

THE SENATE OF YORK UNIVERSITY RULES, PROCEDURES AND GUIDELINES

RESPONSIBILITIES AND POWERS OF SENATE

The Senate is responsible for the academic policy of the University and may recommend to the Board the establishment of Faculties, Schools, Institutes and Departments, and the establishment of Chairs, and may establish Councils in the Faculties, Schools or Institutes established, and may enact by laws, rules and regulations for the conduct of its affairs, and without limiting the generality of the foregoing, has power

- a. to consult with the Board and to make recommendations as to the appointment of the Chancellor and President
- b. to determine and regulate the standards for the admission of students to the University, the contents and curricula of all courses of study, and the requirements for graduation
- c. to conduct examinations and appoint examiners
- d. to deal with matters arising in connection with the award of fellowships, scholarships, medals, prizes and other awards for academic achievement
- e. to confer the degree of Bachelor, Master and Doctor and all other degrees, diplomas and certificates in all branches of learning that may appropriately be conferred by a university
- f. after consultation with the Board, to confer honorary degrees.

York University Act, Legislature of Ontario, 1965, c. 143, s.12

YORK UNIVERSITY'S MISSION STATEMENT

The mission of York University is the pursuit, preservation, and dissemination of knowledge. We promise excellence in research and teaching in pure, applied and professional fields. We test the boundaries and structures of knowledge. We cultivate the critical intellect.

York University is part of Toronto: we are dynamic, metropolitan and multi-cultural. York University is part of Canada: we encourage bilingual study, we value diversity. York University is open to the world: we explore global concerns.

A community of faculty, students and staff committed to academic freedom, social justice, accessible education, and collegial self-governance, York University makes innovation its tradition.

Tentanda Via: The way must be tried.

ÉNONCE DE MANDAT DE L'UNIVERSITÉ YORK

L'Université York a pour mandat d'accroître, de préserver et de diffuser le savoir. Nous nous engageons à ce que la recherche et l'enseignement, qu'ils soient purs, appliqués ou professionnels, se placent à un degré d'excellence élevé. Nous repoussons les limites et les structures du savoir. Nous cultivons le sens critique.

L'Université York partage avec la métropole de Toronto son caractère dynamique et multiculturel. L'Université York partage avec le Canada son encouragement aux études bilingues, son attachement à la diversité. L'Université York s'ouvre sur le monde et s'interroge sur les grandes préoccupations internationales.

Composée d'enseignants, d'étudiants et de membres du personnel dévoués à la cause de la liberté, de la justice sociale, du libre accès à l'enseignement et de la direction démocratique, l'Université York a fait de l'innovation sa tradition.

Tentanda Via: Ouvrir des voies nouvelles.

Original version endorsed by Senate on January 28, 1999 and the Board of Governors on February 22, 1999.

Amended version approved by Senate on June 18, 2009 and the Board of Governors June 23, 2009.

SECTION A: PRINCIPLES AND RULES

These rules are inspired by the parliamentary traditions of Canada and other democratic jurisdictions and reflect these traditions as interpreted by recognized authorities.

I. PRINCIPLES

The principles set out immediately below inform the rules of Senate, and the interpretation and application of the rules shall be consistent with these principles.

Senate has a responsibility to conduct its business and carry forward its mandate of academic governance as described in the York Act.

1. Senate shall provide Senators with due notice of matters to be decided at a meeting.
2. Senate is open to the University community unless it duly resolves to move into closed session.
3. Senators have a duty to attend meetings of the Senate and to vote on resolutions which come before the Senate. In so doing, Senators have an obligation to act with civility and decorum.
4. Senate shall provide Senators with the opportunity to debate issues under consideration before a decision is made.
5. Unless specifically indicated otherwise, Senate shall make its decisions on the basis of a simple majority of those Senators present and voting at a duly constituted meeting.
6. All Senators have the same rights and obligations under Senates rules.
7. The Chair of Senate shall enforce the rules in the spirit of these principles and, in so doing, will act fairly and impartially. [June 28, 2001]

II. AUTHORITY, APPROVAL AND CODIFICATION

1. Changes to Rules, Procedures and Guidelines

Substantive additions or alterations to or deletions from any of the rules of Senate shall not be made except by resolution of the Senate. [February 28, 2002]

2. Publication Senate Rules, Procedures and Guidelines
 - a. Not less frequently than every three years an updated version of Senate's Rules, Procedures and Guidelines shall be published online.
 - b. Nothing shall be included in Senate's Rules, Procedures and Guidelines that purports to be a statute, by-law, rule or regulation of the Senate unless that statute, by-law, rule or regulation has been adopted by express resolution of the Senate.

- c. No modifications of Senate's Rules, Procedures and Guidelines shall be made unless any and all revisions, alteration, amendments, revisions, alterations, or changes have been included in the body of a Senate Agenda, and adopted by express resolution of the Senate.
- d. The Executive Committee is responsible for overseeing the production of Senate's Rules and Procedures (and guidelines) and proposed changes are normally reviewed and recommended to Senate by the Executive Committee. However, any member of the Senate may propose an amendment, revision, alteration, or change to Senate's Rules and Procedures (and guidelines). [March 28, 2002; February 25, 2016]

3. Matters Not Covered by these Rules

These rules are intended to be comprehensive. When an issue not foreseen by these rules arises, the Chair, in keeping with the principles outlined in the preamble, shall make a ruling or consult with Senate Executive. The Chair shall report at the next meeting of Senate, which may consider what action to amend these rules and procedures, if any, should occur.

III. OFFICERS OF SENATE AND THEIR DUTIES

1. Term of Office for the Chair and Vice-Chair

The Chair shall serve for a period of eighteen months. The Vice-Chair serves for a period of eighteen months and succeeds the Chair for eighteen months. [March 27, 2003]

2. Duties of the Chair

The Chair of Senate is responsible for giving leadership to the Senate in the pursuit of its mandate. Without limiting the generality of the foregoing, the Chair presides at all meetings of Senate, acts as the official spokesperson for Senate, chairs the Executive Committee of Senate, and ensures that Senate and its committees operate in conformity with the rules enacted by Senate. [May 22, 1986]

3. Duties of the Vice-Chair

The Vice-Chair of Senate assists the Chair in giving leadership to Senate, serves as the vice-chair of the Senate Executive Committee, and presides at meetings of Committee of the Whole. In the absence of the Chair, the Vice-Chair may exercise any and all powers and authorities of the Chair. The Vice-Chair of Senate succeeds the Chair at the expiration of the Chair's term or in the event of the Chair's resignation. The Vice-Chair is the Chief Teller for all votes at Senate meetings. [June 26, 1969; May 22, 1986;]

4. Secretary of Senate

- a. The Secretary of Senate is appointed by the President and is responsible for the proper maintenance of Senate's records. The Secretary attends all meetings of the Senate and prepares minutes of all proceedings. The Secretary prepares all resolutions, reports or other documents which the Senate may direct, and all

copies which may be required of any such document, prepares and countersigns all official documents, and generally discharges such other duties as may be assigned to him/her by the Senate or, when the Senate is not in session, by the Chair. In the case of the absence or illness of the Secretary, an Assistant Secretary shall act as Secretary pro tempore and for such period shall have all the powers of the Secretary. [May 22, 1986; February 25, 2016]

- b. Any written communication on any subject coming properly within the cognizance of any standing committee shall be referred to the Chair of that committee by the Secretary acting under the direction of the Chair.

IV. MEETINGS OF SENATE

1. Regular Meeting Date and Time

Senate shall meet at 3:00 p.m. on the fourth Thursday of each month except July and August. No meeting may go beyond 5:00 p.m. unless a motion to this effect is passed by a two-thirds majority of Senators present and voting, or unless the agenda clearly indicates an alternate termination time as determined by the Executive Committee. [December 1988; March 27, 2003]

2. Summer Authority

Between the June meeting of Senate and the first regular meeting of Senate in September, the Executive Committee of Senate shall possess and may exercise any or all of the powers, authorities, and discretions vested in or exercisable by the Senate, save and except only such acts as may by law be performed by the members of Senate themselves; and the Executive Committee shall report to the Senate at its first regular meeting in September, what action has been taken under this authority. [April 24, 1975; amended March 25, 1982; amended June 24, 1993; amended October 26, 2006]

3. Alternative Meeting Dates and Times

Senate Executive may set an alternate meeting time and day. Meetings that begin at a time other than 3:00 p.m. will end after no more than two hours, unless with the consent of two-thirds of the Senators present and voting or if the agenda clearly indicates an alternative termination time as determined by the Executive Committee. [March 27, 2003]

4. Meeting Cancellation

If the Executive Committee determines that there is insufficient business ready for consideration by Senate, it may agree not to hold a regular meeting.

