



OCAD University

Senate By-Laws

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1. PREAMBLE

- 1.1. Subject to the jurisdictional and other requirements set out in the Act, OCAD University is governed by a bicameral structure where the responsibility for academic matters is assigned to a senate and the responsibility for administrative and fiscal matters is assigned to a governing board.

2. POWERS OF SENATE

- 2.1. Description: In accordance with section 7.6 of the Act, the Senate has, subject to the approval of the Board with respect to the expenditure of funds, the power to determine and regulate the educational policy of the University and, without limiting the generality of the foregoing, has the power to:
 - 2.1.1. Make recommendations to the Board with respect to the establishment, change or termination of programs and courses of study, schools, faculties, divisions and departments;
 - 2.1.2. Make recommendations to the Board on the allocation or use of University resources for academic purposes;
 - 2.1.3. Advise the President and Vice-Chancellor of the University on the staffing needs of the academic departments;
 - 2.1.4. Appoint the Faculty Deans, Associate Deans and the program chairs and graduate program directors as may be required from time to time;
 - 2.1.5. Determine the curricula of all programs and courses of study, the standards of admission to the University and continued registration therein, and the qualifications for degrees, diplomas and certificates of the University;
 - 2.1.6. Conduct examinations, appoint examiners and decide all matters relating thereto;
 - 2.1.7. Hear and determine appeals from the decisions of the Faculty councils on examinations and on applications for admission;
 - 2.1.8. Award fellowships, scholarships, bursaries, medals, prizes and other marks of academic achievement;
 - 2.1.9. Authorize the Chancellor, the Vice-Chancellor or such other person as may be determined by the Senate, to confer degrees, honorary degrees, diplomas and certificates on behalf of the University in accordance with section 4 of the Act;
 - 2.1.10. Confer the honorary title of Professor Emeritus or Emerita.
 - 2.1.11. Create councils and committees to exercise its powers;

- 2.1.12. Make by-laws for the conduct of its affairs, including by-laws respecting the conduct of the election of its Members.

3. DEFINITION OF TERMS

In these By-Laws:

“Act” or **“OCAD University Act”** means the Ontario College of Art & Design University Act, 2002, as amended from time to time;

“Alumni Association” means the OCAD University Alumni Association;

“Associate Dean” and collectively **“Associate Deans”** means an Associate Dean of Graduate Studies or a Faculty of the University;

“Associate Vice-President” and collectively **“Associate Vice-Presidents”** means an Associate Vice-President of the University.

“Board” means the Board of Governors of the University;

“Chair” means a presiding officer, including Chair of Senate or committee Chair;

“Chancellor” means the Chancellor of the University;

“Continuing” means a Faculty Member who holds a Continuing appointment as defined in the applicable collective agreement;

“Contractually Limited-Term Appointment” or **“CLTA”** means a Faculty Member who holds a Contractually Limited Term Appointment as defined in the applicable collective agreement;

“Dean” and collectively **“Deans”** means a Dean of a Faculty of the University;

“Designate” means a person formally delegated by a committee member of Senate to participate and vote permanently on the member’s behalf at all meetings of a specified Senate committee or subcommittee during any given year.

“Election Guidelines and Procedures” means the guidelines and procedures of the University utilized for the election of the Senate, as amended from time to time;

“Ex-officio Senator” means a person who becomes a Senator by virtue of holding another office in the University in accordance with the Act;

“Faculty” means an academic faculty of the University;

“Faculty Member” means a person who is employed by the University to teach within the University’s credit curriculum in a Faculty as a Tenured or Tenure-Track professor, assistant professor or associate professor, or who holds a Continuing or a Contractually Limited -Term Appointment (CLTA) or Teaching-Intensive Stream (TIS) appointment or who is in an equivalent position as designated by the Senate, inclusive of program chairs and graduate program directors;

“Faculty Senator” means a Faculty Member who is elected to the Senate by other Faculty Members in accordance with these By-Laws;

“Member”, “Senate Member” or “Senator” means a member of the Senate;

“President and Vice-Chancellor” means the President of the University, who serves as its chief executive officer;

“Senate” means the senate of the University;

“Senate Member”, “Senator” or “Member” means a member of the Senate;

“Sessional” means a Faculty Member who holds a Sessional appointment as defined in the applicable collective agreement;

“Student” means a student who is registered in a full or part-time undergraduate or graduate program or course of study at the University, subject to any other eligibility requirements set out in the Senate Election Policies and Procedures;

“Student Senator” means a Student who is elected to the Senate by other Students in accordance with these By-Laws;

“Session” or “Senate Session” means the period between July 1 in any given year and June 30 in the following year;

“Teaching-Intensive Stream” or “TIS” means a Faculty Member who holds the appointment of teaching intensive stream as defined in the applicable collective agreement;

“Teaching Staff” means an employee of the University other than a Faculty Member who teaches or gives instruction and includes persons employed to do research at the University;

“Tenured” means, when referring to Faculty Members or their status, Faculty Members who have successfully passed a peer review and have been awarded tenured employment consistent with the terms of applicable collective agreement, pertaining to such Faculty Members, which may be in effect from time to time;

“Tenure-Track” means, when referring to Faculty Members or their status, Faculty Members who are in the process of demonstrating, during a probationary period, their suitability to apply for confirmation of their employment as tenured employment, consistent with the terms of applicable collective agreement, pertaining to such Faculty Members, which may be in effect from time to time;

“University” means the Ontario College of Art and Design University;

“University Librarian” means the head librarian of the University;

“University Registrar” means the head registrar of the University;

“Vice-Chancellor” means the President of the University; and

“Vice-President” and collectively **“Vice-Presidents”** means a vice-president of the University.

4. COMPOSITION OF SENATE

4.1. Description: OCAD University's Senate shall be composed of the following membership for a total of fifty-four (54) voting members. The number of elected Faculty Members must be at least twice the total number of all other voting members as per the OCAD University Act.

4.2. Ex-Officio Senators (as per the Act):

4.2.1. The President and Vice-Chancellor

4.2.2. The Vice-President, Academic and Provost

4.2.3. The Vice-President, Research and Innovation

4.2.4. The Chancellor

4.2.5. The Dean of each Faculty and Graduate Studies or, if a program is not part of a Faculty, the Associate Dean or chair of the program.

4.2.6. The University Registrar

4.2.7. The University Librarian

4.3. Elected Senators

4.3.1. Faculty Senators

4.3.1.1. Faculty Members: There shall be seven (7) Faculty Members elected from each of the three (3) Faculties, by and from the Tenured, Tenure-Track, Continuing, Contractually Limited-Term Appointment (CLTA), and Teaching-Intensive Stream (TIS) Faculty Members in each Faculty.

4.3.1.2. Sessional Faculty Members: There shall be two (2) Sessional Faculty, elected by Sessional Faculty.

4.3.1.3. Program chairs: There shall be two (2) program chairs elected from each of the three (3) Faculties, by and from the program chair constituency of each respective Faculty.

4.3.1.4. Graduate program director: There shall be two (2) graduate program directors from Graduate Studies elected by and from the graduate program director constituency of each respective program.

- 4.3.1.5. At-large Faculty Members: There shall be seven (7) Faculty Senators elected at-large by and from all Tenured, Tenure-Track, Continuing, Contractually Limited-Term Appointment (CLTA), Teaching-Intensive Stream (TIS) Faculty Members.
- 4.3.2. Student Senators
 - 4.3.2.1. Undergraduate Students: There shall be three (3) undergraduate Student Senators, one from each Faculty, elected by and from undergraduate Students from each respective Faculty enrolled in a full- or part-time program.
 - 4.3.2.2. Graduate Students: There shall be one (1) Student Senator elected by and from those Students of the University enrolled in a full- or part-time graduate program.
- 4.4. Appointed Senators:
 - 4.4.1. One (1) Member appointed by and from the Board of Governors
 - 4.4.2. One (1) Co-Chair of OCAD University's Aboriginal Education Council
 - 4.4.3. The Associate Vice-President, Students, appointed by virtue of office
 - 4.4.4. The Director, Office of Continuing Studies, appointed by virtue of office
 - 4.4.5. The Director, Faculty & Curriculum Development Centre or The Director, Writing and Learning Centre (alternating per year), appointed by virtue of office

5. ELECTIONS

- 5.1. Schedules, Guidelines and Procedures:
 - 5.1.1. Senate elections are managed centrally by the Chief Electoral Officer (identified as per Article 6.4) in accordance with the Senate Election Guidelines and Procedures.
 - 5.1.2. The Chief Electoral Officer will manage Senate elections via an electronic voting process and shall annually publish the election schedule, together with the Senate Election Guidelines and Procedures and any related documents, on the University's Senate website.
- 5.2. Nominations:
 - 5.2.1. Senate: The Chief Electoral Officer shall call for nominations in accordance with the University's Senate Election Guidelines and Procedures, which are published annually on the Senate website.

