, or Senate may prescribe. A minimum of 25% of the voting members of the Council shall constitute a quorum.
7. A special meeting of the Council shall be called on written notice of eight (8) of its members and convened within seven (7) days to consider the matter set out in the notice.
8. The Council shall advise the Senate on all matters under the jurisdiction of the Senate which pertain to the Faculty of Information and Media Studies or which are referred to the Council by the Senate, and shall determine policy on all such matters, if so delegated by Senate.
9. The term of office and the membership year for appointed or elected members of the Faculty Council shall be as determined by Faculty Council.
10. The Council shall establish such Committees as it considers necessary, including an Executive Committee. The Executive Committee may act in the name of, and on behalf of, the Council between regular meetings of the Council. Although the Council may delegate authority to its Committees, these Committees shall be responsible to the Council.

11. The By-Laws and Regulations for the conduct of the proceedings of the Council and its Executive Committee shall, where practicable, be those adopted by the Senate.
12. This constitution may be amended by the Senate on the recommendation of a two-thirds (2/3) majority vote of members present at a duly constituted meeting of the Council prior to which there has been fourteen (14) days notice of the proposed amendment.

Revised: July 2008