



SENATE BYLAWS

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1.0. DEFINITIONS

In these Bylaws:

- "Act" means the Yukon University Act.
- "Board of Governors" means Board of Governors of Yukon University.
- "Co-chairs" means co-chairs of Senate.
- "In-camera" means confidential session restricted to the members of Senate
- "Senate" means the senate of Yukon University as established under section 26 of the Yukon University Act.
- "Senator" and "member" are synonymous terms used when referring to a member of Senate.
- "University" means Yukon University.

2.0. SENATE ROLE

"The academic governance of the university is vested in the senate" (Act, section 31(1)).
Senate powers are outlined in section 31 of the Act., section 31.

3.0. SENATE MEMBER ELECTION

Members who are appointed to Senate will be selected in accordance with Appendix A, Senate Election Process.

4.0. SENATE MEMBER DUTIES AND RESPONSIBILITIES

- 4.1. During their term of office, Senators shall
 - a. Remain in the faculty or representative body for which they were appointed.
 - b. Be responsible for maintaining confidentiality of private and/or sensitive materials.
 - c. Review meeting packages prior to meetings and come prepared.
 - d. Inform the University Secretariat of their absence at a meeting in a timely manner.
 - e. Attend all types of Senate meetings, including annual retreats, and maintain 70% attendance in any twelve (12) month period. Absences from regular Senate meetings will be monitored and addressed by Co-Chairs.
 - f. Adhere to the established submission procedures and deadlines.
- 4.2. Members may resign by providing written notice to Co-chairs/University Secretariat.
Upon receiving notice of resignation from a member, the Co-chairs shall inform Senate to fill a vacancy.

5.0. SENATE CO-CHAIRS AND THEIR DUTIES

- 5.1. Senate is co-chaired by the President and a faculty Senator.
- 5.2. The Co-chairs of Senate shall, in addition to their obligations as members of Senate, :
 - a. Preside over all Senate meetings in alternating or any other manner determined by them.
 - b. Review minutes from the Senate meetings for accuracy prior to their distribution to the other members of the Senate.
 - c. Act as the official spokespersons of Senate.
 - d. Represent Senate at all official functions where Senate is to be formally represented, except as they may designate otherwise.
 - e. Sign all documents as required.
- 5.3. Faculty Co-Chair, pursuant to section 29 of the Act, :
 - a. Is selected by Senate from its faculty members in a manner determined by Senate for the duration of their Senate term but not less than one year.
 - b. Must not hold the position for more than three consecutive terms.

6.0. AUTHORITY DELEGATION

Senate may delegate its powers to one of its standing committees, pursuant to section 31(2)(b) of the Act. The delegated powers will be defined in the committee's Terms of Reference.

7.0. MEETING PROCEDURES

- 7.1. MEETINGS
 - a. Senate year is from July 1 to June 30.
 - b. Senate meets monthly from September to June and will promptly meet for a special meeting at the call of the Co-chairs. Only that business for which the special meeting has been called may be dealt with at the special meeting.
 - c. At the direction of the Co-chairs, the University Secretariat shall make provision for a Senate meeting or vote to be held by electronic means.
 - d. The annual Senate planning calendar with the meeting dates is approved by Senate in June and is distributed to the University community.
 - e. Regular meetings are open to the public, excluding in-camera items.
 - f. Members of the public who wish to attend a Senate meeting must provide one business days' notice to the University Secretariat. No person will be permitted to use cameras, video or audio recording devices during a Senate meeting.

- g. Senate meetings are held primarily in-person; for Virtual Attendance Protocol, see section 7.2.

7.2. VIRTUAL ATTENDANCE PROTOCOL FOR SENATE MEETINGS

- a. Only Senators who ordinarily reside and work at a campus outside of Whitehorse are permitted to regularly join Senate meetings virtually.
- b. Senators who are away from Whitehorse for work reasons during a specific Senate meeting may participate virtually in that meeting provided they give advance notice to the University Secretariat.
- c. Virtual participation should be treated as in-person participation.
- d. Senators participating virtually are expected to keep their cameras on, keep their microphone muted unless recognized by the Chair to speak, and ensure their surroundings are noise free.
- e. For in-camera discussions, in addition to section 7.2(d), virtual participants are required to turn their cameras on to confirm their identity and confirm their surroundings are confidential (pursuant to section 4.1(b) of this Bylaws). Exceptions to a camera-on requirement must be cleared by the University Secretariat.
- f. If a member has a question or wants to raise a point, they should use the “raise your hand” icon and wait to be called upon by the Chair; chat will not be used for this purpose.
- g. Senators attending virtually shall have all rights of a Senator attending the meeting in-person and any challenges with respect to virtual participation should be raised with the University Secretariat.

