



Senate Bylaws

This copy of the Senate Bylaws includes the most recent amendments approved at: Senate #741 on May 27, 2026.

Faculty Handbook Section 2: Senate Bylaws

1. Powers of Senate

The Senate is responsible for matters set out in section 13 of the *Brock University Act*:

“The Senate is responsible for the educational policy of the University, and, with the approval of the Board in so far as the expenditure of funds is concerned, may enact by-laws and regulations for the conduct of its affairs, and, without limiting the generality of the foregoing, has power,

- a) (Repealed, 1971, c. 107, s. 7)
- b) To control, regulate and determine the educational policy of the University and to be concerned with all matters that affect the welfare of the University;
- c) To take part in the planning and development of the University;
- d) To establish, subject to the concurrence of the Board, any faculty, school, institute, department, chair, or course;
- e) To determine the courses of study and standards of admissions to the University and continued membership therein, and qualifications for degrees and diplomas;
- f) To conduct examinations and appoint examiners;
- g) To deal with all matters arising in connection with the awarding of scholarships, bursaries, medals, prizes and other awards;
- h) To confer the degrees of Bachelor, Master and Doctor, and all other degrees and diplomas in all branches of learning that may be appropriately conferred by a University;
- i) To confer honorary degrees in any department of learning;

- j) To create faculty councils of committees and committees generally to exercise its powers;
- k) To advise the Board in respect of the operating budget's consistency with academic policy;
- l) To advise the Board as to what buildings and other facilities are required to meet the needs of the University;
- m) To advise the President in respect of procedures for the appointment of members of the academic staff and the conditions under which promotions, tenure or leaves shall be granted, or appointments shall be terminated.

[Senate 735]

2. Composition of Senate

In accordance with section 12 of the Brock University Act, the Senate shall be composed of the Chancellor, the President and Vice-Chancellor, the deans of all faculties, such number elected by and from the full-time teaching staff as shall always constitute a majority, and such other persons elected or appointed as the Senate determines.

2.1 Ex officio Senators

Chancellor;

President and Vice-Chancellor;

Provost and Vice-President, Academic;

Deans of all Faculties;

Provost and Vice-President, Academic;

Vice-Provost and Associate Vice-President, Academic;

Vice-Provost, Indigenous Engagement;

Vice-Provost, Teaching & Learning;

Vice-President, Research;
Vice-President, Administration, non-voting;
Associate Vice-President, Students;
University Librarian;
Registrar & Associate Vice-President, Enrollment Services, non-voting;
Chair, Board of Trustees;
President, Brock University Students' Union (BUSU), or designate from the
BUSU executive;
President, Graduate Students' Association (GSA), or designate from the GSA
executive;
Co-Chair of the Indigenous Education Council or designate, to be determined by
the University's Indigenous Education Council;
Brock University Alumni Association President, or designate

[Senate 284, 321, 354, 358, 430, Senate-Elect May 27/98, 481, 561, 615, 635,
650, 670, 674, 685, 681, 698, 703, 719, 735]

2.2 Elected Senators

1. Thirty-nine elected members of the teaching staff and professional librarians, serving staggered three-year terms. A minimum of three full-time eligible members of the University shall be elected from each Faculty and a minimum of one full-time eligible member of the University shall be elected from the Library with the balance of members being elected from across the University at large;
2. Three undergraduate students; and
3. Two graduate students.

[Senate 735]

2.3 Board of Trustee Members

Two community members of the Board of Trustees, non-voting (to be named by the Board)

[Senate 480, 539, 719, 735]

2.4 Changes in Composition

Subject to Section 12 of the Brock Act, the Senate may alter its composition at any time.

Senate: Oct. 21, 1970

Board: Nov. 10, 1970

3. Teaching Staff and Professional Librarian Elections

3.1 Number and Term

There shall be thirty-nine elected Senators, serving staggered three-year terms. A minimum of three full-time eligible members of the University shall be elected from each Faculty and a minimum of one full-time eligible member of the University shall be elected from the Library with the balance of members being elected from across the University at large. Should the minimum number not be reached after an extended nomination period, this requirement will be waived. For such members, rotation should be considered normal, but re-election is permissible. One member from the Full-time Teaching/Professional Librarian staff shall be added to Senate when an additional voting ex officio member of Senate is approved.(See also FHB 2:3.5)

[Senate 137, 177, 284, 299, 354, 358, 432, 462, 481, 488, 529, 561, 605, 614,
650, 670]

3.2 Dates of Term

The term of office for elected Senators shall begin on July 1 in the year of election and shall end on June 30 in the final year of the term.

[Senate 735]

3.3 Eligibility

3.3.1 Eligibility to Serve

Any member of the Full-Time Teaching Staff (as defined by the Brock University Act Subsection 1(g)) including any Professional Librarian shall be eligible to serve as an elected Senator. No other person shall be so eligible, except as specified in 3.3.3. An elected member of Senate who loses eligibility to serve shall submit a resignation as specified in 3.5.1 or 3.5.2 below.

[Senate 159, 282, 306, 426, 506, 529, 532, 605, 654, 694, 735]

3.3.2 Eligibility to Vote

Any member of the Full-Time Teaching Staff including any Professional Librarian, whether on leave or not at the time of election, shall be eligible to vote in the Senate election. No other person shall be so eligible, except as specified in 3.3.3.

[Senate 159, 282, 306, 426, 529, 605]

3.3.3 Reductions in Teaching Load

A full-time member of the teaching staff, as defined in Section 1.g of the Brock Act, who receives a reduction in teaching or research load for any reason and who is otherwise eligible to vote, to stand for election, or to serve on Senate, shall remain so eligible.

[Senate 529, 605, 735]

3.3.4 Ex officio members

No members who sit on Senate ex officio shall vote in the election of full-time teaching staff.

[Senate 608]

3.4 Election Procedure

3.4.1

The election of Full-Time Teaching Staff and Professional Librarians to Senate shall take place during the last week of March each year.

[Senate 529]

3.4.2

On or before the last day of February each year, the Secretary of Senate, shall inform Senate of the date on which the Senate election shall take place. The Secretary of Senate shall oversee that election procedures are followed. In the event of any dispute arising relating to the election, the Secretary of Senate shall refer the matter to the Elections Sub-Committee for resolution.

[Senate 299, 529, 603, 675, 735]

3.4.3

At least four weeks before the date of the election, the Secretary of Senate shall distribute an announcement of the election to each member of the electorate.

This announcement shall include the following:

- a) the date on which the election shall be held;
- b) notice of the number of members to be elected and the term(s) for which members are to be elected;

- c) an outline of the election procedures and timelines;
- d) a list of all persons eligible to vote and/or stand as candidates in the election; and
- e) notice of a five-day period during which corrections of the above list are to be submitted, in writing, to the Secretary of Senate for report to the Governance Committee

[Senate 137, 159, 299, 603]

3.4.4

Three weeks before the election the Secretary of Senate shall distribute, to each member of the electorate, a reminder of the election date and procedures together with any corrections to the list of persons eligible to vote and/or stand as candidates.

[Senate 137, 299]

3.4.5

- a) Nomination papers, signed by at least one person eligible to vote in the election, must be submitted to the Secretary of Senate no later than 4:30 p.m. two weeks before the election date. Every nomination must include a signature indicating that the nominee is willing to stand for election. An electronic signature is acceptable. Nominations shall be date- and time-stamped on receipt by the Secretary of Senate. The Secretariat shall advise the Electorate 48-72 hours in advance of the close of nominations who has been nominated and encourage more nominees as needed
- b) For the purpose of acclamation the “positions to be filled” are the specific seat categories established by these procedures (i.e., Faculty specific seats required to meet the minimum of three per Faculty, the Library

minimum of one and any remaining at-large seats). Acclamation shall occur only where, within each relevant category, the number of nominations received by the deadline is less than or equal to the number of seats in that category. Where a category has fewer than or equal to its available seats, those nominees are declared elected by acclamation in that category. The Secretary of Senate shall post their names on the Senate website. Those acclaimed shall serve three-, two-, and one-year terms as available consistent with the order in which the nomination was received.

- c) In the event that there are remaining seats to be filled, the Secretary of Senate shall distribute an announcement of those acclaimed and of an extension of the Senate election date and shall call for further nominations to be submitted no later than 4:30 p.m. one week before the new election date.
- a) Candidates must submit candidate statements with a maximum of 200 words, to be posted on the Senate website, to provide the electorate with information. Candidate statements must be received by the Secretary of Senate no later than 4:30 p.m. two weeks before the election date.

[Senate 180, 299, 398, 603, 735]

3.4.6

No fewer than seven business days before the close of the poll, a secure electronic ballot, containing in alphabetical order the names of all nominees, shall be distributed to all voters. Each voter may vote for so many candidates as there are vacant seats. In the event of technical difficulties, scrutineers and the Secretary of Senate shall be responsible for overseeing electronic or paper backup processes.

3.4.7

The poll shall close at 4:30 p.m. on the date specified for the election. At the earliest convenient time following the close of the poll, the scrutineers shall count the ballots or observe the vote tallying in the presence of the Secretary of Senate, and make a declaration of the standing of the candidates to the Secretary of Senate who shall keep the declaration until after the next regular election. The candidates leading the poll in each seat category shall be declared elected as follows: those candidates with the most votes shall be elected to a three-year term as available, and those next in order shall be elected a two-year term as available, and those in standing shall be elected to a one year term as available. In the event of a tie for a position, a scrutineer shall determine the winner by lot.

[Senate 294, 603, 735]

3.4.8

The Secretary of Senate shall make a public declaration of the election results, including the number of votes cast for each candidate, at the earliest convenient date.

[Senate 294, 603]

3.5 Vacancies

3.5.1 Filling Vacancies

If an elected Senator's seat becomes vacant prior to the expiry of their term, the person standing next in the poll to those elected shall be elected to Senate to fill the remainder of the term upon the Secretary of Senate confirming their

willingness to serve. The Secretary of Senate shall inform Senate of the updated membership. If the seat remains vacant, the Secretary of Senate shall arrange for it to be filled at the next regular election or, where practicable given timing considerations, by by-election.

[Senate 159, 529, 603, 735]

3.5.2 Vacancies

- a) A resignation must be submitted in writing to the Secretary of Senate, noting the date on which the resignation is to take effect. Upon receipt of which the elected seat shall be declared vacant.
- b) If an elected Senator should, prior to the expiration of their term of office, start in a position which involves ex officio membership on Senate, then their elected seat on Senate will be declared vacant.

[Senate 354, 529, 675, 735]

- c) Any elected Senator, upon failing to attend three Senate meetings without providing prior written reason addressed to the Senate Chair and Secretary of Senate, will be considered to have forfeited their position.

[Senate 608,654]

[Senate 48, 529, 675, 735]

3.6 By-Election Procedures

By-Elections will be conducted in the same manner as the regular election, with the following timing exceptions:

- a) The Secretary shall announce the By-Election at least two weeks in advance.
- b) A three-day period will be provided for corrections to the electorate list.
- c) The polls shall remain open for a period of two weeks.

[Senate 675, 735]

4. Elected Student Senators

4.1 Elected Undergraduate Student Senators

[Senate 437, 735]

4.1.1 General

4.1.2

There shall be six undergraduate student members of Senate.

[Senate 462, 735]

4.1.3

Three undergraduate student members shall be elected annually in the spring term in accordance with the election procedures outlined below, for a term of two years, beginning July 1 in the year of their election and ending on June 30 two years later.

[Senate 741]

4.2 Eligibility

4.2.1 Eligibility to Stand for Election

Any person who is, at the time of the election, an undergraduate student at Brock University and a member of the Brock University Students' Union, and who may possibly be eligible to serve (see 4.2.2 below), may stand for election as an undergraduate student member of Senate. No other person may stand for election.