- 5.2.2. Committees of Senate: By the end of the Senate Session, the Senate Academic Policy & Planning Committee (SAPPC) shall strike a Senate Annual Nominating Committee consisting of at least one (1) Dean, one (1) Faculty Senator from each Faculty, one of whom must be a graduate faculty member, one (1) Interdisciplinary Studies chair or their Designate; and one (1) Student Senator, and shall report the Committee's membership to the November meeting of Senate. The Senate Annual Nominating Committee shall prepare the nominees by August and present to the SAPPC in September, which shall report to the September Senate meeting in each year– a list of nominees for positions on all Senate standing committees for the upcoming Session, save and except for those positions which are to be held by designated individuals as specified in these By-Laws.
- 5.2.3. Nominations from the Floor: Nominations for eligible positions on Senate standing committees beyond those brought forward by the Senate Annual Nominating Committee may be made from the floor of Senate provided the person nominated is eligible and consents to the nomination. A person who is not present may only be nominated if that person has given prior permission to the Secretary of Senate.
- 5.2.4. Board of Governors' Appointees – In accordance with the By-law of the Board, the Senate is entitled to appoint three (3) representatives to the Board. One (1) of the said representatives shall be the Chair of Senate. The other two (2) representatives shall be Faculty Senators who are nominated by the Senate Executive Committee to serve in such positions, subject to the Senate's approval. The appointees will remain on the Board for as long as they are Senators with the exception that they may continue beyond their Senate term end date until their successors are appointed.
- 5.2.5. The Timing of Elections and Appointments:
- 5.2.5.1. Senate: Elections for Faculty Senators shall be held annually before May 31, and for Student Senators annually before September 30, with the elections to be held in accordance with the Senate Election Guidelines and Procedures, which are published annually on the Senate website. Appointments to the Senate by any external bodies shall be made annually on or before May 31, as required from year to year and for the Board appointee to Senate, the appointment shall be made in accordance with the Board by-laws.
- 5.2.5.2. Committees of Senate: If the number of nominations from the floor exceeds the number of available positions for any committee as specified in these By-Laws or in the approved terms of reference for any committee, Senate shall, at one of its meetings each year, elect the committee members from among the nominees.
- 5.3. Senate Vacancies: In accordance with the Act, Senate seats shall be declared vacant in the event of:

- 5.3.1. Resignation or Loss of Eligibility: A Senator resigns or ceases to be eligible for appointment or election to the Senate by virtue of a change in position or employment before the end of their term;
 - 5.3.2. Inability to Continue to Act: A Senator is incapable to continue to act as a Member and the Senate by resolution declares the membership to be vacated;
 - 5.3.3. Failure to attend Senate meetings: An elected Senator fails to attend two (2) consecutive meetings without written notice to the Secretary, or four (4) in total during a Session, without appropriate reason.
- 5.4. Committee Vacancies: Membership on a committee of Senate shall terminate in the event of:
- 5.4.1. Resignation: A committee member resigns their committee membership; or
 - 5.4.2. Change of Position: A committee member representing a particular constituency on the committee is no longer a member of the constituency s/he was elected or appointed to represent; or
 - 5.4.3. Failure to attend committee meetings: A committee member fails to attend two (2) consecutive committee meetings without written notice to the Chair of the committee, or three (3) meetings in total during a Session, without appropriate reason.
- 5.5. Filling vacancies between general elections:
- 5.5.1. Senate vacancies will be filled provided there are at least two (2) Senate meetings remaining in a Senator's term when the vacancy occurs.
 - 5.5.2. If a Senate vacancy occurs in any constituency between general elections, the Chief Electoral Officer will call for nominations from the affected constituency group. If more than one nomination is received from the affected constituency group, the replacement Senator will be elected from among the nominees by the affected constituency, with the election to be held in a similar manner to regular Senate elections as outlined in the Senate Election Guidelines and Procedures.
 - 5.5.3. The Chief Electoral Officer shall inform Senate of the results of all Senate elections, including an accounting of votes cast upon request.
- 5.6. Membership Lists: The Secretary of Senate shall provide a list of Senate and committee members by the first meeting of each Session, shall advise Senate of all changes to Senate or committee membership, and shall post a revised membership list on the Senate website whenever changes are made.

6. TERMS OF OFFICE

6.1. Senate

- 6.1.1. Each successful Senator candidate will commence their term of office on July 1 of the year in which he or she was elected or appointed.
- 6.1.2. Ex-officio Senators shall hold their positions on Senate as long as they hold the office that entitles them to be a Senator.
- 6.1.3. Faculty Senators are elected for a two (2) year term and may be nominated for election for a second consecutive two (2) year term.
- 6.1.4. Sessional Faculty are elected for a one (1) year term and may be nominated for a second consecutive one (1) year term.
- 6.1.5. Student Senators are elected for a one (1) year term and may be nominated for election for a second consecutive one (1) year term.
- 6.1.6. Senators elected or appointed to fill a vacancy shall serve the remainder of the term of office of the Senator that he or she is replacing, but may then stand for election in the scheduled general elections. If elected, the term following the general elections shall be considered their second.
- 6.1.7. After two consecutive terms, Senators may be re-nominated after a one year absence..
- 6.1.8. Senators who are on authorized leave of any kind shall not be obliged to serve on Senate while on leave.
- 6.1.9. Rejoining Senate after a leave of one or more years shall make the Member re-eligible to serve a first Senate term.

6.2. Senate Committees

- 6.2.1. Each successful committee candidate will commence their term of office on July 1 of the year in which he or she was elected or appointed and shall serve for at least one (1) full Session of Senate.
- 6.2.2. Chairs of Senate committees who are not Senators are appointed for a two (2) year term and are not subject to term limits.
- 6.2.3. Members of Senate committees and sub-committees are not required to be Senators unless holding such a position is stipulated as a membership requirement in these By-Laws.
- 6.2.4. Members of Senate committees who are required to be Senators as a qualification requirement may serve as committee members for as long as they remain Senators.

- 6.2.5. Members of Senate committees who are not required to be Senators may serve up to three (3) two-year terms.

7. OFFICERS OF SENATE

7.1. Chair: The Chair of Senate shall be a Tenured Faculty Member elected by and from the Senate Members for a two (2) year term, with eligibility for re-election for an additional two (2) year term. The nomination and election of the Chair will be handled by the Senate Executive Committee (SEC). The Senate Executive Committee shall receive nominations and present it to Senate for election. The duties of the Chair shall be to:

- 7.1.1. Establish, in consultation with the Senate Executive Committee and the Secretary, the agenda of all meetings of Senate;
- 7.1.2. Report to Senate on current issues of the University;
- 7.1.3. Conduct meetings of Senate in accordance with the Senate By-Laws, ensuring that all meetings follow the basic rules of the most current edition of Bourinot's Rules of Order and in accordance with the principles of the University's Respectful Work and Learning Environment Policy;
- 7.1.4. Break a tie vote;
- 7.1.5. Serve as Chair of the Senate Executive Committee
- 7.1.6. Call the Vice-Chair, or another Senator if necessary, to serve as the Chair of a Senate meeting when the Chair wishes to engage in debate, or at meetings that the Chair cannot attend.

7.2. Vice-Chair: The Vice-President, Academic and Provost, shall be, ex-officio, the Vice-Chair. The duties of the Vice-Chair shall be to:

- 7.2.1. Act as Chair of Senate if called upon by, or in the absence or incapacity of, the Chair; and
- 7.2.2. Serve as Vice-Chair of the Senate Executive Committee.

