

## PROCESSES & PROCEDURES OF THE SENATE

### Rules of Operation<sup>1</sup>

The following rules for the operation of Senate were first approved 21 January 1982.<sup>2</sup>

#### Meetings

- (1) Senate will normally meet Friday afternoons from 3-5 p.m. Meeting dates will be set by the Senate Steering and Nominating Committee and will be published in the Academic Calendar.
- (2) Senate may extend the length of a meeting by 15 minutes with the agreement of 2/3 of Senate members present.
- (3) A quorum of Senate is 50% of the membership plus one.
- (4) When a quorum is not present for an approved meeting date, but when the membership consists of 25% plus one of the total membership, those Senators present may constitute themselves as the Executive Committee of Senate. The Executive Committee is constituted and mandated as follows:
  - (a) The Executive Committee is a committee of the whole Senate;
  - (b) The Chair of the Senate is the Chair of the Executive Committee ;
  - (c) The Vice-Chair of Senate is the Vice-Chair of the Executive Committee;
  - (d) The Secretary of Senate is the Secretary of the Executive Committee;
  - (e) 25 per cent plus one of Senators constitutes a quorum of the Committee;
  - (f) Any decision taken by the Executive Committee is to be considered for ratification by Senate at the earliest opportunity
  - (g) Normally, ratification is at the next approved meeting of Senate. If the Steering and Nominating Committee concludes that earlier ratification is necessary, it may direct that ratification be sought by a poll of Senators, and will report at the next approved meeting.
- (5) Senate, at its discretion, may empower the Executive Committee to meet and act at other times.
- (6) All meetings of Senate are open to members of the University community except:
  - (a) those that deal with the granting of degrees
  - (b) those that involve the naming of individuals where this might prove embarrassing to the individual (e.g. academic dismissals)
  - (c) when Senate votes to move into closed session
- (7)
  - (a) Senate may hold special meetings in cases of emergency or to clear up business. These meetings may be called by the President of the University or by a majority vote in Senate.
  - (b) At Senate's first meeting of each academic year, members of Senate will be given the opportunity to become acquainted with its procedures and regulations.

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<sup>1</sup>Also known as UPEI Policy #GS001.

<sup>2</sup>These procedures are based on the Senate Procedures dated 5 June 1975, and include modifications and clarifications agreed to by Senate since that time.

## Agenda

- (1) The order of the agenda for regular meetings will be:
  - (a) Approval of minutes of previous meeting(s).
  - (b) Business arising from minutes of previous meeting(s)  
(time limit of 15 minutes for each meeting)<sup>3</sup>
  - (c) President's report and question period (suggested time limit: 10 minutes)
  - (d) Reports of Senate Committees
  - (e) Visitors' presentations and other reports<sup>4</sup>
  - (f) Other items in order of receipt by Secretary<sup>5</sup>
  - (g) Other business
  - (h) Adjournment
- (2) Agenda items and their documentation are to be sent to the Secretary of Senate at least 10 days before a regular meeting. Normally, all necessary documentation will be sent to Senate members 7 days prior to the meeting, otherwise that item will be moved to the next regular meeting. On special items, such as those requiring confidentiality, agreement of 2/3 of Senate members present can suspend this rule for that meeting only.
- (3) Items may be added to the agenda of a meeting without prior notification only with the agreement of 2/3 of Senate members present.

## Debate

- (1) Prior to the debate of an agenda item, a properly moved and seconded motion must be placed before Senate.<sup>6</sup>
- (2) The mover and seconder of a motion may speak to it as often as is necessary to eliminate misunderstanding. Other Senate members may each speak twice only for a maximum of 5 minutes. (Senate interpretation: twice for 5 minutes each time) (Senate interpretation: Questions calling for clarification will not count as a time speaking, but the Chair may interpret and rule on a person's question as being a speech.)
- (3) Members of the University community in the gallery may be recognized by the Chair and allowed to address Senate provided that no Senate member objects.<sup>7</sup>
- (4) Senate may reconsider a motion previously decided under the conditions described in the section on voting procedures and regulations.

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<sup>3</sup>Senate motion of 1 September 1983.

<sup>4</sup>The intent is that those wishing to speak to Senate receive the courtesy of the earliest possible hearing. Requests for permission to address Senate should be sent to the Secretary (see B [2]). Academic matters will be accorded priority within this section of the agenda.