4.2.2 Eligibility to Serve

Any elected undergraduate student at Brock University who has completed at least four credits and who has attained a cumulative grade average of at least 60% at the time of assuming office, as confirmed by the Office of the Registrar, shall be an undergraduate student Senator. No other person shall be so eligible. A student Senator must retain part-time or full-time student status during their term of office. Notwithstanding the foregoing, a student Senator who graduates in May of the year their term expires shall remain a member of Senate until June 30 of that year.

[Senate 139, 462, 442, 685, 735, 741]

4.3 Election Procedures

4.3.1

The election of undergraduate student Senators shall be held no later than March 31st.

[Senate 545, 735]

4.3.2

Members of the Brock University Students' Union shall constitute the electorate.

4.3.3

The conduct of the election shall be the responsibility of the Returning Officer of the Students' Union. The Returning Officer shall not be eligible for the office of Undergraduate Student Senators.

4.3.4

On or before January 31st each year, the Secretary of Senate shall notify, in writing, the Vice-President, University Affairs, Speaker and Returning Officer of

the Students' Union of the number of undergraduate student members to be elected and of the term each is to serve. The Secretary of Senate shall also provide the following information:

- a) the provisions of the Brock Act and the regulations of Senate that describe the composition and duties of Senate; and
- b) the qualifications for undergraduate student members of Senate and the procedure by which they shall be elected.

[Senate 545, 615, 735]

4.3.5

The Returning Officer shall inform the electorate, in an advertisement in the official student newspaper in two consecutive issues, and by posted notices, of the following:

- i. the provisions of the Brock Act and the regulations of Senate that describe the composition and duties of Senate; and
- ii. the qualifications for undergraduate student members of Senate and the procedure by which they shall be elected.
- iii. the number of undergraduate student members to be elected, and the terms for which they are to serve;
- iv. the date by which nominations are to be submitted;
- v. the date on which elections are to be held;
- vi. the name of the Returning Officer to whom nomination papers are to be delivered; and
- vii. the composition of the electorate.

[Senate 545, 735]

4.3.6

Nomination papers, signed by twenty-five members of the Brock University Students' Union, shall be received by the Returning Officer in accordance with BUSU Elections legislation. Nomination papers must state that the person nominated has been approached and is willing to stand for election.

[Senate 108, 321, 545, 735]

4.3.7

If there are contested positions of different terms, the candidate receiving the greatest number of votes shall be elected, if so eligible, for the longest unexpired term, et seq.

4.3.8

The Returning Officer shall submit the names of all nominees in writing to the Office of the Registrar which shall enquire into the academic qualifications of each nominee to determine whether the nominee fulfils the eligibility requirements (4.2.1 above). The Office of the Registrar shall inform the Returning Officer and the Secretary of Senate, in writing, which nominees are, and which nominees are not, eligible for election on the basis of these criteria.

[Senate 159, 426, 685, 735]

4.3.9

At least ten days before the date of election, the Returning Officer shall inform BUSU of the names of the candidates certified by the Office of the Registrar as eligible for election, and the names of those deemed ineligible for election. Should a simple majority of the BUSU Board of Directors wish to see the data on which the decision was based, the Returning Officer shall report this request to the Office of the Registrar, which shall supply the relevant data (with the consent

of the student(s) concerned). This data shall be considered by the BUSU Board of Directors in camera.

4.3.10

At least seven days before the date of election, the Returning Officer shall make public a list of eligible candidates for the information of the electorate.

4.3.11

The Returning Officer has the authority to make provisions for meetings at which candidates may address the electorate and shall furthermore have the authority to determine the conduct of such meetings. Campaigning by candidates shall follow the regulations established by the Returning Officer. It shall be the responsibility of the Returning Officer to inform the candidates of such regulations.

[Senate 545, 735]

4.3.12

The ballots shall be counted by the Returning Officer and assistants appointed by the Returning Officer. Each candidate shall have the right to nominate two scrutineers to be present when the ballots are counted.

4.3.13

The candidate(s) heading the poll(s) shall be elected to Senate.

4.3.14

If there is a tie vote, a special tie-breaking election shall be held not less than three nor more than five days following the regular election, the date to be chosen by the Returning Officer with the approval of the BUSU Governance Manager.

[Senate 545, 735]

4.3.15

The Returning Officer shall report immediately, to the Secretary of Senate, the name(s) of the member(s) elected and shall make a public declaration of the names of the elected candidate(s).

[Senate 108, 321, 735]

4.4 Resignations, Forfeitures, Replacements & Special Elections

4.4.1

An undergraduate student member or an undergraduate student member-elect of Senate, who wishes to resign a seat, shall submit a resignation, in writing, to the Secretary of Senate, noting the date on which the resignation is to take effect. The Secretary of Senate shall inform Senate, the Vice-President, University Affairs of BUSU and Returning Officer of BUSU of the resignation.

[Senate 108, 321, 545, 615, 685, 735]

4.4.2

In the event of the resignation or forfeiture by an undergraduate student member of Senate or an undergraduate student member-elect of Senate, BUSU shall appoint a replacement until such time as an election can conveniently be held, following the applicable procedure of 4.3 above, or until the next regular election.

[Senate 108, 545, 735]

4.4.3

Any elected undergraduate student Senator, upon failing to attend three Senate meetings without providing prior written reason addressed to the Secretary of Senate, will be considered to have forfeited their position. The vacant position will be filled by the applicable procedures in 4.4.2.

[Senate 398, 654, 735]

4.4.4

Any undergraduate student member of a Senate Committee, upon failing to attend three Senate Committee meetings without providing prior written reason addressed to the Committee Chair and Committee Secretary, will be considered to have forfeited their position, and the vacant position will be filled forthwith.

[Senate 608, 654, 735]

4.5 Amendments

4.5.1

Any amendments to these regulations (i.e., FHB 2: 4.1 to 4.4) shall be made in consultation with BUSU.

[Senate 108, 735]

4.6 Elected Graduate Student Representatives

4.6.1 General

There shall be two graduate student members of Senate, to be elected annually in the spring term in accordance with the election procedures outlined below, for a term of one year beginning the day following Spring Convocation in the year of their election and ending on the last day of Spring Convocation one year later.

4.7 Eligibility

4.7.1 Eligibility to Stand for Election

Any person who is, at the time of the election, a student currently registered in a graduate program at Brock University and a member of the Graduate Student Association, and who is eligible to serve (see 4.7.2 below), may stand for election as a graduate student member of Senate.

4.7.2 Eligibility to Serve

Any graduate student currently registered at Brock University, as confirmed by the Graduate Studies Office, shall be eligible to assume office as a graduate student Senator. A graduate student Senator must be a member of the Graduate Student Association and retain part-time or full-time student status within a graduate program at Brock University during their term of office.

[Senate 460, 725, 735]

4.8 Election Procedures

4.8.1

The election of graduate student members of Senate shall be held no later than April 15th.

4.8.2

Members of the Graduate Student Association shall constitute the electorate.

4.8.3

The conduct of the election shall be the responsibility of the Election Co-ordinator of the Graduate Student Association. The Election Co-ordinator shall not be eligible for the office of Graduate Student Representative to Senate.

4.8.4

On or before January 10th each year, the Secretary of Senate shall provide, in writing, the President of the Graduate Student Association with a copy of the provisions of the Brock Act and the regulations of Senate that describe the composition and duties of Senate.

4.8.5

At least four weeks before the date of the election, the Election Co-Ordinator shall inform the electorate, in writing, of the following:

- i. the provisions of the Brock Act and the regulations of Senate that describe the composition and duties of Senate; and
- ii. the qualifications for graduate student members of Senate and the procedure by which they shall be elected.
- iii. an outline of the election dates and procedures;
- iv. the name of the Returning Officer to whom nomination papers are to be delivered; and
- v. the composition of the electorate.

4.8.6

Nomination papers, signed by three members of the Graduate Student Association, shall be received by the Returning Officer no later than 4:30 p.m. two weeks before the election date. Nomination papers must state that the person nominated has been approached and is willing to stand for election.

4.8.7

The Returning Officer shall submit the names of all nominees in writing to the Graduate Studies Office, which shall determine whether the nominees fulfil the eligibility requirements (4.7.1 above) and shall inform the Returning Officer and the Secretary of Senate, in writing, which nominees are eligible for election on the basis of the criteria.

4.8.8

At least seven days before the date of election, the Returning Officer shall make public a list containing, in alphabetical order, the names of all eligible candidates for the information of the electorate.

4.8.9

The poll shall close at the date and time specified for the election. The results shall be verified by the Returning Officer and assistants appointed by the Graduate Student Association Executive.

4.8.10

The candidate(s) heading the poll shall be elected to Senate.

4.8.11

If there is a tie vote, a tiebreaker draw by lot shall be held not less than three nor more than five days following the regular election, the date to be chosen by the Returning Officer with the approval of the Executive of the Graduate Student Association.

4.8.12

The Returning Officer shall report immediately, in writing, to the Secretary of Senate, the names of the members elected and shall make a public declaration of the names of the elected candidates.

4.8.13

In the event that there are not sufficient graduate students nominated or willing to stand for election to the two graduate student positions on Senate, the Graduate Students' Association, through its Board, shall appoint the number of graduate students required to fill the vacancies until such time as an election can conveniently be held.

[Senate 480, 725, 735]

4.9 Resignations, Forfeitures, Replacements & Special Elections

4.9.1

A graduate student member or a graduate student member-elect of Senate, who wishes to resign a seat, shall submit a resignation, in writing, to the Secretary of Senate and to the Returning Officer, noting the date on which the resignation is to take effect.

[Senate 108, 321, 725, 735]

4.9.2

In the event of the resignation or forfeiture by a graduate student member of Senate or a graduate student member-elect of Senate, the Returning Officer shall inform the Secretary of Senate, in writing, of the name of the person standing next in the poll at the last regular election who shall be declared elected to Senate for the remainder of the current year. In the event that there was no one standing next in the poll, the Graduate Student Association Board shall appoint a replacement pursuant to 4.8.13.

[Senate 480, 725, 735]

4.9.3

The Graduate Student Association shall have the right to nominate a replacement for any graduate student member of Senate who reports to the President of the Graduate Student Association that they will not attend meetings of Senate held during the summer term. Such replacement shall serve only during the time in the summer term in which the incumbent is absent.

4.9.4

Any elected graduate student Senator, upon failing to attend three Senate meetings without providing prior written reason addressed to the Secretary of Senate, will be considered to have forfeited their position. The vacant position will be filled by the applicable procedures in 4.9.2.

[Senate 654, 735]

4.9.5

Any graduate student member of a Senate Committee, upon failing to attend three Senate Committee meetings without providing prior written reason addressed to the Committee Chair and Committee Secretary, will be considered to have forfeited their position, and the vacant position will be filled forthwith.

[Senate 654, 735]

4.10 Amendments

4.10.1

Any amendments to these regulations (FHB 2: 4.6 to 4.10) shall be made in consultation with the Graduate Students' Association.

[Senate 437, 480, 735]

5. Senate-Elect and Governance-Elect

5.1 Senate-Elect

Senate-Elect refers to the body composed of all individuals who will serve as Senators for the upcoming Senate year, including elected, appointed and ex-officio members.

5.2 Governance-Elect Committee

Governance-Elect Committee refers to the body composed of all individuals who will serve on the Governance Committee for the upcoming Senate year, including elected, appointed, and ex-officio members.