7.3. Secretary: The President and Vice-Chancellor shall appoint a permanent Secretary of Senate, who shall serve, ex-officio, as a non-voting member of all standing committees of Senate. The office of the Secretary shall:

- 7.3.1. Collect information for, advise on, and establish, in consultation with the Senate Executive Committee, the agenda of Senate meetings;

- 7.3.2. Organize and schedule Senate meetings, and distribute the Senate agenda, normally one (1) week in advance of regular meetings;
 - 7.3.3. Take responsibility for the Senate website;
 - 7.3.4. Act as a resource to the Chair at Senate meetings;
 - 7.3.5. Prepare, and issue to all Members, minutes of every meeting of Senate;
 - 7.3.6. Conduct correspondence in the name of Senate;
 - 7.3.7. Create, advise upon, draft and prepare for submission to Senate academic policies as appropriate, assuring adherence to proper format and procedures as established by the Senate;
 - 7.3.8. Maintain all records and accounts of Senate and its committees, including a directory of the current policies of Senate;
 - 7.3.9. Assist committees in research supporting their efforts and act as a resource;
 - 7.3.10. Oversee and provide advice on Senate policies and procedures;
 - 7.3.11. Carry out such other duties as may be required to ensure the proper functioning of Senate.
- 7.4. Chief Electoral Officer: The Secretary of Senate shall, unless Senate should otherwise direct, serve as Chief Electoral Officer. The duties of the Chief Electoral Officer shall be to:
- 7.4.1. Conduct elections pursuant to Article 5 of these By-Laws;
 - 7.4.2. Solicit nominations and conduct elections, as required, to fill vacancies pursuant to Article 5.5 of these By-Laws;
 - 7.4.3. Annually publish the election schedule and the Senate Election Guidelines and Procedures on the Senate website, and liaise with the appropriate constituencies and ensure timely communication of all information pertaining to the annual elections; and
 - 7.4.4. Any other duties assigned by the Senate from time to time and set out in the Senate Election Guidelines and Procedures.

8. COMMITTEES OF SENATE

8.1. Establishment, Composition, Terms of Reference and Review

- 8.1.1. Senate shall have the following standing committees, the composition and terms of reference of which shall be established by, and specified in, these By-Laws:

- 8.1.1.1. Senate Executive Committee (SEC);
 - 8.1.1.2. Senate Academic Policy and Planning Committee (SAPPC);
 - 8.1.1.3. Senate Undergraduate Studies Committee (SUSC);
 - 8.1.1.4. Senate Graduate Studies Committee (SGSC);
 - 8.1.1.5. Senate Academic Standards Committee (SASC);
 - 8.1.1.6. Senate Quality Assurance Committee (SQAC); and
 - 8.1.1.7. Senate Student Appeals Committee (SSAC)
- 8.1.2. Senate shall establish the terms of reference and composition of such other standing committees as it sees fit and shall, through the SAPPC, periodically review the composition and terms of reference of such committees.
- 8.1.2.1. The SAPPC may make recommendations to Senate regarding the establishment or dissolution of standing committees.
 - 8.1.2.2. Any standing committee may recommend to Senate, through the SAPPC, changes to its terms of reference and composition.
 - 8.1.2.3. All standing committees shall, at their first meeting held following the start of a new Session, name a secretary who shall be responsible to maintain all records of the committee and to ensure that such records are filed with the Secretary of Senate on a regular basis.
 - 8.1.2.4. The current terms of reference, composition, and membership of all standing committees – as determined by Senate – shall be maintained by the Secretary of Senate who shall post them on the Senate website.
- 8.1.3. Ex-Officio Voting Membership – Unless committee membership is specifically identified in these By-Laws to be otherwise, the President and Vice-Chancellor of the University; the Vice-President, Academic and Provost; and the Chair of Senate shall be ex-officio voting members of all Senate committees and sub-committees.

8.2. Standing Committees of Senate (Reporting Directly to Senate)

8.2.1. Senate Executive Committee (SEC)

8.2.1.1. Composition:

- 8.2.1.1.1. The Chair of Senate, who shall serve as Chair;

- 8.2.1.1.2. The President and Vice-Chancellor;
- 8.2.1.1.3. The Vice-President, Academic and Provost;
- 8.2.1.1.4. One (1) Dean;
- 8.2.1.1.5. Two (2) Faculty program chairs;
- 8.2.1.1.6. Two (2) Faculty Senators each representing different Faculties, at least one of whom is also a graduate Faculty Member;
- 8.2.1.1.7. One (1) undergraduate Student Senator; and
- 8.2.1.1.8. One (1) graduate Student Senator.

8.2.1.2. Terms of Reference:

- 8.2.1.2.1. Establishes the agenda for Senate meetings and collects reports from all Senate committees and boards which are to be forwarded to the next Senate meeting. Is authorized to alter the order of business for any meeting of the Senate, provided that the order to be followed is shown on the notice of meeting for the said meeting.
- 8.2.1.2.2. Considers all matters to be brought forward to the Senate and refers them to the appropriate committees as necessary. These committees will inform the Senate Executive Committee of matters which, in their view, merit discussion by the Senate.
- 8.2.1.2.3. Acts on behalf of the Senate when a quorum of Senate cannot be obtained. Makes emergency decisions on behalf of the Senate between Senate meetings, decisions which must be communicated to the next full meeting of the Senate.
- 8.2.1.2.4. Receives for information recommendations regarding the appointment of the Faculty Deans, Associate Deans and the program chairs and graduate program directors as may be required from time to time and subject to the jurisdictional requirements for such decisions set out in the Act.
- 8.2.1.2.5. Responsible for calling special meetings of the Senate.
- 8.2.1.2.6. Responsible for nominating and vetting Faculty Member candidates for the Chair of Senate (who will also serve as a Senate representative on the Board of Governors), and then presenting these candidates to Senate for election in accordance with the Senate Election Policies and Procedures.
- 8.2.1.2.7. Responsible for nominating and presenting to the Senate for approval two (2) Faculty Senators to serve as Senate representatives on the Board of Governors.

- 8.2.1.2.8. Responsible for vetting nominations for Professor Emeritus/Emerita and the Council of Ontario Universities Academic Colleague.
- 8.2.1.2.9. Reports directly to the Senate.

8.2.2. Senate Academic Policy and Planning Committee (SAPPC)

8.2.2.1. Composition:

- 8.2.2.1.1. The Vice-President, Academic and Provost, who shall serve as Chair;
- 8.2.2.1.2. The Vice-Provost, Students and International or the University Registrar;
- 8.2.2.1.3. Four (4) Deans or their respective Designates, each representing one of the Faculties and Graduate Studies;
- 8.2.2.1.4. The University Librarian or Designate
- 8.2.2.1.5. Two (2) Faculty Senators representing each of the three Faculties, at least one of whom should be a graduate Faculty Member; and
- 8.2.2.1.6. One (1) undergraduate or graduate student

8.2.2.2. Terms of Reference:

- 8.2.2.2.1. Acts as the principal advisor to the Senate on academic priorities and the development of policies of implementation. This includes a review of the priorities for long-term resource allocation.
- 8.2.2.2.2. Advises on and makes contributions that will enhance the overall academic reputation of the University and reflect the full range of the Senate's responsibility for the educational policy of the University.
- 8.2.2.2.3. Reviews major proposals for organizational changes in the University and recommends to the Senate the appropriate academic and administrative structures.
- 8.2.2.2.4. Advises and recommends to the Senate on all matters pertaining to: the organization of the Senate and its committees; the organization and function of academic governance in the University; and the Senate's relationships, both with other bodies in the University and with bodies external to it.
- 8.2.2.2.5. Recommends to the Senate the establishment of special committees to manage matters of general concern which do not fall within the accepted area of jurisdiction of an existing committee and which require policy formulation.

- 8.2.2.2.6. Strikes the Annual Nominating Committee (see Article 4.2.2)
- 8.2.2.2.7. Formulates and recommends to the Senate principles, policies and priorities for the academic development of the University, including new degree and non-degree programs.
- 8.2.2.2.8. Advises the Senate on the establishment of any Faculty, school, institute, department, or chair.
- 8.2.2.2.9. Monitors and reports to the Senate on the proposals and planning of external bodies such as the Council of Ontario Universities, and the Ministry of Advanced Education and Skills Development. Develops and recommends to the Senate any reports/reviews of the University's academic operations required by government bodies or outside agencies as requested by the President and Vice-Chancellor.
- 8.2.2.2.10. Monitors initiatives and changes at other institutions in the areas of new programs, procedures, policies, tuition changes etc.
- 8.2.2.2.11. Provides advice to the Vice-President, Academic and Provost.
- 8.2.2.2.12. Advises the Senate on the recommendations reached in its meetings and any proposed changes to the University's long-range plans.
- 8.2.2.2.13. Receives an annual report from the Research Ethics Board (REB) and the Associate Vice-President, Research on the business of the REB. Approves terms of reference and membership of REB.
- 8.2.2.2.14. Reports directly to the Senate.