<sup>5</sup>See B (2). This is the only section of the agenda where Senate may rearrange the order of presentation.

<sup>6</sup>This motion must be part of the documentation referred to in B (2).

<sup>7</sup>The objection of any one Senate member is sufficient to deny the floor to a non-member of Senate (Senate ruling of 4 December 1980). This restriction does not refer to presentations by visitors which are part of the agenda for that meeting (see Agenda 1 [d]).

- (5) The following motions are not debatable:
  - (a) to adjourn
  - (b) to table a motion
  - (c) to remove a motion from the table
  - (d) to close nominations
  - (e) to limit, extend, or close debate (call the question)
  - (f) to withdraw a motion
  - (g) to request a recorded vote, a roll call vote, or a secret ballot
  - (h) to refer
  
- (6) When there is doubt concerning procedure, the Chair may make a ruling and invite challenges to it. Such challenges do not constitute motions of non-confidence. Votes on such challenges require a simple majority for decision. On a tie vote, the ruling of the Chair is upheld.

### Constitution of Committees

- (1) Standing committees of Senate, with the exception of the Steering and Nominating Committee, are constituted by the following procedure. The Steering and Nominating Committee seeks nominations from the University community through solicitation on campus to fill vacant Senate Committee seats and notifies Senate of the results of its deliberations. During the report of the Steering and Nominating Committee, Senate members may make supplementary nominations from the floor for each Committee. Should a “Call for Nominations” solicit two faculty members for one position (regardless if they are from the same department), a vote will be held. When elections are necessary, they will take place by paper ballot during the meeting.
- (2) The Steering and Nominating Committee is constituted by and from Senate through nominations sent to the Secretary or made from the floor of Senate. *Election is by secret ballot.*
- (3) Senate may delegate to its Steering and Nominating Committee the power to set up ad hoc committees.

### Voting Procedures and Regulations

- (1) All motions, except those specified in paragraphs 5 and 6 of this section, require support of only a simple majority of Senate members voting to be carried.
- (2) Voting by secret and weighted ballot is usually limited to the selection of honorary degree recipients, the Convocation speaker, and members of Senate committees. All other voting is normally by a ‘voice vote’ which will be followed by a ‘show of hands’ should any Senator express doubt as to the result.

Any member of Senate may request (a) a recorded vote, (b) a secret ballot, or (c) a roll call vote on any motion. To be granted, such requests require the consent of a majority of the Senate members present.<sup>8</sup>

- (3) Senate may adopt a weighted ballot on occasions it considers appropriate.

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<sup>8</sup>Senate ruling of 7 May 1981.

- (4) In voting on Senate, the Chair may exercise the option to vote, at the same time as other Senate members. The Chair does not vote to break ties. In the event of a tie vote, the motion is lost.
- (5) The following motions require the support of  $2/3$ <sup>9</sup> of the Senate members present to be carried:
  - (a) to extend the length of the meeting<sup>10</sup>
  - (b) to suspend the time limit on debate
  - (c) to suspend the rule requiring documentation of an item to be available 7 days prior to its consideration
  - (d) to close debate (i.e., to move that the question be put)
- (6) Senate may reconsider a decision taken within the previous 36 months only under the following conditions<sup>11</sup>:
  - (a) The motion to reconsider a decision taken within the previous 12 months must be supported by 70% of the Senate membership.
  - (b) If the decision were taken between 12 and 24 months previously, the motion to reconsider must be supported by 60% of the Senate membership.
  - (c) If the decision were taken during 24 and 36 months previously, the motion to reconsider must be supported by 55% of the Senate membership.
- (7) The Chair may rule out of order any amendment to a motion if, in the Chair's opinion, it contravenes the spirit or the intent of the motion; this ruling may be challenged by any member of Senate.<sup>12</sup>

#### Maintenance and Circulation of Rules of Operation

- (1) Each August, the Secretary of Senate will update these procedures, incorporating any alterations, additions and corrections agreed to by Senate in the previous academic year.
- (2) A copy of the current procedures adopted by Senate will be sent to each new Senate member upon his or her election and to continuing Senate members each August.

#### Final Authority

Senate has agreed that, for situations not covered by these procedures, or in the event of procedural deadlock, the final authority will be Robert's Rules of Order.

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<sup>9</sup>This figure will be rounded off to the nearest integer.

