

The Faculty Council of the Faculty of Engineering and Applied Science voted unanimously on 2015 May 27 to adopt the Constitution (on pages 1 and 2 of this document) and Bylaws (pages 3 and 4). The Faculty Council seeks the approval of Senate for the new Constitution. The rationale behind these documents, including comparisons with the 1988 constitution, begins on page 5.

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**MEMORIAL UNIVERSITY OF NEWFOUNDLAND  
CONSTITUTION OF THE FACULTY COUNCIL  
OF THE FACULTY OF ENGINEERING AND APPLIED SCIENCE**

**1. Functions of the Council**

- 1.1 The functions of the Council of the Faculty of Engineering and Applied Science are:
- (a) to approve, for recommendation to the Senate, all regulations, courses and programmes of study of the Faculty of Engineering and Applied Science;
  - (b) to make promotion decisions for students in the undergraduate programs of the Faculty;
  - (c) to discuss and make recommendations upon any other academic matter affecting the Faculty; and
  - (d) to plan and coordinate the development of the Faculty.

**2. Membership in the Council**

- 2.1 Voting membership in the Council shall be accorded to:
- (a) All academic staff members (including ASM-CE) in the Faculty.
  - (b) The President, the Provost and Vice-President (Academic), the University Librarian, the Dean of the School of Graduate Studies and the Registrar or their respective delegates.
  - (c) All adjunct professors in the Faculty.
  - (d) One delegate from each of the other Faculties, Schools and Campuses.
  - (e) One delegate from the Centre for Cold Ocean Resources Engineering (C-CORE).
  - (f) No more than ten student delegates, to be allocated in a manner defined in the bylaws.
  - (g) One representative of post-doctoral fellows in the Faculty, to be chosen in a manner defined in the bylaws.
  - (h) One representative of per-course instructors in the Faculty, to be chosen in a manner defined in the bylaws.
  - (i) A representative of Professional Engineers and Geoscientists Newfoundland and Labrador (PEGNL).
  - (j) Others whom the Council may from time to time admit.

**3. Meetings**

- 3.1 Regular meetings of the Council shall be conducted on a schedule as defined in the bylaws.
- 3.2 Special meetings of the Council may be called by the Dean, or upon the petition of at least ten (10) members of the Council.
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**4. Quorum****4.1 A quorum exists when**

- (a) At least twenty voting members of the Council are present; and
- (b) A majority of the voting members present are academic staff members in the Faculty.

**5. Officers**

- 5.1 Officers of the Council shall consist of the Dean of Engineering and Applied Science (or delegate) as Chair and a Secretary appointed by the Chair.

**6. Formal Liaison with other Bodies**

- 6.1 In the event that other Councils invite representatives from the Faculty of Engineering and Applied Science to attend their meetings, these delegates shall be chosen annually by election.

**7. Committees of the Council**

- 7.1 The Council shall have power to establish committees and to delegate to these committees whatever of its functions it deems appropriate.

**8. Amendments to the Constitution**

- 8.1 Recommendations on amendments to the Constitution may be made to Senate by Faculty Council following the procedures in Sections 8.2, 8.3, and 8.4.
- 8.2 Notice must be given at a regular meeting of the Faculty Council that at the next regular meeting a motion to amend the Constitution will be proposed.
- 8.3 The text of the motion shall be circulated to all members of the Faculty Council at least ten days prior to the meeting at which it is to be proposed.
- 8.4 The motion, when proposed and seconded, may be debated and amended, but acceptance of any amendment and passage of the motion, as amended, shall require a two-thirds majority of those present at the meeting.

**9. Bylaws**

- 9.1 By-laws may be drawn up, and amended, following the procedures in clauses 8.2, 8.3 and 8.4.
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**MEMORIAL UNIVERSITY OF NEWFOUNDLAND  
BY-LAWS OF THE FACULTY COUNCIL  
OF THE FACULTY OF ENGINEERING AND APPLIED SCIENCE**

**1. Schedule of Meetings**

- 1.1** Regular meetings of Faculty Council shall normally be held from 13:00 to 14:00 on the last Wednesday of each month except August and December.
- 1.2** In the event that the business on the agenda has not been completed by 14:00, a maximum of two extensions of 15 minutes shall be permitted, if approved by simple majority as a procedural motion. In the absence of such approval, the meeting shall adjourn and reconvene at 17:00 on the same day to complete the agenda.

