



Saint Mary's University Senate By-laws

NOTE: These By-Laws and Rules of Procedure shall replace all such By-Laws and Rules of Procedure previously adopted.

TABLE OF CONTENTS

SAINT MARY'S UNIVERSITY SENATE BY-LAWS	1
1. Election or Appointment to Senate	2
1.1 Appointment of Students and Term of Office	3
1.2 Election of Academic Staff	3
1.3 Academic Staff: Eligibility to Vote	3
1.4 Academic Staff: Eligibility to Serve	3
1.5 Academic Staff: Term of Office	4
1.6 Vacancies and By-elections	5
1.7 Senate year	5
1.8 Retirement	5
1.9 Time of Elections	5
1.10 Election Procedures	5
2. Conduct of Meetings	8
2.1 General Rules and Procedures	8
2.2 Meetings	9
2.3 Passage of Motions	11
2.4 Agenda	11
2.5 Senate Order of Business	12

2.6 Notices of Motion	12
2.7 Minutes of Meeting	13
2.8 Confidential Business	13
3. Duties and Responsibilities of Officers	14
3.1 Chairperson	14
3.2 Vice-Chairperson	15
3.3 Parliamentarian.....	16
3.4 Secretary	16
3.5 Recording Secretary	16
4. Responsibilities of Senate	17
4.1 Degrees	17
4.2 Convocations	18
4.3 Academic Awards and Prizes:.....	18
5. Committees of Senate	19
5.1 General Terms of Reference.....	19
6. Amendments and Suspension	23
6. 1 Repeal, amend or suspend.....	23
Additional Approval Information	23

1. Election or Appointment to Senate

The composition of the Senate is set out in Section 13 (1) of the Saint Mary's University Act, 1970 (the "Act"), and is to include, among others, student members and those members of the Senate to be elected by academic staff (as defined in Section 2 (a) of the Act).

1.1 Appointment of Students and Term of Office

- 1.1.1 Student members of the Senate shall be appointed according to the rules and procedures established by the Students' Association.
- 1.1.2 These rules and procedures shall be made known to the Senate and are subject to the Senate's approval. Proposed amendments that are approved by the Students' Association shall be submitted to the Senate on an annual basis at the first meeting in September and shall also be subject to the Senate's approval.
- 1.1.3 Any student who is registered in at least one full-credit course (or equivalent) shall be eligible to serve on the Senate.
- 1.1.4 Student members of the Senate shall serve for a one-year term, commencing May 1st and concluding April 30th of the following calendar year.

1.2 Election of Academic Staff

- 1.2.1 For the purposes of these Bylaws, and in accordance with Section 2 (a) of the Act, "academic staff" shall be defined as those encompassed by the Act.
- 1.2.2 For the purposes of these Bylaws, and in accordance with Section 13 (1) of the Act, "elected members" shall be defined as those members of the Senate who have been elected by the academic staff.

1.3 Academic Staff: Eligibility to Vote

- 1.3.1 All academic staff employed by the University, including the Chairperson and other academic staff currently serving on the Senate, are eligible to nominate and vote for the elected members of the Senate.

1.4 Academic Staff: Eligibility to Serve

- 1.4.1 All academic staff employed by the University are eligible to serve as elected members of the Senate.

- 1.4.2 Academic staff shall be eligible to serve on the Senate after the equivalent of two years of full-time service. No qualifications as to rank are required. Two years' service is interpreted to have been completed for full-time faculty and professional librarians in the spring of the academic staff members' second year at the University. The equivalent of two years' service is interpreted to have been completed for part-time faculty in the spring of the year the part-time faculty academic staff members complete their tenth contracted course (labs and co-teaching are included, and 6-credit-hour courses shall be counted as two separate contracted courses).
- 1.4.3 A member of academic staff who will be going on an approved leave of absence that would prevent their active participation in the Senate is not eligible to stand for election or continue to serve on the Senate.
- 1.4.4 A member of academic staff going on an approved leave of absence during their elected term on the Senate must indicate in writing to the Secretary of Senate if they are unable to serve.
- 1.4.5 Members of academic staff terminating their services at the University are not eligible to serve on the Senate.
- 1.4.6 Professors emeriti are not eligible to serve on the Senate.
- 1.4.7 Part-time faculty shall cease to be eligible to serve if two academic years have passed since their most recent contract with the University.
- 1.4.8 Academic staff who are currently, or have been in the past two calendar years, members of Board of Governors at another University, or are members of Senate at another University, or hold executive positions at another University, or are acting in governance roles at another University are not eligible to serve on the Saint Mary's University Senate.