6. Senate Officers

6.1 Chair and Vice-Chair

Each year, as soon as the Senate has received the results of the election, the Chair of the current Senate shall convene and chair a meeting of the Senate-Elect. The Senate-Elect shall appoint a Governance-Elect Committee to nominate members of standing committees (including chairs and vice-chairs) and Senate appointments to Senate for the coming year. The Senate-Elect shall also meet again before Spring Convocation to consider the report of the Governance-Elect Committee.

The Chair and Vice-Chair shall meet regularly with the President and Vice-Presidents, the Chair and Vice-Chair of the Board, and the University Secretary.

6.1.1 Eligibility

Any voting member of Senate shall be eligible to stand for election as Chair or Vice-Chair of Senate. See section 6.2 below for the election procedures.

6.1.2 Term

The terms of the Chair and Vice-Chair shall normally run from July 1 to June 30. The Chair and Vice-Chair shall each serve a two-year term, unless their term on Senate ends before the expiry of their term and they are not re-elected or reappointed to Senate in the same capacity, in which case an election will be conducted to fill the vacancy. For clarity, if the individual remains a voting member of the Senate but in a different position than the position they held when initially elected as Chair or Vice-Chair, they are eligible to be nominated to fill the vacancy.

[Senate 282, 326, 426, 528, 532, 674, 735]

6.2 Election Procedure

6.2.1 Election Format

The election of the Chair and Vice-Chair of Senate shall be conducted by the Senate-Elect by secret ballot outside of a meeting.

6.2.2 Timing of Election

The election process shall commence no later than the last week of April. Where vacancies exist in both the Chair and Vice-Chair positions, the election for Chair shall be conducted first, immediately followed by the election for Vice-Chair.

[Senate 741]

6.2.3 Notice of Election

Following the declaration of the teaching staff and professional librarians Senate election results, the Secretary of Senate shall announce the election of the Chair and Vice-Chair to all members of the Senate-Elect. The announcement shall

include the election procedures and timelines.

6.2.4 Nominations

Nominations for the offices of Chair and Vice-Chair shall be open for a period of one week. Nomination papers must be submitted to the Secretary of Senate and shall be signed by at least one person eligible to vote in the election, together with a signature confirming that the nominee is willing to stand for election; electronic signatures are acceptable. Each nomination must include a candidate statement not exceeding 200 words. The Secretariat shall advise the electorate 48–72 hours in advance of the close of nominations of the candidates who have been nominated and shall encourage additional nominations as needed.

[Senate 741]

6.2.5 Voting and Results

- a) The voting period shall commence within two business days of the close of nominations and shall remain open for a period of one week. The Secretary of Senate shall distribute to all members of the Senate-Elect a secure electronic ballot and the candidate statements.
- b) The same scrutineers appointed for the election of teaching staff and professional librarians will serve in the Chair and Vice-Chair elections. At the earliest convenient time following the close of the polls, the scrutineers and the Secretary of Senate shall meet to review the election results. Following that meeting, the Secretary of Senate shall make a declaration of the election results to the Senate-Elect, including the number of votes cast for each candidate.
- c) To be elected, a candidate must receive a majority of the votes cast.
- d) Where more than two candidates are nominated for an office and no candidate receives a majority of the votes cast on the first ballot, the

candidate receiving the lowest number of votes shall be removed from the subsequent ballot.

- e) If no candidate receives a majority of the votes cast, a subsequent ballot vote shall commence within five business days of the declaration of the previous ballot results. Subsequent ballot votes will be conducted in the same manner but shall only remain open for a period of one week. This process will be repeated until a candidate receives a majority of the votes cast.
- f) In cases where there is only one eligible nominee a yes or no secret ballot vote will be conducted, and the nominee must receive a majority of votes in favour to be elected. Should the nominee not be elected, a new election shall commence starting with a one-week nomination period.

[Senate 741]

6.2.6 Election Disputes

In the event of any dispute arising relating to the election, the Secretary of Senate shall refer the matter to the Elections Sub-Committee for resolution.

6.3 Temporary Absence and Vacancy

6.3.1 Temporary Absence

- a) If the Chair is absent, the Vice-Chair temporarily performs the Chair's duties for that period.
- b) If both the Chair and Vice-Chair are absent, the Chair of Governance temporarily performs the Chair's duties for that period.
- c) If all three are absent, Senate elects a Chair pro tempore for that meeting.
- d) If the Vice-Chair is absent (even when the Chair is present), the Chair of Governance temporarily performs the Vice-Chair's duties for that period.

6.3.2 Vacancies

Definition of Vacancy. A vacancy occurs upon resignation, removal, death, ineligibility, or permanent incapacity, as determined by Senate.

- a) Chair vacancy: The Vice-Chair serves as Interim Chair with full duties and powers until a by-election; if the Vice-Chair cannot serve, the Chair of Governance serves as Interim Chair.
- b) Vice-Chair vacancy: The Chair of Governance serves as Interim Vice-Chair until a by-election.
- c) By-election timing: Held as soon as practicable, with at least 10 business days' notice of nominations.

6.3.3 Voting

Anyone presiding under Temporary Absence or serving in an interim capacity holds the voting rights of the office they are occupying for that meeting or period.

6.4 Secretary and Recording Secretary

6.4.1

All public Senate meetings shall be recorded by the University Secretariat and retained for a period of at least twelve months.

6.4.2

The Secretary of Senate is responsible for supporting the effective functioning of the Senate and its committees and for providing guidance to ensure that Senate's governance processes are carried out in accordance with the Brock University Act, Senate Bylaws, and relevant policies and procedures.

Responsibilities of the Secretary include:

- a) Issue notice of Senate meetings, prepare the agenda in accordance with Senate regulations, and distribute all required documentation to Senators and others as appropriate.
- b) Ensure that the agenda of each Senate meeting is posted as required.
- c) Prepare, distribute, and maintain accurate and complete minutes and records of Senate proceedings in accordance with Senate regulations.
- d) Receive and respond to communications addressed to Senate and convey Senate decisions to individuals or groups as directed by Senate.
- e) Arrange for appropriate physical and logistical requirements for Senate meetings.
- f) Conduct the following elections as set out in the Senate Bylaws:
 - g) Full-Time Teaching Staff and Professional Librarians to Senate
 - h) Senate Chair and Vice-Chair
 - i) Faculty Members to the Board of Trustees
 - j) Oversee the appointment of student Senators as set out in the Senate Bylaws.
- k) Post Senate approved changes to the Faculty Handbook on the University website.
- l) Support the development and review process of academic policies within Senate's jurisdiction.
- m) Advise the Chair, Vice-Chair, committee chairs, and Senators on the application and interpretation of applicable legislation, governing documents and other rules.
 - a. In consultation with Senate leadership, coordinate orientation, training, and ongoing governance development opportunities for Senators, committee members, and other governance participants.

- b. Perform such other duties as Senate may from time to time direct.

[Senate 48, 130, 282, 547]

6.4.3

There shall be a Recording Secretary of Senate whose primary responsibility shall be to the Secretary of Senate for the performance of those duties outlined above and such other duties as may from time to time be assigned.

[Senate 130]

7. Other Senate Approved Elections/Appointments

7.1 Election of the Chancellor

[For the statutory provisions concerning the election of the Chancellor, see **FHB 1:2**]

7.1.1 Term of Office

The Chancellor shall be elected for a term of three years. Re-election is permissible. The term of office of the Chancellor shall normally begin on the first day of July and end on the thirtieth day of June.

7.1.2 Election

7.1.3

On or before the first day of April in the final year of the chancellor's term of office, or upon receiving notice of the resignation of the Chancellor, the Governance Committee of Senate shall formulate a recommendation, on the election or re-election of a Chancellor. The Governance Committee may present a single nominee or a ranked list of nominees. Before finalizing its

recommendation, the Committee may call for suggestions from members of the University community.

7.1.4

Following the formulation of the Governance Committee's recommendation, the President shall consult with the Board of Trustees regarding the proposed nominee(s).

7.1.5

At its first meeting following this consultation with the Board of Trustees, Senate shall meet, in camera, to consider the Governance Committee's recommendation and the feedback arising from the Board consultation, and may proceed to elect a Chancellor, contingent upon the nominee's acceptance. The Governance Committee's report to Senate shall contain relevant biographical information concerning the nominee(s).

7.1.6

Where Senate approves a ranked list of nominees, the motion will authorize the President to approach nominees in order of rank until a nominee accepts the position. The outcome of this process shall be reported to Senate at its next meeting.

[Senate 334, 735]

7.1.7 Chancellor Emeritus

The honorary title of Chancellor Emeritus shall be offered to all former Chancellors of Brock University and bestowed upon acceptance.

[Senate 55, 735]

7.2 Election of Faculty Trustees

7.2.1

Two faculty members shall serve on the Board of Trustees for staggered three-year terms, along with the Chair of Senate. The Senate is responsible for electing these Trustees.

[Senate 194, 426, 528, 735]

7.2.2 Eligibility to Serve

Brock University faculty members who do not hold office in the Brock University Faculty Association or serve on a Brock University Faculty Association Committee are eligible to serve.

7.2.3 Eligibility to Vote

All voting members of the Senate-Elect are eligible to vote in the election of Faculty Trustees.

Senate-Elect shall then vote by ballot to elect from all nominees the faculty Trustees to the Board of Trustees.

[Senate 104, 143, 151, 219, 735]

7.2.4 Election Announcement

At least two weeks prior to the date of the election, the Secretary of Senate shall distribute an announcement of the election to those eligible to serve and those eligible to vote. The announcement will include the election timeline and procedures.

7.2.5 Nominations

Nominations will be accepted for a two-week period. Nomination papers signed by at least one other faculty member eligible to serve in the election must be submitted to the Secretary of Senate no later than the close of the nomination period. Every nomination must include a signature indicating the nominee is willing to stand as well as a candidate statement with a maximum of 200 words, to be circulated with the ballot.

7.2.6 Acclamations

Following the nominations deadline, when the number of nominees is the same as the number of vacancies, the University Secretariat will notify those eligible to nominate and vote. In the same communication the nominations deadline will be extended by one week to allow for additional nominations, making it clear that after the specified deadline, if no other nominations have been received, the nominee(s) will be acclaimed.

7.2.7 Ballots/Voting

If there are more nominees than vacancies, the Secretariat will prepare and circulate an electronic ballot containing in alphabetical order the names of all nominees. Voters will be provided a two-week period to cast a ballot.

7.2.8 Election Results

The same scrutineers appointed for the election of teaching staff and professional librarians will serve in the Faculty Trustee election. At the earliest convenient time following the close of the polls, the scrutineers and the Secretary of Senate shall meet to review the election results. Following that meeting, the Secretary of Senate shall make a public declaration of the election results, including the number of votes cast for each candidate, at the earliest convenient date.

7.2.9 Election Disputes

In the event of any dispute arising relating to the election, the Secretary of Senate shall refer the matter to the Elections Sub-Committee for resolution.

[Senate 735]

7.3 Faculty of Education Advisory Committee

7.3.1

Under the terms of the agreement between the University and the Ministries of Education and Colleges and Universities concerning the Faculty of Education, an Advisory Committee was established to “advise and make recommendations through the Dean of the [Faculty] to the Senate of the University and to the Education Minister and the Universities Minister on any matters pertaining to the professional education and instruction of teachers”. The composition of the Committee is as follows:

- a) The Dean of the [Faculty] ex officio;
- b) Two members (one Regional, one Central Office) appointed by the Minister of Education;
- c) One member appointed by the Minister of Colleges and Universities;
- d) Four members appointed by the Senate of the University;
- e) Three members appointed by the Ontario Teachers’ Federation;
- f) One member appointed by the Ontario Association of Education Administrative Officials; and
- g) One member appointed by the Ontario Catholic Supervisory Officers’ Association.

The members appointed under clauses b, c and d are to be appointed for a term of three years.

