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- 8.38 Unless otherwise specified by Senate, students shall be members of all Senate committees. Normally there shall be two student members on each committee.
- 8.39 Normally, there shall be one graduate student and one undergraduate student on Senate Executive. Only student Senators shall be eligible to serve on Senate Executive.
- 8.40 Students who are not Senators may be nominated by the Caucus for membership on Senate committees (except Senate Executive) if student Senators are unable to accept nomination. In seeking to identify prospective nominees, the Caucus shall canvass the Graduate Student Association, York Federation of Students, and Faculty Councils for expressions of interest, and in doing so shall provide sufficient time for such organizations to notify their membership and for prospective nominees to communicate their interest.

### ***Ex-officio Membership on Faculty and College Councils***

- 8.41 The President, the Provost and Vice-President Academic, and the Chair and Secretary of Senate are ex-officio members of all Faculty and College Councils.

### **Committee Meeting Quorum**

- 8.42 Unless otherwise specified, quorum for Senate committees and sub-committees shall consist of a majority of voting members. Committees may establish a lower quorum for meetings held between 31 May and 30 September.

### **Senate Committee Communications and Documentation**

- 8.43 Any written communication on any subject coming properly within the cognizance of any standing committee is referred to the Chair of that committee by the Secretary acting under the direction of the Chair of Senate or the committee.
- 8.44 Minutes of all committees are kept in the Senate Secretariat and are available for inspection by members of the University.

## **Committee Reporting Requirements and Expectations**

- 8.45 Each committee is required to report to Senate at least once each year and each legislated sub-committee is required to report to Senate through its parent Committee(s) at least once each year.
- 8.46 Committees must report to Senate Executive when policy initiatives are underway.
- 8.47 Respecting the flow of information from the administration to Committees of Senate, the committees shall have a right to expect quick and accurate support from the administration and shall have a right to expect prompt assistance from the President in cases where that support is delayed.

## **Committee Sessions Held in Camera / Attendance of Non- Members**

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

## **Voting and Consensus**

- 8.56 Committees shall strive for consensus within the principles laid out in the preamble to these Rules.

## **Relationship of Senate Committees to Faculty Councils and Presidential Committees**

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

## **Senate's Nominees to the Board of Governors**

- 8.60 Senate's nominees to the Board of Governors shall be elected from among the members of Senate who are full-time tenure-stream faculty or full-time tenure-stream librarians and archivists.

## **Term of Office for the Academic Colleague**

- 8.61 The term of office for the Academic Colleague shall be two years. At the request of the Chair of Senate, a member of the Executive Committee may attend meetings in the absence of the Colleague. Colleagues relinquish their Faculty Council-elected seats upon election.

### 1. MEMBERSHIP OF SENATE

#### 1.1 Membership specified by the York Act

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

#### 1.2 Membership of Senate as Determined by Resolution of Senate

For the period July 1, 2021 to June 30, 2023 the membership of Senate shall be a maximum of 169 as follows:

##### 1.2.1 Members specified by the York Act (Total of 21)

- Chancellor (1)
- President (1)
- Vice-Presidents (5)
- Deans and Principal (11)
- Dean of Libraries (1)
- Two-to-four members of Board (2)

##### 1.2.2 Faculty Members Elected by Faculty Councils (Total of 99)

- Arts, Media, Performance and Design 7 (minimum of 2 chairs)
- Education 4
- Environmental and Urban Change 4
- Glendon 8 (minimum of 1 Chair)
- Health 14 (minimum of 2 Chairs)
- Lassonde 8 (minimum of 1 Chair)
- Liberal Arts & Professional Studies 34 (minimum of 13 Chairs and 2 contract faculty members)
- Osgoode 4
- Schulich 5
- Science 11 (minimum of 2 Chairs)

1.2.3 Librarians (Total of 2)

1.2.4 Students (Total of 28)

2 for each Faculty, except 6 for LA&PS  
Graduate Student Association (1)  
York Federation of Students (1)

1.2.5 Other Members (Total of 13)

Chair of Senate (1)  
Vice-Chair of Senate (1)  
Deputy Provost, Markham Campus (1)  
Academic Colleague (1)  
President of YUFA (1) with a designated alternate  
YUSA Member (1) with a designated alternate  
Member of CUPE 3903 (1) with a designated alternate  
Alumni (2)  
College Heads (1)  
University Registrar (1)  
Vice-Provost Academic (1)  
Vice-Provost Students (1)

