

## Frequently Asked Questions for Senators

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### **1. What are my obligations as a Senator?**

Although members of the Senate might be elected or appointed from specific divisions of the University, their actions in carrying out the business of the Senate will be directed toward the best interest of the University as a whole rather than any particular division or faction within it. Click [here](#) to view the Senate Statement of Conduct.

Senate meets nine times per year. Senate Standing Committees also meet nine times per year. Each Senator is expected to participate on at least one Senate Standing Committee.

### **2. What is the meeting schedule?**

Senate normally meets the first Thursday of every month from October – June. Meetings start at 4pm and generally last for 2 hours. Light snacks and beverages are served. Click [here](#) to view the [Senate Master Meeting Schedule](#).

### **3. What is quorum?**

Quorum is 50 percent plus one of the Senators entitled to vote. A simple majority of the voting Senators present will be sufficient to pass a motion, except in the case of an amendment to a Bylaws, Policy, or Procedure governing Senate.

### **4. I am not able to attend a Senate meeting – what do I do?**

If you cannot attend a Senate meeting please notify the Senate Office as soon as possible. Note that if you fail to attend three consecutive Senate meetings you shall be deemed to have resigned. However, when appropriate, you may be reinstated by a motion of the Senate.

### **5. Can I have someone attend a Senate or Standing Committee meeting in my place?**

No. There is no provision for proxy votes or replacement representation for Senate and Standing Committee members.

### **6. What are in-camera meetings of Senate?**

The Senate may decide that a meeting be held in camera. This means that the meeting is closed to members of Senate only. The discussions are to be held in confidence by Senators. Only the general decisions are recorded in the public minutes of Senate.

In camera Senate meetings include items such as:

- Candidates for honorary credentials, scholarships, bursaries, and other honors;
- reports concerning appeals; and
- reports on admissions and academic standing where individuals are identified.

#### **7. As a Senator do I get release time?**

Standing Committee Chairs shall be entitled to adequate release time as determined by the Chair of Senate. Normally, one section of release time is granted to elected faculty and staff Senators who have been elected to serve as the Chair of a Senate Standing Committee.

The Vice-Chair of Senate shall be entitled to adequate release time as determined by the Chair of Senate. Normally, one section of release time is granted to the Vice-Chair.

#### **8. I travel from a regional campus to attend Senate meetings – do I get reimbursed for travel costs?**

Yes. Faculty, staff, and students at all campuses are encouraged to participate in the Senate election procedures, consistent with the election regulations. Senators elected from Regional Campuses will receive reimbursement for travel expenses. Please fill out an expense claim form and forward it to the Senate Office for approval.

#### **9. I need a substitute so I can attend Senate meetings – are there funds available for replacement costs?**

No. Unfortunately there is no provision for replacement costs.