

Sheridan Senate Terms of Reference

**Approved by Sheridan Board of Governors
June 1, 2016**

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PREAMBLE

The Senate of The Sheridan College Institute of Technology and Advanced Learning is responsible for the academic direction, academic policies and related academic decision making of the institution. Subject to the authority of the Board of Governors, the Senate has broad powers that include the regulation of the standards for admission, the establishment of the requirements for graduation, approval of the academic calendar, the provision of a venue for quality assurance, academic policies and related decision making and recommendations to the Board on any matter referred to it by the Board.

1. POWERS AND DUTIES OF SHERIDAN SENATE

1.1 Exclusive Powers and Duties

The Senate is responsible for initiating, debating and making decisions related to academic policies and the quality of academic programming. Without limiting the foregoing, the Senate specifically has the following powers and duties to:

- (a) approve all Academic policies as set out in *Policy One – Development and management of policies and procedures, Schedule One – Policy Register* (Appendix A);
- (b) approve the Sheridan annual academic calendar;
- (c) approve the requirements for admissions, content, graduation requirements and standards for all programs of study offered by all Sheridan Post-Secondary Faculties;
- (d) approve the Sheridan undergraduate scholarship, research and creative activities strategy;
- (e) approve the appointment of Professors Emeriti;
- (f) provide a venue for constructive and collegial debate focused on teaching and learning, quality assurance, curriculum, creativity and innovation, and the strategic academic direction of Sheridan;
- (g) establish such Committees as deemed necessary to aid in the operation of the Senate; and,
- (h) make rules for the conduct of its affairs, through associated Procedures.

Decisions relating to any other academic matters at Sheridan remain with the Senate, except for those matters that the Board of Governors reserves to itself.

1.2 Advisory Duties

Senate must advise the Board of Governors, and the Board of Governors must seek the advice of Senate, prior to Board decisions regarding the following:

- (a) adoption and/or amendment of the Senate Terms of Reference;
- (b) the academic mission, goals, objectives, strategies and priorities of Sheridan;

- (c) review and recommend endorsement of programs of study that are offered by Sheridan Post-Secondary Faculties and the requirements of those programs;
- (d) consideration of and provision of input to long-range academic strategy;
- (e) the granting of honorary degrees;
- (f) the criteria for the appointment of the President and Provost;
- (g) changes to Policy One; and,
- (h) any other matters as specified by the Board.

2. DEFINITIONS

- (a) **Administration** means the senior management of Sheridan, Faculty Deans and Associate Deans and other operational employees of the College;
- (b) **Board** or **Board of Governors** means the Board of Governors of Sheridan;
- (c) **Chair** means a presiding officer, as in Chair of Senate, or Committee Chair;
- (d) **Committee** means a Standing Committee, *ad hoc* Committee or sub-Committee of a Standing Committee of the Sheridan Senate;
- (e) **Conflict of Interest** means actual, potential or perceived situations where a Senator has the opportunity to advance or protect one's own personal interest, the interest of one's immediate family members or friends, or the interest of a non-arms's length personal or business relationship, which may be potentially harmful to the integrity or fundamental mission of Sheridan;
- (f) **Day** means operating business day in the Province of Ontario;
- (g) **Executive Committee** means the Committee of Senate set-out in 4.3 below;
- (h) **Ex-officio** means full voting member (unless otherwise specified) of Senate or a Committee by virtue of her/his office;
- (i) **Faculty** means each Faculty defined as a Post-Secondary Faculty and the Faculty of Professional and Continuing Studies;
- (j) **Faculty Member** means all professors, including full-time and non-full time professors, counselors, and, librarians;
- (k) **Faculty Senator** means a Faculty member (full time or non-full time) who represents a Faculty, and who is a voting member of the Sheridan Senate;
- (l) **Full-Time (FT) Faculty Member** means all Faculty Members who are employed on a full-time, ongoing basis under the terms of the Academic Employees Collective Agreement;
- (m) **LAC** means Local Academic Council, the Faculty level academic governance unit;
- (n) **Non-Full-Time (NFT) Faculty Member** means all teaching faculty at Sheridan who are not employed as a Full-Time Faculty Member with Sheridan;
- (o) **Post-Secondary Faculty(ties)** means each of the – Faculty of Arts, Animation and Design; Faculty of Applied Science and Technology; Faculty of Applied Health and Community Studies; Faculty of Humanities and Social Sciences; and, Pilon School of Business;
- (p) **President** means the President of Sheridan;
- (q) **Quorum** means the minimum number of voting members in attendance in order for a meeting to commence or continue;
- (r) **Recording Secretary** means the Recording Secretary of Senate;