**2. Notice of Meetings**

The agenda shall be distributed electronically to all members of Faculty Council at least three days before each meeting. A simple majority is sufficient to approve items for which this notice has been given (except amendments to the constitution and bylaws). Approval of items, for which three days' notice has not been given, requires the consent of at least two thirds of the voting members present.

**3. Rules of Order**

Except where the Constitution or these bylaws specify otherwise, meetings shall be conducted in accordance with Robert's Rules of Order.

**4. Student Representatives on Faculty Council**

The student representatives on Faculty Council shall be:

- two members from Engineering Undergraduate Student Society 'A';
- two members from Engineering Undergraduate Student Society 'B'; and
- two members from the Engineering Graduate Student Society.

Each student society shall appoint its two representatives as it sees fit.

**5. Representative of Postdoctoral Fellows on Faculty Council**

One representative of the postdoctoral fellows in the Faculty shall be chosen each July in an election (by secret ballot where necessary) organized by the Office of the Dean. The elected representative shall serve for the following academic year (September to August).

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**6. Representative of Per-Course Instructors on Faculty Council**

One representative of the per-course instructors in the Faculty shall be chosen each July in an election (by secret ballot where necessary) organized by the Office of the Dean. The elected representative shall serve for the following academic year (September to August). Only those persons who have held appointments as per-course instructors in any semester of the current academic year (or who have assignments as per-course instructors in any semester of the following academic year) and who are not otherwise voting members of the Faculty Council will be eligible to vote or to be candidates in this election.

**7. Non-Voting Observers at Meetings of Faculty Council**

The Chair of Faculty Council (or Faculty Council by resolution) may invite other persons to attend and to speak at meetings of Faculty Council, as non-voting observers or as non-voting guests.

**8. Standing Committees**

The standing committees of Faculty Council are

- Committee on Undergraduate Studies (CUGS)
- Committee on Graduate Studies (CoGS)
- Research Advisory Committee (RAC)

By ordinary resolution Faculty Council may amend from time to time the terms of reference for each of its standing committees.

**9. Other Committees**

By ordinary resolution Faculty Council may establish such other committees, together with their terms of reference, as it sees fit. By ordinary resolution Faculty Council may amend the terms of reference for such committees and dissolve such committees at any time.

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The rationale for these proposed changes is on the remaining pages of this document.

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## **Report from the ad hoc Committee to Review the Constitution and Bylaws of Faculty Council**

The Committee was formed by resolution of Faculty Council on 2014 October 29, with the mandate

*“to update the terms of reference for Faculty Council and subcommittees to reflect our current structures and practices”.*

### **Membership:**

Glyn George (Chair), Jonathan Anderson, Bing Chen, Anil Raheja and Luc Rolland.  
John Shirokoff was co-opted onto the Committee after the first meeting.

The Committee met on 2014 December 15, 2015 January 20 and February 17 and conducted some discussions by e-mail. It examined the constitutions of seven other faculty councils: Arts, Science, Education, Business Administration, Human Kinetics and Recreation, Marine Institute and the Library (the latter four of which have been updated during the past year).

Faculty Council approved a constitution in 2005 and has operated since then in accordance with that constitution. However it was never ratified by Senate. The version that remains in force dates from 1988. On the following pages revisions and commentary are provided, based on the 1988 document, together with suggestions received during consultations.

The Committee proposes a new set of bylaws and has consulted with the three standing committees of Faculty Council regarding their terms of reference:

Committee on Undergraduate Studies (CUGS) [Faculty Council approved changes in January]

Graduate Studies Committee (GSC) [Faculty Council approved changes in March & May]

Research Advisory Committee (RAC) [recommends no changes]

At the Faculty Council meeting of 2015 January 28 general consultations began. The Chair sent a reminder e-mail to all faculty members on 2015 February 04. The comments received are included with the proposed constitution.

