



**BY-LAWS OF THE
TRENT UNIVERSITY SENATE**

(last updated May 2011)

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May 10, 2011*

**BY-LAWS OF THE
TRENT UNIVERSITY SENATE**

I. MEMBERSHIP OF THE SENATE

(rev'd Feb and April 1973, Feb and Oct 1974, Feb and Oct 1977, March and Sept 1978, Nov 1980, Dec 1984, Nov 1986, April 1987, Jan 1992, May 1993, Feb 1995, May 1997, Oct 1997, March 2000, Oct 2003, Nov and Dec 2004, Feb 2007, Oct 2008, Sept 2009, May 2011)

(1) The Senate of the University shall be composed of:

- a) the Chancellor ex-officio;
- b) the President and Vice-Chancellor ex-officio;
- c) the Provost and Vice-President Academic ex-officio;
- d) the Vice-President Research and International ex-officio;
- e) the Deans and Associate Deans ex-officio;
- f) the University Librarian ex-officio;
- g) one Head of a residential college, appointed by the Provost and Vice-President Academic;
- h) twelve members of Faculty Council appointed by the Nominating Committee of Faculty Board such that three members shall be from each of the three academic divisions as defined from time to time in the Faculty Council Constitution, two members from the professional schools and one member from among faculty based in Oshawa.
- i) twelve chairs of departments and programs (including at least one Graduate Director) selected by and from among the members of Faculty Board such that normally four members shall be selected from each of the three academic divisions as defined from time to time in the Faculty Council Constitution.
- j) eight undergraduate students such that two are elected for staggered terms by and from among the students from each of the residential colleges of the University in accordance with Proviso 2(c) and 2(d) below;
- k) one undergraduate student elected by and from among part-time students in Peterborough;
- l) one undergraduate student elected by and from among the students enrolled in Trent courses in Oshawa and in other off-campus locations;
- m) one graduate student elected by and from among the graduate students.

- (2) **PROVISOS:** *(May 1993, rev'd March 2000, April 2002, Oct 2003, Dec 2004, May 2011)*
- (a) Normally, members of Senate elected under subsections (1) h) to m) will be elected to two-year terms coinciding with the committee year (ie, Jul 1- Jun 30). Such terms are renewable.
 - (b) The Academic Colleague to the Council of Ontario Universities shall be elected by and from among the faculty members of the Senate.
 - (c) Election of students from the residential colleges shall take place in a manner to ensure, where possible, that over a three year period each of the three academic divisions (Sciences, Social Sciences, and Humanities) will normally be represented.
 - (d) Any student seats vacated as a result of a reduction in the number of colleges shall be preserved as seats for students on Senate and student Senators shall be asked to examine constituency sizes in making recommendations for the future use of such seats.
 - (e) Each spring Senate shall select from among its members one faculty member and one student member to serve as Senate's representatives to the Board of Governors for the following academic year.
 - (f) The voting membership of the Senate shall not exceed 51 (fifty one) persons.
 - (g) Unless otherwise indicated, the term 'the Senate' as used in these by-laws shall be construed to mean those members present and voting. *(rev'd February 1974)*
- (3) **The following shall be official visitors to the Senate:** *(May 1993, rev'd Oct 1997, March 2000, April 2002, Feb 2007, May 2011) Note: official visitors have voice but no vote.*
- a) the University Registrar ex-officio;
 - b) one representative of the Trent University Faculty Association as certified bargaining unit for academic staff and professional librarians as defined in the TUFA Collective Agreement; one representative of the Trent Branch of the Canadian Union of Public Employees (CUPE Local Union 3908 Unit 1) as certified bargaining unit for part-time faculty; one representative of the Trent Branch of the Canadian Union of Public Employees (CUPE Local Union 3908 Unit 2) as certified bargaining unit for student employees; one representative of the Trent branch of the Ontario Public Service Employees Union (OPSEU) as certified bargaining unit for non-academic staff; one representative of the exempt staff (formerly NUG) who is not a member of Faculty Council; and one representative of such other associations or unions of employees established from time to time for the primary purpose of negotiating terms and conditions of employment.
 - c) one member of the alumni, elected by the Alumni Council;
 - d) two representatives of the Board of Governors, selected by and from among the members of the Board of Governors.

II. CHAIR *(rev'd June 1987, March 2000)*

- (1) The Chair of the Senate shall be the President and Vice-Chancellor, or her/his delegate. The Chair may appoint a Vice-Chair at her/his discretion.

