

Senate Orientation

Mario Roy, Chair of Senate

Chloë Brushwood Rose, Vice-Chair of Senate

Pascal Robichaud, Secretary of Senate

September 23, 2021

Agenda



Mario Roy

Introductions Role of the Chair, Conduct of meetings and motions,
Rights and Responsibilities of Senators

Chloë Brushwood Rose

University Academic Plan, Membership of Senate, Nominations and
Elections, Projected Senate Items

Pascal Robichaud

Governance Overview and Senate Responsibilities, meeting
preparations, Senate Committees, Governance resources

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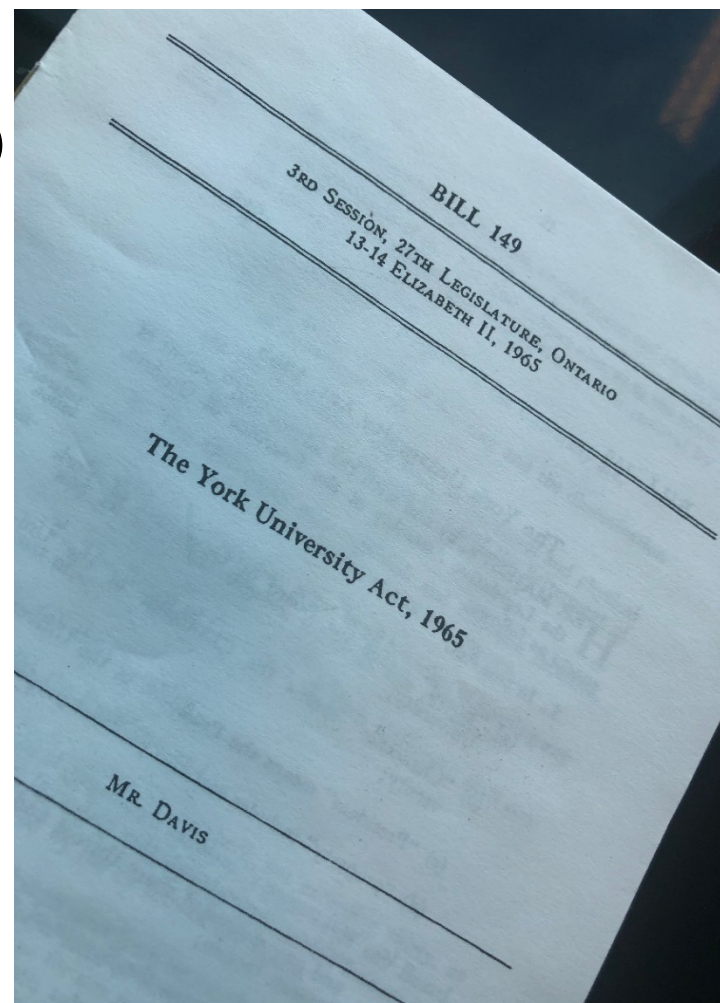
University Governance



York University Act 1965

- Creates bi-cameral system (Senate & Board)
- Distinct jurisdictions (Board, Senate, President)
- Except for powers assigned to Senate, the Board is responsible for everything associated with government, conduct, management and control of university and its property (s. 10)

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Senate Responsibilities



Senate

The Senate is responsible for the **academic policy** of the University and may recommend to the Board the **establishment of faculties, schools, institutes and departments, and the establishment of chairs, and may establish councils in the faculties, schools or institutes** established, and may enact by-laws, **rules and regulations for the conduct of its affairs**, and, without limiting the generality of the foregoing, has power:

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Senate Responsibilities



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

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Senate and Governance



Senate is atop a system of collegial academic governance involving Faculty Councils (which are creatures of Senate) and academic administrators (appointed by the President).

