

# Senate By-Laws

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## ARTICLE I - DEFINITIONS

1. Unless otherwise provided herein, words defined in The Lakehead University Act, 1965, have the same meaning in these By-laws as in the Act.
2. In these By-laws, unless the context otherwise requires,
  - a. Act means The Lakehead University Act, 1965. In the event of a conflict between any provision of the Act and the provisions of the By-laws of the Senate of Lakehead University, the provisions of the Act prevail.
  - b. By-laws means the By-laws of the Senate of Lakehead University.
  - c. University means Lakehead University.
  - d. Senate means the Senate of Lakehead University.
  - e. Member means a member of the Senate.
  - f. Committee means standing committee of the Senate.
  - g. Chair means the President or, in the absence of the President, the Vice-Chair of the Senate or such officer of the University as is authorized to act in conformity with these By-laws.
  - h. President means the President of Lakehead University.
  - i. Vice-Chair means the ~~Provost & Vice-President (Academic) & Provost~~.
  - j. Vice-President (Academic) means the ~~Provost & Vice-President (Academic) & Provost~~ of Lakehead University.
  - k. Secretary means the Secretary of the Senate.
  - l. Official Observer means a person from the University community or the community-at-large as approved by the Chair of the Senate to attend Senate meetings or Senate committee meetings, but the individual may not ~~to~~ vote nor ~~to~~ participate except at the invitation of the Chair. An Official Observer may ~~and to~~ receive notice of the minutes thereof with all attached documentation.
  - m. Board means the Board of Governors of Lakehead University.
  - n. ~~Aboriginal Management Council~~ Ogimaawin-Aboriginal Governance Council or O-AGC means the ~~Aboriginal Management Council~~ Ogimaawin-Aboriginal Governance Council of Lakehead University.
  - o. Session means an academic year of the University, being from July 1 of one year to June 30 of the next year.
  - p. In camera means a meeting, or that part of a meeting, of the Senate or of a committee at which only members and specifically approved observers and/or guests of the Senate or of the committee may be present.
  - q. Ex officio means by virtue of one's office. Unless specifically defined as non-voting in these By-laws, and/or in Schedule A attached hereto, ex officio members of the Senate and of Senate committees shall have all the privileges of other members including the right to vote.
  - r. Full-time Student means a student registered at Lakehead University and defined as full-time by the Office of the Registrar.

## ARTICLE II - INTERPRETATION

3. In these By-laws, where the context so requires or permits, the singular shall include the plural and the plural the singular.

## ARTICLE III - PROCEDURAL AUTHORITY

4. The Chair shall conduct the proceedings of the meetings of the Senate in conformity with these By-laws and the rules of procedure enacted by the Senate. ~~and, In all cases not provided for, the most recent edition of Robert's Rules of Order (10th Edition, 2000)~~ shall be observed in conducting the business of the Senate.

## **ARTICLE IV - POWERS OF THE SENATE**

5. The Senate is responsible for the educational policy of the University, and, with the approval of the Board in so far as the expenditure of funds and the establishment of facilities are concerned, may create such Faculties, departments, schools or institutes or establish such chairs as it may determine, may enact by-laws and regulations for the conduct of its affairs, and, without limiting the generality of the foregoing, has power,

- a. to control, regulate and determine the educational policy of the University;
- b. to determine the courses of study and standards of admissions to the University and continued membership therein, and the qualifications for degrees and diplomas;
- c. to conduct examinations and appoint examiners;
- d. to deal with all matters arising in connection with the awarding of fellowships, scholarships, bursaries, medals, prizes and other awards;
- e. to confer the degrees of Bachelor, Master and Doctor, and all other degrees and diplomas in all branches of learning that may appropriately be conferred by a university;
- f. to confer honorary degrees in any department of learning;
- g. to create Faculty councils or committees and committees generally to exercise its powers. Lakehead University Act 1965, c.54, s.14.

