

# Terms of Academic Colleague and Alternate

Policy Category: Governance

Approved By: Senate

Effective Date: March 26, 1986; September 29, 2000; Revised December 7, 2011

COU Colleague and Alternate: Terms

Resolved that,

To recommend that Senate approve the following "Terms of the Academic Colleague and Alternate" Policy:

(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.

**Senate Bylaws**  
**REVISED September 15, 2014; October 26, 2015; March 20, 2017**

**Contents**

ARTICLE 1 – DEFINITIONS AND INTERPRETATION ..... 1

ARTICLE 2 - POWERS OF THE SENATE ..... 2

ARTICLE 3 - POWERS OF THE SENATE EXECUTIVE COMMITTEE ..... 2

ARTICLE 4 – COMPOSITION, TERMS AND VACANCIES ..... 3

ARTICLE 5 - DUTIES AND RESPONSIBILITIES OF THE OFFICERS OF THE SENATE ..... 4

ARTICLE 6 – ROLES AND RESPONSIBILITIES OF SENATORS ..... 5

ARTICLE 7 - FACULTY SENATOR ON THE BOARD OF GOVERNORS ..... 5

ARTICLE 8 - MEETINGS OF THE SENATE ..... 6

ARTICLE 9 – RULES OF ORDER ..... 7

ARTICLE 10- COMMITTEES OF SENATE ..... 9

ARTICLE 11 - AMENDMENT OR REPEAL OF BYLAWS ..... 11

Appendix A – Eligibility Requirements and Election Procedures for Faculty Senators, COU Academic Colleague and Alternate and Professional Librarian ..... 12

Appendix B – Eligibility Requirements and Election Procedures for the Senator on the Board of Governors ..... 14

## ARTICLE 1 – DEFINITIONS AND INTERPRETATION

1.1 Unless otherwise provided herein, words defined in the Lakehead University Act, 1965, have the same meaning in these Bylaws as in the Act.

1.2 In these Bylaws, 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 Bylaws of the Senate of Lakehead University, the provisions of the Act prevail;
- b. “Bylaws” means the Bylaws 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 Bylaws;
- h. “President” means the President of Lakehead University;
- i. “Vice-Chair” means the Provost & Vice-President (Academic) of Lakehead University;
- j. “Secretary” means the Secretary of the Senate;
- k. “Official Observer” means a person from the University community or the community-at-large who is approved by the Chair of the Senate to attend Senate meetings or Senate Committee meetings, but the individual may not participate except at the invitation of the Chair, and may not vote. An Official Observer may receive notice of the minutes thereof with all attached documentation;
- l. “Board” means the Board of Governors of Lakehead University.
- m. “Ogimaawin-Aboriginal Governance Council or O-AGC” means the Ogimaawin-Aboriginal Governance Council of Lakehead University;
- n. “Session” means an academic year of the University, being from July 1 of one year to June 30 of the next year;
- o. “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;
- p. “Ex officio” means by virtue of one's office. Unless specifically defined as non-voting in these Bylaws, and/or in a Committee's Terms of Reference, ex officio Members of the Senate and of Senate Committees shall have all the privileges of other Members, including the right to vote;
- q. “Student” means a student registered at Lakehead University and defined as a student by Enrolment Services;
- r. “Faculty Member” means the following employees of Lakehead University:
  - Members of the full-time academic staff with the rank of Lecturer, Assistant Professor, Associate Professor, and Professor, and
  - Contract Lecturers who are teaching four or more half course equivalents (HCE's) and have previously taught more than 30 HCE's.

For greater clarity this includes Chairs and Directors of academic units but does not include the President, Vice-Presidents, Deans, and other individuals holding administrative positions where more than fifty percent of their University salary is received for their administrative functions;

- s. "Significant impact" includes being absent from scheduled meetings more than three times per academic year; and,
- t. "Regular Meeting" means those meetings pursuant to Article 8, paragraph 8.2d.

1.3 Interpretation - In these Bylaws, where the context so requires or permits, the singular shall include the plural and the plural the singular.

## **ARTICLE 2 - POWERS OF THE SENATE**

2.1 The Senate is responsible for the matters set out in section 14 of the Lakehead University Act 1965, which includes 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 bylaws 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 and committees generally to exercise its powers.

## **ARTICLE 3 - POWERS OF THE SENATE EXECUTIVE COMMITTEE**

3.1 The Senate Executive Committee may 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. In addition, the Senate Executive Committee 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 powers of the Senate as the Senate may by resolution provide.

3.2 The Chair of the Senate shall determine when it is necessary for the Senate Executive Committee to act on behalf of the Senate, subject to paragraph 3.1. Once this has been decided, members of the Senate Executive Committee shall be given a minimum of forty-eight hours of notice of the meeting. Notice shall be by email or other suitable means and shall include the rationale and the agenda for the meeting. Despite the foregoing, in the case where quorum is not met for a Regular Senate meeting, the Senate Executive Committee may meet immediately following the adjournment of the Senate meeting.

## ARTICLE 4 – COMPOSITION, TERMS AND VACANCIES

### 4.1 Composition - The Senate shall be composed of:

- a. the President, who shall be the Chair;
- b. the Provost & Vice-President (Academic), who shall be the Vice-Chair;
- c. the Vice-President (Research and Innovation);
- d. the University Librarian and Vice-Provost, Teaching and Learning;
- e. the Associate Vice-Provost Enrolment and Registrar;
- f. the Principal, Orillia Campus;
- g. the Deans of all Faculties, including the Dean of the Northern Ontario School of Medicine (NOSM), and the Senior Associate Dean (west) of NOSM;
- h. the Vice-Provost (Student Affairs);
- i. the Vice-Provost (Aboriginal Initiatives);
- j. the heads or chairs of teaching departments and schools;
- k. the Secretary of Senate (non-voting), who shall be appointed by the President ;
- l. the chairs of the Senate standing Committees, including the chair of the Faculty of Graduate Studies Council;
- m. nine Faculty Members, who shall be elected by Faculty Members, each for three years, with terms to be staggered so as to allow a turnover of three each year, pursuant to Appendix A;
- n. the Academic Colleague, who shall be elected by the Senate to represent the Senate at the Council of Ontario Universities (COU) (See Appendix A);
- o. one Professional Librarian, who shall be elected by the Professional Librarians for up to a three-year term (See Appendix A);
- p. eight Students who shall be eligible for election to the Senate for up to a two-year term, on the recommendation of the Lakehead University Student Union (LUSU) from among Lakehead University Students at the Thunder Bay and Orillia campuses, with at least one Student being from each campus, and at least one of the aforementioned Students being an undergraduate Student and one being a graduate Student;
- q. either the Lakehead University Student Union Vice-President Advocacy or one additional Student;
- r. one member of the Board of Governors, who shall be recommended by the Board to the Senate for up to a three-year term;
- s. one member of the Ojimaawin-Aboriginal Governance Council (O-AGC), who shall be recommended by the O-AGC for up to a three-year term.

### 4.2 Term Expiration

- a. Senator terms begin July 1 and end June 30, unless otherwise determined.
- b. Senators listed in paragraph 4.1a through 4.1j are ex officio Members of the Senate and shall serve on the Senate for as long as they hold the listed position.
- c. Senators listed in paragraph 4.1l through 4.1s may not serve more than six consecutive years on the Senate in the same role/position, with the exception of the Academic Colleague, who may be granted up to an additional three-year term if they are elected to serve on the COU Executive. Any such Member shall again be eligible for election or appointment to the Senate two years after expiration of such maximum term.
- d. The President shall determine the length of the term of the Secretary (listed in paragraph 4.1k).

