

**MCMASTER UNIVERSITY  
FACULTY OF HEALTH SCIENCES  
BY-LAWS**

**I THE FACULTY OF HEALTH SCIENCES**

**(i) Members of the Faculty:**

**(a) Voting Members**

Chair: Dean and Vice-President (Health Sciences)

Ex Officio: President, McMaster University  
Provost and Vice-President (Academic), McMaster University  
Associate Vice-President and Dean of Graduate Studies, McMaster University  
Associate Vice-Presidents of the Faculty  
Associate Deans of the Faculty  
Assistant Deans of the Faculty  
Director, Health Sciences Library

Full-time Faculty Members: All full-time faculty members holding tenure, tenure-track, permanent teaching, teaching-track, special appointment, contractually limited appointment or continuing appointment without annual review in the Faculty of Health Sciences.  
One full-time faculty member from the Faculty of Business  
One full-time faculty member from the Faculty of Engineering  
One full-time faculty member from the Faculty of Humanities  
One full-time faculty member from the Faculty of Science  
One full-time faculty member from the Faculty of Social Sciences

Staff Members: Those staff elected to Standing Councils and Committees of the Faculty.

Student Members: Those students elected to Standing Councils and Committees of the Faculty.

**(b) Non-voting Members**

Part-time Faculty Members: All faculty appointed by Faculty Executive Council in the Faculty of Health Sciences who are not Full-time Faculty Members. A Part-time Faculty Member appointed to a Standing Council or Committee shall have full voting privileges on any such Standing Council or Committee.

Affiliated Members: Members of Departments and Schools in other Faculties who have been designated as an Affiliated Member by the Faculty Executive Council. Affiliated Members are eligible for nomination to a Standing Council or Committee and, if elected, shall have full voting privileges on any such Standing Council or Committee.

Secretary: Secretary of the Senate, or delegate.

**(ii) General Meeting:**

- (a) A General Meeting of the Members will be called by the Dean and Vice-President (Health Sciences) at least once yearly. A notice of the General Meeting will normally be circulated to all Members at least one week before a meeting, and an agenda will normally be circulated at least forty-eight hours before any such meeting.
- (b) General Meetings of the Members shall be conducted in accordance with the rules and procedures of the Senate.
- (c) A quorum shall consist of those present at the meeting, provided that the meeting has been properly called and that regrets have not been received by the Secretary from more than one half of the Voting Members.
- (d) All Members may attend a General Meeting, but only Voting Members may vote at a General Meeting.

**(iii) Special Meetings:**

- (a) Special Meetings may be called by the Dean and Vice-President (Health Sciences) under the same conditions of notice and agenda as for General Meetings, and shall be called within thirty days of the receipt of a written request, when at least fifty Voting Members request such a meeting by written submission to the Dean and Vice-President (Health Sciences).
- (b) Special Meetings of the Members shall be conducted in accordance with the rules and procedures of the Senate.
- (c) A quorum shall consist of those present at the meeting, provided that the meeting has been properly called and that regrets have not been received by the Secretary from more than one half of the Voting Members.
- (d) All Members may attend a Special Meeting, but only Voting Members may vote at a Special Meeting.

**(iv) Authority of the Faculty:**

- (a) The Faculty shall, within its area of jurisdiction, and subject to the constraints imposed by these By-laws, determine the levels of responsibility within the Faculty and establish appropriate Standing Councils and Committees of the Faculty.
- (b) Under the authority of these By-laws, which are subject to approval and amendment by the Senate, the Faculty shall determine the functions and powers that may be delegated to subordinate bodies.
- (c) The purpose of meetings of the Faculty shall be to discuss matters of general policy.
- (d) The Faculty delegates to the Faculty Executive Council responsibility for the conduct of regular Faculty business.