[Governance at a Glance](#)

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University Academic Plan (UAP)



- Guides academic planning, touchstone for proposals, benchmarks to track progress toward major goals
- Develops out of intense consultation process involving Faculties, units, senior academic administrators, community at large
- UAP 2015-2020 approved by Senate February 2016 and Strategic Research Plan approved in 2018
- Integrated Resource Plans (IRP) in divisions to realize UAP goals
- UAP will be a focus of reports at Senate during the year and referenced in rationales supporting proposals

Senators and the University



Senators

Place the University's overall interests at the forefront

Advance academic planning objectives

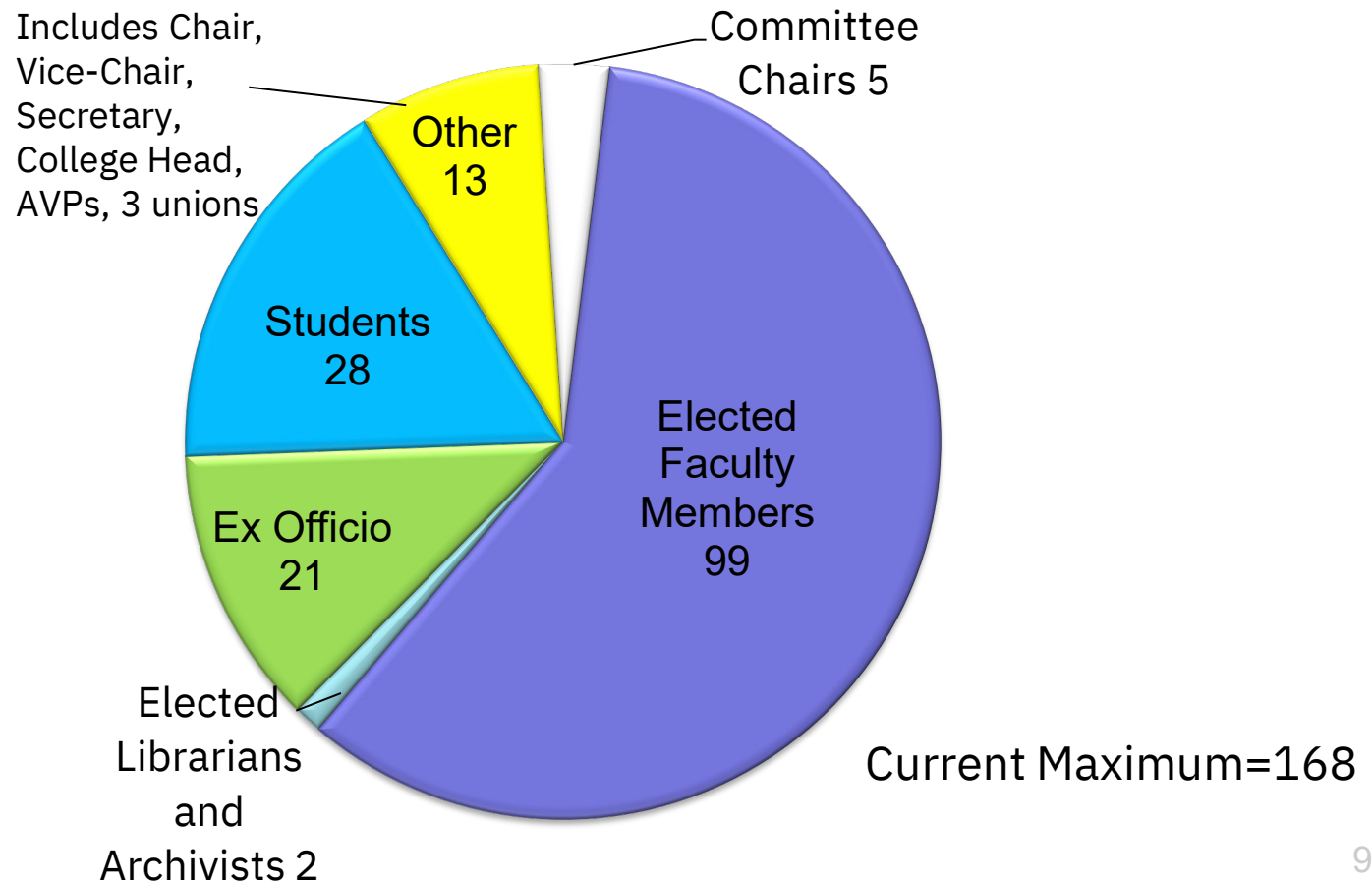
Help connect Senate with the collegium and communities

Promote pride in governance and York

Act with respect and in collegial manner

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Membership of Senate



Senate as a community



Senate is composed of all elements of the University Community including:

- Faculty (tenured and untenured)
- Students
- Staff
- Alumni
- Governors
- Managers (President, Vice-Presidents, Vice-Provosts, Registrar)
- Governance Officers (Secretary)

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Inclusion and Diversity



- As York strives to be inclusive, Senate must be a safe space where members may feel free to express themselves.
- Senators are encouraged to recognize the diversity of the collegium take it upon themselves to foster respectful and inclusive debate and discussion.
- To remove barriers to free expression and ensure that Senate benefits from a variety of points of view, the Chair may give precedence to new members, those from underrepresented groups or members less heard.