4.3 Vacancies - Membership on the Senate is vacated when:

- a. the Member's term expires;
- b. the Member resigns; or
- c. the Senate declares such membership on 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. Any such partial term shall have no effect on limiting subsequent elected or appointed terms.

4.4 Whenever a vacancy on the Senate occurs, unless otherwise determined by the Senate, it shall be filled in the same manner that appointed or elected the person whose membership is vacant.

## **ARTICLE 5 - DUTIES AND RESPONSIBILITIES OF THE OFFICERS OF THE SENATE**

5.1 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 Bylaws, policies and procedures enacted by the Senate.

5.2 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.

5.3 The Secretary shall carry out the functions and responsibilities of a Secretary, including, without limitation:

- a. to ensure the minutes of the Senate are recorded in accordance with the Bylaws, policies, and rules of procedure of the Senate;
- b. to provide advice on the proper interpretation and application of the Bylaws, policies, rules of procedure and academic regulations of the Senate;
- c. to keep the originals or copies of all Bylaws and the originals of all minutes of the proceedings of the Senate;
- d. to retain and preserve the records of the Senate and its standing Committees in a secure and accessible manner; and,
- e. to advise the Chair and all Senate Committee chairs on policy and rules of procedure.

5.4 The Secretary shall be copied on the meeting materials for all Senate Committees and despite any other provision in these Bylaws may attend any Senate Committee meetings.

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

## **ARTICLE 6 – ROLES AND RESPONSIBILITIES OF SENATORS**

6.1 Senators shall conduct themselves in an ethical and professional manner and shall make decisions in the best interests of the University. Each 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 probable consequences of each proposed course of action;
- e. attend and be prepared for meetings and provide advance notice to the Secretary if unable to attend a meeting.

## **ARTICLE 7 - FACULTY SENATOR ON THE BOARD OF GOVERNORS**

7.1 One faculty Senator shall be recommended to serve on the Board of Governors, for up to a three-year term, and may not serve more than six consecutive years. Eligibility requirements and the procedure for recommending a faculty Senator to serve on the Board of Governors are provided in Appendix B.

- a. In the event that the Senate term of a faculty Senator elected to the Board of Governors expires prior to the conclusion of the individual's 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 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, the individual may be invited, by the Senate and with the agreement of the Board, to continue their 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 a leave-of-absence from the University, that could reasonably be anticipated to materially impact their Board responsibilities, the individual shall notify the Secretariat, at which time they shall be provided the option to be replaced on the Board for the remainder of their term or for the duration of their leave, if it does not exceed their remaining term.

## **ARTICLE 8 - MEETINGS OF THE SENATE**

### **8.1 Place of Meetings**

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, such as teleconference or video conference is permitted.

### **8.2 Frequency and Change or Cancellation of Meetings**

- a. The Senate shall meet a minimum of eight times per 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 graduands.
- b. 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 five business days notice of the change.
- c. The Senate Executive Committee, on the recommendation of the Chair, may resolve to cancel a meeting of the Senate if circumstances so warrant.
- d. The Senate and Senate Executive Committee Annual schedule of Regular Meetings shall be drafted by the Secretary in consultation with the Chair and brought forward to the Senate for approval no later than the final Senate meeting each year.

### **8.3 Open Meetings**

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.

### **8.4 In Camera Meetings**

- a. 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.
- b. 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 be separately minuted.
- c. Upon returning to the open meeting, where at all possible the action taken at an in camera meeting shall be stated in a manner that does not release confidential information.

### **8.5 Special Meetings**

A special meeting of the Senate shall be called by the Chair upon the written request of twenty or more Senators or upon the request of the Chair with the support of twenty 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 other suitable means.

### **8.6 Notice of Regular Meetings**



- a. The Secretary shall ensure notice of Regular Meetings of the Senate are circulated, via email or other suitable means, to all Members of the Senate a minimum of five business days prior to the meeting. Notice shall include suitable access to the agenda and all supporting documentation.
- b. 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.

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

Senators requesting that business be considered by the Senate shall provide 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 five business days 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.

# **ARTICLE 9 – RULES OF ORDER**

## **9.1 Parliamentary Authority**

The Chair shall conduct the proceedings of the meetings of the Senate in conformity with these Bylaws and the rules of procedure enacted by the Senate. In all cases not provided for, the most recent edition of Robert's Rules of Order shall be observed in conducting the business of the Senate.

## **9.2 Agenda**

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 Committee up to five business 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.

## **9.3 Quorum**

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 other suitable means. 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.

## **9.4 Order of Business**

- a. The following order of business shall be observed at all Regular Meetings unless otherwise determined by the Senate:
  - i. approval of the agenda;
  - ii. approval of the regular minutes;
  - iii. receipt, for information, of the minutes of any meetings at which the Senate Executive Committee acted on behalf of Senate;

- iv. presentations (including awards) that require participation from guests;
  - v. any unfinished business from the prior Senate meeting;
  - vi. approval of graduands and medal recipients;
  - vii. reports of standing Committees, including any required action arising therefrom;
  - viii. any other agenda items requiring action by the Senate;
  - ix. other informational items, including reports and presentations that do not require action by the Senate or participation from guests (e.g., reports from the Academic Colleague to the COU, President, Provost & Vice-President (Academic), Secretary, NOSM, Board of Governors, O-AGC);
  - x. business to be dealt with in camera;
  - xi. other business approved by the Senate.
- b. 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.

### **9.5 Voting at Senate Meetings**

- a. Only Members of the Senate may vote and each voting member shall have one vote. The Chair may only vote:
  - o if their vote will change the result, or
  - o if the vote is taken by secret ballot.
- b. 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, recommended or appointed.
- c. Normally, voting shall be in person by show of hands, or by voice for Members participating by teleconference.
- d. Absentee and proxy voting are not permitted.
- e. Despite the foregoing, an electronic vote is permitted when the majority of the Senate supports electronically voting on a specific item and if the Chair of the Senate determines it is impossible or impractical to call a meeting.
- f. The names of those voting for or against are not recorded in the minutes.

### **9.6 Motion to Reconsider**

A motion to reconsider a decision made earlier in a meeting may be made by any Member who voted on the prevailing side or did not vote at all and requires a majority vote.

### **9.7 Motion to Rescind or Amend Something Previously Adopted**

A motion to rescind or amend something previously adopted requires a simple majority vote if previous notice is provided. If no previous notice is provided a 2/3 vote or the majority of the entire membership is required, whichever is smaller at the time of the meeting.

### **9.8 Withdrawal of Motions**

- a. A substantive motion or an amendment may be withdrawn by consent of the mover as long as it is withdrawn prior to being stated by the Chair.
- b. Once a motion has been stated by the Chair it becomes property of the assembly and may only be withdrawn if there are no objections from Senators. Upon any such objection,

Senators shall vote on the proposed withdrawal.

### **9.9 Friendly Amendment**

The Chair may allow a minor change to a motion without formal amendment, provided that there is no objection from Senators. Upon any such objection, Senators shall vote on the proposed amendment.

### **9.10 Evidence of Action**

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.

### **9.11 Audio-Visual Recording of Meetings**

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.