## **II STANDING COUNCILS AND COMMITTEES OF THE FACULTY**

### **(i) General**

The Standing Councils and Committees listed below, and such other committees as the Faculty or the Faculty Executive Council may establish from time to time, will normally meet on a monthly basis unless otherwise agreed, or at the call of the Chair. Meetings of Standing Councils and Committees shall be conducted in accordance with the rules and procedures of the Senate.

A quorum shall consist of not less than fifty percent of the voting membership of the Standing Council or Committee, unless otherwise specified.

### **(ii) Faculty Executive Council**

Faculty Executive Council is the most senior governing body within the Faculty of Health Sciences.

Function: to recommend all Faculty matters required to go before Graduate Council, Undergraduate Council, Curriculum and Admissions Committees, Senate, or the Board of Governors; to recommend educational curricula and admission policies; to recommend the appointment of Full-time Faculty Members; to approve the appointment of Part-time Faculty Members; to recommend or approve as required membership on selection committees for senior faculty leadership positions; to recommend new or revised educational programs; to review proposed changes in enrolment levels; to affirm the research directions of the Faculty; to serve as a nominating committee for the Faculty; to establish committees and act upon the recommendations of such committees; to receive and review external reviews of departments and schools and recommend or approve as required formal search committees; and to receive Standing Reports from all Faculty Standing Councils and Committees.

Composition:

Chair: Dean and Vice-President (Health Sciences)

Ex Officio: President, McMaster University  
Provost and Vice-President (Academic), McMaster University  
Associate Vice-President (Academic), Health Sciences  
Associate Vice-President (Global Health), Health Sciences  
Associate Dean Health Sciences (Clinical Services)  
Associate Dean Health Sciences, (Education)  
Associate Dean Health Sciences (Nursing) and Director, School of Nursing  
Associate Dean Health Sciences (Rehabilitation Science) and Director, School of Rehabilitation Science  
Associate Dean Health Sciences (Research)  
Associate Dean Health Sciences (Graduate Studies)  
Chairs of all Departments within the Faculty of Health Sciences

Affiliated  
Members:

President and CEO, Hamilton Health Sciences  
President and CEO, St. Joseph's Healthcare, Hamilton

Members-

One member-at-large elected from among the Full-time Faculty Members with

at-Large: significant educational roles. Nominations to be made by the Health Sciences Education Council. Elected by the Full-time Faculty Members for a two-year term, not renewable.

One member-at-large elected from among the Full-time Faculty Members who hold peer-reviewed research grants. Nominations to be made by the Research Council. Elected by the Full-time Members for a two-year term, not renewable.

One member-at-large selected from among the Full-time Faculty Members by the Dean and Vice-President (Health Sciences) to reflect an area of strategic priority of the Faculty of Health Sciences for a two-year term.

Consultants: Director, Health Sciences Human Resources  
(non-voting) Executive Director, Clinical Services  
Director, Public Relations

Secretary: Secretary of the Senate, or delegate.  
(non-voting)

### **(iii) Research Council**

Function: To support the achievement of the overall academic mission of the Faculty within the context of excellence in each area of research by assisting the Associate Dean (Research) in the evaluation of research performance within the Faculty of Health Sciences; the development and maintenance of a rational basis for resource allocation among researchers; the identification and development of new research opportunities; and to coordinate research activities among departments, research institutes/centres and partner hospitals.

Composition:

Chair: Associate Dean Health Sciences (Research)

Ex Officio: Vice-President, Research, St. Joseph's Healthcare, Hamilton  
Vice-President, Research, Hamilton Health Sciences  
Associate Dean Health Sciences (Education)  
Associate Dean Health Sciences (Graduate Studies)

Members -at-Large: One member appointed from each of the Schools of Nursing and Rehabilitation Science from faculty engaged in research, appointed by the Associate Deans of the Schools, for a three-year term.

One member appointed by each Department Chair for a three-year term, to ensure departmental representation; usually selected from among the Directors and/or Scientific Directors of Research Institutes/Centres within the Departments of the Faculty of Health Sciences. In the absence of a representative drawn from the Directors and/or Scientific Directors of Research Institutes/Centres within a Department, the departmental representative will be selected from the faculty engaged in research in the department.

