

## TABLE OF CONTENTS

ARTICLE	Page
1. DEFINITIONS	
1.0 Duties and Powers of the Senate	1
1.1 General Definitions	1
1.2 Definitions Related to Senate Committees and Subcommittees	2
1.3 Senate Year	2
2. SENATE MEMBERSHIP and TERMS of OFFICE	
2.0 General Membership Provisions	2
2.1 <i>Ex Officio</i> Senators	3
2.2 Student Senators	3
2.3 Other Non-Faculty Senators	3
2.4 Faculty Senators	3
2.5 Changes to Senate Membership	3
2.6 Terms of Office	4
3. OFFICERS of SENATE	
3.0 Identification of Officers	4
3.1 Chair of Senate	4
3.2 Vice-Chair of Senate	5
3.3 Speaker of Senate	5
3.4 Deputy Speaker of Senate	5
3.5 Secretary of Senate	5
4. ELECTION of FACULTY SENATORS	
4.0 Eligibility to Serve	6
4.1 Eligibility to Vote	6
4.2 Conduct of Elections	6
4.3 Annual Election Procedures for Positions Allocated to Each Faculty	6
4.4 Annual Election Procedures for Designated Regional Campus Positions	7
4.5 Annual Election Procedures for Designated Limited-Term and Instructor Positions	8
5. ELECTION of STUDENT SENATORS	
5.0 Eligibility to Serve	8
5.1 Eligibility to Vote	8
5.2 Conduct of Elections	9
5.3 Annual Election Procedures for Student Representatives	9
6. SENATE MEETINGS	
6.0 Regular Senate Meetings	9
6.1 Special Senate Meetings	10
6.2 Senate Agenda and Senate Minutes	10
6.3 Order of Business	10
6.4 Senate Quorum	11
6.5 Lost or Unfinished Meetings	11
6.6 Openness of Meetings and the Right of Non-Members to be Heard	11
6.7 <i>In Camera</i> Consideration	12
6.8 Participation of Senators or Non-Members from the Regional Campuses	12

7.	<b>GENERAL SENATE PROCEDURES</b>	
7.0	The Role of Motions in Conducting Senate Business	12
7.1	Main Motions and Their Disposition	12
7.2	Amendments	13
7.3	Debatability and Plurality Requirements of Senate Motions	13
7.4	Debate and Decorum	14
7.5	Voting on Senate Motions	14
7.6	Elections Conducted in Senate	14
7.7	Unprovided Cases	15
8.	<b>ROLE and FUNCTION of SENATE COMMITTEES/SUBCOMMITTEES</b>	
8.0	The Role of Representative Standing and Ad Hoc Committees/Subcommittees	15
8.1	General Committee/Subcommittee Procedures	15
8.2	Chair and Vice-Chair	15
8.3	Committee/Subcommittee Meetings and Quorum	16
8.4	Committee/Subcommittee Reports	16
8.5	Annual Reports of Standing Committees/Subcommittees	17
9.	<b>STANDING COMMITTEES and SUBCOMMITTEES of SENATE</b>	
9.0	Annual Standing Committee/Subcommittee Election Process	17
9.1	Senate Executive Committee (EXEC)	17
9.1.1	By-Laws & Elections Subcommittee (B&E)	18
9.1.2	Honorary Degrees Subcommittee (HON)	19
9.2	Planning and Priorities Committee (PPC)	19
9.3	Undergraduate Studies Committee (USC)	20
9.3.1	Undergraduate Standing & Petitions Subcommittee (S&P)	20
9.3.2	Undergraduate Services & Awards Subcommittee (S&A)	21
9.4	Student Appeals Committee (SAC)	22
9.4.1	Individual Appeal Panels	22
9.5	Teaching & Learning Committee (T&L)	23
9.5.1	Library Advisory Subcommittee (LIB)	23
9.5.2	Technology & Infrastructure Subcommittee (T&I)	24
10.	<b>FACULTY and UNIVERSITY COUNCILS</b>	
10.0	General Council Provisions	25
10.1	Faculty Councils	25
10.1.1	Faculty Council Curriculum Procedures	25
10.1.2	Faculty Council Nominations and Elections Subcommittee	26
10.2	Research Council (RC)	26
10.3	Graduate Studies Council (GSC)	27
11.	<b>SENATE REPRESENTATIVES on OTHER BODIES</b>	
11.0	Senate Representatives on the Board of Governors	28
11.1	Senate Representative on the Council of Ontario Universities	28
11.2	Additional Senate Representatives on Other Bodies	29
12.	<b>RESPONSIBILITIES on SENATORS</b>	
12.0	General Responsibilities	29
12.1	Attendance Expectations	29
12.2	Participation on Senate Standing Committees/Subcommittees	30

13.	VACANCIES	
	13.0 Vacant Senate Positions	30
	13.1 Vacancies on Senate Committees/Subcommittees	31
14.	ADOPTION of AMENDMENT of SENATE BY-LAWS	31
15.	SUSPENSION OF SENATE BY-LAWS	31

## 1. DEFINITIONS

### 1.0 Duties and Powers of the Senate

The Senate of Nipissing University, established in 1992 by the Legislature of the Province of Ontario in *Bill Pr70 (An Act respecting Nipissing University)*, has the duties to “establish the educational policies of the University” and to “make recommendations to the board with respect to any matter of academic concern to the University”.

Without limiting the above, *Bill Pr70* (hereafter referred to as the Nipissing University Act) specifically stipulates that the Senate has the power to:

- (a) make recommendations to the board respecting the establishment, maintenance, modification or termination of organizational structures such as faculties, schools, institutes, departments or chairs within the University;
- (b) establish, maintain, modify or remove curricula of all courses of instruction, including extension courses, subject to the approval of the board in so far as the expenditure of funds is concerned;
- (c) determine procedures for and policies concerning the qualifications of members of faculty within the University with respect to appointments, promotions and the granting and termination of tenure;
- (d) determine standards of admission of students to the University;
- (e) consider and determine the conduct and results of examinations in all faculties;
- (f) hear and determine appeals from the decision of faculty councils on examinations and on applications for admission;
- (g) grant degrees, honorary degrees, diplomas, certificates or other awards for the University and its federated or affiliated colleges;
- (h) consider and co-ordinate long-range academic planning;
- (i) consider and recommend to the board policies concerning the allocation or use of University resources for academic purposes;
- (j) create councils and committees and delegate to them the power and authority to act for it on any matter; and
- (k) make by-laws and regulations for the conduct of its affairs.

### 1.1 General Definitions

In these By-Laws:

- (a) “Nipissing University Act” means *Bill Pr70 (An Act respecting Nipissing University)*;
- (b) “University” means Nipissing University;
- (c) “Board” means the Board of Governors of the University;
- (d) “Senate” means the Senate of the University;
- (e) “Faculty” means an academic faculty of the University;
- (f) “School” means a school of the University;
- (g) “Department” means a department of an academic faculty or of a school of the University;
- (h) “Division” means a division of an academic faculty or of a school of the University;
- (i) “Senator” means a voting member of the Senate;
- (j) “President” means the President of the University;
- (k) “PVPAR” means the Provost and Vice-President, Academic and Research of the University;
- (l) “VPFA” means the Vice-President, Finance and Administration of the University ;
- (m) “Dean” means the Dean of an academic faculty of the University;
- (n) “Chair” means a presiding officer, as in Chair of Senate, committee Chair, department Chair, division Chair or program Chair;

- (o) “Director” means a director of a program or school of the University;
- (p) “Faculty member” means a member of the teaching staff of the University who is eligible for active membership in FASBU or CASBU, and who holds either a full-time academic appointment at the rank of lecturer or above or a full-time appointment as a lab, seminar or service course instructor;
- (q) “Student” means a full-time or part-time student of the University in good academic standing, as determined by the University;
- (r) “Regional campus” means a campus of the University located outside North Bay;
- (s) “NUSU Executive” means the elected student members of the Nipissing University Student Union Executive;
- (t) “Alumni Board” means the Board of Directors of the Nipissing University Alumni Advisory Board;
- (u) “ACE” means the Aboriginal Council on Education of the University; and
- (v) “Quorum” means the minimum number of voting members in attendance in order for a meeting to commence or continue; and
- (w) “Day” means operating business day.

## 1.2 Definitions Related to Senate Committees and Subcommittees

In defining the membership of Senate committees or subcommittees in these By-Laws:

- (a) “Faculty Senator” means a faculty member who is a voting member of Senate;
- (b) “Faculty non-Senator” means a faculty member who is not a voting member of Senate;
- (c) “Student Senator” means a student who is a voting member of Senate;
- (d) “Representative” means a representative (student, Board, Alumni Advisory Board or ACE) who may or may not also be a voting member of Senate; and
- (e) “Designate” means a person formally delegated by an *ex officio* voting member of Senate to participate and vote on the member’s behalf at all meetings of a specified Senate committee or subcommittee during any given year. The Dean’s designate shall be in an academic position such as an Associate Dean; a Director; a Department, or Section Chair; or, a Faculty member.

## 1.3 Senate Year

The Senate year shall be deemed to commence on 01 July of any given year and end on 30 June of the following year.

## 2. SENATE MEMBERSHIP AND TERMS OF OFFICE

### 2.0 General Membership Provisions

- (a) The voting membership of Senate shall include, in numbers as specified below:
  - (i) *ex officio* Senators; (ii) student Senators; (iii) other non-faculty Senators; and (iv) faculty Senators.
- (b) As stipulated in the Nipissing University Act, the number of faculty Senators in any given year shall be at least more than twice the total number of all other Senators.
- (c) In order that the membership of Senate is as broadly representative of the University’s academic community as possible, the various constituencies shall be expected to consider, and strive to reflect, gender balance and the diversity of academic and cultural traditions when choosing or electing their Senate representatives.
- (d) Membership on Senate cannot be delegated.
- (e) Faculty senators who accept an administrative position, or percent thereof, must vacate their senate position as a faculty senator upon acceptance of the appointment.

## 2.1 *Ex Officio* Senators

- (a) The following shall be *ex officio* voting members of Senate:
  - (i) the President;
  - (ii) the Provost Vice President Academic and Research;
  - (iii) The Vice President responsible for Finance and Administration
  - (iv) the Academic Deans;
  - (v) the Registrar;
  - (vi) the Executive Director, Library Services; and

## 2.2 Student Senators

- (a) The following shall be voting members of Senate:
  - (i) three (3) student Senators chosen by and from the NUSU Executive;
  - (ii) one (1) undergraduate student Senator elected by and from the undergraduate students in each Faculty; and
  - (iii) one (1) graduate student Senator elected by and from the graduate students.

## 2.3 Other Non-Faculty Senators

- (a) The following shall be voting members of Senate:
  - (i) two (2) Senators chosen by and from the Board of Governors;
  - (ii) one (1) Senator chosen by and from the Alumni Advisory Board; and
  - (iii) one (1) Senator chosen by and from the ACE.