1.5 Academic Staff: Term of Office

- 1.5.1 The Senate members elected by academic staff shall serve for a three-year term and shall be eligible for re-election.

- 1.5.2 To ensure continuity of membership, as far as possible, one-third of the elected members shall be replaced each year.

1.6 Vacancies and By-elections

- 1.6.1 An elected member of the Senate who for whatever reason shall be unable to fulfill his/her duties for a period of six months or more shall have his/her unexpired term filled by a by-election.
- 1.6.2 If an elected member of the Senate for whatever reason fails to attend three regular meetings of the Senate in a single academic year, the Senate by resolution may declare that member's seat vacant and call for a by-election to fill the vacancy.

1.7 Senate year

- 1.7.1 The Senate year begins with the first regular meeting of the Senate in September.

1.8 Retirement

- 1.8.1 One third of the elected faculty members shall retire each year.
- 1.8.2 Retiring Senator's responsibilities terminate at the end of the day directly preceding the first regular meeting of the Senate in September.
- 1.8.3 Members of faculty retiring from the Senate shall be eligible for re-election.
- 1.8.4 No single member of academic staff shall serve on senate for more than 6 consecutive years.

1.9 Time of Elections

- 1.9.1 Regular elections shall be held in the spring of the academic year and shall commence by March 1st.

1.10 Election Procedures

- 1.10.1 An Election Committee comprising five members of the Senate appointed by the Senate from among the elected academic staff members of the Senate continuing in office will conduct the complete nomination and

election procedure. In conducting the business of the committee, the Chairperson and three members will constitute a quorum.

- 1.10.2 At the beginning of each calendar year, the Secretary of Senate shall consult with the office of the Provost-Vice President Academic and Research to develop an updated list of academic staff, showing each member's faculty and department affiliation(s), and revised in accordance with the Senate resolutions and By-Laws. Between November and February of each year, part-time faculty academic staff members who wish to vote in Senate elections or to be eligible for nomination and election to Senate shall identify themselves in writing to the Secretary of Senate, indicating with which department they are affiliated. The academic staff list shall be adjusted accordingly. The list shall constitute the electorate.
- 1.10.3 The Secretary of Senate shall circulate the full list of the electorate to the Elections Committee, Department Chairs, and Program Coordinators, and indicate those eligible for nomination (no later than) one week prior to the issuance of Nomination Forms. All corrections must be made known to the Secretary of Senate within this week and no later.
- 1.10.4 Each eligible elector shall be provided with the corrected list of those eligible for nomination to the Senate. Accompanying the list shall be a Nomination Form.
- 1.10.5 The Nomination Form shall provide for:
 1. A number of nominations equal to the number of vacancies to be filled, and
 2. The signature(s) of the nominee(s) to indicate their intention to stand for office.
- 1.10.6 To be valid, the Nomination Form must be signed by two members of the electorate and must contain a number of nominations not greater than the number of vacancies to be filled. If there is already one part-time academic staff member on Senate continuing into service in the next year, part-time academic staff members shall be informed of the limit to part-

time academic staff member service and be offered the option to withdraw their nomination, should that be their desire.

- 1.10.7 The Election Committee shall be responsible for receiving the nomination.
- 1.10.8 The Election Committee shall draw up an Election Ballot containing the names and departments of all those who have been nominated. The names shall be listed on the Election Ballot in random order. The Election Ballot shall be distributed to all eligible voters.
- 1.10.9 Those nominees receiving the largest number of votes on Election Ballots shall be reported to the Senate Elections Committee. Those nominees receiving the largest number of votes on Election Ballots shall be elected to the Senate, with the stipulation that no more than one part-time academic staff member may be elected to the Senate in any one academic year. Any part-time academic staff members in excess of the limit of one who receive a sufficient number of votes to otherwise be elected will be disqualified from the election, and the counted votes will be reassessed to determine which nominees now have the largest number of votes. This process will be repeated until all available Senate vacancies are filled.
- 1.10.10 To be valid, Election Ballots must not contain a number of votes greater than the number of vacancies to be filled.
- 1.10.11 Wherever possible, the Elections Committee shall utilize the Senate approved electronic voting system to conduct the elections. The integrity and anonymity of the voting process will be maintained.
- 1.10.12 Where a manual, hard copy election process is required, the Senate approved manual voting process shall be used. The integrity and anonymity of the voting process will be maintained.