## **ARTICLE V - POWERS OF THE SENATE EXECUTIVE COMMITTEE**

6. The Senate Executive Committee may, ~~during June, July and August and at such other times as it is impractical or impossible to convene a meeting of the Senate,~~ act on behalf of Senate when quorum of Senate cannot be obtained, to deal with any matter that is within the responsibility of the Senate and, without restricting the generality of the foregoing, it shall:

- a. approve the proposed agenda for all regular meetings of the Senate;
- b. hear reports of the committees other than for transmission to the Senate;
- c. refer matters, when expediency so requires, to other committees of the Senate;
- d. act as a nominating committee to recommend to the Senate persons for appointment to the Nominations Committee of the Senate; and,
- e. exercise such of the powers of the Senate as the Senate may by resolution provide.

7. The Chair of the Senate shall determine when it is necessary for the Senate Executive Committee to act on behalf of the Senate. Once this has been decided, members of the Senate Executive Committee shall be given a minimum of forty-eight (48) hours notice of the meeting. Notice shall be by telephone, e-mail or, if time permits, inter-office mail and shall include the rationale and the agenda for the meeting.

## ARTICLE VI - COMPOSITION OF THE SENATE

8. The Senate shall be composed of:

- a. the President; the Provost & Vice-President (Academic) & Provost; the Vice-President (Research & Economic Development, and Innovation); the University Librarian; the University Registrar; and the Secretary of Senate (non-voting);
- b. the Deans of all Faculties and the Orillia Campus Dean & Vice-Provost of the Orillia Campus, the Dean of the Northern Ontario School of Medicine, and Senior Associate Dean (west) of the Northern Ontario School of Medicine;
- c. the Vice-Provost (Student Affairs) and the Vice-Provost (Aboriginal Initiatives);
- d. the heads or chairs of teaching departments and schools;
- e. the chairs of Senate standing committees;
- f. such other members of the teaching staff elected or appointed in such manner as the Senate may determine;
- g. nine full-time students;
- h. ~~three~~ one members of the Board of Governors;
- i. one member of the Aboriginal Management Council (AMC) Ogimaawin-Aboriginal Governance Council (O-AGC).
- ~~j. Senior Associate Dean (West) of the Northern Ontario School of Medicine.~~

## ARTICLE VII - ELIGIBILITY FOR AND ELECTION TO THE SENATE

9. Pursuant to Article VI (8.f) ~~the Senate shall elect:~~

- a. Nine full-time faculty members ~~as members of the Senate~~ shall be elected by full-time faculty, each for three years, with terms to be staggered so as to allow a turnover of three each year. (See Appendix A) ~~Elections shall be conducted by the Secretary, according to the procedure and eligibility outlined in the University Policy Election of Faculty Members to Senate;~~
- b. ~~(a)~~ The Academic Colleague to the COU will be elected by full-time faculty for a three year term, serving a maximum of two consecutive terms. ~~(b)~~ If the Academic Colleague is elected to the COU Executive, he/she may be granted an additional 3 year appointment upon approval of Senate. ~~(c) The COU Academic Colleague Alternate will be elected for a three year term, serving a maximum of two consecutive terms.~~ ~~(d)~~ Terms of Office for Academic Colleague and Alternate begin July 1st and end June 30th. It is expected that both the Academic Colleague and Alternate work together as a team to ensure effective representation for Lakehead University at all COU meetings. (See Appendix B)

10. Nine full-time students of the University shall be eligible for election to the Senate on the recommendation of the Lakehead University Student Union (LUSU) from among students at the Thunder Bay and Orillia Campuses. At least one of these students shall be from the Orillia Campus. A student member of the Senate who is declared ineligible to continue at the University shall relinquish his or her seat, and shall be replaced following the process by which he or she was originally elected.

## ARTICLE VIII - APPOINTMENTS TO THE SENATE

11. ~~Three~~ One members of the Board of Governors shall be appointed by the Board to the Senate

for ~~staggered terms of three years each. Each of these members shall~~ a three year term. The member shall be eligible for re-appointment once so as to serve no more than six consecutive years on the Senate.

12. One member of the ~~Aboriginal Management Council (AMC) Ogimaawin-Aboriginal Governance Council shall be appointed by~~ elected by and from the ~~AMC O-AGC~~ to the Senate, for a term not to exceed three years. The member shall be eligible for re-appointment once so as to serve no more than six consecutive years on the Senate.