Now That You're A Senator



Your name appears on the [list of Senators](#) on the Senate Website

You have been subscribed to the listservs “Senate-L” and “Senate-R” for notices of meetings and other important communications, and “Senate-D” as a forum for discussion.

You are eligible to vote in Senate elections (Passport York is needed for e-votes)

Brush up on [rules and procedures](#) – but remember Senate is a welcoming body that emphasizes contributions

Visit frequently the [Senate Website](#) where key background information is maintained, and special announcements appear

Rights and Responsibilities



Principles from Senate's Rules and Procedures

- All have the same rights and obligations
- Right to **receive due notice of matters** to be decided and responsibility to **read documentation ahead of meetings**
- **Right to bring forth motions** in respect of the Rules
- Duty to **attend meetings and to vote on resolutions**
- Obligation to **act with respect and decorum**
- Obligation to **debate issues** under consideration
- **At meetings, members address each other as “senator...”**

How are Meetings Prepared?



Between Senate meetings, Committees of Senate meet and approve recommendations to be considered by Senate, including:

- ASCP meets every two weeks and considers curriculum proposals by Faculties, reviews them and recommends to Senate those proposals that conform with curricular standards established under Policy.
- APPRC meets at least once to recommend to Senate the creation of academic units, program and unit reviews, academic priorities, policy development, etc.)
- Awards Committee: adjudicates awards, reports results to Senate
- Executive Committee meets monthly: refer motions and prepares agenda, and reports to Senate – during the Pandemic, Executive exercises special powers under the Disruptions Policy and reports to Senate on decisions made.
- All Committees report annually to Senate on important matters considered in the execution of their term

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Senate Committees



Senate Committees are a primary source of items reaching Senate.

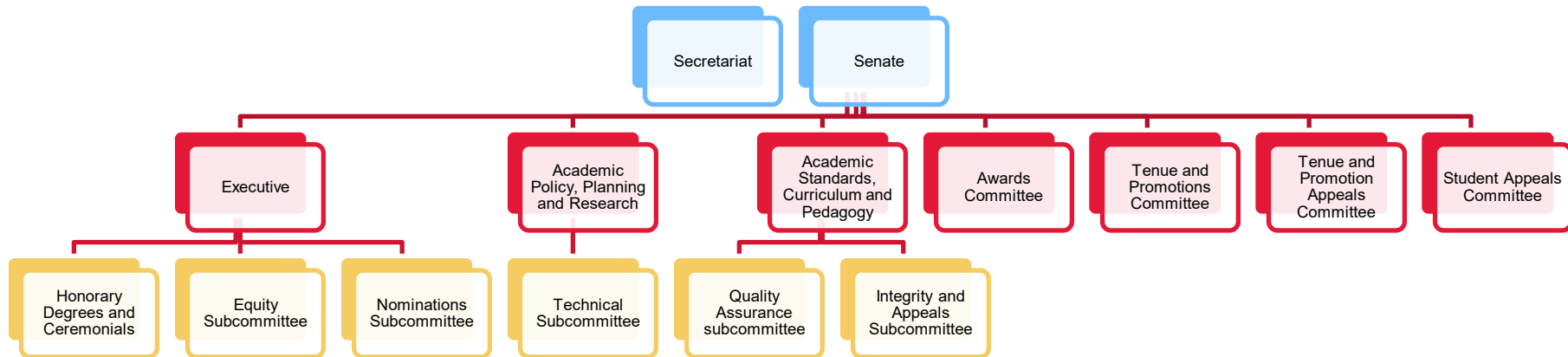
There are three types of committees:

Policy-oriented (policies, planning, programs / diplomas / certificates degree and admission requirements, quality assurance, establishment of units, etc.)

Primarily **adjudicative** (decisions on individual cases – awards, tenure and promotion, honours; may also deal with policy matters)

Executive (coordination, communication, direction)

Senate and Senate Committees



Nominations and Elections



- Nominations and elections are critical for Senate
- Senate Executive presents recommendations
- Some elections are conducted by **e-ballot** (a secure, accurate and anonymous process)
- Balloting requires a Passport York account
- If you do not have a Passport York account – which is also required to access some other York Websites – contact **Elaine MacRae**, University Secretariat (**emacrae@yorku.ca**)

How are meetings prepared?