5. Meeting Agenda and Order of Business

- a. The agenda of each regular meeting of Senate is set by the Executive Committee and is published or circulated to each member of Senate no later than six days prior to the meeting for which notice is being given. The accidental omission of notice to a member shall not invalidate a meeting which has otherwise been duly convened. The agenda page or reports shall identify

any additional items which may be dealt with or supplementary documents that will be distributed prior to or at a meeting. [February 25, 2016]

- b. Unless Senate Executive exercises its authority to alter the agenda, the items of business considered at a meeting of the Senate will follow this order, without variation, except with the consent of two-thirds of Senators present and voting:

Chair's Remarks

Business Arising from the Minutes

Inquiries and Communications (Colleague's Report and other items)
prioritize

Report of the President

Reports of Standing Committees Reports of Special
Committees

Unfinished Business

Other Business for Which Due Notice Has Been Given Other Business

Consent agenda (Minutes, Board synopsis and other items) [February 28,
1974; amended November 28, 1974; amended October 26, 2006; amended
February 25, 2016]

- c. The Executive Committee may alter the order of the agenda for a particular meeting in order to prioritize matters coming before Senate provided that the order of business appears on the notice of meeting.
- d. The notice of meeting may identify items to be dealt with by consent. A consent agenda item is deemed to be approved unless, prior to the commencement of a meeting, one or more Senators advises the Chair of a request to debate it.

6. Open Meetings

Meetings of Senate are open to members of the University community, subject to the availability of space. [October 24, 1968; affirmed by Senate Executive, June 2001]

7. In Camera Meetings

- a. When Senate considers matters relating to specific individuals or to other matters where confidentiality must be observed, the Executive Committee may, in the notice for a meeting, declare part of a meeting to be closed or in camera.
- b. If notice has not been given by Senate Executive, a motion to conduct all or part of a meeting in camera requires a majority of Senators present and voting.
- c. When Senate meets in camera, only Senators and staff of the University Secretariat may be present. [November 22, 2001]

8. Special Meetings

- a. The Chair may call a special meeting at any time.
- b. A special meeting shall also be called by the Chair on receipt of a signed petition

submitted to the Secretary by a minimum of 18 Senators. The petition shall specify the purpose of and need for the special meeting. [June 28, 2001]

- c. Normal rules will be observed at special meetings of Senate with the following exceptions:
 - i. Notice: The period of notice for a special meeting is a minimum of twenty-four hours.
 - ii. Business: Only items of business specifically identified in the notification of such meeting can be transacted at a special meeting (i.e., there is no "Other Business" on the agenda).

9. Committee of the Whole

- a. From time to time Senate may meet as the Committee of the Whole. The purpose of meeting as the Committee of the Whole is to facilitate discussion by relaxing some rules.
- b. The Vice-Chair of Senate (or, in the absence of the Vice-Chair, a member of Senate designated by the Executive Committee) is the Chair of the Committee of the Whole.
- c. Proceedings of the Committee of the Whole are concluded by a non-debatable motion "to rise and report." The presiding officer then reports to the Chair on the outcome of the proceedings.
- d. Normal rules apply to proceedings in Committee of the Whole with the following exceptions:
 - i. motions do not require a seconder;
 - ii. Senators are not limited in the numbers of times they may speak to a particular issue under consideration.

10. Audio and Visual Recording of Proceedings

No audio or visual recordings of Senate meetings are permitted except with the agreement of the Chair, who shall announce the presence of persons authorized to make such recordings.

11. Transaction of Business by Electronic Communications

- a. In exceptional circumstances, the Executive Committee may authorize the transaction of Senate business by electronic communications. This may include the transmittal of reports or the conducting of votes on Senate business. The Executive Committee will provide a rationale for its authorizations. [February 25, 2016]
- b. For the purpose of requesting a special meeting of Senate, individual petitioners may send an electronic communication in lieu of signing a petition.
- c. Senate committees may transact business by means of electronic

communications. [Amended October 26, 2006]

12. Senate Documentation

- a. Documents shall only be distributed at Senate meetings with the approval of Senate Executive, the Chair of Senate or the Secretary of Senate.
- b. All formal actions and decisions by Senate and its standing committees shall be recorded in minutes. The minutes of Senate and Senate committees are maintained in the University Secretariat, and documentation is available for examination with the exception of material that is identified as confidential. [October 26, 2006]
- c. The agenda and minutes for each meeting of Senate shall be sent to the Secretary of each Faculty Council. [September 28, 1967]
- d. A synopsis of the actions taken at each meeting shall be made available to Faculty Councils and published in the daily bulletin or other campus media.
- e. Minutes of each Senate meeting shall be posted on the University Secretariat Website.
- f. A synopsis of each meeting of the Board of Governors shall be provided to Senate.
- g. Senate Executive may declare that certain documents are confidential. [September 28, 1967; October 26, 1967; January 23, 1975; September 6, 1966; b) and c) adapted according to practices, June 28, 2001; amended October 26, 2006; amended February 25, 2016]

V. DEBATES AND VOTES

1. Participation in Discussion and Debate by Senators and Non-Senators

- a. Only Senators may participate in discussions and debates.
- b. On occasion, Senate may wish to hear from persons who are not Senators. The Executive Committee or Chair may extend an invitation to a non-Senator to speak to Senate. Senate itself may, by majority resolution, agree to hear non-Senators on a particular subject for the purpose of adding new information within their expertise. [Amended February 25, 2016]

2. Voting

- a. Only Senators may vote at Senate meetings. Elected and ex officio Senators enjoy the same voting rights.
- b. Votes must be cast in person.

- c. When the Chair is satisfied that the debate on an item has covered a full range of issues, or when a motion to call the question has been approved, the Chair shall call the question.
- d. When a question has been called, no motion can be made and no other intervention is permitted until the tally is completed and the results announced.
- e. Unless otherwise specified by the Executive Committee or Senate, voting is conducted by a show of name placards. [Amended February 25, 2016]

3. Votes by the Chair and Vice-Chair

- a. The Chair may only vote in order to break a tie.
- b. The Vice-Chair of Senate may vote on any motion.

4. Abstentions Not Recorded

Senators may choose not to vote. Abstentions are not votes, are not recorded, and are not factored in the tallying of votes (although Senators who are present and who choose not to vote are counted as part of quorum).

10. Reconsideration of Business

When an issue is decided at a meeting of Senate, it may not be considered again during that meeting. Any subsequent consideration must conform to the notice provisions of these rules. [Amended October 26, 2006]

VI. CONDUCT OF PROCEEDINGS

1. Quorum

Senate may convene and conduct business only when 20 per cent or more of its membership is present at a regular or special meeting. If, during a duly constituted meeting the Chair observes (independently or at the request of a Senator) that quorum is no longer present, the Chair may adjourn the meeting. [September 24, 1981]

2. Speaking Only When Recognized

No one may speak in Senate until they have been recognized by the Chair.

3. Addressing the Chair

Remarks must be addressed to the Chair who will ensure that Senate business is conducted in an orderly manner consistent with the principles, rules and procedures in this document.

4. Speaking to Items on the Floor

Speakers shall confine their remarks to items that are on the floor as determined by the Chair. [Amended February 25, 2016]

5. Decorum

Decorum is to be observed at all Senate meetings. If a Senator or an observer does not respect the Chair's request to observe decorum, the Chair may require that the Senator(s) or observer(s) leave the meeting. [Amended October 26, 2006]

6. Motions and Rationales

All decisions are to be framed in the form of a motion and must be accompanied by a rationale which explains the import of the motion, outlines its intended consequences, and reports on the consultations undertaken in its preparation.

7. Types of Motions

Motions are categorized as follows:

- a. Substantive motions: Substantive motions propose that Senate exercise its authority to achieve a specified substantive objective.
- b. Statutory motions: Senate determines what matters are statutory in nature. Without limiting the generality of the foregoing, these include:
 - i. the establishment of Faculties or other academic units (with the exception of research centres which are established according to the Senate Policy on Organized Research Units)
 - ii. the establishment of Faculty Councils;
 - iii. the establishment of degrees;
 - iv. the establishment or dissolution of a Committee of Senate
 - v. changes in Senate and committee rules including those related to membership.
- c. Procedural motions: Procedural motions relate only to process and not to substance (e.g. adjournment, referral, etc.).
- d. Hortative motions express Senate's opinion on matters lying outside its jurisdiction [Amended October 26, 2006; amended February 25, 2016]

8. Notice of Motions

- a. Substantive and hortative motions intended for Senate's consideration at its regular monthly meetings or special meeting of Senate must be submitted to the Executive

Committee for consideration at its regular monthly meeting, which is normally held in the two weeks prior to regular meetings of Senate.