1.2.6 Chairs of Senate Committees who are not otherwise Senators (Estimated at a maximum of 5)

1.2.7 Ex-Officio, Non-Voting

Secretary of Senate (1)

### STANDING COMMITTEES OF SENATE

#### 1. ACADEMIC POLICY, PLANNING AND RESEARCH

##### Composition

1.1. The Committee is composed of the following members:

a. Voting Members

One faculty member elected by each Faculty

One Librarian or Archivist elected by Librarians and Archivists

Two student Senators, normally one undergraduate and one graduate

Chair of Senate

President

Provost and Vice-President Academic

Vice-President Research and Innovation

Academic Colleague

Member Elected by the Council of Research Directors

b. Non-Voting Members

Secretary of Senate

Observer from the York University Faculty Association

##### Mission

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

##### Terms of Reference

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

- a. recommendations to Senate (after which the Board of Governors) for the approval of new academic units (including Faculties, departments / schools, units, research centres, and the like), and for the disestablishment or transfer of such units and concurrences with recommendations to establish endowed chairs,
- b. reports to Senate on reviews of existing Faculties, units, centres and



programs, (including but not necessarily limited to Faculty plans, Undergraduate Program Reviews, Graduate Program Appraisals, Faculty Plans, Organized Research Units, computer plans, non-degree studies reports) and recommendations for changes arising from such reports,

- c. recommendations to Senate on the University Academic Plan, together with monitoring and reporting on the implementation of UAP objectives
  - d. the articulation of research, teaching and programmatic principles for academic planning and criteria for assessment of major initiatives, including shifts of academic resources,
  - e. the establishment of academic priorities guiding the deployment of academic resources, and advice and recommendations on the allocation of academic resources,
  - f. in consultation with others (including Senate committees), the coordination of program and policy development,
  - g. the receipt of annual and periodic reports from the President and its *ex-officio* vice- presidents, its sub- committees (including those required by external bodies) and others (including the Vice-President Finance and Administration), and the facilitation of Senate consideration through the transmittal of relevant reports.
- 1.4. To perform its functions the Committee shall have access to all relevant information through the Provost and Vice-President Academic and its Technical Sub-Committee.
- 1.5. Standing agenda items shall include research, planning, major academic policies and initiatives, and other such matters of ongoing attention the Committee deems relevant to its mandate. The Committee shall serve as Senate’s liaison with academic administrators and other collegial bodies dealing with matters related to its mandate.

### **Meetings**

- 1.6. Normally the Committee shall meet twice monthly.

### **Sub-committees**

#### **Technical Sub-committee**

- 1.7. APPRC shall establish a Technical Sub-Committee and other such sub-committees and working groups as necessary to conduct its business in a timely, focused and effective manner.

## **Joint Sub-Committee on Quality Assurance**

### **Mandate**

In 2010 the Council of Ontario Universities (COU) approved protocols for the approval of new degree programs and other curriculum, and the cyclical review of undergraduate and graduate degree programs. These protocols are overseen at the provincial level by a Quality Council established by COU.

- 1.8 Authority for Institutional Quality Assurance Policy at York University is vested with the Joint Sub-Committee of the Senate Academic Policy, Planning and Research Committee and the Academic Standards, Curriculum and Pedagogy Committee.
- 1.9 The Joint Sub-Committee on Quality Assurance shall ensure compliance with the Council of Ontario Universities' Quality Council's principles, respond to audit reports conducted by the Quality Council proposing changes as may be needed, and oversee the cyclical review of programs.

### **Composition**

- 2.0 The joint Sub-Committee is composed of the following members:
  - five elected faculty members
  - the Associate Vice-President Academic and Vice-Provost Academic
  - the Associate Vice-President Graduate and Dean of the Faculty of Graduate Studies

### **Eligibility for Membership on the Joint Sub-Committee**

- 2.1 At least three of the elected members shall hold an appointment in the Faculty of Graduate Studies, and four members shall hold the rank of Associate Professor or higher. Normally, members elected to the Sub-committee will have prior experience participating in the design, review, approval and/or administration of curriculum (e.g., previous service on a Faculty or Senate-level curriculum committee, as an Undergraduate or Graduate Program Director, etc.).

### **Reporting**

- 2.2 The Joint Sub-Committee shall report to the parent committees of APPRC and ASCP, which will in turn transmit the reports of the Sub-committee to Senate and the Board of Governors in compliance with the requirements of the *Senate Policy on Approval and Cyclical Review of Programs and Other Curriculum*.