### **9.12 Preserving Order**

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 themselves shall withdraw from the meeting at the request of the Chair. In the event that an individual 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 10- COMMITTEES OF SENATE**

### **10.1 General Procedures of Senate Committees**

- a. The Senate has the power to create Senate standing Committees and delegate matters through the approval of the Terms of Reference and through motions. Senate standing Committees and ad-hoc committees of the Senate are accountable to the Senate.
- b. Each Committee chair shall conduct the proceedings of the Senate Committee meetings in conformity with these Bylaws and the rules of procedure enacted by the Senate. In all cases not provided for, the most recent edition of Robert's Rules of Order shall be observed in conducting the business of the Senate Committees.
- c. The terms of reference, composition, and administrative organization of each of the Committees of the Senate are as approved by the Senate and may be amended by the Senate by a simple majority vote.
- d. Membership on standing Committees may include Members of the Senate, faculty, and other members of the University community, such as staff, students and administrators.
- e. The Chair of a Committee of the Senate shall be allowed to vote on all matters and may participate in discussion but may not move or second a motion during a meeting they are Chairing.
- f. Proxy voting shall not be permitted unless specifically allowed by the committee's terms of reference.
- g. Despite the foregoing, an electronic vote is permitted when the majority of a Committee supports voting on a specific item electronically and if the Chair of the Committee determines it is impossible or impractical to call a meeting.

- h. Five business days of 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. Notice shall include suitable access to the agenda and all supporting documentation. 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.
- i. Meetings of Committees of the Senate are open only to guests invited by the Chair of the Committee and members of the Committee. When a Committee moves in camera, only individuals approved by the committee and members may remain in the meeting.
- j. Terms of newly appointed members on all Senate Committees shall begin on July 1 unless otherwise determined. 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.
- k. Members of any Committee of the Senate who accept a sabbatical or a leave-of-absence from the University that is six months or more shall notify the Secretariat, at which time they shall be provided the following options:
  - to be replaced on their Committee for the remainder of their term; or
  - to be replaced on their Committee for the duration of their leave if it does not exceed their remaining term; or
  - to remain an active Committee member during their leave so long as the type of leave permits them to do so.

Members of any Committee of the Senate who accept a sabbatical or a leave-of-absence from the University that is less than six months shall not be replaced on their Committee unless the Chair of the affected committee deems it necessary, in which case the member shall be granted the same options provided to members whose sabbaticals or leaves will be six months or more. Members shall provide the Secretariat notice of leaves shorter than six months in duration should their leave have a Significant impact on their Committee responsibilities.

- l. Members of Senate Committees are expected to attend Committee meetings and are to inform the Committee Chair or Secretary of their inability to attend. A member of any Committee who is absent from a scheduled Committee meeting more than three times per academic year will have his or her membership on the Committee automatically terminated unless determined otherwise by the Chair of the Committee.
- m. Standing Committees may create sub-committees to deal with matters that are included in the standing Committees' mandate. Any standing Committee that creates a continuous sub-committee (i.e. a sub-committee that will not be dissolved upon completion of its assigned task) shall bring the sub-committee's terms of reference to the Senate for information.

## **10.2 The Faculty of Graduate Studies Council (FGSC)**

- a. The FGSC acts as a Senate committee when fulfilling the Senate approved Terms of Reference, and in that capacity has continuous duties and is accountable to the Senate in a similar manner as are other Senate standing committees. Such responsibilities may include referrals from the Senate on graduate studies matters, such as program or calendar changes.

## **10.3 Special or Ad Hoc Committees**

- a. 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 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.

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

#### **10.4 Recording and Archiving Minutes of Committee Meetings**

- a. 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.
- b. Normally, records of proceedings of Committee meetings shall be considered as public records, except as otherwise indicated in these Bylaws and in University policy.
- c. 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.
- d. Meetings of the Senate Honorary Degrees Committee and the Senate Academic Appeals Committee are normally held in camera and their records shall be managed in accordance with Article 8.4 of these Bylaws.
- e. Annually, following approval of the final set of minutes for the academic year, records of the Committee meetings shall be forwarded to the Secretary of the Senate, where they shall be archived in a publicly accessible manner.

### **ARTICLE 11 - AMENDMENT OR REPEAL OF BYLAWS**

#### **11.1 Amendment**

- a. Any proposal to amend or repeal these Bylaws or any portion thereof shall be effective only if enacted at a meeting of the Senate at which at least two-thirds of the voting Members are present, with two-thirds of those present voting in favour, and if due notice of such amendment or repeal shall have been given at the previous meeting of the Senate. Despite any other provision in these Bylaws, the amendment or repeal of the Senate Bylaws may not be exercised by the Senate Executive Committee.
- b. Any amendment of the Bylaws, or any section thereof, shall be effective as of the date of the approval of the resolution to amend unless otherwise determined.

#### **11.2 Repeal of Former Bylaws**

Any other existing Senate Bylaws that are inconsistent with these Bylaws are hereby repealed, however such repeal does not affect anything done (including without limitation any repealing of other Bylaws) under such previous Bylaw.

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

Chair \_\_\_\_\_ Secretary \_\_\_\_\_

# Appendix A – Eligibility Requirements and Election Procedures for Faculty Senators, COU Academic Colleague and Alternate and Professional Librarian

## 1. Eligibility Requirements and Vacancies

### 1.1 Faculty Senators

**Eligible for Nomination:** Any Faculty Member who is and has been a member of the teaching staff of Lakehead University for at least the previous 24 months and who is not a continuing member of Senate.

**Eligible to Nominate and Vote:** All Faculty Members who are and 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 vote.

**Vacancies during the Individual's Term:** In the event that a Faculty Senator accepts a sabbatical or a leave-of-absence from the University that will have a Significant impact on their Senate responsibilities, the faculty Senator shall notify the Secretariat, at which time they shall be provided the option to be replaced on the Senate for the remainder of their term or for the duration of their leave, if it does not exceed their remaining term. Faculty Senators who accept another continuing position on the Senate shall be replaced for the remainder of their term. In the case of a vacancy the individual with the next highest number of votes will be contacted to fulfill the established 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 shall be initiated following this procedure.

### 1.2 COU Academic Colleague and Alternate

**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 the previous 24 months, is eligible to serve on Senate and eligible to be the COU Academic Colleague (or Alternate) under any COU rules.

**Eligible to Nominate and Vote:** All Senators are eligible to nominate and vote.

**Vacancies during the Individual's Term:** In the event that the COU Academic Colleague accepts a sabbatical or a leave-of-absence from the University that will have a Significant impact on their COU and Senate responsibilities, the individual shall notify the Secretariat, at which time they shall be provided the option to be replaced for the remainder of their term or for the duration of their leave, if it does not exceed their remaining term. The COU Academic Colleague Alternate shall fill any occurring COU Academic Colleague vacancies and a call for Interest-to-Serve to fill the simultaneous Alternate vacancy shall be initiated following this procedure.

**COU Academic Colleague Alternate:** It is expected that the Academic Colleague and Alternate will work together to ensure effective representation for Lakehead University at all COU meetings. The Academic Colleague Alternate shall be an Official Observer of the Senate.

### 1.3 Professional Librarian

**Eligible for Nomination:** All Lakehead University Professional Librarians.

**Eligible to Nominate and Vote:** All Lakehead University Professional Librarians.

**Vacancies during the Individual's Term:** In the event that the Professional Librarian accepts a sabbatical or a leave-of-absence from the University that will have a Significant impact on their Senate responsibilities, the Professional Librarian shall notify the Secretariat, at which time they shall be provided the option to be replaced on the Senate for the remainder of their term or for the duration of their leave, if it does not exceed their remaining term. In the case of a vacancy the individual with the next highest number of votes will be contacted to fulfill the established 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 shall be initiated following this procedure.