- b. No notice is required for a procedural motion. [Amended October 26, 2006]

9. Determining That Motions Are in Order

- a. The Chair, with the advice of the Executive Committee, is responsible for determining if motions submitted for Senate's consideration in advance of regular or special meetings by committees, Councils, Senators and others are in order.
- b. All motions circulated with the agenda are deemed to be in order.
- c. All rulings by Senate Executive that a motion is out of order will be reported to Senate by the Chair together with a rationale for the ruling. Any such ruling is subject to challenge.
- d. Substantive and hortative motions for which notice has not been given must be delivered to the Chair in writing for a determination whether or not a motion is in order.

10. Motions That Are Debatable

The following motions are debatable:

- a. substantive motions, including statutory motions
- b. hortative motions
- c. amendments to substantive, hortative and statutory motions
- d. sub-amendments to amendments, as above
- e. referral (debate is limited to the issues raised by referral)
- f. changes to the order of the agenda;
- g. rescinding previous actions
- h. limitations on the duration of a debate or on the length of time senators may speak.

11. Debating a Motion

- a. Senators may speak to any debatable motion but may speak only once to each such motion and for a maximum of 7 minutes. Exceptions are as follows:
 - i. the mover of a motion is entitled to speak first and last;
 - ii. the mover, or an expert designated by the mover, may respond to questions as necessary or clarify material issues.

- b. The Chair may rule out of order any remarks which are not relevant to the issue before Senate.

10. Dividing (or “Severing”) a Motion

- a. If a motion raises more than one issue for decision, the Chair may, with the agreement of the mover and seconder, divide the motion in a manner which will help Senate deal effectively with the issues.
- b. A motion may also be divided by means of a procedural motion to do so.
- c. A motion to divide shall take precedence over the substantive or hortative motion under debate.
- d. There is no debate on a motion to divide.

11. Amendments

- a. An amendment to a substantive or hortative motion may be moved without notice during debate on the main motion.
- b. Normally the mover of an amendment is required to provide a written version of the amendment to the Chair.
- c. If a motion to amend is seconded and recognized by the Chair to be in order, discussion will be limited to the issues raised by the amendment until the amendment is resolved.
- d. Only one amendment to a motion may be on the floor at one time.
- e. Each amendment must be resolved before another amendment or the main motion may be considered.

12. Scope of Amendments

- a. An amendment is designed to alter the main motion without substantially changing its intent and shall be strictly relevant to the business under consideration.
- b. The Chair shall rule out of order any amendment which would negate or substantially alter the main motion.

13. Sub-Amendments

- a. A sub-amendment is intended to amend an amendment under consideration.
- b. A sub-amendment can only be moved when an amendment is on the floor.
- c. A sub-amendment is out of order if it has the effect of negating the amendment or altering the amendment to such an extent that it significantly frustrates the purpose

of the amendment.

- d. If a sub-amendment is seconded and recognized by the Chair to be in order, discussion will be limited to the issues raised by the sub-amendment until such time as the sub-amendment is resolved.
- e. Only one sub-amendment may be on the floor at one time and must be resolved before another may be considered.
- f. Sub-amendments must be resolved before the amendment can be resolved.

14. "Friendly" Amendments

- a. During the course of debate, the mover and seconder may receive suggestions from the floor about the wording of motions. If the mover and seconder of a motion agree that the intent of the motion would be clarified by a change of wording, they may, with the agreement of the Chair alter the wording of the motion accordingly.
- b. Any proposed change to the wording which significantly alters the intent of a motion is not a friendly amendment and may be ruled as such by the Chair.

15. Resolving a Motion, Amendment, or Sub-Amendment

- a. Motions, amendments, or sub-amendments which are moved, seconded, and recognized by the Chair to be on the floor of Senate for discussion must be brought to a vote unless debate is ended by an intervening and overriding procedural motion.
- b. A motion may be withdrawn by the mover and seconder if no Senator objects. If there is an objection the question of withdrawal may be put to a vote.
- c. The Chair may request that the mover and seconder withdraw a motion if it appears that further debate is not in the best interests of Senate.

16. Procedural Motions

- a. Most procedural motions are not debatable.
- b. If a non-debatable motion has been moved, the Chair may invite the mover of the motion to explain in brief the reason for the motion.
- c. Procedural motions require a mover and seconder, and take precedence over the substantive or hortative motions which are under at the time they are moved.
- d. Motion to Refer (Debatable in part)
 - i. Although procedural in nature, a motion to refer has substantive elements that are debatable. In particular, a motion to refer must identify the person or body to whom the reference is made.
 - ii. A motion to refer is in order when a substantive or hortative motion is on the

floor of Senate for discussion. A motion to refer is not in order when an amendment or sub- amendment is on the floor.

- iii. When a motion to refer is on the floor, only issues relating to the nature of the proposed referral may be debated (for example, to whom the reference is made, why the reference is being made, when a report back should be expected, etc.).
- iv. If a motion to refer is defeated, no further motion to refer may be considered with respect to the specific substantive or hortative motion being considered unless, in the opinion of the Chair, significant new information has been provided in the debate which would warrant the re- consideration of a referral.

e. Motion to Put the Question

- i. A motion to put the question may be considered when a main motion, amendment, sub-amendment, or a debatable procedural motion is on the floor.
- ii. If a motion to put the question is resolved in the affirmative, the Chair invites the mover of the main motion to make concluding remarks and then puts the question to Senate.
- iii. If a motion to put the question is resolved in the negative, debate on the main motion resumes.
- iv. No further motion to put the question can be considered regarding the same motion unless, in the opinion of the Chair, the nature of the subsequent debate warrants the consideration of such motion.

f. Motion to Introduce Business for Which Due Notice Has Not Been Given

- i. A motion to consider matters for which due notice has not been given shall be considered under the agenda item of "Other Business."
- ii. A motion to introduce new business without due notice is in order only if a written copy of the motion is filed with the Chair before the meeting commences so that the Chair may determine if the motion is in order and may inform Senators at the beginning of the meeting as to the business to be considered at the meeting.
- iii. The consideration of new business for which due notice has not been given can only proceed with the consent of two-thirds of Senators present and voting.
[Amended February 25, 2016]

g. Motion to Move into Committee of the Whole

- i. A motion to move into Committee of the Whole is in order when any substantive or hortative motion, amendment, or sub-amendment is under consideration.

h. Motion to Adjourn Debate

- i. A motion to adjourn debate is always in order.
- ii. If a motion to adjourn debate is carried, Senate shall move immediately to the next item of business.
- iii. The Chair, with the advice of the Executive Committee shall determine when and how the debate will be resumed.

i. Motion to Adjourn the Meeting

- i. A motion to adjourn the meeting is always in order.
- ii. If a motion to adjourn the meeting is carried, the meeting ends immediately following the vote.

j. Motion to Extend and Further Extend the Meeting

- i. A motion to extend a meeting is always in order.
- ii. A motion to extend a meeting shall specify the new time by which the meeting will conclude.
- iii. If a motion to extend a meeting is defeated, only one other such motion to extend may be considered subsequently.
- iv. A meeting can only be extended with the consent of two-thirds of Senators present and voting.

k. Motion to Permit a Non-Senator to Address Senate

- i. A motion to permit a non-Senator to address Senate is always in order.
- ii. While there is no debate on such a motion, the mover shall provide a brief rationale.

17. Other Procedural Motions

The Chair may recognize other procedural motions (such as a motion to recess for a specified time) in circumstances where the implementation of such a motion would assist Senate in conducting its business effectively.

18. Precedence of Motions

The Chair shall give precedence to motions as follows (from highest precedence to lowest):

- a. to adjourn the meeting;
- b. to adjourn debate (or "table" a motion);
- c. to put the question;

- d. to move in camera;
- e. to move into Committee of the Whole;
- f. to permit a non-member of Senate to speak;
- g. to refer;
- h. to amend an amendment;
- i. to amend.

