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 1981-03-13, 1979-01, 1977-07, and 1976-08-24

Supersedes: N/A

Next Required Review: April 2028

TABLE OF CONTENTS

1 ELECTION OR APPOINTMENT TO SENATE 1

1.1 Appointment of Students and Term of Office 1

1.2 Election of Academic Staff 1

1.2.1 For the purposes of these Bylaws, and in accordance with
 Section 2 (a) of the Act, “academic staff” shall be defined as
 including all full-time faculty members (including lecturer-stream
 faculty) and professional librarians employed by the University.. 1

1.3 Academic Staff: Eligibility to Vote..... 1

1.4 Academic Staff: Eligibility to Serve..... 2

1.5 Academic Staff: Term of Office 2

1.6 Vacancies and By-elections 2

1.7 Senate year..... 2

1.8 Retirement 2

1.9 Time of Elections..... 3

1.10 Election Procedures..... 3

2 CONDUCT OF MEETINGS..... 4

2.1 General Rules and Procedures 4

2.2 Meetings 4

2.3 Passage of Motions..... 6

2.4 Agenda..... 6

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1.9

- 1.10.12 Where a manual, hard copy election process is required, the Senate approved manual voting process shall be used. The integrity and anonymity of the voting process will be maintained.
- 1.10.13 A sealed ballot box shall be used, and for the convenience of the electorate, this box shall be placed in a location accessible to all of the electorate.
- 1.10.14 In accordance with Roberts Rules of Order Newly Revised, the Chairperson of the Election Committee shall cast the deciding vote in the event of a tie in the election.
- 1.10.15 The Chairperson of the Election Committee shall forward a signed copy of the vote tabulation report indicating the names of those elected to the Elections Committee, and a copy of that report together with the pertinent documents of the election to the Secretary of Senate.
- 1.10.16 The Secretary of Senate shall post on the Senate website, the name of the election that has concluded and the name(s) of those elected.
- 1.10.17 The Senate shall have the sole right to determine any question concerning the election of any elected member of the Senate or the right of any person to sit or be or act as a member of the Senate and the decision of the Senate in any such matter shall be final.
- 1.10.18 The procedures listed under 1.10.1-1.10.17 may be changed by the Senate resolution carried by simple majority.

2 Conduct of Meetings

2.1 General Rules and Procedures

- 2.1.1 The meetings of the Senate shall be conducted in accordance with the normal rules of parliamentary procedure, except where the Senate may otherwise specify.
- 2.1.2 Points of procedure not covered by existing Senate rules shall be determined according to the latest available edition of Robert's Rules of Order.
- 2.1.3 A quorum for8.91 0 Td()TjEMC /H2n.004 TwSenatng t i7 (l)6 (i)6 (a)]TJ-0.012 Tw [(m)6.9

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7. Question Period (length at discretion of the Chair based on business volume)
8. Minutes of Previous Meeting
9. Business Arising
10. Outstanding Items from Previous Agendas
11. Reports of Standing Committees, Ad Hoc Committees and Joint Committees (see <https://www.smu.ca/about/academic-senate-committees.html> for list).
12. Faculty Councils (who shall be governed by their Constitution)
13. New Business from:
 - a) Floor (not, involving notice of motion)
 - b) Floor (involving notice of motion)
 - c) Chair
14. Adjournment

2.6 Notices of Motion.

- 2.6.1 All notices of motion must be presented at a meeting of the Senate and shall be governed by the following considerations:
- 2.6.2 They will be introduced under the 'New Business' portion of the agenda.
- 2.6.3 Notices of Motion circulated according to subsection 2.4.1.5, will be on the agenda, require a seconder and will be debatable at that time.
- 2.6.4 Notices of Motions not circulated according to subsection 2.4.1.5, will require a seconder and will not be debatable at that time, except by special consent of the assembly.
- 2.6.5 The position on a subsequent Senate agenda, of items described in 2.6.4, will be the responsibility of the Agenda Committee.

2.7 Minutes of Meeting

- 2.7.1 The Secretary of Senate shall be responsible for the recording, publication, and distribution of the minutes of all meetings of the Senate.
- 2.7.2 The minutes of the meeting shall be available to the University community through the Library Repository. h0b16aev(2.)Tjo2.72.7e t ()18.29 h0b162

- 3.1.6 The Chairperson or his/her designate shall serve as the Marshall of Convocation.

3.2 Vice-Chairperson

- 3.2.1 The Senate shall annually elect, via electronic ballot prior to the last meeting of the academic year, one member of its academic staff as Vice-Chairperson of Senate. The newly elected Vice-Chairperson will assume their duties at the first meeting of the following academic year. Incoming Senators scheduled to begin their terms at the first meeting of the following academic year will be eligible to vote and to be elected as Chairperson, whereas outgoing Senators finishing their term and stepping down from the Senate at the end of the current academic year will not be eligible to vote or to be elected as Chairperson. This election is to be held

- b) Provide access to each Senator, in accordance with Article 2.4.1.5, minutes of the previous meeting of the Senate and of the Executive Committee.
- c) Deliver notice of all Senate meetings to each Senator and notice of all Committee meetings to each member of the respective Committee in accordance with Article 2.2.

