

**Senate Bylaws**  
**REVISED September 15, 2014; October 26, 2015; March 20, 2017; May 14, 2018**

**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 (~~Students~~)~~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. h.~~ the Vice-Provost (Aboriginal Initiatives);
- ~~j. i.~~ the heads or chairs of teaching departments and schools;
- ~~k. j.~~ the Secretary of Senate (non-voting), who shall be appointed by the President;
- ~~l. k.~~ the chairs of the Senate standing Committees, including the chair of the Faculty of Graduate Studies Council ~~and the Chair of the ; if the Chair of the Joint Senate Committee for NOSM (JSC for NOSM) provided such Chair is a Committee member appointed by Lakehead University. If the Chair of the JSC is not a Committee member appointed by a Laurentian Member Lakehead University, and provided the Vice Chair of the JSC for NOSM is a Committee member appointed by Lakehead University, the Vice Chair of the JSC shall serve as a voting member on the Senate rather than the Chair;~~
- ~~m. l.~~ 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. m.~~ 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. n.~~ one Professional Librarian, who shall be elected by the Professional Librarians for up to a three-year term (See Appendix A);
- ~~p. o.~~ 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. p.~~ either the Lakehead University Student Union Vice-President Advocacy ~~or~~ one additional Student;
- ~~r. q.~~ 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. r.~~ one member of the Ogimaawin-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 4.1*j* 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 4.1*k* through 4.1*s* 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 4.1 ~~j~~<sup>k</sup>).

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.