7.3.2

The Governance Committee of Senate-Elect shall bring forward nominations for Senate representatives on the Advisory Committee at the same time, and using the same process, as it brings forward nominations for members of standing committees and sub-committees of Senate (see [FHB 2:6.1](#) and [FHB 2:10.14](#)).

[Senate 352, 735]

8. Meetings

8.1 Frequency, Agenda, Quorum

8.1.1 Regular Meetings

- a. Regular meetings shall normally take place monthly. Meetings shall normally begin at 3:00 p.m. and end no later than two hours later. Meetings may continue past the two-hour limit only after a motion to do so is passed by a two-thirds majority of those present and voting.
- b. A schedule of regular Senate meetings for the term shall be provided in advance to all Senators and posted on the University Secretariat web site.
- c. The University shall be instructed to assign some priority to ensuring that the University timetable permits attendance by all Senators at Senate meetings.
- d. Meetings outside term (i.e., June to August) shall take place at the call of the Chair.
- e. From the day after the Spring convocation until the first day of the Fall/Winter session, the Chair and Vice-Chair of Senate shall have authority to make decisions on any routine or uncontroversial matter, as determined in accordance with the [Consent Agenda Guidelines](#) approved by the Governance Committee, which is submitted to the

University Secretariat from either a Senator or a Senate Committee provided that:

- i. in the event that the Senate Chair and Vice-Chair disagree on whether an item is routine or uncontroversial, a Special Senate meeting shall be called to address the item;
 - ii. prior to making any decision, the Chair shall notify Senators that they have been requested to make a decision regarding an item and invite Senators to submit input, including any objections to the item being deemed routine or uncontroversial, no later than 5 business days following the distribution of the notice;
 - iii. If one Senator objects to the item being deemed routine or uncontroversial a Special Senate meeting will be called to address the item;
 - iv. all decisions shall be communicated to Senators following the decision and reported to Senate at its first meeting following the decision; and
 - v. Senate may rescind any decision made by the Chair and Vice-Chair of Senate under this section.
- f. Special Senate meetings will be called over the summer months to consider non-routine matters. In the event that a quorum is not reached for a Special Senate meeting, the Governance Committee shall act as the Executive Committee of Senate with an understanding that any action would be presented to Senate at its next meeting and could be rescinded by Senate.

[Senate 272, 299, 426, 547, 566, 667, 735]

8.1.2 Special Meetings

Special meetings may (and on the request of at least five members of Senate, shall) be called by the Chair at any time.

Notice of each special meeting, accompanied by copies of the agenda and of all papers to be submitted at the meeting, shall be sent to members of Senate at least twenty-four hours in advance.

[Senate 321, 741]

8.1.3 Five-Day Rule

Copies of the agenda and all papers to be submitted to a meeting, or notice of cancellation of the meeting, shall be sent to all members of Senate at least five business days in advance of each regularly scheduled meeting. Permission to introduce, at a Senate meeting, items for information not circulated to members five business days in advance of the meeting, must receive the consent of a two-thirds majority of all members present and voting: items for action must receive the consent of all members present and voting.

[Senate 321, 592]

[Senate 741]

8.1.4 Agenda

a) Meeting Agenda

The Chair of Senate will work with the Vice-Chair of Senate and the Secretary of Senate to set the agenda and review agenda materials; review motions and their supporting documentation for completeness; and forward business directly to the appropriate committee, without waiting for a referral from Senate.

The agenda shall normally include the following items:

- a. minutes of the last regular meeting and of any intervening special meetings;
- b. business arising out of the minutes;
- c. communications;
- d. report of the Chair of Senate;
- e. report of the President and Vice-Chancellor;
- f. report of the Provost and Vice-President, Academic;
- g. report of the Vice-President, Research
- h. report of the Academic Colleague on meetings of the Council of Ontario Universities;
- i. report of actions of the Board of Trustees;
- j. unfinished business from the last meeting;
- k. reports of standing committees;
- l. reports of special committees;
- m. a generative discussion;
- n. Consent agenda.

b) Generative Discussion

Generative discussion refers to a structured Senate agenda item intended to facilitate open, forward-looking dialogue among Senators on strategic, academic, or governance matters, and to inform future policy development, planning, or Senate consideration.

The Senate Chair, in consultation with the Senate Vice-Chair, shall determine the topics for generative discussions.

[Senate 741]

c) Consent Agenda

The Senate Chair may approve that any routine or uncontroversial item be included in the consent agenda for a Senate meeting. In determining whether to include an item in the consent agenda, the Senate Chair will consider the [Consent Agenda Guidelines](#) approved by the Governance Committee and the advice of the Secretary to Senate and Senate Committee Chairs as necessary.

Any items included in the consent agenda for a meeting shall be received or approved by Senate through approval of the meeting agenda. Any item in the consent agenda may be lifted upon request of a Senator prior to approval of the meeting agenda.

If, following approval of the meeting agenda but during the same meeting, a Senator wishes to lift an item that was received or approved by consent, the Senator may propose a motion to lift the item from consent for discussion and possible action. The motion must be seconded and passed by a majority. If passed, the Chair will then include the item on the agenda for discussion at any point deemed appropriate by the Chair.

[Senate 661]

8.1.5 Quorum

a) A quorum at all Senate meetings shall be half of the members.

[Senate 103, 282, 735]

8.1.7 Meeting Formats and Associated Guidelines

a) Meeting Formats

1. Regular Senate meetings shall be held in-person with provision of online accommodations for individuals unable to attend in-person;
2. Special Senate meetings shall be held online;

3. Senate committee meetings shall be held online with determination by each committee on necessary alternate meeting formats.

b) Associated Guidelines

1. Committee Chair to obtain consensus-based decision from their committee membership on an alternate meeting format (in-person or hybrid).
2. Committee's decision is subject to the availability of a meeting room equipped with the required technology capabilities to offer an alternate meeting format (in person or hybrid).
3. For those meetings that are not solely online, members will be asked to confirm their attendance in person or virtually. If there are fewer than 50% voting members 48 hours prior to the meeting who have indicated in-person attendance, the Chair and Vice-Chair reserve the authority to hold the meeting online instead, following consultation with the Secretary.
4. The technology used for online and hybrid meetings shall meet the following requirements:
 - 1) allow Senators and committee members to participate and vote throughout a meeting;
 - 2) have mechanisms for authenticating the attendance and vote of each attendee.
5. Participation in an online meeting participation shall constitute presence for all purposes, including quorum and voting.
6. Any action that could be taken at an in-person meeting may also be taken at an online or hybrid meeting pursuant to these provisions.
7. Further guidelines for the conduct of online meetings that may be established by the University Secretariat in consultation with the Governance Committee.

[Senate 678, 680, 701, 721]

8.2 Debates and Divisions

8.2.1

The conduct of meetings shall be decided by the Chair, who shall be guided by Robert's Rules of Order except for such matters on which these bylaws lay down procedure.

[Senate 282]

8.2.2

Points of order shall be decided by the Chair and are not debatable. A decision of the Chair may be appealed to Senate. Any appeal is debatable. During appeals, each member may speak once for up to five minutes, and the Chair may speak twice—once at the beginning of debate to explain the ruling and once at the close of debate—for up to five minutes each.

8.2.3

Apart from the mover of a substantive motion, who may reply, no member may speak more than once to a question, unless in explanation of something the member has said.

8.2.4

No member may speak for more than ten minutes to any question except with the leave of Senate. The Secretary of Senate shall be responsible for keeping account of the length of time a person has spoken.

8.2.5

The Chair may take part in any debate, but before doing so the Chair shall leave the chair and appoint some other member to occupy the chair until the Chair has spoken.

8.2.6

The Chair shall similarly vacate the Chair when presenting a report.

8.2.7

The Chair may vote on any question.

8.2.8

The Chair shall declare the result of each vote and in all questions, except a motion of adjournment, any member may require the “yeas” and “nays” to be recorded.

8.3 Motions and Questions

8.3.1

When a motion is seconded it shall be read to Senate before being debated. All reports from Committees shall be phrased in such a way that when action is expected by Senate substantive material shall be in the form of a motion which Senate can immediately debate.

[Senate 735]

8.3.2

When a motion is under debate, no motion shall be received by the Chair except the following, in the order of precedence laid out below:

- a) questions of privilege (as defined in Robert’s Rules of Order);

- b) to adjourn the meeting
- c) to lay on the table
- d) to close debate (a motion to call the question is non-debatable);
- e) to limit or extend debate
- f) to postpone to a definite time;
- g) to refer
- h) to amend the amendment
- i) to amend

[Senate 194, 282, 307]

8.3.3

Questions of privilege must immediately be ruled upon (i.e., recognized by the Chair and, when allowed, are not debatable and must be voted on immediately (however, a motion that has been admitted as a question of privilege is debatable and can be amended).

8.3.4

Except in the context of a question or privilege, a motion to adjourn a meeting shall always be in order, but no member making such a motion may speak to it for more than five minutes. A second motion to adjourn may not be moved until after some further business has been transacted.

[Senate 282, 307]

8.4 Circulation of Agenda and Minutes

8.4.1.

The agenda and materials for Senate meetings (with exception of confidential materials) shall be posted on the University Secretariat web site prior to each

meeting and as outlined in FHB 2: 8.1.3. The agenda and materials for Committee meetings (with exception of confidential materials) shall be distributed electronically.

[Senate 143, 282, 442, 547]

8.4.2

A copy of all Senate documents and minutes, together with appendices, shall be posted on the University Secretariat web site. Previously archived materials, which are not posted, are available in the Secretariat Office and placed with the University Librarian, who shall make these documents available for inspection to members of the University community.

[Senate 137, 442, 547]

8.4.3

Circulation of the materials referred to in 8.4.1 and 8.4.2 (with the exception of confidential materials) and of materials to Senate Committees will be distributed electronically as appropriate.

[Senate 432, 547]

8.5 Open and Private Meetings

8.5.1

Meetings of Senate shall normally be open. Non-members of Senate shall be free to attend meetings of Senate, subject to seating limitations.

[Senate 130, 157]

8.5.2

The following subjects shall be considered by Senate in camera:

- a) the election of the Chancellor;
- b) candidates for Honorary degrees;
- c) candidates for scholarships, awards and other honours;
- d) reports concerning bursary recipients;

In addition, Senate may at any time decide by a majority vote of those present and voting that the whole of a meeting, or any part of a meeting, be held in camera.

[Senate 426]

8.5.3

Business considered by Senate in camera shall be recorded in separate minutes. Upon returning to open session, and where feasible, the action taken shall be reported in a manner that preserves confidentiality.

8.5.4

Documents to be presented at meetings of Senate, except those mentioned in 8.5.2 above, shall normally be regarded as public, and shall be available for reading and consultation in the office of the Secretary of Senate and in the University Library. Notwithstanding this provision, the Chair and Secretary of Senate may declare a document confidential. Such a confidential document shall be made available in advance only to members of Senate, and shall be discussed in camera, if Senate so decides, subject only to the limitation in 8.5.3 above.

[Senate 49, 143]

8.5.5

Any non-Senator who wishes to make a verbal presentation to Senate shall submit a written request to the Senate Chair and Vice-Chair at least seven

business days in advance of the Senate meeting at which they wish to present. The request shall provide details of the proposed presentation, why they wish to present to Senate, and how the presentation falls within Senate's purview. The Senate Chair and Vice-Chair may do one of the following: (a) approve the request; (b) deny the request; or (c) refer the requester to a Senate committee or another university committee, unit, or process. If the Senate Chair and Vice-Chair disagree, the request shall be considered by the Governance Committee. The Senate Chair will notify the requester and the University Secretary of whether the request has been approved and if approved, the University Secretary shall inform the requester of the time allocation and meeting details. Presentations by non-Senators to Senate shall be limited to a maximum of ten minutes.