In the instance where a major Research Institute/Centre has both a Director and a Scientific Director, representation may, with the approval of the Associate Dean Health Sciences (Research), include both.

Consultant: Director, Health Research Services  
(non-voting)

Secretary: Executive Assistant to the Associate Dean Health Sciences (Research),  
(non-voting) or delegate.

**(iv) Health Sciences Education Council**

Function: To provide a forum for Full-time Faculty Members and Part-time Faculty Members with senior educational administrative portfolios to discuss and advocate for issues of central importance to the educational programs of the Faculty. Its interprofessional composition and collegial interchange encourage cross-program co-operation in keeping with the mission of the Faculty. Its approval and oversight responsibilities extend to all educational programs except graduate programs.

To consider principles for the allocation of resources within Faculty educational programming; to consider academic issues that are central to all Faculty educational programs; to consider administrative issues that pertain to all Faculty educational programs; to define processes for the periodic review of educational programs; to consider new educational programs, the discontinuance of existing programs and annual proposals to modify course curricula; to review and recommend changes in admissions policies; to ensure the generation of statistical data on Faculty educational programming; to consider issues related to the development and the use of educational research; and to recommend appointment of assistant deans of educational programs and other senior education leaders as appropriate.

In these matters, the Health Sciences Education Council shall report and make recommendations to the Faculty Executive Council and shall be responsible for ensuring that decisions approved by Faculty Executive Council concerning educational programs are implemented.

To support the achievement of the overall academic mission of the Faculty.

Composition:

Chair: Associate Dean (Education), Health Sciences

Ex Officio: Associate Dean Health Sciences (Graduate Studies)  
Associate Dean Health Sciences (Research)

Members: Assistant Dean, Bachelor of Health Sciences (Honours) Program  
Assistant Dean, Physician Assistant Program  
Assistant Dean, Bachelor of Science in Nursing Program  
Assistant Dean, Continuing Health Sciences Education Program  
Assistant Dean, Master of Science (Occupational Therapy) Program  
Assistant Dean, Master of Science (Physiotherapy) Program  
Assistant Dean, Midwifery Education Program  
Assistant Dean, Postgraduate Medical Education Program  
Assistant Dean, Program for Educational Research and Development  
Assistant Dean, Program for Faculty Development  
Assistant Dean, Undergraduate Medical Education Program  
Assistant Dean, Nursing Graduate Program  
Director, Health Sciences Library

Director, Learning Technologies  
Director, Program for Interprofessional Practice, Education and Research  
Chair, Diploma Programs

Membership may be expanded to include representation from newly approved programs.

Faculty: One Department Education Coordinator selected annually by the Department Education Coordinators Committee.

On the nomination of the Associate Dean Health Sciences (Education), Directors of special education projects or activities may be appointed by the Health Sciences Education Council as non-voting members for a pre-determined period.

One or more Full-time Faculty Members or Part-time Faculty Members appointed annually by Faculty Executive Council on the recommendation of the Health Sciences Education Council.

Students: On the invitation of the Associate Dean Health Sciences (Education), two students representing the education programs of the Faculty may be appointed by the Health Sciences Education Council.

Consultant: Director, Education Services.  
(non-voting)

Secretary: Executive Assistant to the Associate Dean Health Sciences (Education),  
(non-voting) or delegate.

**(v) Graduate Policy and Curriculum Committee**

Function: To deal with all matters of policy and curriculum affecting graduate work in the Faculty of Health Sciences; to appoint an executive committee, and other such subcommittees as may be deemed appropriate; to approve Full-time Faculty Members to supervise graduate students and/or for appointment to program leadership roles; to review and approve curriculum revisions and new courses; to make recommendations to Faculty Executive Council and Graduate Council related to new degree or diploma programs and major policy and/or curriculum changes with financial implications; to provide standing reports to Faculty Executive Council and Graduate Council on all matters within its jurisdiction; and to deal with matters referred to it by the Graduate Admissions and Study Committee.