## **2. ACADEMIC STANDARDS, CURRICULUM AND PEDAGOGY**

### **Composition**

2.1 The Committee is composed of the following members:

a. Voting Members

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

b. Non-Voting Members

Secretary of Senate (or delegate)

### **Mission**

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

### **Terms of Reference**

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

- a. standards for admission (including the kinds of admission credentials and qualification), evaluation, examination, continuation and graduation
- b. policies bearing on the advancement of teaching and learning in the context of the University's mission and planning objectives, including those related to evaluation
- c. sessional dates

- d. Senate and Faculty regulations
  - e. the establishment, disestablishment and modification of degrees, programs, diplomas and certificates
  - f. Senate policies and oversight of processes related to Undergraduate Program Reviews and Graduate Program Appraisals
  - g. the form, modes, times and locations of course and program delivery.
- 2.4 The Committee shall also be responsible for coordination, oversight, accountability and reporting of such aspects of the above that are delegated to Faculties or units. The Committee shall serve as Senate’s liaison with academic administrators and other collegial bodies dealing with matters related to its mandate.
- 2.5 Standing agenda items shall include academic standards, curriculum, regulations, teaching and learning, the forms, modes, times and location of program delivery and other such matters of ongoing attention the Committee deems relevant to its mandate.

### **Meetings and Sub-Committees**

- 2.6 The Committee shall normally meet once each month and shall establish such sub-committees and working groups as necessary to conduct its business in a timely, focused and effective manner. Cyclical reviews shall be overseen by the Joint Sub-Committee on Quality Assurance of the Academic Standards, Curriculum and Pedagogy Committee and the Academic Policy, Planning, Research Committee. See Sections 1.1.8-1.2.0 (APPRC) above.

### **3. APPEALS**

#### **Composition**

3.1. The Committee is composed of the following members:

a. Voting Members

Nine faculty members elected by Senate  
Three students

b. Non-Voting Members Chair of Senate

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

#### **Terms of Reference**

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

#### **Procedural Direction**

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

## **4. AWARDS**

### **Composition**

4.1. The Committee is composed of the following members:

a. Voting Members

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

b. Non-Voting Members

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

### **Mission**

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

### **Terms of Reference**

4.3. The Committee shall be responsible for

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

the selection of honorary degree recipients)

- f. advising Senate on awards policies generally and coordinating with other bodies as necessary.

### **Meetings**

- 4.4. The Committee shall meet at least once each term.

## **5. EXECUTIVE**

### **Composition**

5.1 The Committee is composed of the following members:

a. Voting Members

One faculty member elected from each Faculty  
Two students (normally one undergraduate and one graduate normally one is the Chair of the Caucus)  
Chair of Senate  
Vice Chair of Senate  
Senators on the Board of Governors  
President

b. Non-Voting Members

Provost and Vice-President Academic  
Secretary of Senate

### **Terms of Reference**

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

- a. coordination and communication of Senate business
- b. organization and structure of Senate and other bodies
- c. exercise of authority as defined by Senate policies
- d. act for Senate under summer authority
- e. approve faculty council membership lists and regulations
- f. Senate liaison with the Board of Governors
- g. preparation of Senate agendas

5.3 In pursuance of its responsibilities, the Executive Committee directs the flow of Senate business to the appropriate committees, administers the process of nominating members to serve on Senate and its committees, sees that committees report on policy matters, and schedules the agenda of Senate to facilitate the consideration of reports and other policy matters. Matters of a kind that do not raise questions of substance will be examined by the Executive Committee and referred by it to appropriate Senate Committees for decision.



All matters going to Senate will be directed to the Executive Committee, which may refer them to the appropriate committees. These committees will then return them to the Executive Committee, having pointed out those aspects which in their view merit Senate discussion. Senate and the Executive Committee should create special committees to deal with matters of general concern which do not fall within the accepted area of jurisdiction of an existing committee.

