

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

**Revised and Renumbered, June 2016**

Recent Amendments: December 14, 2016; May 17, 2017; June 6, 2018; December 12, 2018;  
June 5, 2019; May 13, 2020

## **Table of Contents**

		<u>Page</u>
ARTICLE I	Interpretation.....	3
ARTICLE II	The Chancellor and the President.....	5
ARTICLE III	Composition of, Eligibility for, and Election to the Senate .....	6
ARTICLE IV	Vacancies in the Senate.....	9
ARTICLE V	Election of Senate Members to the Board.....	10
ARTICLE VI	The Mace, The University Seal, and the Execution of Documents.....	11
ARTICLE VII	Rules of Procedure of the Senate .....	12
ARTICLE VIII	Committees and Boards .....	17
ARTICLE IX	Composition, Powers, and Duties of Standing Committees and Boards.....	21
ARTICLE X	The Graduate Council .....	35
ARTICLE XI	The Undergraduate Council .....	37
ARTICLE XII	Duties of Officers of the Senate.....	39
ARTICLE XIII	Oaths of Office of Officers of the Senate.....	40
ARTICLE XIV	Conferring of Titles .....	41
ARTICLE XV	Amendment or Suspension of the By-Laws .....	41
ARTICLE XVI	Matters Not Provided for .....	42
ARTICLE XVII	Repeal of Former By-Laws.....	42
ARTICLE XVIII	Decennial Review of the By-Laws .....	42
SCHEDULE "A"	Composition of the Senate	
SCHEDULE "B"	Faculty Elections to the Senate	
SCHEDULE "C"	Student Elections to the Senate	
SCHEDULE "D"	Procedures For Open Meetings of Senate	
SCHEDULE "E"	Undergraduate Council Committees	
SCHEDULE "F"	Provisions That Apply Only to the Records of Meetings of Senate Committees and Boards That Took Place Prior to February 16, 1996	

THE SENATE OF McMASTER UNIVERSITY ENACTS AS FOLLOWS:

## **ARTICLE I**

### **INTERPRETATION**

1. Unless otherwise provided herein, words defined in Section I of *An Act Respecting McMaster University* have the same meaning in these by-laws as in the *Act*.
2. In these by-laws, unless the context otherwise requires,
  - (a) **The McMaster University Act** means *An Act Respecting McMaster University* as enacted by statutes of Ontario, 1976 and from time to time amended;
  - (b) **By-laws** means by-laws of the Senate;
  - (c) **President** means the President and Vice-Chancellor of the University;
  - (d) **Provost** means Provost and Vice-President (Academic) of the University;
  - (e) **Chair of the Senate** means the President or, in the absence of the President, the Vice-Chair of the Senate or such officer of the University as is authorized to act in conformity with these by-laws;
  - (f) **Vice-Chair of the Senate** means the Provost;
  - (g) **Deans** means the Deans of the several Faculties of the University, the heads of which are known by that title;
  - (h) **Associate Deans** means the Associate Dean (Academic) of the Faculties of Business, Humanities, Science, Social Sciences, Engineering, the Associate Dean of Health Sciences (Health Professional Education), the Associate Dean of Health Sciences (Undergraduate Education), the Associate Dean of Health Sciences (Clinical Services and Commercial Enterprises), the Associate Dean of Health Sciences (Nursing), the Associate Dean of Health Sciences (Rehabilitation Science), and the Associate Dean Research and/or Graduate Studies of each Faculty;
  - (i) **Observer** means any person to whom the Senate has granted the right to attend all meetings of the Senate, including Closed Session, and to receive the minutes thereof, with all appendices;
  - (j) **Session** means an academic year of the University, being from September 1 of one calendar year to August 31 of the following calendar year;

- (k) **Commencement** means the first regular degree-granting Convocation of the University held in the spring of each Session;
- (l) **Closed Session** means a meeting, or that part of a meeting, of the Senate (or a Senate committee or board) at which only members, observers, and specifically invited guests of the Senate (or the committee or board) are present, such session being deemed to begin upon declaration of the Chair of the Senate (or committee or board). Only persons entitled to be present in Closed Session may be informed of the proceedings that transpire in Closed Session (see also clause (m) below).
- (m) This clause shall apply only to the records of meetings of Senate committees and boards that took place prior to February 16, 1996. For meetings that took place on or after February 16, 1996, the provisions of clause (l) above apply.

**In camera**, as it pertains to the meetings of committees and boards of the Senate, means that only members, consultants and specifically invited guests of the committee or board may be present. The proceedings that transpire in the meetings of Senate committees and boards may be divulged only to such persons as have right of access to the record of those proceedings (as provided for in Schedule F).

## **ARTICLE II**

### **THE CHANCELLOR AND THE PRESIDENT**

3. The Chancellor shall be appointed by the Senate upon nomination from a Committee for Nominating a Chancellor.
4. The term of office of Chancellor shall be three years, normally renewable only once, commencing the first day of September of the year of appointment.
5. No person shall occupy the office of Chancellor who is the President or the Vice-President, the head of an affiliated college, or a member of the teaching or administrative staff of the University or of an affiliated college.
6. When the office of Chancellor becomes vacant, the vacancy shall be filled by the appointment of a successor in the manner set out in Section 3, and such successor shall hold office as set forth in Section 4.
7. When a Chancellor ceases to be eligible for such office, or becomes incapable of acting, the office shall be deemed to be vacant.
8. A declaration of the existence of a vacancy in the office of Chancellor by the Senate entered in the minutes of the Senate is conclusive evidence of the vacancy.
9.
  - (a) The Committee for Nominating a Chancellor shall consist of the President, the Chair of the Board, the Principal of the Divinity College, the alumni members of the Senate and five other members of the Senate elected by the Senate in accordance with the procedure described in Section 118 (a). Seven members of the Committee for Nominating a Chancellor, including the President and the Chair of the Board, shall constitute a quorum at any meeting thereof.
  - (b) The Senate component of a Committee for Recommending a President shall consist of three faculty members, one graduate student and one undergraduate student, to be elected by the Senate, but not necessarily from the Senate, in accordance with the procedure described in Section 118 (a).
  - (c) The Committee for Nominating a Chancellor and the Committee for Recommending a President shall each appoint its own chair from among its members and determine its own procedure.
10. The Committee for Nominating a Chancellor and the Committee for Recommending a President shall report to the Senate in writing. Each report shall be made available to Senate members by the Secretary of the Senate no later than 24 hours prior to the relevant Senate meeting, and to observers at the beginning of the Closed Session of the Senate meeting.

### **ARTICLE III**

#### **COMPOSITION OF, ELIGIBILITY FOR, AND ELECTION TO THE SENATE**

11. Subject to such changes in the composition of the Senate as may be made from time to time under the authority of *The McMaster University Act*, and subject to the provisions of any statute in force respecting the period of membership of any member of the Senate, the Senate shall be composed of the members set out in Schedule "A" attached hereto and shall have as observers those designated in Schedule "A."
12. A faculty member, either full-time or part-time, shall be eligible for election to the Senate provided that at the time of nomination the member holds a contractually-limited appointment, or a tenured, tenure-track, permanent teaching, teaching-track, or special appointment, or continuing appointment without annual review by the Board or a regular appointment by the Board of Trustees of the Divinity College, or that the member has been confirmed in a tenured, tenure-track, permanent teaching, teaching-track, or special appointment, or continuing appointment without annual review by the Board or a regular appointment by the Board of Trustees of the Divinity College to take effect on July 1 of the year in which the member is nominated.
13. The academic rank of a faculty candidate for election to the Senate shall be deemed to be the rank that the candidate will hold on July 1 of the year in which the candidate is nominated, provided that this rank has been approved by the Senate Committee on Appointments or by the Board of Trustees of the Divinity College at the time of nomination. If a change in rank has not been approved at the time of nomination, the academic rank of a faculty candidate for election to the Senate shall be deemed to be the rank that the candidate holds at the time of nomination.
14. In the election of the faculty members of the Senate under Sections 12 (g) and 12 (h) of *The McMaster University Act*, each Faculty shall include in its By-laws such distribution of faculty seats on the Senate by rank or type of appointment or department or any combination of these, as it may deem appropriate.
15. The nomination and election of faculty members to the Senate under Sections 12 (g) and 12 (h) of *The McMaster University Act* shall be on a Faculty basis. Faculty members in departments that are members of two Faculties and faculty members on joint appointments in departments that are in different Faculties may vote in the Faculty of their choice, but shall have a vote in only one Faculty.
16. The annual election of faculty members to the Senate under Sections 12 (g) and 12 (h) of *The McMaster University Act* shall be completed by March 31, but such members shall not take office until the first day of July in the year of election.
17. One undergraduate student shall be elected by and from the undergraduate students registered in each of the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences for a two-year term or until graduation or withdrawal from the University, whichever corresponds to the shorter term. The electorate shall include students who have completed the requirements for a bachelor's degree, but who are proceeding toward their first professional degrees, e.g., the M.D. but not the M.Div., students who are taking additional work toward a second undergraduate degree, or continuing students, meaning students possessing a bachelor's degree who are taking additional undergraduate work but not for credit toward a degree.

18. An undergraduate student to be a candidate for election shall be a full-time undergraduate student who has not been declared ineligible to continue at the University in the preceding Session; or shall be a part-time student registered for at least six units of undergraduate work.
19. A continuing student may be a candidate for election as an undergraduate member provided that such student is registered for at least six units of undergraduate work.
20. A second-degree student may be a candidate for election as an undergraduate member provided that such student is registered for at least six units of undergraduate work.
21. A student who has been elected as an undergraduate member of the Senate and who completes the requirements for a bachelor's degree during the Session in which such student was elected may continue as a member of the Senate for a second year, provided that in the next ensuing Session such student is registered as a continuing student or a second-degree student for at least six units of undergraduate work.
22. Undergraduate students registered in joint programs under the auspices of more than one Faculty may vote in only one of those Faculties. Students registered in programs not under the auspices of any Faculty may vote in the Faculty of their choice, but shall have a vote in only one Faculty.
23. Six graduate students, each proceeding toward a Master's or a Doctor's degree, shall be elected for two-year terms or until graduation or withdrawal from the University, whichever occurs sooner. One graduate student shall be elected by and from the graduate students registered in each of the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences. Students registered in McMaster University degree programs in the McMaster Divinity College shall be eligible to vote and be candidates for election as graduate students in the Faculty of Humanities.
24. Graduate students registered in joint or collaborative programs under the auspices of more than one Faculty may vote and be candidates in only one of those Faculties. Students registered in interdisciplinary programs not under the auspices of any Faculty may vote and be candidates in the Faculty of their choice, but shall have a vote in only one Faculty.
25. Any graduate student, either full-time or part-time, is eligible to be elected.
26. Nomination of student members shall be on a Faculty basis in accord with Schedule "A," each nomination to be supported by at least five names from undergraduate students in the case of nominations of undergraduate students, and five names from graduate students in the case of nominations of graduate students, and all such names shall be drawn from the electorate of the Faculty from which the nominee has been nominated. For students in joint/collaborative or interdisciplinary graduate programs, the seconders must be registered either in the same program or in the Faculty in which the candidate intends to run for election.
27. The election of student members of the Senate under Sections 12 (d) and 12 (e) of *The McMaster University Act* shall be conducted during the primary election period (January 15-March 31), and such elected members shall take office on the first day of the July following. In the event that there are vacant student seats on September 7, a secondary set of elections shall be conducted during September 15-October 31. The term of office of members elected during the secondary election period shall be deemed to begin on the first day of the previous July.