- 1.10.13 A sealed ballot box shall be used, and for the convenience of the electorate, this box shall be placed in a location accessible to all of the electorate.
- 1.10.14 In accordance with Roberts Rules of Order Newly Revised, the Chairperson of the Election Committee shall cast the deciding vote in the event of a tie in the election.
- 1.10.15 The Chairperson of the Election Committee shall forward a signed copy of the vote tabulation report indicating the names of those elected to the Elections Committee, and a copy of that report together with the pertinent documents of the election to the Secretary of Senate.
- 1.10.16 The Secretary of Senate shall post on the Senate website, the name of the election that has concluded and the name(s) of those elected.
- 1.10.17 The Senate shall have the sole right to determine any question concerning the election of any elected member of the Senate or the right of any person to sit or be or act as a member of the Senate and the decision of the Senate in any such matter shall be final.
- 1.10.18 The procedures listed under 2.10.1-2.10.17 may be changed by the Senate resolution carried by simple majority.

2. Conduct of Meetings

2.1 General Rules and Procedures

- 2.1.1 The meetings of the Senate shall be conducted in accordance with the normal rules of parliamentary procedure, except where the Senate may otherwise specify.
- 2.1.2 Points of procedure not covered by existing Senate rules shall be determined according to the latest available edition of Robert's Rules of Order.

- 2.1.3 A quorum for all meetings of the Senate will consist of a simple majority of Senate.
- 2.1.4 While all meetings shall normally be conducted in person, the Chairperson may permit members to participate by conference telephone or any other telecommunication device that allows meeting participants to simultaneously communicate with each other. A member participating in this manner shall be deemed to be present at the meeting and shall be counted in the quorum.

2.2 Meetings

- 2.2.1 The Senate shall meet at least once a month from September through May.
- 2.2.2 The Chairperson (or, in their absence, the Vice-Chairperson) may call special meetings of the Senate for urgent reasons, provided that the notice of meeting and agenda are made available to members at least 48 hours prior to the scheduled meeting time.
- 2.2.3 The Chairperson (or, in their absence, the Vice-Chairperson) is required to call a special meeting of the Senate if requested by written petition signed by at least one-third of the members of the Senate. The notice of the meeting and agenda shall be made available to members at least 48 hours prior to the scheduled meeting time.
- 2.2.4 When in-person meetings cannot be held due to exceptional circumstances, as determined by the Chairperson (or, in their absence, the Vice-Chairperson), regular or special meetings of the Senate may be conducted remotely, using telephone and/or video-conferencing technologies, provided that participants are able to communicate with each other simultaneously during the meeting.

- 2.2.5 Under exceptional circumstances where there is no reasonable possibility of convening a meeting, electronic voting is permissible for matters of a routine nature. In all such cases, background information and a specific motion will be provided for members' consideration. Members shall be given a minimum of 48 hours (excluding Saturdays, Sundays, and University holidays) to post comments and/or questions about the motion via email, with this electronic discussion accessible to all Senators. Immediately following this deliberation period, members will be given 24 hours (excluding Saturdays, Sundays, and University holidays) to vote on the motion via return email. The results of the e-vote shall be recorded in the minutes of the next regularly scheduled Senate meeting.
- 2.2.6 The Chairperson may cancel a regularly scheduled meeting of the Senate upon consultation with the Senate Agenda Committee (or in compliance with University Policy 5-1002 Policy on Unscheduled Closure and/or Cancellation of Classes, Section 4.1).
- 2.2.7 The regular meetings of the Senate shall be conducted within a period of two and one-half hours. The business of the meeting shall terminate not later than 15 minutes before the end of this period in order to allow for items under the Agenda Item, 'Other Business'.
- 2.2.8 At the end of the two and one-half-hour period, the Chairperson shall call for a motion to adjourn, or as circumstances dictate, for a motion to prolong the meeting for a specified length of time.
- 2.2.9 The meetings of the Senate, unless the Senate by accepted motion shall declare otherwise, or unless the agenda includes confidential business (see 2.8.4), shall be open to members of the University community who are not members of the Senate, as observers.
- 2.2.10 Non-members of the Senate, unless present by express invitation of the Senate, shall not take part in the discussions, nor shall any non-member of the Senate be entitled to vote.

