

MEMORANDUM

To: Barbara H. Eccles, Secretary of Senate
From: Judith Leggatt - Chair, Senate Organization Committee
Senate Meeting Date: Sept 18, 2017
Subject: Senate Organization Committee Report

The Senate Organization Committee met on the morning of September 11, 2017, to review the terms of references for three Senate standing committees.

The committee postponed the motion on the Senate Research Committee pending further feedback from the committee.

The committee passed motions to recommend that Senate approves:

- The amended Senate Undergraduate Scholarships & Bursaries Committee Terms of Reference.
- The amended Senate Nominations Committee Terms of Reference.

The committee instructed the Secretariat to make some minor editorial changes to all of the Senate standing committee terms of reference to ensure consistency in formatting.

In reviewing the Senate Nominations Committee Terms of Reference the committee determined that the “Nominations to Standing Committees” policy and the “Faculty Membership on Senate Committees” policy obsolete and/or redundant, in that they are already covered in the terms of reference of the Senate Nominations committee or the Senate Bylaws. The committee therefore passed motions to recommend that the Senate rescinds the “Nominations to Standing Committees” policy and the “Faculty Membership on Senate Committees” policy.

In addition to reviewing the amendments to the terms of reference, the committee also reviewed the timeline and process for reviewing the Senate bylaws, as the regular 5-year review is scheduled for this year. As a first step in that process, the Senate Organization Committee requests input from Senate on the bylaws as currently written, and suggestions for areas that need clarification, amendment, updating, or other improvement. This initial input is due by October 10, 2017, but there will be opportunities for feedback throughout the process. The Associate University Secretary will be sending out an email on September 19th, reminding all Senators of this opportunity, and providing links.

Outstanding work:

1. Senate Research Committee Terms of Reference – POSTPONED until October meeting.

2. Senate Academic Appeals Committee – Review due in December 2016 (granted extension until review of the Code is completed)
3. Senate Academic Committee – Reviews due in January 2016 (granted extension until the newly constituted Senate Teaching & Learning Committee forms its sub-committees)

Respectfully Submitted,

Judith Leggatt, Chair
Senate Organization Committee

Motions:

MOVED that Senate approves the amended Senate Undergraduate Scholarships & Bursaries Committee Terms of Reference.

MOVED that Senate approves the amended Senate Nominations Committee Terms of Reference.

MOVED that Senate rescinds the “Nominations to Standing Committees” policy and the “Faculty Membership on Senate Committees” policy.

Attachment:

- Senate Bylaw Review Timeline



Senate Bylaw Review Timeline

Date	Event	Action
September 18, 2017	Senate Meeting	Senate Organization Committee (SOC) Chair to brief Senate on the Bylaw review and opportunity to provide input
September 19, 2017	Senate Meeting Follow Up	Associate University Secretary to email Senators and SOC members reminder of opportunity to provide input
October 10, 2017	Deadline for Senate Bylaw feedback	Secretariat to summarize input received to include in next Senate Organization Committee meeting materials
October 17, 2017	Senate Organization Committee Meeting	Review input and determine which amendments to include moving forward
October 30, 2017	Senate Organization Committee Meeting	Finish reviewing input and determine which amendments to include moving forward
October 30- November 6, 2017	Bylaw Drafting	Secretariat, in consultation with the SOC Chair to draft amended version of Bylaws based on SOC's recommendations
November 13, 2017	Senate Organization Committee Meeting	Review amended version of the Bylaws
November 20, 2017	Senate Meeting	Senate Organization Committee Report to Senate including details on Bylaw review to date

November 13- December 5, 2017	Bylaw Drafting	Secretariat, in consultation with the SOC Chair to further amend Bylaws based on feedback from the November 13, 2017 SOC meeting
December 12, 2017	Senate Organization Committee Meeting	Finish reviewing amended version of the Bylaws
December 12, 2017- first winter term SOC Meeting	Bylaw Drafting	Secretariat, in consultation with the SOC Chair to further amend Bylaws based on feedback from the December 12, 2017 SOC meeting
January 2018	Senate Organization Committee Meeting	SOC recommendation to Senate regarding approval of proposed Bylaw amendments
January 15, 2018	Senate Meeting	Senate Organization Committee Report to Senate including details on Bylaw review to date
February 12, 2018	Senate Meeting	Notice of Motion regarding Bylaw amendments
March 19, 2018	Senate Meeting	Senate vote on Bylaw amendments
April 16, 2018	Senate Meeting	Senate vote on Bylaw amendments (if not ready for or does not get approved at March 19 meeting)