28. A student member of the Senate who is declared ineligible to continue at the University or who transfers to another Faculty shall relinquish his or her seat, and shall be replaced subject to the provisions of Section 29, below.
29. The election of members of the Senate under Sections 12(d), 12 (e), 12 (g) and 12 (h) of *The McMaster University Act* shall be conducted by the Secretary of the Senate using procedures approved by the Executive Committee and contained in Schedules "B" and "C" attached hereto.



**ARTICLE IV**

**VACANCIES IN THE SENATE**

30. Whenever a vacancy in the Senate occurs, the Senate shall determine by resolution whether the vacancy is to be filled. If it is determined that the vacancy shall be filled, the following procedures shall obtain. If the vacancy is that of an appointed member, the vacancy shall be filled by a new appointment. If the vacancy is that of a member elected under Sections 12(g) and 12(h) of *The McMaster University Act*, the vacancy shall be filled through a by-election. If the vacancy is that of a member elected under Sections 12(d) and 12(e) of *The McMaster University Act*, the vacancy shall be filled during the next election period as specified in Section 26.
31. The seat of any member who, without being granted leave of absence by the Senate, fails to attend four consecutive regular meetings of the Senate, may be declared vacant, at the discretion of the Chair of the Senate.
32. The Executive Committee of the Senate may, upon the written request of a member, grant leave of absence to such member for one non-renewable period not to exceed four consecutive months, for illness or for other cause deemed by the Senate to be appropriate. A member who is to be absent from the University or who will be unable to attend Senate meetings for a period longer than four months shall resign his or her seat before the beginning of such period, and shall be replaced in accordance with the provisions of Section 29.

**ARTICLE V**

**ELECTION OF SENATE MEMBERS TO THE BOARD**

33. *The McMaster University Act* includes in the membership of the Board of Governors three members to be elected to the Board by and from the members of the Senate, for three-year terms. As required, the Executive Committee of the Senate shall prepare a slate consisting of at least two names of members of the Senate for any such vacancy on the Board. These nominations shall be circulated to all members of the Senate, who may nominate additional candidates for inclusion on the slate, provided that such nominations are signed by five members of the Senate and are accompanied by a declaration of willingness to serve. The electorate shall be provided with a brief résumé of each candidate's qualifications for service on the Board.
  
34. The election shall normally be carried out before the regular meeting of the Senate in June of each year. Ballots shall be mailed to members of the Senate at their last address of record with the Secretary of the Senate. Instructions on the ballot shall indicate that votes are to be cast in accordance with the transferable vote procedure.

## **ARTICLE VI**

### **THE MACE, THE UNIVERSITY SEAL, AND THE EXECUTION OF DOCUMENTS**

35. There shall be a Mace of the University representing the authority of the Senate of the University, and the Mace now in use shall continue to be the Mace of the University.
36. The Mace shall be used only on an official University occasion, this being defined as one on which the Chancellor or Vice-Chancellor is present in role of office or one on which both are so present, unless otherwise authorized by the Senate Committee on University Ceremonials and Insignia. Except as provided in Section 37, the Mace shall be carried by the University Bedel or, in the absence of the Bedel, by the University Pro-Bedel.
37. The University Bedel and Pro-Bedel shall be those professors of the University with the longest and second-longest service respectively, or such other professors as shall be designated by the Senate. If neither the Bedel nor Pro-Bedel is available at a Convocation, the Mace shall be carried by the longest-serving faculty member present and available.
38. The University Registrar shall be responsible for the custody and security of the Mace, and shall keep it in place of deposit and in such charge as the Senate from time to time shall direct.
39. There shall be a University Seal and the Seal now in use shall continue to be the Seal of the University. The Seal may be impressed by duplicate instruments, one to be retained by the Senate and the other by the Board, for use in respect of documents made under their respective powers.
40. The duplicate instrument of the Seal retained by the Senate shall be kept in the custody of the University Registrar, who shall keep it in such place of deposit and in such charge as the Senate from time to time shall direct.
41. The University Seal may be affixed to any document or instrument in writing bearing the signatures of the Chancellor, or the President, or the acting President, or the Secretary of the Senate, or such other person as may be authorized by resolution of the Senate.
42. The signatures of the Chancellor, the President, and the Secretary of the Senate may be engraved, lithographed, printed, stamped or otherwise reproduced mechanically on any document or instrument in writing requiring signature by such persons or any of them, whether or not the University Seal is affixed thereto.
43. The signatures of the Vice-Presidents, Deans, the Vice-Provost and Dean of Graduate Studies, Directors and other Heads of the Faculties, Schools, Institutes, and Centres may likewise be engraved, lithographed, printed, stamped or otherwise reproduced mechanically on any document or instrument in writing requiring signature by such persons or any of them, whether or not the University Seal is affixed thereto, and whether or not the signatures of the persons mentioned in Section 42 or any of them are affixed thereto manually or reproduced mechanically.
44. The Secretary of the Senate is responsible for the custody and proper use of any such mechanical means of reproduction, provided that, in the case of a mechanical means of reproducing any signature, such use be first authorized in writing by the signatory.
45. Any such mechanically reproduced signature, if so reproduced with the authority of the Secretary of the Senate, is deemed for all purposes to be the signature of the person concerned.

## **ARTICLE VII**

### **RULES OF PROCEDURE OF THE SENATE**

#### **Day, Time and Place of Meetings**

46. Regular meetings of the Senate shall be held on the second Wednesday of each month from September to April. The regular meetings of Senate for May and June shall be held on the Wednesday preceding the Divinity College Convocation and in the week preceding Commencement, respectively. At the discretion of the Chair, a regular meeting of the Senate can be cancelled in the event of insufficient business.
47. A special meeting may, and on the written requisition of twelve or more members shall, within two weeks of receipt of the requisition, be called by the Chair of the Senate for the transaction of only such business as is specified in the notice of such meeting. At least 48 hours' notice of any such special meeting shall be given.
48. Unless otherwise directed by the Chair of the Senate, every meeting shall begin at 3:30 p.m.; and, if after a lapse of 15 minutes from that time there is not a quorum, the Secretary of the Senate may call the roll and the Senate shall then stand adjourned until the next meeting.
49. The Senate shall not remain in session later than 6 p.m., except by an affirmative vote of at least two-thirds of the members present.
50. All meetings shall be held in the Council Room, Gilmour Hall, McMaster University, unless the Chair of the Senate directs that a meeting be held elsewhere in metropolitan Hamilton or its environs.

#### **Notice of Meeting**

51. Where, by any by-law, provision is made for the holding of a meeting, the notice of meeting, unless otherwise expressly provided herein, shall be in writing. Notice of meeting for a regular meeting of the Senate shall be circulated at least one week prior to such meeting. The notice of meeting is deemed to be given when it is sent by electronic mail to the member or other person to be notified at the last address of record with the Secretary of the Senate.
52. The accidental omission to give notice of a regular or special meeting to any member, or any accidental irregularity in connection with the giving of such notice, does not invalidate the proceedings at that meeting.

#### **Chair**

53. The President, or in his/her absence the Vice-Chair of the Senate, shall chair all meetings of the Senate. In the absence of both the Chair and the Vice-Chair, a Chair shall be elected by a majority of the members present.
54. The Chair may take part in a debate on any question, but before doing so shall leave the Chair and appoint some other member present to act as Chair *pro tem*.
55. The Chair may vote on any question.

### **Quorum**

56. At all meetings held between September and June, both months inclusive, 30 members shall constitute a quorum.
57. At any meetings held during the months of July and August, 20 members shall constitute a quorum, provided that if at any such meeting a question of general policy or general legislation arises and fewer than 30 members are present, the consideration of such question shall be postponed until the next regular meeting.

### **Record of Proceedings**

58. A record of the proceedings of all meetings of the Senate shall be made by the Secretary of the Senate. Items of business dealt with by the Senate in Closed Session shall appear as appendices to the record and such appendices shall be made available only to persons entitled to be present in Closed Session unless otherwise ordered by the Senate, or by the Executive Committee in accordance with the provisions of Section 113.

### **Procedural Authority**

59. The Chair of a meeting shall conduct the proceedings in conformity with the by-laws and rules of procedure enacted by the Senate and, in all cases not so provided, the following reference shall be used: M.K. Kerr and H.W. King, *Procedures for Meetings and Organizations*, Carswell Legal Publications, 1984. Procedures for meetings of the Senate, other than when the Senate is in Closed Session, are as set forth in Schedule "D" attached hereto.

### **Recording Devices**

60. No form of recording device (photographic or electronic) or sound-amplification device shall be permitted at any meeting of the Senate unless by the express authority of the Chair of the Senate, with the exception of instruments for official use by the Senate.

### **Preserving Order**

61. The Chair shall preserve order and decorum at all meetings of the Senate. Any person admitted to a meeting of the Senate who, in the opinion of the Chair, misconducts himself or herself must withdraw from the meeting at the order of the Chair. In the event that such a person refuses to withdraw, the Chair has the discretion to declare a short recess, or to adjourn the Senate, and may declare that the continuation of such recessed or adjourned meeting shall be in Closed Session.

### **Orders of the Day**

62. The agenda for regular meeting of Senate shall employ the consent agenda format for routine approval items and for information items, as set forth in Schedule D. Except as otherwise provided herein, the following order of business shall be observed at all regular meetings for both the consent and regular agenda and no variation from this order shall be allowed except by the vote of two-thirds of the members present, which vote shall be taken without debate, subject however to

the provision of Section 77:

- (a) receiving and disposing of the minutes of the last regular meeting and of any intervening special meetings, except the confidential appendices associated therewith;
  - (b) business arising out of the approved minutes, except business arising from the confidential appendices;
  - (c) enquiries;
  - (d) reading and disposing of communications, to be disposed of as read;
  - (e) receiving and disposing of a report from the Chair of the Graduate Council concerning the activities of that Council;
  - (f) receiving and disposing of a report from the Chair of the Undergraduate Council concerning the activities of that Council;
  - (g) reading and disposing of reports of Faculties and Councils;
  - (h) reading and disposing of reports of standing and special committees and boards, to be considered in the following order:
    - (i) reports submitted but not disposed of at the previous meeting;
    - (ii) reports of standing committees and boards in the order in which they appear in Section 91, subject to any limitations that may be imposed by Section 79;
    - (iii) reports of special committees in the order of their establishment by the Senate;
  - (i) other unfinished business from the last meeting;
  - (j) new business to be taken in the order of receipt of notice of motion;
  - (k) any business on the agenda that was not presented or proceeded with when reached, to be taken in the order announced on the agenda;
  - (l) new business not on the agenda;
  - (m) business to be dealt with in Closed Session.
63. Notice of any motion to be considered at a regular meeting, other than a motion in the ordinary course of business, or a proposal to amend the by-laws, shall be in the hands of the Secretary of the Senate at least six working days before the meeting at which the motion is to be made, and the Secretary of the Senate shall note the date of receipt upon the face of the notice and shall place the matter on the agenda for the meeting at which the motion is to be made.
64. If any committee or member fails to proceed with a report or business on the agenda when it is reached, such report or business shall be placed on the agenda for the next regular meeting at the end of the class of business to which it belongs.
65. Any member of the University community may request an appearance before the Senate for the presentation of a brief. The request will be considered by the Senate if the request and brief are submitted to the Secretary of the Senate at least four working days prior to the date set for a

Senate meeting.