- (s) **Representative** means a representative of a group or body who may or may not also be a voting member of the Sheridan Senate;
- (t) **Resource** means a person who serves as a non-voting member of Senate or a Committee by virtue of their office;
- (u) **Secretary** means the Secretary of Senate;
- (v) **Senate** means the Sheridan Senate;
- (w) **Senate Year** shall commence in September of any given year and formally end in August. The term of membership for Faculty Senators will end on 31st August;
- (x) **Senator** means a voting or non-voting member of the Sheridan Senate;
- (y) **Sheridan** means Sheridan College Institute of Technology and Advanced Learning;
- (z) **Standing Committee** means every Senate Committee, except the Executive Committee, with a continued existence, formed to do its designated work on an ongoing basis, and as further set out in Article 8;
- (aa) **Student** means a person currently enrolled in full-time or part-time studies in one of the Post-secondary Faculties; and,
- (bb) **Student Senator** means a Sheridan Student who is a member of the Sheridan Senate.

3. SENATE MEMBERSHIP

3.1 Voting Membership (72 members);

(a) The voting membership of Senate shall be 72 members comprised of:

- (i) *Ex officio* Senators (19);
- (ii) Faculty Senators (48 including 40 FT Faculty, one (1) counselor, one (1) librarian, one (1) Centre for Teaching and Learning faculty, and five (5) NFT Faculty); and,
- (iii) Student Senators (5 voting).

3.1.1 Ex-officio Senators (19 members)

The following shall be Ex-officio voting members of Senate:

- (a) the President, who is Chair;
- (b) the Provost and Vice President Academic, who is Vice-Chair;
- (c) the Vice Provost;
- (d) the Director of Library and Learning Services;
- (e) the Associate Vice President Scholarship, Research and Creative Activities (SRCA);
- (f) the Dean of Students;
- (g) the Registrar;
- (h) Five (5) Post-secondary Faculty Deans;
- (i) Six (6) Associate Deans; and,
- (j) President of OPSEU Local 244.

3.1.2 Faculty Senators (48 members)

(a) Two-thirds (2/3) of Senate shall consist of Faculty Senators, which shall be comprised of:

- (i) Forty (40) Full-Time Faculty Members elected from the Post-Secondary Faculties. Faculty Senators shall be elected by the Full-Time Faculty Members of their Faculty;
- (ii) Five (5) Faculty Members representing the Non-Full-Time Faculty Members. One Senator shall be elected from each Faculty by its Non-Full-time Faculty Members; and,

- (iii) Three (3) Senators shall be elected from Faculty Members employed in each of the Library and Learning Services, Counselling Services, and Centre for Teaching and Learning; one(1) from each department.
- (b) The proportion of the total number of Faculty Senators (40) to be elected from any Faculty as Faculty Senators shall, within reason, be in the same proportion as the total number of that Faculty's Full-Time Faculty members is to the total number of Full-Time Faculty members at Sheridan.

3.1.3 Student Senators (5 members)

- (a) Ten (10) Student Senators shall be elected, with two (2) students elected from each Post-Secondary Faculty. Five (5) Student Senators shall have voting rights during any motion.

3.2 Non-Voting Membership (6 members);

- (a) The non-voting membership of Senate serve as resources as required and shall be comprised of six (6) Senators as follows:
 - (i) Senior Vice President, Finance and Administration;
 - (ii) Vice President, Student Affairs and Enrolment Management;
 - (iii) Director of International Services;
 - (iv) Associate Vice President Academic Pathways and Planning;
 - (v) Associate Vice President, Corporate Planning; and,
 - (vi) Vice President Advancement and External Relations.

3.3 There shall be no provision for alternates in the event that a Senator is unable to attend a meeting (other than those appointed as temporary replacements in accordance with Article 9.2).

3.4 In accordance with Article 3.1.2 (a) the 2:1 ratio of Faculty Senators to Ex-officio/Student Senators will be maintained.

3.5 The proportions employed in 3.1.2 (b) above in allocating faculty Senate positions shall be re-calculated every two years.

