



THE FACULTY OF KINESIOLOGY and PHYSICAL EDUCATION BY-LAWS OF COUNCIL

I. Rules of Procedure for the Election and Appointment of Members to Faculty Council

Elections and appointments for all constituencies of Faculty Council will be completed and reported to the Secretary of Council no later than June 30 of each year except for student representatives.

Students will be elected by and from their respective student societies for a one-year term and reported to the Secretary of Council in September of each year.

Administrative Staff will be elected by and from among the Administrative Staff for a two-year term.

Alumni will be appointed by the Faculty Alumni Association for a two-year term.

Emeritus professors who are within three years following their appointment as emeriti will be asked to sit on Faculty Council for a term of up to three years by the Secretary of Faculty Council.

An elected or appointed member may serve a maximum of nine consecutive years on Council.

II. General Procedures

Rules and regulations that guide Council shall also apply to committees of Council, unless specified otherwise.

II.1 Faculty Council Agenda

The agenda for each regular meeting shall be prepared by the Executive Committee and shall set forth items of business to be discussed at the meeting.

The order of business at a meeting shall be the order set out in the agenda unless an item is added according to the procedure below.

An item not on the agenda may not be introduced at a regular meeting unless the introduction thereof is agreed to by two-thirds of the voting members present. The mover shall briefly indicate reasons why the matter should be introduced, but otherwise the motion shall not be debatable.

II.2 Meeting Format

Meetings of Council and Standing Committees shall be open, unless otherwise noted. An open meeting may at any time be declared closed upon passage of the appropriate motion by majority vote, and visitors shall be required to withdraw. By a similar procedure, a closed meeting may at any time be declared to be open.

The members of Faculty Council, and Standing Committees, are entitled to participate fully in meetings, to speak, to propose motions, and to vote on all questions except those where the Chair rules there is a conflict of interest.

Committees of Council

Faculty Council, and Standing Committee meetings, may be held in person or by electronic means that permit all members to communicate simultaneously and instantaneously. Additionally, in the case of an in-person meeting, a person(s) participating in such a meeting by electronic means is (are) deemed to be present at the meeting.

For meetings, or portions thereof, held in closed session or in camera, it is expected that members will ensure that the necessary standards of confidentiality are maintained and that their participation is conducted in a setting that ensures such confidentiality. It is also expected that non-member observers attending electronically will exit the meeting for in-camera portions. The secretary may also remove a non-member observer for the *in-camera* portion and will inform non-member observers when the meeting has returned to open session.

II.3 Voting

Unless otherwise provided for, all questions that come before Council or a Standing Committee shall be decided by a majority of members present, either in person or synchronous electronic means.

In the case of a tie vote at Faculty Council, the Chair may cast a deciding vote or redirect the question for further consideration.

Members of Standing Committees who are not members of Council may address Council on matters within the jurisdiction of the committee of which they are a member and participate in the debate, but they may not vote.

Motions will be voted upon by raising of a hand vote. The Chair may also require voting by roll call or ballot (or by anonymous polling if using electronic means).

At the discretion of the Chair, a Standing Committee may be asked to consider a matter outside of a Standing Committee meeting and to determine the matter by means of an electronic vote. Such matters would, in the judgement of the Chair, be time-sensitive and delay until the next regularly scheduled meeting would have an adverse effect. Such matters would also, in the judgement of the Chair, normally require little, if any, discussion prior to voting. Matters considered in this manner shall be reported at the next regular meeting of the Standing Committee and recorded in the report of that meeting.

III. Committees of Council

III.1 Standing Committees

The Standing Committees of Council are:

- Executive Committee
- Admissions Committee (Undergraduate)
- Appeals Committee (Undergraduate)
- Curriculum Committee (Undergraduate)
- Graduate Committee
- Research Committee

All Standing Committees will consider equity and transformative inclusivity in their work.

III.2 Special Committees

From time-to-time Council may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the Executive Committee,

when one or more of the following conditions exist:

- a) An issue cannot be accommodated easily within a Standing Committee's schedule – either intense scrutiny is required in a brief time or thorough examination of complex issues is necessary over a lengthy period of time;
- b) An issue does not fall readily under an existing Standing Committee; or
- c) There is need for the participation of experts not represented on the relevant committee.

A recommendation from the Executive Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date, and the proposed date of disestablishment.

III.3 Rules and regulations

Student members of Standing Committees shall be appointed by their respective student societies.

All other representatives of the Standing Committees will be appointed by the Dean unless otherwise noted.

An objective is for the composition of Standing Committees to be socially inclusive and representative of the scholarly diversity of the Faculty.

The term of membership of all Standing Committees shall normally be one year and may be renewed with no limit on the number of renewals.