### **Debate**

66. Any member desiring to speak during a meeting shall rise and address the Chair.
67. A member called to order shall sit down, but may afterwards explain. The Chair shall decide the point of order, subject to an appeal to the Senate whose decision shall be final and made without debate.
68. Each member shall speak only to the question in debate.
69. No member while speaking shall be interrupted by another member except upon a point of order or for the purposes of an explanation, and the member so interrupting shall speak only to the point of order or to the explanation.
70. Any member may require the question under discussion to be read at any time during the debate, but not so as to interrupt a member who is speaking.
71. Except for the mover of a substantive motion, who shall be allowed to reply, no member shall speak more than once to a question, unless in explanation of a material part of a speech which may have been misunderstood, and in such case shall not introduce new matter.
72. No member shall speak more than ten minutes at one time, except by leave of a majority of the members present, which leave shall be granted or refused without debate.
73. No member shall speak to a question after it has been put by the Chair.

### **Voting**

74. Except as provided in Sections 49, 62, 78, 79, and 174, all questions that come before the Senate shall be decided by the vote of a majority of the members present. Each member present is entitled to one vote, and in the event of an equality of votes the question is deemed to be decided in the negative.
75. All members shall vote in accordance with their individual assessment of the merits of each question before the Senate and not as delegates of the constituencies by which they have been elected.
76. Questions normally shall in the first instance be decided by a show of hands. The Chair shall declare the result of every vote and the declaration of the Chair as to the result of a show of hands and an entry to that effect in the minutes of the proceedings at the meeting shall, unless a poll is demanded, be *prima facie* evidence of the result of the vote. The Chair or any member present may require the yeas and nays to be recorded on any question except a motion to adjourn the Senate or adjourn a debate or move into Closed Session, in which event a poll shall be taken in such manner as the Chair directs. A demand for a poll may be withdrawn at any time prior to the taking of the poll. Any member of Senate who wishes to propose that a question be decided by ballot must make such a request before any vote is taken. On receipt of such a request, Senate will determine by a show of hands of a majority of the members present whether or not a question, and any amendments thereto, shall be decided by means of a ballot.

**Motions and Questions**

77. The Senate may decide by a simple majority of the members present at any time and at any meeting to move into Closed Session, such vote to be taken without debate
78. Unless previous notice has been given, no motion introducing new matter, other than a matter of privilege or a motion to move into Closed Session, shall be taken into consideration at any regular meeting of the Senate, except upon the vote of two-thirds of the members present.
79. No matter that has been decided by the Senate shall be reconsidered before the first regular meeting of the following session, except upon the vote of two-thirds of the members present; a motion to reconsider may be made by any member.
80. All motions, except those to adjourn the Senate or to adjourn a debate or to move into Closed Session, shall be put in writing and seconded before being debated or put from the Chair, and when a motion has been seconded it shall be read to the Senate by the Chair before being debated.
81. When a motion has been made, seconded, and read, it shall be disposed of by the Senate, unless the mover, with the consent of the seconder, withdraws it or allows it to stand over.
82. When a question is under debate, no motion shall be received by the Chair except a motion:
  - (a) to adjourn the Senate;
  - (b) to move into Closed Session;
  - (c) to adjourn the debate;
  - (d) to proceed to the next order of business;
  - (e) to table the motion;
  - (f) to put the previous question;
  - (g) to postpone to a specified time;
  - (h) to refer the question;
  - (i) to amend the main motion; or
  - (j) to postpone indefinitely.
83. A motion to adjourn the Senate or to move into Closed Session is always in order, is undebatable, and no second motion to the same effect shall be made until after some intermediate proceeding has been taken.
84. A motion to adjourn a debate is always in order, and no second motion to the same effect shall be made until after some intermediate proceeding.
85. A motion to put the previous question shall, until it is decided, preclude all amendments to the main motion. It shall be put in the following words: "that the question on the main motion be now put" and, if it be resolved in the affirmative, the original question shall be put forthwith without any amendment or debate. If it be resolved in the negative, discussion will continue on the original question, and the vote on the original question may be taken at a later time in the same meeting.
86. A motion to refer the question shall, until it is disposed of, preclude all amendments to the main motion.



**ARTICLE VIII**

**COMMITTEES**

**COMMITTEE OF THE WHOLE**

87. When the Senate resolves to go into Committee of the Whole, the Chair of the Senate shall appoint a chair of the Committee who shall preside over its deliberations, decide points of order subject to an appeal to the Chair of the Senate, and report its proceedings to the Chair when the Senate rises from the Committee of the Whole.
88. The rules of procedure of the Senate (Article VII) shall be observed in Committee of the Whole except that:
  - (a) no motion is required to be seconded;
  - (b) no motion for the previous question or for an adjournment shall be received;
  - (c) in divisions the names of members shall not be recorded;
  - (d) the number of times that a member may speak is not limited.
89. On a motion in Committee of the Whole to "rise and report," the question shall be decided without debate.
90. A motion in Committee of the Whole that the Chair leave the chair, or that the Committee "rise without reporting," shall be in order and shall take precedence over any other motion. If it is carried, the Chair of the Senate shall at once resume the Chair and proceed to the next order of business.

**STANDING COMMITTEES**

91. There shall be the following standing committees of the Senate and the duties of such committees shall be as defined herein and from time to time by these by-laws:

- (a) the Executive Committee
- (b) the University Planning Committee (joint with the Board of Governors)
- (c) the Committee on Appointments
- (d) the Committee on Honorary Degrees
- (e) the Board for Student Appeals
- (f) the Committee on University Ceremonials and Insignia
- (g) the Committee on By-laws
- (h) the Committee on Academic Integrity
- (i) the Tenure and Promotion Appeals Nominating Committee
- (j) the Committee on Student Affairs
- (k) the Board-Senate Research Misconduct Hearings Panel
- (l) the Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Violence
- (m) the Faculty Discipline Board

The membership of all Senate Committees and Boards shall take effect on the first day of July following the regular June meeting of the Senate, with the exception of the Board for Student Appeals, the membership of which shall take effect on the first day of September following the regular June meeting of the Senate.

92. The Senate may join with the Board in establishing one or more joint committees of the Senate and the Board.

93. The Chancellor and the President shall be *ex officio* members of every standing committee of the Senate, with the exception of the Tenure and Promotion Appeals Nominating Committee, the Board-Senate Research Misconduct Hearings Panel, the Board-Senate Hearing Panel for Discrimination, Harassment and Sexual Violence, the Faculty Discipline Board, and the Senate Board for Student Appeals.

94. The provisions that apply only to the records of meetings of Senate committees and boards that took place prior to February 16, 1996 are set out in Schedule F. For meetings that took place on or after February 16, 1996, the following shall apply:

- (a) Except for joint committees of Senate and the Board of Governors, each standing committee shall fix the times and places of its meetings, which shall be open to the public except:
  - (i) when matters confidential to the University may be discussed,
  - (ii) when matters of a personal nature concerning an individual may be discussed (unless the individual requests that such part of the meeting be open to the public),
  - (iii) when the chair of the committee or board decides that an item of business shall be discussed in Closed Session,
  - (iv) when at least one third of the committee or board members present at any meeting without debate request the chair of the committee or board to declare the meeting, or any part thereof, a Closed Session, or
  - (v) as provided for in Sections 128, and 140(d), 141(d), and 145.

Each standing committee may otherwise determine its own procedure consistent with these by-laws.

- (b) A record of the proceedings of each standing committee and board shall be made by the Secretary of the Senate. Items of business dealt with in Closed Session shall appear as appendices to the record and such appendices shall be available to members, consultants and specifically invited guests of the standing committee or board, unless otherwise ordered by the committee or board.

Section 94, sub-sections (a) and (b) shall not apply by analogy to subordinate bodies of the Senate.

All material provided under this By-law concerning a Closed Session or an *in camera* session of a standing committee or board or a joint Board-Senate committee shall be treated with the same confidentiality as material dealt with in Closed Session of the Senate.

- (c) Normally, it is expected that members attend committee meetings in person. At the discretion of the Chair, however, a member(s) who is (are) unable to attend in person may participate in that meeting by such means as telephone or other communication facilities that permit all members to communicate simultaneously and instantaneously. A member(s) participating in such a meeting by such means is (are) deemed to be present at the meeting. For those meetings, or portions thereof, held in Closed Session or *in camera*, it is expected that members participating by such means as telephone or other communication facilities will ensure that the necessary standards of confidentiality are maintained and that their participation is conducted in a setting that ensures such confidentiality.
  - (d) At the discretion of the Chair, a committee may be asked to consider a matter outside of a committee meeting and to determine the matter by means of an electronic vote. Such matters would, in the judgment of the Chair, be time-sensitive so that delay until the next regularly scheduled meeting would have an adverse effect, or would, in the judgment of the Chair, normally require little, if any, discussion prior to voting. Matters considered in this manner shall be reported at the next regular meeting of the committee. Members with concerns who would like an item to be discussed by the committee in advance of the electronic vote must notify the Secretary without delay. The Chair will then determine an appropriate course of action and inform the committee on the disposal of the matter.
- 95. Vacancies that occur in a standing committee or board may be filled at any regular meeting of the Senate or at a special meeting thereof.
  - 96. Any written communication on a subject coming properly within the cognizance of a standing committee or board or of the Graduate Council or of the Undergraduate Council shall stand referred as a matter of course to that committee or board or council, which shall report thereon at the next regular meeting of the Senate.
  - 97. Any written communication dealing with a new graduate degree program; a major new undergraduate degree program; a new Faculty, Department, School, Institute, Centre or the like, shall stand referred as a matter of course to the University Planning Committee, which shall report thereon at the next regular meeting of the Senate and such report shall be received before the Senate proceeds to the consideration of the proposal.
  - 98. On receipt of any such communication referred to in Sections 96 and 97, the Secretary of the Senate shall forthwith, after acknowledging its receipt, submit it under the direction of the Chair of the Senate to the Chair of the appropriate standing committee or board or Graduate or Undergraduate Councils.
  - 99. Any such communication, referred to in Sections 96 and 97 that is not received in time to be considered by the appropriate standing committee or board or council before the next regular

meeting of the Senate may by direction of the Chair of such committee or board or council be read at such meeting and the Senate may, if it deems fit, take the communication into immediate consideration or otherwise dispose of it.

100. Every standing committee and board of the Senate has the power to invite consultants to its meetings.

#### **SPECIAL COMMITTEES AND CONSULTANTS**

101. The Senate may from time to time appoint special committees with specified terms of reference. Unless otherwise specifically provided in the resolution by which a special committee is appointed, or later determined by the Senate, it is dissolved on the date of its final report to the Senate.
102. The provisions of Sections 93, 94, 95, 96, 97, 98, 99 and 100 apply to every special committee unless otherwise provided in the resolution by which it is appointed.
103. The Chair of the Senate shall have power to appoint consultants to the Senate as the need may arise.