III. MEETINGS AND QUORUM

- (1) There shall be at least seven Senate meetings during the year, three of which shall be in the Fall Term. Senate Executive will normally meet in the week before each Senate meeting. The precise dates for such meetings will be established by Senate Executive in the Winter of the preceding academic year. *(rev'd May 1970, Oct 1972, May 1976, May, 1993, Feb 1999, Feb 2000, May 2011)*
- (2) A quorum shall be one half of the membership of the Senate.
- (3) A special meeting of the Senate may be held at any time at the call of the Chair upon not less than forty-eight hours' notice to Senate members and a notice posted on the university website and intranet. *(rev'd May 1970, Oct 2008)*
- (4) A special meeting of the Senate shall be held at any time upon not less than forty-eight hours' notice on the petition of at least one third of the membership of the Senate. Notice shall be deemed to be dispatch of notice to Senate members and a notice shall be posted on the university website and intranet. *(rev'd May 1970, Oct 2008)*
- (5) On the recommendation of the Chair of Senate, Senate Executive may, in exceptional circumstances, postpone or cancel a meeting of Senate, upon not less than forty-eight hours' notice to Senate members and placement of a notice on the university website and intranet. In the event of a faculty work stoppage, the current Senate policy on the 'Role of Senate in the Event of a Work Stoppage', as amended from time to time, shall be in effect. *(May 1993, Oct 2008)*

IV. AGENDA AND MINUTES

- (1) The Secretary shall distribute an agenda for each meeting of the Senate to the members of the Senate not less than twenty-four hours before each such meeting of the Senate. A copy of the agenda will be posted on the Senate website. *(rev'd May 1970, May 2011)*
- (2) The Secretary shall keep a record of proceedings of every meeting of the Senate, and the minutes of each meeting shall be submitted for adoption at the next meeting of the Senate.
- (3) The Secretary shall distribute the minutes of meetings of the Senate to all members of Senate and make such minutes and appendices available to the University community. *(rev'd May 1970, Oct 2008)*

V. AMENDMENTS REQUIRING NOTICE, etc. *(Oct 2008)*

- (1) Any motion proposing new or amended By-laws, seeking amendment of the Trent University Act, or altering the status or creating any new faculty, academic department/program or school shall require:
 - (a) notice of one month, duly made at the previous meeting of Senate; and
 - (b) a simple majority vote of the members of Senate present, abstentions counting in the negative.

VI. MOTIONS, AMENDMENTS AND DEBATE *(Oct 2008)*

- (1) Meetings of Senate shall be open to observers from the University except upon the recommendation of the Senate Executive Committee (for example, for the consideration of individual student grades, personnel and property matters including salaries and real estate negotiations, honorary degrees) or on such occasions as the Senate by simple majority vote shall determine. Minutes of closed meetings shall be made available in the same manner as minutes of open meetings, but their publication may be delayed until the purpose of the closing of the meeting has been served in the opinion of the Senate Executive. *(rev'd May 1970)*
- (2) A motion must be moved and seconded before the subject matter of the motion is open for debate.
- (3) All motions shall be made and seconded before being debated or put from the Chair.
- (4) When a question is under debate no motion is received unless to amend it; to postpone it; for the previous question; to adjourn the debate; or to adjourn the meeting.
- (5) A motion may be withdrawn with the consent of the mover and seconder, but if either objects, the motion shall be put to a vote.
- (6) An amendment to a motion shall either:
 - a) delete certain words;
 - b) add certain words, or
 - c) delete certain words and substitute others in their place.

A motion which would nullify the main motion is not an amendment.

- (7) There shall not be more than two amendments before the meeting at one time, but when one of these has been accepted or rejected another amendment may be introduced if it is different in purpose to the one previously accepted or defeated.
- (8) a) Members of the University are normally expected to express their views through members of Senate, however, a member may address Senate provided she/he obtains approval of Senate Executive before the meeting or follows procedure under (b) and (c);

- b) In special circumstances, observers at open meetings of Senate may request of the Chair permission to speak on matters of urgent University business and may be permitted to do so with concurrence of a majority vote of Senate;
 - c) A motion to permit an observer to speak is not debatable. *(rev'd May 1970)*
- (9) A person who has already spoken on a question should not be allowed to speak again until all those desiring to speak have been heard.
- (10) Those motions cited hereunder shall be deemed to be procedural motions and debate shall be as indicated: *(rev'd Feb 1974)*
- a) to adjourn: debatable as to time only;
 - b) to recess: not debatable;
 - c) to raise a question of privilege: debatable;
 - d) to lay on the table: debatable;
 - e) to limit or extend the limits of debate: not debatable;
 - f) to postpone to a definite time: debatable as to time only;
 - g) to refer to Committee of the Whole: debatable;
 - h) to reconsider: debatable only as to reasons for reconsideration and subject to the provisions of VI (11) and VI (12);
 - i) to suspend the By-laws: debatable.
- (11) All procedural motions, except those provided for in 10 (h) and 10 (i) shall be decided by a simple majority of Senate. *(rev'd Feb 1974)*
- (12) A motion to reconsider a resolution of the Senate shall be in order if notice is duly given at the meeting when the resolution has been adopted, or at the next following; such a motion shall be decided by a simple majority of Senate. *(rev'd Feb 1974)*
- (13) To facilitate business for which these By-laws and the authorities cited in Section IX may not provide, a motion to suspend the By-laws for a fixed period of time and for a specified purpose shall be in order provided due notice in writing is provided at least forty-eight hours in advance of the next meeting of the Senate; such a motion shall be decided by a simple majority of the Senate, abstentions counting in the negative. *(rev'd Feb 1974)*