8.2.3. Senate Undergraduate Studies Committee (SUSC)

8.2.3.1. Composition:

- 8.2.3.1.1. Three (3) Deans or Associate Deans, Academic Affairs, or Designate with one (1) representing each of the Faculties;
- 8.2.3.1.2. The Vice-Provost, Students and International or Designate;
- 8.2.3.1.3. The University Registrar, or Designate;
- 8.2.3.1.4. The Director, Writing & Learning Centre, or Designate;
- 8.2.3.1.5. The University Librarian or Designate;
- 8.2.3.1.6. The Director, Studio Facilities or Designate;
- 8.2.3.1.7. The Chief Information Officer, IT Services, or Designate;

8.2.3.1.8. Four (4) Faculty Members, two (2) of whom are Senators, at least one of whom is a graduate Faculty Member, and two (2) of whom are Faculty program chairs. One of these four Faculty Members will serve as committee Chair; and

8.2.3.1.9. Two (2) undergraduate Students.

8.2.3.2. Terms of Reference:

8.2.3.2.1. The SUSC has the responsibility to assist Senate in overseeing the implementation of educational policy as it relates to undergraduate education at the University and identifying strategic priorities for the coming academic year and submitting them annually to the Senate.

8.2.3.2.2. For undergraduate degree and/or certificate programs:

8.2.3.2.2.1. Oversees the activity of the Faculty curriculum committees, receives, for ratification, revisions to undergraduate curriculum (e.g. course changes, additions, etc.) and ensures that the relevant consultation with other Faculties has taken place; and

8.2.3.2.2.2. Reviews and approves proposals for changes to all programs, core and non-core, as defined by the Ministry of Advanced Education and Skills Development .

8.2.3.2.3. For the undergraduate degree and/or certificate programs, discusses and approves:

8.2.3.2.3.1. Proposals for the addition or elimination of undergraduate degree and/or certificate programs, taking into consideration the academic philosophy of the institution, its planned directions, the coherence of proposed programming, and the relevant internal and external criteria for the evaluation of such programs.

8.2.3.2.3.2. The addition or elimination of undergraduate degree program specializations (e.g. majors, minors).

8.2.3.2.4. The SUSC shall, in general, advise and, where appropriate, make recommendations to Senate concerning:

8.2.3.2.4.1. Statements of academic and educational goals, and standards pertaining to undergraduate education at the University, including the University's learning objectives and matters pertaining to internationalism and student financial accessibility at the undergraduate level.

8.2.3.2.4.2. Policies pertaining to academic and educational plans, priorities and developments affecting undergraduate education at the University.

8.2.3.2.4.3. The implementation of Senate-approved statements, policies and programs affecting undergraduate education matters that bear on the formulation or further development of Senate policy.

8.2.3.2.4.4. The implementation of co-curricular services and programs that support student retention and success.

8.2.3.2.5. Reports directly to Senate. May consult with other committees of Senate as necessary.

8.2.4. Senate Graduate Studies Committee (SGSC)

8.2.4.1. Composition:

8.2.4.1.1. The Dean, Graduate Studies, who will serve as Chair;

8.2.4.1.2. Three (3) Deans, one from each of the Faculties or their Designates, with one (1) from each of the Faculties;

8.2.4.1.3. The Vice-Provost, Students and International, or Designate;

8.2.4.1.4. The University Librarian, or Designate;

8.2.4.1.5. The University Registrar, or Designate;

8.2.4.1.6. The Chief Information Officer, IT Services, or Designate

8.2.4.1.7. The Director, Faculty & Curriculum Development Centre, or Designate;

8.2.4.1.8. The Director and Associate Registrar, Graduate Studies, who shall be a non-voting committee member;

8.2.4.1.9. Six (6) graduate Faculty Members, two (2) from each Faculty and at least two (2), of whom must be graduate program directors; and

8.2.4.1.10. Two (2) graduate Students.

8.2.4.2. Terms of Reference:

8.2.4.2.1. The SGSC has the responsibility to assist Senate in overseeing the implementation of educational policy as it relates to graduate education at the University and identifying strategic priorities for the coming academic year and submitting them annually to the Senate.

8.2.4.2.2. For graduate degree and/or certificate or diploma programs:

8.2.4.2.2.1. Oversees the activity of the Graduate Studies curriculum committee, receives for ratification revisions to graduate curriculum (e.g., course

changes, additions, etc.) and ensures that the relevant consultation with appropriate support units has taken place.

8.2.4.2.2. Reviews and approves proposals for changes to all programs, as defined by the Ministry of Advanced Education and Skills Development.

8.2.4.2.3. For the graduate degree and/or certificate programs, discusses and approves:

8.2.4.2.3.1. Proposals for the addition or elimination of graduate degree and/or certificate programs, taking into consideration the academic philosophy of the institution, its planned directions, the coherence of proposed programming, and the relevant internal and external criteria for the evaluation of such programs.

8.2.4.2.3.2. The addition or elimination of graduate degree program specializations, fields, or concentrations.

8.2.4.2.4. The SGSC shall, in general, advise and, where appropriate, make recommendations to Senate concerning:

8.2.4.2.4.1. Statements of academic and educational goals, and standards pertaining to graduate education at the University, including the University's learning objectives and matters pertaining to internationalism and student financial accessibility at the graduate level.

8.2.4.2.4.2. Policies pertaining to academic and educational plans, priorities and developments affecting graduate education at the University.

8.2.4.2.4.3. The implementation of Senate-approved statements, policies and programs affecting graduate education matters that bear on the formulation or further development of Senate policy.

8.2.4.2.4.4. The implementation of co-curricular services and programs that support student retention and success.

8.2.4.2.5. Reports directly to the Senate. May consult with other committees of Senate as necessary.

8.2.5. Senate Academic Standards Committee (SASC)

8.2.5.1. Composition:

8.2.5.1.1. Four (4) Deans or their Designates, with one representing each of the Faculties and Graduate Studies, one of whom will serve as Chair;

- 8.2.5.1.2. Three (3) Faculty Members, at least two (2) of whom are Senators, and at least one (1) of whom is also a graduate Faculty Member;
- 8.2.5.1.3. The University Registrar or Designate; and
- 8.2.5.1.4. Two (2) students, one of whom is an undergraduate and one of whom is a graduate student.

8.2.5.2. Terms of Reference:

- 8.2.5.2.1. Oversees the academic standards for undergraduate and graduate studies at the University.
- 8.2.5.2.2. Makes recommendations to the Senate regarding all matters concerning examinations and academic standards, including all related policies and regulations.
- 8.2.5.2.3. Under the direction of Senate, monitors and makes recommendations regarding the University's grading practices along with other aspects of assessment involving academic standards.
- 8.2.5.2.4. Consults with the Faculties of Art, Design and Liberal Arts & Sciences and School of Interdisciplinary Studies and Graduate Studies in determining the format and, where appropriate, content of proposals developed by the committee.
- 8.2.5.2.5. Makes recommendations to the Senate regarding program, curricular, or policy issues arising in the course of its work and suggests appropriate plans of action.
- 8.2.5.2.6. Recommends to the Senate the awarding of all graduate and undergraduate degrees and certificates.
- 8.2.5.2.7. Reports directly to Senate. May consult with other committees of Senate as necessary.

8.2.6. Senate Quality Assurance Committee (SQAC)

8.2.6.1. Composition:

- 8.2.6.1.1. The Vice-President, Academic and Provost, who will serve as Chair;
- 8.2.6.1.2. Two (2) Deans or Designates;
- 8.2.6.1.3. The Director, Faculty & Curriculum Development Centre, or Designate;
- 8.2.6.1.4. The Vice-Provost, Students and International;

- 8.2.6.1.5. The Dean, Graduate Studies, or his or her Designate;
- 8.2.6.1.6. The University Librarian, or Designate
- 8.2.6.1.7. The Chief Information Officer, IT Services, or Designate;
- 8.2.6.1.8. Three (3) Faculty Members, at least two (2) of whom are Senators and at least one (1) of whom should be a graduate Faculty Member;
- 8.2.6.1.9. The Manager, Quality Assurance Policy, who shall be a non-voting committee member; and
- 8.2.6.1.10. One (1) undergraduate or graduate student.

8.2.6.2. Terms of Reference:

- 8.2.6.2.1. Recommends to Senate for approval institutional policies and procedures related to quality assurance, and for receiving, reviewing, and presenting annually to Senate a summary report of each internal review report produced through the University's quality assurance processes.
- 8.2.6.2.2. Regularly reviews the University's quality assurance policies and related practices and processes as approved by Senate. The committee will make associated recommendations for changes to the Senate, as appropriate.
- 8.2.6.2.3. Monitor and ensure adherence to the University's Institutional Quality Assurance Process (IQAP) Review and respond to all Faculty and unit IQAP submissions to ensure compliance.
- 8.2.6.2.4. Reports directly to the Senate. May consult with other committees of Senate as necessary.