## 2.4 Faculty Senators

- (a) The minimum number of faculty Senators shall be one more than twice the total number of Senators identified in 2.1, 2.2 and 2.3, above. [For 2014-15, the total number of faculty Senators is thus  $2(20) + 1 = 41$ .]
- (b) There shall be six (6) designated faculty Senate positions, as follows:
  - (i) one (1) faculty Senator elected by and from the faculty members at the rank of lecturer or above at each of the two regional campuses (Brantford and Muskoka), hereafter referred to as “regional campus positions”;
  - (ii) two (2) faculty Senators elected by and from the faculty members at the rank of lecturer or above with limited-term appointments of less than 12 months (North Bay), hereafter referred to as “limited-term positions”; and
  - (iii) two (2) faculty Senators elected by and from the full-time lab, seminar and service course instructors (North Bay), hereafter referred to as “instructor positions”.
- (c) The remaining faculty Senate positions [ $41 - 6 = 35$ , for 2014-15] shall be allocated to the individual Faculties according to their respective total proportions of faculty members at the rank of lecturer or above with appointments of at least 12 months. [Based on the 2013-14 faculty distribution, the relevant proportions for 2014-15 are: Applied & Professional Studies – 15.0%; Arts & Science – 54.0%; and Education – 31.0%.]

## 2.5 Changes to Senate Membership

- (a) In accordance with 2.4(a), the future addition of any *ex officio* Senator, student Senator or other non-faculty Senator to the membership of Senate shall be accompanied by the addition of two (2) faculty Senators.

- (b) The proportions employed in 2.4(c), above in allocating faculty Senate positions shall be recalculated at least every three years, based on up-to-date full-time faculty distribution data maintained specifically for this purpose. In the event that such a calculation results in a reallocation of one or more faculty Senate positions from one Faculty to another Faculty, this reallocation shall be accommodated during the next annual election cycle, when positions become vacant as Senators from each Faculty complete their normal terms of office.

## 2.6 Terms of Office

- (a) *Ex officio* Senators shall serve for as long as they remain in office.
- (b) For student Senators, the normal term of office shall be:
  - (i) one (1) year (renewable), for the three (3) student Senators chosen by and from the NUSU Executive;
  - (ii) one (1) year (renewable), for the undergraduate student Senator elected by and from the undergraduate students in the Schulich School of Education; the graduate student Senator elected by and from the graduate students; and the undergraduate student Senators elected by and from the undergraduate students in each remaining Faculty.
- (c) For other non-faculty Senators, the term of office shall be at the discretion of the respective constituencies.
- (d) For faculty Senators, the normal term of office shall be:
  - (i) two (2) years (renewable) for the six (6) designated faculty Senate representatives specified in 2.4(b), with roughly one-half (1/2) to be elected each year; and
  - (ii) three (3) years (renewable), for the remaining faculty representatives allocated to the individual Faculties, with roughly one-third (1/3) to be elected each year.
- (e) All Senate terms of office shall commence at the beginning of the Senate year (i.e. 01 July), except:
  - (i) the terms of the three (3) student Senators chosen by and from the NUSU Executive, which shall run from 01 May each year to 30 April the following year; and
  - (ii) the terms of the graduate student Senator elected by and from the graduate students, the undergraduate student Senator elected by and from the undergraduate students in the Schulich School of Education; and the terms of the undergraduate student Senators elected by and from the undergraduate students in each remaining Faculty, shall run from 01 October each year to 30 September of the following year.

## 3. OFFICERS OF SENATE

### 3.0 Identification of Officers

- (a) The following shall be Officers of Senate:
  - (i) the Chair of Senate, who shall be the President;
  - (ii) the Vice-Chair of Senate, who shall be the PVPAR;
  - (iii) the Speaker of Senate, who shall be elected every two years by Senate from among the faculty Senators, normally at the May Senate meeting; and
  - (iv) the Deputy Speaker of Senate, who shall be elected every two years by Senate from among the faculty Senators, normally at the May Senate meeting.
- (b) There shall also be a (non-voting) Secretary of Senate, who shall be appointed by the Chair.

### 3.1 Chair of Senate

Responsibilities of the Chair of Senate shall include:

- (a) executing all official communications of Senate;
- (b) signing all official documents of Senate;
- (c) conveying recommendations of the Senate to the Board, as necessary and appropriate;
- (d) such other responsibilities as may be specified in these By-Laws.

### 3.2 Vice-Chair of Senate

Responsibilities of the Vice-Chair of Senate shall include:

- (a) fulfilling the responsibilities of the Chair of Senate whenever the Chair is unable or unavailable to do so, for any reason; and
- (b) such other responsibilities as may be specified in these By-Laws.

### 3.3 Speaker of Senate

Responsibilities of the Speaker of Senate shall include:

- (a) conducting all meetings of Senate in accordance with these By-Laws and the basic rules of parliamentary procedure;
- (b) ruling on matters of procedure, questions of interpretation or points of order during Senate meetings, and should any such ruling be appealed, putting the appeal to an immediate vote;
- (c) providing advice and assistance to members of Senate and the University-at-large when called upon to do so, in matters of interpretation of these By-Laws or other Senate policies and procedures;
- (d) working closely with the Deputy Speaker to prepare the Deputy Speaker for the possibility of being elected by Senate as the next Speaker;
- (e) act as Chair of the Bylaws and Elections Subcommittee;
- (f) such other responsibilities as may be specified in these By-Laws.

### 3.4 Deputy Speaker of Senate

Responsibilities of the Deputy Speaker of Senate shall include:

- (a) fulfilling the responsibilities of the Speaker whenever the Speaker is unable or unavailable to do so, for any reason;
- (b) working closely with the Speaker to prepare for the possibility of being elected by Senate as the next Speaker;
- (c) act as Vice-Chair of the Bylaws and Elections Subcommittee; and
- (d) such other responsibilities as may be specified in these By-Laws.

### 3.5 Secretary of Senate

Responsibilities of the Secretary of Senate shall include:

- (a) preparing and distributing Senate agendas and Senate minutes, as required;
- (b) maintaining the official record of all Senate proceedings;
- (c) ensuring that the Senate website remains up-to-date;
- (d) through the Senate website or e-mail announcements, notifying all Senators and the broader University community of all regular or special meetings of Senate, and all meetings of Senate standing or ad hoc committees and subcommittees;
- (e) working with the Chair and the Speaker of Senate, as required, to ensure the smooth conduct of Senate affairs; and

- (f) such other responsibilities as may be assigned by the Chair or specified in these By-Laws.

#### **4. ELECTION OF FACULTY SENATORS**

##### 4.0 Eligibility to Serve

- (a) For the faculty Senate representatives allocated to each Faculty in 2.4(c), any faculty member at the rank of lecturer or above with an appointment of at least 12 months in the respective Faculty, who will not be on leave during the designated term of the position, shall be eligible to serve as an elected Senator. A faculty member who is granted leave or whose contractually limited appointment ends without renewal, and whose Senate term will not be completed before such leave commences or the contractual period ends, shall resign in order that a replacement may be chosen during the next annual election cycle to complete the member's Senate term.
- (b) For the two (2) designated regional campus representatives (Brantford and Muskoka) in 2.4(b)(i), any faculty member at the rank of lecturer or above at each of the two regional campuses, who will not be on leave during the designated term of the position, shall be eligible to serve as an elected Senator. A faculty member who is granted leave or whose contractually limited appointment ends without renewal, and whose Senate term will not be completed before such leave commences or the contractual period ends, shall resign in order that a replacement may be chosen during the next annual election cycle to complete the member's Senate term.
- (c) For the two (2) designated limited-term representatives in 2.4(b)(ii), any faculty member at the rank of lecturer or above with a limited-term appointment of less than 12 months (North Bay), excluding those appointed to replace Senators on approved leave, shall be eligible to serve as an elected Senator. A faculty member whose contractually limited appointment ends without renewal, and whose Senate term will not be completed before the contractual period ends, shall resign in order that a replacement may be chosen during the next annual election cycle to complete the member's Senate term.
- (d) For the two (2) designated instructor representatives in 2.4(b)(iii), any full-time lab, seminar or service course instructor (North Bay) shall be eligible to serve as an elected Senator. A faculty member whose contractually limited appointment ends without renewal, and whose Senate term will not be completed before the contractual period ends, shall resign in order that a replacement may be chosen during the next annual election cycle to complete the member's Senate term.

##### 4.1 Eligibility to Vote

For each constituency identified in 4.0, all constituency members, including those on approved leave at the time of the Senate election, shall be eligible to vote.

##### 4.2 Conduct of Elections

- (a) Elections for the faculty Senate representatives allocated to each Faculty shall be conducted by the respective Faculty Council, through the Office of the Dean.
- (b) Elections for the designated regional campus representatives shall be conducted through the Offices of the Program Director (Brantford) and the Campus Administrator (Muskoka).
- (c) Elections for the designated limited-term representatives and instructor representatives shall be conducted by the By-Laws & Elections Subcommittee of Senate.

##### 4.3 Annual Election Procedures for Representatives Allocated to Each Faculty

- (a) By 10 January each year, the By-Laws & Elections Subcommittee shall announce the list of Senate seats available in each Faculty to be filled in the next Senate election cycle, and indicate the term of office for each position.
- (b) By 17 January each year, the Deans shall invite nominations for all Senate seats available to be filled within their respective constituencies, and shall provide a list of all constituency members currently eligible to serve and/or to vote in the election. (Any faculty member holding a cross-appointment between two Faculties will declare a primary Faculty for election purposes to the appropriate Dean, and shall be eligible to serve and/or to vote only in that Faculty.)
- (c) Nominations shall be submitted in writing to the Dean, signed by the nominee and two eligible voters, not later than 31 January each year.
- (d) In the first week after the nomination period, each Faculty Council shall meet. The Deans will present the list of nominees, seek out new nominees if there has not been enough nominations (via a nominator and a seconder from the floor), to discuss the election procedures and to elect two scrutineers. After this meeting of Faculty Council, the final list of nominees and election procedures will be distributed by the Deans to all members of the respective faculty.
- (e) Unless all seats have been filled by acclamation and no later than the second week of February, the Deans shall announce the start of the election period. Elections for each Faculty shall normally be completed by no later than 28 February each year.
- (f) Voting shall take place Monday – Friday during 8:30 a.m. – 4:30 p.m. in the respective Dean’s offices. Voting shall be by secret ballot. Candidates shall be listed on the ballot in alphabetical order. Eligible voters may vote for as many candidates as there are seats on the ballot. Voting by proxy shall not be permitted. Each voter shall receive one ballot, to be filled out in private and returned to the ballot box which will be monitored by the Dean’s office.
- (g) At the close of voting in each Faculty, the ballots shall be counted and verified by two faculty scrutineers, elected by the respective Faculty Councils, who are eligible to vote in the constituency but who are not standing for Senate election.
- (h) The Deans shall notify their Faculties of the results within three days of the close of voting, and shall normally report their final slates of Faculty representatives to the By-Laws & Elections Subcommittee no later than 01 March.

