

Senate Bylaws 2022-2023

CHAPTER I – DEFINITIONS In these bylaws:

- (1) "Academic unit" means either the Library and Archives or a Department or School which offers programs of study and which is comprised of faculty members who share teaching and research interests;
- (2) "Board" means the Board of Governors of Laurentian University of Sudbury;
- (3) "Chair" means presiding officer as in Chair of Senate, Committee Chair or Department Chair;
- (4) "Dean" means dean of a faculty
- (5) "Department" means a department of a faculty;
- (6) "Director" means a director of a school;
- (7) "Designate" means a person formally delegated by a regular ex officio voting member of Senate or of one of its Committees to participate and vote at all meetings of Senate or that Committee for a specific Senate year or Committee term;
- (8) "Faculty" means a faculty of the University
- (9) "Faculty Member" means Master Lecturers or Full-

- c. the Vice-President Research;
- d. the Associate Vice-President, Academic and Indigenous Programs;
- e. the Associate Vice-President, Francophone (or a Francophone Senior Academic Leader);
- f. the Dean of Science, Engineering and Architecture;
- g. the Dean of Education and Health Sciences;
- h. the Dean of Arts; and
- i. the Dean of Management.

(2) While the minimum number of ex officio voting Senior Administrators shall be 9, the number of Senior Administrators shall be equal to the number of the School-based faculty membership of the Senate divided by 3.5 (rounded to the nearest whole number). To meet this ratio, the Senior Administrator members of the Senate may designate the appropriate number of non-voting Senior Administrator members of the Senate to be voting members for one year.

B. Faculty members

(1) The Leader of each Academic Unit (or their designate, with the consent of a majority of the full-time members of the Academic Unit).

(a) Notwithstanding the above:

(i) If the Vice-President Academic and a Dean/University Librarian have appointed an Acting Leader, the full-time members of the Academic Unit shall elect a full-time member of the Academic Unit to be a member of the Senate in place of this Acting Leader, until such time as a Leader is appointed according to the procedures outlined in the Collective Agreement.

(ii) If a Dean/University Librarian is not prepared to accept a Selection Committee's recommendation for the Leader of an Academic Unit, the full-time members of the Academic Unit shall elect one additional

(a) the Presidents (or designates) of the students' associations: Students' General Association, Indigenous Student Circle, Association des étudiantes et étudiants francophones; and the Graduate Students' Association;-

(b) the Vice President, Education, from the Student's General Assembly; and

(c) one student appointed by and from each Faculty Council and one additional student appointed by and from each of the Faculty of Health and Education and the Faculty of Science, Engineering, and Architecture Faculty Councils.

2. While the minimum number of ex officio Student voting members of the Senate shall be 11, the number of ex officio Student voting members shall be equal to the number of the School-based faculty membership of the Senate divided by 3.5 (rounded to the nearest whole number). To meet this ratio, the Faculty Council which has appointed only one student member to the Senate and which has the highest number of students enrolled in its courses (by FTE) shall appoint a second student to the Senate.

3. The ex officio non-voting membership of Senate shall be composed as follows:

A. Senior administrators:

- (1) the Vice-President, Finance and Administration
- (2) the Associate Vice-President Academic (Student Success) & University Librarian
- (3) the Registrar, who shall be Secretary of Senate
- (4) the Director of the Centre for Continuing Learning

B. Officers of the Senate

- (1) the Speaker of Senate;
- (2) the Deputy Speaker of Senate; and
- (3) the Secretary of Senate (when that office is not performed by the Registrar).

C. Significant University Groups

- (1) the President of the Laurentian University Staff Union (or designate).

4. The Speaker

(a) There shall be a Speaker of Senate, who shall be chosen in June by Senate from the University community after a call for nominations from the University Community by the Secretary of Senate. The Speaker shall act as chair during meetings of Senate and be responsible for the orderly conduct of business at Senate meetings and for the interpretation of Senate bylaws. The mandate shall be 1 year.

In deciding points of order or privilege, the judgments of the Speaker shall be subject to appeal to Senate only as to the interpretation of the bylaw in question or if th

The Deputy Speaker of Senate may be a member of Senate. But when sitting as Speaker of Senate, the Deputy Speaker of Senate shall not have a vote on matters before Senate.