The Chairs of all Standing Committees will be appointed from the Standing Committee members by the Dean unless otherwise noted.

The membership, except for student members, of all Standing committees will be announced at the May meeting of the Faculty Council for the coming academic year.

The Chairs of all Standing Committees who are not otherwise members of Council shall become *ex officio*, voting members of Council.

With the exception of the Appeals Committee, the Dean is, *ex officio*, a member of all Standing Committees.

All Standing Committee members, including *ex officio* members, have voting privileges on the respective committee unless noted otherwise.

All Standing Committees shall report to Council on their deliberations, recommendations, and decisions.

Records of all Standing Committees shall be maintained by the Faculty Secretary.

Each Standing Committee shall meet at the call of its Chair. With the exception of the Appeals Committee, Standing Committees will meet, at minimum, four times per year.

Unless otherwise stated, one-third of the members shall constitute a quorum for Standing Committees.

III.4 Executive Committee

III.4.1. Membership

Council shall approve the membership of the Executive Committee composed of the following:

- Dean of the Faculty
- The Chair of Council (Chair)
- Vice-Chair of Council
- Vice Dean(s) of the Faculty
- Associate Dean(s) and/or Assistant Dean(s) and/or Executive Directors of the Faculty to be appointed by the Dean
- Chief Administrative Officer of the Faculty
- Registrar of the Faculty
- President of the Kinesiology and Physical Education Undergraduate Association
- President of the Kinesiology and Physical Education Graduate Society
- The Faculty Secretary (non-voting)

III.4.2. Function

To set the agenda for each Council meeting.

To ensure that adequate documentation is provided for consideration of each agenda item and to refer back to the originating administrator/governance body for further preparation any item deemed not ready for submission to Council.

To direct specific issues to Council or committees, or to recommend to Council the creation of special committees.

To consider notices of motion given to Council.

To recommend for approval by Council, the Chairs and members of all Standing Committees for the subsequent year beginning July 1st. Student members will be appointed by the respective student society in September.

During the summer months (i.e. following the last meeting of Council of one academic year and until the first meeting in the subsequent academic year), to have authority to make decisions on behalf of Council on matters of urgency which do not permit their deferral until the next regular meeting of Council. Such decisions will be reported at the first Faculty Council in the Fall.

To review and recommend for approval by Council, all proposed Constitution and By-Law changes, whether these be brought to Council or initiated by Council.

At periodic intervals of not more than five years, to establish a review of the Constitution and By-Laws and recommend to Council any changes deemed appropriate.

To monitor the functioning of Council and its Committees.

III.4.3. Procedures

The Committee shall meet in closed session.

III.5 Admissions Committee (Undergraduate)

III.5.1. Membership

Council shall approve the membership of the Admissions Committee (Undergraduate) composed of the following:

At least two members of the teaching staff

At least one administrative staff member

At least one undergraduate student representative

One alumna/us of the Faculty of Kinesiology and Physical Education or the School of Physical and Health Education appointed by the President of the Physical and Health Education Alumni Association

Ex-officio members:

Vice Dean, Programs or designate

Associate Dean, Undergraduate Education or designate

Registrar of the Faculty or designate

Director of Equity, Diversity and Inclusion or designate (non-voting)

The Faculty Secretary (non-voting)

III.5.2. Function

To assess the qualifications of applicants seeking admission to the Faculty and advise on the admission of qualified applicants to the undergraduate program on behalf of Council.

To review and recommend to Council for approval, changes to the undergraduate admissions policy.

To approve, on behalf of Council, minor changes to admission requirements. All such changes shall be reported for information to Council.

To receive on behalf of Council annual reports outlining the extent to which the goals and objectives are being met in the implementation of the admission policies and targets.

III.5.3. Procedures

The Committee shall meet in open session. Deliberations regarding individual applicants will be conducted *in camera*.

III.6 Appeals Committee (Undergraduate)

III.6.1. Membership

Council shall approve the membership of Appeals Committee (Undergraduate), composed of:

- Three members of the teaching staff

- One Kinesiology and Physical Education Undergraduate Association (KPEUA) representative or designate, appointed by the KPEUA President. KPEUA will also provide a list of alternative representatives.

None of the members shall have any prior involvement with the case(s) to be heard.

If the KPEUA representative is a party to the case(s), selection of the student representative shall be made by the KPEUA Executive, without the participation of the representative.

Ex-officio members:

- The Faculty Secretary (non-voting)

III.6.2. Function

To hear appeals on academic matters of undergraduate students of the Faculty against decisions of Council and its Standing Committee of Council. Its rulings on such appeals are binding and final, subject to an appeal to the Governing Council.