#### 4.4 Annual Election Procedures for Designated Regional Campus Representatives

- (a) By 01 February each year, the By-Laws & Elections Subcommittee shall announce any designated regional campus position(s) to be filled in the next Senate election cycle and indicate the term of office for each position.
- (b) By 15 February each year, the Program Director (Brantford) and Campus Administrator (Muskoka) shall invite nominations for any position(s) to be filled within their respective constituencies, and shall provide a list of all constituency members currently eligible to serve and/or to vote in the election.
- (c) Nominations shall be submitted in writing, signed by the nominee and two eligible voters, not later than 15 March each year.
- (d) Within one week of the close of nominations, the Program Director (Brantford) and Campus Administrator (Muskoka) shall inform their respective constituencies of any position(s) filled by acclamation, and, where required, announce the days/times when voting will be conducted for any contested position(s).
- (e) Voting for contested Senate positions at each regional campus shall be by secret ballot. Candidates shall be listed on the ballot in alphabetical order. Eligible voters may vote for as many candidates as there are contested seats on the ballot. Voting by proxy shall not be permitted.
- (f) At the close of voting in each constituency, the ballots shall be counted and verified by two faculty scrutineers, appointed by the Program Director (Brantford) and Campus Administrator

(Muskoka), who are eligible to vote in the constituency but who are not standing for Senate election.

- (g) Elections for contested positions at each regional campus shall be completed by 31 March each year. The Program Director (Brantford) and Campus Administrator (Muskoka) shall notify their respective constituencies of the results within three days of the close of voting, and shall report their chosen representative(s) to the By-Laws & Elections Subcommittee by 07 April each year.

#### 4.5 Annual Election Procedures for Designated Limited-Term and Instructor Representatives

- (a) By 01 May each year, the By-Laws & Elections Subcommittee shall announce any designated limited-term and instructor position(s) to be filled in the next Senate election cycle and indicate the term of office for each position.
- (b) By 01 September each year, the By-Laws & Elections Subcommittee shall invite nominations for any such designated faculty position(s) to be filled within their respective constituencies, and shall provide a list of all constituency members eligible to serve and/or to vote in the election.
- (c) Nominations shall be submitted in writing, signed by the nominee and two eligible voters, not later than 15 September each year.
- (d) Within one week of the close of nominations, the By-Laws & Elections Subcommittee shall inform the respective constituencies of any position(s) filled by acclamation, and, where required, announce the days/times when voting will be conducted for any contested position(s).
- (e) Voting for contested positions shall be by secret ballot. Candidates shall be listed on the ballot in alphabetical order. Eligible voters may vote for as many candidates as there are contested seats on the ballot. Voting by proxy shall not be permitted.
- (f) At the close of voting in each designated constituency, the ballots shall be counted and verified by two faculty scrutineers, appointed by the By-Laws & Elections Subcommittee, who are eligible to vote in the respective constituencies but who are not standing for Senate election.
- (g) Elections for contested positions shall be completed by 30 September each year. The By-Laws & Elections Subcommittee shall notify the respective constituencies of the results within three days of the close of voting.
- (h) If any election or acclamation results in vacancies on any of the designated constituencies, these vacancies will be filled in turn by the Faculty of Arts and Science, then the Schulich School of Education and then the Faculty of Applied and Professional Studies.

## 5. ELECTION OF STUDENT SENATORS

### 5.0 Eligibility to Serve

- (a) For the undergraduate student representatives allocated to each Faculty in 2.2(a)(ii), any undergraduate student who remains in good academic standing during the designated term of the position shall be eligible to serve as an elected Senator. Undergraduate student Senators who graduate or withdraw from the University or who are no longer in good academic standing shall immediately be deemed to have forfeited their positions.
- (b) For the graduate student representative in 2.2(a)(iii), any graduate student who remains in good academic standing during the designated term of the position shall be eligible to serve as an elected Senator. A graduate student Senator who graduates or withdraws from the University or who is no longer in good academic standing shall immediately be deemed to have forfeited the position.

### 5.1 Eligibility to Vote

- (a) All undergraduate students currently registered at the time of the election shall be eligible to vote for the undergraduate student representative in their respective Faculty. Students in

Concurrent Education or completing double majors in two different Faculties shall be required to declare one Faculty for purposes of the election.

- (b) All graduate students currently registered at the time of the election shall be eligible to vote for the graduate student representative.
- (c) In order to vote, currently-registered undergraduate and graduate students shall be required:
  - (i) where feasible, to present a valid University student card at any NUSU polling station and have their names crossed off the list of eligible voters provided by the University; or
  - (ii) where voting in person is not possible, to vote by e-mail according to established election procedures, using their University-assigned e-mail address.

## 5.2 Conduct of Elections

- (a) Elections for the undergraduate and graduate student representatives shall be conducted by the NUSU Board, coincident with its annual Delegate elections.
- (b) Notwithstanding the conduct of the elections in (a) by the NUSU Board, the elected undergraduate and graduate student representatives shall be deemed to have no formal affiliation with NUSU or accountability to NUSU, in carrying out their responsibilities as Senators.

## 5.3 Annual Election Procedures for Undergraduate Student Representatives from all three Faculties and Graduate Student Representative

- (a) By 01 September each year, the By-Laws & Elections Subcommittee shall announce the election to fill the undergraduate and graduate student Senate positions, and indicate that the term of office for these positions is one (1) year. A copy of the announcement shall be provided to the NUSU Executive. The procedures and timelines for the election of undergraduate and graduate student representatives shall generally be those followed for the NUSU delegate elections, except as specifically otherwise indicated in this Article.
- (b) Nominations shall be submitted in writing, signed by the nominee and ten (10) eligible voters.
- (c) In the event that there is only one (1) candidate for a particular position, that candidate shall be declared elected by acclamation.
- (d) Voting for each contested position shall be by secret ballot at any NUSU polling station or, for any voter unable to vote in person, by e-mail according to established election procedures, using the voter's University-assigned e-mail address. Candidates shall be listed on the ballot in alphabetical order. Eligible voters may vote for only one candidate. Voting by proxy shall not be permitted.
- (e) Elections for the undergraduate and graduate student representatives shall be completed by the last week of September each year. The Chief Returning Officer (CRO) appointed by the NUSU Board shall announce the results, and shall provide the names of the elected student representatives to the By-Laws & Elections Subcommittee of Senate by 01 October each year.
- (f) Should any Senate undergraduate or graduate student position(s) still remain unfilled after the NUSU fall Delegate Elections, the By-Laws & Elections Subcommittee shall consider other alternatives and make appropriate recommendations to the Senate Executive Committee, for conveyance to Senate.

## 6. SENATE MEETINGS

### 6.0 Regular Senate Meetings

- (a) Unless otherwise determined and announced by the Senate Executive Committee, regular meetings of Senate shall normally be held on the second Friday of each month, from September to June inclusive.
- (b) There shall be no regular meetings of Senate in July or August.
- (c) Once finalized, the dates of all regular Senate meetings for any given year shall be published on the University website.
- (d) Unless otherwise determined and announced by the Senate Executive Committee, regular Senate meetings shall normally commence at 2:30 PM.
- (e) Regular Senate meetings shall normally end no later than 5:30 PM.
- (f) All those responsible for the timetabling of University classes shall be instructed to make every effort to ensure that faculty Senators are not scheduled to teach during regular Senate meetings.
- (g) At the discretion of the Senate Executive Committee, a regular meeting of Senate may be cancelled if:
  - (i) the volume of business submitted for inclusion in the agenda is insufficient to warrant holding the meeting; and
  - (ii) there is no urgent or time-sensitive business requiring disposition prior to the next regular meeting.

#### 6.1 Special Senate Meetings

- (a) A special meeting of Senate may be called at the discretion of either the Chair of Senate or the Senate Executive Committee. Moreover, a special meeting shall be called by the Senate Executive Committee upon receipt of a formal written request signed by a minimum of twelve (12) voting Senators.
- (b) Notice of a special Senate meeting shall be provided to all Senators and announced to the University community-at-large by e-mail, at least forty-eight (48) hours in advance of the meeting. The notice shall specify all items of business to be considered at the special meeting.

#### 6.2 Senate Agenda and Senate Minutes

- (a) An agenda for each regular Senate meeting shall be prepared by the Senate Executive Committee. Agenda items must be received at least four (4) days prior to the meeting of the Committee.
- (b) The regular Senate agenda shall be published on the Senate website, posted on the designated Senate bulletin board, and circulated in hard copy to all Senators at least four (4) days prior to the regular meeting. An e-mail announcing the availability of the agenda on the website shall be sent to the University community-at-large.
- (c) For regular meetings of Senate, the agenda shall normally follow the order of business outlined in 6.3.
- (d) For special Senate meetings, the agenda shall consist solely of those items specified in the notice of the meeting.
- (e) Draft minutes of each regular or special Senate meeting shall be prepared and placed on the Senate website for review at least four (4) days prior to the next regular meeting of Senate, at which they shall be considered for approval.
- (f) Once adopted by Senate (after any necessary corrections or amendments), the minutes from the current Senate year and at least one (1) previous Senate year shall be made available on the Senate website.
- (g) A hard copy of all approved Senate minutes shall be signed by the Chair of Senate and kept as the official, permanent record of Senate proceedings. These proceedings shall be available for consultation in the Office of the President during regular business hours.

- (h) The Senate minutes in (e), (f) and (g) shall exclude any confidential motions passed during *in camera* segments of Senate meetings, until such time as the Senate Executive Committee determines that the reason for keeping them confidential no longer applies.

### 6.3 Order of Business

- (a) The order of business observed at all regular meetings of Senate shall normally be as follows:
- (i) Approval of the Agenda
  - (ii) Approval of the minutes of the previous meeting(s);
  - (iii) Business arising from the minutes;
  - (iv) Reading and disposing of communications;
  - (v) Question period;
  - (vi) Written reports (which include substantive motions) of standing committees, Faculty or University councils, and ad hoc or other committees, with the order to be determined by the Senate Executive Committee;
  - (vii) Other business (which includes substantive motions);
  - (viii) Amendment of By-Laws;
  - (ix) Elections;
  - (x) Written or oral reports for information only (which may include a motion to receive) from all sources, including other bodies on which Senate is represented;
  - (xi) New business (requiring a motion to consider);
  - (xii) Announcements (President, PVPAR, Deans, Students, and Others); and
  - (xiii) Adjournment
- (b) Business items submitted too late to be placed on the Senate agenda must be circulated in hard copy at the meeting for introduction under new business, and shall require the passage of a motion to consider before any further motions may be proposed.
- (c) The primary purpose of the question period is to provide an opportunity for Senators or others in attendance to raise questions or seek clarification regarding matters which may be of collective interest or concern. Substantive questions for which an adequate response may require research or preparation should normally be submitted to the Senate Secretary in writing at least four (4) days prior to the meeting. Should this not occur, the respondent may elect to answer the question at the next regular Senate meeting.