5. Faculty membership (both ex officio and elected) in the Senate shall constitute at least 60 per cent of the voting memberssrP AMCID 2 B7B2mb0 (he)3 (S)14 (e)3 (na)14.1 (te)3 (s)100 (he)3 (S)1Sy m.1 (te

CHAPTER III- ACADEMIC SEAL OF THE UNIVERSITY

1. The academic seal shall be the seal of the University for academic purposes and shall be under the charge of the Secretary of Senate.

CHAPTER IV - MEETINGS

(1) Regular meetings of Senate shall be held on the third Tuesday of each month except in February and December.

(2) In February and December, the regular meeting shall be held on the second Tuesday of the month except that the Executive Committee of Senate may give notice that the regular meeting is cancelled.

(3) In July and August there shall be no regular meeting.

(4) Dates of regular meetings shall be included in the Academic Calendar of the University.

(5) A special meeting of the Senate may, and on the requisition in writing of not fewer than five (5) members, be called by the President, or his designate; with forty- eight (48) hours notice to be given to each member of the Senate. Such meetings shall consider only business which is specified in the notice of the meeting, except that new business may be introduced by unanimous consent of the members present and voting.

(6) In conformity with the Act of Incorporation, either the English or the French language may be used at any meeting of the Senate and in any Senate correspondence. The official version of the record of Senate motions, reports and proceedings shall be in the language in which these are presented or taken; the agenda, minutes and other Senate documentation will be sent electronically to all Senators and that at the request of the individual Senators to the Secretary of Senate a printed hard copy, in English or French or both.

(7) Simultaneous interpretation shall be available during each meeting of Senate including those held in camera where technology permits.

(8) All meetings of Senate shall be open, except that they may be closed by a vote of Senate or by a ruling of the Speaker.

(9) Quorum shall consist of at least one third of the total voting membership (including vacant seats) provided for in these bylaws but shall not be fewer than 20 voting members.

(10) All motions, to be valid and effective, must be adopted at a meeting of Senate by a simple plurality of ayes over noes, unless otherwise specified in these bylaws.

(11) Meetings of Senate shall begin at 2:30 p.m. If quorum is not present after the lapse of a quarter of an hour, the Secretary shall call the roll after which Senate shall stand adjourned. Should the agenda not be completed or quorum lost before 6:00 p.m., the Senate shall recess to reconvene at 2:30 p.m. the following Tuesday to consider the remaining items on the agenda.

(12) The Secretary shall distribute an agenda to each member of Senate seven (7) days prior to each meeting.

(13) Proceedings of all meetings of the Senate shall be recorded in a book kept for that purpose. A copy of the minutes of the previous meeting of Senate will accompany the Senate agenda. At this meeting, after

(14) With the exception of the proposer of a substantive motion, who shall be allowed to reply, no member may speak more than once to a question, unless in explanation of a material part of his speech in which he may have been misunderstood, and then must not introduce new matter.

(15) Anyone not a member of Senate who wishes to speak must first be recognized by the Speaker, who shall have sole discretion in granting or denying such a request.

(16) No member shall speak more than ten minutes at one time, except by leave of Senate, which shall be granted or refused p3 (s)(8xE2.2 (iaa0l)2.7 (l)2.8)JJO T88.281 ()Jb (a)2.7 (n)5.te.91 (0.001 Tc -0-29.185 -1.21.7 (h)5.3

3. Committee Reports

(a) Reports should be clear and concise;

(b) A report containing no recommendations shall be treated as a report for information only and received without formal motion;

(c) A report containing recommendations shall be dealt with formally by way of motions, with the motions to be presented stated on a covering sheet at the front of the report;

- (a) Faculty Councils, one per faculty
- (b) Graduate Studies Council
- (c) Library and Archives Council
- (d) University Councils

(e) One student from each Department or School. The student will be named by the Department or School's student association or club for the September meeting of the Faculty Council. Should a student association or club not exist in that Department or School, names of interested students will be collected by the Chair or Director and be brought to Senate for decision at the September meeting of Senate.