## **ARTICLE IX - DUTIES AND RESPONSIBILITIES OF THE OFFICERS OF THE SENATE**

13. The Chair is responsible for providing leadership to the Senate in the pursuit of its mandate. Without limiting the generality of the foregoing, the Chair presides at all meetings of the Senate, acts as the official spokesperson for the Senate, chairs the Senate Executive Committee, and ensures that the Senate and its committees operate in conformity with the By-laws, policies and procedures enacted by the Senate.

14. The Vice-Chair assists the Chair in giving leadership to the Senate and serves as the Vice-Chair of the Senate Executive Committee. In the absence of the Chair, the Vice-Chair may exercise any and all powers and authorities of the Chair.

15. The Secretary is appointed by the President to carry out the functions and responsibilities of ~~a~~ the Secretary of the Senate, including:

- a. to record, without note or comment, all resolutions, decisions and other proceedings of the Senate;
- b. to provide advice on the proper interpretation and application of the By-laws, policies, rules of procedure and academic regulations of the Senate;
- c. to keep the originals or copies of all by-laws and the originals of all minutes of the proceedings of the Senate; and,
- d. to retain and preserve the records of the Senate and its standing committees in a secure and accessible manner.

In the case of absence or illness of the Secretary, an Acting Secretary shall perform the duties and have the responsibilities of Secretary pro tempore.

16. The Secretary is an ex-officio, non-voting member of ~~Senate~~ and shall act as Secretary to the Senate Executive Committee and to those standing committees in which the Terms of Reference so require. The Secretary is responsible for advising the committee chairs on policy and rules of procedure.

## **ARTICLE X – ROLES AND RESPONSIBILITIES OF SENATORS**

17. A Senator shall conduct himself/herself in an ethical and professional manner and shall make decisions in the best interests of the University.

A Senator shall have the duty to:

- a. act in good faith in the best interests of the University and respect the principles of collegiality and fairness;
- b. become and stay informed as to the guidelines, policies and affairs of the University;
- c. ensure that information designated as confidential is held in confidence and disclosed only when appropriate;
- d. act carefully and deliberately, trying to foresee the probably consequences of each proposed course of action;
- e. attend and be prepared for meetings and provide advance notice to the Secretary if he/she is unable to attend the meeting.

## ARTICLE XI - VACANCIES ON THE SENATE

18. Membership on the Senate is vacated when:

- a. the member's term expires;
- b. the member resigns; or
- c. the Senate declares such membership in the Senate vacant. This may occur when the member has ceased to be eligible for appointment or election to the Senate or when the member has become incapable of acting as a member.

Persons elected or appointed to fill a vacancy as the result of (b) or (c) shall hold membership only for the remainder of the vacated term. Such partial term shall have no effect on limiting subsequent elected or appointed terms.

19. Whenever a vacancy in the Senate occurs, unless otherwise determined by the Senate, it shall be filled according to the following procedures in accordance with the procedures contained in Appendix A and the following:

- a. vacancies in ex officio seats, Article VI (8.a to 8.d inclusive), shall be filled in the manner determined by University procedures for appointments to the positions represented by these ex officio seats;
- b. vacancies in chairs of standing committees, Article VI (8.e), shall be filled according to the procedures in the standing committees' terms of reference outlining the manner in which each committee chair is determined;
- c. vacancies in elected faculty seats, Article VI (8.f), shall be filled in the same manner by which the seat was originally filled, respectful in the case of a mid-term vacancy of the succession procedures outlined in the relevant policy and respecting the extended eligibility of those completing partial terms (Article XI (18));
- d. vacancies in elected student seats, Article VI (8.g), shall be filled, as approved by Senate, following the recommendation of the appropriate branch of LUSU;
- e. vacancies in appointed seats, Article VI (8.h and 8.i) shall be filled on the recommendation of the body that made the original appointment.

## ARTICLE XII - ELECTION OF FACULTY SENATORS TO THE BOARD OF GOVERNORS

20. ~~Three~~ One faculty Senators shall be elected to serve on the Board of Governors, each for a three years, term renewable for no more than one additional three-year term. ~~to represent the Senate on the Board of Governors, with terms to be staggered so as to allow a turnover of one member each year.~~ Eligibility requirements and the procedure for electing a faculty Senator to serve on the Board of Governors is provided in Appendix B.