### 6.4 Senate Quorum

- (a) The quorum for all Senate meetings shall be 60% of the voting membership. [For 2014-15, the quorum is thus 37 members.]
- (b) If Senate is not called to order within 15 minutes after its scheduled commencement time due to lack of quorum, the meeting shall be deemed lost and Senate shall stand adjourned.
- (c) Should it be confirmed that the quorum has been lost during any meeting in progress after Senate has been called to order, Senate shall immediately be declared adjourned.

### 6.5 Lost or Unfinished Meetings

In the event that a Senate meeting is lost altogether, or its agenda not completed, for any reason (including lack of quorum or loss of quorum), the Senate Executive Committee may, at its discretion and as necessary:

- (a) call a special Senate meeting to consider some or all of the agenda items from the lost or unfinished meeting; and/or
- (b) see that some or all of the agenda items from the lost or unfinished meeting are placed on the agenda of the next regular meeting.

## 6.6 Openness of Meetings and the Right of Non-Members to be Heard

- (a) All meetings of Senate shall be open to non-members, except when Senate votes to consider specific items of business *in camera*.
- (b) A non-member of Senate may be recognized and permitted to speak at any open portion of a Senate meeting:
  - (i) with the prior approval of the Senate Executive Committee; or
  - (ii) at the discretion of the Speaker; or
  - (ii) by Senate vote on a motion to that effect, which shall not be debatable.

## 6.7 *In Camera* Consideration

- (a) During a meeting, Senate may vote to consider specific items of business *in camera*, thereby closing the meeting to non-members while these matters are under discussion. Such a motion shall clearly identify all items of business to be considered *in camera*, and is debatable. Should the motion be carried, all non-members in attendance shall be required to leave the meeting immediately.
- (b) Upon completion of all *in camera* business items, the Speaker shall declare the meeting once again open to non-members.
- (c) Motions to consider specific matters *in camera* shall normally come from the Senate Executive Committee and appear in the Senate agenda, but they may also be raised during the course of a meeting by any Senator, as a question of privilege.
- (d) The approval by Senate of honorary degree candidates shall always be considered *in camera*. Other matters where individual students or University personnel are identified by name or where confidential financial or other information is involved may also warrant *in camera* consideration.
- (e) Notwithstanding (d), and as a matter of principle, unless a legitimate rationale for *in camera* consideration is evident or is provided, Senate meetings should remain open to non-members.

## 6.8 Participation of Senators or Non-Members from the Regional Campuses

- (a) The University shall take the necessary steps to ensure that Senators or non-members from the regional campuses are able to attend and participate in Senate meetings via appropriate distance technologies.
- (b) Notwithstanding (a), each Senator from the regional campuses shall be given the opportunity to attend Senate in person at least twice each year, at the University's expense.

# 7. GENERAL SENATE PROCEDURES

## 7.0 The Role of Motions in Conducting Senate Business

- (a) Formal Senate decision-making shall normally proceed only through proposing and approving (or otherwise disposing of) appropriately worded motions.
- (b) Further to (a), during the consideration of any report, proposal or recommendation, there shall be a motion, and only one motion, before Senate at any given time.
- (c) All motions brought before Senate shall be moved and seconded before the subject matter of the motion is open for debate.
- (d) A motion may be withdrawn with the consent of both the mover and seconder, but if either objects, the motion shall be considered and put to a vote.

## 7.1 Main Motions and Their Disposition

- (a) The initial motion proposed in connection with any item of business shall henceforth be referred to as the “main motion”. Once the main motion is before Senate, other motions (some of which apply directly to the main motion and some of which are purely procedural) may be introduced and shall be given higher precedence.
- (b) Specifically, once a main motion is under consideration, any of the following motions may be applied to it (listed from lowest to highest, in order of their precedence):
  - (i) a motion to divide the main motion;
  - (ii) a motion to amend the main motion;
  - (iii) a motion to refer the main motion, with instructions;
  - (iv) a motion to postpone consideration of the main motion to a certain day/time; and
  - (v) a motion to close (or limit) debate on the main motion.
- (c) Notwithstanding (a) and (b), the end result in every case shall be that the original main motion or each of its individual parts if divided is carried (with or without amendments), defeated or otherwise disposed of.

## 7.2 Amendments

- (a) A proposed amendment to any motion before Senate shall be worded so as to:
  - (i) delete specified words from the motion;
  - (ii) add specified words to the motion; or
  - (iii) delete specified words from the motion and substitute others in their place.
- (b) If the mover and seconder of the original motion agree to do so, they may accept a proposed amendment as a “friendly amendment”, in which case the changes shall be incorporated into the original motion without the need for a vote.
- (c) While an amendment is under consideration, an amendment to the amendment may be proposed.
- (d) Any amendment which, if approved, would nullify the intent of the original motion is out of order, and shall be so declared by the Speaker.
- (e) Amendments shall be considered and voted on in the following order, where applicable:
  - (i) the amendment to the amendment;
  - (ii) the amendment, as amended in (i) or as originally proposed; and
  - (iii) the original motion, as amended in (ii) or as originally proposed.

## 7.3 Debatability and Plurality Requirements of Senate Motions

- (a) The following motions shall be debatable:
  - (i) any main motion;
  - (ii) any motion to divide;
  - (iii) any motion to amend;
  - (iii) any motion to refer, with instructions (debatable both as to the instructions and as to the advisability of referral);
  - (iv) any motion to postpone consideration (debatable both as to the proposed day/time and as to the advisability of postponement);
  - (v) any motion to reconsider a previously-carried or previously-defeated motion (debatable as to the merits of reconsideration, but only if the original motion was debatable and only if no subsequent irreversible action resulting from the original motion has already occurred);
  - (vi) any motion to consider specific items of business *in camera* (debatable both as to the list of items and as to the appropriateness of closing the meeting to non-members; see 6.7); and

- (vii) any motion to conduct a vote by roll-call (debatable as to the need for such a vote; see 7.5(e)).
- (b) The following motions are not debatable and shall be put to an immediate vote:
  - (i) any motion to close (or limit) debate on a motion;
  - (ii) any motion objecting to consideration of a motion;
  - (iii) any motion to suspend one or more of these By-Laws;
  - (iv) any motion to adjourn;
  - (v) any motion to conduct a vote by secret ballot (see 7.5(d));
  - (vi) any motion to allow a non-member to speak (see 6.6(b)(ii)); and
  - (vii) any motion appealing a procedural ruling by the Speaker.
- (c) The following motions shall require a two-thirds (2/3) plurality:
  - (i) any motion to close (or limit) debate on a motion;
  - (ii) any motion objecting to consideration of a motion;
  - (iii) any motion to suspend one or more of these By-Laws; and
  - (iv) any motion to adopt or amend these By-Laws.

#### 7.4 Debate and Decorum

- (a) During the discussion of any substantive motion, the mover shall normally be offered the opportunity to speak first and also to make final comments at the close of debate. Other Senators shall normally speak only once, and in any case shall not be permitted to speak a second time until all those wishing to speak for the first time have been recognized and heard.
- (b) Providing clarification or explanation in direct response to a specific question or point of information shall not be counted as speaking to the motion.
- (c) In speaking to any motion, each Senator shall normally be limited to at most ten (10) minutes. The Speaker shall rule on any request to extend this time limit, and any such ruling shall be subject to appeal.
- (d) Senators shall be expected to observe appropriate decorum during any debate.

#### 7.5 Voting on Senate Motions

- (a) Except as otherwise specified in 7.3(c), Senate motions shall be carried by a simple plurality of votes in favour over votes against, with abstentions not being called or recorded. If it appears that a third or more of the Senators have abstained, the Speaker shall have the discretion to discount the vote and recall the question.
- (b) Should the vote on any motion end in a tie, the motion shall be declared defeated.
- (c) Voting on Senate motions shall normally be conducted by a simple show of hands, with the Speaker declaring the motion to be carried or defeated. Should any member request that such a vote be recorded, Senators may be asked to stand or keep their hands in the air until the count is taken.
- (d) Notwithstanding (c), any Senator may, on a question of privilege, move that the vote on the motion before Senate be conducted by secret ballot. A motion to hold a secret ballot, once seconded, is not debatable and shall be put to an immediate vote.
- (e) Notwithstanding (c), any Senator may likewise, on a question of privilege, move that the vote on the motion before Senate be conducted by roll-call. A motion to conduct a vote by roll-call is debatable as to the need for such a vote.
- (f) Whether a vote is conducted by show of hands, secret ballot or roll-call, the Speaker or Deputy Speaker (whoever is conducting the vote) shall retain the right, as an elected Senator, to vote on the motion.
- (g) Voting by proxy shall not be permitted.

## 7.6 Elections Conducted in Senate

- (a) When elections are to be conducted during Senate meetings, these shall normally take place under the appropriate heading in the agenda.
- (b) If a candidate from one of the three faculties cannot be found to fill a Senate committee/subcommittee position, then nominations from the floor shall be accepted.
- (c) Nominating a Senator (or non-Senator, where applicable) who is not present at the time of the election shall be permitted, provided that it can be reliably reported that the nominee has agreed to accept the nomination.
- (d) Nominations shall be closed by a motion of Senate. If the number of nominees does not exceed the number of available positions, the nominees shall be declared elected by acclamation.
- (e) In each case where there are more nominees than available positions, a secret ballot shall be conducted to determine the outcome of the election.

## 7.7 Unprovided Cases

For all procedural situations not covered in these By-Laws, Senate's authority shall be *Robert's Rules of Order*. However, should procedural situations arise in which these By-Laws and the aforementioned reference are not in accordance, these By-Laws shall prevail.

# 8. ROLE AND FUNCTION OF SENATE COMMITTEES/SUBCOMMITTEES

## 8.0 The Role of Representative Standing and Ad Hoc Committees/Subcommittees

- (a) The effective conduct of Senate business relies heavily on the work of representative Senate committees or subcommittees established specifically to consider a broad range of matters related to the academic function of the University and to report on these to Senate, with recommendations as necessary and appropriate.
- (b) For academic matters of an ongoing nature, Senate shall establish a framework of standing committees and subcommittees, as outlined in 9.
- (c) At its discretion, Senate may also form ad hoc committees or subcommittees to deal with specific matters of a non-recurring nature. The proposed membership and terms of reference of any such ad hoc committee/subcommittee shall be specified in the motion to strike the committee/subcommittee.
- (d) Ad hoc committees and subcommittees of Senate shall serve until they are discharged by Senate.
- (e) The membership of all Senate standing or ad hoc committees/subcommittees should be gender inclusive, and should reasonably represent the diversity of academic or cultural traditions and viewpoints..

## 8.1 General Committee/Subcommittee Procedures

- (a) In general, where appropriate and feasible, the procedures of Senate standing or ad hoc committees/subcommittees shall parallel those of Senate.
- (b) Except as stated otherwise in these By-Laws, the President shall be an *ex officio* non-voting member of every Senate standing or ad hoc committee/subcommittee.
- (c) All Senate standing or ad hoc committees shall report directly to Senate, while standing or ad hoc subcommittees shall bring reports and recommendations to their parent committees for consideration and possible conveyance to Senate, unless otherwise stipulated in these By-Laws.
- (d) A Senate standing or ad hoc committee/subcommittee may also report to another such committee/subcommittee at the other committee/subcommittee's request. Any such report shall also be conveyed to Senate, for information.

