REPORT OF THE OPERATIONS/AGENDA COMMITTEE

Faculty of Information and Media Studies – Revised Constitution

Order of Ceremony – Spring Convocation 2013

1. FOR APPROVAL

Faculty of Information and Media Studies – Revised Constitution

Recommended: That Senate approve the proposed revisions to the Faculty of Information and Media Studies Constitution as outlined in **Appendix 1**.

Background:

There are already voting staff representatives on Faculty Council, but it was the desire of Council, conveyed through a unanimous vote at its June 13, 2012 meeting, to include the FIMS librarian and representatives from both graduate and undergraduate student services as voting members of Council. These additional representatives serve in similar capacities on some of the Faculty program committees.

One student representative was also added to represent the students enrolled in each of the graduate programs of Popular Music and Culture and Health Information Science.

FOR INFORMATION

2. **Order of Ceremony – Spring Convocation 2013**

See **Appendix 2**.

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.

   B. (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) **The FIMS Librarian** and ~~O~~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~~ **graduate student services and undergraduate student services**
      (iii) 2 members of the part-time faculty
      (iv) ~~6~~ **8** 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, **the MA in Popular Music and Culture program, one from the graduate program in Health Information Science** 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~~ **January 2013**

ORDER OF CEREMONY – SPRING CONVOCATION

FOR INFORMATION

2013	10:00 am Ceremony	3:00 pm Ceremony
Monday, June 10	No ceremony	No ceremony
Tuesday, June 11	School of Graduate & Postdoctoral Studies * Faculty of Social Science (BA Honors, BSc Honors programs, Diplomas and Certificates) *	School of Graduate & Postdoctoral Studies * King's University College*
Wednesday, June 12	Faculty of Social Science (BMOS, Diploma in Accounting)	Faculty of Social Science (3yr and 4 yr, excluding Honors and BMOS) Faculty of Science (3yr and 4yr, excluding Honors)
Thursday, June 13	School of Graduate & Postdoctoral Studies * Schulich School of Medicine & Dentistry and Faculty of Science (BMSc Honors and 4yr) *	School of Graduate & Postdoctoral Studies * Faculty of Science (Honors)*
Friday, June 14	School of Graduate & Postdoctoral Studies * Faculty of Education*	School of Graduate & Postdoctoral Studies * Faculty of Engineering* Schulich School of Medicine & Dentistry (Dentistry)*
Monday, June 17	School of Graduate & Postdoctoral Studies * Richard Ivey School of Business*	School of Graduate & Postdoctoral Studies * Brescia University College Huron University College* Faculty of Health Sciences (Honors, 3/4yr, Dips. & Certs.)*
Tuesday, June 18	School of Graduate & Postdoctoral Studies * Faculty of Arts and Humanities * Faculty of Music*	School of Graduate & Postdoctoral Studies * Faculty of Health Sciences – Kinesiology*
Wednesday, June 19	School of Graduate & Postdoctoral Studies * FIMS*	School of Graduate & Postdoctoral Studies * Faculty of Health Sciences (Nursing) * Faculty of Law*

*students in graduate programs hosted by the Faculties on the particular day

Additional Convocation Dates:

April 8	Ivey MBA
May 17	Schulich MD
May 26	Hong Kong