- a. ~~Elections shall be conducted by the Secretary, according to the procedure and eligibility clauses outlined in the University Policy Election of Faculty Senators to the Board of Governors.~~ b) In the event that the Senate term of a faculty Senator elected to the Board of Governors expires prior to the conclusion of his or her term on the Board of Governors, the individual shall remain a member of the Senate only until the upcoming Annual Meeting of the Board of Governors.
- b. Where the individual's employment with the University ceases, the Secretary of Senate shall solicit the wishes of the Board of Governors regarding the individual's continued appointment, and the individual's willingness to continue the appointment, until the Board's next Annual Meeting. If both are supportive of a continued arrangement, Senate shall be given the opportunity to make the final decision on whether its representative appointment should continue to the Board's next Annual Meeting. In no circumstances shall the appointment continue beyond the Annual Meeting of the Board immediately following the individual's cessation of employment.
- c. In the event that a faculty Senator elected to the Board of Governors retires from the University, he or she may be invited, by the Senate and with the agreement of the Board, to continue his or her term on the Board of Governors until the upcoming Annual Meeting of the Board of Governors and shall remain a member of the Senate until that time.
- d. In the event that the faculty Senator elected to the Board of Governors accepts a sabbatical or any kind of leave-of-absence from the University, the position shall be declared vacant and the individual shall be replaced on the Board for the remainder of the appointed term.

## ARTICLE XIII - MEETINGS OF THE SENATE

### Place of Meetings

21. All meetings of the Senate normally will take place in the Senate Chambers, University Centre, unless the Chair of the Senate determines that it is impractical or impossible to do so and directs that the meeting be held elsewhere. Participation by electronic means (telephone or telepresence) is permitted.

### Frequency and Change or Cancellation of Meetings

22. The Senate shall meet a minimum of eight times a year. Normally, the meetings shall be scheduled on Mondays to begin at 4:00 p.m., except during April and May when the meetings will be scheduled to begin at 2:30 p.m. The May meeting shall be scheduled to accommodate the requirements of the approval process for ~~May~~ graduands.

23. From time to time, the Senate Executive Committee or the Chair of the Senate may set an alternate time and day for a meeting of the Senate. In such cases, members normally shall be given a minimum of seven days notice of the change.

24. The Senate Executive Committee, on the recommendation of the Chair, may resolve to cancel a meeting of the Senate if circumstances so warrant.

### **Open Meetings**

25. All meetings of the Senate shall be open to observers, guests and the public except where the Senate has resolved by a majority vote to move in camera for the consideration of sensitive, personal or confidential business.

### **In Camera Meetings**

26. When the Senate declares a meeting or a part of a meeting in camera, reasons for so declaring will be clearly stated by the Chair prior to moving in camera. Where the Senate has resolved to move in camera, the room shall be cleared of all but members of the Senate and individuals requested by the Chair to stay for the purposes of assisting the Senate with its deliberations.

27. Only persons entitled to be present at in camera meetings may be informed of the proceedings that transpire therein. Accordingly, items of business dealt with by the Senate in camera shall appear as appendices to the record and shall be separately minuted.

28. Upon returning to the open meeting, where at all possible the action taken at the in camera meeting shall be stated by motion in a manner that does not release confidential information.

### **Special Meetings**

29. A special meeting of the Senate ~~may, and~~ shall be called by the Chair upon the written request of twenty or more ~~members~~ Senators or upon the request of the Chair with the support of 20 or more Senators and shall within two weeks of receipt of the request, be called by the Chair for the transaction of only such business as is specified in the notice of such special meeting. At least forty-eight hours notice of any such special meeting shall be given to members, either electronically or by telephone.

### **Notice of Regular Meetings**

30. Notice of regular meetings of the Senate shall be circulated by the Secretary, via inter-office mail, or electronic mail, ~~or facsimile~~ as appropriate, to all members of the Senate a minimum of seven days prior to the meeting. Notice shall consist of the agenda and draft minutes of the previous meeting. Notice of the meeting shall include the telephone number (and passcode) to access the meeting by teleconference. The agenda, draft minutes of the previous meeting, and all documentation supporting the agenda will be posted to the Senate website by the seventh day prior to the meeting.