- (e) Secretarial support for each committee/subcommittee shall be provided through the office of:
  - (i) the Chair of the committee/subcommittee, when the Chair is an *ex officio* voting or non-voting member; or
  - (ii) a senior *ex officio* voting member of the committee/subcommittee, when the Chair is a faculty Senator.

## 8.2 Chair and Vice-Chair

- (a) Each Senate standing or ad hoc committee/subcommittee shall have a Chair and a Vice-Chair, who shall either be designated when stipulating the membership or elected by the committee/subcommittee.
- (b) Responsibilities of the Chair shall include:
  - (i) acting as the presiding officer for the committee/subcommittee;
  - (ii) working with the committee/subcommittee to establish an appropriate meeting schedule;
  - (iii) ensuring that meeting agendas and all relevant supporting documentation are circulated to all committee/subcommittee members at least four (4) days before each meeting;
  - (iv) ensuring that the minutes of each committee/subcommittee meeting are circulated to all committee/subcommittee members;
  - (v) ensuring that the committee/subcommittee undertakes adequate consultation with all those who may be affected by any proposals being considered by the committee/subcommittee before such proposals are conveyed to Senate or to the parent committee;
  - (vi) preparing committee/subcommittee reports and recommendations as necessary and appropriate, for approval by the committee/subcommittee and conveyance to Senate or to the parent committee;
  - (vii) acting as the lead spokesperson when reports and recommendations of the committee/subcommittee are presented to Senate or to the parent committee; and
  - (viii) in general, seeing that all work required of the committee/subcommittee is completed in an expeditious and timely fashion.
- (c) The Vice-Chair shall be responsible for fulfilling the responsibilities of the Chair whenever the Chair is unable or unavailable to do so, for any reason.

## 8.3 Committee/Subcommittee Meetings and Quorum

- (a) All meetings of Senate standing or ad hoc committees/subcommittees shall normally be open to non-committee/subcommittee members (including non-Senators), and, once scheduled, such meetings shall be announced on the Senate website at least two (2) days in advance, where possible.
- (b) A non-committee/subcommittee member may be recognized and permitted to speak at any committee/subcommittee meeting at the discretion of the Chair.
- (c) A voting member of a committee/subcommittee may move that a meeting be closed to non-members while certain specified matters are under discussion. Such a motion shall clearly identify all items of business to be considered *in camera*, and is debatable. Should the motion be carried, all non-members in attendance shall be required to leave the meeting immediately.
- (d) Upon completion of all *in camera* business items, the Chair shall declare the meeting once again open to non-members.
- (e) The quorum for all Senate standing or ad hoc committee/subcommittee meetings shall be 50% of the voting membership.
- (f) The University shall take the necessary steps to ensure that Senate standing or ad hoc committee/subcommittee members from the regional campuses are able to attend and participate in committee/subcommittee meetings via appropriate distance technologies.

#### 8.4 Committee/Subcommittee Reports

- (a) Written reports of Senate standing or ad hoc committee/subcommittees should be clear and concise. Each recommendation intended for Senate consideration should be clearly stated within the main body of the report, and accompanied by an adequate rationale.
- (b) At the end of each written report submitted for Senate consideration, a list of motions shall be provided, as follows:
  - (i) a motion that Senate receive the report (required even if the report includes no other recommendations for Senate consideration); and
  - (ii) a motion for each individual recommendation within the report, carefully worded to reflect the appropriate Senate action being proposed (e.g. that Senate approve the implementation of a new program, that Senate recommend to the President, for conveyance to the Board, the addition of a new tenure-track position, etc.).
- (c) A motion that Senate receive a written report provides an opportunity for general discussion regarding the report and its recommendations, including questions or comments concerning the committee's procedures or the adequacy of the report's analyses and rationales. A motion to receive should normally not be defeated; rather, it should be carried if Senate is generally satisfied with the report and prepared to consider the recommendations therein, or referred back to the committee (with specific instructions) if there are significant concerns.
- (d) Carrying a motion to receive a written report in no way binds Senate to accept the individual recommendations within it.
- (e) Senate may amend the individual motions presented at the end of a written report, but may in no way alter the main body (including the recommendations) of the report itself.
- (f) Oral reports of Senate standing or ad hoc committees/subcommittees shall be permitted, provided that they are brief and for information only. Such oral reports shall not require a motion to receive.
- (g) That all reports sent to Senate committees from Senate for revisions, or documents that have undergone substantive revisions by a Senate standing committee/subcommittee, clearly identify any changes made to the document using track changes or some other form of highlighting.

#### 8.5 Annual Reports of Standing Committees/Subcommittees

- (a) All standing committees/subcommittees of Senate shall present an annual report to Senate at the June meeting.
- (b) Annual standing committee/subcommittee reports shall include:
  - (i) summarized information on the number of meetings, meeting dates, and the attendance records of individual members;
  - (ii) a summary of the various activities and outcomes for the year (matters considered, recommendations/actions arising from such matters, final outcomes of such recommendations/actions and any matters which remain unfinished); and
  - (iii) where appropriate, a list of matters which are anticipated for consideration in the following year, prioritized if possible.
- (c) Annual reports shall include a motion to receive the report, but shall normally not include other substantive recommendations or motions.

### 9. **STANDING COMMITTEES AND SUBCOMMITTEES OF SENATE**

#### 9.0 Annual Standing Committee/Subcommittee Election Process

- (a) Senate standing committees/subcommittees shall be elected annually by members of respective faculty councils, with membership staggered where possible to ensure an adequate degree of continuity.
- (b) The committee/subcommittee election process shall be co-ordinated by the faculty councils.
- (c) During April of each year, the faculty councils shall begin preparing a slate of faculty (Senators and non-Senators) for the various standing committees/subcommittees and present the slate in time for the May Senate meeting.
- (d) Following the August election of faculty Senators for the designated limited-term and instructor positions, a second slate of candidates will be presented at the September Senate meeting. The second slate shall be designed to complete the elected faculty and student membership of all standing committees/subcommittees positions.
- (e) If a candidate from one of the three faculties cannot be found, then the vacant position can be filled from another faculty or faculties, for that Senate year only.

#### 9.1 Senate Executive Committee (EXEC)

- (a) *Ex Officio* Members:
  - (i) the President, who shall be Chair;
  - (ii) the PVPAR, or designate, who shall be Vice-Chair;
  - (iii) the Dean of each Faculty, or their designate;
  - (iv) the Speaker; and
  - (v) the Deputy Speaker.
- (b) Members Elected by Faculty Council:
  - (i) one (1) tenured or tenure-track faculty Senator\* from each Faculty; and
  - (ii) one (1) student Senator from the NUSU Executive.

\*tenured faculty preferred
- (c) Terms of Reference:
  - (i) to call Senate meetings and prepare the agendas of Senate;
  - (ii) to approve Senate minutes for circulation prior to adoption;
  - (iii) to manage the workflow of Senate and its committees/subcommittees in order that business is carried out in an expeditious and timely fashion;
  - (iv) to ensure that Senate By-Laws are followed and that Senate decisions are properly recorded, transmitted and implemented;
  - (v) to consider, for approval and conveyance to Senate, reports and recommendations of the By-Laws & Elections Subcommittee and Honorary Degrees Subcommittee;
  - (vi) when required, to exercise Senate's authority and act on Senate's behalf during the Senate summer recess period, with the understanding that all such actions shall be reported at the September meeting of Senate;
  - (v) to approve degree audits for all undergraduate students who have applied to graduate, and to recommend all candidates to Senate for the conferring of undergraduate degrees, diplomas and certificates;
  - (vi) meetings at which candidates for honorary degrees are discussed shall be conducted *in camera* and considered strictly confidential; and
  - (vii) to deal with such other matters as may be assigned from time to time by Senate.

##### 9.1.1 By-Laws & Elections Subcommittee (B&E)

- (a) *Ex Officio* Members:
  - (i) the Speaker, who shall be Chair;
  - (ii) the Deputy Speaker, who shall be Vice-Chair; and
  - (iii) the Senate Secretary (non-voting)
  - (iv) Vice-President Academic and Research (non-voting)

- (b) Members Elected by Faculty Council:
  - (i) one (1) faculty Senator or non-Senator from each Faculty wherever possible; and
  - (ii) one (1) student Senator from the NUSU Executive.
- (c) Terms of Reference:
  - (i) to periodically review the Senate By-Laws and the governance practices of Senate and its committees/subcommittees, and make recommendations to the Senate Executive Committee as necessary and appropriate, for conveyance to Senate;
  - (ii) when called upon to do so, to consult with Senate committees or individual Senators on matters of Senate policy and procedure, including possible changes to or interpretation of the Senate By-Laws;
  - (iii) to oversee the annual election of faculty and student Senators, ensuring that election procedures are properly followed and results are reported to the Senate Executive Committee for conveyance to Senate;
  - (iv) to prepare and submit to the Senate Executive Committee, for conveyance to Senate, the annual slates of nominees for all Senate standing committees and subcommittees, as well as for Senate representatives on other bodies; and
  - (v) to deal with such other matters as may be assigned from time to time by the Senate Executive Committee or by Senate.

#### 9.1.2 Honorary Degrees Subcommittee (HON)

- (a) *Ex Officio* Members:
  - (i) the President, who shall be Chair;
  - (ii) the PVPAR, or designate, who shall be Vice-Chair;
  - (iii) one (1) Dean, or designate, chosen by the Senate Executive Committee;
  - (iv) one (1) representative chosen by and from the Board of Governors; and
  - (v) one (1) representative chosen by and from the Alumni Advisory Board.
- (b) Members Elected by Faculty Council:
  - (i) one (1) faculty Senator or non-Senator from each Faculty; and
  - (ii) one (1) student Senator from the NUSU Executive.
- (c) Terms of Reference:
  - (i) to periodically review the criteria and procedures for the awarding of honorary degrees, professorships emeriti and other University honours, and to make recommendations to the Senate Executive Committee as necessary and appropriate, for conveyance to Senate;
  - (ii) to call annually for nominations for honorary degrees and other University honours, and to recommend candidates for all such honours to the Senate Executive Committee, for conveyance to Senate; and
  - (iii) to deal with such other matters as may be assigned from time to time by the Senate Executive Committee or by Senate.

#### 9.2 Planning and Priorities Committee (PPC)

- (a) *Ex Officio* Members:
  - (i) the PVPAR, or designate, who shall be Chair;
  - (ii) the Assistant Vice-President, Research and Graduate Studies
  - (iii) one (1) representative chosen by and from the Board of Governors;
  - (iv) the Dean of each Faculty, or their designate;
  - (v) the Assistant vice-President Institutional Planning & Quality Assurance (non-voting)
  - (vi) the Executive Director of Library Services, or designate (non-voting).