Through this report the Committee gave formal notice to the April meeting of Faculty Council that a motion would be put to the regular meeting on May 27 to adopt these changes to the constitution and bylaws of the Faculty Council. The votes in favour were unanimous.

There is one crucial clause on which the Committee could not achieve consensus. Should the function of the Council continue to include the clause

*“to plan and coordinate the development of the Faculty”*

or should these words be removed (consistent with other faculties and schools) or amended? This wording was present in the 1988 and 2005 versions. Faculty Council did approve departmentalization and the Faculty’s strategic plan in 2013. In a straw poll in April the Committee received the opinion of Faculty Council to retain this clause.

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MEMORIAL UNIVERSITY OF NEWFOUNDLAND  
CONSTITUTION OF THE FACULTY COUNCIL  
OF THE FACULTY OF ENGINEERING AND APPLIED SCIENCE

based on the current version approved by  
Faculty Council on 1988 January 28 and by Senate in 1988 March  
Committee comments in blue; *consultation comments in green italics*

The Constitution requires the approval of the University Senate and the Board of Regents.

Bylaws do not need approval beyond the level of Faculty Council.

The most important fundamental provisions should be in a concise constitution, while details that may change frequently should be placed in the bylaws (and referenced where necessary in the constitution).

**1. Function of the Council [existing version]**

- 1.1 The function of the Council of the Faculty of Engineering and Applied Science is to approve, for recommendation to the Senate, all regulations, courses and programmes of study of the Faculty of Engineering and Applied Science, to discuss and make recommendations upon any other academic matter affecting the Faculty and to plan and coordinate the development of the Faculty and its facilities.

Most of this wording is common to many faculty councils. Consideration of facilities is a management function, not an academic function and is not present in the constitutions of the faculty councils of other faculties and schools. However, the decisions on departmentalization and the strategic plan were made at Faculty Council in 2013.

Given that the Calendar assigns promotion decisions for undergraduate students to Faculty Council, that function should be added to the constitution. By resolution on 2010 September 29, Faculty Council "delegated authority to the Executive Committee of the Committee on Undergraduate Studies to receive grade and promotion information and to act on its behalf with regards to the subsequent decisions and actions". Article 7 allows such delegation of authority to a committee.

Suggested new version:

**1. Functions of the Council**

- 1.1 The functions of the Council of the Faculty of Engineering and Applied Science are:
- (a) to approve, for recommendation to the Senate, all regulations, courses and programmes of study of the Faculty of Engineering and Applied Science;
  - (b) to make promotion decisions for students in the undergraduate programs of the Faculty;
  - (c) to discuss and make recommendations upon any other academic matter affecting the Faculty; and
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(d) to plan and coordinate the development of the Faculty.

*Faculty Council, because of its composition, may not be the proper forum "to plan and coordinate the development of the Faculty." This can be done through Faculty Consultation Meetings (FCM). Decisions that impact academic matters can be reported, discussed and recommendations made at Faculty Council.* The Committee could not achieve consensus on this clause. In a straw poll in 2015 April, Faculty Council supported the retention of this clause (23 votes to 13).

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## **2. Membership in the Council [existing version]**

### **2.1 Voting membership in the Council shall be accorded to:**

- (a) The President, the Vice-President for Professional Schools and Community Services and the Registrar or his delegate.
- (b) All ranks of professors and full-time lecturers in the Faculty.
- (c) All full-time visiting professors in the Faculty.
- (d) All adjunct professors in the Faculty.
- (e) The Director of Co-ordination and all Co-ordinators assigned to the Faculty of Engineering and Applied Science.
- (f) Delegates of other Faculties and Divisions.
- (g) Dean of Student Affairs and Services.
- (h) The Librarian.
- (i) Five student delegates from the Faculty.
- (j) A representative of the Association of Professional Engineers of Newfoundland.
- (k) Others whom the Council may from time to time admit.