3.6 Terms of Membership

- (a) Ex-officio Senators shall serve for as long as they remain in office with the exception of Ex-officio Associate Deans who shall serve for two (2) years with the possibility of one (1) additional two (2) year term;
- (b) Elected Faculty Senators shall serve for a three (3) year term with one (1) additional three (3) year term if so elected;
- (c) Faculty Senators who have served two (2) terms will be permitted to run for Senate after two (2) years have elapsed during which they were not a Senator;
- (d) Student Senators shall serve for a one (1) year term, with one (1) additional term if so elected; and,
- (e) All Senators' terms of membership shall commence at the beginning of the Senate Year.

3.7 Elections

- (a) The Secretary of Senate will manage the Senate electoral process and procedures for voting; and,
- (b) Electoral procedures and processes are prescribed in the Senate Procedures.

4. RESPONSIBILITIES OF SENATORS

4.1 Responsibilities

The general responsibilities of Senators shall include the responsibility to:

- (a) attend Senate meetings;
- (b) be familiar with the Senate Terms of Reference, the Senate Procedures and associated guidelines, as well as Robert's Rules of Order;
- (c) keep informed regarding the issues which come before Senate;
- (d) read published Senate agendas and other related materials beforehand, and come to the meetings prepared;
- (e) sit as individuals and not as representatives of their specific constituency, and therefore act collectively as stewards of Sheridan in carrying out their Senate responsibilities;
- (f) participate in the membership of Senate Committees;
- (g) vote in accordance with the long-term Academic interests of Sheridan;
- (h) uphold the principles of academic freedom; and,
- (i) be bound by the "Sheridan Senate: Code of Ethical Conduct".

4.2 Attendance Expectations

- (a) While attendance at all Senate meetings is important, it is understood that there are legitimate reasons why Senators may miss a regular or special Senate meeting. Senators who are unable to attend a regular or special Senate meeting for any reason shall notify the Secretary of Senate in writing, indicating the reason(s) for their absence;
- (b) Senators who miss three meetings during any Senate Year may be asked by the Chair to resign from Senate; and,
- (c) Senators may not appoint a proxy or designate to vote for them if they are unable to attend a meeting.

5. OFFICERS AND RESPONSIBILITIES

5.1 Identification of Senate Officers

(a) The following shall be Senate Officers:

- (i) the Chair of Senate, who shall be the President of Sheridan;
- (ii) the Vice-Chair of Senate, who shall be the Provost and Vice President Academic;
- (iii) the Speaker of Senate, who shall be elected annually from among the voting members of Senate;
- (iv) the Deputy Speaker of Senate, who shall be elected annually from among the voting members of Senate; and,
- (v) the Secretary of Senate (non-voting), who shall be appointed by the Chair of Senate.

5.2 Recording Secretary of Senate

There shall also be a Recording Secretary of Senate, who shall be appointed by the Chair of Senate.

5.3 Responsibilities of Senate Officers and Recording Secretary of Senate

5.3.1 Chair of Senate Responsibilities

- (a) serving as the Chair of the Senate Executive Committee;
- (b) calling, through the Executive Committee, all regular and special meetings of the Senate;
- (c) establishing through the Senate Executive Committee, the agenda of all meetings of the Senate;
- (d) reporting to Senate on current issues at Sheridan;
- (e) conveying recommendations of the Senate to the Board of Governors as necessary and appropriate;
- (f) presiding over the Senate meeting at which the Speaker is elected; and,
- (g) such other responsibilities as may be specified in these Terms of Reference or Procedures.

5.3.2 Vice-Chair of Senate Responsibilities

- (a) fulfilling the responsibilities of the Chair whenever the Chair is temporarily unable or unavailable to do so; and,
- (b) assisting the Chair in the execution of his/her duties.

5.3.3 Speaker of Senate Responsibilities

- (a) conducting all meetings of Senate in accordance with these Terms of Reference, Robert's Rules of Order, and the Senate's associated procedures;
- (b) ensuring that all business and operations of the Senate are coordinated through the Secretary and/or Recording Secretary; and,
- (c) such other responsibilities as may be specified in these Terms of Reference.

5.3.4 Deputy Speaker of Senate Responsibilities

- (a) fulfilling the responsibilities of the Speaker whenever the speaker is temporarily unable or unavailable to do so; and,
- (b) assisting the Speaker in the execution of his/her duties.