2.3 Passage of Motions

- 2.3.1 A member may not speak a second time on a motion until all other members who wish to speak have spoken.
- 2.3.2 Voting on motions shall be by show of hands, unless a simple majority of members by motion decide in any particular case that the vote should be taken by ballot.
- 2.3.3 Motions shall be carried by a simple majority vote of the members present and voting at a meeting. (An abstention is not a vote.)

2.4 Agenda

- 2.4.1 Preparation
 - 2.4.1.1 The preparation of the agenda shall be the responsibility of the Agenda Committee.
 - 2.4.1.2 The Agenda Committee shall draw up the agenda on items submitted to it in writing.
 - 2.4.1.3 It shall be the duty of the Agenda Committee to establish priorities for these items.
 - 2.4.1.4 All unfinished items of business shall appear on the agenda of the next regular meeting of the Senate.
 - 2.4.1.5 The Agenda for each regular meeting along with the minutes of the previous meeting shall be circulated to all members of the Senate at least (7) days prior to the meeting.
 - 2.4.1.6 All documentation relative to the business of the Senate shall be forwarded to the Secretary of Senate in time for distribution with the agenda.
 - 2.4.1.7 The Agenda Committee shall refer, at its discretion, to the appropriate Committee or body matters brought before it and,

where this is done, report such action to the next meeting of the Senate.

2.4.1.8 The Agenda Committee shall establish and maintain a calendar on the progress of the Senate Committees and on other matters of Senate business which have been designated for further consideration or action.

2.5 Senate Order of Business

2.5.1 The Form of the Senate Agenda shall be as follows:

1. Call to Order
2. Acknowledgement of presence in the territories of the Mi'kmaw People.
3. Report of Agenda Committee
4. President's Report (10 min)
5. Vice-President's Report (10 min)
6. SMUSA President's Report (5 min)
7. Question Period (length at discretion of the Chair based on business volume)
8. Minutes of Previous Meeting
9. Business Arising
10. Outstanding Items from Previous Agendas
11. Reports of Standing Committees, Ad Hoc Committees and Joint Committees (see <https://www.smu.ca/about/academic-senate-committees.html> for list).
12. Faculty Councils (who shall be governed by their Constitution)
13. New Business from:
 - a) Floor (not, involving notice of motion)
 - b) Floor (involving notice of motion)
 - c) Chair
14. Adjournment

2.6 Notices of Motion

2.6.1 All notices of motion must be presented at a meeting of the Senate and shall be governed by the following considerations:

2.6.2 They will be introduced under the 'New Business' portion of the agenda.

2.6.3 Notices of Motion circulated according to subsection 2.4.1.5, will be on the agenda, require a seconder and will be debatable at that time.

- 2.6.4 Notices of Motions not circulated according to subsection 2.4.1.5, will require a seconder and will not be debatable at that time, except by special consent of the assembly.
- 2.6.5 The position on a subsequent Senate agenda, of items described in 2.6.4, will be the responsibility of the Agenda Committee.

2.7 Minutes of Meeting

- 2.7.1 The Secretary of Senate shall be responsible for the recording, publication, and distribution of the minutes of all meetings of the Senate.
- 2.7.2 The minutes of the meeting shall be available to the University community through the Library Repository.
- 2.7.3 The minutes of the Senate shall record motions, results of motions and any statement or vote made by a Senate member who wishes what he/she said to be placed on record.
- 2.7.4 The minutes of the Senate shall indicate the number of the meeting, its date, time and place, the names of members present. Each item shall be given a five-digit number, the first two digits of which shall indicate the calendar year, the following three the item's chronological sequence in that year.
- 2.7.5 For the sake of uniformity members' surnames will be used when recording Senators' remarks or motions or votes.

2.8 Confidential Business

- 2.8.1 Items of Business that may require confidential treatment by the Senate may be either of an impersonal business nature (such as budgetary considerations) or of a personal nature affecting a specific person or persons.