7.3. QUORUM

- a. A quorum of majority members is required to conduct business, a majority of which must be faculty.
- b. A majority of the members present is required to carry a motion.

7.4. AGENDA AND MEETING PACKAGES

- a. The University Secretariat will draft the agenda, based on the Senate planning calendar and items recommended for approval by Senate committees.

- b. Senate Executive Committee will review the draft agenda and recommend it to Senate. Materials for Senate agenda items must be submitted no later 10 calendar days prior to the Senate Executive meeting. Submission package (materials) must include a Briefing Note (current template to be used) and any supporting documentation; requirements for course/program submissions can be found in the CPRC¹ Terms of Reference.
- c. The draft agenda shall be accepted by motion at the commencement of each Senate meeting, subject to Senate members being able to add or delete items to the agenda.
- d. Senate meeting packages shall be made available to members at least (5) five business days prior to the meeting.
- e. Consent Agenda.
Consent agenda is a part of the regular agenda and includes all routine business defined as work within the ordinary operations of a committee approved by consensus of that committee which does not require a Senate decision on a matter of institution wide significance as determined by either the committee or/and the Senate Executive Committee (i.e., minutes, items for information, recommendations on discrete policy or course matters).

Consent Agenda Procedure:

- Consent Agenda is presented by a Senate chair at the beginning of the meeting.
- Items may be removed from the consent agenda on the request of any one member. Reasons: to discuss, to query, or to register a vote against the item (or any other).
- Anything that could be clarified before the meeting must be addressed directly to the proponent or, for Senate Committees' proposals, to the University Secretariat prior to the Senate meeting.
- Removed items are discussed immediately and either approved separately or moved to a future agenda for further discussion or after concerns are removed.
- Items not removed are approved together by general consent without debate.

7.5. ORDER OF BUSINESS

The order of business at any regular Senate meeting, may include but is not limited to:

- Land Acknowledgement
- Declaration of Conflicts of Interest
- Approval of the agenda (acceptance/adjustment)
- Approval of the consent agenda (includes Senate minutes from a previous meeting)
- Reports from President, Provost and VP, Academic, and Student member
- Reports from Senate Committees
- Decision / discussion / information items

¹ Curriculum and Program Review Committee of Senate

- Future agenda item(s) requests
- Action items update
- In camera discussion
- Adjournment

7.6. RULES OF ORDER

Except as specifically provided in this Bylaws, the rules for conducting all regular and special meetings shall be those set out in Roberts' Rules of Order.

7.7. DISCUSSION AND VOTING PROCEDURES

- a. Only members of Senate can make motions.
- b. All motions, except for the motion to adjourn, require a seconder prior to discussion, followed by voting. The motion to adjourn doesn't require a seconder if the agenda business is completed; if this is the case, it can also be adjourned by the meeting Chair without a motion.
- c. Only Senate members can participate in discussion; to speak, they must be recognised by the meeting Chair.
- d. All decisions of Senate will be decided by majority of its members in attendance (see section 2(b)).
- e. In case of an equality of votes, the question shall be decided in the negative.

7.8. IN-CAMERA SESSIONS

- a. Only members of Senate can attend in-camera sessions.
- b. The University Secretary will remain in attendance at any closed and in-camera meetings to provide any necessary governance advice and make records, as needed and appropriate.
- c. In-camera items are placed en bloc on the agenda, before or after public items.
- d. An in-camera session requires two motions: "to move into" and "move out of" it.
- e. If a proposal requires confidential discussion and decision-making, both are done during an in-camera session.
- f. If a proposal requires confidential discussion but decision-making should be made publicly available, Senate must move out of in-camera after the discussion and vote on the proposal.

7.9. MINUTES

- a. Minutes of the meeting are recorded by the University Secretariat, reviewed by Senate Co-chairs, and added to the next Senate's meeting package for approval by Senate.
- b. Confidential decisions will be captured in confidential part of the minutes and won't be published with the main minutes.
- c. Approved minutes of regular and special meetings of Senate, with the exception of in-camera sessions, shall be available to the University staff on the Yukon University SharePoint page.

7.10. COMMUNICATION

Senate materials and updates will be posted on the Senate SharePoint site which will serve as a resource page for Yukon University community.