**Revised:** December 14, 2016

## ARTICLE IX

### COMPOSITION, POWERS, AND DUTIES OF STANDING COMMITTEES AND BOARDS

#### THE EXECUTIVE COMMITTEE

104. The Executive Committee shall consist of the Chancellor; the President; the Provost; and eight members of the Senate, appointed by the Senate, of whom at least four shall be faculty members of the Senate, at least one shall be an undergraduate student member of the Senate, at least one shall be a graduate student member of the Senate, and at least one shall be an alumni member of the Senate. Five members of the Committee shall constitute a quorum.
105. The Chair of the Committee shall be the Chair of the Senate.
106. The Committee shall act for the Senate between Senate meetings on matters pertaining to the affairs of the Senate, as referred to it by the President, the Senate, the Faculties, the Graduate Council or Undergraduate Council, or committees or boards of the Senate. Such actions shall be reported at the next regular meeting of the Senate.
107. The Committee shall consider and report to the Senate on any other matter which may from time to time be referred to it by the President, the Senate, or by any committee or board or council of the Senate.
108. The Committee shall nominate members of the Senate for election to the Board in conformity with the provisions of Sections 33 and 34.
109. The Committee shall nominate the members of the standing committees of the Senate and the student members of Undergraduate Council as required, with the exception of the Executive Committee (for which, see Section 122(a)) and, where it is not otherwise expressly provided, shall nominate the chairs thereof, and the vice-chairs where appropriate, and shall report such nominations to the next regular meeting of the Senate.
110. After the report of the Executive Committee regarding nominations is submitted to the Senate, the Senate shall appoint the members of all standing committees and boards whose appointment is the duty of the Senate.
111. If a regular meeting of the Senate is not held in June, a special meeting of the Senate shall be held in June to receive and consider the report of the Executive Committee and to appoint the standing committees and boards for the next academic session.
112. The Executive Committee shall also consider requests from students and former students for the removal of transcript notations related to penalties assigned under the Academic Integrity Policy or the Code of Student Rights and Responsibilities.
113. On the advice of the Chair, the Vice-Chair and the Secretary of the Senate, the Committee shall adjudicate and decide on any requests, submitted in writing to the Secretary of the Senate, by a Senator seeking access to Closed Session Senate minutes of a meeting which took place when that individual was not a Senate member.

**THE UNIVERSITY PLANNING COMMITTEE**<sup>1</sup>

114.(a) The University Planning Committee shall consist of Chancellor; the Chair of the Board of Governors (or delegate); the Vice-Chair of the Board of Governors (or delegate); the President; the Provost, who shall be Chair; the Vice-President (Administration); the Vice-President (Research); the Vice-Provost and Dean of Graduate Studies; five faculty members, no more than two from any one Faculty, elected for staggered three-year terms; one Faculty Dean elected annually (by and from the six Faculty Deans); one staff member, elected for a three-year term; one graduate student, elected for a two-year term; and one undergraduate student, elected for a two-year term. The following shall be Observers on the University Planning Committee, who may participate in the proceedings but who shall have no vote: the Dean and Vice-President (Health Sciences) or delegate, unless elected; the Vice-President (University Advancement); the Vice-President (Students and Learning) and Dean of Students; and the Chair of Undergraduate Council. One-half of the membership, excluding the *ex officio* members, shall constitute a quorum.

The election of faculty, staff and student members to the University Planning Committee shall be conducted by the Secretary of the Senate and the Board of Governors following a call for nominations from the appropriate University constituency. The Senate Executive Committee shall review the nominations; it may make any additional nominations it deems necessary to ensure an election. The counting of ballots in elections to the University Planning Committee shall be in accordance with the transferable vote system.

- (b) The University Planning Committee's fundamental mandate is to co-ordinate academic and resource planning so that the Senate and the Board of Governors may be assured that any proposal presented for approval has academic merit that supports the mission of the University and that resources necessary for the implementation of any proposal have been appropriately assessed. In this context the University Planning Committee shall:
- (i) review the Plan for the University annually, and recommend revisions to it as necessary, for approval by the Senate and the Board of Governors;
  - (ii) review, for recommendation to the Senate and the Board of Governors, major initiatives (including those which are part of submissions to external agencies) that have significant resource implications, providing comment on how the proposals fit within the University Plan;
  - (iii) review and approve annual planning reports as prescribed by the Provost from the Faculties, the School of Graduate Studies, the Vice-Provost (Faculty), the Associate Vice-President (Students and Learning) and Dean of Students, the University Registrar, the University Librarian, and other units (as appropriate) that report directly to the Provost, providing comment on how the plans relate to overall University planning and current budgeting. Approved plans are to be reported to the Senate and the Board of Governors for information;
  - (iv) review and approve annual planning reports as prescribed by the Vice-President (Administration) from those administrative and service units that report directly to the Vice-President (Administration), providing comment on how the plans relate to overall University planning and current budgeting. Approved plans are to be reported to the Senate and the Board of Governors for information;

**revised:** May 17, 2017

---

<sup>1</sup>The University Planning Committee is a joint Board-Senate Committee and is the successor to the Board-Senate Committee on Academic Planning. It is also the successor to the Board-Senate Committee on Long-Range Planning named in *The McMaster University Act, 1976*. All references to the Board-Senate Committee on Long-Range Planning in *The McMaster University Act, 1976* shall be deemed henceforth to refer to its successor, the University Planning Committee.

- (v) review and approve annually a report from the Vice-President (Research) on the major operations, institutes, and initiatives that receive significant support from the budget envelope of the Vice-President (Research), and on the anticipated impact of new funding opportunities (from federal, provincial, or private agencies or businesses) as they arise. Approved plans are to be reported to the Senate and the Board of Governors for information;
- (vi) receive annually from the Vice-President (University Advancement) a report on advancement efforts of the previous year and review, for recommendation to the Senate and the Board of Governors, future fund-raising priorities and their relationship to the University Plan;
- (vii) provide commentary, with reference to the University Plan and the *McMaster University Campus Master Plan*, to the relevant committee of the Board of Governors on proposals for capital development and other expenditures that fall outside the annual budget (such as those encompassed by the Capital Renewals process). For all major projects, the University Planning Committee will be provided with a total impact analysis that assesses the ongoing costs of maintenance, utilities, etc.;
- (viii) review, for recommendation to the Senate and the Board of Governors, the annual report on the McMaster University Campus Master Plan, including any updates, amendments and elaborations; and
- (ix) report to the Senate and the Board of Governors any matters of concern formally identified as such by a majority of the Committee.

115.(a) The **Budget Committee** shall be a subcommittee of the University Planning Committee with membership drawn from the University Planning Committee as follows: the President, the Provost, the Vice-President (Administration), three faculty members (one of whom shall serve as Chair), one member of the non-teaching staff, one graduate student, one undergraduate student. Two-thirds of the membership shall constitute a quorum. If more than two members are absent when a vote is taken on the final budget, the vote must be confirmed by mail ballot.

The Chair of the Budget Committee shall be elected annually by the University Planning Committee from among the faculty members on the University Planning Committee following nomination by the Chair of the University Planning Committee and a call for further nominations. The other two faculty members on the Budget Committee shall be selected subsequently by and from the five faculty members on the University Planning Committee for service commencing July 1 or immediately following a vacancy. The Chair may vote on all questions.

- (b) The Budget Committee shall:
  - (i) review the budget framework prepared by the University administration in consultation with the Office of Institutional Analysis and Research, including any changes to the McMaster Budget Model; this framework (including the models and projections upon which it is based) will be provided to the Joint Administration / Faculty Association Committee to Consider University Financial Matters and to Discuss and Negotiate Matters Related to Terms and Conditions of Employment of Faculty (the Joint Committee) as will updates to the framework should these arise;
  - (ii) receive and respond to budget submissions from all Faculties, areas, and units;
  - (iii) make budget recommendations available to the University Planning Committee during development of the recommendations, for comment on whether those recommendations are congruent with the University Plan; deliver the final budget to the University Planning Committee in a timely fashion to ensure that it is in a position to make comments in

advance of the budget being transmitted to other deliberative bodies;

- (iv) make budget recommendations available to the University Senate for comment before they are transmitted by the President to the Finance Committee of the Board of Governors; and
- (v) deliver budget recommendations to the President of the University for transmittal to the Finance Committee of the Board of Governors. Any comments of the University Planning Committee and Senate shall be included in the material for the Board of Governors, along with the President's own comments.

*All meetings of this Committee are in Closed Session.*

- (c) The **University Student Fees Committee** shall be a sub-committee of the University Planning Committee with the following membership:

***Ex Officio***

Associate Vice-President (Institutional Research and Analysis) – Chair  
Vice-Provost (Faculty)  
Associate Vice-President (Students and Learning) and Dean of Students  
Vice-Provost and Dean of Graduate Studies  
Director, Education Services, Faculty of Health Sciences  
Director of Finance  
University Registrar

**Student Members**

Graduate Student Representative – selected from applicants for a one-year term  
Full-time Undergraduate Student Representative – selected from applicants for a one-year term  
Part-time Undergraduate Student Representative – selected from applicants for a one-year term  
*\*Student positions are renewable once.*

**Consultants**

Assistant Dean, Student Affairs and Director of the Student Success Centre  
Associate Registrar and Graduate Secretary  
Executive Director, Finance and Administration (Academic), Office of the Provost and Vice-President (Academic)  
Manager, Receipts and Receivables, Financial Services  
Budget Manager, Budgeting Services  
Director, Student Financial Aid and Scholarships  
Senior Project Analyst, Institutional Research and Analysis

- (d) The University Student Fees Committee shall:

- (i) recommend all revisions to tuition (undergraduate and graduate degree, diploma and certificate) and supplementary fees to the Budget Committee;
- (ii) establish deadlines for the submission of all proposed tuition and supplementary fees to the University Student Fees Committee;
- (iii) recommend policy guidelines to the Budget Committee that outline services and materials for which fees can be charged;
- (iv) recommend policy guidelines to the Budget Committee for charging fees for existing and new programs that are not funded through grants from the Ministry of Training, Colleges and Universities;



- (v) ensure that all proposed changes to existing student fees and all proposed new fees are reasonable, conform to government regulations and have been approved through appropriate processes within the University; and
- (vi) ensure that proposed changes to student fees are feasible and do not involve undue complications to calculate and administer; where appropriate, determining the most “tax efficient” method for students who are being charged these fees.