- 2.8.2 Items of an impersonal business nature shall be presented in the usual way through the Agenda Committee and shall appear on the agenda under the heading "Confidential Business".
- 2.8.3 Items of a confidential nature affecting a specific person or persons shall be introduced through the chair under New Business and be accepted by the Senate resolution for confidential discussion.
- 2.8.4 All confidential items and their pertinent documentation shall be discussed only in closed meetings of the Senate.
- 2.8.5 The minutes shall indicate the general nature of the confidential items and the reasons for them being so considered, but the confidential business itself shall be recorded in an Appendix to the minutes, accessible only to members of the Senate.
- 2.8.6 A breach of confidentiality by any member of the Senate shall be considered a breach of the rights of the Senate and may be subject to disciplinary action by the Senate.

3. Duties and Responsibilities of Officers

3.1 Chairperson

- 3.1.1 The Senate shall annually elect, via electronic ballot prior to the last meeting of the academic year, one member of its academic staff as Chairperson of Senate. The Chairperson will assume their duties at the first meeting of the following academic year. Incoming Senators scheduled to begin their terms at the first meeting of the following academic year will be eligible to vote and to be elected as Chairperson, whereas outgoing Senators finishing their term and stepping down from the Senate at the end of the current academic year will not be eligible to vote or to be elected as Chairperson. The Chairperson of Senate is elected for a term of one (1) year and may be re-elected for a maximum of four (4) additional consecutive terms.

- 3.1.2 The Chairperson of Senate ordinarily shall preside over all meetings of the Senate.
- 3.1.3 The Chairperson of Senate shall call special meetings of the Senate as circumstances dictate, and if so, requested in a written petition signed by at least one-third of the members of the Senate.
- 3.1.4 The Chairperson of Senate shall cast a vote only in the event of a tie in the number of votes on a motion before the Senate.
- 3.1.5 The Chairperson of Senate shall be ex-officio a member of all committees of the Senate.
- 3.1.6 The Chairperson or his/her designate shall serve as the Marshall of Convocation.

3.2 Vice-Chairperson

- 3.2.1 The Senate shall annually elect, via electronic ballot prior to the last meeting of the academic year, one member of its academic staff as Vice-Chairperson of Senate. The newly elected Vice-Chairperson will assume their duties at the first meeting of the following academic year. Incoming Senators scheduled to begin their terms at the first meeting of the following academic year will be eligible to vote and to be elected as Chairperson, whereas outgoing Senators finishing their term and stepping down from the Senate at the end of the current academic year will not be eligible to vote or to be elected as Chairperson. This election is to be held in conjunction with the election of the Chairperson as specified in By-Law 3.1.1.
- 3.2.2 The Vice-Chairperson shall preside over meetings of the Senate in the absence of the Chairperson.
- 3.2.3 The Vice-Chairperson shall be ex officio a member of all committees of the Senate.

3.3 Parliamentarian

- 3.3.1 The Senate shall annually at its initial meeting of the academic year elect a parliamentarian. An incumbent parliamentarian may be re-appointed.
- 3.3.2 The Parliamentarian shall assist in clarifying questions of the Senate procedure and points of order which may arise in the conduct of the Senate meetings.
- 3.3.3 The Parliamentarian may be called upon by the Chairperson to count the vote manifested by show of hands, or by secret ballot. In the latter case he/she shall be assisted by the Secretary.
- 3.3.4 The appointment of the Parliamentarian shall terminate at the beginning of the initial Senate meeting of the academic year.

3.4 Secretary

- 3.4.1 The University Secretary may appoint a Secretary of Senate.
- 3.4.2 The Secretary of Senate administers meetings of the Senate and its committees in accordance with the requirements of these Bylaws.

3.5 Recording Secretary

- 3.5.1 The University Secretary may appoint a Recording Secretary.
- 3.5.2 The Recording Secretary shall, at the direction of the Secretary of Senate:
 - a) Keep a careful record of all proceedings of the meetings of the Senate and of the Executive Committee.
 - b) Provide access to each Senator, in accordance with Article 2.4.1.5, minutes of the previous meeting of the Senate and of the Executive Committee.
 - c) Deliver notice of all Senate meetings to each Senator and notice of all Committee meetings to each member of the respective Committee in accordance with Article 2.2.