8.2.7. Senate Student Appeals Committee (SSAC)

8.2.7.1. Composition:

- 8.2.7.1.1. The Vice-Provost, Students and International (non-voting in cases of non-academic misconduct), must be present;
- 8.2.7.1.2. One (1) Dean, or Designate (must be present);
- 8.2.7.1.3. Five (5) Faculty Members, at least one (1) of whom should be a graduate Faculty Member, and at least three (3) of whom must be present;
- 8.2.7.1.4. The Chair of the committee shall be selected from among the Deans/Designates or Faculty Members, must be present;

- 8.2.7.1.5. Two (2) undergraduate or graduate students, at least one of whom must be present; and
- 8.2.7.1.6. The University Registrar (non-voting in the cases of academic appeals), must be present.

8.2.7.2. Terms of Reference:

- 8.2.7.2.1. Hears appeals of decisions on matters related to the Academic Misconduct Policy for Undergraduate and Graduate Students.
- 8.2.7.2.2. Hears appeals and referrals by Deans for recommendations of suspension or expulsion under the Non-Academic Misconduct Policy.
- 8.2.7.2.3. Hears appeals under the Student Academic Appeals Policy and on other matters related to the policies on graduate and undergraduate academic consideration and appeals as necessary.
- 8.2.7.2.4. May convene a smaller subset of the committee in certain cases of highly sensitive matters at the discretion of the Vice-Provost, Students and International and in consultation with the Committee Chair
- 8.2.7.2.5. May report directly to Senate regarding its regular business. It directs to the SAPPC recommendations regarding policy changes or changes to its terms of reference or composition.

8.3. Sub-Committees (Working/Administrative/Advisory Committees)

8.3.1. Continuing Studies Committee (CSC)

8.3.1.1. Composition:

- 8.3.1.1.1. The Director, Office of Continuing Studies, or Designate;
- 8.3.1.1.2. One (1) Dean, or Designate;
- 8.3.1.1.3. Three (3) Faculty Members, at least one (1) of whom should be a graduate Faculty Member, with one (1) to serve as Chair;
- 8.3.1.1.4. Director, Studio Facilities or Designate;
- 8.3.1.1.5. The Chief Information Officer, IT Services, or Designate; and
- 8.3.1.1.6. The University Registrar or Designate.

8.3.1.2. Terms of Reference:

- 8.3.1.2.1. Reviews, vets, and recommends for approval to Senate all policies, business plans, programs and courses of the Continuing Studies program.
- 8.3.1.2.2. Manages the program's relationship with the University and ensures that the Office of Continuing Studies manages communication, as well as any questions or disputes in a timely fashion.
- 8.3.1.2.3. Reports to the Senate Executive Committee.

8.3.2. Research Committee (RC)

8.3.2.1. Composition:

- 8.3.2.1.1. The President and Vice-Chancellor;
- 8.3.2.1.2. The Associate Vice-President, Research and Innovation , who will serve as Chair;
- 8.3.2.1.3. Three (3) Deans, or their Designates, representing each of the Faculties;
- 8.3.2.1.4. No more than two (2) Canada Research Chairs;
- 8.3.2.1.5. Three (3) Faculty Members, at least two (2) of whom should be graduate Faculty Members;
- 8.3.2.1.6. The Chief Information Officer, IT Services, or Designate;
- 8.3.2.1.7. The University Librarian or Designate;
- 8.3.2.1.8. One (1) undergraduate Student; and
- 8.3.2.1.9. One (1) graduate Student.

8.3.2.2. Terms of Reference:

- 8.3.2.2.1. Monitors and advises on the administration of policies in scholarship and research at the University and the development of additional procedures pertaining to publicly and privately funded research initiatives.
- 8.3.2.2.2. Advises the Office of Research and the Senate on matters pertaining to the development of the University's research structure, research policy development, guidelines for research initiatives, and the implementation of resource materials/data banks on available research opportunities.

8.3.2.2.3. Reports to Senate Academic Policy and Planning Committee.

8.3.3. Joint Senate/Board of Governors' Liaison Committee (JSBGLC)

8.3.3.1. Composition¹:

- 8.3.3.1.1. The President and Vice-Chancellor, who will serve as Chair;
- 8.3.3.1.2. The Vice-President, Academic and Provost;
- 8.3.3.1.3. One (1) Dean of Faculty or Graduate Studies;
- 8.3.3.1.4. The Associate Vice-President, Research and Innovation;
- 8.3.3.1.5. The Chair of Senate;
- 8.3.3.1.6. Three (3) Faculty Senators from the Senate Executive Committee;
- 8.3.3.1.7. Two (2) Faculty Senators, elected by Senate, at least one (1) of whom should be a graduate Faculty Member; and
- 8.3.3.1.8. One (1) undergraduate or graduate Student Senator.

8.3.3.2. Terms of Reference:

- 8.3.3.2.1. Acts as the liaison between the Senate and the Board of Governors.
- 8.3.3.2.2. Meets at least once per academic term to share information and discuss issues of shared concern, including, but not limited to:
- 8.3.3.2.3. The University's budgetary planning regarding academic matters and curriculum.
- 8.3.3.2.4. The University's strategic/academic plans.
- 8.3.3.2.5. Reports through the SEC to Senate.

8.3.4. Honorary Degree Committee (HDC)

8.3.4.1. Composition:

¹ The Board of Governors' membership for this committee is described as per Article 12.4 of the *General By-Law No. 1 of the Ontario College of Art & Design University*.

- 8.3.4.1.1. The Chancellor, who will serve as Chair (voting);
- 8.3.4.1.2. The President and Vice-Chancellor, who will serve as Vice-Chair;
- 8.3.4.1.3. The Chair, Board of Governors;
- 8.3.4.1.4. The Chair, Senate;
- 8.3.4.1.5. The Vice-President, Academic and Provost;
- 8.3.4.1.6. The Vice-President, Research and Innovation; and
- 8.3.4.1.7. Three (3) Faculty Senators, with one (1) representing each Faculty and at least one (1) of whom should be a graduate Faculty Member.

8.3.4.2. Terms of Reference:

- 8.3.4.2.1. The Honorary Degree Committee shall recommend to Senate, on an annual basis, the award of all Honorary Doctoral Degrees to be presented at the University's convocation ceremony.
- 8.3.4.2.2. Reports to the SEC. Directs to the SAPPC recommendations regarding policy changes or changes to its terms of reference or composition.

8.3.5. Teaching and Learning Committee (TLC)

8.3.5.1. Composition:

- 8.3.5.1.1. The Director, Faculty Curriculum & Development Centre and Director, Writing & Learning Centre, who will serve as co-Chairs;
- 8.3.5.1.2. Four (4) Faculty Members, with one (1) representing each undergraduate Faculty and one (1) representing graduate studies;
- 8.3.5.1.3. The Vice-Provost, Students and International, or Designate;
- 8.3.5.1.4. The Head of Instructional Services (Library), or Designate.
- 8.3.5.1.5. The Manager, Centre for Emerging Artists and Designers, or Designate;
- 8.3.5.1.6. One (1) representative from the Writing & Learning Centre, or Designate;
- 8.3.5.1.7. The Manager, Centre for Students with Disabilities, or Designate;
- 8.3.5.1.8. The Manager, Academic Computing (IT Services), or Designate;
- 8.3.5.1.9. One (1) representative from the Faculty & Curriculum Development Centre, or Designate;

- 8.3.5.1.10. The Director, Office of Continuing Studies (OCS), or Designate;
- 8.3.5.1.11. One (1) undergraduate student; and
- 8.3.5.1.12. One (1) graduate student.

8.3.5.2. Terms of Reference:

- 8.3.5.2.1. The Teaching and Learning Committee (TLC) promotes excellence and innovation in Art and Design education at the University.
- 8.3.5.2.2. TLC supports the implementation of the University's Academic Plan with regard to teaching and learning. TLC identifies, prioritizes and acts upon issues from across OCAD University related to the promotion of an effective and comprehensive educational environment for undergraduate, graduate and Continuing Studies students. The committee may initiate activities, including but not limited to striking of sub-committees and participating in the associated efforts of intra- and extra-institutional bodies, that address teaching and learning issues.
- 8.3.5.2.3. TLC reviews and recommends practices that promote the on-going assessment and improvement of teaching and learning throughout all faculties and academic support units.
- 8.3.5.2.4. TLC formulates policy and makes recommendations to the SAPPC regarding all matters concerning the improvement, evaluation and coordination of curriculum, and teaching and learning.
- 8.3.5.2.5. Reports to the SAPPC and consults with appropriate standing committees as necessary. Directs to the SAPPC recommendations regarding policy changes or changes to its terms of reference or composition.