*All meetings of this Committee are in Closed Session.*

### **THE COMMITTEE ON APPOINTMENTS**

116. The Committee on Appointments shall consist of the Chancellor; the President; the Provost; the Vice-President (Research); the Vice-Provost and Dean of Graduate Studies; and eight other members of the Senate, seven of whom shall be elected faculty members of the Senate and one of whom shall be a student member of the Senate; and six members of the Committee constitute a quorum at any meeting thereof, except when decisions are being made on tenure, permanence, or promotion recommendations, at which meeting eight members of the Committee, one of whom shall be the Provost and one of whom shall be the Vice-Provost and Dean of Graduate Studies, shall constitute a quorum. In the event of an equality of votes on tenure, permanence, or promotion recommendations, the question is deemed to be decided in favour of the Faculty Tenure and Promotion Committee's recommendation, notwithstanding the provision of Section 74.
117. The Committee shall nominate the members of the Committee for Nominating a Chancellor in conformity with the provisions of Section 9(a) and shall nominate the members of the Senate component of the Committee for Recommending a President in conformity with Section 9(b). These nominations shall be presented at a Senate meeting, together with a brief résumé of each candidate's qualifications. No additional nominations may be made at that Senate meeting, but subsequent to the meeting, members of the Senate shall be provided with the opportunity to submit written nominations of additional candidates for inclusion on the slate, provided that such nominations are signed by five members of the Senate and are accompanied by an indication of the candidate's willingness to serve. If necessary, an election shall be conducted by the Secretary of the Senate immediately following the end of the nomination period. A brief résumé of each nominee's qualifications shall be provided to Senators along with the ballot. Not more than one faculty member from any one Faculty shall be elected by Senate to the Committee for Nominating a Chancellor or the Committee for Recommending a President.
118. The Committee shall have as a standing order of business the making of nominations for such *ad hoc* selection committees as are charged to nominate to the Senate those to be appointed to senior academic administrative offices and to the offices of Vice-President (Administration) and Vice-President (University Advancement). In this context, senior academic administrative offices include those of Provost, Vice-President (Health Sciences), Vice-President (Research), Vice-Provost, Director of Continuing Education, academic Associate/Assistant Vice-Presidents, Associate Deans of Graduate Studies and/or Research, Associate Deans of Faculties (see Section 2(h)), Chair of Undergraduate Council, University Secretary, Registrar, University Librarian and such other positions as are designated by Senate from time to time. The Committee shall ensure that the nominations for each *ad hoc* selection committee include, as nominated Chair of the *ad hoc* selection committee, the name of the academic administrative officer to whom the appointee shall report. The Committee shall review, and express its opinion to the Senate on, nominations made by the *ad hoc* selection committees, before any commitment is made to the nominated candidate.
119. The Committee shall consider and recommend to the Senate on academic appointments, terms of reference, tenure policy, promotion policy, research leave policy, and all matters related to academic appointments. In this context, academic appointments shall be taken to include appointments of Department Chairs and Directors of Schools, Programs, Research Institutes, and Centres, and appointments to named Chairs and Professorships. The Committee shall receive for information reports on the appointment of Associate Department Chairs, Associate Directors of Programs, Research Institutes and Centres, Executives in Residence, and Faculty honorific appointments. The Committee shall recommend to the Senate candidates for the titles of Distinguished University Professor and University Scholar.

120. The Committee shall consider recommendations for appointment to the teaching staff from Faculty or joint-Faculty Tenure and Promotion Committees and shall:
- (a) decide that the faculty member is to be nominated for a tenured appointment, a continuing appointment without annual review or a permanent teaching appointment and so inform the Senate; or
  - (b) recommend to the President that the period of a tenure-track appointment, a special appointment or a teaching-track appointment be extended, and so inform the Senate; or
  - (c) decide that no action be taken on the case; or
  - (d) decide that a faculty member's tenure-track appointment, special appointment or teaching-track appointment be allowed to lapse and so inform the Senate.
121. The Committee shall consider recommendations for promotion from Faculty or joint-Faculty Tenure and Promotion Committees and shall:
- (a) decide that promotion is to be granted at this time, and so inform the Senate; or
  - (b) decide that no action is to be taken in regard to promotion.
122. The Committee shall nominate the membership of the Executive Committee, and shall report thereon to the regular meeting of the Senate in June of each year.

#### **THE COMMITTEE ON HONORARY DEGREES**

123. The Committee on Honorary Degrees shall consist of the Chancellor, who shall be Chair; the President; and six other members of the Senate, one of whom shall be a member from among the members of the Alumni Association of the University on the Senate; and four members of the Committee constitute a quorum at any meeting thereof.
124. The Committee shall make recommendations to the Senate of names of persons upon whom it is thought fitting to confer the honorary degree of Doctor of Laws, Doctor of Science, Doctor of Letters, or any other honorary degree that may be established by the Senate.

### **THE BOARD FOR STUDENT APPEALS**

125. The Board for Student Appeals shall consist of 12 members appointed by the Senate for two-year terms, of whom six shall be members of the faculty who are not senior academic administrative officers, four shall be undergraduate students, and two shall be graduate students. In addition, the Chair of the Board has the authority to appoint, on an *ad hoc* basis, faculty and students who are not members of the Board for Student Appeals to serve on appeal tribunals as auxiliary Board members. For meetings of the Board which do not relate to the hearing of a specific appeal, seven members of the Board constitute a quorum.
126. The Board for Student Appeals
- (a) shall adjudicate all student appeals from rulings of other authorities (e.g., Faculty Reviewing Committees, Deans, Associate or Assistant Deans) on matters of academic standing other than those involving solely a substantive academic judgment, and shall, where appropriate, adjudicate appeals by students in respect of any other allegation of injustice, except in cases where another body has been named as the final decision maker; and
  - (b) shall, when deemed appropriate, consider and make recommendations to the Senate on policy and procedure relating to student appeals.
127. The hearing of an appeal shall be before a tribunal consisting of at least three members or auxiliary members of the Board for Student Appeals, one of whom shall be a student. They shall be chosen in accordance with procedures approved by the Senate.
128. Hearings before tribunals of the Board for Student Appeals shall be conducted in accordance with the procedures approved by the Senate.

### **THE COMMITTEE ON UNIVERSITY CEREMONIALS AND INSIGNIA**

129. The Committee on University Ceremonials and Insignia shall consist of the Chancellor; the President; the University Bedel; and eight members of the Senate, one of whom shall be a graduate student and one of whom shall be an undergraduate student; and five members of the Committee constitute a quorum at any meeting thereof. The University Registrar and the Convocation & Curriculum Officer shall be consultants to the Committee.
130. (a) The Committee shall be responsible for the planning and conduct of all University ceremonials, including all Convocations; and shall keep under continual review the form of and procedure at such ceremonials and all matters relating thereto.
- (b) The Committee shall also be responsible for reviewing and making decisions, or recommendations to the Senate or the Board of Governors, on matters relating to heraldic practice and policy.

### **THE COMMITTEE ON BY-LAWS**

131. The Committee on By-laws shall consist of the Chancellor; the President; and four members appointed by the Senate, one of whom shall be a member of the Senate and one of whom shall be the Secretary of the Senate; and three members of the Committee constitute a quorum at any meeting thereof.
132. The Committee shall make recommendations to the Senate:
  - (a) for the appropriate form of any amendment to any by-law and of any new by-law, of the Senate or of a Council or of a Faculty, that the Senate has approved in principle;
  - (b) for any alteration of any by-law, of the Senate or of a Council or a Faculty, deemed by the Committee to be necessary as a consequence of any amendment or of any new by-law approved by the Senate or to be desirable for reasons of consistency or the like;
  - (c) on any matter pertaining to the by-laws of the Senate or of a Council or of a Faculty that may be referred to the Committee by the Senate, or on any such matter that the Committee may deem appropriate for the attention of the Senate.

### **THE COMMITTEE ON ACADEMIC INTEGRITY**

133. The Committee on Academic Integrity shall consist of the Chancellor; the President; the Vice-Provost and Dean of Graduate Studies; the Vice-Provost (Faculty); and six members of the Senate, four of whom shall be faculty members (one of whom shall be appointed Chair of the Committee), one of whom shall be a graduate student and one of whom shall be an undergraduate student. Five members of the Committee constitute a quorum. The Academic Integrity Officer, the University Registrar, and the Graduate Registrar and Secretary of the School of Graduate Studies shall be consultants to the Committee.
134. The Committee shall, when deemed appropriate, make recommendations to the Senate on policy and procedures relating to issues of academic integrity and on measures designed to reduce instances of academic dishonesty.
135. The Committee shall review, prior to its presentation to the Senate, the annual report prepared by the Office of Academic Integrity.

**revised:** May 17, 2017

**THE TENURE AND PROMOTION APPEALS NOMINATING COMMITTEE**

136. The Tenure and Promotion Appeals Nominating Committee shall consist of six full-time tenured faculty members, normally at the rank of Professor, appointed by the Senate but not necessarily drawn from the Senate, one from each of the Faculties of Business, Engineering, Health Sciences, Humanities, Science, and Social Sciences, none of whom, during his or her term on the Committee, shall be a member of a Faculty Tenure and Promotion Committee or of the Senate Committee on Appointments; and four members of the Committee constitute a quorum at any meeting thereof. The Chair shall be elected by and from the members of the Committee.
137. (a) When an appeal of a tenure, a continuing appointment without annual review or a permanent teaching or promotion decision has been referred to the Committee, the Committee shall nominate to the Senate the membership of an Appeal Tribunal, composed of three full-time tenured or permanent members of faculty who have not been previously involved in the decision under review and who are at arm's length from both parties to the appeal. The tribunal in each case shall normally consist of one member from the appellant's Faculty and two members from outside the Faculty.
- (b) Each Appeal Tribunal shall normally report to the Senate within four months of its establishment.

**THE COMMITTEE ON STUDENT AFFAIRS**

138. The Committee on Student Affairs shall consist of the Chancellor; the President; the Associate Vice-President (Students and Learning) and Dean of Students, who shall be Chair; three faculty members, at least one of whom shall be an elected faculty member of the Senate; three undergraduate students, one of whom shall be a part-time student and one of whom shall be a student residing in a University residence; and one graduate student. Of the student members, at least one shall be a member of the Senate. Five members of the Committee constitute a quorum at any meeting thereof.

139. The Committee has the authority to approve, and report to Senate for information, minor changes to the Residence Agreement Contract on behalf of Senate and shall otherwise recommend to the Senate policies, and receive submissions, on non-academic aspects of student life, including University residences and student services, and on matters of student conduct and discipline.

This responsibility shall include:

- (a) developing and periodically reviewing in consultation with relevant student leadership, for recommendation to the Senate, University codes of student conduct and discipline, including for resident students;
- (b) approving the constitutions of student residences and any amendments thereto;
- (c) receiving annually a report from the Dean of Student Affairs which shall include reference to non-academic disciplinary problems on campus; and
- (d) establishing such sub-committees as may from time to time be deemed

**Revised:** June 6, 2018

**THE BOARD-SENATE RESEARCH MISCONDUCT HEARINGS PANEL**

140. (a) The Board-Senate Research Misconduct Hearings Panel shall consist of 18 tenured faculty members appointed by the Senate after consultation with the Faculty Association, three graduate and three undergraduate students appointed by the Senate, and 12 full-time staff members who have been employees of the University for at least two years appointed by the Board of Governors after consultation with the appropriate staff associations. Members of the Panel shall be appointed for staggered renewable three-year terms. The Chair and one Vice-Chair of the Panel shall be appointed by Senate from among the tenured faculty members; one Vice-Chair shall be appointed by the Board of Governors from among the staff members. In addition, the Chair of the Panel has the authority to appoint, on an *ad hoc* basis, faculty, staff and students who are not members of the Panel to serve on Hearings Committees as auxiliary Panel members. For meetings of the Panel that do not relate to a specific case, 15 members of the Panel constitute a quorum.
- (b) The Board-Senate Research Misconduct Hearings Panel shall
- (i) receive all cases of alleged research misconduct referred to it and arrange the adjudication of them in accordance with the procedures outlined in the Research Integrity Policy and approved by the Senate and the Board of Governors, and
  - (ii) when deemed appropriate, review the policy and procedures relating to academic ethics and allegations of research misconduct and make recommendations to the Senate and the Board of Governors on policy changes or new policies deemed necessary by the Panel.
- (c) The hearing of any case referred to the Panel shall be conducted before a Hearings Committee, established according to the procedures outlined in the Research Integrity Policy.
- (d) The conduct of hearings before a Hearings Committee of the Board-Senate Research Misconduct Hearings Panel shall be in accordance with the procedures outlined in the Research Integrity Policy.