5.3.5 Secretary of Senate Responsibilities

At the direction of the Chair of Senate and/or Senate Executive Committee:

- (a) assisting the Chair as needed to ensure that Sheridan rules, policies and procedures are properly followed;
- (b) responsible for the operations, interpretations and elections of the Senate;
- (c) serving as an ex-officio, non-voting member of all standing Committees of the Senate;
- (d) organizing and scheduling Senate meetings and acting as a resource person to the Chair and Speaker at such meetings;
- (e) developing the initial draft Agendas for Senate and Senate Executive meetings; and,
- (f) such other responsibilities as may be specified in these Terms of Reference or Procedures.

5.3.6 Recording Secretary of Senate Responsibilities

- (a) preparing the minutes of the Senate and Senate Executive Committee meetings;
- (b) maintaining the Senate website and SharePoint site; and,
- (c) assisting the Secretary of Senate in the execution of his/her duties.

6. SENATE EXECUTIVE COMMITTEE AND RESPONSIBILITIES

6.1 Membership

The membership of the Senate Executive Committee shall be comprised of:

- (a) the Chair of Senate who shall serve as Chair of the Executive Committee;
- (b) the Vice-Chair of Senate;
- (c) Four (4) Faculty Senators who shall be elected from the Faculty Senators;
- (d) One (1) Ex-officio Senator who shall be elected from the Ex-officio Senators;
- (e) One (1) Student Senator who shall be elected from the Student Senators;
- (f) Speaker of Senate (see 5.1 (a) (iii); and,
- (g) Deputy Speaker of Senate (see 5.1 (a) (iv).

6.2 Resources

The Secretary and Recording Secretary shall serve as Resources to the Senate Executive Committee.

6.3 Election

The elected members of the Senate Executive Committee shall be elected by the Senate at large annually in accordance with 6.1 above.

6.4 Responsibilities of the Executive Committee

- (a) The Executive Committee shall be responsible for calling meetings of the Senate, setting and preparing the agendas of Senate, and ensuring that meeting materials are sufficiently developed to afford fruitful debate at Senate;
- (b) The Executive Committee shall be responsible for ensuring that the decisions of the Senate and its Committees are properly recorded and transmitted to those concerned for implementation;
- (c) The Executive Committee shall be responsible for monitoring the work of Senate Committees to ensure that the Terms of Reference of Senate are followed and the work of the Committees is carried out;
- (d) The Executive Committee shall be responsible for reviewing the organization and procedures of Senate and its Committees and making recommendations for improved effectiveness;

- (e) The Executive Committee shall, from time to time, review, revise and recommend the Senate Procedures for approval to the Senate; and,
- (f) The Executive Committee shall have such other responsibilities as may be assigned to it from time to time by the Senate.

7. SHERIDAN SENATE MEETINGS

7.1 Regular Sheridan Senate Meetings

- (a) Unless otherwise determined and announced by the Senate Executive Committee, regular meetings of Senate shall normally be on the fourth Thursday of the month, except in July, August and December;
- (b) Once finalized, the dates of all regular Senate meetings for any given year shall be published through all channels regularly used for Senate communications;
- (c) Unless otherwise determined and announced by the Senate Executive Committee, regular Senate meetings shall normally commence at 4:00 PM and shall normally end no later than 6:00 PM, unless the meeting is extended with the approval of a majority of those present and voting; and,
- (d) At the discretion of the Senate Executive Committee, a regular meeting of Senate may be cancelled if the volume or urgency of business submitted for inclusion in the agenda is insufficient to warrant holding the meeting.

7.2 Special Sheridan 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 20 percent of voting Senators. The written request shall specify the business to be considered at the special meeting;
- (b) Notice of a special Senate meeting shall be provided to all Senators and announced to the Sheridan community-at-large through all channels regularly used for Senate communications, at least 72 hours in advance of the meeting. The notice will include an agenda specifying all items of business to be considered at the special meeting;
- (c) Only items of business specifically identified in the notification of a special meeting shall be discussed at a special meeting of Senate; and,
- (d) All documentation relating to the business to be discussed at a special meeting must be distributed to Senators with the Notice of Special Meeting.