- Approximately three weeks before Senate draft agenda prepared from:
 - Planned reports from Senate Committees
 - Statutory requirements under The Rules of Senate
 - Prior commitments, decisions, deliberations of Senate that require further consideration
 - Notices of motions received since the last meeting of Senate
- On Tuesday of the week before Senate is held, Senate Executive meets and sets the agenda, including time allotments.
- Agenda package distributed to Senators (Agenda + documents)

Before Senate Meetings



Notice of meetings (agendas) are issued **approximately a week prior to meetings on Senate-R**, a link to the agenda package on the Senate Website will be embedded in the notice.

Senate meetings are preceded by committee meetings, with reports flowing directly to Senate or through the Executive Committee.

NOTE: Watch for additional notices just before meeting – with supplementary items from committees or presentations.

Senate Cycle



Conduct of Meetings



Meeting Officers:

- Chair
- Vice-Chair
- Secretary
- Assistant Secretary



The Chair of Senate presides

The Vice-Chair may preside over all or part of the meeting (if the Chair is absent or when Senate meets in committee of the whole)

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Conduct of Meetings



Senate acts by **resolution** – that is, by passing motions.

There are also many information items – but you can always ask questions about them or make suggestions to Committee Chairs.



Types of motions



There are four types of motions that Senate may consider:

1. **Substantive** motions – the most common type, sometimes called “regular motions” deal with a substantive matter at hand.
2. **Statutory** motions – infrequent, establishment of Faculties and Faculty Councils, changes to Senate Rules, creation of Committees of Senate, etc.
3. **Procedural** motions – frequent, motions related to process and not substance (adjournment, motion to divide, refer, calling the question, etc.)
4. **Hortative** motions – rare, Senate expresses an opinion on a matter outside its jurisdiction.

How to bring a substantive or hortative motion



1. Motions brought to Senate by the Chairs of Committees,
2. Motions by members submitted to Secretary of Senate in advance of Senate Executive meeting; two weeks before meeting of Senate).
3. Chair will seek advice of the Executive Committee to determine if the motion is in order. Motions on the agenda are in order. A ruling that a motion is not in order is reported to Senate, as it can be appealed.
4. Motions that are received without due notice, as considered under “other business”.
5. A motion can be brought without due notice if it is presented in writing to the Chair before the meeting commences and the Chair rules it in order.
6. A member may bring forth a motion without prior notice during a meeting, but only with a supporting vote by two-thirds of Senators present and voting.

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Procedural and Statutory motions



Statutory motions proceed in much the same way as substantive or hortative motions, but most proceed twice to Senate: once to provide a notice of motion and a second time for the motion to be debated and resolved.

Procedural motions can be brought at any time. The Chair may determine whether the motion is in order given the order of precedence of motions or the applicability of the motion to the matter at hand.

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Amendments and Sub-Amendments



Senators can move an amendment to a motion:

- Debate on the main motion stops and pivots to the amendment
- Motion to amend must be seconded
- Amendments alter the main motion without substantially changing its intent. Any amendment that negates or substantially alters the motion will be ruled out of order
- The amendment must be resolved before resuming discussion on the main motion
- An amendment may further amended by a sub-amendment.
- The rules that apply to an amendment also apply to its sub-amendments.
- There can be no sub-sub-amendments.

Senate Agenda



Agenda normally contains three parts:

- Opening Items (Chair's remarks, Business Arising from the Minutes, President's Items, Communications and Inquiries)
- Committee Reports
- Consent Agenda:
 - Routine items for approval or receipt by Senate
 - Deemed to be approved or received without a vote
 - Can be moved to the regular business agenda upon request
 - Consent agenda items include: minutes of the previous meeting, minor modifications to academic programs, Board of Governors synopsis.