- (b) Members Elected by Senate or Faculty Council:
- (i) four (4) tenured or tenure-track faculty Senators\* with at least one from each Faculty, one of whom shall be elected by the Committee to serve as Vice-Chair;
  - (ii) four (4) tenured or tenure-track faculty non-Senators\* with at least one from each Faculty;
  - (iii) one (1) faculty Senator from the regional campuses;
  - (iv) one (1) undergraduate student Senator from each Faculty; and
  - (v) one (1) graduate student Senator.

\* minimum two (2) years previous Nipissing University experience required; 50% tenured faculty preferred

- (c) Terms of Reference:
- (i) to engage in an on-going process of long-range academic planning in accordance with the overall academic objectives of the University, and to make recommendations to Senate as necessary and appropriate;
  - (ii) as a part of (i) to review and update on an annual basis for Senate approval, the Nipissing University Strategic Academic Plan, which includes the setting of priorities related to the introduction of new programs or adjustments to current offerings and associated recommendations for appropriate resources;
  - (iii) to consider for approval and recommendation to Senate, Stage 1 concept approval and Stage 2 Business and implementation plan approval of all proposed new undergraduate and graduate programs in accordance with the Nipissing University Quality Approval Policy and Process (IQAP) as approved by Senate and required in the provincial Quality Assurance Process Guidelines;
  - (iv) to direct to Senate or its relevant committees/subcommittees, as necessary, any issues which arise from the Committee's planning discussions regarding physical facilities or other aspects of the educational environment;
  - (v) to periodically review (every 3 years) the Nipissing University Quality Assurance Policy and Process;
  - (vi) for each scheduled program review as required under the IQAP guidelines advise and assist the PVPAR in overseeing and ensuring the satisfactory completion of Steps 1-7; and
  - (vii) to deal with such other matters as may be assigned from time to time by Senate.

### 9.3 Undergraduate Studies Committee (USC)

- (a) *Ex Officio* Members:
- (i) Associate Vice-President Academic (Chair) (non-voting)
  - (ii) the Dean of each Faculty, or their designates, one of whom, on a rotating basis shall be Vice-Chair; and
  - (ii) the Registrar, or designate.
- (b) Members Elected by Faculty Council:
- (i) one (1) tenured or tenure-track faculty Senator from each Faculty;
  - (ii) one (1) faculty non-Senator\* from each Faculty; and
  - (iii) one (1) student representative from each Faculty.
- \* tenured or tenure-track faculty preferred
- (c) Terms of Reference:
- (i) to engage in on-going review and oversight of all matters related to undergraduate studies, including but not limited to undergraduate curriculum, academic regulations and policies (including degree and program requirements), academic standards, academic awards and academic or non-academic student services, and to make recommendations to Senate as necessary and appropriate;

- (ii) “to consider for approval and conveyance to PPC and/or Senate, reports and recommendations of the Faculty Councils regarding changes or additions to undergraduate curriculum, including proposals for Stage 2 (Curriculum) after approval of new undergraduate programs prepared in accordance with the *IQAP Approval Process*, as required in the provincial *Quality Assurance Guideline*;
- (iii) to consider, for approval and conveyance to Senate, reports and recommendations of the Undergraduate Standing & Petitions Subcommittee and the Undergraduate Services & Awards Subcommittee;
- (iv) to periodically review the criteria and policies with respect to the admission of all undergraduate students to the University and the transfer of credits from other educational institutions, and make recommendations to the Planning and Priorities Committee as necessary and appropriate, for conveyance to Senate; and
- (v) to deal with such other matters as may be assigned from time to time by Senate.

### 9.3.1 Undergraduate Standing & Petitions Subcommittee (S&P)

- (a) *Ex Officio* Members:
  - (i) the Registrar, (non-voting), who shall be Chair; and
  - (ii) the Dean, or designate, of each Faculty.
- (b) Members Elected by Faculty Council:
  - (i) one (1) faculty Senator or non-Senator from each Faculty, one of whom shall be elected by the Committee to serve as Vice-Chair; and
  - (ii) one (1) student representative from each Faculty.
- (c) Terms of Reference:
  - (i) to periodically review the University’s policies and criteria with respect to defining and assessing undergraduate academic standing, and make recommendations to the Undergraduate Studies Committee as necessary and appropriate, for conveyance to Senate;
  - (ii) to consider and rule on petitions by undergraduate students for exceptions to University academic regulations\*;
  - (iii) where it appears that undergraduate degree or program requirements or other academic regulations are giving rise to otherwise avoidable student petitions, to draw this to the attention of the Undergraduate Studies Committee or other individuals for further consideration and possible action;
  - (iv) through the degree audit process, to identify graduating students who are eligible for consideration for major undergraduate academic awards and to forward this information to those charged with making the final selections;
  - (v) to rule on the admissibility of candidates who fail to meet normal University admission requirements, but who, in the opinion of the Registrar, deserve special consideration; and
  - (vi) to deal with such other matters as may be assigned from time to time by the Undergraduate Studies Committee or by Senate.

\* decisions in (ii) are final and may not be appealed

### 9.3.2 Undergraduate Services & Awards Subcommittee (S&A)

- (a) *Ex Officio* Members:
  - (i) the Vice-Chair of USC, who shall be Chair;
  - (ii) one (1) representative chosen by and from the Aboriginal Council on Education;
  - (iii) the Financial Aid Manager (non-voting);
  - (iv) the Director of Development and Alumni Relations (non-voting);

- ( v) The Assistant Vice-President, Students (non-voting); and
- ( vi) Registrar , or designate (non-voting).
- (b) Members Elected by Faculty Council:
  - (i) one (1) faculty Senator or non-Senator from each Faculty, one of whom shall be elected by the Committee to serve as Vice-Chair; and
  - (ii) one (1) faculty Senator whose limited-term appointment is less than 12 months; and
  - (iii) one (1) student representative from each Faculty.
- (c) Terms of Reference:
  - (i) to engage in on-going review and oversight of all undergraduate academic and non-academic services, and make recommendations to the Undergraduate Studies Committee, for conveyance to Senate, regarding the introduction of new services or changes to existing services which would enhance the undergraduate student experience or make the University more attractive to prospective undergraduate students;
  - (ii) to periodically review the overall undergraduate awards program of the University, and make recommendations regarding changes in the program to the Undergraduate Studies Committee, for conveyance to Senate;
  - (iii) to ensure that all existing and new undergraduate scholarships, medals, bursaries and other awards are consistent with established and approved terms, conditions and criteria; and
  - (iv) to deal with such other matters as may be assigned from time to time by the Undergraduate Studies Committee or by Senate.

#### 9.4 Student Appeals Committee (SAC)

- (a) *Ex Officio* Members:
  - (i) the Registrar, who shall be Chair.
- (b) Members Elected by Faculty Council:
  - (i) one (1) tenured or tenure-track faculty Senator from each Faculty, one of whom shall be elected by the Committee to serve as Vice-Chair;
  - (ii) one (1) faculty non-Senator\* from each Faculty;
  - (iii) one (1) student representative from each Faculty; and
  - (iv) one (1) graduate student representative.

\* tenured or tenure-track faculty preferred
- (c) Terms of Reference:
  - (i) to periodically review University policies and procedures regarding student appeals (other than petitions for exceptions to University academic regulations), and to make recommendations to Senate as necessary and appropriate;
  - (ii) where it appears that University policies or practices are giving rise to otherwise avoidable student appeals, to draw this to the attention of the appropriate University bodies or individuals for further consideration and possible action;
  - (iii) to receive student appeals and convene individual Appeal Panels to provide an impartial adjudication of last resort for students who have exhausted all other prescribed avenues of appeal; and
  - (iv) to deal with such other matters as may be assigned from time to time by Senate.

##### 9.4.1 Individual Appeal Panels

- (a) Members (to be determined by the Student Appeals Committee):
  - (i) three (3) faculty members of the Student Appeals Committee from outside the appellant's Faculty, with the two (2) members who have served longest on the Committee acting as Chair and Vice-Chair;

- (ii) one (1) faculty member of the Student Appeals Committee from the appellant's Faculty, but outside the appellant's program area(s);
  - (iii) one (1) student member or graduate student member of the Student Appeals Committee from outside the appellant's Faculty;
  - (iv) one (1) student member or graduate student member of the Student Appeals Committee from the appellant's Faculty; and
  - (v) the Registrar.
- (b) Terms of Reference:
- (i) to consider and rule on a student appeal of:
    - 1) a Dean's decision in response to a request that a grade on a particular piece of work or final standing in a course be changed on grounds related to the accuracy or fairness of the mark assigned;
    - 2) a Dean's decision in response to a request that a grade be adjusted or a course requirement be waived on compassionate grounds or because of extenuating circumstances; or
    - 3) a decision by a course instructor or Dean arising from an allegation of academic dishonesty which results in a grade penalty or other punitive action, including a reference to academic dishonesty on the appellant's academic transcript;
  - (ii) to conduct the appeal hearing in accordance with University policies and procedures regarding student appeals;
  - (iii) in the case of a grade appeal, to send the appellant's relevant academic work to an external assessor for re-marking, if necessary and appropriate;
  - (iv) to determine in each case that the original decision be:
    - 1) fully upheld; or
    - 2) partially or fully set aside, with specific details on any redress or accommodations which are being awarded; and
  - (v) to inform the appellant and the Dean in writing of the Appeal Panel's ruling, including fully and clearly set out grounds for the decision.
    - \* decisions in (iv) are final and may not be appealed

#### 9.5 Teaching & Learning Committee (T&L)

- (a) *Ex Officio* Members:
  - (i) the Dean, or designate, of each Faculty; and
  - (ii) the Executive Director of Library Services, or designate (non-voting)
- (b) Members Elected by Faculty Council:
  - (i) one (1) faculty Senator or non-Senator from each Faculty, one of whom shall be elected by the Committee to serve as Chair, and one of whom shall be elected by the Committee to serve as Vice-Chair;
  - (ii) one (1) limited-term appointment faculty member;
  - (iii) one (1) faculty Senator who is a full-time lab, seminar or service course instructor; and
  - (iv) two (2) student representatives from any Faculty.
- (c) Terms of Reference:
  - (i) to engage in on-going review and discussion of all matters related to teaching and learning for faculty and students (conceived of as mutually supporting and informing activities), including but not limited to the evaluation of teaching, instructional development and the promotion of teaching excellence, teaching awards policy, and the various resources and services available to support student learning, to support the

- development of a university-wide teaching and learning centre and to make recommendations to Senate as necessary and appropriate;
- (ii) when it seems appropriate to do so or when called upon to do so, to consult with the Undergraduate Services & Awards Subcommittee, the Academic Skills Program or Student Accessibility Services regarding teaching and learning support;
- (iii) to consider, for approval and conveyance to Senate, reports and recommendations of the Library Advisory Subcommittee, and the Technology & Infrastructure Subcommittee; and
- (iv) to deal with such other matters as may be assigned from time to time by Senate.