19. Points of Order and Privilege

a. Points of Order

- i. Points of order are made when it is alleged that there has been a breach of the rules of Senate.
- ii. Senators have a right and responsibility to rise on a point of order if they believe that the proceedings of a meeting are not consistent with these rules.
- iii. A point of order should be made as soon as the alleged irregularity occurs and should not be dealt with if other matters have intervened.
- iv. The Chair shall rule on a point of order without debate. (Amended October 26, 2006]

b. Points of Personal Privilege

- i. Senators may raise a point of privilege based on the belief that the integrity of Senate or a Senator has been compromised.
- ii. If the Chair agrees that a privilege has been violated, the Chair's ruling may include remedies such as requesting an apology or the withdrawal of a remark, correction of a document, or other actions consistent with the principles of Senate membership.
- iii. The Chair shall rule without debate. However, the Chair may seek the advice of Senators, and may also consult with the Executive Committee for disposition at a later time. In any event a ruling shall be made no later than the next regular meeting of Senate. [Amended October 26, 2006

20. Challenges to the Rulings of the Chair

- a. When a ruling by the Chair is challenged on a motion from the floor, the Chair shall seek a seconder for the motion.
- b. If there is no seconder, the challenge shall be declared to have failed.
- c. If the motion to challenge is seconded, the Chair shall surrender the chair to the Vice-Chair (or in the absence of the Vice-Chair, to the Secretary).
- d. On assuming the chair the Vice-Chair shall invite the mover of the motion to provide the reason(s) for the challenge. The Vice-Chair shall then invite the Chair to explain the

reason(s) for the ruling. No other Senator may speak to a challenge.

- e. At the conclusion of a vote involving a challenge, the Chair shall resume the chair.
[Amended February 25, 2016]

21. Approval of Statutes

Statutes shall be approved by the following procedure:

- a. a notice of motion, whereby
 - i. Senate is informed at a regular meeting of a pending a statutory motion;
 - ii. the notice of motion is accompanied by detailed documentation;
 - iii. when a notice of motion is on the agenda, Senators may comment on substantive matters within the normal rules applying to consideration of information items.
- b. debate by Senate of the motion at a subsequent meeting. [Amended October 26, 2006]

22. Items for Information

Information published in the agenda for a meeting of Senate or any matter distributed at a meeting of Senate, or transmitted to Senators by other means, is deemed to have been received by Senate.

23. Senate Policies and Associated Procedures (Definition and Authority)

- a. Policies are subject to the approval of Senate, and may not be enacted or amended without Senate's approval.
- b. Procedures for the implementation of policies do not normally require Senate approval, but shall be reported to Senate for information when they are adopted or amended.
[Amended October 26, 2006]

VII. ESTABLISHMENT OF COMMITTEES

1. Establishment of Standing Committees

Senate may establish standing committees to assist it in pursuing its mandate.

2. Establishment of Special Committees

Senate's rules on committees apply to special committees with the following exceptions:

- a. The mandate of a special committee must be articulated in the motion establishing such a committee. The committee is restricted to that mandate unless Senate decides otherwise.

- b. A special committee may exist no longer than two years, unless Senate extends its life for a specified period of time, not exceeding two years.
- c. When a special committee is appointed by resolution of the Senate, the mover of such resolution shall, unless otherwise specified by Senate, be a member and the first convener of the committee, and is charged with calling the first meeting of the committee within one week of the Senate meeting at which the special committee was established.

3. Faculty Councils

- a. Each Faculty of York University shall have a council which is responsible for academic governance in areas defined by Senate.
- b. Faculty Councils are established by Senate by means of statutes.
- c. Rules governing the membership of Faculty Councils are formally approved by Senate, and membership lists are approved by the Executive Committee of Senate on an annual basis.
- d. Changes to the rules and procedures of Councils shall be reviewed by the Executive Committee to ensure their compliance with recognized principles and practices.
- e. Faculty Councils may cite Senate's rules and procedures for disposition of an issue not adequately addressed in their own rules and procedures.

SECTION B

MEMBERSHIP OF SENATE

1. Membership specified by the York Act

- i. the Chancellor;
- ii. the Chair of the Board;
- iii. the President;
- iv. the Principal of Glendon [Principal du Glendon];
- v. the Dean of each Faculty;
- vi. the University Librarian;
- vii. the Vice-Presidents of the University;
- viii. the Chairs of Faculty departments, divisions and schools [minimum of 21 chairs];
- ix. no fewer than two and not more than four members of the Board; and
- x. such numbers of other persons as the Senate may determine, provided that full-time members of the teaching staff shall always constitute a majority of the members of the Senate.

2. Membership of Senate as Determined by Resolution of Senate

For the period July 1, 2015 to June 30, 2017 the membership of Senate shall be a maximum of 167 as follows:

a. Members Defined by the York Act (20-22 but estimated at 20)

Chancellor (1)
President (1)
Vice-Presidents (4) Deans and Principal (11) University
Librarian (1)
Two-to-four members of Board (2)

b. Faculty Members Elected by Councils (99)

Education (4)
Environmental Studies (4)
Fine Arts (8, minimum 2 chairs)
Glendon (8 minimum of 1 chairs)
Health (10, minimum of 2 chairs)
Lassonde School of Engineering 5 (minimum of 1 chair)
Liberal Arts and Professional Studies (40, minimum of 13 chairs; minimum of 2 contract faculty)
Osgoode (4)
Science (9, minimum of 2 chairs)
Schulich (6)

c. Librarians and Archivists elected by Librarians and Archivists (2)

d. Students Elected by Faculty Constituencies and Designated by Student Associations (28)

Six students from Liberal Arts and Professional Studies (6)
Two students from each other Faculty (20)
YFS (1)
GSA (1)

e. Other Members (13)

Chair of Senate (1)
Vice-Chair of Senate (1) Secretary of Senate (1)
Academic Colleague (1)
President of YUFA (1) with a designated alternate)
YUSA Member (1) with a designated alternate
Member of CUPE 3903 (1) with a designated alternate
Alumni (2)
College Masters (1)
Registrar (1)
Vice-Provost Academic (1)
Vice-Provost Students (1)

f. Chairs of Committees (Estimated 5)

[March 26, 2009; June 25, 2015; February 25, 2016]

3. Periodic Review and Publication of Senate Membership Reviews

- a. Senate Executive shall review changes in structures, faculty complements and student enrolments every two years and seats will be reallocated per rule a) ii as necessary.
- b. Membership rules shall be published in section B of Senate's Rules, Procedures and Guidelines. [June 28, 2013; amended February 25, 2016]

4. Substitutes and Proxies Not Permitted

Unless provision has been made for a designated alternate, elected and ex officio members shall not be entitled to designate a substitute or to vote by proxy. [Amended February 25, 2016]

5. Designated Alternate Senators and Voting

- a. The three designated alternates defined in 1 e) above may cast a vote only in the absence of the regular member.
- b. The three designated alternates defined in 1 e) above must report to the Chair and Secretary prior to a meeting at which they will attend and vote in the absence of the regular member. [Amended February 25, 2016]

6. Eligibility for the Election of Faculty Members

All full-time and contract faculty members are eligible for membership on Senate. [October 27, 1994]

7. Term of Office for Elected Senators

- a. Faculty members elected by Council shall serve for a period of three-years.
- b. Students shall serve for a period of two years.
- c. Contract faculty members elected to Senate by Councils shall serve for a period of one year.

8. Failure to Attend Meetings and Resignation

- a. Elected Senators are deemed to have resigned upon accepting a full-time teaching position in another Faculty of York or at another University.
- b. Senate Executive shall inform Faculty Councils of the names of elected Senators who miss three consecutive meetings. Councils may declare the seats vacant and elect replacements for Senators who have missed three consecutive meetings. [June 24, 2004]

9. Senate's Nominees to the Board of Governors

Senate's nominees to the Board of Governors shall be elected from among the members of Senate. [June 24, 2004]

10. Election of Student Senators

Faculty Councils are responsible for reporting the results of elections of student representatives to Senate. [Amended October 26, 2006]

11. Student Membership on Senate Committees

- a. The student Senator caucus is composed of student Senators. The purpose of the caucus is to nominate students for membership on Senate committees and to provide a forum in which student Senators can discuss issues coming before Senate and its committees.
- b. The Chair of the caucus shall be a member of Senate Executive. The Caucus shall nominate its Chair for the following year by June 30 in order that the Chair can serve on the Executive Committee during those months when summer authority is vested in the Executive Committee. The Chair shall be selected by the Caucus and quorum for this election shall be at least 25% of student senators.
- c. Unless otherwise specified by Senate, students shall be members of all Senate committees. Normally there shall be two student members on each committee.
- d. Normally, there shall be one graduate student and one undergraduate student on Senate Executive. Only student Senators shall be eligible to serve on Senate Executive.