## 2. Election Procedures

**Vacancy Announcement:** When a vacancy opens, the University Secretariat Office shall, by a Communication Bulletin announcement, solicit for interest to serve.

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

**Acclamations:** 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.

Ballots will be created by the University Secretariat Office using Google Forms (or any other means approved by the Senate) and distributed via email (or other suitable means) to those eligible to vote. Eligible voters will also have the option to print a paper ballot and return it to the ballot box located in the University Secretariat Office or return the ballot using an @lakeheadu.ca email address. The final date for submission will be indicated on the ballot.

Following the deadline to vote, the University Secretariat Office will record the number of ballots cast and the ballots cast for each nominee. Plurality voting is permitted, therefore the individual(s) with the greatest number of votes shall be declared the successful candidate(s).

**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 be announced at the next Senate meeting under Items of Information.

## Appendix B – Eligibility Requirements and Election Procedures for the Faculty Senator on the Board of Governors

**Eligible for Nomination:** Those Senators who are full time tenured faculty members, but who are not members of the Board of Governors, are eligible to be elected.

**Eligible to Nominate and Vote:** Those Senators who are Faculty Members, but who are not members of the Board of Governors are eligible to vote.

**Vacancy Announcement:** When a vacancy opens, the University Secretariat Office shall solicit for interest to serve all Senators who are eligible to serve on the Board of Governors.

**Determination of Eligible Nominees:** The University Secretariat Office will ensure nominees and nominators meet the criteria contained in the Senate Bylaws.

**Acclamations:** 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.

Ballots will be created by the University Secretariat Office using Google Forms (or any other means approved by the Senate) and distributed via email to those eligible to vote. Eligible voters will also have the option to print a paper ballot and return it to the ballot box located in the University Secretariat Office or return the ballot using a @lakeheadu.ca email address. The final date for submission will be indicated on the ballot.

Following the deadline to vote, the University Secretariat Office will record the number of ballots cast and the ballots cast for each nominee. Plurality voting is permitted, therefore the individual(s) with the greatest number of votes shall be declared the successful candidate(s) for recommendation to the Board of Governors.

**Notification to Nominees:** All of the individuals acclaimed or named on the ballot will be notified of the election results by email within 10 business 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 using the process set out in the parliamentary authority.



# Senate By-Laws

REVISED September 15, 2014; October 26, 2015; March 20, 2017

## Contents

ARTICLE 1 – DEFINITIONS AND INTERPRETATION .....	1
ARTICLE 2 - POWERS OF THE SENATE .....	2
ARTICLE 3 - POWERS OF THE SENATE EXECUTIVE COMMITTEE .....	3
ARTICLE 4 – COMPOSITION, TERMS AND VACANCIES .....	3
ARTICLE 5 - DUTIES AND RESPONSIBILITIES OF THE OFFICERS OF THE SENATE .....	6
ARTICLE 6 – ROLES AND RESPONSIBILITIES OF SENATORS .....	7
ARTICLE 7 - FACULTY SENATOR ON THE BOARD OF GOVERNORS.....	8
ARTICLE 8 - MEETINGS OF THE SENATE .....	8
ARTICLE 9 – RULES OF ORDER.....	10
ARTICLE 10- COMMITTEES OF SENATE .....	13
ARTICLE 11 - AMENDMENT OR REPEAL OF BYLAWS .....	17
Appendix A – Eligibility Requirements and Election Procedures for Faculty Senators, COU Academic Colleague and Alternate and Professional Librarian .....	17
Appendix B – Eligibility Requirements and Election Procedures for the Senator on the Board of Governors.....	23
<del>ARTICLE I – DEFINITIONS.....</del>	<del>1</del>
<del>ARTICLE II – INTERPRETATION .....</del>	<del>1</del>
<del>ARTICLE III – PROCEDURAL AUTHORITY .....</del>	<del>2</del>
<del>ARTICLE IV – POWERS OF THE SENATE.....</del>	<del>2</del>
<del>ARTICLE V – POWERS OF THE SENATE EXECUTIVE COMMITTEE.....</del>	<del>2</del>
<del>ARTICLE VI – COMPOSITION OF THE SENATE .....</del>	<del>3</del>
<del>ARTICLE VII – ELIGIBILITY FOR AND ELECTION TO THE SENATE .....</del>	<del>3</del>
<del>ARTICLE VIII – APPOINTMENTS TO THE SENATE.....</del>	<del>3</del>
<del>ARTICLE IX – DUTIES AND RESPONSIBILITIES OF THE OFFICERS OF THE SENATE.....</del>	<del>4</del>
<del>ARTICLE X – ROLES AND RESPONSIBILITIES OF SENATORS.....</del>	<del>4</del>
<del>ARTICLE XI – VACANCIES ON THE SENATE .....</del>	<del>5</del>
<del>ARTICLE XII – ELECTION OF FACULTY SENATOR TO THE BOARD OF GOVERNORS.....</del>	<del>5</del>
<del>ARTICLE XIII – MEETINGS OF THE SENATE.....</del>	<del>6</del>
<del>ARTICLE XIV – COMMITTEES OF SENATE.....</del>	<del>10</del>

ARTICLE XV – AMENDMENT OR REPEAL OF BY LAWS.....	12
Appendix A.....	13
Appendix B.....	15

## ARTICLE ~~14~~ – DEFINITIONS AND INTERPRETATION

1.1 Unless otherwise provided herein, words defined in ~~t~~The Lakehead University Act, 1965, have the same meaning in these By-laws as in the Act.

~~1.2~~ In these By-laws, unless the context otherwise requires,

- a. “Act” means ~~t~~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) ~~of Lakehead University;~~
- ~~j.~~ ~~Vice-President (Academic) means the Provost & Vice-President (Academic) of Lakehead University.~~
- ~~k.~~ ~~j.~~ “Secretary” means the Secretary of the Senate;
- ~~l.~~ ~~k.~~ “Official Observer” means a person from the University community or the community-at-large who is approved by the Chair of the Senate to attend Senate meetings or Senate

~~C~~ommittee meetings, but the individual may not ~~vote nor~~ participate except at the invitation of the Chair, and may not vote. An Official Observer may receive notice of the minutes thereof with all attached documentation;

~~m.l.~~ "Board" means the Board of Governors of Lakehead University.

~~n.m.~~ "Ogimaawin-Aboriginal Governance Council or O-AGC" means the Ogimaawin-Aboriginal Governance Council of Lakehead University;

~~o.n.~~ "Session" means an academic year of the University, being from July 1 of one year to June 30 of the next year;

~~p.o.~~ "In camera" means a meeting, or that part of a meeting, of the Senate or of a ~~C~~ommittee at which only ~~M~~embers and specifically approved observers and/or guests of the Senate or of the ~~C~~ommittee may be present;

~~q.d.~~ "Ex officio" means by virtue of one's office. Unless specifically defined as non-voting in these By-laws, and/or in a Committee's Terms of Reference Schedule A attached hereto, ~~ex officio~~ ~~M~~embers of the Senate and of Senate ~~C~~ommittees shall have all the privileges of other ~~M~~embers, including the right to vote;

~~q.~~ "~~Full-time~~ Student" means a student registered at Lakehead University and defined as a student full-time by Enrolment Services the Office of the Registrar;

~~r.~~ "Faculty Member" means the following all employees of Lakehead University: who are:

- Members of the full-time academic staff with the rank of Lecturer, Assistant Professor, Associate Professor, and Professor, and, and
- Contract Lecturers who are teaching four or more half course equivalents (HCE's) and have previously taught more than 30 HCE's.

