



ADOPTED POLICIES AND PROCEDURES OF SENATE

- (e) A member who has submitted a question is entitled to ask one supplementary question relating to the response.

4.3.2 *Issues for Discussion*

- (a) It is suggested, though not required, that members who wish to raise an issue for discussion at this point in the agenda, submit the issue to the University Secretary at least 48 hours prior to the meeting at which it is to

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each nominee, will be announced at or before the next Senate meeting.

- (c) With respect to the Nominating Committee, which has alternate members, one or more additional nominations will require that all names presented, including those put forward as alternates in the original ballot, be on a single ballot. Following the vote, nominees will be assigned to either regular or alternate seats in order of number of votes received.

In the event of a tie vote, the tie shall be resolved by lottery conducted by the Secretary of Senate in the presence of the candidates concerned or their agents.

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Record Retention

1. The Official Minute Book shall be retained in a safe place in perpetuity, with appropriate copies (microfiche, CD, etc.) maintained off site.
- 2.

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the Chair of Senate remind Senate of the options available.

8. Observer Designates

Observers are permitted to send designates in their place to Senate meetings provided that:

1. The Secretary is informed in advance of the meeting who will be attending in an Observer's place
2. The Observer is responsible for providing his/her designate with meeting documentation.

Revised: July 1, 2021