- e. Students who are not Senators may be nominated by the Caucus for membership on Senate committees (except Senate Executive) if student Senators are unable to accept nomination. In seeking to identify prospective nominees, the Caucus shall canvass the Graduate Student Association, York Federation of Students, and Faculty Councils for expressions of interest, and in doing so shall provide sufficient time for such organizations to notify their membership and for prospective nominees to communicate their interest. [March 22, 2007; supersedes all previous rules approved by Senate]

12. Term of Office for Senators

- a. Apart from those Senators defined by the York University Act (1965) as *ex officio* members, all Senators shall serve for a three-year term (re-election being possible), one-third retiring each year, except for student Senators whose terms of office shall be for two years from July 1 and for representatives of contract faculty whose term of office shall be one year from July 1 following his/her election. [November 22, 1973; February 28, 1980; February 27, 1992]
- b. Senators holding an elected seat who wish to retain their Senate seat while on leave for a term or more shall so inform the Secretary of the University, in writing, by April 1 of the academic year preceding the one in which leave is to be taken. Senators on leave who do not inform the Secretary of their intentions shall be deemed to have resigned their seats. [November 22, 1973]
- c. In the case of Senators opting to retain their seats while on leave, a temporary replacement is elected by the appropriate body to serve for the period of the leave.
- d. Senators on leave in the third year of their term are automatically deemed to have resigned their seats. [November 22, 1973]
- e. Students who cease to be enrolled in the Faculty that elected them also cease to be Senators or members of a Senate committee. Students may continue to serve to the end of June if they graduate at the Spring Convocation. [February 27, 1992]
- f. Elected Senators automatically vacate their elected seats when they accept an *ex officio* seat on Senate.

13. Student Membership on the Councils of Faculties and Colleges

The number of student members of each of the Councils of Faculties and Colleges is determined by the respective Councils on the understanding that:

- a. the number of student members on Councils of undergraduate Faculties and Colleges not exceed fifteen percent (15 per cent) of the total voting membership of each of those Councils.
- b. the number of student members on Councils of graduate Faculties and Colleges (including the Osgoode Hall Law School) not exceed twenty-five percent (25 per cent) of the total voting membership of each of those Councils. [January 1969]

14. Term of Office for the Academic Colleague

The term of office for the Academic Colleague shall be two years. At the request of the Chair of Senate, a member of the Executive Committee may attend meetings in the absence of the Colleague. Colleagues relinquish their Faculty Council-elected seats upon election. [November 26, 1974; amended October 26, 2006; amended February 25, 2015]

SECTION C

RULES GOVERNING SENATE COMMITTEES

1. Composition of Senate Committees

- a. The number of faculty member seats on committees and legislated sub-committees of Senate is set at seven, except in those cases where Senate decides otherwise.

2. Election to Senate Committees

- a. Senate elects the members of Senate committees that do not have seats designated by Faculty. Faculty Councils nominate candidates for membership on Senate committees that have seats designated for particular Faculties. Faculty Council nominees are not members of committees unless and until the Executive Committee has approved their membership.

3. Election by Senate and by Faculty Councils

Members of Senate Committees that do not have seats designated for particular Faculties are elected by Senate, and all Senators are entitled to vote on nominations.

Members of Senate committees that have seats that are designated for particular Faculties are nominated by Faculty Councils through their normal elections processes. Senate Executive is responsible for formally approving members nominated by Faculty Councils. [October 23, 2003]

4. Eligibility for Membership

- a. Committee membership is not confined to Senators.
- b. No individual shall serve simultaneously on two Senate committees with the exception of ex officio members.
- c. Only tenured faculty members may serve on the Senate Committee on Tenure and Promotions and the Tenure and Promotions Appeals Committees. Candidates for election to these two committees shall have previously served on a unit or Faculty tenure and promotions committee. [April 22, 2010]

5. Nomination Process

- a. Senate Executive is responsible for developing and recommending to Senate slates of candidates for election to Senate committees that are not designated for Faculty membership.
- b. Additional candidates not included in the recommendations made by the Executive Committee may be nominated by Senators at Senate meetings. Such candidates must be eligible for membership, willing to serve and available at the standing meeting time of the committee. The names of individuals nominated in this manner shall be communicated to the Secretary of Senate in advance of the meeting in order to determine if prospective additional candidates are eligible.

- c. The Executive Committee shall establish and publish guidelines and procedures for nominations. [April 22, 2010] [See Section F, below]

6. Non-Succession

Normally, no elected faculty member shall serve for more than three consecutive years on a Senate committee or legislated sub-committee. Senate Executive shall provide a rationale for any recommendation that would have the effect of extending the membership of an individual beyond three years. [April 22, 2010]

7. Conflict of Interest

No individual shall serve on a Senate committee or legislated sub-committee at a time when they will be the subject of adjudication (e.g., for an award, tenure or promotion) by that Senate committee. [April 22, 2010]

8. Timing of Elections

Normally the process of electing members of all Senate committees shall conclude by July 1. [February 25, 2016]

9. Chairs and Vice-Chairs of Committees

Each Senate committee and legislated sub-committee elects a Chair and Vice-Chair from among its members. Vice-Chairs are responsible for assisting Chairs in the performance of their duties and assuming the duties of Chair in the following year. [May 22, 1986]

10. General Rules Regarding Committee Membership

- a. The term of service for members on Senate Standing Committee is three years, except where the Senate, at the request of a particular committee, shall set a longer or shorter term. Students and contract faculty members serve one-year terms. [February 27, 1992]
- b. Members of standing committees going on leave will be deemed to have resigned their seats.
- c. Senators and members of committees must resign their seats if and when they register in another Faculty, end their employment at the University or change their Faculty appointment. Students who graduate at the Spring convocation may continue to serve until the end of June.
- d. Committee members who are absent from three consecutive meetings shall be deemed to have resigned their seats except in cases of illness or other weighty grounds.
- e. Only individuals who are Senators or who have been elected to Senate are eligible to be elected by Faculty Councils as members of the Executive Committee of Senate. Members of the Executive Committee elected by Faculty Councils shall only serve on the Committee coincident with their membership on Senate. The Faculty of Graduate

Studies member of the Executive Committee shall be elected by the FGS Council from among Senators who hold appointments to that Faculty. [June 24, 2004; March 26, 2009]

11. Ex Officio Membership on Senate Committees

- a. The Chair of Senate is an ex officio non-voting member of all Senate Committees with the exception of the Executive Committee (over which the Chair presides), the Committee on Academic Standards, Curriculum and Pedagogy, and the Academic Policy, Planning and Research Committee, where the Chair of Senate is an ex officio voting member. [May 22, 1986; Amended March 26, 2009]
- b. The President of the University is an ex officio non-voting member of all Senate Committees with the exception of Executive, Academic Policy, Planning and Research, and Academic Standards, Curriculum and Pedagogy where the President is a voting member. [Amended May 28, 2009] (Statutory Rule)
- c. The Secretary of Senate is an ex officio non-voting member of all Senate Committees. [February 22, 1979]
- d. Unless otherwise directed by Senate, ex officio members of all other standing committees shall have the right to vote on their particular committees. [February 22, 1979]
- e. Ex officio members of Senate committees may designate alternates to represent them. They may also request the attendance and participation of others to assist in committee deliberations. [February 25, 2016]

12. Ratification of Student Membership on Senate Committees

Student Senators nominate student representatives on Senate committees. The names of the student Senators and the Committee assignments are presented to the Executive Committee for approval. Vacancies are to be filled as soon as possible. [May 24, 1979; amended October 26, 2006]

13. Ex Officio Membership on Faculty and College Councils

The President, the Vice-President Academic and Provost, and the Chair and Secretary of Senate are ex officio members of all Faculty and College Councils. [May 22, 1986]

14. Voting and Consensus

Committees shall strive for consensus within the principles laid out in the preamble to these rules and procedures.

15. Senate Committee Communications and Documentation

- a. Any written communication on any subject coming properly within the cognizance of any standing committee is referred to the Chair of that committee by the Secretary acting under the direction of the Chair of Senate or the committee.

- b. Minutes of all committees are kept in the Senate Secretariat and are available for inspection by members of the University. [Amended February 25, 2016]

16. Committee Reporting Requirements and Expectations

- a. Each committee is required to report to Senate at least once each year and each legislated sub-committee is required to report to Senate through its parent Committee at least once each year. [May 7, 1971; amended January 25, 1979]
- b. Committees must report to Senate Executive when policy initiatives are underway,
- c. Respecting the flow of information from the administration to Committees of Senate, the committees shall have a right to expect quick and accurate support from the administration and shall have a right to expect prompt assistance from the President in cases where that support is delayed.

