

## SENATE BY-LAWS

N.B.: For continuity of ease and reference, certain specific provisions within The University of Western Ontario Act (1988) are cited at the beginning of the particular Articles of these By-Laws to which they are relevant.

### I. **OFFICERS**

Note: The UWO Act (1988), Section 24(3) provides that:

"The Vice-Chancellor shall be the Chair of the Senate, and a vice-chair shall be

3. (a) No member of Senate may appoint or send a designate or proxy to act or vote on his/her behalf in the Senate.
- (b) Notwithstanding the provisions of 3(a), for the May and June meetings of Senate, if a student Senator is unable to attend, a Senator-elect in the same constituency will be invited by the Secretary of Senate to assume the vacant seat. In the case of undergraduate constituencies wherein there is more than one Senator-elect, the invitations will be extended to candidates in an order determined by their plurality in that election.

4. Pursuant to section 26.(3) of the UWO Act (1982), where within any membership year (July 1 – June 30) a member of Senate, other than an ex officio member, who has not been granted leave of absence attends less than 50 per cent of the regular meetings of the Senate, the Senate may by resolution declare such membership vacant.

[Note: Senators who find they have a schedule conflict with Senate meetings may apply for a Leave of Absence from Senate for the period of the conflict, in which case an Alternate will be appointed in accordance with the Senate policy for filling vacancies [see Senate Election Procedures for "Appointment of Alternates" and "Filling of Vacancies"].

- a) The Secretary of Senate shall remind a member of the attendance requirement after the member has failed to attend three regular meetings.
  - b) Once a member has failed to attend 50% of the regular meetings, the Operations/Agenda Committee will recommend to Senate that the member's seat be declared vacant, provided that the member shall first be given the opportunity to resign or to request leniency for reasons detailed in writing to the Operations/Agenda Committee.
  - c) Subject to b), the Operations/Agenda Committee will determine whether to recommend to Senate that the member's seat be declared vacant.
  - d) Notwithstanding b) and c), the Operations/Agenda Committee will advise Senate that a member's seat is to be declared vacant once the member has failed to attend 75% of the regular meetings in a membership year except that the member will be given the opportunity to resign.
5. a) Senate may establish Observerships, as deemed necessary, to provide for communication of Senate business to and from pertinent areas.
  - b) Observers so appointed may participate in discussion but shall neither move/second motions nor vote.

**III. ELECTION PROCEDURES** [See also, UWO Act (1988), Sections 24(4), 25, 26, 27]

Pursuant to The University of Western Ontario Act, procedures for the election of Senate members, appointment of Alternates, and filling of Vacancies, shall be as established by Senate from time to time and as set forth in Senate Election Procedures.

**IV. MEETINGS**

Note: The UWO Act (1988), Section 28, provides that:

- (1) The Senate shall meet at least four times in each academic year and at such other times as the Senate from time to time may prescribe.
- (2) A special meeting of the Senate shall be called on the written notice of any seven members thereof and shall be convened within 15 days thereafter, to consider the matter or matters set out in the notice.

and Section 31 provides that:

- (1)

**VI. COMMITTEES, COUNCILS, BOARDS** [See also, UWO Act Section 29(a)]

Note: In these By-Laws, Committees, Councils, Boards shall be deemed to refer only to those bodies subject to the sole authority of Senate and, for the purpose of these By-Laws, are not inclusive of the Councils of the various Faculties and Schools.

1. The Senate shall establish a Nominating Committee, an Operations/Agenda Committee, and such other Committees, Councils or Boards, either standing or ad hoc, as from time to time it may deem advisable.
2. Unless otherwise provided by Senate, all Committees, Councils and Boards shall report only to Senate.
3. Unless otherwise provided by Senate, all Senate Committees, Councils and Boards may establish subcommittees, either standing or *ad hoc*.

The Terms of Reference of any subcommittee so established shall not be inconsistent with those of the parent Committee, Council or Board.

4. a) The Chair of Senate shall be a member, ex officio, of Senate Committees and





**IX.**