7.3 Senate Agenda and Senate Minutes

- (a) An agenda for each regular Senate meeting shall be prepared by the Senate Executive Committee;
- (b) Items for inclusion on the Senate agenda are reviewed in advance by the Senate Executive Committee and materials pertaining to those agenda items must be received by the Secretary of Senate in advance of the Senate Executive Meeting;

- (c) The Senate agenda shall be circulated to all Senators at least four (4) business days prior to the regular meeting;
- (d) Draft minutes of each regular or special Senate meeting shall be prepared and made available for review at least four (4) business days prior to the next regular meeting of Senate, at which they shall be considered for approval;
- (e) Once adopted by Senate, the minutes from the current Senate Year and at least one (1) previous Senate Year shall be posted on the regular Senate communications channels;
- (f) A copy of all approved Senate minutes will be made available to anyone requesting the minutes; and,
- (g) The Senate minutes available for review as noted in (e) and (f) above shall exclude any confidential motions passed during *in camera* segments of Senate meetings, until such time as the Senate Executive Committee approves them for publication.

7.4 Quorum

- (a) The quorum for all Senate and Committee meetings shall be 50% plus 1 of the voting membership;
- (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 the Senate shall stand adjourned; and,
- (c) Should it be confirmed that the quorum has been lost during any meeting in progress after Senate has been called to order, the meeting shall immediately be declared adjourned.

7.5 Openness of Meetings and the Right of Non-Senators to be Heard

- (a) All meetings of Senate shall be open, except when Senate votes to consider specific items of business *in camera*; and,
- (b) A non-Senator may be recognized and permitted to speak at any open portion of a Senate meeting at the discretion of the Speaker.

7.6 In Camera Consideration

- (a) During a meeting, Senate may vote to consider specific items of business *in camera*, thereby closing the meeting to non-Senators 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-Senators in attendance (other than any person required to remain by the Speaker) shall be asked to leave the meeting for the *in camera* portion;
- (b) Upon completion of all *in camera* business items, the Speaker shall declare the meeting once again open to non-Senators, and any in attendance will be invited to return to the meeting;

- (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) Matters where individual students or Sheridan personnel are identified by name or where confidential financial or other information is involved may also warrant *in camera* consideration; and,
- (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.

7.7 General Rules of Procedure at Senate Meetings

- (a) The order of business observed at all regular meetings of Senate shall be determined by the Executive Committee in accordance with Senate Procedures;
- (b) The agenda for all regular Senate meetings will include time for a “question period”. 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 Recording 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;
- (c) Voting on motions, except for procedural matters (e.g. approval of agenda or approval of minutes), shall be by secret ballot; and,
- (d) The Speaker shall preserve order and decorum at all meetings of Senate; ensure that meetings are conducted in compliance with the Senate Terms of Reference and Senate Procedures, and if not provided therein, in accordance with meeting protocols as set out in *Robert’s Rules of Order*.

8. SENATE COMMITTEES AND LOCAL ACADEMIC COUNCILS

8.1 The Role of Standing, Sub and Ad Hoc Committees

- (a) The effective conduct of Senate business relies heavily on the work of representative Senate Committees established specifically to consider a broad range of matters related to the academic function of Sheridan 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, as outlined in 8.4. The Senate Committee structure may include in some cases, subcommittees reporting to the Senate Standing Committees;
- (c) At its discretion, Senate may also form ad hoc Committees or working groups to deal with specific matters of a non-recurring nature. The proposed membership and terms of reference of any such ad hoc Committee or working group shall be specified in the motion to strike the Committee;
- (d) The Senate will approve the Terms of Reference for Standing Committees and Ad Hoc Committees reporting to Senate;
- (e) Committees of Senate shall serve until they are discharged by Senate; and,
- (f) All Senate Standing or ad hoc Committees shall report directly to Senate.

8.2 Composition of Standing Committees

- (a) Each Standing Committee shall determine its own membership numbers and composition in accordance with (b) and (c) below;
- (b) The membership of all Senate Standing Committees should be reasonably representative of the composition of the Senate (i.e. two-thirds of the voting members of all Committees shall be Faculty Senators), but no less than 50% +1 shall be voting Faculty Senators;
- (c) Each Faculty shall be represented on each Standing Committee by at least one voting Faculty Senator;
- (d) Each Senate Standing Committee shall have a Chair and, if appropriate or necessary, a Vice-Chair. The Standing Committee Chairs shall be elected annually from the voting membership of that Committee. The Standing Committee Chair must be a voting member of Senate; and,
- (e) Local Academic Councils (LACs) will select from their Faculty Senators, Faculty members to serve on Senate Standing Committees.