4. Responsibilities of Senate

The responsibilities of the Senate are set out in the Saint Mary's University Act 1970 [Article 13]. Subject to the powers of the Board, the Senate shall be responsible for the educational policy of the University. Pursuant to and in keeping with the powers and responsibilities articulated within the SMU Act, the Senate shall have the particular responsibilities as outlined in Articles 4.1 through 4.3

4.1 Degrees

- 4.1.1 Excepting those described in 4.1.2, the Senate shall provide for and grant all degrees, diplomas, certificates in all faculties and schools.
- 4.1.2 The Senate shall also review and make recommendations on all honorary degree nominations provided by the Joint Nominating Committee for Honorary Degrees. Such recommendations will be submitted to the Board of Governors for awarding.
- 4.1.3 The degrees to be granted by the University shall be those listed in the Academic Calendar, along with their designations, and any other degrees as may from time to time be designated by the Senate.
- 4.1.4 The diplomas and certificates to be granted by the University shall be those listed in the Academic Calendar, along with their designations, and any others as may from time to time be designated by the Senate.
- 4.1.5 The Senate shall determine the composition, format, language and all similar details pertaining to all degrees, diplomas, and certificates granted by the University.
- 4.1.6 The Senate may grant more than one degree to a student on any one occasion, except that no two degrees may be granted simultaneously where one is a prerequisite for the other.
- 4.1.7 Students who complete their degree requirements by the end of April shall have their degrees granted by the Senate in a May meeting.

- 4.1.8 Students who complete their degree requirements by the end of August shall have their degrees granted by the Senate in an October meeting.
- 4.1.9 Students who complete their degree requirements by the end of December shall have their degrees granted by the Senate in a January meeting.

4.2 Convocations

- 4.2.1 The Senate shall convene and conduct convocations requisite for the purposes set out in 4.1.5 and 4.1.6 above.
- 4.2.2 Convocation shall consist of the members of the Board of Governors, the members of the Senate, members of academic staff, and students.
- 4.2.3 The Senate shall determine the regulations regarding academic dress, the design, colours and such matters proper to the dress indicative of the degrees granted by the different faculties of the University.

4.3 Academic Awards and Prizes:

- 4.3.1 The Senate shall approve the recipients presented by the Registrar for annual awards and prizes given at convocation.
- 4.3.2 Eligibility for such awards and prizes shall be determined on the same basis as eligibility for distinctions in the general undergraduate degree and diploma programs.
- 4.3.3 Averages shall be determined on the same basis as for the general undergraduate degree distinctions. In the case of a tie, the Senate shall decide the recipient.
- 4.3.4 No distinction shall be made between full-time and part-time students in the granting of awards and prizes.
- 4.3.5 Students obtaining a second bachelor's degree shall not be eligible for awards and prizes.

5. Committees of Senate

5.1 General Terms of Reference

- 5.1.1 The chief object of the committees of the Senate shall be to provide, according to each committee's terms of reference, formulations of policy for the Senate's consideration and decision.
- 5.1.2 Each committee in carrying out its particular terms of reference shall bear in mind the relation of its problems to other relevant parts of the University and shall secure the necessary liaison with other committees or officials dealing with the same or related problems.
- 5.1.3 The terms of membership on any committee of the Senate for elected or appointed members shall be for three years.
- 5.1.4 Committee membership shall ordinarily terminate at the beginning of the initial Senate meeting of the academic year.
- 5.1.5 To ensure continuity of membership, as far as possible, one-third of the elected or appointed members shall be replaced each year.
- 5.1.6 The Chairperson shall serve for a term of one year, and shall, where possible, be selected from those who have been members the previous year.
- 5.1.7 The seat of any elected or appointed member of a Senate committee or subcommittee shall be declared vacant if the member is absent without explanation for three consecutive regular meetings of the committee or subcommittee of which they are a member.
- 5.1.8 All full-time members of Academic Staff who will be going on an approved leave of absence which would prevent their active participation in committee meetings are not eligible to stand for election or continue to serve on a committee.