[Senate 695, 741]

8.6 Conflict of Interest

8.6.1

Any member who has an actual, potential, or perceived conflict of interest in respect of a matter before Senate or a Senate committee shall declare the conflict as soon as they become aware of it, whether before the meeting, at the beginning of the meeting, or during the meeting.

8.6.2

The composition of the Senate creates the potential for perceived or actual conflicts of interest. Senators or committee members are not considered to have a conflict of interest where their interest is the same or substantially the same as any other faculty, staff, administrator, student, or other constituency on Senate.

8.6.3

A member who has declared a conflict of interest shall not participate in the discussion or vote on the matter to which the conflict relates. Where the matter is being considered in camera, the member shall withdraw from the meeting for that portion of the discussion.

8.6.4

Any declared conflict of interest, and the way it was addressed, shall be recorded in the minutes.

8.6.5

Where there is uncertainty as to whether a conflict of interest has been properly declared or managed, the Senate or the relevant Senate Committee shall determine, by vote, whether a conflict of interest exists. The member(s) concerned may participate in the debate but are not eligible to vote. A two-thirds vote is required to confirm the existence of a conflict of interest.

9. Faculty Handbook (FHB) Governance

9.1 Official Version and Content

9.1.1

The Faculty Handbook shall be made available on the University Secretariat web site. This will constitute the official version of the Faculty Handbook.

[Senate 143, 144, 282, 426, 547]

9.1.2

The Faculty Handbook shall contain information on the terms of reference, composition, membership and relevant policy statements of governing bodies in the University; on the terms of reference, composition and membership of

standing and special committees of those governing bodies; on the powers of the chief officers of the University; on the terms of reference, composition and membership of committees appointed by such officers; together with current academic regulations as approved by Senate.

9.2 Amendments

9.2.1

Amendments to the Faculty Handbook shall be recorded on the official version located on the University Secretariat web site. The Office of the University Secretariat will communicate amendments to the Faculty Handbook in Brock News and to non-academic departments as required and to Decanal Administrative Assistants who will share the information with their respective faculty and staff.

[Senate 198. 549]

9.2.2

Each section of the Faculty Handbook is assigned to an appropriate Senate committee, which is responsible for ensuring that:

- a) all amendments are appropriately written and properly placed; and
- b) the section accurately reflects current policy and practice as approved by Senate.

[Senate 198]

9.2.3

Any Senate standing or ad hoc committee, or any individual Senator, may propose changes to any section of the Faculty Handbook. Such changes must, however, be considered by the appropriate designated committee prior to

consideration by Senate. Only designated committees may propose to Senate formal, specific amendments to appropriate section(s).

[Senate 198, 735]

9.3 Faculty Handbook Section Assignments

Faculty Handbook sections are assigned to Senate committees as follows:

- a) Governance Committee – Section 2; advise on Section 1; Section 3: A:6.3,C:12
- b) Graduate Studies Committee – Section 3: A: 1 and B: 1-11.1
- c) Information Technology and Infrastructure Committee – Section 3: C: 5
- d) Undergraduate Program Committee – Section 3: A: 1, 7, 8
- e) Undergraduate Student Affairs Committee – Section 3: A: 2, 3, 4, 5, 9, 14
- f) Research and Scholarship Policy Committee – Section 3: C: 2, 3, 4, 9 and 10
- g) Academic Review Committee: Section 3: C: 11 and 15;
- h) Teaching and Learning Policy Committee: – Section 3: A:6.1, 6.2, 6.3, 10, 11, 13 and Section 3: C: 1, 6, 7, 8 and 13; and
- i) Student Appeals Board – Section 3: A12; Section 3: B.11.2.A; Section 3: C.17

[Senate 198, 232, 321, 376, 516, 549, 624, 638, 659, 676, 721,727]

10. Committees

10.1 General

Each elected member of Senate shall normally serve on at least one Senate committee. Meetings of committees shall normally be scheduled so as not to conflict with members' regular class commitments.

[Senate 307, 715]

10.1.1 Quorum

A quorum for a Senate committee shall be a majority of its membership (excluding non-voting members and the Senate Chair and Vice-Chair). A committee may proceed with its agenda with only 30% in attendance provided that the agenda has been circulated in accordance with the Senate Bylaws and its decisions will be ratified at a later full-quorum meeting in advance of being forwarded to Senate.

[Senate 282, 307, 652, 685]

10.1.2 Term

- a) Elected teaching staff and professional librarian members of standing committees and sub-committees shall normally serve for two year staggered terms unless otherwise specified and may be reappointed. A Vice-Chair may, but does not necessarily, succeed to the chair at the completion of that term as Vice-Chair. A term of service shall begin on July 1 and end on June 30 in the final year of the term. Committee Chairs and Vice-Chairs shall be appointed for a two-year term. Any member with fewer than two years remaining in their term on Senate is eligible to serve as Committee Chair or Vice-Chair but only serves the second year if re-elected to Senate.

[Senate 677]

- b) It is the responsibility of the Chair of a standing committee to convey documentation to their successor after the committee's term of office has expired. The Chair of an ad hoc committee shall convey all documentation to the Secretary of Senate after the committee has been discharged.
- c) Members of special committees shall normally serve until the committee is discharged.

[Senate 130, 282, 307, 321, 376. 449, 515, 735]

10.1.3 Powers

Each Senate committee shall have the power to create sub-committees, provided that Senate is informed of the terms of reference and membership of these sub-committees.

10.1.4 Reports

- a) Each committee shall report to Senate through its Chair or designate.
- b) Each committee shall provide a Year-End Report through its Chair or designate, using the Senate approved [Template for Senate Committee Year-End Reports](#).

[Senate 637]

- c) Documents intended for Senate consideration must be submitted to the Secretary of Senate at least seven business days in advance of a Senate meeting in order to allow for duplication and distribution (see the "Five Day Rule", as outlined in these Bylaws).

[Senate 282, 321]

10.1.5 Meetings

- a) Senate Committee meetings, with the exception of the Student Appeals Board and in camera portions of meetings, shall normally be open to all

members of the University community and any member of the University community shall be permitted to address the Committee subject to the availability of time, after all members of the Committee have been given an opportunity to speak. The Chair of each committee shall ensure that agenda of meetings are sent, at least three business days in advance of the meeting, to all Committee members and the Secretary of Senate and posted on the University Secretariat website. Permission to introduce, at a Committee meeting, items for information not circulated to members three business days in advance of the meeting, must receive the consent of a two-thirds majority of all members present and voting, and items for action must receive the consent of all members present and voting.

[Senate 620, 654, 681]

- b) The items identified in FHB 2: 8.5.2 above shall be considered in camera by the appropriate Committee. In addition, each Committee may at any time decide, by a majority vote of those present and voting, that the whole of a meeting or any part of a meeting be held in camera. In camera meetings may not be conducted by e-mail.
- c) Documents presented at meetings of Committees, except those containing subjects referred to in 10.I.6.B above, shall normally be available to all members of the University community for reading and review on the University Secretariat website. Notwithstanding this provision, the Committees may, after a vote, declare certain documents confidential and such documents shall be discussed only in camera.

[Senate 654, 735]

- d) Each Committee shall have a recording secretary. The secretary shall be responsible for the production of minutes for all Committee meetings. Minutes shall be distributed to all Committee members, the Chair of

Senate, and the Secretary of the University who shall ensure they are archived in an easily accessible location. Minutes shall normally be distributed with the materials for the next meeting. Minutes shall focus on the action taken and a reference to the supporting materials.

- e) At the conclusion of the private part of a Committee meeting (with the exception of the Senate Student Appeals Board), the Chair will secure the approval of the Committee for the issuance of a report discussed in camera, the announcement of a decision made in camera, or a statement of conclusions reached in camera, whichever is appropriate. The public announcement will be made following the meeting or when the Committee resumes its public session, whichever is appropriate.

[Senate 645, 735]

- f) Each Committee shall have a Vice-Chair. The Vice-Chair will conduct Committee meetings in the absence of the Chair.

[Senate 61, 289, 321, 411, 418, 426, 547]

[Senate 634]

- g) Electronic voting outside of a meeting (electronic voting) is not a preferred practice and should not replace the deliberative benefits of face-to-face meetings. In extenuating circumstances during the summer months, however, electronic voting may be used to conduct the business of Senate committees, except as outlined in 10.1.5.b.
- h) Electronic votes may only be considered during the summer months and if the motion to be considered is time sensitive and the committee is unable to meet to consider the matter in a timely fashion and/or establish quorum.
- i) In the event that a Chair of a committee wishes to initiate a process of electronic voting on a motion, they shall adhere to the following process:

- a. The Chair shall write to members of the committee with the text of the motion and any supporting materials to determine whether or not there is sufficient support for conducting an electronic vote.
- b. If at least 75 percent of the members of the committee indicate, in writing within 48 hours, that an electronic vote is acceptable, the chair shall notify members of the committee that electronic voting shall proceed. The first member of the committee who responds in the affirmative shall be deemed to be the mover of the motion.
- c. If the criteria outlined in 10.1.5.h) b. are not met, an electronic vote shall not be permitted.
- d. Committee members shall then have 48 hours to vote on the motion.
- e. Once every member of the committee has cast an electronic vote, or after 48 hours have passed and a quorum of members have voted, the chair shall disclose the vote totals to the entire committee via e-mail and declare the motion carried or defeated. If a quorum of members have not voted after 48 hours, the deadline to vote shall be extended until such time that a quorum of members have voted. For clarity, the quorum of members is the same quorum that would be required to conduct business at a committee meeting.
- f. The results of any voting conducted electronically shall be recorded in the minutes at the next meeting of the committee along with the wording of the motion.

[Senate 606, 735]

- j) The conduct of meetings shall be decided by the Chair, who shall be guided by Robert's Rules of Order except for such matters on which these bylaws lay down procedure.

[Senate 624, 735]

- k) In the event that a Committee meeting location needs to be changed due to unforeseen circumstances, the Secretary of the Committee shall post a notice outside the scheduled meeting room directing Committee members and others to the new meeting location. The Secretary of the Committee shall also send Committee members an e-mail directing them to the new meeting location.

[Senate 634, 735]

10.1.6 Resignations/Vacancies

Any Committee member, with the exception of ex officio members, upon failing to attend three (3) Committee meetings without providing prior written reason addressed to the Committee Chair and Committee Secretary, will be considered to have forfeited their position.

The Committee Chair and Committee Secretary shall notify the Governance Committee and the vacant position will be filled according to specific procedures outlined in these Bylaws. In the case of a vacancy of a faculty member at large, the Governance Committee will put forward a call for nominations from the appropriate Faculty.

If an ex officio member of a Committee fails to attend three consecutive Committee meetings without providing prior written reason addressed to the Committee Chair and Committee Secretary, the Committee Chair will notify the Senate Chair, the Chair of Governance Committee and the President and Vice-Chancellor, who shall determine the appropriate resolution. The same process shall be followed if an ex officio member of Senate fails to attend three Senate meetings without providing prior written reason addressed to the Chair of Senate and Secretary of Senate.

[Senate 643, 654, 735]

10.1.7 Faculty of Graduate Studies and Postdoctoral Affairs representation on Standing and Special Committees

The composition of each Standing Committee and Special Committee of Senate shall not require a member of the Faculty of Graduate Studies and Postdoctoral Affairs, unless none of the members of the Faculties appointed to the Committee are members of a graduate program, in which case, an additional faculty member will be appointed to represent the Faculty of Graduate Studies and Postdoctoral Affairs.