- 5.4 The Executive Committee shall be responsible for monitoring and making recommendations to Senate on all matters pertaining to: the organization of Senate and its committees, the organization and function of academic governance in the University Senate's relation both with other bodies in the University and with bodies external to it. The Executive Committee may make recommendations on behalf of Senate, and subject to Senate approval, to the Administration and the Board on matters related to the organization and structure of the University. The Committee shall seek the advice of appropriate Senate committees with regard to matters that touch on their mandates.
- 5.5 Between June meeting of the Senate and the first regular meeting of Senate in September, the Executive Committee of Senate shall possess and may exercise any or all of the powers, authorities, and discretions vested in or exercisable by the Senate, save and except only such acts as may by law be performed by the members of Senate themselves and the Executive Committee shall report to the Senate at its first regular meeting in September, what action has been taken under this authority.
- 5.6 The Executive Committee is granted the power to approve annually the membership lists of Councils in those cases where the lists are consistent with Senate-approved regulations governing memberships of Councils.
- 5.7 A summary of the Board's actions shall be made available to the Senate Executive regularly for distribution to Senate. In addition, the Executive Committee also acts as Senate's liaison with the Board of Governors. In exercising this function, the Committee meets at least once annually with the Executive Committee of the Board. The Executive Committee of Senate is the body authorized to pass information from Senate to Board and Board to Senate.
- 5.8 The Executive Committee shall be responsible for convening at least one meeting each year of all Senate committee chairs.

## **Relevant Policies:**

**Senate Class Cancellation Policy:** <http://secretariat-policies.info.yorku.ca/policies/class-cancellation-policy/>

## **Responsibilities in Preparing Senate Agendas**

- 5.9 The Executive Committee will ensure that issues placed before the Senate are clearly expressed and documented. In exercising this responsibility, the Executive Committee may:
- a. place a motion on the agenda of the Senate, where that motion is clearly expressed and adequately supported by documentation and rationale
  - b. delay a motion to coordinate its consideration with other complementary issues which are not yet ready for consideration by Senate but are expected to be ready for consideration in the near future
  - c. delay a motion pending clarification of the wording of the motion, provision of further documentation, or elaboration of the rationale
  - d. refer a motion to a committee for further preparatory work submit a separate report to the Senate expressing its own views on the substance of a motion coming before Senate
  - e. submit a separate report to the Senate expressing its own views on the substance of a motion coming before Senate
  - f. advise the Chair of Senate as to the jurisdiction of Senate in dealing with the substance of a motion
  - g. withhold motions which are deemed by the Chair of Senate to be ultra vires, slanderous, or otherwise not in order.
- 5.10 If the Executive Committee delays, refers, or otherwise withholds a motion from a meeting of the Senate, it shall report its decision and reasons at the next regular meeting of Senate.
- 5.11 The Executive Committee shall not
- a. unreasonably delay Senate's consideration of a motion which is in order, which is clearly expressed, and which is adequately supported by documentation and rationale
  - b. delay, refer, or withhold a motion as a result of its judgment on the substance of the issue(s) presented in a motion











## Nomination Guidelines and Criteria

- 1.4. The selection of faculty members for nomination to Senate Committees and legislated sub committees will be conducted in such a way as to draw on the various talents and the diversity of members of all Faculties of the University.
- 1.5. Notwithstanding the suggestions made or the interest shown by individuals, nominees selected for a ballot/acclamation are considered in the context of the following criteria:
  - a. the responsibilities of the position and any specific requirements which can be reasonably anticipated in the coming three-year period
  - b. the skills, including leadership skills, which the candidates would bring to the position
  - c. the experience which the candidates would bring to the position
  - d. the current and historical balance among Faculties, in the case of non-designated committees
  - e. the current and historical balance of diversity of members from equity groups<sup>2</sup>
  - f. the range of skills and experience of other continuing members of the committee
  - g. the level of interest of the candidate in the subject matter
  - h. the availability of the individual to attend meetings and contribute to the work of the committee
  - i. the ability of the individual to participate in the work of the committee through the electronic medium where this is an important and ongoing modality of the Committee
- 1.6. Normally, faculty members should not succeed themselves on a committee, although for reasons of continuity, special skills, or other exceptional reasons it may be advisable in a particular circumstance to waive this practice. Application of this practice should vary according to the committee. Non-succession is mandatory in the case of Tenure and Promotions, advisable in the case of Academic Policy, Planning and Research Committee (and perhaps the Executive Committee) and followed generally where possible.
- 1.7. In applying the criteria above, a special effort should be made to include junior and less experienced faculty in the work of committees as a means of developing them for further service in the future.

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<sup>2</sup> “*equity groups*” includes women, Black, racialized persons and Indigenous Peoples, persons with a disability, and persons who identify in the 2SLGBTQ+ community.