17. Sessions Held in Camera / Attendance of Non- Members

- a. Meetings of committees are open to Senators.
- b. Senators may only speak if invited to do so by the Chair or with the consent of 2/3 of the members present and voting. Committees shall not unreasonably deny requests by Senators to attend and participate.
- c. When, in exceptional circumstances, all or part of a committee meeting is held in camera at the direction of the Chair or with the consent of a majority of members either in advance or present and voting, a rationale must be provided and recorded in the minutes.
- d. Communications from Senators and other members of the community intended for committees shall be facilitated and brought to the attention of the Chair by the Secretary.
- e. Meetings of adjudicative committees at which individual cases are to be decided – including panels -- shall be held in camera. Only members may attend and participate at such meetings unless explicit provision is made for candidates, applicants, appellants and the like to do so.
- f. Other members of the University community may request to attend meetings. Chairs may invite individuals to attend, and shall make known all such requests to the members of committees. Other members of the community may only speak at meetings if invited to do so by the Chair or with the consent of 2/3 of the members present and voting.
- g. Only members may attend meetings of sub- committees unless a non-member has been invited to do so. [Amended February 25, 2016]

18. Meeting Quorum

Unless otherwise specified, quorum for Senate committees and sub-committees shall consist of a majority of the directly elected faculty members. Committees may establish a lower quorum for meetings-held between 31 May and 30 September. [May 22, 1986; amended October 26, 2006]

19. Relationship of Senate Committees to Faculty Councils and Presidential Committees

- a. Each committee shall review the range of matters within its jurisdiction in order to determine whether or not some of those matters could best be dealt with by delegating the authority to act on them to the Faculty Councils.
- b. Each committee should seek to improve its liaison with its Faculty Council counterparts if such exists.
- c. Whenever a Presidential Committee is established, it should be asked to report to the appropriate Senate Committee. [Amended October 26, 2006]

20. List of Standing Committees

Academic Policy, Planning and Research
Academic Standards, Curriculum and Pedagogy
Appeals
Awards
Executive
Tenure and Promotions
Tenure and Promotions Appeals

[List amended May 28, 2009]

SECTION D

STANDING COMMITTEES OF SENATE

ACADEMIC POLICY, PLANNING AND RESEARCH

I. COMPOSITION

The Committee is composed of the following members:

a. Voting Members

One faculty member elected by each Faculty
One Librarian or Archivist elected by Librarians and Archivists
Two student Senators, normally one undergraduate and one graduate
Chair of Senate
President
Vice-President Academic and Provost
Vice-President Research and Innovation
Academic Colleague
Member Elected by the Council of Research Directors

b. Non-Voting Members

Secretary of Senate
Observer from the York University Faculty Association

II. MISSION

On behalf of Senate, and in a context whereby academic planning encompasses research, other scholarly endeavours, and teaching, the Committee shall be responsible for consultations and recommendations to Senate on academic plans and major academic policies, and advise the President on the allocation of academic resources.

III. TERMS OF REFERENCE

Taking a broad, principled approach to planning, the Committee shall be responsible for

- a. recommendations to Senate (after which the Board of Governors) for the approval of new academic units (including Faculties, departments / schools units, research centres, and the like), and for the disestablishment or transfer of such units; and concurrences with recommendations to establish endowed chairs;
- b. reports to Senate on reviews of existing Faculties, units, centres and programs, (including but not necessarily limited to Faculty plans, Undergraduate Program Reviews, Graduate Program Appraisals, Faculty Plans, Organized Research Units, computer plans, non-degree studies reports) and recommendations for changes arising from such reports;
- c. recommendations to Senate on the University Academic Plan, together with

monitoring and reporting on the implementation of UAP objectives;

- d. the articulation of research, teaching and programmatic principles for academic planning and criteria for assessment of major initiatives, including shifts of academic resources;
- e. the establishment of academic priorities guiding the deployment of academic resources, and advice and recommendations on the allocation of academic resources;
- f. in consultation with others (including Senate committees), the coordination of program and policy development;
- g. the receipt of annual and periodic reports from the President and its ex officio vice-presidents, its sub-committees (including those required by external bodies), and others (including the Vice-President Finance and Administration), and the facilitation of Senate consideration through the transmittal of relevant reports.

To perform its functions the Committee shall have access to all relevant information through the Vice-President Academic and Provost and its Technical Sub-Committee.

Standing agenda items shall include research, planning, major academic policies and initiatives, and other such matters of ongoing attention the Committee deems relevant to its mandate. The Committee shall serve as Senate's liaison with academic administrators and other collegial bodies dealing with matters related to its mandate.

IV. MEETINGS AND SUB-COMMITTEES

Normally the Committee shall meet twice monthly. It shall establish a Technical Sub-Committee and other such sub-committees and working groups as necessary to conduct its business in a timely, focused and effective manner.

Cyclical program reviews shall be overseen by the Joint Sub-Committee on Quality Assurance of the Academic Standards, Curriculum and Pedagogy Committee and the Academic Policy, Planning, Research Committee.

[May 28, 2009]

ACADEMIC STANDARDS, CURRICULUM AND PEDAGOGY

I. COMPOSITION

The Committee is composed of the following members:

a. Voting Members

- Seven faculty members elected by Senate
- One Librarian or Archivist elected by Senate
- Two student Senators, normally one undergraduate and one graduate
- One contract faculty member elected by Senate
- Chair of Senate
- Vice-President Academic and Provost (or delegate)

Vice-Provost Students
University Librarian (or delegate)
University Registrar (or delegate)
President

b. Non-Voting Members

Associate Vice-President Teaching and Learning Secretary of Senate

II. MISSION

On behalf of Senate, and in a context where pedagogy, curriculum, and academic standards are critical aspects of the University's mission, and equity and the connection between research and pedagogy are fundamental principles, the Committee shall be responsible for the development and oversight of curriculum, academic standards and pedagogy.

III. TERMS OF REFERENCE

The Committee shall be responsible for formulating policy and making recommendations to Senate on matters concerning the planning, implementation, and evolution of the academic standards, regulations, curriculum and programs of Senate and Faculties, including research-informed pedagogy. Without limiting the generality of the foregoing the Committee shall formulate and make recommendations to Senate on the following:

- a. standards for admission (including the kinds of admission credentials and qualification), evaluation, examination, continuation and graduation;
- b. policies bearing on the advancement of teaching and learning in the context of the University's mission and planning objectives, including those related to evaluation;
- c. sessional dates;
- d. Senate and Faculty regulations;
- e. the establishment, disestablishment and modification of degrees, programs, diplomas and certificates;
- f. Senate policies and oversight of processes related to Undergraduate Program Reviews and Graduate Program Appraisals;
- g. the form, modes, times and locations of course and program delivery.

The Committee shall also be responsible for coordination, oversight, accountability and reporting of such aspects of the above that are delegated to Faculties or units. The Committee shall serve as Senate's liaison with academic administrators and other collegial bodies dealing with matters related to its mandate.

Standing agenda items shall include academic standards, curriculum, regulations, teaching and learning, the forms, modes, times and location of program delivery and other such matters of ongoing attention the Committee deems relevant to its mandate.

IV. MEETINGS AND SUB-COMMITTEES

The Committee shall normally meet once each month, and shall establish such sub-committees and working groups as necessary to conduct its business in a timely, focused and effective manner. Cyclical reviews shall be overseen by the Joint Sub-Committee on Quality Assurance of the Academic Standards, Curriculum and Pedagogy Committee and the Academic Policy, Planning, Research Committee.

[May 28, 2009]

APPEALS

I. COMPOSITION

The Committee is composed of the following members:

a. Voting Members

Eight faculty members elected by Senate
Three students

b. Non-Voting Members

Chair of Senate
Secretary of Senate
President of the University
Vice President Academic and Provost

II. TERMS OF REFERENCE

1. Appeals

The Senate Appeals Committee is responsible for hearing appeals from members of the University regarding decisions of Faculty Committees in respect of petitions concerning academic regulations, grade re appraisals and charges of breach of academic honesty.

2. Procedural Direction

The Committee gives direction on procedure to Faculty Councils and those committees of Senate which have appeal functions so that their procedures embody the appropriate standard of fairness and natural justice.