[Senate 667, 735]

10.1.8 Annual Work Plan, Agendas and Reports

- a) For the beginning of the academic year, each Committee Chair, Vice-Chair and Secretary shall meet to consider developing an annual work plan that may outlines key, goals, tasks, and timelines for the Committee for the coming year, taking into account the institutional strategic plan, and to establish an annual meeting schedule. The Committee Chair is also responsible for the approval of each Committee meeting agenda and reports to Senate which will be drafted in consultation with the Committee Secretary. The Committee's Annual Report will be drafted by the Chair and reviewed by the Committee prior to its presentation to Senate.
- b) The Committee Chair may approve that any routine or uncontroversial item be included in the consent agenda for a Committee meeting. In determining whether to include an item in the consent agenda, the Committee Chair will consider the Consent Agenda Guidelines, and the advice of the Committee Secretary.

Any items included in the consent agenda for a meeting shall be received or approved by the Committee through approval of the meeting agenda. Any item in the consent agenda may be lifted upon request of a Committee member prior to approval of the meeting agenda.

If, following approval of the meeting agenda but during the same meeting, a Committee member wishes to lift an item that was received or approved by consent, the Committee member may propose a motion to lift the item from consent for discussion and possible action. The motion must be seconded and passed by a majority. If passed, the Committee Chair will then include the item on the agenda for discussion at any point deemed appropriate by the Committee Chair.

[Senate 547, 674, 677, 735]

10.2 Student Members

10.2.1 Identification of Student Members

One or more members of the student body (either student Senators or students at large) shall be invited to serve on all standing Committees and, normally, on all special Committees and sub-Committees of Senate. The Governance Committee shall offer first choice of available positions to student Senators.

[Senate 225, 321, 376, 735]

10.2.2 Terms of Office

Student members of standing committees shall normally serve for two year staggered terms. A student who graduates in May of the year their term expires shall remain a Senate committee member until June 30 of that year.

[Senate 735, 741]

10.2.3 Eligibility

The only qualification for eligibility shall be that the student selected should be able and likely to serve a full term.

10.2.4 Representation

When there are two student members on a Committee, normally they shall be from different Faculties of the University.

[Senate 321, 735]

10.2.5 Procedures

After the election of student Senators (see FHB 2: Article 4), the Secretary of Senate shall ascertain from the Student Senators-elect, the Committees/sub-Committees on which they wish to serve in the coming year. Subsequently, the Secretary of Senate shall notify the Chairperson of the Student Selection Committee of BUSU of the positions open for student members at large on Senate Committees and sub-Committees. The Student Selection Committee shall solicit applications for the vacant positions and make appropriate recommendations to the Governance Committee of Senate/Senate-Elect.

[Senate 225, 321, 735]

10.3 Standing Committees

The following shall be the standing Committees of Senate

Planning, Priorities and Budget Advisory Committee

Governance Committee

Graduate Studies Committee

Information Technology and Infrastructure Committee

Teaching and Learning Policy Committee

Research and Scholarship Policy Committee

Effective: July 1, 2026

Undergraduate Program Committee

Undergraduate Student Affairs Committee

Student Appeals Board

10.3.1 Ex-Officio Members

- a) The following positions shall be ex officio on all Senate committees:
 - i. Either of the Chair or Vice-Chair of Senate, to be determined annually by the Chair and Vice-Chair of Senate;
 - ii. One of: the President and Vice-Chancellor; Provost and Vice-President, Academic or another senior academic lead at the Vice-Provost or Associate Vice-President level, to be determined annually by the President and Vice-Chancellor;
 - iii. Two Faculty Deans, to be determined annually by the Provost and Vice-President Academic; and
- b) The Chair of Senate and President and Vice-Chancellor, even if not designated to serve as a member on a Senate committee, shall be permitted to attend all committee meetings, including any closed session, and participate in the discussions; however, they shall not count towards quorum nor participate in voting.

[Senate 130, 283, 307, 321, 358, 376, 456, 462, 662,679, 697, 735, 741]

10.4 Planning, Priorities and Budget Advisory Committee

10.4.1 Terms of Reference

The Planning, Priorities and Budget Advisory Committee is responsible for the review of all policies, budgets, and plans under its purview, including but not limited to the operating budget, the capital budget, strategic plans, and prioritization processes. The Committee shall make recommendations to Senate regarding Senate's participation in the development, implementation, and

monitoring of these budgets, plans and processes. Consistent with the Brock Act, the Committee undertakes the responsibility to advise Senate regarding advice to the Board of Trustees in respect to the consistency of these budgets, policies, plans, and prioritization processes with academic policy, as well as their consonance with the goals of the University. The Senate Planning, Priorities and Budget Advisory Committee advises Senate regarding the following:

- a) the principles of allocation of the University budget and determination of strategic objectives and prioritization processes;
- b) the academic and fiscal priorities of the University;
- c) the academic and fiscal challenges of the University;
- d) the budget system and strategic planning processes, and any proposed changes in the budget system and strategic planning processes of the University;
- e) matters requiring institutional advocacy; and
- f) any other matters referred to it by the Senate or Senate Governance Committee

Regular meetings of the Planning, Priorities and Budget Advisory Committee shall be held throughout the year at the call of the Chair or on the request of five members of the Committee.

[Senate 612, 622, 629, 670]

10.4.2 Composition

- a) The Chair or Vice-Chair of Senate shall annually convene the inaugural meeting of the Planning, Priorities and Budget Advisory Committee in June of each year, following Spring Convocation, and oversee the election of the Committee Chair and Vice-Chair.

- b) The composition shall normally be the Chair or Vice-Chair of (1) Governance; (2) Undergraduate Student Affairs; (3) Teaching and Learning Policy; (4) Research and Scholarship Policy; (5) Undergraduate Program; (6) Graduate Studies; (7) Information Technology and Infrastructure Committees, one of whom shall serve as Chair and one as Vice-Chair; where possible, all Faculties and the Library shall be represented.

[Senate 624]

- b) one undergraduate student, and one graduate student;
ex officio
- c) the positions specified in FHB 2:10.3.1 and

[Senate 642,679]

- d) the Vice-President, Research or Associate Vice-President, Research.

Institutional Resourcing: The Offices of the Vice-Presidents and Associate Vice-Presidents; the Office of Institutional Analysis.

[Senate 556, 557, 612, 679]

10.5 Governance Committee

10.5.1 Terms of Reference

The Senate Governance Committee attends to all matters related directly to the welfare, constitution and conduct of Senate.

The Senate Governance Committee:

- a) acts, in consultation, as required, on time-sensitive items which may arise between Convocation and the beginning of the Fall Term, subject to FHB 2: 8.1.1 E and F;
- b) provides Senate leadership in identifying policy needs and initiatives;

- c) holds at least one meeting during the academic year with the Committee Chairs, Vice-Chairs and Secretaries of Senate committees. The Chair of the Governance Committee is responsible for calling the meeting(s) and setting an agenda;

[Senate 627, 677, 699]

- d) nominates the Committee Chairs, Vice-Chairs and members of standing and special Committees of Senate or faculty representatives on other bodies, giving consideration to the importance of inclusion of equity seeking and underrepresented groups in such committees and bodies, and appoints individuals to fill mid-term vacancies on Senate committees, including vacancies in the positions of Committee Chair or Vice-Chair, provided that any such appointments are reported to Senate at its next meeting following the appointment, at which point Senate may rescind any such appointment;

[Senate 647, 679, 699, 735]

- e) recommends regarding candidates for honorary degrees;
- f) recommends regarding changes in the Bylaws of Senate, as necessary and conducts a comprehensive review of the Senate Bylaws every 7 years;
- g) recommends as to changes in the constitution or terms of reference of Senate Committees;
- h) advises Senate on suggested or desired amendments to Section 1 of the Faculty Handbook (on University Government);
- i) annually receives from the President and Vice-Chancellor a list of committees with University-wide responsibilities for the information of Senate;
- j) recommends members of Advisory Committees, as outlined for the various senior academic and administrative positions in the Policy and Procedures

on President and Vice-President Appointments and the Policy on the Appointment of Academic Administrators using the following procedures:

- 1) The Chair of the Governance Committee will contact all full-time faculty members in order to solicit nominations for the respective faculty positions on the Advisory Committee;
- 2) If applicable, the Chair of the Governance Committee will contact BUSU and the GSA to solicit names of potential members from their respective constituencies;
- 3) There will be a two-week nomination period that may be extended by the Chair of Governance, if there are no nominees for one or more positions on the Advisory Committee;
- 4) In order to be considered by the Governance Committee, nominations must include:
 - a. a short statement (maximum 200 words) summarizing the nominee's relevant experience and interest for the position.
 - b. confirmation from the nominee that they are willing to serve on the Advisory Committee;
- 5) The Governance Committee will consider all nominations in accordance with the procedures below and recommend the members of the Advisory Committee to the Board of Trustees or appropriate senior administrator.
- 6) The nominees for a position on the Advisory Committee will be presented to the Governance Committee, along with their personal statement. If the nominee has chosen to submit a self-identification form, their self-identification information will be shared with the Governance Committee.
- 7) Where there is only one nominee for a position, a secret ballot will be held and if the nominee receives a majority of votes cast by

members present and eligible to vote (excluding spoiled ballots and abstentions), the nominee will be recommended.

- 8) Where there are multiple nominees for a position, a secret ballot will be held and Committee members will vote for their preferred nominee. If a nominee receives a majority of votes cast by members present and eligible to vote (excluding spoiled ballots and abstentions), that nominee will be recommended. If no nominee receives a majority of votes cast by members present and eligible to vote (excluding spoiled ballots and abstentions), the nominee(s) with the least number of votes will be removed from the list, and another vote will be taken. This voting process will continue until a nominee receives a majority of votes cast by members present and eligible to vote (excluding spoiled ballots and abstentions).
- 9) Where there are multiple nominees for multiple positions on a Committee, a secret ballot will be held for each position separately and the voting procedure above will be followed.

[Senate 557, 577, 647, 682, 684, 699]

- k) recommends regarding proposals for a change in the name of academic units, such proposals to include, at a minimum:
- The rationale for the change in name;
 - Evidence of support from the academic unit;
 - Evidence of support of the Dean of the relevant Faculty;
 - Evidence of consultation with other affected academic and non-academic units, including the Registrar's Office and Facilities Management; and
 - Sector comparators.

[Senate 587, 589, 715]

- l) advises the Chair and the Secretary of Senate in the development of the annual Senate orientation Agenda.

[Senate 644]

- m) conducts a governance review of Senate every 7 years.

[Senate 652]

- n) at the start of the Fall term, recommends to Senate the appointment of two elected Senators who are not standing for election to serve as scrutineers for any elections held in accordance with FHB 2: 3.4, 3.6, 6.2 and 7.2 during the current term.

[Senate 675, 699, 735]

- o) at the start of the Fall term, appoints three of its teaching staff or professional librarian members who are not standing for election to serve on an Elections Sub-Committee for any elections held in accordance with FHB 2: 3.4, 3.6, 6.2 and 7.2 during the current term.

[Senate 675, 699, 735]

10.5.2 Composition

- a) two Full-Time Teaching Staff or Professional Librarian members of Senate, one of whom shall serve as Chair and one as Vice-Chair;
- b) a minimum of three additional Full-Time Teaching Staff or Professional Librarian members, such that Full-time Teaching Staff or Professional Librarians comprise the majority of the Committee, with members-at-large as necessary to ensure that the Library is represented, and that normally no more than two members from the same Faculty are appointed;

[Senate 582, 604, 677, 715, 735]

- c) a member of the GSA executive to be designated by GSA;

[Senate 683]

ex officio

- d) the positions specified in FHB 2:10.3.1; and
- e) a member of the BUSU executive to be designated by BUSU

Institutional Resourcing: The Office of the University Secretariat.