#### 9.5.1 Library Advisory Subcommittee (LIB)

- (a) *Ex Officio* Members:
  - (i) the Executive Director, Library Services, who shall be Chair.
- (b) Members Elected by Faculty Council:
  - (i) two (2) faculty Senators or non-Senators from each Faculty, one of whom shall be elected by the Subcommittee to serve as Vice-Chair;
  - (ii) one (1) faculty Senator from the regional campuses; and
  - (iii) one (1) student representative to be appointed by Nipissing University Student Union (NUSU)
- (c) Terms of Reference:
  - (i) to engage in on-going review of Library policies, practices and objectives and their role in providing teaching and learning support for faculty and students, and to make recommendations to the Teaching & Learning Committee as necessary and appropriate, for conveyance to Senate;
  - (ii) to provide advice and priority-setting assistance to the Executive Director, Library Services regarding:
    - 1) procedures and practices related to the acquisition and maintenance of the Library's collections;
    - 2) the provision of Library support services to faculty and students; and
    - 3) the allocation of the annual Library budget;
  - (iii) when supplementary funds become available for the acquisition of additional Library resources, to oversee the process whereby these funds are announced and awarded on a competition basis;
  - (iv) to deal with such other matters as may be assigned from time to time by the Teaching & Learning Committee or by Senate;

#### 9.6 Technology & Infrastructure Committee (T&I)

- (a) *Ex Officio* Members:
  - (i) the Vice-President responsible for Finance and Administration or designate (non-voting); and
  - (ii) the Executive Director, Library Services, or designate; and
  - (iv) the Director of Technology Services, or designate.
- (b) Members Elected by Faculty Council:
  - (i) one (1) faculty Senator or non-Senator from each faculty, one of whom shall be elected by the Committee to serve as Chair, and one of whom shall be elected by the Committee to serve as Vice-Chair;
  - (ii) one (1) faculty Senator who is a full-time lab, seminar or service course instructor; and
  - (iii) two (2) student representatives from any Faculty.
- (c) Terms of Reference:

- (i) to engage in on-going review, needs assessment and policy development in all matters related to academic technology and infrastructure (where infrastructure includes both academic physical resources and human resources in academic support areas), and to make recommendations to Senate;
- (ii) to provide advice and priority-setting assistance to the VPFA regarding:
  - 1) support for teaching, learning and scholarly research through the application of computing, information and multi-media technologies;
  - 2) the need for, and design of, new or renovated teaching, learning and research space;
  - 3) staffing needs in academic support areas such as technology services, research assistance, lab supervision and secretarial or clerical support; and
  - 4) the allocation of the annual budgets in technology and academic infrastructure areas;
- (iii) to deal with such other matters as may be assigned from time to time by Senate.

## 10. FACULTY AND UNIVERSITY COUNCILS

### 10.0 General Council Provisions

- (a) In addition to the Senate standing and ad hoc committees/subcommittees as outlined in Articles 8 and 9, the following councils shall be recognized as part of the academic decision-making structure of the University:
  - (i) the Faculty Council for each Faculty;
  - (ii) the Research Council; and
  - (iii) the Graduate Studies Council
- (b) Each Faculty Council in (a)(i) shall be authorized to draft its own constitution, committee structure, terms of reference and procedures, except where Senate delegates its academic authority in a specific area to the Faculty Councils but retains the right to stipulate that all Faculty Councils follow consistent procedures for rendering decisions and reporting to Senate.

### 10.1 Faculty Councils

- (a) Membership:
  - (i) the Dean of the Faculty, or their designates, who shall be Chair;
  - (ii) the Associate and Assistant Deans of the Faculty (if any);
  - (iii) all faculty members holding appointments in the Faculty;
  - (iv) one (1) part-time instructor (if any) from each department/program\* within the Faculty;
  - (v) two (2) students from within the Faculty; and
  - (vi) the Registrar, or designate (non-voting).

\* the list of departments/programs to be approved from time to time by the Faculty Council
- (b) Terms of Reference:
  - (i) in matters not directly under Senate jurisdiction, to conduct its own affairs according to its constitution and established policies/procedures;
  - (ii) to consider, for approval and conveyance to the Undergraduate Studies Committee of Senate as appropriate, proposals from individual departments/programs for changes or additions to undergraduate curriculum, including proposals for Stage 2 (Curriculum) approval of new undergraduate programs prepared in accordance with the *Nipissing University New Program Approval Process*;
  - (iii) to make recommendations to Senate, or to an appropriate Senate standing committee/subcommittee, on any matter deemed to be of relevant academic concern to the University; and

- (iv) to deal with such other matters as may be assigned from time to time by Senate.

#### 10.1.1 Faculty Council Curriculum Procedures

- (a) All undergraduate curriculum proposals from individual departments/programs which are submitted for consideration by the Faculty Councils shall be expected to adhere to any Senate-approved guidelines or policies with respect to providing all information necessary for their approval and implementation (including, where applicable, information required by the Registrar's Office in order to maintain the University's credit transfer database).
- (b) Undergraduate curriculum proposals shall normally be considered by an appropriate committee of the Faculty Council, such as a Faculty Executive Committee or Faculty Curriculum Committee, prior to their presentation to the full Faculty Council.
- (c) The following undergraduate curriculum matters shall require the approval of the relevant Faculty Council(s), the Undergraduate Studies Committee and Senate:
  - (i) proposals for Stage 2 (Curriculum) approval of new undergraduate programs prepared in accordance with the Nipissing University IQAP, as required in the provincial Quality Assurance Guidelines; or
  - (ii) proposals requiring changes to existing undergraduate degree or program requirements; or
  - (iii) undergraduate curriculum proposals which involve adding new courses, deleting existing courses, or substantive changes to existing courses.
- (d) The following undergraduate curriculum matters shall require the approval of the relevant Faculty Council(s), with conveyance to the Undergraduate Studies Committee and Senate for information:
  - (i) undergraduate curriculum proposals which involve non-substantive changes to existing courses and which do not directly affect another Faculty (e.g. minor changes to course titles or course descriptions, banking courses)
- (e) Where there is disagreement or uncertainty as to whether a proposed undergraduate curriculum change is significant or minor or substantive/non-substantive, the more rigorous standard shall be applied.

#### 10.1.2 Faculty Council Nominations and Elections Subcommittee Procedures

- (a) The Nominations and Elections Subcommittee is charged with soliciting nominations from their respective faculty and preparing a recommended slate of nominations for Senate committees and Board representatives to present to Faculty Council.
- (b) Membership will include a Faculty representative on the Bylaws and Elections Subcommittee who shall be Chair; two other faculty representatives; and the Dean of the Faculty.
- (c) The subcommittee will solicit nominations for Senate committees and Board representatives through the distribution of a nomination form that lists first, second and third choice/preference, beginning 02 March, to be returned to the subcommittee Chair no later than 17 March.
- (d) Where possible, the proposed slate of committee/board members will reflect continuity of membership as well as consideration involving new faculty members in the work of Senate, Senate committees and the Board of Governors.
- (e) All results will be reported to the Bylaws and Elections Subcommittee by 25 April.

#### 10.2 Research Council (RC)

- (a) **Membership:**  
Voting Members:
  - (i) the Academic Deans; including the Dean of Graduate Studies and Research who shall be Chair; and

- (ii) Six (6) Faculty members, elected by Senate for a minimum two (2) year term, to include: one (1) faculty member from each Faculty representing the Tri-Council disciplines as follows: 1 CIHR, 1 NSERC, 1 SSHRC, two (2) remaining faculty, and one (1) Canada Research Chair or Indigenous Education Chair; and
- (iii) One (1) student representative from a Graduate program.

Non-voting Members

- (iv) Provost and Vice-President Academic and Research;
  - (v) Executive Director of Library Services, or delegate.
- (b) Terms of Reference:
- (i) To engage in on-going advice on all matters related to research, including but not limited to research planning, research policies and research support;
  - (ii) Recommend to Senate research policies appropriate to the University;
  - (iii) To review and update on a regular basis, the Nipissing University Research Plan and recommend the Nipissing University Research Plan to Senate;
  - (iv) To advise the Provost and Vice-President Academic and Research and report to Senate on issues relating to the external granting agencies that provide funding to the University;
  - (v) Evaluate applications for internal research funding, assess all requests and make recommendations to the Provost and Vice-President Academic and Research regarding the allocation of such funds;
  - (vi) Review requests for, and recommend the formation of, research, centres and institutes in accordance with the University Policy: "*Nipissing University Policy on Centres and Institutes NURES2011.05*";
  - (vii) As necessary or when called upon to do so, to provide advice and direction to the Provost and Vice-President Academic and Research, the Vice-President responsible for Finance and Administration and others on matters related to research support, including research resources, research infrastructure, research accounts and the research needs of faculty and students;
  - (viii) To deal with such other matters relating to research as may be assigned from time to time by the Provost and Vice-President Academic and Research or by Senate; and
  - (ix) Provide written reports to Senate on its meetings as well as an Annual Report. The report should be clear and concise. Each recommendation intended for Senate consideration should be clearly stated and accompanied by an adequate rationale

10.3 Graduate Studies Council (GSC):

- (a) Members:
- (i) Dean of Graduate Studies and Research, or designate, Chair (non-voting)
  - (ii) Registrar or designate (non-voting)
  - (iii) Executive Director of Library Services or designate (non-voting)
  - (iv) Deans of all Faculties, or designate
  - (v) Graduate Coordinators / Graduate Chairs from each graduate program, or designate
  - (vi) 1 graduate student from each level of graduate studies
  - (vii) 1 graduate student Senator (non-voting).
- (b) Terms of reference:
- (i) Recommend to the Senate the new academic policies, procedures and regulations of the School of Graduate Studies;
  - (ii) Advise the Senate on the necessary resources and support for graduate studies and to recommend to the Senate the introduction of new services or changes to existing

- services which would enhance the graduate student experience or make the University more attractive to prospective graduate students;
- (iii) Revise and up-date the regulations and procedures of current graduate programs for harmonization throughout the SGS;
  - (iv) Review student admission policies for graduate programs;
  - (v) Ensure adherence to time-to-completion requirements;
  - (vi) Recommend to the Senate changes to graduate curriculum or proposals for new graduate programs;
  - (vii) Assist departments in the development of new graduate programs, in compliance with IQAP requirements;
  - (viii) Finalize proposals for new programs, including the Business Plan, before submission to PPC and the Senate;
  - (ix) Make recommendations on any matter related to graduate studies to the appropriate Senate Committees (PPC, RC);
  - (x) Periodically review the overall graduate awards program of the University, and make recommendations to Senate regarding changes in the program;
  - (xi) Ensure that all existing and new graduate scholarships, medals, bursaries and other awards are consistent with established and approved terms, conditions and criteria. Review and approve nominations for graduate scholarships (Tri-council, OGS, others);
  - (xii) Review the annual report on the School of Graduate Studies' activities; and
  - (xiii) Establish the criteria for membership in the Graduate Faculty.