- 5.1.9 All full-time members of Academic Staff who will be going on an approved leave of absence during their elected term on committees, must indicate in writing to the Secretary of Senate if they are unable to serve.
- 5.1.10 The Senate shall insofar as possible, appoint a member of the Senate to serve as Chairperson of each committee.
- 5.1.11 For every committee of the Senate a quorum at meetings shall be a simple majority of the membership. Unless explicitly named to a committee, the Chairperson and Vice-Chairperson of Senate shall not be counted for purposes of a quorum.
- 5.1.12 Unless otherwise specified, the committees of the Senate shall be responsible to the Senate and shall report directly to it.
- 5.1.13 Each committee of the Senate shall report in writing to the Senate before October 31 on its activities for the previous academic year. As a minimum the following information shall be given:
1. Membership.
 2. Number of meetings.
 3. Activities/Business covered.
 4. Annual evaluation of the Committee Terms of Reference to ensure they reflect current practice (see <https://www.smu.ca/about/academic-senate-committees.html>).
- 5.1.14 Copies of the minutes of all committees of the Senate shall be sent to the Secretary of Senate, where they shall be kept on file and available for scrutiny for a minimum of two years.
- 5.1.15 The Chairperson of each committee shall call meetings of his/her committee at least once in each semester.

- 5.1.16 While all meetings shall normally be conducted in person, the Chairperson may permit members to participate by conference telephone or any other telecommunication device that allows meeting participants to simultaneously communicate with each other. A member participating in this manner shall be deemed to be present at the meeting and shall be counted in the quorum.
- 5.1.17 When in-person meetings cannot be held due to exceptional circumstances, as determined by the Chairperson (or, in their absence, the Vice-Chairperson), regular or special meetings of the Senate Committees may be conducted remotely, using telephone and/or video-conferencing technologies, provided that participants are able to communicate with each other simultaneously during the meeting.
- 5.1.18 Under exceptional circumstances where there is no reasonable possibility of convening a meeting, electronic voting is permissible for matters of a routine nature. In all such cases, background information and a specific motion will be provided for members' consideration. Unless otherwise specified under a Senate Committee's particular terms of reference, members shall ordinarily be given a minimum of 48 hours (excluding Saturdays, Sundays, and University holidays) to post comments and/or questions about the motion via email, with this electronic discussion accessible to all Committee members. Immediately following this deliberation period, members will be given 24 hours (excluding Saturdays, Sundays, and University holidays) to vote on the motion via return email. The results of the e-vote shall be recorded in the minutes of the next regularly scheduled Committee meeting.
- 5.1.19 The conduct of meetings shall follow as far as is applicable Robert's Rules of Order.

- 5.1.20 If a secretary has not been designated by the Senate, each Committee shall appoint or elect a secretary who shall fulfill the normal duties of this office.
- 5.1.21 The Chairperson of each committee shall be responsible for the preparation of any necessary report, including the annual report to the Senate prior to October 31, and also for the prompt communication of any decision to the appropriate University officials.
- 5.1.22 Standing Committees of the Senate shall be those committees named to function throughout the year, and which shall have the particular responsibilities assigned in their terms of reference as approved by the Senate (see <https://www.smu.ca/about/academic-senate-committees.html>).
- 5.1.23 Ad Hoc Committees of the Senate shall be those committees appointed or elected by the Senate to perform some special task, to secure more information, to investigate a situation, and to bring back a report or recommendation to the Senate and shall cease to function when they have completed their duties and brought in a report (see <https://www.smu.ca/about/academic-senate-committees.html>).
- 5.1.24 The Senate may appoint members to Joint Committees, sharing representation with other groups.
- 5.1.25 Elected Senators shall normally sit on at least one senate committee for each year of their term. Under exceptional circumstances, elected senators may be excused from senate committee service.

6. Amendments and Suspension

6. 1 Repeal, amend or suspend

- 6.1.1 Except where otherwise noted in this document, these By-Laws may be repealed, amended, or temporarily suspended by a 2/3 vote or a simple majority of the entire membership at any meeting of the Senate called in whole or in part for that purpose, seven-day notice having been given.

Additional Approval Information

- a) **Policy Number:** 8-1017
- b) **Approving Authority:** Academic Senate
- c) **Approved:** April 1973
- d) **Responsible Office:** Academic Senate
- e) **Responsibility:** Senate Bylaws Committee
- f) **Revision Date(s):** 2025-05-16, 2023-04-14, 2022-05-13, 2021-04-16, 2020-05-15, 2020-02-14, 2019-07-25, 2019-03-15, 2015-05-08, 2008-05-16, 2006-05-12, 1994-03-11, 1988-08-15, 1987-05-05, 1986-08-15, 1984-11-30, 1982-06-24, 1981-03-13, 1979-01, 1977-07, and 1976-08-24
- g) **Supersedes:** N/A
- h) **Next Required Review:** May 2030