

FACULTY OF INFORMATION AND MEDIA STUDIES

Effective Date: September 2017

Supersedes: *

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 and Voting 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. Voting members
 - i. All full-time faculty members at the rank of Lecturer or above in the Faculty of Information and Media Studies or who hold a joint faculty appointment within the Faculty
 - ii. All full-time FIMS Librarians
 - iii. a) Full-time managerial staff members from each of the following areas of academic support, elected by the Council:
 - a. Broadcast services
 - b. Information, computing and media services
 - c. Graduate Student services
 - d. Undergraduate Student servicesb) One full-time non-managerial FIMS staff (as voted by the FIMS staff) – two year rotation
 - iv. 2 members of the part-time faculty
 - v. 9 students, elected by Council, to include one student from the graduate program in Health Information Science, the PhD program in Library and Information Science, the MLIS program, the Master of Media in Journalism and Communication 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
 - vi. One representative from the general community, appointed by the FIMS Nominating Committee.

Faculty of Information and Media Studies Council Constitution

3. Non-Voting Members

The following shall be non-voting members of the Council of the Faculty of Information and Media Studies:

1. The Administrative Officer
 2. One full-time staff member at FIMS (as voted by FIMS staff) – two-year rotation
 3. 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.