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4.2 Convocations

4.2.1 The Senate shall convene and conduct convocations requisite for the purposes set out in 4.1.5 and 4.1.6 above.

4.2.2 Convocation shall consist of the members of the Board of Governors, the members of the Senate, members of academic staff, and students.

4.2.3 The Senate shall determine the regulations regarding academic dress, the design, colours and such matters proper to theTj0.004 Ti.52 (t)mV 6.60 (v)-6 (w 2.99)JT

Version History

Version #	Date Changed	Updated by	Description of Change
1.0	April, 1973	Kevin J. Cleary	Original Version
2.0	August 24, 1976	Kevin J. Cleary	Section 5. Committees of Senate – 5.2 Ad Hoc Committees of Senate added
3.0	July, 1977	Kevin J. Cleary	Changes to: 2.321 Form of Senate Agenda, 4. Responsibilities of Senate, 4.110 Degrees Granted, Section 4.2 Appointments deleted, 5.3 Joint Committees – delete 5.315 Calendar, Section 5.1 Standing Committees – delete 5.1043, 5.105 Committee on Academic Regulations – numbered listing inserted, 5.1052 Committee composition expanded, 5.1255 expanded, 5.1256 new text inserted and old 5.1256 changed to 5.1257, 5.160 Scholarship – add list item 4 to 5.1620, 5.165 i-1071357m Student Discipline – expanded,

Versi on. #	Date Changed	Updated by	Description of Change
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Versi on. #	Date Changed	Updated by	Description of Change
5.6	Mar 11, 1994	Senate	5.1214 composition of committee expanded Sect of Senate deleted from list,
6.0	May 12, 2006	Barb Bell	Styles & formatting applied to document resulting in adjustments in section/sub-section and item bullet identifiers; document versioning applied; formal cover page, version history added; section references throughout document verified and updated; 1.3.1 minor change to correct document name and item reference "Saint Mary's University Act of July 1

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Version #	Date Changed	Updated by	Description of Change
		Committee	Agenda, 2.5 Add SMUSA President's Report to follow VPAR report (academic focus only), 2.7.2 Update location of posted Senate minutes/agendas, 3.3.5 Delete address/tele #, 4.2.5 and 4.2.6 remove list of degrees, diplomas & certificates, 5.2.1.5 Update composition, 5.2.2 and 5.2.3 Update terms and membership. 5.2.4.1 /& 5.2.4.2 Update re fiscal/resource reviews, 5.2.4.6 Update composition, 5.2.5.2 Update composition, 5.2.5 Update terms and composition, 5.2.7 Update composition, 5.2.8 Update composition, 5.2.9 Update composition, 5.2.11 Update composition, 5.2.12 Update terms and composition, 5.2.13 Update composition, 5.2.14 Update terms and composition, 5.2.15 Update composition, 5.2.16 Update composition, 5.2.17 Delete, Insert Section 6 Amendment and Suspension. Minor editorial corrections as needed throughout.
9.1	February 14, 2020	By-laws Committee	2.5.1 Delete Scholarship Committee and add 'Academic' to Literacy Strategy Committee, 5.2.2. Add Secretary of Senate, 5.2.4 Correct title AVP Enrolment, 5,2.6 Add Secretary of Senate, 5.2.12 Add Secretary of Senate
9.2	April 16, 2021	By-laws Committee	Revisions in sections 2.3 Passage of Motions. Revision to Sections 2 and 5 to allow for teleconference and/or video meeting and electronic voting. Update Table of Contents, Revisions to: Section 1 Election or Appointment to Senate, Section 2 Conduct of meetings, and Section 5 Committees of Senate: 5.1 General Terms of Reference, 5.2.2 Academic Integrity Committee, 5.2.3 Academic Integrity Appeal Board, 5.2.11 Executive Committee, and 5.2.16 Student Conduct Committee.
10	May 13, 2022	By-laws Committee	Revisions to: Parliamentarian article moved and renumbered to 3.3, Significant revision to 3.4 Secretary consistent with new Secretariat structure, 3.5 Archivist changed to Recording Secretary consistent with new Secretariat structure, Section 4 Responsibilities of Senate – revision to preamble, 4.1.1 insert 'earned', 4.1.2 to clarify process re Honourary Degrees, Delete 4.1.3 and 4.1.4 (not comre.30.004 Tc -0.002 Tw 0.72 0 T. 8.6(to)-1Td[(c)14 (omr

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