The Appeals Committee (Undergraduate) shall act in an expeditious manner. The Committee Chair shall inform the appellant(s) of the decision within five business days of the committee meeting.

To recommend to Council changes to policies and procedures with respect to petitions and appeals by undergraduate students.

To report on a summary of its decisions to the Council at least annually.

III.6.3. Procedures

The Committee shall meet *in camera*.

In hearing appeals the Committee may:

- Uphold an appeal in whole or in part;

- Reject an appeal; or

- Refer the case back to the body concerned.

Three members will constitute quorum.

III.7 Curriculum Committee (Undergraduate)

III.7.1. Membership

Council shall approve the membership of the Curriculum Committee (Undergraduate) composed of the following:

At least four members of the teaching staff

At least one undergraduate student representative

One alumna/us of the School of Physical and Health Education or the Faculty of Kinesiology and Physical Education, appointed by the President of the Physical and Health Education Alumni Association

Ex- officio members:

Vice Dean, Programs or designate

Associate Dean, Undergraduate Education

Registrar of the Faculty or designate

Director, Equity, Diversity and Inclusion or designate (non-voting)

The Faculty Secretary (non-voting)

III.7.2. Function

To review and recommend to Council for approval, changes to the undergraduate curriculum policy.

To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for the establishment and closure of undergraduate academic programs and proposals for major modifications to existing academic programs, diplomas, and certificates.

To review and approve, on behalf of Council, proposals for minor modifications to academic programs, diplomas, and certificates, including calendar changes.¹ All such approvals shall be reported for information to Council.

To review and approve, on behalf of Council, the addition, revision and deletion of courses, and approve course outlines and calendar materials. A summary of approvals shall be reported for information to Council.

III.7.3. Procedures

The Committee shall meet in open session.

¹ Proposals for creation or closure of Category 2 certificates will follow the protocol for minor modifications, as stated in the *Policy on Certificates (For Credit and Not-for-Credit)*.

III.8 Graduate Committee

III.8.1. Membership

Council shall approve the membership of the Graduate Committee composed of the following:

- At least three members of the teaching staff
- One adjunct faculty or status only member
- At least one graduate student representative

Ex- officio members:

- Vice Dean, Programs or designate
- Associate Dean, Graduate Education
- Registrar of the Faculty or designate
- Director of Equity, Diversity and Inclusion or designate (non-voting)
- Dean of the School of Graduate Studies or designate (non-voting)
- Graduate Administrative Staff member (non-voting)

III.8.2. Functions

To review and recommend for approval to Council, all matters of curriculum policy, within the appropriate policies and guidelines of the School of Graduate Studies and the University.

To assess the qualifications of applicants seeking admission and advise on the admission of applicants to the Graduate Department of Kinesiology.

To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for the establishment and closure of graduate academic programs and proposals for major modifications to existing academic programs, diplomas, and certificates.

To review and approve, on behalf of Council, proposals for minor modifications to academic programs, diplomas, and certificates.² All such approvals shall be reported for information to Council.

To review and approve, on behalf of Council, the addition, revision and deletion of courses, and approve course outlines and calendar materials. A summary of approvals shall be reported for information to Council.

III.8.3. Procedures

The Graduate Committee shall meet in open session.

² Proposals for creation or closure of Category 2 certificates will follow the protocol for minor modifications, as stated in the *Policy on Certificates (For Credit and Not-for-Credit)*.

III.9 Research Committee

III.9.1. Membership

Council shall approve the membership of the Research Committee composed of the following:

At least three members of the teaching staff

One graduate student representative

One undergraduate student representative

One member elected from and by the leaders of the Faculty's Extra-Departmental Units

Ex- officio members:

Associate Dean, Research or designate

Associate Dean, Graduate Education or designate

Chief Administrative Officer (non-voting)

Director, Equity, Diversity and Inclusion or designate (non-voting)

Research Services Officer (non-voting)

III.9.2. Functions

To advise Council, on matters relating to research in the Faculty.

In accordance with University policies, review and recommend to Council, policies and procedures regulating the conduct of research, including those regarding the conduct of research in compliance with regulatory and statutory authorities.

To promote, support and encourage the research community at the Faculty to apply for research funding by reviewing, monitoring, and recommending policies and actions to enhance the research planning, execution, and dissemination.

III.9.3. Procedures

The Committee shall meet in open session.

IV. History of Amendments

Amended and approved by Faculty Council on May 26, 2006.

Amended and approved by Faculty Council on February 27, 2012.

Amended and approved by Faculty Council on May 22, 2013.

Amended and approved by Faculty Council on November 3, 2014.

Amended and approved by Faculty Council on October 5, 2018.

Amended and approved by Faculty Council on January 24, 2025.