<sup>10</sup>Senate motion of 23 March 1978.

<sup>11</sup>These are essentially the conditions agreed to by Senate on 20 January 1977. The percentages refer to that fraction of the total membership of Senate, rounded off to the nearest integer.

<sup>12</sup>Senate motion of 16 September 1983.

### Review

Senate has agreed that these procedures be reviewed every three (3) years or as required.<sup>13</sup>

### Nomination and Election of Faculty to Senate

The nomination and election of faculty members to Senate shall begin with a general faculty meeting for nominations, to be held annually on or before February 28 in accordance with procedures approved by Senate,<sup>14</sup> with the election process to be governed by the same procedures.

### Nomination and Election of a Vice-Chair

Each year Senate shall accept nominations for and elect one Senator to the role of Vice Chair of Senate. The Vice Chair of Senate will be Acting Chair of Senate in the absence of the Chair.<sup>15</sup>

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<sup>13</sup>Senate motion of 14 September 1990.

<sup>14</sup>Senate motion of 13 September 1991.

<sup>15</sup>Minutes of Senate, 18 March 1970, item 3.

**\*Amended September 2003**

## **Procedures for the Nomination and Election of Full-Time Faculty To Senate**

1. An academic Dean shall act as Electoral Officer.
2. The rotation will be as follows: Business, Education, Arts, Science, Veterinary Medicine, and Nursing.
3. The Registrar shall advise the Dean whose turn it is to act as Electoral Officer of the necessity of arranging for an election to Senate. The Registrar shall declare to the Electoral Officer what vacancies must be filled, noting special circumstances such as sabbatical replacements, etc., and will list the current composition of Senate.
4. The Electoral Officer shall prepare a notice for distribution to all full-time faculty, announcing the location, date and time for a general faculty meeting. The Notice shall state that the purpose of the meeting is to receive nominations for the vacancies to occur on Senate as of June 30 of the current year. This meeting shall be held annually on or before February 28. The members of Senate stepping down shall be named, and the current composition of Senate shall be given. Faculty shall be advised that written nominations will be received by the Electoral Officer up to the time of the meeting, and that nominations will be received from the floor at the meeting.
5. Eligibility to be nominated and to vote shall be restricted to full-time faculty and shall exclude any full-time faculty who serve on Senate ex-officio. All eligible full-time faculty vote for all vacant Senate seats.

### *Conduct of the Meeting*

1. Nominations of candidates for the vacancies on Senate:
  - (a) Mailed-in nominations will be placed before the meeting;
  - (b) Nominations from the floor will be received.

In each case the nominator and the academic department of the nominee shall be stated. In accepting nominations the Electoral Officer shall insure that the nominated person is from a department eligible to place a member on Senate in the year in question, and that the nominated person has consented to the nomination.

2. Upon motion that nominations cease, the Electoral Officer shall compare the slate of candidates nominated to the vacancies existing. Where the number of nominated candidates is equal to or less than the number of vacancies in a Faculty or School, the Electoral Officer shall declare the nominees from that Faculty or School elected by acclamation. If vacancies remain, the Electoral Officer shall require authorization, by motion, to seek and/or receive further nominations up to some specified date. It shall be understood that if the additional nominations received exceed the number of vacancies, or if more than one member of the same department is nominated, an election shall be arranged with the entire faculty. An appropriate date, as identified by the next paragraph, shall be agreed upon. Otherwise, the nominees shall be declared by acclamation.

3. Where the number of nominated candidates from any Faculty exceeds the number of vacancies, an electronic vote shall be arranged. All eligible full-time faculty vote for all vacant Senate seats. No nominations are taken from the floor at Senate. ITSS is notified that an electronic vote is required and details around the position and who has been nominated is provided to that ITSS staff person. That person will prepare the electronic vote and notify the Senate Assistant when it is ready to be issued. An e-mail is then prepared by the Senate Assistant stating that the electronic vote is up and running and expires on a certain date, and it is sent off to all eligible full-time tenure and tenure-track faculty who are qualified to vote. Once the deadline is over, ITSS will provide an electronic summary of the results to the Senate Assistant.
4. The Senate Assistant will then notify the nominees of the results of the vote.

Approved by Senate Nov 24<sup>th</sup>, 2017  
Approved by Senate 13<sup>th</sup> Sept 1991  
Approved by Faculty, March 13<sup>th</sup>, 1992