**BOARD-SENATE HEARING PANEL FOR  
DISCRIMINATION, HARASSMENT, AND SEXUAL VIOLENCE**

141. (a) The Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Violence shall consist of six faculty members, three undergraduate students and three graduate students appointed by the Senate; and six staff members appointed by the Board of Governors. The Chair and one Vice-Chair shall be appointed by the Senate from among the faculty members appointed by the Senate and one Vice-Chair shall be appointed by the Board of Governors from among the members appointed by the Board of Governors. Student members shall serve for staggered two-year terms and faculty and staff members for staggered three-year terms. No member shall serve for more than two consecutive terms, but on the expiration of two years after having served the second of two consecutive terms, such person may again be eligible for membership on the Hearing Panel. In addition, the Chair of the Panel has the authority to appoint, on an *ad hoc* basis, faculty, staff and students who are not members of the Panel to serve on Hearings Committees as auxiliary Panel members. For meetings of the Panel that do not relate to a specific case, 10 members of the Panel constitute a quorum.
- (b) The Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Violence shall:
- (i) receive all Referrals to Hearing / Formal Requests for a Hearing and arrange for their adjudication in accordance with procedures approved by the Senate and the Board of Governors, and
  - (ii) when deemed appropriate, review the policy and procedures relating to discrimination, harassment, and/or sexual violence and make recommendations, through the Senate Executive Committee, to the Senate and the Board of Governors on policy changes or new policies deemed necessary by the Panel.
- (c) The hearing of any case referred to the Panel shall be before a tribunal consisting of three members of the Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Violence. These members shall be free of conflict of interest and shall be chosen by the Chair, or a Vice-Chair as appropriate, of the Hearing Panel in accordance with procedures approved by the Senate and Board of Governors.
- (d) Hearings before a tribunal of the Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Violence shall be conducted in accordance with the procedures approved by the Senate and the Board of Governors.

**Revised:** December 14, 2016

**FACULTY DISCIPLINE BOARD**

142. The Faculty Discipline Board shall consist of six tenured or permanent faculty members at the rank of Professor, appointed by the Senate for staggered renewable three-year terms. For meetings of the Board that do not relate to a specific case, four members of the Board constitute a quorum.
143. The Faculty Discipline Board shall
- (a) adjudicate faculty discipline cases referred by a Faculty Dean to the Provost, in accordance with the relevant procedures approved by the Senate and the Board of Governors, and
  - (b) when deemed appropriate, review the policy and procedures relating to the code of conduct and disciplinary procedures for faculty and make recommendations to the Senate and the Board of Governors on policy changes or new policies deemed necessary by the Faculty Discipline Board.
144. The hearing of any case referred to the Board shall be before a Discipline Tribunal, consisting of three members of the Faculty Discipline Board who do not have a conflict of interest, chosen by the Provost in accordance with procedures approved by the Senate and the Board of Governors. At least one of the three members shall be from outside the Faculty of the faculty member concerned. The Provost shall also designate which of the Board members shall serve as Chair of the Discipline Tribunal.
145. Hearings before a tribunal of the Faculty Discipline Board shall be conducted in accordance with the procedures approved by the Senate and the Board of Governors.

## **ARTICLE X**

### **THE GRADUATE COUNCIL**

146. There shall be a Graduate Council which shall consist of the Chancellor, the President, the Provost, the Vice-President (Research), the Vice-Provost and Dean of Graduate Studies, the Dean of each Faculty offering graduate work, and the Associate Deans of Graduate Studies, all ex officio with vote; the University Librarian, the University Registrar, the Secretary of the Senate, the Associate Registrar and Graduate Secretary, the Assistant Dean (Graduate Student Life and Research Training), and the Executive Director (Strategic Planning and Administration), all ex officio without vote; three full-time faculty members from each of the Faculties of Business, Engineering, Humanities, Science, and Social Sciences and three full-time graduate faculty members from the Faculty of Health Sciences, elected by the members of the Faculty, from the Professors, Associate Professors, and Assistant Professors; two full-time graduate students from each Faculty offering graduate work, elected by and from the graduate students in that Faculty with the proviso that in any Faculty engaged in doctoral studies at least one of the graduate students shall be registered in a PhD program; observers (as defined in Section 2(i)) named from time to time by the Vice-Provost and Dean of Graduate Studies to attend Graduate Council's meetings; and one-third of the voting members shall constitute a quorum at any meeting thereof.
147. The Chair of the Graduate Council shall be the Vice-Provost and Dean of Graduate Studies or, in the absence of the Vice-Provost and Dean of Graduate Studies, an Associate Dean of Graduate Studies.
148. The Secretary of the Graduate Council shall be the Associate Registrar and Graduate Secretary.
149. The faculty members elected from each Faculty offering graduate work shall be elected in accordance with the requirements of Section 15.
150. The term of office of faculty members on the Graduate Council shall commence on the first day of July following their election, and shall be for three years, subject to the proviso that faculty members who are to be absent from the University for a year or more shall resign their seats before leaving and be replaced at an ensuing election. Terms of office are renewable.
151. The election of faculty members of the Graduate Council shall be conducted by the Secretary of the Senate.
152. The term of office of graduate students on the Graduate Council shall commence on the first day of September annually, and shall be for two years, subject to the requirement that a vacancy occurring when six or more months remain in the term of office shall be filled by an appointment by the appropriate Faculty Dean. Terms of office are renewable.
153. The student members of the Graduate Council shall be elected by and from the graduate students in their respective Faculties, in accordance with procedures determined by their Faculties.
154. The Graduate Council may declare vacant the seat of any elected member who, without being granted leave of absence by the Council, fails to attend three consecutive regular meetings of the Council. Whenever a seat is declared vacant, the vacancy shall be filled through a by-election in the constituency which elected the person whose membership is vacant, unless the person is a graduate student, in which case the requirement stipulated in Section 152 for filling a vacancy shall apply.

155. The Graduate Council may, upon written request of a member, grant leave of absence to any member for a period not to exceed six consecutive months for illness or for other reasons deemed appropriate by the Council.
156. The powers and duties of the Graduate Council are:
- (a) to make rules and regulations for governing its proceedings;
  - (b) to establish standing and ad hoc committees. These committees shall include, but are not limited to:
    - (i) an Executive Committee, and
    - (ii) a Scholarships Committee;
  - (c) to regulate matters concerning graduate work of concern to the University as a whole;
  - (d) to act upon recommendations concerning graduate work from each Faculty, upon such matters as are of particular concern to each Faculty;
  - (e) to transact such business as is placed on its agenda by one or more of the Chair, the Secretary of the Graduate Council, or a Dean of a Faculty offering graduate work;
  - (f) to recommend to the Senate the names of graduate students who have completed all requirements for a degree, diploma or certificate;
  - (g) to determine the eligibility of Departments, Units, Schools, Institutes, Centres, or the like, to offer graduate work, and to make recommendations to the Senate for the administration of graduate work in areas not clearly lying within the jurisdiction of a single Faculty;
  - (h) to report to the Senate upon such matters as may be judged necessary by the Graduate Council or as required by the Senate;
  - (i) subject to final approval by the President, to stipulate the conditions of award of all fellowships, scholarships, assistantships, bursaries, prizes and other awards established for graduate students, having due regard for the wishes of the donor;
  - (j) to arrange for action upon all applications or recommendations for fellowships, scholarships, assistantships, bursaries, prizes and other awards for graduate students;
  - (k) to meet at least twice per academic year;
  - (l) to post the agenda and the minutes of its meetings electronically.

Notwithstanding any of the above, the following matters must be referred to the Senate for decision:

- establishment of new graduate programs;
- closure of existing graduate programs;
- substantial revisions of admission standards;
- substantial revisions to degree, diploma and certificate requirements and/or academic regulations.

**Revised:** June 6, 2018

## **ARTICLE XI**

### **THE UNDERGRADUATE COUNCIL**

157. There shall be an Undergraduate Council consisting of the Chancellor, the President, the Provost, the Vice-Provost (Faculty), the Associate Deans (Academic) of the Faculties of Business, Engineering, Humanities, Science and Social Sciences (or their respective delegates); the Associate Dean of Health Sciences (Undergraduate Education), the Director of the Arts and

Science Program, the Director of the Centre for Continuing Education, the University Registrar, the Associate Vice-President (Students and Learning) and Dean of Students, the University Librarian, and the Principal of McMaster Divinity College, all ex officio; six faculty members elected from the Professors, Associate Professors, and Assistant Professors, comprising one member from each Faculty offering undergraduate work; the faculty member of the Senate appointed by McMaster Divinity College; and seven undergraduate students, one from each of the six Faculties offering undergraduate work, and one from the Arts and Science Program, to be appointed by the Senate on the recommendation of the Dean / Director. Twelve members of the Council, excepting the Chancellor, the President and the Provost, shall constitute a quorum.

158. The Chair of the Undergraduate Council shall be the Vice-Provost (Faculty).
159. The Vice-Chair of the Undergraduate Council shall be elected annually by and from the members of the Undergraduate Council.
160. The Secretary of the Undergraduate Council shall be the Secretary of the Senate.
161. The faculty member elected from each Faculty offering undergraduate work shall be elected in accordance with the requirements of Section 15. These elections shall be conducted by the Secretary of the Senate.
162. The term of office of faculty members on the Undergraduate Council shall commence on the first day of July following their election, and shall be for three years, renewable once, subject to the proviso that faculty members who are to be absent from the University for a year or more shall resign their seats before leaving and be replaced at an ensuing election.
163. The term of office for an undergraduate student member shall commence on the first day of July following the appointment of such member, and shall be for one year, renewable.
164. The powers and duties of the Undergraduate Council are:
  - (a) to make rules and regulations for governing its proceedings;
  - (b) to initiate and regulate matters concerning undergraduate work of concern to the University as a whole, in accordance with such directives and priorities as have been established by the Senate;
  - (c) to act upon recommendations concerning undergraduate work from the several Faculties, the Arts and Science Program, or from McMaster Divinity College as it relates to the Master of Divinity and Master of Theological Studies degrees conferred by the University;
  - (d) to transact such business as is placed on its agenda by one or more of the Chair, the Secretary of the Undergraduate Council, an Associate Dean or Dean of a Faculty offering undergraduate work, the Director of the Arts and Science Program, or the Principal of McMaster Divinity College as it relates to the Master of Divinity and Master of Theological Studies degrees conferred by the University;
  - (e) to report and to make recommendations to the Senate upon such matters as may be judged necessary by the Undergraduate Council or as required by the Senate;
  - (f) to stipulate the conditions of award of all fellowships, scholarships, medals, prizes and other awards established for undergraduate students, and to make such awards;
  - (g) to give direction to the Office of Student Financial Aid and Scholarships on policies and procedures respecting the acceptance of all fellowships, scholarships, medals, prizes and other awards for undergraduate students, and the administration thereof;
  - (h) to meet at least once each academic term; and
  - (i) to make publicly available the agenda and the minutes of its meetings.