#### **Comments:**

- (a) Replace VP by Provost and Vice President (Academic); allow delegates for all in this category. Also move other ex-officio members to this clause.  
*Question: does the ability of ex-officio members to send delegates need to be stated explicitly?* It is common practice in the constitutions of other faculty councils.
  - (b) Change to "All Academic Staff Members (including ASM-CE) in the Faculty", which includes coordinators. Also move this to the top of the list.  
*Should the wording specify "full-time"?* Arts and MI specify full time. HKR only requires full time for lecturers, but doesn't specify for professors or coordinators. It's not consistent across units. The Committee feels that all ASMs, full time and part time, should be voting members (as has been the case since 1988).
  - (c) Visiting professors do not have the same level of connection to this Faculty as other categories of members. This is an unusual provision. The Science Faculty Council includes Directors or their delegates of some University research institutes. Arts includes research personnel who engage in lecturing or in graduate supervision and Science includes all persons teaching at least one semester course, or directly supervising a graduate student. These cases are better captured in the adjunct category (d). The Committee advises against adding all sessional lecturers, except where they qualify under another category (such as adjunct). Also see the note on the next page.
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- (e) Coordinators are also Academic Staff Members (ASM-CE) and can be included in the new (a).
  - (f) "Divisions" have become "Schools". We have more links with the Marine Institute. Grenfell Campus offers Engineering One. Therefore add "Campuses" to this category.
  - (g) The position of Dean of Student Affairs and Services no longer exists.
  - (h) Update "Librarian" to "University Librarian or delegate".
  - (i) In practice no more than three students attend meetings (one or two undergraduate and one graduate). The entitlement now is five. The Committee recommends deferring the exact allocation to the bylaws and setting a cap of ten in the constitution. Councils in other faculties have much higher levels of student representation in theory (20% of the number of faculty members for Arts, Education and Science) but less than five in practice.
  - (j) Update the reference from APEN to PEGNL.
- Given the increasing activity at the graduate level, the Dean of Graduate Studies (or delegate) should be added to the membership.

For some time we have included a representative from C-CORE on Faculty Council.

Also add one representative each for post-doctoral fellows and for per-course instructors. *There is a question about the rationale for including these groups, especially given 2.1(k).*

The Committee feels that post-doctoral fellows are academically relevant participants in the educational mission of the Faculty, every bit as much as graduate students. They should be represented on Faculty Council explicitly. A similar rationale applies to per-course instructors. Leave the details of the selection of these representatives to the bylaws.

*Should non-academic staff members be added to the membership list of Faculty Council?*

The Education Faculty Council does include its Coordinator of Instructional Services as a voting member, but this is a rare exception.

The Councils of Business and HKR do list some staff members, but as **non-voting** members.

The Councils for Arts, Science, the Library and the Marine Institute are completely silent on membership for non-academic staff.

The precedents therefore seem to be that non-academic staff members are not listed as voting members in the constitution, although they can be listed as non-voting members. The Chair usually asks a staff member to attend as a non-voting resource person (usually to take the minutes), on which the constitution is silent.

Non-academic staff members can be added by ordinary resolution from time to time, as provided for by the escape clause, common to many constitutions, "Others whom the Council may from time to time admit". This was done in the 1990's for the then Executive Assistant to the Dean, who became a voting member of the Engineering Faculty Council.

This level of flexibility may be for the best.

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- (k) This provision retains flexibility for Faculty Council to co-opt other voting members as the need arises.

Suggested new version:

## **2. Membership in the Council**

- 2.1 Voting membership in the Council shall be accorded to:
- (a) All academic staff members (including ASM-CE) in the Faculty.
  - (b) The President, the Provost and Vice-President (Academic), the University Librarian, the Dean of the School of Graduate Studies and the Registrar or their respective delegates.
  - (c) All adjunct professors in the Faculty.
  - (d) One delegate from each of the other Faculties, Schools and Campuses.
  - (e) One delegate from the Centre for Cold Ocean Resources Engineering (C-CORE).
  - (f) No more than ten student delegates, to be allocated in a manner defined in the bylaws.
  - (g) One representative of post-doctoral fellows in the Faculty, to be chosen in a manner defined in the bylaws.
  - (h) One representative of per-course instructors in the Faculty, to be chosen in a manner defined in the bylaws.
  - (i) A representative of Professional Engineers and Geoscientists Newfoundland and Labrador (PEGNL).
  - (j) Others whom the Council may from time to time admit.