~~r.~~ and for greater clarity certainty this includes Chairs and Directors of academic units but does not include the President, Vice-Presidents, Deans, and other individuals holding administrative positions where more than fifty percent of their University salary is received for their administrative functions;

s. "Significant impact" includes being absent from scheduled meetings more than three times per academic year; and,

~~t.~~ "Regular Meeting" means those meetings pursuant to Article 8, paragraph 8.2d.

## **ARTICLE II – INTERPRETATION**

~~1.33~~ Interpretation - 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**

~~3.14~~ 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. In all cases not provided for, the most recent edition of Robert's Rules of Order shall be observed in conducting the business of the Senate.

## **ARTICLE ~~2~~IV - POWERS OF THE SENATE**

~~2.15~~ The Senate is responsible for the matters set out in section 14 of the Lakehead University Act 1965, which includes 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 ~~3V~~ - POWERS OF THE SENATE EXECUTIVE COMMITTEE

~~3.16-~~ The Senate Executive Committee may 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. In addition, the Senate Executive Committee shall and, without restricting the generality of the foregoing, it shall:

- a. approve the proposed agenda for all ~~R~~regular ~~M~~meetings of the Senate;
- b. hear reports of the ~~C~~committees other than for transmission to the Senate;
- c. refer matters, when expediency so requires, to other ~~C~~committees of the Senate;
- d. act as a nominating ~~C~~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.

~~3.27-~~ The Chair of the Senate shall determine when it is necessary for the Senate Executive Committee to act on behalf of the Senate, subject to paragraph 3.1. Once this has been decided, members of the Senate Executive Committee shall be given a minimum of forty-eight ~~(48)~~ hours of notice of the meeting. Notice shall be by ~~telephone, e-mail or other suitable means, if time permits, inter-office mail~~ and shall include the rationale and the agenda for the meeting. Despite the foregoing, in the case where quorum is not met for an ~~R~~regular Senate meeting, the Senate Executive Committee may meet immediately following the adjournment of the Senate meeting.

## ARTICLE ~~4VI~~ -- COMPOSITION, ~~AND TERMS AND VACANCIES~~ OF THE SENATE

~~4.18-~~ Composition - The Senate shall be composed of:

- a. the President, who shall be the Chair;
- b. the Provost & Vice-President (Academic), who shall be the Vice-eChair;
- c. the Vice-President (Research ~~& Economic Development,~~ and Innovation);
- d. the University Librarian and Vice-Provost, Teaching ~~&~~ Learning;

- e. ~~the Associate Vice-Provost Enrolment~~University and Registrar; and
- ~~a.f.~~ the Principal, Orillia Campus;
- ~~b.g.~~ the Deans of all Faculties, including the Principal, Orillia Campus, the Dean of the Northern Ontario School of Medicine (NOSM), and the Senior Associate Dean (west) of NOSM; the Northern Ontario School of Medicine;
- h. the Vice-Provost (Student Affairs); and
- ~~e.i.~~ the Vice-Provost (Aboriginal Initiatives);
- j. the heads or chairs of teaching departments and schools;
- ~~d.k.~~ the Secretary of Senate (non-voting), who shall be appointed by the ChairPresident (non-voting);
- ~~e.l.~~ the chairs of the Senate standing Committees, including the Chair of the Faculty of Graduate Studies Council;
- m. nine full-time Faculty Members, who shall be elected by full-time Faculty Members, each for three years, with terms to be staggered so as to allow a turnover of three each year, pursuant to Appendix A; such other members of the teaching staff elected or appointed in such manner as the Senate may determine;
- n. the Academic Colleague, who shall be elected by the Senate to represent the Senate at the Council of Ontario Universities (COU) (See Appendix A);
- ~~f.o.~~ one Professional Librarian, who shall be elected by the Professional Librarians for up to a three-year term (See Appendix A);
- ~~g.p.~~ eight full-time Students who shall be eligible for election to the Senate for up to a two-year term, on the recommendation of the Lakehead University Student Union (LUSU) from among Lakehead University Students at the Thunder Bay and Orillia campuses, with at least one Student being from each campus, and at least one of the aforementioned Students being an undergraduate Student and one being a graduate Student;
- ~~h.q.~~ either the Lakehead University Student Union Vice-President Advocacy or one additional full-time Student;
- ~~i.r.~~ one member of the Board of Governors, who shall be appointed recommended by the Board to the Senate for up to a three-year term;
- s. one member of the Ogimaawin-Aboriginal Governance Council (O-AGC), who shall be elected recommended by the O-AGC for up to a three-year term.

#### 4.2 Term Expiration

- a. a. Senator terms begin July 1 and end June 30, unless otherwise determined.
- ~~j.b.~~ b. Senators listed in paragraph 4.1a through 4.1j are ex officio Members of the Senate and shall serve on the Senate for as long as they hold the listed position.
- c. e. Senators listed in paragraph 4.1l through 4.1s may not serve more than six consecutive years on the Senate in the same role/position, with the exception of the Academic Colleague, who may be granted up to an additional three-year term if they are elected to serve on the COU Executive. Any such Member shall again be eligible for election or appointment to the Senate two years after expiration of such maximum term.
- d. The President shall determine the length of the term of the Secretary of Senate The Senator (listed in paragraph 4.1k) shall.

#### 4.3 Vacancies - Membership on the Senate is vacated when:

- a. the Member's term expires;
- b. the Member resigns; or
- c. the Senate declares such membership on 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. Any such partial term shall have no effect on limiting subsequent elected or appointed terms.

4.4 Whenever a vacancy on the Senate occurs, unless otherwise determined by the Senate, it shall be filled in the same manner that appointed or elected the person whose membership is vacant.

k. \_\_\_\_\_

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

### **~~9. Pursuant to Article VI (8.f):~~**

~~a. Nine full-time faculty members 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)~~

~~b. \_\_\_\_\_ The Academic Colleague, who shall be an ex-officio member of Senate, shall be elected by Senate 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 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 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.*]~~

~~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. If the Academic Colleague is elected to the COU Executive, he/she may be granted an additional 3 year appointment upon approval of Senate. Terms of Office for Academic Colleague and Alternate begin July 1st and end June 30th.~~

~~c. \_\_\_\_\_ One professional librarian shall be elected by the professional librarians for a three year term. (See Appendix A)~~

~~10. Eight 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 and either the Lakehead University Student Union Vice-President Student Issues or one additional full-time student. 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. One member of the Board of Governors shall be appointed by the Board to the Senate for 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 Ogimaawin-Aboriginal Governance Council shall be elected by and from the 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 ~~5IX~~ - DUTIES AND RESPONSIBILITIES OF THE OFFICERS OF THE SENATE

~~5.113.~~ 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 ~~C~~committees operate in conformity with the By-laws, policies and procedures enacted by the Senate.

~~5.214.~~ 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.