Composition:

Chair: Associate Dean Health Sciences (Graduate Studies)

Ex Officio: Associate Vice-President and Dean of Graduate Studies, McMaster University  
Dean and Vice-President (Health Sciences)  
Associate Dean, Health Sciences (Nursing) and Director, School of Nursing  
Associate Dean, Health Sciences (Rehabilitation Science) and Director, School of Rehabilitation Science  
Associate Dean Health Sciences (Research)

Members: Assistant Dean, Biochemistry and Biomedical Sciences Graduate Program  
Assistant Dean, Health Research Methodology Graduate Program

Assistant Dean, Medical Sciences Graduate Program  
Assistant Dean, Nursing Graduate Program  
Assistant Dean, Rehabilitation Science Graduate Program  
Assistant Dean, MSc (Occupational Therapy) Program  
Assistant Dean, MSc (Physiotherapy) Program  
Chair, Health Sciences Graduate Student Federation  
Any two of the three Full-time Faculty Members elected as representatives of the Faculty of Health Sciences to Graduate Council, appointed by the Associate Dean, Graduate Studies (Health Sciences).

Three Full-time Faculty Members approved to supervise graduate students, elected by the Full-time Faculty Members for staggered three-year terms, one of whom shall be from the Medical Sciences Program or the Biochemistry and Biomedical Sciences Program (to rotate), and one of whom shall be from the Nursing Program or the Health Research Methodology Program (to rotate), and one of whom shall be from an interdisciplinary graduate program that reports to the Faculty of Health Sciences.

One full-time student elected annually by the Health Sciences Graduate Student Federation from any Health Sciences Graduate Program.

Membership may be expanded to include representation from newly approved graduate programs.

Consultant: Administrator, Health Sciences Graduate Programs  
(non-voting) Graduate Registrar

Secretary: Secretary of the School of Graduate Studies, or delegate  
(non-voting)

Quorum: Not less than seven of the members.

**(vi) Graduate Admissions and Study Committee**

**Function:** To determine the admissibility to graduate study of any applicant recommended by any graduate program in Health Sciences; to approve each graduate student's course program; to review annually the progress of each graduate student; to determine action on the recommendation of programs in instances of failure in a course; to consider and make decisions on petitions from graduate students for special consideration in respect of such matters as off-campus study, part-time study, extension of time to complete degree requirements, etc; and to refer any matter to the Graduate Policy and Curriculum Committee before taking action, if either the Associate Dean Health Sciences (Graduate Studies) or the Committee consider a matter of precedent or policy to be involved.

**Composition:**

Chair: Associate Dean Health Sciences (Graduate Studies)

Faculty: Six Full-time Faculty Members selected from the membership of the Graduate Policy and Curriculum Committee by the Associate Dean Health Sciences (Graduate Studies).

Other  
Members: One Affiliated Member appointed by the Graduate Council to represent departments other than those of the Faculty of Health Sciences.

Consultant: Administrator, Health Sciences Graduate Programs.  
(non-voting)

Secretary: Secretary of the School of Graduate Studies, or delegate.  
(non-voting)

**(vii) Tenure and Promotion Committee**

Function: To receive from Chairs of Departments, the Associate Dean Health Sciences (Nursing), and the Associate Dean, Health Sciences (Rehabilitation Science) and to consider all recommendations for the granting or withholding of tenure, continuing appointment without annual review, or permanent teaching appointment. For each candidate, the Committee shall recommend to the Senate Committee on Appointments that tenure, continuing appointment without annual review, or permanent teaching appointment be granted or shall recommend (a) that the appointment be allowed to lapse or (b) that the period of the tenure-track, special or teaching track appointment be extended. The Chair shall convey the recommendations of the Committee to the Senate Committee on Appointments.