8.3.6. Admissions, Recruitment and Retention Committee (ARRC)

8.3.6.1. Composition:

- 8.3.6.1.1. Three (3) Deans or their Designates, representing each Faculty;
- 8.3.6.1.2. The Vice-Provost, Students and International who will serve as Chair;
- 8.3.6.1.3. The University Registrar or Designate;
- 8.3.6.1.4. One (1) Chair or equivalent, representing each Faculty;
- 8.3.6.1.5. The Manager, Financial Aid and Awards;
- 8.3.6.1.6. The Director and Associate Registrar, Graduate Studies;

8.3.6.1.7. One (1) Student Union representative; and

8.3.6.1.8. Other members may be added as needed.

8.3.6.2. General Function:

8.3.6.2.1. The work of this committee is to be coordinated by the Vice-Provost, Students and International.

8.3.6.2.2. Makes recommendations to the Senate on policies and issues pertaining to matters of enrollment, recruitment and retention.

8.3.6.2.3. Reviews all University publications, and procedures, related to domestic and international student recruitment.

8.3.6.3. Reporting:

8.3.6.3.1. Reports to Senate annually and to the SAPPC as necessary regarding policy changes or changes to its terms of reference or composition.

8.3.7. Scholarships and Awards Committee (SAC)

8.3.7.1. General Function:

8.3.7.1.1. Coordinated by the Manager, Financial Aid & Awards or Designate under the direction of the Vice-Provost, Students and International and chaired by a Faculty Member, with membership as deemed appropriate.

8.3.7.1.2. Makes recommendations on policy and procedures for eligibility to and for receiving scholarships.

8.3.7.1.3. Makes recommendations on policies and procedures respecting the awarding of certain medals and other marks of achievement as required.

8.3.7.1.4. Makes recommendations regarding the guidelines for internal and external juries; jurying dates; and procedures for student scholarship petitions related to eligibility criteria.

8.3.7.1.5. Provides a report to Senate on the distribution of scholarships.

8.3.7.1.6. Advises the University on appropriate guidelines and policies for the solicitation of scholarship donations.

8.3.7.1.7. Undertakes other such duties as the Senate may from time to time assign.

8.3.7.2. Reporting:

- 8.3.7.2.1. Reports to SAPPC as necessary regarding policy changes or changes to its terms of reference or composition.

8.3.8. **Graduate Exhibition Committee (GEC)**

8.3.8.1. General Function:

- 8.3.8.1.1. Coordinated by the Promotion and Events Lead or Designate under the direction of three (3) Associate Deans appointed annually by the Vice-President, Academic and Provost, with membership as deemed appropriate
- 8.3.8.1.2. In consultation with the University's Faculties and Graduate Studies, provides guidance and makes recommendations regarding the overall policy and programming of the University's annual Graduate Exhibition.
- 8.3.8.1.3. Undertakes other such duties as the Senate may from time to time assign.

8.3.8.2. Reporting:

- 8.3.8.2.1. Reports to the SAPPCC as necessary regarding policy changes or changes to its terms of reference or composition and other recommendations.

9. AD HOC COMMITTEES

9.1. General

- 9.1.1. Formation and Life: An *ad hoc* committee may be formed for a limited term by a Senate resolution. Members of an *ad hoc* committee need not be Senate Members. Unless reconstituted by Senate, the committee is dissolved upon presentation of its report. The motion to establish an *ad hoc* committee must include the terms of reference of the committee, and may include:

- 9.1.1.1. The proposed number of members on the committee;
- 9.1.1.2. Details of proposed distribution of members, if any;
- 9.1.1.3. Names of proposed members of the committee, if any; and
- 9.1.1.4. The committee report date.

9.2. Nominations:

- 9.2.1. Nominations for members of the committee may be accepted from the floor of the Senate meeting at which the committee members are to be elected and voted upon. A person who is not present may only be nominated if that person has given prior permission to the Secretary of Senate; or
- 9.2.2. The Chair of Senate may appoint the committee; or
- 9.2.3. The Chair of Senate may announce that the members of the committee will be announced at a later date.

9.3. Chair:

- 9.3.1. A Chair shall be elected, normally from those committee members who are also Senate Members, at the first meeting of an *ad hoc* committee; or
- 9.3.2. The committee Chair may be specified in the motion to establish the committee; or
- 9.3.3. The Chair of Senate may appoint the committee Chair.

- 9.4. Joint Committees with the Board of Governors: Joint Committees with the Board of Governors may be formed with mutual consent. Such committees shall be formed by a motion in each body, according to the rules of each body.

10. MEETINGS & PROCEDURES

- 10.1. Principles: These principles inform the rules of Senate, and the interpretation and application of the rules shall be consistent with these principles.

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

- 10.1.2. Senators shall be provided with due notice of matters to be decided at a meeting.

- 10.1.3. Senate meetings are open unless:

- 10.1.3.1. The criteria for an *in camera* meeting specified by section 9(2) of the Act are met; and

- 10.1.3.2. Senate duly resolves to move into closed session pursuant to Article 10.3.11 of these By-laws.

- 10.1.4. Senators have a duty to attend meetings of the Senate and to vote on resolutions which come before the Senate, and may not appoint a proxy if they are unable to attend. Senators have an obligation to act with civility and decorum.
- 10.1.5. Senators shall have the opportunity to debate issues under consideration before a decision is made.
- 10.1.6. All Senators have the same rights and obligations under Senate rules.
- 10.1.7. The Chair of all meetings of Senate and its committees shall enforce the rules in the spirit of these principles and, in so doing, will act fairly and impartially.

10.2. Authority, Approval and Codification of the Rules and Procedures

- 10.2.1. Changes (additions, deletions, alterations) to the rules of Senate shall be considered an amendment to the Senate By-laws, of which they are a part.
- 10.2.2. No rule governing the procedure of Senate or its Committees shall be suspended unless two-thirds of the members present and voting consent thereto.
- 10.2.3. In issues not covered by these rules, the provisions of the most current edition of Bourinot's Rules of Order shall apply.

10.3. Meetings of Senate

10.3.1. Notice of Meetings:

- 10.3.1.1. The accidental omission of notice to a Member shall not invalidate a meeting which has otherwise been duly convened.
- 10.3.1.2. Regular Meetings: A schedule of dates of regular meetings shall normally be published by the Secretary on the Senate website by the final meeting of the previous Session. The Secretary will make every effort to distribute an agenda package to all Senate Members at least one (1) week in advance of any regular meeting.
- 10.3.1.3. Special Meetings: A special meeting requires at least seventy-two (72) hours' notice.
- 10.3.2. Regular Meetings: At least seven (7) regular meetings of Senate shall be held between September 1 and May 31 of each Session according to the schedule to be published pursuant to Article 10.3.1 of these By-Laws, except where the Secretary, in consultation with the SEC, determines that circumstances warrant a change from the normal schedule.
- 10.3.3. Summer Authority: Between the May meeting of Senate and the first regular meeting of Senate in September, the SEC may act on behalf of Senate, if needed, but shall report to Senate, at the first meeting of the Session, any actions taken on its behalf.

- 10.3.4. Special Meetings: A special meeting may be called by the Chair, the Vice-President, Academic and Provost, the SEC, or by a written requisition submitted by any twenty (20) Senate Members to the Secretary. The Senate at any Senate meeting may pass a resolution calling a special Senate meeting. Only such business as is specified in the notice of the special Senate meeting may be transacted at the said special meeting.
- 10.3.5. Quorum at Start: A quorum of any Senate meeting held from September 1 to May 31 shall be one-half of the total Senate Members plus one (1). The quorum for any special Senate meeting held between June 1 to August 31 shall be twelve (12), a quarter of the Senate Members, plus one (1). If, after a lapse of thirty (30) minutes from the announced starting time, the Chair decides there is still not a quorum at a Senate meeting, the Secretary shall call the roll. If the Senate Members then present do not constitute a quorum, then the Senate shall adjourn until the next meeting.
- 10.3.6. Calling Quorum: If, during any meeting, the number of Senate Members present should drop below a quorum, business shall not be interrupted nor the passage or rejection of any motion questioned at subsequent meetings, unless a Senator requests, while the meeting is proceeding, that the presence of a quorum be verified. Upon such a call by any Senator, the Secretary shall call the roll. If the Senate Members then present do not constitute a quorum, then the Senate shall adjourn until the next meeting.
- 10.3.7. Meeting Duration: No meeting of Senate shall be of more than three (3) hours in duration, except by the affirmative vote of two-thirds of those Senate Members present and voting to extend for a specific period of time. All outstanding business shall be deferred until the next meeting of Senate unless a special meeting of Senate is subsequently called in accordance with these By-Laws.
- 10.3.8. Visitors: Visitors may attend Senate meetings, and should be seated in the section reserved for observers. Such visitors may address Senate after being recognized by the Chair but may not vote on any matter.
- 10.3.9. Meeting *in camera*:
- 10.3.9.1. Senate may hold *in camera* meetings where issues of a personal and confidential nature are being discussed.
- 10.3.9.2. A motion to conduct part of any Senate meeting *in camera* requires the assent of a majority of Senators present and voting.
- 10.3.9.3. When Senate meets *in camera*, only Senators, the Secretary, staff specifically assigned to Senate, and others at the discretion of the Chair, may be present.