8.3 Senate Committee Procedures

- (a) In general, where appropriate and feasible, the procedures of Senate Committees shall parallel

those of Senate;

- (b) All Standing Committees shall make an annual report to the Senate;
- (c) A Senate Standing or ad hoc Committee may also report to another such Committee at the other Committee's request. Any such report shall also be conveyed to Senate, for information; and,
- (d) Senate Standing or ad hoc Committees may form working groups to deal with specific tasks within these Committees for consideration and possible conveyance to Senate. Terms of reference and membership of these working groups shall be determined by the Committee.

8.4 Standing Committees

At present, the Senate has constituted the following Standing Committees:

- (a) Academic Appeals Committee;
- (b) Academic Policy Committee;
- (c) Learning Partnerships and Academic Pathways Committee;
- (d) Program Quality Assurance Committee;
- (e) Teaching and Learning Committee; and,
- (f) Scholarship, Research, and Creative Activities Committee.

The Senate may form other such Standing Committees as deemed necessary.

8.5 Local Academic Councils

Each Academic Faculty shall have a Local Academic Council (LAC) that is responsible for the academic governance of that Faculty. LACs operate under delegated authority from Senate. Each LAC will provide guidance and advice to Senate, Administration, or the Board of Governors on various matters as requested from time to time.

Faculty LACs will govern themselves as they see fit, provided they adhere to the principles of two-thirds of voting membership being Faculty Members and that LAC and Committee chairs are elected from the entire membership of the LAC or Committee.

Each LAC will draft its own Terms of Reference to meet the needs of its Faculty. However, in general, where appropriate and feasible, the Terms of Reference and procedures of LACs shall parallel those of Senate.

Each LAC shall present an annual report to Senate.

9. VACANCIES

9.1 Vacant Senate Positions

- (a) A vacancy in any ex-officio Senate position shall remain vacant until the position in question is filled (including an interim or acting appointment);
- (b) A vacancy in any elected Senate position shall be filled from the same constituency as that of the departing Senator, and shall normally be filled for the duration of the departing Senator's original term of office; and,
- (c) The Senate Executive Committee shall be responsible for initiating and overseeing any arrangements necessary to ensure that Senate vacancies are appropriately filled as described fully in the Senate Procedures.

9.2 Temporarily Vacant Positions on Senate

- (a) In the event that a Senator is unable to continue to serve on the Senate for a temporary period (three (3) to twelve (12) months) during his/her term, a replacement member will be elected by the constituent LAC in the case of a Faculty Senator or Student Senator, or the Chair of Senate in the case of an ex-officio Senator, for the period of the absence;
- (b) No replacements shall be appointed for absences of less than three (3) months; and,
- (c) In the event of a planned absence of more than 12 months, a Senator shall be required to resign from Senate and Article 8.1 shall apply.

9.3 Vacancies and Temporary Absences on Committees

- (a) Vacancies and temporary vacancies on Senate Committees will be filled in the same manner as vacancies and temporary absences on Senate as outlined in Articles 9.1 and 9.2; and,
- (b) The relevant Committee chair, in consultation with the Senate Secretary, is responsible for initiating and overseeing any arrangements necessary to ensure that vacancies and temporary vacancies in Senate Standing or ad hoc Committees are appropriately addressed.

10. ADOPTION OR AMENDMENT OF SENATE TERMS OF REFERENCE

- (a) Adoption or amendment of these Terms of Reference shall require:
- (i) Submission, in writing, of the proposed amendments and their rationale to the Executive Committee for review;
 - (ii) Notice of the proposed amendment, together with any recommendation of the Executive Committee related thereto, at least 14 days prior to the meeting at which approval will be sought;
 - (iii) A motion within the agenda for a regular meeting of Senate;
 - (iv) The support of 66% + 1 of voting Senators for the passage of the motion to recommend to the Board of Governors the adoption or amendment of the Senate Terms of Reference; and,
 - (v) The approval of the Board of Governors.
- (b) Notwithstanding any amendment made to these Terms of Reference in (a) above; Senate will review its Terms of Reference every three years.

11. SENATE PROCEDURES

A full description of Senate procedures are included in the Senate Procedures which is incorporated by reference.