~~5.315.~~ The Secretary ~~shall be appointed by the President to~~ carry out the functions and responsibilities ~~of the a~~ Secretary ~~of the Senate~~, including, without limitation:

- a. to ensure the minutes of the Senate are recorded in accordance with the Bylaws, policies, and rules of procedure of the Senate; 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 ~~b~~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 ~~C~~committees in a secure and accessible manner; and,
- ~~d.e.~~ to advise the Chair and all Senate Committee chairs on policy and rules of procedure.

~~5.4~~ The Secretary shall be copied on the meeting materials for all Senate ~~C~~committees -and despite any other provision in these ~~b~~Bylaws may attend any Senate ~~C~~committee meetings.

~~5.5~~ In the case of absence or illness of the Secretary, an Acting Secretary appointed by the Chair shall perform the duties and have the responsibilities of the 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 6X – ROLES AND RESPONSIBILITIES OF SENATORS**

~~6.147. A Senator~~ shall conduct ~~themselves~~himself/herself in an ethical and professional manner and shall make decisions in the best interests of the University.

~~Each~~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 probable~~ly~~ consequences of each proposed course of action;
- e. attend and be prepared for meetings and provide advance notice to the Secretary if ~~if he/she is unable to attend a the~~ meeting.

## ~~ARTICLE XIX – VACANCIES ON THE SENATE~~

~~9.118. 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.~~

~~9.219. Whenever a vacancy on the Senate occurs, unless otherwise determined by the Senate, it shall be filled by the same authority which appointed or elected the person whose membership is vacant 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, 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 7 - ELECTION OF FACULTY SENATOR ONTO THE BOARD OF GOVERNORS**

~~7.120.~~ One faculty Senator shall be ~~elected~~ recommended to serve on the Board of Governors, for up to a three-year term, and may not serve more than six consecutive years. renewable for no more than one additional three-year Eligibility requirements and the procedure for electing ~~recommending~~ a faculty Senator to serve on the Board of Governors are ~~is~~ provided in Appendix B.

- a. In the event that the Senate term of a faculty Senator elected to the Board of Governors expires prior to the conclusion of the individual's term on the Board of Governors, the individual shall remain a Mmember 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~~ the individual may be invited, by the Senate and with the agreement of the Board, to continue their term on the Board of Governors until the upcoming Annual Meeting of the Board of Governors and shall remain a Mmember of the Senate until that time.
- d. In the event that the faculty Senator elected to the Board of Governors accepts a sabbatical or a leave-of-absence from the University, that could reasonably be anticipated to materially impact their Board responsibilities, the ~~faculty Senator~~ individual shall notify the Secretariat, at which time they shall be provided the option to be replaced on the Board for the remainder of their term or for the duration of their leave, if it does not exceed their remaining term.

~~d.~~

## **ARTICLE 8 - MEETINGS OF THE SENATE**

### **8.1 Place of Meetings**

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, such as (teleconference phone or video conference telepresence) is permitted.

## **8.2 Frequency and Change or Cancellation of Meetings**

~~22.~~ The Senate shall meet a minimum of eight times per 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 graduands.

a.

~~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, Mmembers normally shall be given a minimum of five business days notice of the change.

b.

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

d. The Senate and Senate Executive Committee Annual schedule of Regular Meetings shall be drafted by the Secretary in consultation with the Chair and brought forward to the Senate for approval no later than the final Senate meeting each year.

## **8.3 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 iin camera for the consideration of sensitive, personal or confidential business.

## **8.4 In Camera Meetings**

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

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

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

## **8.5 Special Meetings**

~~29.~~ A special meeting of the Senate shall be called by the Chair upon the written request of twenty or more Senators or upon the request of the Chair with the support of twenty~~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 Mmembers, either electronically or by other suitable means by telephone.

## **8.6 Notice of Regular Meetings**

~~a. 30. The Secretary shall ensure N~~notice of ~~R~~regular ~~M~~meetings of the Senate ~~a~~shall be circulated ~~by the Secretary, via email or other suitable means inter-office mail, or electronic mail as appropriate,~~ to all ~~M~~members of the Senate a minimum of ~~five business~~seven days prior to the meeting. Notice shall ~~include suitable access to the agenda and all supporting documentation.~~ 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.

~~a.b.~~ 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 Mmember, or because of any accidental irregularity in connection with the giving of such notice.

## **8.7 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 five business days 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.

# **ARTICLE 9 – RULES OF ORDER**

## **9.1 Parliamentary Authority**

~~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. In all cases not provided for, the most recent edition of Robert's Rules of Order shall be observed in conducting the business of the Senate.~~

## **9.2 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 Committee up to five business~~seven~~ days prior to the meeting at which time the agenda is circulated to Mmembers 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.

## **9.3 Quorum**

~~34.~~ Quorum of the Senate shall be one-third of the voting ~~M~~members of the Senate to the nearest whole number, such ~~M~~members to be present in person or, where necessary, by other suitable means ~~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.

#### **9.4 Order of Business**

~~a. 35.~~ The following order of business shall be observed at all ~~R~~regular ~~M~~meetings unless otherwise determined by the Senate; ~~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)~~

- ~~1.~~ i. approval of the agenda;
- ~~2.~~ ii. approval of the regular minutes, ~~except minutes of the in-camera portions of meetings;~~
- ~~3.~~ iii. receipt, for information, of the minutes of any meetings at which the Senate Executive Committee acted on behalf of Senate;
- ~~4.~~ iv. presentations (including awards) that require participation from guests; ~~business arising out of the approved and received minutes;~~
- ~~5.~~ v. any unfinished business from the prior Senate meeting;
- ~~4.~~ vi. approval of graduands and medal recipients;
- ~~5.~~ vii. reports of standing Committees, including any required action arising therefrom; ~~academic administrators, and Senators, that require action by the Senate~~
- ~~6.~~ viii. any other agenda items requiring action by the Senate; ~~reports of standing committees, administrators, and Senators that require no action by the Senate;~~
- ~~7.~~ ix. other informational items, including reports and presentations that do not require action by the Senate or participation from guests (e.g., reports from the Academic Colleague to the COU, President, Provost & Vice-President (Academic), Secretary, NOSM, Board of Governors, O-AGC);
- ~~i.~~ x. business to be dealt with in camera;
- ~~ii.~~ other business approved by the Senate. ~~reports for discussion on the floor of the Senate, e.g. report of the Academic Colleague to COU;~~
- ~~8.~~ report of the President;
- ~~9.~~ report of the Provost & Vice-President (Academic);
- ~~10.~~ xi. 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-AG

~~b. T36.~~ The Senate may decide by a simple majority of the ~~M~~members present at any time and at any meeting to move ~~in camera, such vote to be taken without debate.~~

#### **9.5 Voting at Senate Meetings**

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

- ~~a.~~ o if their vote will change the result, or in the case of a tie to break the tie, or
- ~~b.~~ o if the vote is taken by secret ballot, to create a tie, in which case the motion shall be defeated.

~~b. 38.~~ All ~~M~~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, recommended or appointed.