The Undergraduate Council shall also have the power to establish committees as set forth in Schedule E. Revisions to Schedule E shall be approved by Undergraduate Council and forwarded to Senate for information.

Notwithstanding any of the above, the following matters must be referred to the Senate for decision:

- establishment of new programs;
- closure of existing programs;
- substantial revisions of admission standards;
- substantial changes in degree, diploma and certificate requirements, and/or academic regulations.

**Revised:** June 6, 2018

## **ARTICLE XII**

### **DUTIES OF OFFICERS OF THE SENATE**

#### **THE CHANCELLOR**

165. The Chancellor shall preside at Convocation, and in the absence of the Chancellor the Vice-Chancellor shall preside.

#### **THE VICE-CHANCELLOR**

166. The Vice-Chancellor shall perform the duties of the Chancellor in the event that the Chancellor is prevented from discharging such duties owing to illness or any other cause.

#### **THE CHAIR OF THE SENATE**

167. The Chair of the Senate shall ensure that at all times its meetings are conducted and its business transacted in a manner consonant with these by-laws.

#### **THE VICE-CHAIR OF THE SENATE**

168. The Vice-Chair of the Senate shall perform the duties of the Chair of the Senate in the event that the Chair of the Senate is prevented from discharging such duties owing to illness or any other cause.

#### **THE SECRETARY OF THE SENATE**

169. The duties of the Secretary of the Senate are to take charge of the academic records and papers of the University and to keep the same properly arranged for convenient reference in such place as is directed by the Senate, and until such direction, in such place as is appointed by the President; the Secretary shall keep regular entries in a form to be approved by the President, of the names of all persons who are candidates for degrees, diplomas, or certificates of standing; the Secretary of the Senate shall conduct all necessary correspondence under the supervision of the President and keep proper records thereof; and shall attend all meetings of the Senate; and keep regular minutes of the proceedings thereat. The Secretary or delegate shall attend all meetings of standing and special committees and boards of the Senate; and keep minutes of the proceedings thereat; and shall prepare all by-laws, resolutions, reports or other papers which the Senate directs, and all copies that are required of any such documents or papers; subject to the provisions of Article VII hereof, shall prepare and countersign all official documents; and shall generally discharge such other duties as are assigned by these by-laws or by the Senate or, when the Senate is not in session, by the President.

## **ARTICLE XIII**

### **OATHS OF OFFICE OF OFFICERS OF THE SENATE**

170. Before entering upon the duties of the office, the Chancellor shall accept the following charge, to be administered by the Chair of the Board, at a Convocation:

**“You are now to assume the function and office of Chancellor of this University, to which you have been duly appointed. You shall now swear to keep and preserve, well and faithfully, during your period of office, the statutes, liberties, customs, rights and privileges of the University, and to promote its well-being and that of its members so far as in you lies.”**

171. Before entering upon the duties of the office, the President and Vice-Chancellor shall accept the following charge, to be administered by the Chair of the Board, at a Convocation:

**“You are now formally to assume the functions and the office of President and Vice-Chancellor of this University, to which you have been duly appointed. You shall now swear to keep and preserve, well and faithfully, during your period of office, the statutes, liberties, customs, rights and privileges of the University, and to promote its well-being and that of its members so far as in you lies.”**

172. Before entering upon the duties of the office, the Secretary of the Senate shall swear and subscribe to the following oath, to be administered by the President:

**“I, A.B., do solemnly swear that I will to the best of my ability, faithfully discharge the duties of the Secretary of the Senate of McMaster University, according to law and to the by-laws of the Senate of the University, and the directions to be given to me under the authority thereof, and that I will not, directly or indirectly, publish or make known any of the proceedings, affairs or business of the University unless under the authority of the Senate or under compulsion of legal process.”**



## **ARTICLE XIV**

### **CONFERRING OF TITLES**

173. The Senate shall confer the title Professor Emeritus / Emerita on all retiring faculty members with tenured or permanent appointment and with the rank of Professor, and may confer such other honorific titles as the Senate may from time to time declare appropriate.

The Senate reserves the right to revoke any honorific title. The Senate may consider if the holder has brought the reputation of the University into disrepute or has acted in a manner inconsistent with the criteria for the title. Any Faculty-specific honorific title which Senate has approved for conferral by the Faculty Dean may also be revoked by the Dean for similar cause.

## **ARTICLE XV**

### **AMENDMENT OR SUSPENSION OF THE BY-LAWS**

174. Any of the foregoing provisions respecting procedure may be suspended at any meeting of the Senate at which a quorum is present by the vote of two-thirds of the members present. A motion to this effect may be made at any time.
175. A proposal to amend these by-laws shall be considered by the Senate only at a regular meeting of the Senate, and only after notice of the proposed amendment has been given at a previous meeting of the Senate.

## **ARTICLE XVI**

### **MATTERS NOT PROVIDED FOR**

176. In regulating all matters not provided for in these by-laws, the practice and procedure shall be regulated by analogy thereto.

## **ARTICLE XVII**

### **REPEAL OF FORMER BY-LAWS**

177. Any by-laws heretofore passed insofar as the same are inconsistent with the enactments herein contained, are repealed; but such repeal does not affect anything heretofore done or any right heretofore acquired under or in pursuance of, or revive any by-law repealed by, such by-laws.

## **ARTICLE XVIII**

### **DECENNIAL REVIEW OF THE BY-LAWS**

178. The Senate shall make provision for decennial reviews of the by-laws, such reviews to be effected by the Senate Committee on By-laws, at the request of the Executive Committee, the next such review to be initiated no later than during the Session 2025-26.

**SCHEDULE "A" - COMPOSITION OF THE SENATE**

*Ex Officio:*

- The Chancellor
- The President and Vice-Chancellor
- The Provost and Vice-President (Academic)
- The Vice-President (Administration)
- The Vice-President (Health Sciences)
- The Vice-President (Research)
- The Vice-President (University Advancement)
- The Dean of the Faculty of Business
- The Dean of the Faculty of Engineering
- The Dean of the Faculty of Health Sciences
- The Dean of the Faculty of Humanities
- The Dean of the Faculty of Science
- The Dean of the Faculty of Social Sciences
- The Vice-Provost and Dean of Graduate Studies
- The Director of the Centre for Continuing Education<sup>2</sup>
- The Principal of McMaster Divinity College
- The Chair of the Undergraduate Council

Appointed by the Alumni Association of McMaster University from among the graduates:

Four members

Appointed by and from the Board of Governors:

Three members

Elected by and from the students in each Faculty:

12 members

Faculty of Business	one graduate student and one undergraduate student
Faculty of Humanities	one graduate student and one undergraduate student
Faculty of Social Sciences	one graduate student and one undergraduate student
Faculty of Engineering	one graduate student and one undergraduate student
Faculty of Science	one graduate student and one undergraduate student
Faculty of Health Sciences	one graduate student and one undergraduate student

---

<sup>2</sup> The position of Director of the Centre for Continuing Education is the successor to the position of Dean of Adult Education named in the McMaster University Act (1976). All references to the Dean of Adult Education shall be deemed henceforth to refer to the Director of the Centre for Continuing Education.

Elected by and from the  
Teaching Staff of the  
University:

30 members

Faculty of Business	-	three members
Faculty of Humanities	-	six members
Faculty of Engineering	-	three members
Faculty of Health Sciences	-	six members
Faculty of Science	-	six members
Faculty of Social Sciences	-	six members

Appointed by and  
from the Teaching Staff  
of the Divinity College:

One member

Observers:

Executive Vice-Dean and Associate Vice-President (Academic), Faculty of Health Sciences  
Vice-Provost (International Affairs)  
Associate Vice-President (Equity and Inclusion)  
Associate Vice-President (Students and Learning) and Dean of Students  
Associate Vice-President (Research)  
Associate Vice-President (Institutional Research and Analysis)  
Associate Dean of Business (Academic)  
Associate Dean of Engineering (Academic)  
Associate Dean of Humanities (Academic)  
Vice-Dean, Undergraduate Education, Faculty of Health Sciences  
Vice-Dean, Faculty of Health Sciences, Executive Director, School of Nursing  
Vice-Dean, Faculty of Health Sciences, Executive Director, School of Rehabilitation Science  
Associate Dean of Science (Academic)  
Associate Dean of Social Sciences (Academic)  
Ombudsperson  
University Registrar  
University Librarian  
Director of the Arts and Science Program  
Assistant Vice-President, Communications & Public Affairs  
Senior Advisor to the President  
Manager of Faculty Appointments and Records, Provost Office  
Academic Co-Chair, Indigenous Education Council  
One student registered in the Arts and Science Program  
President or Designate, McMaster University Faculty Association  
President or Designate, McMaster Students Union  
President or Designate, Graduate Students Association  
President or Designate, McMaster Association of Part-Time Students

**revised:** May 17, 2017, December 12, 2018, June 5, 2019

**SCHEDULE "B"**

**FACULTY ELECTIONS TO THE SENATE**

A. **ELECTION PERIOD**

The annual election of faculty to the Senate shall be completed by March 31.

B. **TERMS OF OFFICE**

Faculty members on the Senate assigned either a one-year or a two-year term shall not have these terms counted as one of their two consecutive terms.

C. **NOMINATIONS**

1. As nominations are completed, the names of nominees shall be forwarded to the Secretary of the Senate, for inclusion on the ballot. Nomination papers shall bear the names of five seconders.
2. Nominees from Faculties each shall be required to sign a "Declaration of Willingness to Serve" and also to provide brief résumés of their qualifications for Senate membership, for circulation to the electorate.

D. **BALLOTS**

1. In any given Faculty, all candidates for Senate elections shall be listed on the ballot in alphabetical order, showing rank. Instructions on the ballot shall indicate that votes are to be cast in accordance with the single transferable vote procedure and shall indicate any distributional limitations required by the particular Faculty.
2. A list of eligible candidates shall be posted on the University Secretariat election website and on the Senate notice board opposite Gilmour Hall Room 114 as soon as possible after the close of nominations.
3. Eligible voters may cast their votes via the link to MacVote provided by the University Secretariat, such votes to be cast no later than March 31, the precise dates to be determined by the Secretary of the Senate.

E. **COUNTING OF BALLOTS**

1. The counting of ballots shall take place in the office of the Secretary of the Senate.
2. Two scrutineers shall be appointed by and from the Senate at the meeting of the Senate in February of each year, to be present during the counting of ballots.

F. **ELECTION RESULTS**

Successful candidates shall be notified by letter, by the Secretary of the Senate, and the names of successful candidates shall be posted on the Senate notice board.

**SCHEDULE "C"**

**STUDENT ELECTIONS TO THE SENATE**

**A. ELECTION PERIOD**

1. Senate elections for undergraduate students and graduate students shall be held annually in the following periods:

January 15 - March 31: primary election period

September 15 - October 31: secondary election period.