And at the exclusion of student representative,

- (xiv) Make the final selections of students eligible for academic awards, as identified by the Office of the Registrar; and
- (xvii) Following the periodic appraisal of a program, review and report to Senate any measure that could improve the program.

## **11. SENATE REPRESENTATIVES on OTHER BODIES**

### **11.0 Senate Representatives on the Board of Governors**

- (a) In accordance with the Nipissing University Act, there shall be two (2) representatives on the Board of Governors elected by Senate from among its faculty Senators. (Two additional Board representatives shall be elected by the faculty-at-large from among the faculty members who are non-Senators.)
- (b) The normal term of office for Senate representatives on the Board shall be three (3) years.
- (c) Elections for Senate representatives on the Board shall normally be held at the same time as elections for Senate standing committees/subcommittees.
- (d) Senate representatives on the Board shall endeavour to represent the majority opinion of Senate in any Board discussion pertaining to Senate matters.
- (e) Senate representatives on the Board shall provide a written or oral report to Senate following each Board meeting. Specifically, the representatives shall be responsible for ensuring that Senate is kept informed of:
  - (i) the outcome of all Senate recommendations conveyed to the Board; and
  - (ii) any Board matters affecting or of interest to Senate, subject to reporting restrictions in the By-Laws of the Board.
- (f) Senate representatives on the Board shall have such other responsibilities as may be assigned from time to time by the Senate or the Board.

### 11.1 Senate Representative on the Council of Ontario Universities (COU)

- (a) In accordance with the provisions of the Council of Ontario Universities (COU), and in addition to the President who is an *ex officio* COU member, there shall be one (1) representative elected by Senate from among its faculty Senators to serve as the University's "academic colleague" on COU. An alternate COU representative may also be elected to attend in the representative's absence.
- (b) The normal term of office for the Senate representative on COU shall be three (3) years.
- (c) Elections for Senate representatives on COU shall normally be held at the same time as elections for Senate standing committees/subcommittees.
- (d) The Senate representative on COU shall provide periodic written or oral reports to Senate on any COU activities or matters of interest to Senate.
- (e) The Senate representative on COU shall have such other responsibilities as may be assigned from time to time by the Senate.

### 11.2 Additional Senate Representatives on Other Bodies

- (a) From time to time, Senate may be requested or invited to elect one or more representatives to serve on an external (standing or ad hoc) body.
- (b) The term of office for any such Senate representative shall be determined by the body initiating the request or invitation.
- (c) Elections for Senate representatives on other bodies shall normally be held at the first regular Senate meeting following receipt of the request or invitation.
- (d) Where appropriate, Senate representatives on other bodies shall provide periodic written or oral reports to Senate on any activities or matters of interest to Senate.

## 12. RESPONSIBILITIES OF SENATORS

### 12.0 General Responsibilities

As in other deliberative or legislative bodies, the general responsibilities of Senators shall include:

- (a) the responsibility to attend Senate meetings regularly;
- (b) the responsibility to become familiar with the Senate By-Laws, as well as with other relevant Senate policies and procedures;
- (c) the responsibility to keep informed regarding the issues which come before Senate;
- (d) the responsibility to read published Senate agendas and other related materials beforehand, and to come to the meetings prepared;
- (e) the responsibility to endeavour to vote in accordance with the long-term academic interests of the University; and
- (f) where they have been chosen or elected by and from specific constituencies, the responsibility to represent the interests of their respective constituent groups by informing constituents as necessary when Senate matters of direct concern or impact are pending, by reporting to or meeting with constituents as appropriate or when called upon to do so, and by endeavouring to convey the views and concerns of their constituents to Senate to the best of their ability.

### 12.1 Attendance Expectations

- (a) It is understood that there are legitimate reasons why Senators may miss a regular or special Senate meeting from time to time. Nevertheless, all Senators shall be expected to attend meetings whenever reasonably possible.

- (b) Senators who are unable to attend a regular or special Senate meeting for legitimate reasons shall be expected to notify the Secretary of Senate in writing.
- (c) Elected Senators who miss three (3) regular Senate meetings in any given Senate year shall be deemed to have forfeited their position unless legitimate written reason for each absence is provided.
- (d) Any disagreement regarding the legitimacy of reasons given for absence from Senate shall be adjudicated by the Senate Executive Committee.

## 12.2 Participation on Senate Standing Committees/Subcommittees

- (a) Recognizing the importance of its standing committees/subcommittees to the effective function of the Senate, all Senators shall be expected to serve on, and regularly attend the meetings of, one or more standing committees/subcommittees each year. *Ex officio* Senators may be required to serve on, and in some cases chair, several standing committees/subcommittees, as part of their normal responsibilities.
- (b) Notwithstanding (a), and in order that the committee/subcommittee workload be distributed as equitably as possible, every reasonable effort shall be made to minimize the number of non-*ex officio* Senators required to serve on more than one standing committee/subcommittee in any given year.
- (c) Serving as a Senate representative on the Board of Governors (11.1) or on COU (11.2) shall be considered equivalent to serving on a Senate standing committee/subcommittee.

## 13. VACANCIES

### 13.0 Vacant Senate Positions

- (a) In this Article:
  - (i) *ex officio* Senators shall be those identified in 2.1;
  - (ii) constituent Senators shall be those identified in 2.2(a)(i) and 2.3; and
  - (iii) elected Senators shall be those identified in 2.2(a)(ii), 2.2(a)(iii) and 2.4.
- (b) Senate positions may become vacant before the completion of their normal terms of office for a variety of reasons, including:
  - (i) the resignation of an elected or constituent Senator with advance notice, effective at the end of a particular Senate year;
  - (ii) the resignation of an elected or constituent Senator without advance notice, effective immediately;
  - (iii) the forfeiture of an elected Senator's position for any reason; or
  - (iv) the inability of any Senator to continue to serve on Senate, due to other unforeseen circumstances.
- (c) Resignations from Senate positions shall be submitted in writing to the Chair of Senate.
- (d) A vacancy in any *ex officio* Senate position shall remain vacant until the position in question is filled by University appointment (including an interim or acting appointment).
- (e) A vacancy in any constituent Senate position shall be filled by the respective constituent body, in accordance with the body's approved procedures.
- (f) A vacancy in any elected Senate position shall be filled:
  - (i) as part of the next annual election cycle, for a vacancy due to (b)(i);
  - (ii) by holding a by-election within thirty (30) days, in the case of a vacancy due to (b)(ii), (b)(iii) or (b)(iv), where there is deemed to be sufficient time remaining in the current Senate year to make such a by-election practical; or

- (g) The By-Laws & Elections Subcommittee shall be responsible for initiating and overseeing any arrangements necessary to ensure that Senate vacancies are appropriately filled, in accordance with (d)-(f).

### 13.1 Vacancies on Senate Committees/Subcommittees

- (a) Positions on Senate standing or ad hoc committees/subcommittees may become vacant during the Senate year for a variety of reasons, including:
  - (i) a Senate vacancy arising as a result of 13.0(b)(ii), 13.0(b)(iii) or 13.0(b)(iv);
  - (ii) the resignation of a committee/subcommittee member (whether Senator or non-Senator), due to an on-going scheduling conflict which prevents the member from attending meetings on a regular basis; or
  - (iii) the inability of a member (whether Senator or non-Senator) to continue to serve on a committee/subcommittee, due to other unforeseen circumstances.
- (b) Resignations from Senate standing or ad hoc committees/subcommittees shall be submitted in writing to the Chair of the committee/subcommittee and the Chair of Senate.
- (c) A vacancy in any *ex officio* standing or ad hoc committee/subcommittee position shall be:
  - (i) filled with an appropriate replacement from the same office, department or constituent body, where there is deemed to be sufficient time remaining in the current Senate year to make such a replacement practical; or
  - (ii) left vacant, with Senate approval, where the vacancy is not deemed to be critical to the function of the committee/subcommittee and there is deemed to be insufficient time remaining in the current Senate year to make filling the vacancy practical.
- (d) A vacancy in any elected standing or ad hoc committee/subcommittee position shall be:
  - (i) filled by election as soon as reasonably possible at a regular meeting of Senate, where there is deemed to be sufficient time remaining in the current Senate year to make such an election practical; or
  - (ii) left vacant, with Senate approval, where the vacancy is not deemed to be critical to the function of the committee/subcommittee and there is deemed to be insufficient time remaining in the current Senate year to make filling the vacancy practical.
- (e) The By-Laws & Elections Subcommittee, in consultation with the relevant committee/subcommittee Chair, shall be responsible for initiating and overseeing any arrangements necessary to ensure that vacancies in Senate standing or ad hoc committees/subcommittees are appropriately addressed, in accordance with (c) and (d).

## 14. ADOPTION OR AMENDMENT OF SENATE BY-LAWS

- (a) Adoption or amendment of these By-Laws shall require:
  - (i) inclusion of an appropriate Notice of Motion within the agenda for a regular meeting of Senate, where publication of the agenda occurs at least four (4) days prior to the regular meeting at which the Notice is to be presented;
  - (ii) presentation of the Notice of Motion at the regular meeting for which the Notice was published;
  - (iii) inclusion of the corresponding Motion to Adopt or Amend the By-Laws within the agenda for the regular meeting of Senate which follows the meeting at which the Notice was presented, where publication of the agenda occurs at least four (4) days prior to the regular meeting at which the Motion is to be presented; and
  - (iv) consideration and passage of the Motion with a two-thirds (2/3) plurality at the regular meeting for which the Motion was published.
- (b) Proposals to amend the By-Laws shall be submitted in writing to the By-Laws & Elections Subcommittee, including the suggested wording and a rationale for each such amendment.

**15. SUSPENSION OF SENATE BY-LAWS**

- (a) One or more of these By-Laws may be suspended temporarily for a specific stated purpose, by Senate motion. Such a motion is not debatable and requires a two-thirds (2/3) plurality.
- (b) Upon completion of all business items conducted under suspension of one or more of these By-Laws, the Speaker shall immediately declare such suspended by-law(s) to be re-instated.

Passed by Senate:	June 2008
Revised:	October 2008
Revised:	December 2008
Revised:	February 2009
Revised:	March 2009
Revised:	September 2009
Revised:	October 2009
Revised:	November 2009
Revised:	December 2009
Revised:	June 2010
Revised:	November 2010
Revised:	December 2010
Revised:	February 2011
Revised:	March 2011
Revised:	May 2011
Revised:	October 2011
Revised:	November 2011
Revised:	February 2012
Revised:	July 2012
Revised:	November 2012
Revised:	December 2012
Revised:	January 2013
Revised:	March 2013
Revised:	September 2013
Revised:	October 2013
Revised:	November 2013
Revised:	January 2014
Revised:	April 2014
Revised:	September 2014
Revised:	November 2014
Revised:	December 2014
Revised:	April 2015
Revised:	October 2015
Revised:	September 2016
Revised:	August 2017