[Senate 615, 679, 681]

10.6 Graduate Studies Committee

10.6.1 Terms of Reference

The Senate Graduate Studies Committee oversees and makes recommendations on all matters directly related to graduate academic programs and related policies, considering and pursuing policy initiatives to enhance the academic programs, well-being and reputation of the University.

The Graduate Studies Committee considers and, where appropriate, makes recommendations regarding:

- a) policies concerning the conduct and regulation of graduate students in their studies;
- b) the establishment of graduate program priorities and relationships between existing or proposed programs of study; admissions policies and standards for all graduate programs;
- c) the introduction of new graduate departments, schools, colleges and/or institutes and graduate program articulation agreements in accordance with FHB 3:C.16;

[Senate 683, 721]

- d) the introduction of new categories of graduate degrees;
- e) the development of teaching and learning initiatives, policies and regulations as they affect graduate students;

- f) annual updates to the graduate calendar, including improvements in format and organization, changes to program requirements, regulations, and graduate course offerings for any academic year; changes to the graduate course bank (including additions, deletions and changes in designation); and identification of curricular changes leading to duplication. All updates and changes recommended by the Committee shall be submitted to Senate for approval;

[Senate 647]

- g) requirements and other regulations in regard to graduate scholarships, awards and bursaries, as well as the establishment of new categories of graduate student awards;
- h) approval of graduate scholarships, awards, and prizes as specified in the terms of relevant awards;
- i) preparation of an annual report summarizing work undertaken by the Committee, to be received by Senate.
- j) advises on library policy and issues as they relate to graduate studies.

[Senate 545, 564, 577, 641]

- k) the Program Viability Review process at the graduate level in accordance with Faculty Handbook Section 3: C.15.1.

[Senate 698]

10.6.2 Composition

- a) two Full-Time Teaching Staff members of Senate, including Professional Librarians, one of whom shall serve as Chair and one as Vice-Chair;
- b) a minimum of three additional Full-Time Teaching Staff, including Professional Librarians, such that Full-time Teaching Staff, including Professional Librarians, comprise the majority of the Committee, with members-at-large as necessary to ensure that the library is represented,

and that normally no more than two members from the same Faculty are appointed;

[Senate 582, 608, 677, 714, 735]

- c) one graduate student Senator and one graduate student-at-large;

ex officio

- d) the positions specified in FHB 2:10.3.1, with the requirement that one of the two Faculty Deans be the Dean of Graduate Studies

[Senate 679]

- e) the University Librarian or Associate University Librarian (provided that the Associate Librarian is not an elected member of Senate) and;
- f) the Associate Dean, Graduate Studies (non-voting).

[Senate 671, 679]

Institutional Resourcing: Faculty of Graduate Studies and Postdoctoral Affairs, Committee of Academic Deans, Faculty Graduate Program Committees, and any Faculty

[Senate 564, 608, 634,655]

10.7 Information Technology and Infrastructure Committee

10.7.1 Terms of Reference

The Information Technology and Infrastructure Committee recommends to Senate on matters pertaining to the information technology and infrastructure operations of, and planning for, the whole University insofar as these activities relate to the Senate's mandate.

Such matters include but are not limited to making recommendations to Senate regarding:

- a) matters of strategic importance related to educational technologies, technology-enhanced teaching and learning, and teaching and research spaces in support of the academic mission of the University;
- b) advice to the Board as to what buildings, other facilities and infrastructure are required to meet the academic needs of the University;
- c) the policies, plans, and standards, to be adopted by the University related to (a) and (b) above;

[Senate 564, 602, 691]

10.7.2 Composition

- a) two Full-Time Teaching Staff or Professional Librarian members of Senate, one of whom shall serve as Chair and one as Vice-Chair;
- b) a minimum of four additional Full-Time Teaching Staff or Professional Librarian members, such that Full-time Teaching Staff or Professional Librarians comprise the majority of the Committee, with members-at-large as necessary to ensure that normally no more than two members from the same Faculty are appointed;

[Senate 582, 602, 677, 714, 735]

- c) one undergraduate student, and one graduate student;

[Senate 683]

ex officio

- d) the positions specified in FHB 2:10.3.1;

[Senate 679]

Institutional Resourcing: The Provost and Vice-President, Academic; the Vice-Provost, Teaching and Learning; the Vice-President, Administration; and their relevant direct reports.

[Senate 564, 602, 653, 691, 703]

10.8 Teaching and Learning Policy Committee

10.8.1 Terms of Reference

The Teaching and Learning Policy Committee develops policy to support Teaching Staff, Professional Librarians and students in the performance of their responsibilities, including but not limited to teaching and learning, conceived of as mutually supporting and informing activities.

The Senate Teaching and Learning Policy Committee:

- a) recommends academic policy of Brock University for meeting the University's goals regarding teaching excellence, instructional development, evaluation of teaching, and other matters related to University teaching and learning;
- b) advises on computing and communications policies as they relate to teaching and learning and other professional responsibilities of all teaching members;
- c) may advise on policy regarding the development and support of all teaching members' careers as it relates to teaching and learning;
- d) recommends the recipient of the annual Award for Distinguished Teaching to the Provost, and Vice-President, Academic;
- e) advises the President, through Senate, on procedures for academic staff appointments, conditions for promotion and tenure, leaves and termination that are in the best interests of teaching and learning;

- f) advises on library policy and issues as they relate to teaching and learning;
- g) consults with the Centre for Pedagogical Innovation regarding the enhancement of instructional opportunities;
- h) maintains liaison with appropriate University-wide committees which pertain to teaching and learning;
- i) advises the Vice-President, Academic and Provost who informs departments and all teaching members, of the current standards, policies and guidelines in teaching and learning.

[Senate 534, 541, 635, 685, 698, 704]

10.8.2 Composition

- a) two Full-time Teaching Staff or Professional Librarian members of Senate, one of whom shall serve as Chair and one as Vice-Chair;
- b) a minimum of six additional Full-Time Teaching Staff or Professional Librarian members, such that Full-time Teaching Staff or Professional Librarians comprise the majority of the Committee, with members-at-large as necessary to ensure that normally no more than two members from the same Faculty are appointed;

[Senate 582, 677, 714, 735]

- c) one undergraduate student, and one graduate student;

d) [Senate 683]

ex officio

- e) the positions specified in FHB 2:10.3.1, with the requirement that one of the two Faculty Deans be the Dean of Graduate Studies
- f) the Director of the Centre for Pedagogical Innovation;
- g) the University Librarian or Associate University Librarian (provided that the Associate Librarian is not an elected member of Senate);

h) the Vice-President, Administration.

[Senate 679]

Institutional Resourcing: the Centre for Pedagogical Innovation; the Committee of Academic Deans; the University Accessibility (AODA) Coordinator and the Faculty Associate for Service Learning.

[Senate 602,606,635, 655]

10.9 Undergraduate Program Committee

10.9.1 Terms of Reference

The Senate Undergraduate Program Committee oversees and makes recommendations on all undergraduate academic programs and policies relating thereto. In all areas in which it recommends, the Undergraduate Program Committee considers and pursues policy initiatives which will enhance the academic programs, well-being and reputation of the University.

The Senate Undergraduate Program Committee recommends regarding:

- a) the academic philosophy of Brock University in relation to the consideration of new undergraduate programs and the criteria for the evaluation of such programs, including consideration of the resource base they require;
- b) the establishment of undergraduate program priorities, and relationships between existing or proposed programs of study;
- c) the introduction of new undergraduate departments, schools, colleges and/or institutes, and undergraduate program articulation agreements in accordance with FHB 3:C.16;

[Senate 683]

- d) the Program Viability Review process at the undergraduate level in accordance with FHB 3:C.15.1

[Senate 698]

- e) the undergraduate course offerings proposed for any academic year; including identification of curricular changes leading to duplication;
- f) changes in the Undergraduate Course Bank (including additions, deletions and changes in designation), changes in major or combined undergraduate major program requirements;
- g) improvements in the format and organization of the Undergraduate Calendar;
- h) plans for future academic development of the University; and
- i) prepares, for Senate approval and for subsequent circulation to all faculty, an annual report summarizing the current and the long-term undergraduate academic policy of the University.

[Senate 534, 565, 577, 641]

10.9.2 Composition

- a) two Full-Time Teaching or Professional Librarian members of Senate, one of whom shall serve as Chair and one as Vice-Chair;
- b) a minimum of four additional Full-Time Teaching Staff or Professional Librarian members, such that Full-time Teaching Staff or Professional Librarians comprise the majority of the Committee, with members-at-large as necessary to ensure that normally no more than two members from the same Faculty are appointed;

[Senate 582, 677, 714, 735]

- c) one undergraduate student Senator, and one undergraduate student

ex officio

- d) the positions specified in FHB 2: 10.1.3; and
- e) the Registrar

[Senate 642, 679, 719]

Institutional Resourcing: Registrar's Office, Committee of Academic Deans, Faculty Program Committees, and any Faculty Councils and Committees of Chairs and Directors.

10.10 Undergraduate Student Affairs Committee

10.10.1 Terms of Reference

The Undergraduate Student Affairs Committee attends to all matters directly related to undergraduate students, including but not limited to admissions, awards, and academic regulations; its mandate encourages a holistic approach to regulation concerning and in support of undergraduate students. The Undergraduate Student Affairs Committee recommends to Senate regarding:

- a) all policy concerning the conduct and regulation of undergraduate students in their studies;
- b) admissions policies and standards for all Faculties and Programs;
- c) teaching and examination policies and regulations as they affect undergraduate students;
- d) the establishment of new categories of undergraduate student awards;
- e) all matters regarding requirements and other regulations for undergraduate scholarships, award, bursaries and related policies;

- f) names of undergraduate students to be awarded the Governor General's Silver Medal, President's Medal, and each of the Dean's Medals at each year's Convocations;
- g) In addition, the Undergraduate Student Affairs Committee:
 - a. serves in a consultative role in the awarding of certain undergraduate scholarships;
 - b. reports to Senate regarding the number, amount and nature of undergraduate awards and scholarships awarded each year;
 - c. in all matters, promotes the welfare of undergraduate students in the University.

[Senate 726]

10.10.2 Composition

- a) two Full-Time Teaching Staff or Professional Librarian members of Senate, one of whom shall serve as Chair and one as Vice-Chair;
- b) a minimum of three additional Full-Time Teaching Staff or Professional Librarian members, such that Full-time Teaching Staff or Professional Librarians comprise the majority of the Committee, with members-at-large as necessary to ensure that normally no more than two members from the same Faculty are appointed;

[Senate 582, 677, 714, 735]

- c) one undergraduate student Senator, and one undergraduate student, ex officio; and

[Senate 683, 719]

- d) the positions specified in FHB 2:10.3.1 and

[Senate 679, 719]

Institutional Resourcing: The Vice-Provost, Enrolment Management and International; the Office of the Registrar; the Graduate Council; the Committee of Academic Deans; the Centre for Pedagogical Innovation.

[Senate 642]

10.11 Student Appeals Board

10.11.1 Terms of Reference

The Senate Appeals Board hears and adjudicates all undergraduate and graduate student academic appeals and is the final recourse for academic appeals.

10.11.2 Composition

- a) two Full-Time Teaching Staff or Professional Librarian members of Senate, one of whom shall serve as Chair and one as Vice-Chair;
- b) a minimum of three additional Full-Time Teaching Staff or Professional Librarian members, such that Full-time Teaching Staff or Professional Librarians comprise the majority of the Committee, with members-at-large as necessary to ensure that normally no more than two members from the same Faculty are appointed;

[Senate 582, 677, 714, 735]

- c) one undergraduate student and one graduate student;

[Senate 683]

ex officio

- d) the positions specified in FHB 2:10.3.1, with the exception that no Faculty Deans are required and;
- e) a Vice-Provost, reflecting their specific portfolio, to be designated by the Provost and Vice-President, Academic.