The Committee recommends the deletion of the remaining sections of article 2 (with any necessary provisions going to the bylaws):

[existing version]

~~2.2 The five student delegates shall include three chosen by the Engineering Society, the President of the Forestry Society and a graduate student chosen by his/her peers.~~

~~2.3 No student shall be eligible for membership as a delegate during a term in which he or she is repeating the work of the term.~~

~~2.4 The tenure of office for a student delegate shall be two academic terms. Delegates shall be eligible for a second term of office.~~

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**3. Meetings [existing version]**

- 3.1 Regular meetings of the Council shall take place once each month.
  - 3.2 Special meetings of the Council may be called by the Dean, or upon the petition of at least ten (10) members of the Council.
  - 3.3 Meetings of the Council shall be open to observation by *bona fide* full-time students majoring in Engineering and Applied Science programmes, except where the Council decides by majority vote to have a closed meeting.
  - 3.4 Meetings shall be conducted in conformity with Beauchesne's Procedure at Meetings in Canada.
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- 3.1 In practice meetings are held in Jan.-April and Sep.-Nov.; sometimes in one or more of May, June and July; rarely in August or December. The exact schedule is best left to the bylaws (as the councils in many other faculties do).
  - 3.2 The ability of any ten members to call a special meeting is an important safeguard that should be retained, even though no special meeting has been called by petition in at least 25 years (if ever). *The number of petitioners should match the number for a quorum, to improve the probability that a quorum will be present for a special meeting.* In the 1980's this match was effectively in place. 20% of 50 members was ten members. However, the bar for calling a special meeting should not be set too high.
  - 3.3 The provision for non-voting student observers was important in the era before Faculty Council delegated promotion decisions to the CUGS Executive. The issue of observers should be left to the bylaws.
  - 3.4 Rules of order belong in the bylaws. Even in Canada Robert's rules of order are used far more commonly than Beauchesne's procedures.

Suggested new version:

**3. Meetings**

- 3.1 Regular meetings of the Council shall be conducted on a schedule as defined in the bylaws.
  - 3.2 Special meetings of the Council may be called by the Dean, or upon the petition of at least ten (10) members of the Council.
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**4. Quorum** [existing version]**4.1** Twenty percent of the total membership of the Council constitutes a quorum.

An absolute number is much better. At any given moment the total number of voting members is usually not known, which renders a quorum based on a percentage uncertain. With a likely future total number of just over 100, a quorum of 20 is consistent with 20% and has been achieved at nearly all meetings in recent years. The quorum in Arts & in Science is only 10% of a subset of the full membership. However the Committee suggests an addition to guard against the possibility of ASMs being outvoted by another category of membership, similar to that in place in the Faculty of Business Administration.

Suggested new version:

**4. Quorum****4.1** A quorum exists when

- (a) At least twenty voting members of the Council are present; and
- (b) A majority of the voting members present are academic staff members in the Faculty.

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**5. Officers** [existing version]**5.1** Officers of the Council shall consist of the Dean of Engineering and Applied Science as Chairman, an elected Vice-Chairman and a Secretary appointed by the Chairman. Election shall take place annually at the regular December meeting.

Even though the existing constitution requires a vice chair, our Faculty Council has never elected one since 1988! Most other councils do seem to have elected vice chairs. Our Council has operated well with the Dean appointing an acting chair whenever the Dean is absent from a meeting. We have not required any form of Executive Committee since Faculty Council delegated promotion decisions to the CUGS Executive in 2010.