8.0. SENATE COMMITTEES

- 8.1. Senate has the power to establish the committees that it considers necessary to carry out the senate's functions and to delegate to the committees, and to committees established jointly with the board, those of its powers that it determines.
- 8.2. Members of the Senate committees may be selected from outside the Senate's membership, but sub-committees will normally be chaired by a member of Senate.
- 8.3. An ad hoc Senate committee, or working group, established for the purpose of a senate activity must be comprised of 50% voting Senate members. In the case of a committee working group, the same rule applies, and can include senate members of the committee, and/or senate members at large.
- 8.4. Senate shall determine for each committee its membership, the method for appointing or electing its members, and its terms of reference.
- 8.5. When the term of a Senate member of the Senate or non-Senate committee/board expires, they continue to serve until reappointed or re-elected or until a successor is appointed or elected.
- 8.6. Senate standing committees.
 - a. Senate has the following standing committees:
 - o Executive Committee
 - o Academic Standards Committee
 - o Curriculum and Program Review Committee
 - o Academic & Research Planning and Priorities Committee
 - o Appeals Committee.

- b. Each standing committee shall have a term of reference that is established, approved, reviewed by Senate every 2 years.
- c. A Standing Committee's approval authority is limited to providing input, ideas, and recommendations to Senate, with some exceptions as reflected in their Terms of References, if any.
- d. The Standing Committee chair shall provide an oral report at every Senate meeting with respect to every major matter considered by the Committee since the last meeting of the Senate.

9.0. REMUNERATION

Student members of Senate and Senate Committees will receive honorarium payments for their participation in Senate regular meetings, Senate PD retreats, and Senate Committees' meetings, in accordance with the Board of Governors remuneration rates.

10.0. CONFLICT OF INTEREST AND CODE OF CONDUCT

- 10.1. A conflict of interest arises when a Senate member's private interests supersede or competes with their dedication to the interests of the institution. This could arise from Real, Potential, or Apparent Conflict of Interest for a Senate member or related persons and may be financial or otherwise. For this purpose:

A "Real Conflict of Interest" occurs when a Senate member acts on behalf of the Yukon University and at the same time knows that the action will further a private interest.

A "Potential Conflict of Interest" occurs when a Senate member knows that an act on behalf of the Yukon University will further a private interest but has not acted.

An "Apparent Conflict of Interest" occurs when a Senate member could and should know that an act on behalf of the Yukon University will further a private interest.

- 10.2. Senate members must arrange their private affairs and conduct themselves in a manner to avoid conflict of interest. In cases where conflict cannot be avoided, a Senate member has an obligation to declare a conflict of interest prior to discussion or decision of an issue.
- 10.3. Members are asked to declare any conflicts of interest for agenda items at the start of each Senate and Senate Committee meeting; it is a standing agenda item and the person taking the meeting minutes notes the declaration.

- 10.4. Where a Senate member is in doubt that a conflict of interest exists, the Senate member must declare it or/and seek advice from the University Secretary. If necessary, the Senate must determine by vote if a conflict exists.
- 10.5. If the conflict exists and is unwaived, the Senate member must absent themselves during the discussion and not vote on the issue in question.

11.0. AMENDMENTS TO BYLAWS

This Bylaws will be reviewed every 2 years.

A proposal for amendment(s) between scheduled reviews should include reasons for the amendment(s) to or deletion of any bylaw.

12.0. PROBLEM SOLVING

Any questions arising out of the content or communication of this Bylaws or disputes arising from a decision made as a result of applying them should be reported to the University Secretariat.

Document History

Include all updates here, including non-substantive changes, beginning with formal approval.

<i>Date</i> (Month DD, YYYY)	<i>Update</i> (Approver: change)
June 15, 2022	Senate: name change from Internal Academic Governance Committee to Academic Standards Committee
June 14, 2023	Senate: new sections 10.5 and 8.2(d)
October 18, 2023	Senate: new section 9.6 Zoom protocol and revision to the Consent agenda definition, s.8.3(c)
June 2024	Approval of Senate Bylaws and revocation of Policy AC1.0 and Procedures AC1.1

APPENDIX A - Senate Election Process

1. Goal

The simple, yet fair, selection of faculty and community campus members to Yukon University² Senate³.

2. Jurisdictional Information

In compliance with the Yukon University Act⁴,

- Senate should have:
 - a number of faculty members must equal to at least 60% of the members of the senate, who are elected by faculty members, and elected in a manner that ensures representation from a range of faculties and academic fields - s. 26(h);
 - at least two faculty members or other employees of the university, elected in a manner determined by the senate (i) who are employed at a community campus, or (ii) whose duties include delivering educational programming in a community - s.26(g).
- Best efforts are made to ensure that at least 30% of the members of the Senate are Indigenous persons from Yukon or elsewhere in Canada – s. 32(2).

3. Election Period

Annually, 4 weeks in February-March.

