

**School of Computer Science  
Council By-laws and Membership  
September 27, 2016**

**Membership and Speaking Privileges**

The membership of the School Council shall consist of all faculty and non-academic staff members in the School of Computer Science, an undergraduate student representative and a graduate student representative.

All members of the School Council will have speaking privileges at all meetings.

Guests may attend most (see “Closed Meetings” below) School Council meetings but a motion must be passed to grant them speaking privileges at the meeting.

**Closed Meetings**

In special circumstances (as necessitated by the confidentiality of agenda items), a motion may be made to move to a closed session. Such a motion may restrict the attendance and/or speaking privileges of non-voting members (see below) of the School Council.

**Quorum**

No motion (other than to adjourn the meeting) may be made unless quorum has been established.

Quorum is defined as at least  $\frac{1}{2}$  (50% or more) of all the regular faculty in the School who are not on leave (not on sabbatical, not on parental leave, etc.) during the time of the meeting.

**Voting Members of the Committee**

The voting members of the committee will be the contractually limited and regular faculty members of the school (adjunct and retired/emeritus faculty are not voting members).

Faculty members on paid leave are permitted to vote (but will not be counted in Quorum calculations). The chair of the meeting (the Director of the School or a deputy) only votes to break a tie.

## **Voting**

Motions are passed by simple majority rule (i.e., more *yeas* than *nays*) with two exceptions:

(1) If a motion has been defeated, it may not be made again unless a 2/3 simple majority (i.e., at least twice as many *yeas* as *nays*) approves a motion to re-open discussion on the matter.

(2) Changes to the bylaws and membership of the School Council will require a 2/3 absolute majority (i.e., at least two thirds of the voting members vote *yea*).

Proxy voting and online voting must be preapproved.