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

~~c.d.~~ ~~40.~~ Absentee ~~and proxy~~ voting ~~are~~ 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.~~

~~d.e.~~ ~~41.~~ Proxy voting is not permitted. ~~Despite the foregoing, An electronic vote is permitted when the majority of the Senate supports electronically voting on a specific item and if the Chair of the Senate determines it is impossible or impractical to call a meeting.~~

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

## **9.6 Motion to Reconsider**

~~A motion to reconsider a decision made earlier in a meeting may be made by any Member who voted on the prevailing side or did not vote at all and requires a majority vote. 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.~~

## **9.7 Motion to Rescind or Amend Something Previously Adopted**

~~A motion to rescind or amend something previously adopted requires a simple majority vote if previous notice is provided. If no previous notice is provided a 2/3 vote or the majority of the entire membership is required, whichever is smaller at the time of the meeting.~~

## **9.8 Withdrawal of Motions**

~~a. 44. By general custom, a~~ ~~A motion, either a~~ substantive motion or an amendment may be withdrawn by consent of the mover ~~as long as it is withdrawn prior to being stated by the Chair and seconder, but if either objects the motion must be put to a vote.~~

~~a.b.~~ ~~Once a motion has been stated by the Chair it becomes property of the assembly and may only be withdrawn if there are no objections from Senators. Upon any such objection, Senators shall vote on the proposed withdrawal.~~

## **9.9 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 Senators. ~~other mem~~ Upon any such objection, Senators shall vote on the proposed amendment.~~  
**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 Secreta~~

## **9.10 Evidence of Action**

~~a. 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).~~

### **9.11 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.~~

### **9.12 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 ~~themselves himself or herself~~ shall withdraw from the meeting at the request of the Chair. In the event that ~~such a person, an individual~~ 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 ~~M~~members and ~~O~~official ~~O~~bservers.~~

## **ARTICLE ~~10~~XIV- COMMITTEES OF SENATE**

### **10.1 General Procedures of Senate Committees**

- ~~a. 51. The Senate has the power to create Senate standing Committees and delegate matters through the approval of the Terms of Reference and through motions. Senate Sstanding Committees and ad-hoc Committees-committees of the Senate are accountable to the Senate.~~
- ~~b. 52. TheEach Committee Chair shall conduct the proceedings of the Senate Committee meetings in conformity with these Bylaws and the rules of procedure enacted by the Senate. In all cases not provided for, the most recent edition of Robert's Rules of Order shall be observed in conducting the business of the Senate Committees.~~
- ~~c. The terms of reference, composition, and administrative organization of each of the Committees of the Senate are as approved by the Senate and may be amended ~~from time to time~~ by the Senate by a simple majority vote.~~
- ~~d. Membership on standing Committees may include Members of the Senate, faculty, and other members of the University community, such as staff, students and administrators.~~
- ~~e. The ~~e~~Chair of a Committee of the Senate shall be allowed to vote on all matters and may participate in discussion but may not move or second a motion during a meeting they are Chairing.~~
- ~~f. Proxy voting shall not be permitted unless specifically allowed by the committee's terms of reference.~~
- ~~g. Despite the foregoing, an electronic vote is permitted when the majority of a Committee supports voting on a specific item electronically and if the Chair of the Committee determines it is impossible or impractical to call a meeting.~~
- ~~h. Five business~~Seven~~ days of 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. Notice shall include suitable access to the agenda and all supporting documentation. 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.

- i. Meetings of Committees of the Senate are open only to members of the committee and guests invited by the eChair of the Committee and members of the Ceommittee. When a Committee moves in camera, only members and individuals approved by the committee eChair and members may remain in the meeting may do so.
- j. Terms of newly appointed members on all Senate Committees shall begin on July 1 unless otherwise determined. 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>.
- k. Members of any Committee of the Senate who accept a sabbatical or a leave-of-absence from the University that is six months or more shall notify the Secretariat, at which time they shall be provided the following options:
  - to be replaced on their Committee for the remainder of their term; or
  - to be replaced on their Committee for the duration of their leave if it does not exceed their remaining term; or
  - to remain an active Committee member during their leave so long as the type of leave permits them to do so.

Members of any Committee of the Senate who accept a sabbatical or a leave-of-absence from the University that is less than six months shall not be replaced on their Committee unless the Chair of the affected committee deems it necessary, in which case the member shall be granted the same options provided to members whose sabbaticals or leaves will be six months or more. Members shall provide the Secretariat notice of leaves shorter than six months in duration should their leave have a Significant impact on their Committee responsibilities.

- l. Members of Senate Committees are expected to attend Committee meetings and are to inform the Committee eChair or sSecretary 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.
- m. Standing Committees may create sub-committees to deal with matters that are included in the standing Committees' mandate. Any standing Committee that creates a continuous sub-committee (i.e. a sub-committee that will not be dissolved upon completion of its assigned task) shall bring the sub-committee's terms of reference to the Senate for information.

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).d53. 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 by a simple majority vote.

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 administrat54. Quorum in committees of the Senate is a simple majority of filled positions, unless otherwise stated in the committee's terms of refer55. 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 permitte58. 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.

~~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 ye57. Meetings of committees of the Senate are open only to members of the committee and 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 s59. 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 pri60. Members of any committee of the Senate who accept a sabbatical or a leave of absence from the University that is six months or more shall notify the Secretariat, at which time they shall be provided the following options:~~

- ~~• to be replaced on their committee for the remainder of their term; or~~
- ~~• to be replaced on their committee for the duration of their leave if it does not exceed their remaining term; or~~
- ~~• to remain an active committee member during their leave so long as the type of leave permits them to do so.~~

~~Members of any committee of the Senate who accept a sabbatical or a leave of absence from the University that is less than six months shall not be replaced on their committee unless the Chair of the affected committee deems it necessary, in which case the member shall be granted the same options provided to members whose sabbaticals or leaves will be six months or more. Members shall provide the Secretariat notice of leaves shorter than six months in duration should their leave have a significant impact on their committee responsibilities.~~

~~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 committ~~

### ~~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.~~

### **10.2 The Faculty of Graduate Studies Council (FGSC):-**

~~a. 68. Acting as a Senate committee when fulfilling the Senate approved Terms of Reference, the FGSC Faculty of Graduate Studies Council, whose membership and terms of reference are as determined by the Senate, acts as a Senate committee when fulfilling the Senate approved Terms of Reference, and in that capacity has continuous duties and is accountable to the Senate, in a similar manner as are other Senate standing committees. Such responsibilities may include with respect to responsibilities related to referrals from the Senate on graduate studies matters, such as program or calendar changes related to graduate studies which have originated in one of the academic faculties.~~

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

### **10.3 Special or Ad Hoc Committees:**

~~a. 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 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.~~

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

### **10.4 Recording and Archiving Minutes of Committee Meetings**

~~a. 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.~~

~~b. 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.~~

~~a.c. 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.~~

~~d. 75. Meetings of the Senate Honorary Degrees Committee, and the Senate Academic Appeals Committee are normally held in camera and their records shall be managed in accordance with Article 8.4XIII (27) of these By-laws.~~

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

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

e.