The Elections *Important Dates* will be approved by Senate and sent out to the University community prior to the election period start date (see Appendix 1, Senate Elections Important Dates - Sample).

The University Secretariat will ensure timely communication of the number of vacancies, voting procedures and important dates to the University community.

4. Vacancies between annual elections

If a vacancy on the senate exists in respect of a faculty or community campus member, the appropriate body must elect a replacement.

5. Faculty member seat distribution

Faculty seats will be prorated between Faculties depending on their faculty numbers, in advance of the Senate elections.

6. Election Officer

Governance Officer, University Secretariat.

7. Term of Office

Members serve a 3-year term, effective July 1 (or immediately, in the event when a vacancy opens between annual elections).

² Hereafter the “University”

³ Hereafter the “Senate”

⁴ Hereafter the “Act”

When the term of a member of the senate expires, the member continues to serve until re-elected or until a successor is elected.

8. Candidate Eligibility

Faculty member position:

faculty members as appointed by the Board, pursuant to section 22(2)(h) of the YukonU Act.

Community Campus member position:

must be a faculty member or other employee

- who is employed at a community campus, or
- whose duties include delivering educational programming in a community.

For term employees, the term end date must cover the 3-year Senate term of office.

If there are any questions regarding who qualifies to be a candidate, the University Secretariat will make a final determination.

9. Nominations

Faculty member position: candidates can be nominated by a faculty member of the Faculty they are appointed to or self-nominated.

Community Campus member position: candidates can be nominated by community campus faculty members and employees or self-nominated.

The *Nomination Form* must be completed and submitted electronically to the Election Officer before the end of the nomination period. Candidates will need to provide a personal statement of interest; it will be included in the Nomination Form (see Appendix 2, Nomination Form – Sample).

10. Eligibility to vote

Eligible voters:

- *For Faculty member position:* members of the Faculty
- *For Community Campus member position:* current community campus faculty members and employees.

11. Voting

An electronic *Ballot Form* will be emailed to eligible voters (see s. 9) for voting. The Form will include candidate(s)' personal statements.

The voting process shall be anonymous. The Ballot Form will be generated with the use of Microsoft Forms App or any other program that allows for anonymous voting.

The election is won by the candidate who receives the highest number of votes.

Election by acclamation is allowed when the number of nominations is equal or fewer than the number of vacancies.

If more than one candidate receives the same highest number of votes, voting rounds for these candidates will continue until one candidate has achieved the highest number of votes.

In the event of a tie, the Senate co-chairs will hold a coin toss to determine the winner.

12. Election Results

All questions and appeals should be sent to the Election Officer.

Record management of the election results will be the responsibility of the University Secretariat.

APPENDIX 1 Senate Elections Important Dates - Sample

Senate Elections 2024 Important Dates

Number of vacancies:

Faculty member – 4 (affiliation: 3 - Applied Arts and 1- Applied Science and Management)

Community Campus member – 1

Term: July 1, 2024 – June 30, 2027

Election announcement Via the YukonU Update and academic departments	March 1
Information Session President's Office and Zoom	March 6 12:00-1:00pm
Nomination Period	start: March 11 end: March 15 (4:00pm)
<i>review of candidates' eligibility</i>	<i>March 15-18</i>
Voting Period	start: March 18 end: March 21, 4:00pm
Voting Results	communication: to candidates to accept their positions – March 22; to the University community – March 29 (via YukonU Update and academic departments)
New member onboarding	TBD

For assistance during the election period, please contact the University Secretariat:
university.secretariat@yukonu.ca

APPENDIX 2 Nomination Form - **Sample**

Senate Elections 2024



Nomination Form

Number of vacancies:

Faculty member – 3 (affiliation: Applied Arts or Applied Science and Management)

Community Campus member - 1

Term: July 1, 2024 – June 30, 2027

Eligibility: before completing this form, please review s.7 of the Senate Election process

Part 1. Candidate's information:

▪ Name: _____

▪ Nomination for a Senate position:

Faculty member

Candidate's Faculty Affiliation: _____

OR

Community Campus member

Candidate's Community Campus Affiliation: _____ , and

Position: _____

▪ For term employees: term end date _____

must cover full Senate term, July 1, 2024 – June 30, 2027

Part 2. Candidate's Interest Statement

Why I want to (or the nominee should) become a member of the Yukon University Senate

Click or tap here to enter text.

Date: _____

Nominator:

Name _____

Signature _____

Candidate:

With my signature, I declare my willingness to stand for election for the Senate Faculty Member position.

Name _____

Signature _____

The completed form must be sent at university.secretariat@yukonu.ca before 4:00pm, March 15, 2024