AWARDS

I. COMPOSITION

The Committee is composed of the following members:

a. Voting Members

Seven faculty members elected by Senate
One Librarian or Archivist elected by Senate
Two student Senators, normally one undergraduate and one graduate
President
Vice-President Academic and Provost (or delegate)
Vice-Provost Students (or delegate)
Vice-President Research and Innovation (or delegate)
One member designated by the Alumni Association

b. Non-Voting Members

Chair of Senate
Secretary of Senate
One member designated by Student Financial Services

II. MISSION

On behalf of Senate, and in context of the high priority assigned to promoting, recognizing, and celebrating outstanding achievements in teaching, learning, service and research, the Committee shall be responsible for those aspects of awards, prizes and medals under Senate's jurisdiction.

III. TERMS OF REFERENCE

The Committee shall be responsible for

- a. developing, reviewing and recommending changes to policies, guidelines and criteria for prizes, medals, awards, scholarships and other academic distinctions that fall under Senate jurisdiction;
- b. adjudicating awards, or overseeing the adjudication of awards delegated to other bodies with the requisite expertise;
- c. reporting to Senate on the individual recipients of prestigious academic awards and on the nature, number, purposes and disbursements of such awards;
- d. proposing the creation, elimination or amendment of awards;
- e. overseeing honorary degrees guidelines on Senate's behalf (but not the selection of honorary degree recipients);
- f. advising Senate on awards policies generally and coordinating with other bodies as necessary.

IV. MEETINGS

The Committee shall meet at least once each term. [May 28, 2009]

EXECUTIVE

I. COMPOSITION

The Committee is composed of the following members:

a. Voting Members

One faculty member elected from each Faculty

Two students (normally one undergraduate and one graduate; normally one is the Chair of the Caucus)

Chair of Senate

Vice Chair of Senate

Senators on the Board of Governors

President

b. Non-Voting Members

Vice President Academic and Provost

Secretary of Senate

II. TERMS OF REFERENCE

The Executive Committee is the committee responsible for coordinating the work of Senate and its committees, monitoring the organization and structure of Senate and other bodies, ensuring that equity considerations are integrated into the work of Senate and its committees, and serving as Senate's liaison with external bodies. The Executive Committee's responsibilities shall include, but not be limited to, the following:

1. Coordination and Communications

In pursuance of its responsibilities, the Executive Committee directs the flow of Senate business to the appropriate committees, administers the process of nominating members to serve on Senate and its committees, sees that committees report on policy matters, and schedules the agenda of Senate to facilitate the consideration of reports and other policy matters. Matters of a kind that do not raise questions of substance will be examined by the Executive Committee and referred by it to appropriate Senate Committees for decision. All matters going to Senate will be directed to the Executive Committee, which may refer them to the appropriate committees. These committees will then return them to the Executive Committee, having pointed out those aspects which in their view merit Senate discussion. Senate and the Executive Committee should create special committees to deal with matters of general concern which do not fall within the accepted area of jurisdiction of an existing committee.

2. Organization and Structure of Senate and Other Bodies

The Executive Committee shall be responsible for monitoring and making recommendations to Senate on all matters pertaining to: the organization of Senate and its committees, the organization and function of academic governance in the University; Senate's relation both with other bodies in the University and with bodies external to it. The Executive Committee may

make recommendations on behalf of Senate, and subject to Senate approval, to the Administration and the Board on matters related to the organization and structure of the University. The Committee shall seek the advice of appropriate Senate committees with regard to matters that touch on their mandates.

3. Equity

The Sub Committee on Equity is responsible for reviewing, recommending revisions to, and proposing and pursuing policies in the domain of equity that are within Senate's mandate, either through its own initiative or by coordinating the work of Senate committees. It facilitates the consideration of equity matters and serves for Executive as Senate's liaison with other bodies of the University. The Sub-Committee reports to Senate on equity issues and to other bodies, such as the President's Advisory Council on Human Rights. The Sub Committee also ensures that other Senate committees act and report on aspects of their mandates that relate to equity. In discharging its mandate the Sub Committee seeks such advice as is necessary and desirable.

In addition to members from Senate Executive, the membership of Sub-Committee shall include a member from each of Academic Policy, Planning, and Research, and Academic Standards, Curriculum, and Pedagogy. [March 27, 2003; May 28, 2009]

4. Cancellation of Classes

Class and examination schedules are set by the Registrar in accordance with the Senate Policy on Sessional Dates and in consultation with the Senate Committee on Curriculum and Academic Standards.

Classes and examinations are not held on public holidays or at other times as directed by the University Senate, administration, or Board of Governors. Cancellation or postponement at other times shall only be effected by

- a. the Executive Committee of Senate; or
- b. the Dean/ Principal of the Faculty concerned, with the agreement of the Chair of Senate (or designate); or
- c. the Chair of Senate (in emergencies, see below).

Except in emergency or exceptional situations as set out below, and subject to Presidential Order or this policy, any cancellation of classes or limitation of academic activity for all or part of a day in any or all Faculties must be approved by Senate prior to the commencement of the term in which the cancellation is required, in order to allow as much time as possible for any necessary adjustments.

Cancellations or Postponements Resulting from Weather or Other Emergencies

It is the responsibility of the Vice-President Finance and Administration to declare a weather or other emergency and suspend normal operating procedures after appropriate consultations. The Vice-President, Finance and Administration shall consult the Chair of Senate if the emergency requires the cancellation or postponement of academic activities. The Chair of Senate shall communicate decisions to cancel or postpone academic activities to the Executive Committee.

Principles of Remediation

Senate or Senate Executive may authorize remedies in the event of a cancellation or postponement resulting in a short disruption of academic activities. Remedies shall be governed by the principles of academic integrity, fairness to students, and timely information, and shall be subject to consultation with the Vice-President Academic. (See also, Senate Policy on the Academic Implications of Disruptions or Cessations of University Business Due to Labour Disputes or Other Causes. [June 24, 1993; Amended December 12, 2007])

5. Act for Senate Under Summer Authority

Between June meeting of the Senate and the first regular meeting of Senate in September, the Executive Committee of Senate shall possess and may exercise any or all of the powers, authorities, and discretions vested in or exercisable by the Senate, save and except only such acts as may by law be performed by the members of Senate themselves; and the Executive Committee shall report to the Senate at its first regular meeting in September, what action has been taken under this authority. [April 24, 1975; amended March 25, 1982; amended June 24, 1993; amended October 26, 2006]

6. Approval of Council Membership Lists and Regulations

The Executive Committee is granted the power to approve annually the membership lists of Councils in those cases where the lists are consistent with Senate-approved regulations governing memberships of Councils.

7. Board / Senate Communications

A summary of the Board's actions shall be made available to the Senate Executive regularly for distribution to Senate. In addition, the Executive Committee also acts as Senate's liaison with the Board of Governors. In exercising this function, the Committee meets at least once annually with the Executive Committee of the Board. The Executive Committee of Senate is the body authorized to pass information from Senate to Board and Board to Senate.

8. Meetings of Senate Committee Chairs

The Executive Committee shall be responsible for convening at least one meeting each year of all Senate committee chairs and vice chairs.

III. RESPONSIBILITIES IN PREPARING SENATE AGENDAS

- a. The Executive Committee will ensure that issues placed before the Senate are clearly expressed and documented. In exercising this responsibility, the Executive Committee may
 - i. place a motion on the agenda of the Senate, where that motion is clearly expressed and adequately supported by documentation and rationale
 - ii. delay a motion to coordinate its consideration with other complementary issues which are not yet ready for consideration by Senate but are expected to be ready

for consideration in the near future

- iii. delay a motion pending clarification of the wording of the motion, provision of further documentation, or elaboration of the rationale
 - iv. refer a motion to a committee for further preparatory work
 - v. submit a separate report to the Senate expressing its own views on the substance of a motion coming before Senate
 - vi. advise the Chair of Senate as to the jurisdiction of Senate in dealing with the substance of a motion
 - vii. withhold motions which are deemed by the Chair of Senate to be ultra vires, slanderous, or otherwise not in order.
- b. If the Executive Committee delays, refers, or otherwise withholds a motion from a meeting of the Senate, it shall report its decision and reasons at the next regular meeting of Senate.
- c. The Executive Committee shall not
- i. unreasonably delay Senate's consideration of a motion which is in order, which is clearly expressed, and which is adequately supported by documentation and rationale
 - ii. delay, refer, or withhold a motion as a result of its judgment on the substance of the issue(s) presented in a motion

IV. SUB COMMITTEES

Sub Committee on Equity

1. Mandate

The Sub Committee on Equity is responsible for reviewing, recommending revisions to, and proposing and pursuing policies in the domain of equity that are within Senate's mandate, either through its own initiative or by coordinating the work of Senate committees. It shall facilitate the consideration of equity matters and serve for Executive as Senate's liaison with other bodies of the University. The Sub Committee will report twice annually to Senate on equity issues and report to bodies such as the President's Advisory Council on Human Rights. The Sub Committee shall also ensure that other Senate committees act and report on aspects of their mandates that relate to equity. In discharging its mandate the Sub Committee shall seek such advice as is necessary and desirable.