## ARTICLE ~~11~~**XV** - AMENDMENT OR REPEAL OF BY-LAWS

### **11.1 Amendment ~~or Alteration~~**

- a. ~~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 ~~voting M~~members are present, ~~with two-thirds~~<sup>2/3</sup> of those present voting in favour, and if due notice of such amendment, ~~alteration~~ or repeal shall have been given at the previous meeting of the Senate. ~~Despite Article 3, paragraphs 3.1 and 3.2 any other provision in these Bylaws, the amendment or repeal of the Senate Bylaws may not be exercised by the Senate Executive Committee.~~
- b. ~~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 unless otherwise determined. ~~or alter.~~

### **11.2 Repeal of Former By-Laws**

~~79.~~ Any other existing Senate Bby-laws that are previously passed insofar as they are inconsistent with these By-laws, are hereby repealed, however s; but such repeal does not affect anything done (including without limitation any repealing of other Bbylaws) -under such a previous Bbylaw, 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 this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, and in

effect, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Chair \_\_\_\_\_ Secretary \_\_\_\_\_

## **Appendix A – Eligibility Requirements and Election Procedures for Faculty Senators, COU Academic Colleague and Alternate and Professional Librarian**

### **1. Appendix A – Faculty Senators, COU Academic Colleague and Professional Librarian Eligibility Requirements -and Vacancies Procedure for Senate Elections**

#### **1.1 Faculty Senators**

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

**Eligible to Nominate and Vote:** All ~~Faculty Members, Professors, Associate Professors, Assistant Professors and Lecturers~~ who are and 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 vote.

**Vacancies during the Individual's Term:** In the event that a Faculty Senator accepts a sabbatical or a leave-of-absence from the University that will have a Significant impact on their Senate responsibilities, the faculty Senator shall notify the Secretariat, at which time they shall be provided the option to be replaced on the Senate for the remainder of their term or for the duration of their leave, if it does not exceed their remaining term. Faculty Senators who accept another continuing position on the Senate shall be replaced for the remainder of their term. In the case of a vacancy the individual with the next highest number of votes will be contacted to fulfill the established 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 shall be initiated following this procedure.

### **1.2 COU Academic Colleague and Alternate**

**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 the previous 24 months, is eligible to serve on Senate and eligible to be the COU Academic Colleague (or Alternate) under ~~the any~~ COU rules.

**Eligible to Nominate and Vote:** All Senators are eligible to nominate and vote.

**Vacancies during the Individual's Term:** In the event that the COU Academic Colleague accepts a sabbatical or a leave-of-absence from the University that will have a Significant impact on their COU and Senate responsibilities, the individual shall notify the Secretariat, at which time they shall be provided the option to be replaced for the remainder of their term or for the duration of their leave, if it does not exceed their remaining term. The COU Academic Colleague Alternate shall fill any occurring COU Academic Colleague vacancies and a call for Interest-to-Serve to fill the simultaneous Alternate vacancy shall be initiated following this procedure.

**COU Academic Colleague Alternate:** It is expected that the Academic Colleague and Alternate will work together to ensure effective representation for Lakehead University at all COU meetings. The Academic Colleague Alternate shall be an Official Observer of the Senate.

### **1.3 Professional Librarian**

**Eligible for Nomination:** All Lakehead University Professional Librarians.

**Eligible to Nominate and Vote:** All Lakehead University Professional Librarians.

**Vacancies during the Individual's Term:** In the event that the Professional Librarian accepts a sabbatical or a leave-of-absence from the University that will have a Significant impact on their Senate responsibilities, the Professional Librarian shall notify the Secretariat,

at which time they shall be provided the option to be replaced on the Senate for the remainder of their term or for the duration of their leave, if it does not exceed their remaining term. -In the case of a vacancy the individual with the next highest number of votes will be contacted to fulfill the established 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 shall be initiated following this procedure.

## **2. Election Procedures**

**Vacancy Announcement:** When a vacancy opens, the University Secretariat Office~~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 of the Senate will ensure nominees and nominators meet the criteria contained in the Senate By-laws.

**Acclamations**~~imed~~: 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 B~~ballots will be created by the University Secretariat Office using Google Forms (or any other means approved by the Senate) and distributed ~~through inter-office~~ via email (or other suitable means) to those eligible to vote. Eligible voters will also have the option to print a paper ballot and return it to the ballot box located in the University Secretariat Office or return the ballot using an @lakeheadu.ca email address. 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 an @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. Plurality voting is permitted, therefore the individual(s) with the greatest number of votes shall be declared the successful candidate(s).

**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 be announced at the next Senate meeting under Items of Information.

~~**Vacancies during the Individual's Term:** In the event that a Faculty Senator accepts a sabbatical or a leave-of-absence from the University that will have a significant impact on their Senate responsibilities, the faculty Senator shall notify the Secretariat, at which time they shall be provided the option to be replaced on the Senate for the remainder of their term or for the duration of their leave, if it does not exceed their remaining term. Faculty Senators who accept another continuing position on the Senate shall be replaced for the remainder of their term. In the case of a vacancy~~

~~the individual with the next highest number of votes will be contacted to fulfill the established 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 shall be initiated 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 is eligible to serve on Senate.~~

~~**Eligible to Nominate and Vote:** All Senators are eligible to nominate and vote.~~

~~**Vacancy Announcement:** When a vacancy opens, the SecretariatSecretary 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 an @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 nomi**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:** In the event that the COU Academic Colleague accepts a sabbatical or a leave of absence from the University that will have a significant impact on their COU and Senate responsibilities, the individual shall notify the Secretariat, at which time they shall be provided the option to be replaced for the remainder of their term or for the duration of their leave, if it does not exceed their remaining term. The COU Academic Colleague Alternate shall fill any occurring COU Academic Colleague vacancies and a call for Interest to Serve to fill the simultaneous Alternate vacancy shall be initiated following this procedure.~~

#### ~~will OO~~**Professional Librarian**

~~**Eligible for Nomination:** All Lakehead University Professional Librarians.~~

~~**Eligible to Nominate and Vote:** All Lakehead University Professional Librarians.~~

~~**Vacancy Announcement:** When a vacancy opens, the Secretary of Senate shall email all Lakehead University Professional Librarians to solicit nominations.~~

**Determination of Eligible Nominees:** ~~The Secretary of the Senate shall ensure nominees and nominators meet the~~  
**Acclamations:** ~~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 conducted by the University Secretary. Electronic ballots will be distributed through email to those eligible to vote. The final date for submission will be indicated on the ballot. 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: In the event that the Professional Librarian accepts a sabbatical or a leave-of-absence from the University that will have a significant impact on their Senate responsibilities, the Professional Librarian shall notify the Secretariat, at which time they shall be provided the option to be replaced on the Senate for the remainder of their term or for the duration of their leave, if it does not exceed their remaining term. In the case of a vacancy the individual with the next highest number of votes will be contacted to fulfill the established 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 shall be initiated following this procedure.~~

## Appendix B -- Eligibility Requirements and Election Procedures for the Faculty Senator on the Board of Governors

**Eligible for Nomination:** Those Senators who are full time tenured 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 f~~Faculty ~~m~~Members, but who are not members of the Board of Governors, ~~are~~ are eligible to vote.

**Vacancy Announcement:** When a vacancy opens, the ~~University Secretariat Office~~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 Sec~~retariat Office~~etary will ensure nominees and nominators meet the criteria contained in the Senate Bylaws.

**Accl~~amations~~imed:** 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.

~~Ballots will be created by the University Secretariat Office using Google Forms (or any other means approved by the Senate) and distributed via email to those eligible to vote. Eligible voters will also have the option to print a paper ballot and return it to the ballot box located in the University Secretariat Office or return the ballot using a @lakeheadu.ca email address. The final date for submission will be indicated on the ballot.~~

~~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. Plurality voting is permitted, therefore the individual(s) with the greatest number of votes shall be declared the successful candidate(s) for recommendation to the Board of Governors.

**Notification to Nominees:** All of the individuals acclaimed or named on the ballot will be notified of the election results by email within 10 business 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 using the process set out in the parliamentary authority. ~~by a show of hands or by ballot.~~