VII. VOTING

- (1) Voting shall be as follows:
- a) on the second amendment;
 - b) on the amendment;
 - c) on the motion if amendments have been defeated or on the motion as amended if an amendment has been carried.
- (2) Voting on motions before the Senate shall be by roll-call if requested by the Chair or any other three members of Senate. *(rev'd Feb 1974)*
- (3) A member of Senate abstaining from voting shall not have that abstention recorded as a negative vote except as provided in V (1) and VI (13). Should a quarter or more Senators abstain, the Chair shall have discretion to discount the vote. *(rev'd Feb 1974)*

- (4) After the results of a vote are announced, the Chair or any other three members may request that the vote be taken again. *(rev'd Feb 1974)*
- (5) The Chair shall have only a casting (tie-breaking) vote. *(rev'd February 1974)*
- (6) Appeals from any ruling of the Chair may be sustained only by the decision of a simple majority of the Senate. *(rev'd February 1974)*

VIII. COMMITTEES

(rev'd Oct 1984, June 1987, Jan 1988, Oct 1988, Feb 1992, May 1993, May 1997, Oct 1997, March 2000, April 2002, Oct 2008, Sept 2009, May 2011)

- (1) There shall be an Executive Committee of the Senate, whose membership shall consist of:
 - a) the President and Vice-Chancellor ex-officio;
 - b) the Provost and Vice-President Academic ex-officio;
 - c) Chairs of the following Senate Committees (one vote per individual):
 - a. Graduate Studies Committee (GSC);
 - b. Undergraduate Studies Committee (USC);
 - c. Teaching & Learning Support Committee (T&L);
 - d. Research Policy Committee (RPC);
 - e. Undergraduate Academic Policy Committee (UAPC);
 - f. Academic Planning & Budget Committee (AP&B) and Program Quality Assurance Committee (PQAC) if delegated by the Provost and Vice-President Academic.
 - d) the University Registrar ex-officio (official visitor, non-voting);
 - e) six members of Faculty Council, with representation across the university;
 - f) three students, normally two undergraduate students and one graduate student.

Elected members of the committee shall be elected by and from the membership of Senate for one-year terms. *(rev'd October 1970, Sept 1971, April 1973, Feb 1992, March 2000)*
- (2) The Chair of Senate Executive shall be the President and Vice-Chancellor, or her/his delegate. *(rev'd Oct 1988)*
- (3) A quorum of the Executive Committee shall consist of the President and Vice-Chancellor, or her/his delegate, and at least one half of the remaining members of the Executive Committee. *(rev'd Oct 1987, Oct 1988, Oct 1997, March 2000)*
- (4) It shall be the responsibility of the Executive Committee to receive and review reports and proposals prior to presentation to Senate in order to prepare the Senate agenda and to consult on the work of the Senate and Senate committees. *(rev'd April 2002, May 2011)*
- (5) It shall be the responsibility of Senate Executive to recommend proposals to Senate with respect to the governance practices of Senate and Senate committees; changes to the Senate

by-laws; changes to Senate composition and structure; and changes to the terms of reference and composition of Senate committees. *(April 2002)*

- (6) The Senate may from time to time appoint Standing Committees to perform advisory or other functions of a normally continuous nature, and the members of such committees shall hold office during the pleasure of the Senate. The Senate may from time to time appoint Special Committees which shall normally exist to perform special functions and which shall be discharged upon completion of these functions and the presentation of their reports to the Senate. The membership of standing and special Committees of the Senate shall be open to all members of the full-time teaching staff of the University holding professorial rank, and to whomsoever the Senate may invite to serve on such committees.
Senate Executive acts as nominating committee for the membership of Special Committees of Senate when so requested by the Chair of Senate. *(rev'd Sept 1983)*
- (7) Senate Executive recommends to Senate recipients of honorary degrees and eminent service awards.
- (8) Senate Executive makes recommendations to Senate on issues of social responsibility within Senate's authority.
- (9) Senate Executive acts as nominating committee for the Chancellorship. *(rev'd September 1983)*
- (10) The Executive Committee shall deal with such other matters as the Senate may from time to time delegate to it.
- (11) During summer recesses of Senate, the members of Senate Executive shall possess and may exercise all or any of the powers or authorities and discretion vested in or exercised by the Senate. This summer authority power extends to include regular meetings of Senate in May and June should quorum for Senate not be achieved. *(May 1977, May 2011)*

IX. UNPROVIDED CASES

- (1) For all cases not provided for in the By-laws of the Senate, reference shall be made to Robert's Rules of Order, current revised edition. *(Oct 2008)*