31. The proceedings of a meeting, whether regular or special, will not be invalidated because of the accidental omission to give notice of that meeting to any member, or because of any accidental irregularity in connection with the giving of such notice.

### **Requirement to Provide Documentation for Meetings**

32. Senators requesting that business be considered by the Senate shall provide to the Secretary notice of, and documentation supporting, that business in a time frame that is respectful of the Secretary's need to have relevant documentation posted electronically on the seventh day prior to the meeting. Where documentation supporting an item of agenda business is not provided to the



Secretary for posting to the website within that time frame, such business may, at the discretion of the Secretary and with the agreement of the Chair, be removed from the agenda.

## Agenda

33. The proposed agenda for the Senate is prepared by the Secretary in consultation with the Chair, and is approved by the Senate Executive Committee. The Chair may approve additions to the agenda following its approval by the Senate Executive up to seven days prior to the meeting at which time the agenda is circulated to members and posted to the website. Proposals for additions and/or changes to the agenda following its posting to the website are decided by a simple majority vote during the approval of the agenda at the commencement of the meeting.

## Quorum

34. Quorum of the Senate shall be one-third of the voting members of the Senate to the nearest whole number, such members to be present in person or, where necessary, by teleconference. If quorum is not achieved within a reasonable lapse of time from the scheduled commencement of the meeting, the Chair may rule that the Senate is adjourned.

## Order of Business

35. The following order of business shall be observed at all regular meetings. No variation from this order shall occur except by resolution under Article XIII (33) or by the vote of two-thirds (2/3) of the members present, which vote shall be taken without debate, subject however to the provision of Article XIII (36):

- i. approval of the agenda;
- ii. approval of the minutes, except minutes of the in camera portions of meetings;
- iii. receipt, for information, of the minutes of any meetings at which the Senate Executive acted on behalf of Senate;
- iv. business arising out of the approved and received minutes;
- v. reports of standing committees, academic administrators, and Senators, that require action by the Senate;
- vi. reports of standing committees, administrators, and Senators that require no action by the Senate;
- vii. reports for discussion on the floor of the Senate, e.g. report of the Academic Colleague to COU;
- viii. report of the President;
- ix. report of the Provost & Vice-President (Academic);
- x. other information reports to the Senate, e.g. report by the Secretary, report of the Northern Ontario School of Medicine, report of the faculty Senator representative to the Board of Governors, report of the O-AGC;
- xi. business to be dealt with in camera.

36. The Senate may decide by a simple majority of the members present at any time and at any meeting to move in camera, such vote to be taken without debate.

## Voting at Senate Meetings

37. Only members of the Senate may vote and each voting member shall have one vote. The Chair may exercise his or her vote only:

- a. in the case of a tie to break the tie, or

b. to create a tie, in which case the motion shall be defeated.

38. All members shall vote in accordance with their individual assessment of the merits of each question before the Senate, based on what is in the best interests of the University, and not as delegates of the constituencies by which they have been elected or from which they have been appointed.

39. Normally, voting shall be in person by show of hands, or by voice by a member participating by teleconference.

40. Absentee voting shall not be permitted except in the rare instance where there is need for a matter to be decided by the submission from members of an electronic, paper or facsimile ballot on a resolution that has been put before the membership in the absence of a meeting and without debate or discussion.

41. Proxy voting is not permitted.

42. The names of those voting for or against are not recorded in the minutes.

#### **Motion to Reconsider**

43. A matter previously decided by the Senate may be reconsidered within the same session upon a simple majority vote, provided the motion to reconsider is made by the mover or the seconder of the motion to be reconsidered, or at the first meeting of the next session upon a vote of two-thirds (2/3) of the members present.

#### **Withdrawal of Motions**

44. By general custom, a motion, either a substantive motion or an amendment, may be withdrawn by consent of the mover and seconder, but if either objects the motion must be put to a vote.

#### **Friendly Amendment**

45. The Chair may allow a minor change to a motion without formal amendment, provided that the mover and seconder agree to the change and that there is no objection from other members.

#### **Record of Proceedings**

46. A record of the proceedings of all meetings of the Senate shall be prepared as draft minutes by the Secretary. Upon approval of the minutes at the Senate meeting, the minutes will be signed by the Chair and the Secretary.