(2) Terms of Reference

Each Faculty Council shall make recommendations to Senate or, as appropriate, through Senate Committees, concerning all academic matters pertaining to departments, schools, programs, institutes, and centres, which it represents. Each Faculty Council in making recommendations to Senate shall, where appropriate, engage in a consultative process with other Faculty and University Councils and Committees of Senate. In any unresolved conflicts within or between Faculty and/or University Councils, Senate shall act as arbitrator and final authority. The quorum of the Faculty of Education Council shall be 50% of eligible members.

2. Graduate Studies Council

(1) Composition

- (a) Vice-President, Research, or designate (Chair)
- (b) One representative, normally the Graduate Program Coordinator, from each department or school or program teaching graduate programs
- (c) One graduate student from each faculty

(2) Terms of Reference

To make recommendations to Senate, or, as appropriate, through Senate Committees, concerning all academic matters pertaining to graduate programs:

- (a) to develop and maintain appropriate guidelines for the offering of graduate programs;
- (b) to facilitate the development of new graduate program initiatives;
- (c) to recommend on long-term academic planning in graduate studies.

3. Library and Archives Council

(1) Composition

- (a) University Librarian (Chair)
- (b) All librarians, archivists and supervisors
- (c) Three faculty members, one teaching in an English program, one teaching in a French program and one teaching from an indigenous perspective
- (d) One graduate student
- (e) Three undergraduate students *

*Among the four students, there shall be at least one Anglophone, one Francophone and one self-identifying as Indigenous

(2) Terms of Reference

The Library and Archives Council shall make recommendations to Senate or, as appropriate, through Senate Committees, concerning all academic matters pertaining to the Library and Archives. In making recommendations to Senate, the Library and Archives Council shall, where appropriate, engage in a consultative process with other Faculty and University Councils and Committees of Senate. In any

- (c) to coordinate, within its terms of reference and in light of the University's Academic Plan, changes in courses and programs proposed by and/or in consultation with Faculty Councils;
- (d) to work in conjunction with other University bodies concerned to reinforce and improve all aspects of the Francophone community within the University;
- (e) to submit recommendations to the appropriate Universities bodies in order to ensure the maintenance of good relations with the Francophone community outside the University and contribute to its development.

(C) Council of English Language Programs

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- (j) Deputy Speaker of Senate (non-voting)
- (k) Secretary of Senate (non-voting)

(2) Terms of Reference

(a) The Committee shall be responsible for calling meetings of Senate and determining the agenda, and for approving Senate minutes prior to circulation for adoption by Senate.

(b) The Committee shall be responsible for assisting the Speaker in ensuring the smooth transaction of business.

(c) The Committee shall be responsible for ensuring that bylaws and regulations of Senate are followed, and that the decisions of Senate are properly recorded and implemented.

(d) The Committee shall ensure that the work of all Senate Committees is carried out with dispatch and communicated as required.

(e) If an emergency meeting of Senate cannot achieve quorum, the Committee may act for the Senate as req5.3 (a)u (en)5idsd.7 (n)5b.7 (n)et7 (te)1wee2.8 (n)f al7 (n)e.5 (en)5.3 (a)2.7 (t8d)2.2 ()TJ1-0.00 (f226.293 0 3.4 (m)-

(b) Make recommendations to the appropriate University Officer on the privileges related to these titles.

8. University Accounts Committee

(1) Composition

- (a) President of LUFA or designate
- (b) Four faculty members
- (c) One staff member from LUSU elected by LUSU
- (d) One student

2) Terms of Reference

The Committee shall review the expenditures of the University for the previous year. The work of the Committee will be done between September and December of each year. The Committee shall:

- (a) Make recommendations to the Finance Committee of the Board;
- (b) Report to Senate for information the recommendations sent to the Finance Committee along with the response received from the Finance Committee of the Board.

CHAPTER IX – BOARD-SENATE COMMITTEES

1. Joint Committee on Bilingualism

(1) Composition

- (a) The Vice-President, (Francophone Affairs) (ex officio)
- (b) Four members of the Board of Governors,

