



## **Occupational Therapy Department Council Bylaw**

### **I. Preamble**

The Department Council of the Department of Occupational Therapy (“**Department Council**”) is established by the College Council of Rehabilitation Sciences (“**College Council**”) pursuant to powers granted to the College Council under the Faculty and School Council General Bylaw and in a manner consistent with Senate’s Policy entitled, “Departments – Organization and Structure”.

The purpose of this Bylaw is to define the governance structure of the Department Council.

### **II. Membership**

The membership of Department Council shall consist of voting members, and non-voting members. Voting members shall include:

- a) the President of the University;
- b) the Provost and Vice-President (Academic);
- c) the Dean and Vice-Provost (Health Sciences), Rady Faculty of Health Sciences;
- d) the Dean of the College;
- e) the Head of the Department (or designate);
- f) all full-time and part-time members of the academic staff of the Department;
- g) two students enrolled in the Masters of Occupational Therapy program in the Department, one from year 1 and one from year 2, elected or appointed annually from amongst the student body in the Department;
- h) One representative appointed by the College of Occupational Therapists of Manitoba;
- i) One representative appointed by the Manitoba Society of Occupational Therapists;
- j) One representative from Ongomiizwin, appointed by the Head of Ongomiizwin;
- k) One member of the support staff assigned to the Department, elected by the support staff of the Department for a two-year term.

Non-voting members shall include:

- a) all adjunct professors of the Department;
- b) all other persons who teach a course in the Department and who are not noted above;
- c) all Professors Emeriti and Senior Scholars in the Department.

III. Limitations on Participation

- a) Student and support staff members shall not participate in those parts of meetings during which matters such as student progression, examinations, fellowships, awards and academic staffing specific to particular individuals are discussed.
- b) Non-voting members shall have the right to receive notice of Department Council meetings and to participate therein, but shall not have the right to move or second motions, or to vote. Non-voting members may be appointed to have full participation rights on Committees of the Department Council.

IV. Role of Department Council

The role of the Department Council is:

- a) to advise the Head on all matters submitted to it by the Head;
- b) to recommend to the Head or, through the Head, to any appropriate officer or body in the University, such actions as it may deem desirable;
- c) to carry out such duties and responsibilities as may be assigned to it by the College Council.

V. Powers to Act

In addition to such powers as may be granted from time to time by the College Council, the Department Council shall have the power:

- a) to provide for the regulation and conduct of its meetings;
- b) to appoint such committees as it shall deem necessary and to confer on them powers to act for it.

VI. Powers to Recommend

The Department Council shall have power to make recommendations to the Head, or through the Head to appropriate persons or bodies, with respect to any matters of proper concern to the Department Council, and, notwithstanding the generality of the foregoing, may make recommendations concerning:

- a) curriculum and matters pertaining to instruction and program evaluation;
- b) conditions of admission, entrance and standing of students and all matters related thereto;
- c) the conditions on which candidates shall be received for examination and the conduct and results of examinations in the Department;
- d) the allocation of resources;



- e) long-range and short-range planning for the Department;
- f) the appointment of Professors Emeriti and Adjunct Professors;
- g) scholarships and other awards.

VII. Meetings

- a) The Department Council shall hold at least two meetings during each academic year.
- b) Meetings of the Department Council shall be called by the Head, or upon written request to the Head by three voting members of the Department Council.
- c) Fourteen days' notice shall be provided for regular meetings of Department Council, and seven days' notice shall be provided for special meetings of Department Council. Notice may be given in writing, by telephone or by e-mail.
- d) The agenda for regular meetings shall be circulated at least seven days in advance of regular meetings. The agenda for special meetings shall be circulated with the notice.
- e) The quorum necessary for any transaction of business shall be one-third of the number of voting members not including the President, the Provost and Vice-President (Academic), the Dean and Vice-Provost (Health Sciences), Rady Faculty of Health Sciences, and the Dean. Voting members on research/study or administrative leave shall not be counted in determining quorum. Members may attend a meeting electronically (e.g. by telephone or video conference).
- f) The Head (or designate) shall preside at meetings of the Department Council, subject only to the right of the President or the Dean to elect to preside.
- g) Each voting member shall be entitled to one vote. The presiding officer shall not vote, except to break a tie.
- h) A meeting of the Department Council by way of virtual meeting is appropriate under certain circumstances. The use of virtual/e-meetings shall be reserved for those issues needing a decision before an in-person meeting of the Department Council is scheduled. Each virtual/e-meeting agenda shall consist of a single issue. Members shall then indicate their vote, in the format requested, to the assistant to the Department Council within three (3) business days. The results of the vote shall be communicated by the Department Head as soon as possible after all the votes are received.
- i) Minutes of all Department Council meetings shall be kept and distributed to all Department Council members as soon as possible after each meeting.
- j) Meetings of Department Council shall be open to non-members, subject only to space limitations and to the right of the Department Council to move into closed session to deal with confidential matters.

VIII. Committees

- a) Pursuant to subsection V(b) of these Bylaws, the membership and terms of reference of committees of the Department Council shall be determined by the Department Council.
- b) The terms of reference of all committees of Department Council shall be made available to members of the Department Council.
- c) The Head (or designate) shall be a voting member, *ex-officio* of all departmental Committees.

IX. Rules

- a) Standing rules may be adopted or amended by a majority vote of a regularly called meeting of Department Council, provided such rules or amendments have been circulated with the agenda of the meeting.
- b) Unless otherwise provided for, the conduct of meetings of the Department Council shall be according to the latest edition of *Robert's Rules of Order*.

X. Amendment

The amendment of this Bylaw shall be effected either:

- a) by a motion passed by a two-thirds majority vote of the voting members of the Department Council present and voting at a duly called and constituted meeting, and the subsequent approval by a majority vote of the voting members present and voting at a duly called and constituted meeting of the College Council; or
- b) in the absence of a resolution from the Department Council, by a two-thirds majority vote of those present and voting at a duly called and constituted meeting of the College Council.

In the case of either (a) or (b) above, any amendments to this Bylaw must be reviewed by the Senate Committee on Rules and Procedures prior to a vote by College Council.

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Approved by Department Council on N/A

Reviewed by the Senate Committee on Rules and Procedures on January 8, 2020

Approved by College Council on October 15, 2019