Composition:

Chair: Dean and Vice-President (Health Sciences)

Faculty: Seven full-time Tenured/CAWAR members of the Faculty of Health Sciences nominated by the Faculty Executive Council. Of the seven, one shall be from the School of Nursing, and one shall be from the School of Rehabilitation Science, at least three shall be Professors, at least one shall be an Associate Professor, and at least one will be a practicing clinician. Elected by the Full-time Faculty Members for staggered three-year terms, renewable once.

Quorum: The Dean, Faculty of Health Sciences and all other members save one.

**III STANDING COUNCILS OF THE MICHAEL G. DEGROOTE SCHOOL OF MEDICINE**

**(i) General**

The Dean and Vice-President (Health Sciences) is an ex officio member of all Standing Councils and Committees of the Michael G. DeGroot School of Medicine.

Meetings of Standing Councils and Committees of the Michael G. DeGroot School of Medicine shall be conducted in accordance with the rules and procedures of the Senate.

A quorum shall consist of not less than one third of the members unless otherwise noted.

**(ii) Michael G. DeGroot School of Medicine Council**

Function: Assist in the development of policies relating to clinical and administrative matters within the clinical and basic science departments of the Michael G. DeGroot School of Medicine



of the Faculty of Health Sciences and bring forward, as appropriate, recommendations regarding university policy for approval by Faculty Executive Council. To monitor the clinical practice plan and advise on the relationship between McMaster University and Regional Medical Associates; to recommend clinical contract appointments and clinical scholar appointments to the Faculty Appointments Committee; to develop policies as needed, working within Faculty and University guidelines, to ensure the fair and equitable treatment of clinical and non-clinical faculty within basic science and clinical departments; to discuss and respond to clinical and administrative matters as they relate to the interface between the Faculty and affiliated hospitals, joint hospital/university research institutes and external bodies such as professional associations or governments; to provide a forum for communication between the clinical departments and the medical education programs (Undergraduate, Postgraduate, Continuing); and to provide a forum for input and advice from the Clinical Faculty Association.

Composition:

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|------------------------------|--|
| Chair:                       | Dean and Vice-President (Health Sciences)  |
| Standing Members:            | President, Regional Medical Associates<br>President, Clinical Faculty Association<br>Associate Vice-President (Academic), Health Sciences<br>Associate Dean Health Sciences (Clinical Services)<br>Associate Dean Health Sciences (Education)<br>Associate Dean Health Sciences (Research)<br>Assistant Dean, Continuing Health Sciences Education Program<br>Assistant Dean, Midwifery Education Program<br>Assistant Dean, Physician Assistant Program<br>Assistant, Dean, Postgraduate Medical Education Program<br>Assistant Dean, Undergraduate Medical Education Program<br>Chair, Department of Anesthesia<br>Chair, Department of Biochemistry and Biomedical Sciences<br>Chair, Department of Clinical Epidemiology and Biostatistics<br>Chair, Department of Family Medicine<br>Chair, Department of Medicine<br>Chair, Department of Obstetrics and Gynecology<br>Chair, Department of Oncology<br>Chair, Department of Pathology and Molecular Medicine<br>Chair, Department of Pediatrics<br>Chair, Department of Psychiatry and Behavioural Neurosciences<br>Chair, Department of Radiology<br>Chair, Department of Surgery<br>Director, McMaster Community and Rural Education Program<br>Regional Assistant Dean, Niagara Campus<br>Regional Assistant Dean, Waterloo Campus |
| Consultants:<br>(non-voting) | Executive Director, Clinical Services<br>Director of Finance, Faculty of Health Sciences<br>Executive Director, Regional Medical Associates  |
| Secretary:<br>(non-voting)   | Secretary, Faculty of Health Sciences.   |

Quorum: Not fewer than eight of the members, of which five must be department chairs.  
All standing and invited members shall have voting privileges except the Chair of the Council who shall vote only in the case of a tie vote.

