

Innis College Council

Members' Handbook, Fall/Winter 2024-25



Innis College

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ICC gives you an equal voice

Innis College Council (ICC) is the overarching governing body at Innis College. For over 50 years it has been the first and only U of T governing body with parity representation among students and staff.

What is governance?

Simply put, governance means oversight and advising. ICC is responsible for overseeing the entirety of college activities, decisions, and plans, ensuring they are consistent with the College’s values and goals and responsive to the needs of the Innis community. This accountability comes in the form of reports presented by every department and student group at ICC meetings. Council also advises college administrators. This can be formal, voted-upon recommendations for action, such as deciding leadership award recipients or spending student services funding. Or it can take the form of consensus formed during council deliberations. It is the only setting at Innis College, where the principal, student society president, registrar, dean, and CAO — to name a few — can listen to the voice of the community, via elected representatives.



Membership

Council is composed of 20 students and 20 non-students. Several student positions are ex officio (i.e., determined by their leadership roles with the ICSS and IRC); 13 are elected during the September By-Election.

The 2024-25 membership includes: (students) TBD; and (non-students) TBD.

Senior college administrators play an advisory role on ICC as non-voting assessors. This includes the associate director – advancement, CAO, dean of students, librarian, registrar, and vice principal. Other members of the college community are appointed to various boards and committees, where relevant (see individual board descriptions).

Boards and committees

ICC is made up of four primary standing committees, known as boards. These are Academic Affairs, College Affairs, Community Affairs, and Student Affairs.

Boards, in turn, establish smaller committees that address more specific issues. “Standing” committees meet year after year, whereas “special” committees are convened for specific purposes and dissolve when matters are resolved. For example, Student Services Committee (SSC) is a standing committee that meets twice each year to review proposals for spending annual Student Services Fee revenues. Art Committee is a special committee that will meet to facilitate and adjudicate annual Innis Student Art Exhibitions, while project funding lasts.

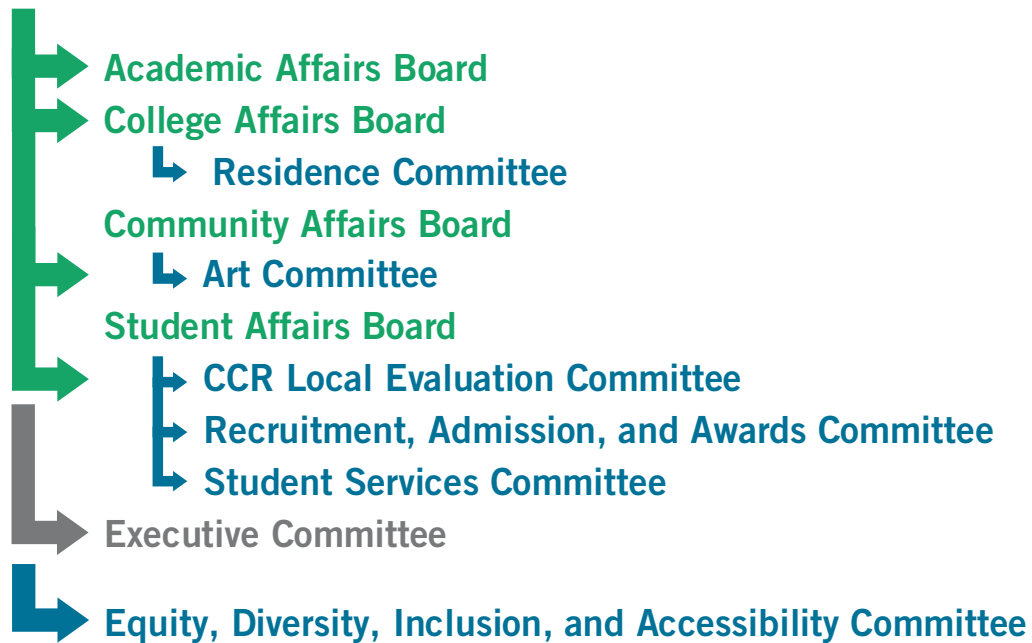
A fifth standing committee, the Executive Committee, is composed of the four board moderators, plus the principal, student society president, and council secretary and speakers. It meets prior to each general council meeting to set the agenda.