[Senate 642, 679, 685]

Institutional Resourcing: Office of the Registrar, Office of Graduate Studies

10.12 Research and Scholarship Policy Committee

10.12.1 Terms of Reference

The Research and Scholarship Policy Committee develops policy and advises as appropriate to support research, scholarship and creative activity at Brock University. A report from the Vice-President, Research will be a standing item on each Committee meeting agenda.

[Senate 631, 699]

The Senate Research and Scholarship Policy Committee:

- a) considers and advises on policy regarding research and scholarship in the University, and evaluates and makes recommendations on proposals for the establishment of new research institutes, the continuation of established research institutes, and the disbanding of research institutes
[See FHB Section 3: C.9.4 and 9.5.];

[Senate 631, 699]

- b) advises on computing and communications policy as they relate to research and scholarship;
- c) advises on policy regarding the development and support of research and scholarship;

[Senate 631,699]

- d) advises on library policy and issues as they relate to research and scholarship;
- e) consults with the Vice-President, Research, regarding the creation and maintenance of appropriate conditions for the conduct of research, scholarship, and creative activities at Brock University;
- f) recommends changes to the standards, policies and guidelines in research; as appropriate;

[Senate 631, 699]

- g) reviews and advises on research ethics policy;
- h) maintains liaison with appropriate University-wide committees which pertain to research and scholarship.

[Senate 534, 541, 575]

- i) recommends the recipient(s) of the honorary designation of Distinguished Professor to Senate for awarding by the President or designate.

[Senate 710]

10.12.2 Composition

- a) two Full-time Teaching Staff or Professional Librarian members of Senate, one of whom shall serve as Chair and one as Vice-Chair; a minimum of six additional Full-Time Teaching Staff or Professional Librarian members, such that Full-time Teaching Staff or Professional Librarians comprise the majority of the Committee, with members-at-large as necessary to ensure that normally no more than two members from the same Faculty are appointed;

[Senate 582, 677, 714,735]

- b) one undergraduate student, and one graduate student;

[Senate 683]

- c) the positions specified in FHB 2:10.3.1, with the exception that one of the two Faculty Deans be the Dean of Graduate Studies;

[Senate 679]

- d) the Vice-President, Research or an Associate Vice-President, Research;
- e) a representative of the Office of Research Services and;
- f) the University Librarian or Associate University Librarian (provided that the Associate Librarian is not an elected member of Senate)

[Senate 679]

Institutional Liaison: the Office of Research Services; the Centre for Pedagogical Innovation; the Committee of Academic Deans and the Research Ethics Board;

Administrative Support: Office of the University Secretary.

[Senate 541, 616, 655, 679]

10.13 Academic Review Committee

10.13.1 Terms of Reference

The Academic Review Committee (ARC) is a special committee of Senate responsible for all aspects of the Internal Quality Assurance Process (IQAP). The ARC is directly accountable and responsible to Senate through the Provost and Vice-President, Academic, an ex officio member of Senate. Regular reports will be presented to Senate through the Provost and Vice-President, Academic with updates and/or recommendations for the consideration of Senate. The Senate Academic Review Committee:

- a. coordinates, monitors, implements all aspects of, and carries out revisions to, the IQAP;
 - b. oversee, monitors and reports on all aspects of cyclical program reviews at the undergraduate and graduate levels;
 - c. oversees, monitors and reports on all aspects related to the introduction of new programs at the undergraduate and graduate levels;
 - d. oversees, monitors and reports on all aspects of major modifications to existing undergraduate and graduate programs;
 - e. oversees, monitors and reports on all aspects of program discontinuation at the undergraduate and graduate levels,
 - f. recommends to Senate, as required by the IQAP, new programs and approval of reviews for both undergraduate and graduate programs;
- b) presents Final Assessment reports to Senate for consideration;
 - c) monitors progress regarding the implementation of the recommendations included in Final Assessment reports;
 - d) develops an annual work plan that will be presented to Senate during its first meeting of each academic year;
 - e) presents an Annual Report to Senate during the last meeting of each academic year;
 - f) consults with other Senate Committees and Faculty Deans as required to fulfill its mandate.

[Senate 641]

10.13.2 Appointments

Members, whether elected members of Senate or are drawn from faculty at large, will be appointed by the Governance Committee of Senate-Elect through the regular appointment procedures for standing committees of Senate.

Appointments will be recommended by the Governance Committee of Senate-Elect to Senate-Elect and be effective the day following the spring Convocation.

10.13.3. Term of Office

Term of office for each member will be three years in order to reflect the nature of the review process and program development that would span more than one academic year. Committee membership will be staggered to provide continuity in the membership. Members may be reappointed to the Committee.

[Senate 641]

10.13.4. Chair

The Provost and Vice-President, Academic (or designate) will be the Committee Chair. As an ex officio member of Senate, the Vice-Provost and Associate Vice-President, Academic will act as Chair in the absence of the Provost and Vice-President, Academic.

10.13.5. Representation

Each Faculty will be represented on the Committee with at least two members being elected Senators from the Full-time Teaching staff. There will be one undergraduate student member and one graduate student member.

[Senate 683]

10.13.6. Procedures

In addition to confidentiality and conflict of interest guidelines, ARC's operating procedures shall be guided by the IQAP. Due to confidentiality, meetings of the Committee will not normally be open to the University community, except by invitation.

[Senate 641]

10.13.7. Composition of the ARC

(All voting, except where indicated)

Ex officio:

Provost and Vice-President, Academic: Chair

Vice-Provost and Associate Vice-President, Academic; Vice-Chair

[Senate 641]

Appointed members:

Faculty of Applied Health Sciences

Faculty of Business

Faculty of Education

Faculty of Humanities

Faculty of Social Sciences

Faculty of Mathematics and Science

Graduate student

Undergraduate student

Non-Voting

Faculty Dean, as needed (for reviews pertinent to programs in their Faculty)

Dean of Graduate Studies (for all graduate programs)

[Senate 667]

Administrative Support:

Quality Assurance Coordinator

Resource Personnel:

Library, ITS, Institutional Analysis and Planning, others as required

[Senate 577,641]

11. Membership of Senate and Senate Committees

11.1 Senate Membership

[Click here to view as a PDF document](#)

11.2 Senate Officer and Committee Slate

[Click here to view as a PDF document](#)

12. Professors/Librarians Emeriti and Distinguished Professors Emeriti

12.1 Eligibility

The honorific designation of Professor/Librarian Emeritus/a and Distinguished Professor Emeritus/a indicates the mutual desire of the University and the retired full Professor/Librarian IV to maintain an ongoing relationship which honours both the retiree and the University.

The honorific designation of Professor/Librarian Emeritus/a shall be offered to each and every full Professor/Librarian IV upon retirement and automatically

awarded on acceptance. The honorific designation of Distinguished Professor Emeritus/a shall only be offered to persons already recognized with the honorific designation of Distinguished Professor.

The President must obtain the approval of Senate to withhold or to withdraw the awarding of the honorific designation.

[Senate 710]

12.2 Privileges of Professors/Librarians Emeriti and Distinguished Professors Emeriti

This designation shall be announced at the first Convocation following the award. Professors/Librarians Emeriti and Distinguished Professors Emeriti shall be listed in the programme and be invited to sit on the platform at all subsequent Convocations.

The University shall make every effort to provide resources to facilitate the on-going research of professors/Librarians Emeriti and Distinguished Professors Emeriti.

The University shall publicize the accomplishments of Professors/Librarians Emeriti and Distinguished Professors Emeriti.

[Senate 448, 486, 516, 523, 574, 655, 710]

13. Two Row Council

13.1 Mandate

Senate has established the Two Row Council (Council) to inform, guide and advance its efforts towards Indigenization, reconciliation and decolonization. The mandate of the Council is to make recommendations and provide advice to Senate and its committees regarding academic policies, programs, structures

and strategies to support meaningful Indigenization, reconciliation and decolonization. As part of this mandate, the Council shall review and advise regarding the progress and effectiveness of Senate's efforts to make space and foster respect for Indigenous perspectives, Indigenous peoples and Indigenous knowledge systems within the University's academic structures, programs and processes. Where the Council identifies matters of concern which fall under the jurisdiction of the Board of Trustees, the Council shall engage with and refer items to the University Secretariat and the Board as appropriate and may invite members of the Board to attend Council meetings for informational purposes.

13.2 Membership

13.2.1 Composition

The Council will include:

- a) Indigenous Elder(s), Knowledge Keeper(s) or equivalent;
- b) Three Indigenous faculty members;
- c) One Indigenous graduate student and one Indigenous undergraduate student;
- d) A representative of the Brock Undergraduate Student's Union (BUSU) (to be designated by BUSU);
- e) A representative of the Brock Graduate Students' Association (GSA) (to be designated by GSA);
- f) An Indigenous staff member of the University;
- g) A representative of the Indigenous Educational Studies;
- h) A representative of Hadiya²dagénhahs First Nations, Métis, and Inuit Student Centre (to be designated by Hadiya²dagénhahs First Nations, Métis, and Inuit Student Centre);
- i) An Indigenous community representative from the Indigenous Education Council (to be designated by the IEC);

- j) the President and Vice-Chancellor, and/or Provost and Vice-President, Academic, and/or Vice-Provost and Associate Vice-President, Academic;
- k) the Vice-Provost, Indigenous Engagement;
- l) the Associate Vice-President, Students;
- m) the Chair or Vice-Chair of Senate;
- n) the Chair or Vice-Chair of the Senate Governance Committee;
- o) Three non-Indigenous faculty members; and
- p) a representative from Human Rights and Equity (to be designated by the Director of Human Rights and Equity)

[Senate 724]

13.2.2 Appointment process

Nominations for the faculty, student and staff members of the Council shall be solicited through a call for nominations distributed by the University Secretariat. Following feedback from the Two Row Council, nominations will be presented to the Senate Governance Committee which shall recommend nominees to Senate for approval.

13.2.3 Term

Members shall be appointed to the Council for a two-year term (renewable). Any member who fails to attend three meetings without providing regrets before the meeting to the Council secretary shall forfeit their membership.

13.3 Chair

Each year, at its first meeting or at any point during the Senate term, the Council may designate a Chair or Co-Chairs from its membership. Where the Council decides not to designate a Chair or Co-Chair, meetings shall be facilitated by members on a rotational basis.

13.4 Resources

The Council shall have administrative support provided by the University Secretariat. The Council may consult with additional individuals, committees, and organizations as needed.

13.5 Meetings

The Council will meet no less than bi-monthly between September and June, and will determine its own meeting procedures. Any decisions or recommendations will be based on consensus, in accordance with the Council's Consensus Decision Making Guidelines. Meetings of the Council shall be open to the University community. Each meeting will begin and close with an address to be provided by Indigenous and non-Indigenous members on a rotating basis.

13.6 Quorum

Quorum for the Council shall be one half of its membership. The Council may proceed with its agenda with only 30 per cent in attendance provided any decisions or recommendations are brought back to the Council at its next meeting to confirm that there is consensus in advance of being presented to Senate or its Committees.

13.7 Agendas

Agendas for meetings will be prepared by the secretary to the Council through consultation with the members. Agendas shall be distributed to members at least three business days in advance of the meeting and posted on the University Secretariat website.

13.8 Reports

The Council will provide regular reports to Senate, which may be oral or written.

[Senate 684]

14. Amendment of Bylaws

These bylaws may be amended at any regular Senate meeting by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular Senate meeting.

[Senate 735]