#### **Evidence of Action**

47. The action of the Senate upon any matter coming before it shall be evidenced by resolution, and the entry thereof in the minutes of the Senate shall be prima facie evidence of the action taken.

#### **Maintenance of Official Record of Meetings**

48. Official Records of the Senate are maintained by the Secretary as outlined in Article IX (15.c and 15.d).

## Audio-Visual Recording of Meetings

49. Meetings may not be recorded by any audio or visual device unless by the agreement of the Chair, who shall announce the presence of persons authorized to make such recordings. Exceptions to this shall be such equipment for official use by the Senate.

## Preserving Order

50. The Chair shall preserve order and decorum at meetings of the Senate. Any person other than a Senator who, in the opinion of the Chair, misconducts himself or herself shall withdraw from the meeting at the request of the Chair. In the event that such a person refuses to withdraw, the Chair may declare a short recess, or adjourn the Senate, and may declare that the continuation of such recessed or adjourned meeting shall be open only to members and official observers.

## ARTICLE XIV- COMMITTEES OF SENATE

### General Procedures of Senate Committees

51. Committees of the Senate are accountable to the Senate.

52. The procedure at meetings of all committees of the Senate shall be as outlined herein, and where not specifically provided reference shall be to Robert's Rules of Order (most recent edition).

53. The terms of reference, composition, and administrative organization of each of the committees of the Senate, attached as Schedule A, are as approved by the Senate and may be amended from time to time by the Senate ~~on~~ by a simple majority vote.

54. Quorum in committees of the Senate is a simple majority of filled positions, unless otherwise stated in the committee's terms of reference.

55. Voting privileges of members shall be defined as approved by the Senate in the committees' terms of reference. The chair of a committee of the Senate shall be allowed to vote on all matters. He or she may participate in discussion but may not move or second a motion. Proxy voting shall not be permitted.

56. Seven (7) days notice shall be given for all committee meetings except that a meeting may be held at any time without due notice if all members of the committee are able to be present and/or consent thereto. The Chair and/or Secretary of each Senate standing Committee shall to the extent possible distribute to all committee members a meeting schedule for the year.

57. Meetings of committees of the Senate are open only to members of the committee and ~~observers approved or~~ guests invited by the chair of the committee. When a committee moves in camera, only members and individuals approved by the committee chair to remain in the meeting may do so.

58. An electronic vote is permitted when the majority of a committee supports voting on a specific item and if the Chair of the committee determines it is impossible or impractical to call a meeting.

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.

60. Pursuant to the intent of the University Policy Nominations to Standing Committees, Members of any committee of the Senate who accept a sabbatical or any kind of leave-of-absence from the University shall be replaced on their committee for the duration remainder of their appointed term on that committee. An individual returning to a committee following a sabbatical or a leave of absence, whether the return is by Senate appointment or any other means, shall not return to a previously held position on the committee, e.g. Chair, unless so re-elected by resolution of the committee upon his or her return, or unless so required by the terms of reference of the committee.

61. Members of Senate committees are expected to attend committee meetings and are to inform the committee chair of their inability to attend. A member of any committee who is absent from a scheduled committee meeting more than three (3) times per academic year will have his or her membership on the committee automatically terminated unless determined otherwise by the Chair of the committee, as set out in the University Policy Absenteeism on Standing Committees.

## Standing Committees

Senate Standing Committees:

62. The standing committee of the Senate are those whose duties are continuous as determined by the Senate and as outlined in the committee's terms of reference.

63. Membership on standing committees may include members of the Senate, faculty, appointments made by Faculties, and other members of the University community, such as staff, students and administrators.

64. Standing committees may create sub-committees to deal with tasks.

Senate Executive Committee:

65. Membership of the Senate Executive Committee is defined in the terms of reference for that Committee and consists entirely of Senate members. The general powers of the Senate Executive Committee are outlined in Article V (6).

66. Normally, the Senate Executive Committee shall meet no less than 10 days prior to each Senate meeting.

67. The annual schedule of the Senate Executive Committee meetings for the upcoming year shall be prepared by the Secretary in consultation with the Chair and the Vice-Chair, and distributed to members following the meeting at which the Senate meeting dates are approved.

## Other Standing Committees

63. The other standing committees of the Senate are those whose duties are continuous as determined by the Senate and as outlined in the committees' terms of reference.