In 2021/22, ICC struck the Equity, Diversity, Inclusion, and Accessibility (EDIA) Committee — a special committee that uniquely reports directly to ICC because of its all-encompassing scope. The EDIA Committee emerged in response to [a fall 2020 report](#) of the Working Group on the Black Student Experience at Innis College.

Board and committee structure

Below you can see which committees presently fall under which boards. Inversely, this diagram shows which board each committee reports up to. All boards, in turn, report to ICC. For example, highlights from the January Residence Committee meeting are reported to the College Affairs Board at its typical March meeting, highlights of which are reported to ICC at its April meeting.

Innis College Council



Academic Affairs Board (AAB)

This board meets to discuss the operations and effectiveness of Innis College's academic programs (i.e., Cinema Studies Institute, FYF@Innis Seminars, Innis One Program, Urban Studies Program, Writing & Rhetoric Program), Innis College Library, and Innis Writing Centre. For example, AAB usually meets in mid-October to review and approve curriculum change proposals (e.g., new courses). Find the full AAB description on pages 4 and 5 of [the ICC Constitution & Bylaws](#).

College Affairs Board

This board meets to discuss the operations and effectiveness of Innis College services and facilities and services — 2 Sussex Avenue and 111 St. George Street. For example, the board discusses space use, building refurbishments, IT and audio-visual updates, and ancillary services; and it forms the Residence Committee. Find full board and Residence Committee descriptions on pages 7 and 8 of [the ICC Constitution & Bylaws](#).

Community Affairs Board (CAB)

This board meets to discuss the College's fundraising efforts and engagement (e.g., events, volunteer opportunities) with alumni, friends, and external organizations, including Later Life Learning and the Harold Innis Foundation. This board also forms the Art Committee. Find the full CAB description on pages 8 and 9 of [the ICC Constitution & Bylaws](#).

Student Affairs Board (SAB)

This board meets to discuss the operations and effectiveness of the College's non-academic services to students, including the Offices of the Registrars and Student Life. The board also oversees engagement between college administration and student organizations, including ICSS and IRC. SAB forms the Recruitment, Admissions, and Awards Committee (RAAC) that, among several functions, oversees leadership award adjudication; and the Student Services Committee (SSC) that oversees allocation of Student Services Fee revenues. Find full SAB, RAAC, and SSC descriptions on pages 5 and 6 of [the ICC Constitution & Bylaws](#).

The commitment

ICC meets four times per academic year — typically in October, December, February, and April. Each boards meets two or three times (i.e., between ICC meetings).

Each member is expected to participate on at least one (but ideally more) of the four boards. To participate in a given committee, you should also be a member of its overarching board (e.g., RAAC members must be Student Affairs Board members too). All members are invited to sign up for boards and committees, by the secretary, at the beginning of the governance cycle.

At a meeting

ICC meetings follow a standard agenda and rules of order — loosely based upon [Bourinot's Rules of Order](#) (available to borrow at the Innis College Library service desk). Common agenda items include approval of previous meeting minutes, business arising from those minutes, reports from relevant administrators and student groups, and adjournment.

Meetings will take place in the Innis Events Room (111 St. George St, ground level) or Room 310E (2 Sussex Avenue, third floor, east wing). In-person attendance is strongly encouraged, though a virtual option (MS Teams) will be made available to those who need it.

The first time that council and each board and committee meet, the agenda opens with self-introductions and the election of a moderator and secretary. The moderator guides members through the agenda, facilitating votes and calling for reports as needed.

Voting is conducted by a simple show of hands (in favour/opposed/abstained) or by typing in the meeting chat. Decisions are determined by simple majority.

Beyond self-introductions and voting, a typical member's involvement can be as active or passive as they wish. Active engagement (e.g., asking clarifying questions) in discussions is highly encouraged. In fact, it is fundamental to our parity governance.

While governance is an essential function at Innis College, we strive for a community atmosphere – one in which all members feel comfortable listening and being heard.