Suggested new version:

**5. Officers****5.1** Officers of the Council shall consist of the Dean of Engineering and Applied Science (or delegate) as Chair and a Secretary appointed by the Chair.

**6. Formal Liaison with other Bodies [existing version]**

- 6.1 The Council shall admit to its membership one delegate each from the Faculties of Arts, Business Administration, Education, Medicine and Science and one delegate from the School of Continuing Studies and Extension.
- 6.2 In the event that other Councils invite representatives from the Faculty of Engineering and Applied Science to attend their meetings, these delegates shall be chosen annually by election.
- 6.1 is a repetition of 2.1 and is not needed here.
- 6.2 is current practice.

Suggested new version:

**6. Formal Liaison with other Bodies**

- 6.1 In the event that other Councils invite representatives from the Faculty of Engineering and Applied Science to attend their meetings, these delegates shall be chosen annually by election.
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No change is recommended for Article 7:

**7. Committees of the Council**

- 7.1 The Council shall have power to establish committees and to delegate to these committees whatever of its functions it deems appropriate.
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**8. Amendments to the Constitution [existing version]**

- 8.1 Recommendations on amendments to the Constitution may be made to Senate by Faculty Council following the procedures in Sections 8.2, 8.3, and 8.4.
- 8.2 Notice must be given at a regular meeting of the Faculty Council that at the next regular meeting a motion to amend the Constitution will be proposed.
- 8.3 The text of the motion shall be circulated to all members of the Faculty Council at least ten days prior to the meeting at which it is to be proposed.
- 8.4 The motion, when proposed and seconded, may be debated and amended, but acceptance of any amendment and passage of the motion, as amended, shall require a majority of those present at the meeting, with the provision that those voting for the motion shall not be less than 30% of the total membership of the Faculty Council excluding those listed under 2.1, subsection (A), (F), (G) and (H).
- 8.4 The special majority should be simplified. The suggested new quorum guarantees that a majority of the voting members present are Engineering ASMs. A two-thirds majority of those present should be sufficient.

Keep 8.1, 8.2 and 8.3 unchanged. Suggested new version for 8.4:

- 8.4 The motion, when proposed and seconded, may be debated and amended, but acceptance of any amendment and passage of the motion, as amended, shall require a two-thirds majority of those present at the meeting.

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No change is recommended for Article 9:

**9. Bylaws**

- 9.1 By-laws may be drawn up, and amended, following the procedures in clauses 8.2, 8.3 and 8.4.

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Terms of Reference exist for the committees of Faculty Council, but they do not require special majorities for amendment. A search has failed to find any existing bylaws.

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## **Proposed Bylaws:**

### **1. Schedule of Meetings**

- 1.1** Regular meetings of Faculty Council shall normally be held from 13:00 to 14:00 on the last Wednesday of each month except August and December.

Current practice is for regular meetings in 8 months only; not in June, July, August or December. However, this Faculty operates year-round. Faculty Council should have regular meetings in June and July also. The University is usually closed during the last week of December and many ASMs are on vacation or at conferences during the last week of August.

Extensions to the time limit for other academic councils: HKR, Education.

By ordinary resolution many years ago, we decided that when the agenda has not been completed by 14:00, then the default is to reconvene at 17:00 on the same day to complete the business of the meeting.

- 1.2** In the event that the business on the agenda has not been completed by 14:00, a maximum of two extensions of 15 minutes shall be permitted, if approved by simple majority as a procedural motion. In the absence of such approval, the meeting shall adjourn and reconvene at 17:00 on the same day to complete the agenda.

### **2. Notice of Meetings**

Notice of the agenda for other academic councils:

Library (7 days), Education (7 days regular, 2 days special), Science (5 days)

In practice we have had 5 days' notice of some business and sometimes only 1 day's notice or less of other business.

The agenda shall be distributed electronically to all members of Faculty Council at least three days before each meeting. A simple majority is sufficient to approve items for which this notice has been given (except amendments to the constitution and bylaws). Approval of items, for which three days' notice has not been given, requires the consent of at least two thirds of the voting members present.