64. Membership of other standing committees may include members of the Senate and other members of the University community.

The Faculty of Graduate Studies Council:

68. The Faculty of Graduate Studies Council, whose membership and terms of reference are as determined by the Senate, has continuous duties and is accountable to the Senate with respect to responsibilities related to referrals from the Senate.

69. The Chair of the Faculty of Graduate Studies Council is an ex officio member of the Senate.

Special or Ad Hoc Committees:

70. Special or ad hoc committees are those constituted by the Senate, ~~or the Senate Executive Committee,~~ in response to a short-term need identified by the Senate ~~or Senate Executive Committee.~~ Such special or ad hoc committees shall be ~~appointed~~ approved by the Senate or the Senate Executive Committee for specific duties of a non-recurring nature. They may include in their membership one or more persons who are not members of the University community, subject to the proviso that the Chair of the special or ad hoc committee must be a member of the University community. These committees shall be accountable to the Senate, and shall be disbanded upon their final report to the Senate.

71. Chairs of special or ad hoc committees shall not be designated as ex officio members of the Senate.

### **Recording Minutes of Committee Meetings**

72. Unless otherwise stated in a committee's terms of reference, the administrative office for each committee shall appoint an individual to be responsible for recording the proceedings of committee deliberations.

73. Normally, records of proceedings of committee meetings shall be considered as public records, except as otherwise indicated in these By-laws and in University policy.

74. At the regular meeting either of the Senate or the Senate Executive Committee next following a meeting of a standing committee, the Chair of such committee shall make a report of the proceedings of the committee.

75. Meetings of the Senate Honorary Degrees Committee, ~~and the Senate Academic Appeals Committee and the Senate Research Ethics Board~~ are normally held in camera and their records shall be managed in accordance with Article XIII (27) of these By-laws.

### **Responsibility for Archiving of Records of Proceedings in Committees**

76. Annually, following approval of the final set of minutes for the academic year, records of the committee meetings shall be forwarded to the Senate Secretariat where they shall be archived in a publicly accessible manner.

## ARTICLE XV - AMENDMENT OR REPEAL OF BY-LAWS

### Amendment or Alteration

77. Any proposal to amend, alter or repeal these By-laws or any portion thereof [except for Schedule A: Standing Committees of the Senate Terms of Reference, as provided in Article XIV (53)] shall be effective only if enacted at a meeting of the Senate at which at least two-thirds of the members are present and if due notice of such amendment, alteration or repeal shall have been given at the previous meeting of the Senate.

78. Any amendment or alteration of the By-laws, or any section thereof, under Article XIV (76) shall be effective as of the date of the approval of the resolution to amend or alter.

### Repeal of Former By-Laws

79. Any by-laws previously passed insofar as they are inconsistent with these By-laws, are repealed; but such repeal does not affect anything done under a previous bylaw, or any right acquired under a previous by-law, or revive any by-law repealed by a previous by-law.

80. APPROVED by the Lakehead University Senate, and in effect, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Chair \_\_\_\_\_ Secretary \_\_\_\_\_

## Appendix A

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

**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. 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.

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 individual elected to the position is unable to complete the full term of the position (for instance leaves of absence, sabbatical, etc.), 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** - 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.



## Appendix B

### Appendix B - Faculty Senator on the Board of Governors

**Eligible for Nomination:** Those Senators who are full-time faculty members, but who are not members of the Board of Governors, are eligible to be elected. The Board of Governors' By-Law, Article 6(b)(1), permits the equivalent of renewal to a second consecutive term.

**Eligible to Nominate and Vote:** Those Senators who are full-time faculty members, but who are not members of the Board of Governors, are eligible to vote.

**Vacancy Announcement:** When a vacancy opens, the Secretary of Senate shall, by e-mail, solicit for interest to serve all Senators who are eligible to serve on the Board of Governors. 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 more than one eligible nominee is received, 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 Office.

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.

**Notification to the Board of Governors:** The Secretary of Senate will notify the Board Chair of the recommendation from the Senate.

**Election on the Senate Floor:** The Senate may choose to elect a Faculty Senator to the Board of Governors during a Senate meeting by a show of hands or by ballot.