

Excerpts from Faculty Council Bylaws

1. The Duties of Chair and Vice-Chair

- (a) The Chair shall preside over all meetings of Faculty Council. In this respect, the Chair's duties are to preserve order and decorum and, subject to appeal, to decide all questions of order and other questions as provided in these Bylaws.
 - (b) The Chair, in consultation with the Dean, shall prepare a draft agenda for each meeting of Faculty Council and shall present it for approval at the meeting.
- (c) The Chair shall ensure the maintenance of an archive of the proceedings of Faculty Council meetings including inter alia approved minutes. The Dean shall provide administrative support for this task.
- (d) The Chair shall be the spokesperson for Faculty Council. In this respect, the role of the Chair is to explain the decisions, activities and procedures of Faculty Council.
- (e) The Chair may seek the guidance and assistance of the Bylaws Committee with respect to matters of Faculty Council procedure.
- (f) The duties of the Chair shall be carried out by a Vice-Chair when, for any reason, the Chair is unavailable. The Chair of one of the Faculty Council's Standing Committees shall serve as Vice-Chair. When neither the Chair nor one of the Standing Committee Chairs is available, the meeting shall be deferred to another day. The Vice-Chair shall have all the powers and perform all the duties of the Chair. The Vice-Chair will preside at meetings in place of the Chair if the Chair declares a conflict of interest in any matter.
- (g) The Chair shall transmit to the University Council for consideration all matters of scholarship and discipline which belong to the care of the University Council or which from their nature concern another College or a School.