#### **IV STANDING COUNCILS OF THE SCHOOL OF NURSING**

##### **(i) General**

The Dean and Vice-President (Health Sciences) is an ex officio member of all Standing Councils and Committees of the School of Nursing.

Meetings of Standing Councils and Committees of the School of Nursing shall be conducted in accordance with the rules and procedures of the Senate.

A quorum shall consist of not fewer than one third of the members.

##### **(ii) School of Nursing Council**

Function: Guide strategic and operational planning for the School of Nursing, and monitor outcomes in accordance with established performance indicators. Inform acquisition and utilization of human, financial, physical plant and other required resources within the School of Nursing. Provide oversight of, and/or direction to, core School of Nursing functions and activities, including but not limited to undergraduate, graduate and specialty education, research, and faculty development, and upon request by the Associate Dean (Nursing), Health Sciences, provide advice on matters arising. The School of Nursing Council is accountable to the Faculty Executive Council through the Associate Dean (Nursing), Health Sciences.

Composition:

Chair: Associate Dean, Health Sciences (Nursing) and Director, School of Nursing

Members: Assistant Dean, Undergraduate Nursing Education Program  
Assistant Dean, Research (Nursing)  
Assistant Dean, Academic Resources  
Assistant Dean, Nursing Graduate Program  
Two members who are Full-time Faculty Members or Part-time Faculty Members appointed by the Associate Dean, Health Sciences (Nursing) for a three-year term, renewable.  
Director of Administration, School of Nursing

Staff: Accountant, School of Nursing  
(non-voting) Administrator, Bachelor of Science in Nursing Program  
Administrator, Consortium Secretariat  
Human Resources Coordinator, School of Nursing  
Administrative Assistant to the Assistant Dean, Research (Nursing), the Coordinator, Nursing Graduate Program, and the Chair in Primary Health Care

Meetings: Biweekly or more frequently as needed, at the call of the Chair

Secretary: Executive Assistant, School of Nursing Corporate Services, or delegate.  
(non-voting)

## **V STANDING COUNCILS OF THE SCHOOL OF REHABILITATION SCIENCE**

### **(i) General**

The Dean and Vice-President (Health Sciences) is an ex officio member of all Standing Councils and Committees of the School of Rehabilitation Science.

Meetings of Standing Councils and Committees of the School of Rehabilitation Science shall be conducted in accordance with the rules and procedures of the Senate.

A quorum shall consist of not fewer than one third of the members unless otherwise stated

### **(ii) School of Rehabilitation Science Council**

The School of Rehabilitation Science Council is the overall senior governing body within the School of Rehabilitation Science and provides overall guidance to the School, including its educational programs, research and service activities. The School of Rehabilitation Science Council is accountable to the Faculty Executive Council through the Associate Dean, Health Sciences (Rehabilitation Science).

Function: Receive reports and issues related to overall School of Rehabilitation Science functioning from the Academic Committee (who may have received and reviewed this information from the Education and Research Committees) and consider their recommendations for action; consider and make recommendations to the Associate Dean, Health Sciences (Rehabilitation Science) regarding new proposals and development of new initiatives; develop policies and procedures for the School of Rehabilitation Science, usually after recommendations from the Academic Committee of the School of Rehabilitation Science; and implement evaluation procedures as an ongoing assessment of the quality of the School of Rehabilitation Science.

Composition:

**Chair:** Associate Dean, Health Sciences (Rehabilitation Science) and Director, School of Rehabilitation Science.

**Ex Officio:** Assistant Dean, Master of Science (Occupational Therapy) Program  
Assistant Dean, Master of Science (Physiotherapy) Program  
Assistant Dean, Rehabilitation Science Program  
Chair, Research Committee, School of Rehabilitation Science

**Members:** Full-time Faculty Members and Part-time Faculty Members from the School of  
(voting) Rehabilitation Science  
Director of Administration, School of Rehabilitation Science

**Secretary:** Administrative Assistant, School of Rehabilitation Science, or delegate  
(non-voting)

**Meetings:** Held monthly except July and August

## **VI ELECTIONS**

- (i) An election shall be held each year to fill vacancies on the Senate, the Graduate Council, the Undergraduate Council and such other Standing Councils and Committees of the Faculty, as applicable.