10.4. Agenda

- 10.4.1. Formation and Circulation: Items for the consideration of Senate must normally be submitted to the Secretary (usually one (1) week in advance of the Senate Executive Committee meeting immediately preceding Senate). The Secretary, in consultation with

the SEC, will publish an agenda which shall be circulated with the meeting package.

10.4.2. Order: The SEC 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. The items of business considered at a regular meeting of Senate will normally follow this order. However Senate, by a vote of two-thirds of Senators present and voting, may resolve to alter the published agenda:

10.4.2.1. Call to Order and Establishment of Quorum

10.4.2.2. Remarks from the Chair

10.4.2.3. Approval of Agenda

10.4.2.4. Approval of Consent Agenda

10.4.2.5. Correspondence

10.4.2.6. Reports

10.4.2.6.1. Committee Reports

10.4.2.7. Other Business

10.4.2.8. Adjournment

10.4.3. Consent Agenda: The Consent Agenda will normally include the following: Minutes of the Previous Meeting; Report of the President and Vice-Chancellor; Report of the Vice-President, Academic and Provost; Report of the Associate Vice-President, Research and Dean, Graduate Studies; and Board of Governors' Report. The notice of meeting may identify items to be dealt with by consent. A consent agenda item is deemed to be approved unless, no less than seventy-two (72) hours prior to the commencement of a meeting, one or more Senators advises the Chair or Secretary of a request to debate it.

10.5. Rules of Order

10.6. Meetings of the Senate shall adhere to the rules of order and proceedings as stipulated in the most current edition of Bourinot's Rules of Order or such other rules of order as have then most recently been adopted by the Senate.

Documentation

10.6.1. Distribution/Circulation

10.6.1.1. Documentation related to agenda items will normally be included in the agenda package.

- 10.6.1.2. Documents approved for circulation by the SEC, the Chair, or the Secretary, but not part of the circulated agenda package, will be available at the Senate table, the operation of which shall be the responsibility of the Secretary of Senate.
- 10.6.1.3. Senators may request that material not approved for circulation by the SEC, the Chair, or the Secretary be made available for the information of other Senators. Such material may be placed at the Senate table, the operation of which shall be the responsibility of the Secretary of Senate.

10.6.2. Minutes

- 10.6.2.1. All formal actions and decisions by Senate and its standing committees shall be recorded in the minutes, which shall be prepared and kept by the Secretary.
- 10.6.2.2. Audio recordings of Senate meetings may be made by the Secretary. Such recordings shall be used only to aid in the preparation of minutes and shall be maintained only until a motion approving the minutes is passed by Senate, at which time the recording will be erased.
- 10.6.2.3. Draft minutes of each Senate meeting shall be circulated to Senators, as part of the agenda package of the subsequent meeting.
- 10.6.2.4. Once approved by Senate, minutes of each Senate meeting shall be posted on the Senate website.

10.7. Debates and Votes

- 10.7.1. Recognition: A Senator or visitor who wishes to speak shall raise hand, await recognition by the Chair and then address the Chair.

10.7.2. Voting:

- 10.7.2.1. All Senators may vote at Senate meetings.
- 10.7.2.2. The Chair of Senate may vote only to break a tie.
- 10.7.2.3. Only Senators in attendance may cast votes.
- 10.7.2.4. When the Chair is satisfied that the debate on an item has covered the full range of issues, or when a motion to call the question has been approved, the Chair shall call the question.
- 10.7.2.5. 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.

- 10.7.2.6. Questions shall be decided by a show of hands. The Chair shall determine the aggregate outcome and announce the outcome as “carried” or “defeated.”
- 10.7.2.7. Any Senator may request that the numbers, or that own vote, be recorded in the minutes.
- 10.7.2.8. Any Senator may make a motion that the issue on the floor be decided by ballot. The motion is not debatable and requires only a simple majority to be passed. The motion may include a directive to the Secretary to record numerical results.
- 10.7.3. Abstentions: Senators may choose not to vote. Abstentions are recorded but are not votes 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).
- 10.7.4. Majorities: Questions shall be decided by a simple majority of those present and voting, except those specified in these By-laws as requiring a two-thirds majority. Motions that require a two-thirds majority are:
 - 10.7.4.1. A motion to revise or augment the Agenda for the meeting;
 - 10.7.4.2. A motion to extend sitting beyond three (3) hours duration; and
 - 10.7.4.3. Any matter that a simple majority designates, in a decision taken without debate, as a major question.
- 10.7.5. By-Laws of Senate may be adopted or amended by a three-quarters majority vote of all Senators present at a regular meeting of Senate upon notice of motion duly made at a regular meeting of Senate.

10.8. Conduct of Proceedings

- 10.8.1. Quorum: For Senate, see Article 10.3.6. For all committees of Senate, quorum shall be fifty percent (50%) of the total membership plus one.
- 10.8.2. Speakers Address the Chair:
 - 10.8.2.1. All matters coming before Senate are to be addressed to the Chair, who will ensure that Senate’s business is conducted in an orderly manner consistent with the principles and procedures outlined in this document.
 - 10.8.2.2. Members of Senate may use a microphone, when provided and if deemed necessary, when addressing the Chair.

- 10.8.2.3. No item of business is on the floor of Senate unless it has been recognized by the Chair.
- 10.8.2.4. The Chair shall absent position if he or she wishes to speak on a partisan issue.
- 10.8.3. 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.
- 10.8.4. Order: If the Chair or any other Senator calls to order a Senator or visitor, the Senator or visitor shall yield the floor. At the discretion of the Chair, the Member or visitor who has been called to order may be permitted to make an explanation. The Chair shall decide the point of order, subject to appeal to Senate whose decision shall be final and made without debate.
- 10.8.5. Appealing a Ruling of the Chair: Any ruling by the Chair may be appealed and that appeal must be seconded. The Vice-Chair (or in the absence of the Vice-Chair, the Secretary) shall conduct the appeal. The appellant may state succinctly the reason for the appeal, and the Chair may state succinctly the rationale for his/her ruling. With no further debate, a vote shall be taken on whether the Chair's ruling will be sustained. Senate's decision shall be by a simple majority of Members present, and the vote shall be final. At the conclusion of a vote involving an appeal, the Chair shall resume the Chair.
- 10.8.6. Senate Policies and Associated Procedures (Definition and Authority):
 - 10.8.6.1. Policies are subject to the approval of Senate, and may not be enacted or amended without Senate's approval.
 - 10.8.6.2. 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.
- 10.8.7. Motions and Rationales: Matters requiring decision are normally to be framed in the form of a motion accompanied by a rationale or report. However, when a matter seems to have received the assent of Senate, and is not seen to be a matter of such substance or consequence that a detailed motion is needed, the Chair may seek consensus and briefly state the matter upon which s/he perceives agreement. If no Senator dissents, the Chair's statement shall be taken to be a decision of Senate and the minutes shall duly so record.
- 10.8.8. Types of Motions: Motions are categorized as follows:
 - 10.8.8.1. Substantive motions propose that Senate exercise its authority to achieve a specified substantive objective. Substantive motions shall normally be in writing

with due notice to Senate as per Article 10.8.7 of these By-Laws. Substantive motions may be referred to a committee for study and report.

- 10.8.8.2. Procedural motions relate only to process and not to substance (e.g. adjournment, referral, point of order, point of privilege, etc.).
- 10.8.8.3. Hortative motions express Senate's opinion on matters lying outside its jurisdiction.

- 10.8.9. Notices of Motion: No notice is required for a procedural motion. All other motions and resolutions shall be preceded by a notice of motion which is given in writing at a previous meeting of Senate; or is submitted to the SEC for consideration at its regular meeting prior to the next meeting of Senate; or is submitted to the Secretary in time to be included in the agenda circulated before the next meeting. Otherwise motions and resolutions shall not be proceeded with, except as provided for in Article 10.8.10 of these By-Laws.