2. Composition

Chair of Senate (or delegate); Secretary of Senate (or delegate);
Other Members of Senate Executive (normally including one student);
Member of Academic Policy, Planning and Research; Member of Academic Standards,

3. Reporting

The Sub Committee's reports to Senate Executive will be a standing item on the agenda of Senate Executive Committee, and the Sub Committee is required to inform Senate Executive of its activities on a regular basis. The Sub Committee will file its twice annual reports after consulting with other Senate committees.

Sub Committee on Honorary Degrees and Ceremonials

1. Mandate

Under the York Act, the Senate has authority, after consultation with the Board of Governors, to confer honorary degrees.

The former Senate Standing Committee on Honorary Degrees and Ceremonials was re-established as a Sub-Committee of the Executive Committee, with its membership to be determined by that Committee, on February 22, 1979.

The Sub Committee is authorized to make recommendations to Senate on matters of general format of degree granting convocations.

The Sub Committee is authorized to act on behalf of Senate with respect to the dates and detailed procedures of convocations and in the selection of honorary degree recipients, reporting to Senate at the next opportunity.

2. Composition

The Sub Committee consists of elected faculty members representing each Faculty of the University, one student member, the Chancellor (whose membership provides a mechanism for consultation with the Board), a Master of a non-Faculty College designated by the Council of Masters [May 22, 1986], the Convocation Officer, the President, Chair of Senate, Vice-President Academic and Provost, and Secretary of Senate and one member designated by the Alumni Association.

TENURE AND PROMOTIONS APPEALS

I. COMPOSITION

The Committee is composed of the following members:

a. Voting Members

Six faculty members elected by Senate (normally nominees for election to the Committee will have served on the Senate Tenure and Promotions Committee, or sub-committees)

b. Non-Voting Members

Chair of Senate; Secretary of Senate; President;

Vice-President Academic and Provost

No person shall serve simultaneously on tenure and promotions committees (including the Senate Tenure and Promotions Appeals Committee) at different levels. [December 18, 1975]

II. TERMS OF REFERENCE

The Senate Tenure and Promotions Appeals Committee shall:

- a. hear appeals against recommendations of a Review Committee in the following circumstances: a negative recommendation for tenure, or a delay recommendation for promotion to full professor;
- b. hear appeals against decisions of appeal committees denying a candidate advancement from pre- candidacy to candidacy;
- c. consider and rule on allegations of an apprehension of bias against members of Adjudicating and Senate Review committees. [May 24, 2007]

TENURE AND PROMOTIONS

I. COMPOSITION

The Committee is composed of the following members:

a. Voting Members

Fourteen faculty members elected by Senate, at least two of whom must hold the rank of Full Professor, and at least eight of whom hold a rank above that of Assistant Professor
Two students

b. Non-Voting Members

Chair of Senate; Secretary of Senate; President
Vice President Academic and Provost [January 25, 1973; May 23, 1991]

Service on the Committee is for three years. Normally a third of the membership retires annually. Members are not eligible for successive reelection to the Committee. No person shall sever simultaneously on tenure and promotions committees at different levels. [Senate December 18, 1975]

II. TERMS OF REFERENCE

The Standing Committee of the Senate on Tenure and Promotions serves as the President's Advisory Committee on Promotions and Tenure. The Committee's deliberations are held in camera, and they remain completely confidential and not open to debate in Senate. The Senate Committee on Tenure and Promotions reports to Senate on its work at least three times a year. [December 10, 1971; revised May 25, 1972]

III. SPECIAL QUORUM RULES

Quorum for meetings of Senate Committee panels shall be five members. [December, 2006]

SECTION E

PRINCIPLES TO GOVERN PRESIDENTIAL SEARCH COMMITTEES

1. The search process itself should ensure a very broad pool of highly qualified potential candidates.
2. The process should be as short as possible consistent with placing appropriate notices of the vacancy, and with a rigorous consideration of the candidates.
3. The process should include broad and extensive consultations with the York community about the University's strategic needs in the following five to ten year period and about the attributes which the new president should possess to meet those needs. Senate's advice to the search committee shall be based on focused discussion by Senators in committee of the whole and in key Senate committees. Senate Executive shall be responsible for preparing an advisory statement on the criteria which will be submitted to Senate for approval prior to transmittal to the search committee.
4. Taking into account the inputs from the community the search committee shall set the criteria for the search and desirable qualities of the candidates. The criteria shall be communicated by the committee to the Board of Governors and Senate, and thereafter distributed widely in the university community. All Senators, Governors and members of the community at large will be invited to suggest the names of candidates.
5. The documents and deliberations of the search committee should remain confidential but the search committee shall ensure consistent and meaningful communications to the community about the process as it unfolds.
6. The search committee should consider the use of search consultants.
7. The search committee should consist of 14 full voting members:
 - a. 7 members nominated by the Board of Governors, one of whom shall chair, one of whom shall be an alumnus / alumna of the University, and one of whom shall be a non-academic staff member
 - b. 7 members nominated by Senate following election by Senate, including 5 faculty members, 1 undergraduate student and 1 graduate student
8. The search committee shall strive for unanimity. Agreement by a special majority of 10 members of the search committee is necessary in order for a candidate to be recommended to the Board of Governors. In addition to this requirement, 5 of the 7 Board nominees and 5 of the 7 Senate nominees must approve the recommendation.
9. The Board will consider the candidate put forward. If the Board does not appoint the candidate recommended, it shall ask the search committee to present a second acceptable candidate. If there is no recommendation of a second acceptable candidate the search shall be deemed to be failed and the process shall be repeated. [March 25, 2005; Board of Governors, May 2005]

SECTION F

SENATE NOMINATIONS RULES AND PROCEDURES

The following are the general procedures and guidelines used by the Senate Executive Committee in the nomination process.

Procedures

1. In developing the slate of nominees for vacant positions, the following actions are taken:
 - a. call for nominations is issued which lists vacancies and provides information about committees and positions
 - b. Faculty Councils, Deans and Principal are asked for suggestions
 - c. members of the Senate Executive Committee suggest names
 - d. the names of those who have served on Senate Committees in the past are reviewed

2. Elections and Acclamations

Senate Executive shall endeavour to identify sufficient numbers of candidates to construct a slate leading to a vote, and encourage Faculty Councils to maximize the number of individuals standing for election to Faculty- designated seats. This is a guiding principle and not a requirement for election processes, which may result in acclamations.

Guidelines and Criteria

1. The selection of faculty members for nomination to Senate Committees and legislated sub committees will be conducted in such a way as to draw on the various talents of members of all Faculties of the University.

2. Normally, members of Senate committees shall not succeed themselves.

3. Notwithstanding the suggestions made or the interest shown by individuals, nominees selected for a ballot/acclamation are considered in the context of the following criteria:
 - a. the responsibilities of the position and any specific requirements which can be reasonably anticipated in the coming three year period
 - b. the skills, including leadership skills, which the candidates would bring to the position
 - c. the experience which the candidates would bring to the position
 - d. the current and historical balance among Faculties, in the case of non-designated committees
 - e. the current and historical gender balance
 - f. the range of skills and experience of other continuing members of the committee
 - g. the level of interest of the candidate in the subject matter
 - h. the availability of the individual to attend meetings and contribute to the work of the committee
 - i. the ability of the individual to participate in the work of the committee through the electronic medium where this is an important and ongoing modality of the Committee

4. Normally, members should not succeed themselves on a committee, although for reasons of continuity, special skills, or other exceptional reasons it may be advisable in a particular circumstance to waive this practice. Application of this practice should vary according to the committee. It is mandatory in the case of Tenure and Promotions, advisable in the case of Academic Policy, Planning and Research Committee (and perhaps the Executive Committee) and followed generally where possible.
5. In applying the criteria above, a special effort should be made to include younger and less experienced faculty in the work of committees as a means of developing them for further service in the future.
6. Leadership ability and relevant experience must be present in those being put forward for senior positions and committees.
7. The overall objective of the nomination and election procedure is to produce committees that will exercise well and responsibly the trust that Senate has placed in them
8. Notwithstanding all of the practices summarized above, the Executive Committee must exercise its best judgment and do so with the best interests of York University at heart.
9. Senate has the final say: additional nominees will be accepted if the individual nominated has agreed to stand, is available to meet at the standing meeting times, and is meets criteria.