

## **Proposed Revisions to Senate By-laws**

### **Article VII (9)(b)**

an Academic Colleague, who shall be an *ex officio* member of the Senate, elected by **the Senate** among the full-time faculty on the recommendation of the Nominations Committee to represent the Senate at the Council of Ontario Universities (COU). The Senate shall also elect an alternate to the Academic Colleague. In the event that the Academic Colleague is unable to attend a meeting of the COU and is represented by the alternate, it is the alternate who, when the subsequent COU report is presented to the Senate, fills the *ex officio* seat, and has the accompanying right to vote. If the Academic Colleague attends a Senate meeting where the Alternate is representing the *ex officio* seat, the Academic Colleague is attending as a guest and has no voting rights. [See also the University Policy, *Terms of Academic Colleague and Alternate*.]

### **Article XIV (59)**

59. Terms of newly appointed members on all Senate committees and boards shall begin on July 1 unless otherwise stated in the Senate motion appointing the member. Members of committees shall hold membership only so long as they retain the status under which their membership was approved by the Senate. **Each Senate standing committee should elect its chair prior to July 1<sup>st</sup>.**

## **Appendix A – Faculty Senators and COU Academic Colleague Eligibility Requirements and Procedure for Senate Elections**

### **Faculty Senators**

**Eligible for Nomination:** Any Professor, Associate Professor, Assistant Professor or Lecturer who has been a member of the teaching staff of Lakehead University for at least 24 months and who is not a continuing member of Senate.

**Eligible to Nominate and Vote:** All Professors, Associate Professors, Assistant Professors and Lecturers who have been members of the teaching staff of Lakehead University for at least 12 months and who are not at present members of Senate **are eligible to nominate and to vote.** ~~Elections shall be eligible to vote.~~

**Vacancy Announcement:** When a vacancy opens, the Secretary of Senate shall, by a Communication Bulletin announcement, solicit for interest to serve. Notice of the available position, eligibility requirements for nominees, and eligibility requirements for nominators will be given in the notice. Additional applicable criteria related to these appointments are contained in the Senate By-laws.

**Determination of Eligible Nominees:** The University Secretary will ensure nominees and nominators meet the criteria contained in the Senate By-laws.

**Acclaimed:** If only one eligible nominee for a vacancy is received, that nominee will be acclaimed.

**Ballots/Voting:** If the number of eligible nominees received is greater than the number of existing vacancies, an election will be held.

Paper ballots will be created by the University Secretariat and distributed through inter-office mail to those eligible to vote. The final date for submission will be indicated on the ballot.

Eligible voters are required to place their ballot in the ballot box located in the University Secretariat **or to return the ballot using a @lakeheadu.ca email address.**

Following the deadline to vote, the University Secretariat Office will record the number of ballots cast and the ballots cast for each nominee.

**Notification to Nominees:** All of the individuals acclaimed or named on the ballot will be notified of the election results by email within 10 days of the end of the election period.

**Notification to the Senate:** The results of the election will announced at the next Senate meeting under Items of Information.

**Vacancies during the Individual's Term:** ~~Faculty Senator~~ In situations where the **Faculty Senator** individual elected to the position is unable to complete the full term of the position (for instance leaves of absence, sabbatical, etc.) **or if that person accepts another continuing position on Senate**, the individual with next highest of votes will be contacted to finish the remainder of the term. If the position remains vacant or if there are no remaining individuals interested in letting their name stand, a call for Interest to Serve will be given following this procedure.

### **COU Academic Colleague**

**Eligible for Nomination:** Any Professor, Associate Professor, Assistant Professor or Lecturer who has been a member of the teaching staff of Lakehead University for at least 24 months **and are eligible to serve on Senate**. and who is not a continuing member of Senate.

**Eligible to Nominate and Vote:** ~~All Senators are eligible to nominate and to vote. All Professors, Associate Professors, Assistant Professors and Lecturers who have been members of the teaching staff of Lakehead University for at least 12 months and who are not at present members of Senate. Elections shall be eligible to vote.~~

**Vacancy Announcement:** When a vacancy opens, the Secretary of Senate shall, by a Communication Bulletin announcement, solicit for interest to serve. Notice of the

available position, eligibility requirements for nominees, and eligibility requirements for nominators will be given in the notice. Additional applicable criteria related to these appointments are contained in the Senate By-laws.

**Determination of Eligible Nominees:** The University Secretary will ensure nominees and nominators meet the criteria contained in the Senate By-laws.

**Acclaimed:** If only one eligible nominee for a vacancy is received, that nominee will be acclaimed.

**Ballots/Voting:** If the number of eligible nominees received is greater than the number of existing vacancies, an election will be held.

Paper ballots will be created by the University Secretariat and distributed through inter-office mail to those eligible to vote. The final date for submission will be indicated on the ballot.

Eligible voters are required to place their ballot in the ballot box located in the University Secretariat **or to return the ballot using a @lakeheadu.ca email address.**

Following the deadline to vote, the University Secretariat Office will record the number of ballots cast and the ballots cast for each nominee.

**Notification to Nominees:** All of the individuals acclaimed or named on the ballot will be notified of the election results by email within 10 days of the end of the election period.

**Notification to the Senate:** The results of the election will announced at the next Senate meeting under Items of Information.

**Vacancies during the Individual's Term:** ~~COU Academic Colleague~~ In situations where the individual elected to the position is unable to complete the full term of the position (for instance leaves of absence, sabbatical, etc.), the Alternate will fill the COU Academic Colleague position and a call for Interest to Serve will be given following this procedure.