**B. NOMINATIONS**

1. Nomination forms shall be available on the University Secretariat election website and in the Office of the University Secretariat during normal business hours (i.e., from 9 a.m. to 4:30 p.m.) during the nomination period.
2. Nomination forms shall bear the signature of the nominee, supported by the names of five seconders, registered in the same Faculty as the nominee or, in the case of students in joint / collaborative or interdisciplinary graduate programs, in the same Faculty or program in which the nominee is running for election.
3. Nominees each shall be required, on the nomination form, to sign a "Declaration of Willingness to Serve." Nominees shall also provide brief résumés of their qualifications for Senate membership, for publication on the University Secretariat election website.
4. Nomination forms shall be delivered to the Office of the Secretary of the Senate by the end of the first week in February (October)\* annually.

**C. BALLOTS**

1. A list of eligible candidates shall be posted on the University Secretariat election website and on the Senate notice board as soon as possible after the close of nominations, and in *The Silhouette* at least 10 days prior to the election day(s).
2. Eligible voters may cast their votes via the link to MacVote provided by the University Secretariat, such votes to be cast no later than March 31 (October 31)\*, the precise dates to be determined by the Secretary of the Senate.

**D. COUNTING OF BALLOTS**

1. The counting of ballots shall take place in the University Secretariat on a date to be specified (see C.2).
2. Each candidate may appoint an individual to act as his or her scrutineer. Candidates must notify the Secretary of the Senate of their scrutineers at least 24 hours prior to the beginning of voting day(s). A candidate may not be a scrutineer.

**E. ELECTION RESULTS**

Successful candidates shall be notified by letter, by the Secretary of the Senate, and the names of successful candidates shall be posted on the Senate notice board and on the University Secretariat election website.

\* The dates in parentheses refer to the secondary election period.

**SCHEDULE "D"**

**PROCEDURE FOR OPEN MEETINGS OF THE SENATE**

**I Location of Meetings**

Meetings of the Senate of McMaster University are normally held in the Council Room, Gilmour Hall.

**II Arrangements for Meetings**

Seating accommodation in the Council Room is arranged to provide a spectators' gallery. The total seating capacity in accordance with the Fire Marshall's regulations is 183 seats. Eighty-one seats are reserved for members of the Senate and observers. The remainder of the seats constitute the spectators' gallery.

**III Admission to the Council Room**

Admission to the spectators' gallery is on a first-come, first-served basis.

All unofficial recording devices (photographic or electronic) and sound amplification devices are excluded from any room in which the Senate may be holding a meeting.

**IV Notice of Meeting**

The Senate meets regularly on the second Wednesday of every month during the academic year, with the exception of the months of May and June when meetings may be scheduled otherwise to approve graduand results. A list of regular Senate meeting dates will be published on the website of the University Secretariat, in *The Silhouette*, and on the Senate notice board opposite Room 114, Gilmour Hall. When it becomes necessary to hold special meetings that fall between the dates of the regular meetings, these dates will be published in a similar fashion.

**V Agenda**

The agenda for Senate meetings is drawn up in conformity with the By-laws of the Senate by the Chair and Secretary of the Senate. The agenda employs the consent agenda format, whereby the Secretary indicates action and information items that are routine and/or non-controversial. In so doing, the Secretary may consult with the Chair and the relevant committee chair. Before taking the vote, the Chair allows time for any member to indicate that he or she wishes to have an item removed from the consent agenda, in which case it is transferred to the regular agenda so that it may be considered and voted on separately. The remaining items are then voted upon *en bloc* without discussion. The agenda is drawn up in considerable detail in order that it have meaning for persons in the spectators' gallery. The By-laws provide for certain matters to be dealt with by the Senate in Closed Session.

The agenda which accompanies the notice of meeting will be circulated, and posted on the Senate notice board, one week in advance of each Senate meeting, and will be posted on the website of the University Secretariat. Additional items of business may be added only with consent of the Senate in conformity with the By-laws.

**VI Availability of Minutes and Senate Documents**

Full Senate minutes are distributed only to Senators and Observers. When approved, the minutes of the Open Session are posted, without the appendices, on the University Secretariat website.

**VII Rules of Procedure**

Rules of procedure are outlined in Article VII of the Senate By-laws, which are available on the University Secretariat website.

**VIII Briefs**

Any member of the University Community may request an appearance before the Senate for the presentation of a brief. The request will be considered by Senate, if the request and brief are submitted to the Secretary of the Senate at least four working days before the date set for a Senate meeting.



**Schedule E UNDERGRADUATE COUNCIL COMMITTEES**

1. The committees of Undergraduate Council shall include, but shall not be limited to:
  - (a) the Executive Committee
  - (b) the Awards Committee
  - (c) the Curriculum and Admissions Committee
  - (d) the Certificates and Diplomas Committee
  - (e) the Quality Assurance Committee, and
  - (f) *ad hoc* committees and task forces as required

Except for the Executive Committee, each committee should be chaired by an elected faculty representative, an Associate Dean, or a knowledgeable faculty member of the University. These appointments shall be made by the Executive Committee. Each committee will consist of at least five members, including the Chair of Undergraduate Council. A majority of the Committee members shall be members of Undergraduate Council.

2.
  - (a) The **Executive Committee** shall consist of the Chairs of the Standing Committees of Undergraduate Council, the Chair of Undergraduate Council and the Vice-Chair of Undergraduate Council.
  - (b) The Chair of the Committee shall be the Chair of Undergraduate Council.
  - (c) The Committee shall act for Undergraduate Council between Council meetings on matters pertaining to Undergraduate Council. Such actions shall be reported for ratification at the next regular meeting of Undergraduate Council.
  - (d) The Committee shall nominate members to the committees of Council and, where otherwise not expressly identified, shall nominate the Chairs thereof. The Committee may invite two committee membership people whose expertise is sought, but who are not members of Undergraduate Council.
3. The **Awards Committee** shall be responsible for reporting to Undergraduate Council all scholarships and academic awards winners and adjudicating recommendations for scholarship and academic award winners as necessary. The Committee shall act as the guardian of standards and non-discriminatory fairness in award descriptions and nominations, develop and enforce policy regarding academic awards and adjudicate petitions regarding variances in the terms of awards.
4. The **Curriculum and Admissions Committee** shall co-ordinate the curriculum changes from all Faculties with a view to fairness to students, avoidance of conflicts, and equity among Faculties. It shall also ensure that any new admissions policies or the revision of existing policies are consistent with general University guidelines. Dialogue with Institutions that seek unique University admission arrangements for their own students shall also be handled by the Curriculum and Admissions Committee.
5. The **Certificates and Diplomas Committee** shall scrutinize proposals for new certificate and diploma programs and ensure their conformity with the Senate Policy on Diplomas and Certificates.
6. The **Quality Assurance Committee** is a joint committee of Undergraduate Council and Graduate Council, and shall assess cyclical program reviews and submit a report to Undergraduate Council or Graduate Council, as applicable, as set out in the Policy on Academic Program Development and Review.

revised: May 17, 2017

Schedule F

**PROVISIONS THAT APPLY ONLY TO THE RECORDS OF MEETINGS OF SENATE COMMITTEES AND BOARDS THAT TOOK PLACE PRIOR TO FEBRUARY 16, 1996**

The provisions set out below shall apply only to the records of meetings of Senate committees and boards that took place prior to February 16, 1996. For meetings that took place on or after February 16, 1996, the provisions of Sections 94(a) and (b) shall apply.

- (a) Each standing committee shall fix the times and places of its meetings, which shall be *in camera* except as provided for in Sections 129, 141, and 149(d),(h) and (l). Each committee shall report at least once a year to the Senate.
- (b) The record of the proceedings of each standing committee shall be available to members, consultants and specifically invited guests of the standing committee, and to members and observers of the Senate subject to the following provisos:

Senators and observers shall have access to the minutes and records of Senate's standing committees, except for those matters

- (i) in which Senate has delegated power of decision; or
- (ii) that involve confidential material about individuals.

Upon receipt of a written request from a Senator or observer, an *ad hoc* Committee, consisting of the Chair of the Senate, the Chair of the standing committee in question, and the Secretary of the Senate, shall determine

- (a) whether the material requested falls under category (i) or (ii) above; and, if not,
- (b) in what form the material shall be made available.

This section shall not apply by analogy to subordinate bodies of the Senate.

## **REGULATIONS GOVERNING STUDENT ELECTIONS TO SENATE**

All candidates are responsible for the conduct of their campaigns, including the actions of others who are campaigning for them. It is the responsibility of all candidates to follow the campaign rules.

### Campaign Rules

1. Campaigning may start once the candidate receives their letter of validation confirming that their nomination has been approved by the Secretary of the Senate.
2. All campaign activities are subject to official University regulations and policies (By-laws, Codes of Conduct, etc.), as well as the laws of the land;
3. Any campaigning that is slanderous or libellous is prohibited.
4. Any use of social media must be in good taste and adhere to all codes of conduct.
5. Spamming of public forums or University e-mail distribution lists is forbidden.
6. All in-person campaigning must end at 11:59 p.m. the night prior to the start of the first day of voting. Candidates may, however, continue to campaign using social media platforms on election day(s).
7. Candidates shall take down signs or posters within sight of the computer lab(s) by 11:59 p.m. the night prior to the first day of voting.
8. Candidates may not approach voters requesting them to cast votes in their favour on election day(s).
9. Candidates may not provide computers or other devices to the electorate for the purposes of voting.
10. Candidates must notify the Secretary of the Senate of their scrutineers at least 24 hours prior to the beginning of voting days. A candidate may not be a scrutineer.
11. Campaign expenses will be limited to \$50.00 for each candidate, in order that those students with limited finances are not placed at a disadvantage during the election campaign. The Secretary of the Senate is authorized to reimburse each candidate for campaign expenses up to the amount of \$50.00, upon submission of receipts for expenses by the candidate.
12. The Secretary of the Senate reserves the right to disqualify any candidate if regulations are violated. He or she shall also:
  - (a) up to 14 days after the election, receive and investigate allegations of malpractice;
  - (b) up to 14 days after the election, hear appeals for a re-count, evaluate them, and arrange for a re-count if judged necessary;
  - (c) have the authority to levy fines, up to the amount claimed for campaign expenses, for violation of campaign rules;
  - (d) have the authority to declare an election invalid.
13. The Secretary of the Senate shall report to Senate on the student elections to Senate at the first regular meeting of Senate after the elections have been completed.

In addition to the above regulations, it is each candidate's responsibility to ensure that any and all posters are displayed according to each building's poster and advertising policies. For many campus buildings, this is *MSU Operating Policy 1.3.2 – Promotions & Advertising*, which can be viewed on the MSU website: [https://msu-production.s3.amazonaws.com/uploads/assets/attachments/661/original\\_Operating\\_Policy](https://msu-production.s3.amazonaws.com/uploads/assets/attachments/661/original_Operating_Policy)

\_1.3.2\_ - \_Promotions\_\_\_Advertising.pdf. Other campus buildings, such as the McMaster University Student Centre, the McMaster University Medical Centre, and McMaster residences, etc., have their own policies that must be followed.

**revised:** May 17, 2017