### **3. Rules of Order**

The engineering faculty council at the University of Toronto has a very elaborate code of order and procedure that the committee feels is not necessary for us. Some councils at MUN just refer to Robert's Rules of Order.

Except where the Constitution or these bylaws specify otherwise, meetings shall be conducted in accordance with Robert's Rules of Order.

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#### 4. Student Representatives on Faculty Council

The student representatives on Faculty Council shall be:

- two members from Engineering Undergraduate Student Society 'A';
- two members from Engineering Undergraduate Student Society 'B'; and
- two members from the Engineering Graduate Student Society.

Each student society shall appoint its two representatives as it sees fit.

This is a slight increase on the current practice and agrees with the 2005 constitution.

This proposal agrees with the response of Student Society 'A':

*"We think that a reasonable undergraduate representation would be to have 2 seats for each society - to be used at their discretion - for a total of four."*

*The purpose of the student societies is to serve the student body as a whole. The societies accomplish this successfully by having members from most, if not all, disciplines and by having members from both graduating classes under the purview of each particular society. We think that providing seats for people/groups outside of the student societies would have minimal benefit because:*

- 1. Students will already be properly represented by their society, especially with an increase in seats available to the societies; and*
- 2. We see it as unlikely that each cohort/discipline or otherwise would consistently send a representative to fill additional seats.*

*Additionally, we think the purpose of the student society is to fill these sorts of roles and believe that opening this up further circumvents that role for no particular benefit."*

However, Student Society 'B' proposed two possibilities:

*"2 Representatives from each Society (4 Total)*

*1 Representative from each Senior Discipline Currently in School (6 Total - rotate between Society A and Society B)"*

The response of the Graduate Student Society included

*"...the representative who takes part in Faculty Council Meeting is also a member of the Engineering Graduate Students Society (EGSS) and holds a particular position named "Faculty Council Representative". Thus there is only one person from the Graduate Students Society who attends the Faculty Council Meetings which has always been the case. If more than one Graduate student has to take part in the faculty council meeting, we don't know whether without being a member of EGSS could it be done so or not. From the EGSS committee we are absolutely alright with three representatives from the Graduate students ..."*

The Committee recommends the 2005 allocation, which leaves room to add representatives as the Faculty's programs evolve.

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**5. Representative of Postdoctoral Fellows on Faculty Council**

One representative of the postdoctoral fellows in the Faculty shall be chosen each July in an election (by secret ballot where necessary) organized by the Office of the Dean. The elected representative shall serve for the following academic year (September to August).

**6. Representative of Per-Course Instructors on Faculty Council**

One representative of the per-course instructors in the Faculty shall be chosen each July in an election (by secret ballot where necessary) organized by the Office of the Dean. The elected representative shall serve for the following academic year (September to August). Only those persons who have held appointments as per-course instructors in any semester of the current academic year (or who have assignments as per-course instructors in any semester of the following academic year) and who are not otherwise voting members of the Faculty Council will be eligible to vote or to be candidates in this election.

**7. Non-Voting Observers at Meetings of Faculty Council**

The Chair of Faculty Council (or Faculty Council by resolution) may invite other persons to attend and to speak at meetings of Faculty Council, as non-voting observers or as non-voting guests.

**8. Standing Committees**

The standing committees of Faculty Council are

- Committee on Undergraduate Studies (CUGS)
- Graduate Studies Committee (GSC)
- Research Advisory Committee (RAC)

By ordinary resolution Faculty Council may amend from time to time the terms of reference for each of its standing committees.

*Do we want RAC to remain as an Advisory Committee or to take on the role as a Faculty Committee in the same vein as the other two committees, requiring actions proposed by the committee to be debated and voted on by Faculty Council?*

The Chair of RAC has indicated a strong preference for no change.

Election procedures for CUGS are in that committee's terms of reference.

**9. Other Committees**

By ordinary resolution Faculty Council may establish such other committees, together with their terms of reference, as it sees fit. By ordinary resolution Faculty Council may amend the terms of reference for such committees and dissolve such committees at any time.

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