- 10.8.10. Motion to Introduce Business for Which Due Notice Has Not Been Given: A motion to consider matters for which due notice has not been given shall be considered under the agenda item of "Other Business". If a Senator puts forward a motion for which due notice has not been provided, the matter should be treated as a notice of motion unless considerations of timeliness warrant, in the majority opinion of Senate, waiving the normal requirements of notice.

- 10.8.11. Determining that Motions Are in Order:
 - 10.8.11.1. The Chair, with the advice of the SEC and the Secretary, is responsible for determining if motions submitted for Senate's consideration in advance of regular or special meetings by committees, Senators, and others are in order.
 - 10.8.11.2. All motions circulated with the agenda are deemed to be in order.
 - 10.8.11.3. All rulings 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 appeal.
 - 10.8.11.4. Substantive and hortative motions for which notice has not been given must be delivered to the Chair in writing for a determination of whether the motion is in order.
 - 10.8.11.5. No motion or other intervention is in order when a vote is in progress.

- 10.8.12. Motions that are Debatable: The following motions are debatable:
 - 10.8.12.1. Substantive and hortative motions (as defined in Article 10.8.8);
 - 10.8.12.2. Amendments to substantive and hortative motions and sub-amendments thereto;

- 10.8.12.3. Referral debate is limited to the issues raised by referral (see Article 10.8.21.4);
 - 10.8.12.4. Changes to the order of the agenda;
 - 10.8.12.5. Rescinding previous actions;
 - 10.8.12.6. Limitations on the duration of a debate or on the length of time Senators may speak.
- 10.8.13. Debating a Motion: Senators may speak to any debatable motion but may speak no more than twice during the same meeting to the same motion or matter, for not more than ten (10) minutes in total. Exceptions are as follows:
- 10.8.13.1. The mover of a motion is entitled to speak first and last;
 - 10.8.13.2. The mover, or an expert designated by the mover, may respond to questions as necessary or clarify material issues; and
 - 10.8.13.3. The time limit may be extended with the consent of a simple majority of Senators present and voting.
- 10.8.14. Dividing a Motion:
- 10.8.14.1. 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.
 - 10.8.14.2. A motion may also be divided by means of a procedural motion to do so.
 - 10.8.14.3. A motion to divide shall take precedence over the substantive or hortative motion under debate.
 - 10.8.14.4. There is no debate on a motion to divide.
- 10.8.15. Amendments:
- 10.8.15.1. An amendment to a substantive or hortative motion may be moved without notice during debate on the main motion.
 - 10.8.15.2. Whenever feasible, the mover of an amendment should provide a written version of the amendment to the Chair.
 - 10.8.15.3. 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.
 - 10.8.15.4. Only one amendment to a motion may be on the floor at one time.

- 10.8.15.5. Each amendment must be resolved before another amendment or the main motion may be considered.
- 10.8.16. Scope of Amendments: An amendment is designed to alter the main motion without substantially changing its intent and shall be strictly relevant to the business under consideration. The Chair shall rule out of order any amendment which would negate or substantially alter the main motion.
- 10.8.17. Sub-Amendments:
- 10.8.17.1. A sub-amendment is intended to amend an amendment under consideration.
- 10.8.17.2. A sub-amendment can only be moved when an amendment is on the floor.
- 10.8.17.3. 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.
- 10.8.17.4. 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.
- 10.8.17.5. Only one sub-amendment may be on the floor at one time and must be resolved before another may be considered. Sub-amendments must be resolved before the amendment can be resolved.
- 10.8.18. "Friendly" Amendments:
- 10.8.18.1. 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.
- 10.8.18.2. 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.
- 10.8.19. Reading the Question: Any Member may require the question under discussion to be read at any time during its debate. The Secretary shall also read the question immediately before a vote is taken.
- 10.8.20. Resolving a Motion, Amendment, or Sub-Amendment:

- 10.8.20.1. 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.
- 10.8.20.2. 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.
- 10.8.20.3. The Chair may request that the mover and seconder withdraw a motion if it appears that further debate is not in the best interest of Senate.

10.8.21. Procedural Motions:

- 10.8.21.1. Most procedural motions are not debatable.
- 10.8.21.2. 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.
- 10.8.21.3. Procedural motions require a mover and seconder, and take precedence over the substantive or hortative motions which are under discussion at the time they are moved.
- 10.8.21.4. Motion to Refer (Debatable in part):
 - 10.8.21.4.1. 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.
 - 10.8.21.4.2. 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.
 - 10.8.21.4.3. 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.)
 - 10.8.21.4.4. 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.
- 10.8.21.5. Motion to Put the Question:

- 10.8.21.5.1. 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.
- 10.8.21.5.2. 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.
- 10.8.21.5.3. If a motion to put the question is resolved in the negative, debate on the main motion resumes.
- 10.8.21.5.4. 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.

- 10.8.21.6. Motion to Move into Committee of the Whole (See Article 10.9): 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.
- 10.8.21.7. Motion to Adjourn Debate: A motion to adjourn debate is always in order. If a motion to adjourn debate is carried, Senate shall move immediately to the next item of business. The Chair, with the advice of the SEC shall determine when and how the debate will be resumed.
- 10.8.21.8. Motion to Adjourn the Meeting: A motion to adjourn the meeting is always in order. If a motion to adjourn the meeting is carried, the meeting ends immediately following the vote.
- 10.8.21.9. Motion to Extend and Further Extend the Meeting: A motion to extend a meeting is always in order. A motion to extend a meeting shall specify the new time by which the meeting will conclude. If a motion to extend a meeting is defeated, only one other such motion to extend may be considered subsequently.

- 10.8.22. 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.

- 10.8.23. Hortative Motions: The Senate cannot properly make a decision on any matter that does not fall within the Powers of Senate as defined by the Act. Senate may, from time to time, consider motions of congratulation, thanks, or persuasion (i.e., urging a particular action by another decision-making body on a matter related to the educational policy of the University). Such motions are subject to the notice provisions of Article 10.8.9 of these By-Laws, and do not take precedence over any substantive or procedural motion.

- 10.8.24. Precedence of Motions: The Chair shall give precedence to motions as follows (from highest precedence to lowest):

- 10.8.24.1. To adjourn the meeting;
- 10.8.24.2. To adjourn debate (or “table” a motion);
- 10.8.24.3. To put the question;
- 10.8.24.4. To move *in camera*;
- 10.8.24.5. To move into Committee of the Whole;
- 10.8.24.6. To refer;
- 10.8.24.7. To amend an amendment;
- 10.8.24.8. To amend.

10.8.25. Points of Order, Information, and Privilege:

10.8.25.1. Points of Order:

- 10.8.25.1.1. Points of order are made when it is alleged that there has been a breach of the rules of Senate.
- 10.8.25.1.2. 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.
- 10.8.25.1.3. 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.
- 10.8.25.1.4. The Chair shall rule on a point of order without debate.

10.8.25.2. Points of Information

- 10.8.25.2.1. A point of information is a request directed to the Chair, or through the Chair to another officer or Member, for information relevant to the business at hand but not related to any procedural matter.
- 10.8.25.2.2. Senators may not interrupt a speaker to raise a point of information, however the Chair may permit it to take precedence on the Speakers' List.

10.8.25.3. Points of Personal Privilege:

- 10.8.25.3.1. Senators may raise a point of privilege based on the belief that the integrity of Senate or a Senator has been compromised.

- 10.8.25.3.2. 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.
 - 10.8.25.3.3. The Chair shall rule without debate. However, the Chair may seek the advice of Senators, and may also consult with the SEC for disposition at a later time. In any event a ruling shall be made no later than the next regular meeting of Senate.
- 10.8.26. Items for Information: Information published in the agenda for a meeting of Senate, or any matter distributed via the Senate meeting table, is deemed to have been received by Senate.
- 10.9. Committee of the Whole: 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. Normal rules apply to proceedings in Committee of the Whole with the following exceptions:
- 10.9.1. The Vice-Chair of Senate (or, in the absence of the Vice-Chair, an elected Member of Senate elected by Senate) is the Chair of the Committee of the Whole.
 - 10.9.2. Limits of time and discussion of the Committee of the Whole can only be made at the time of the motion to establish.
 - 10.9.3. Senators are not limited in the numbers of times they may speak to a particular issue under consideration, however Senators who have not spoken will be given preference over those who have.
 - 10.9.4. The only motions allowed in the Committee of the Whole are motions to adopt, amend, or "rise and report." Motions do not require a seconder.
 - 10.9.5. The text of a resolution referred to the Committee cannot be altered by the Committee, but amendments can be presented to the Senate.
 - 10.9.6. 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.