The Faculty Executive Council shall prepare nominations of Full-time Faculty Members for these elections. These nominations shall be circulated to the Full-time Members of the Faculty, who may add additional names, provided that such nominations are signed by at least five Full-time Faculty Members. The election shall be conducted by the Secretary of the Senate, or delegate by means of ballots made available either electronically or in print form at the University address of each Full-time Faculty Member for the relevant position, except insofar as the electorate for the Tenure and Promotion Committee is restricted by Senate.

Only Full-time Faculty Members that are Tenure faculty or CAWAR faculty holding the rank of Professor or Associate Professor may be nominated to the Tenure and Promotion Committee. Of those voted to the Tenure and Promotion Committee, at least three shall be Professors and at least one shall be an Associate Professor, elected for staggered three-year terms by the Full-time Faculty Members.

Elections shall be completed prior to the end of April each year except as otherwise specified in these By-laws. No Full-time Faculty Member may cast more than one ballot nor represent more than one department in any one election. In instances of joint appointment, the department of primary appointment shall be deemed to be the department represented.

Retiring members of Standing Councils and Committees shall be replaced by newly elected members on September 1, except for student members of the Undergraduate Medical Education Committee, of the Undergraduate Nursing Education Committee, and of the Rehabilitation Science Education Committees, who shall assume office immediately after their election.

- (ii) In the election of Full-time Faculty Members from the Faculty of Health Sciences to the Senate, the six allotted seats shall be filled by professors, associate professors, or assistant professors provided that at the time of nomination the member holds a tenured, tenure-track, permanent teaching, teaching-track, or special appointment, or continuing appointment without annual review. At least one Full-time Faculty Member must be elected to the Senate from each of the School of Medicine; the School of Nursing, and the School of Rehabilitation Science.
- (iii) The Dean and Vice-President (Health Sciences) shall appoint a representative to each of the other Faculties.
- (iv) If a position held by a Full-time Faculty Member or Part-time Faculty Member (as applicable) on a Standing Council or Committee becomes vacant, the Faculty Executive Council may fill that position for the remainder of the vacated term. The exception being, in the case of the Tenure and Promotion Committee where a by-election shall be held to fill the position for the remainder of the term.
- (v) If a position held by a staff or student on a Standing Council or Committee becomes vacant, the Faculty Executive Council may fill that position for the remainder of the vacated term.

## **VII AMENDMENTS TO THE BY-LAWS**

- (i) Any amendment to these By-laws shall, to have effect, require the approval of the Senate.

- (ii) A recommendation to the Senate for any amendment to the By-laws, or for any new By-law, shall be made only after the proposed change in the By-laws has been (a) recommended by Faculty Executive Council and (b) approved by a majority of the Voting Members that vote on the proposed amendment in accordance with the procedure in (iii) below.
- (iii) The Faculty Executive Council shall provide notice of any proposed amendment of the By-laws electronically or by mail to each of the Voting Members at their University address. Such notice shall describe the proposed amendments to the By-laws and shall provide a ballot or instructions regarding an electronic voting procedure that is being made available. Such notice shall be sent not less than 15 business days prior to the proposed date that voting will end.

## **VIII IMPLEMENTATION**

The date of effect for these By-laws shall be the date on which they receive the approval of the Senate.

Revised: April 29, 1976, June 14, 1977, November 14, 1979, March 11, 1981, June 8, 1983, March 13, 1985, September 10, 1986, September 9, 1987, May 18, 1988, May 8, 1989, March 14, 1990, March 11, 1992, September 15, 1993, September 14, 1994, November 5, 1997, September 9, 1998, November 12, 2003, June 3, 2009 (T&P Committee), June 8, 2011