Senate Agenda (continued)



Examples of items of business for Senate:

- creation or modification of an academic program
- approval of - or amendment to - academic policies
- President's items – discussion period
- Committee Chairs' reports, including Senate Executive
- Report from the COU Academic Colleague
- Election of Committee members
- Establishment of academic units
- Review and modifications to The Rules of Senate

Projected Items of Business



This year Senate may consider the following matters:

- Review of Senate Rules (scheduled every three years)
- Amendments to Academic Conduct Policy
- Establishment of governance structures for the Markham Centre Campus
- Approval of programs to be delivered at the Markham Center Campus
- Budget presentation (Spring)

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Remote meetings and participation



Until further notice, meetings are held virtually through Zoom

- Microphones are muted by default, Chair and Secretary have control.
- To speak, use the “Raised Hand” function.
- Chair will keep a rolling speakers’ list in “Participants” tab.
- The “Raised Hand” will be taken down by the Secretary once you speak.
- Keep your internet connection free of other uses.
- Turn off your video feed when not recognized to speak.
- Use chat to bring points of order or points of privilege to the Secretary’s attention.

Participating in Senate Meetings



When you can speak:

- A report is presented, and feedback is sought
- A motion is on the floor
- There is business arising from the minutes or there are inquiries and communications
- You have a point of order
- You have a point of privilege

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Participating in Senate Meetings



Wait until:

- Your name is called by the Chair: “**Senator** ---”
- Wait a second or two for your microphone to be activated
- You may speak just **once** to an item for no more than **five minutes**
- The Chair may permit additional interventions if time permits and new, **brief** thoughts will assist Senate

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Tips for Effective Participation



- Review The Rules of Senate,
- Review the Agenda package carefully in advance, note your questions or comments
- Discuss your concerns with others if time permits
- amendment to a motion written out in advance for Secretary,
- When you begin, indicate why you are speaking (have a question, in support of or opposed to something, in need of clarification or additional information, wish to suggest some action by a committee)
- Address the Chair but speak to the plenary– the Chair will determine who should respond and when
- Be succinct. Keep your remarks brief and pointed
- Speak with respect – a key collegial value

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After a Senate Meeting



A **synopsis** is issued by the Secretary following the meeting.

Synopses are not minutes, but they are an accurate report of actions taken by Senate, including decisions.

Senators are informed on the listserv when synopses have been posted on the [Senate Website](#) – Y-File also announces availability

Faculty Councils reprint the synopses or link to them.

Senators let others know about Senate initiatives and encourage them to share their views with you.

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Role of the Chair



Chairs Senate and Executive Committee.

Serves ex-officio on committees with active participation in Academic Policy, Planning and Research (and its Technical Sub-Committee) as well as Honorary Degrees and Ceremonials.

Represents Senate at official occasions like Convocation.



Role of the Chair at Meetings



Assisted by the Vice-Chair and Secretary, the Chair:

- Opens proceedings
- Determines what is in order (motions, interventions, documents etc.)
- Recognizes speakers (no one may speak until recognized, and must halt or pause when the Chair intervenes)
- Makes definitive rulings as necessary to ensure that rules are properly followed, that speakers are focused on the matters at hand, and are respectful to others
- Promotes judicious use of Senate's time
- Maintains decorum and civility

The Secretariat



Senate and each of its committees is supported by the Secretariat.

Pascal Robichaud, University Secretary, Secretary of Senate and Executive

Cheryl Underhill, Senior Assistant University Secretary, Secretary of APPRC, supports Senate and Senate Executive

Amanda Wassermuhl, Assistant University Secretary, Secretary of Tenure and Promotions Committee, Appeals Committee

Hillary Barron, Assistant University Secretary, Secretary of ASCP, Awards Committee

Tristan Paul, Assistant University Secretary, Secretary of Honorary Doctorates and Ceremonials

Elaine MacRae, Governance Coordinator

Michelle Roseman, Administrative Assistant

Sarah Millington, Administrative Officer

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Governance Resources

<http://www.yorku.ca/secretariat/governancedocs/index-governancedocs.html>



[Senate Rules](#)

[Governance at a Glance](#)

[University Academic Plan 2020-2025](#)

[Strategic Research Plan 2018-2023](#)

[Retention and Disposal of Senate Documents](#)


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University Secretariat

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Governance Documents

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Related Resources

- › Quality Assurance website (VP Academic & Provost)

Governing Legislation

- [Governance Structure Overview](#)
- [Governance at a Glance \(chart\)](#)
- [York Act, 1965](#)
- [York Act, 1959](#)

Mission and Mandate

- [York's Mission Statement / Énoncé de mandat](#)
- [University Academic Plan](#)

Today's Meeting Begins at 3:00....

