

**University of Windsor  
Senate**

5.7.1: **Revision to the Mandate of Senate Steering Committee -Bylaw 3 and Bylaw 2**

Item for: **Approval**

Forwarded by: **SSC Bylaw Review Committee**

**MOTION: That the proposed revisions to bylaws 3 and 2 be approved:**

**Bylaw 3: Senate Standing Committees**

1.2.3 **Senate Steering Governance Committee**

[...]

1.2.3.1 Membership (The total membership is ~~nineteen~~ **seventeen**):

- President (Chair).
- Provost and Vice-President, Academic (**or designate**).
- ~~Vice Provost, Students and International.~~
- eleven regular faculty members, **at least half of whom shall be members of the Senate**, as follows:
  - one regular faculty ~~Senate~~ member from each of the Faculties of Business Administration, Education, Engineering, Law, Human Kinetics, Nursing, Science, and Graduate Studies.
  - two regular faculty ~~Senate~~ members from the Faculty of Arts, Humanities and Social Sciences, one to be selected from Social Science disciplines and one to be selected from Arts/Humanities disciplines.
  - one librarian.
- **four** ~~five~~ students: ~~including at least~~ one graduate, one part-time undergraduate, two full-time undergraduates.

1.2.3.3 Terms of Reference: The Senate **Steering Governance** Committee will ~~establish the agenda for each Senate meeting~~, advise Senate on academic governance matters (including bylaws, policies, ~~recommend to Senate candidates to serve on and Senate committee membership~~), ~~recommend to Senate committees~~. Specifically it is responsible for:

~~1.2.3.3.1 reviewing and forwarding reports to the Senate, or referring them back to the appropriate Committee or to another body;~~

1.2.3.3.2 advising Senate on academic governance for the furthering of the objectives of the University;

1.2.3.3.3 **considering** ~~creating working groups or task forces to study issues not within the jurisdiction of a Senate standing committee.; membership on such task forces shall not be restricted to members of the Senate.~~

1.2.3.3.4 recommending areas for inquiry or investigation to the Senate and its Committees, as appropriate;

1.2.3.3.5 recommending to Senate candidates to serve on the standing committees of Senate. A report from the Equity Assessor serving on the Committee during deliberations shall confirm whether the Committee used its best efforts to ensure that all Senate standing committees have fair representation with respect to designated group membership and discipline;

1.2.3.3.6 establishing a Special Appointments Subcommittee composed of the President (Chair), the Provost and Vice-President, Academic, four senior faculty representatives from different disciplines one student representative and a non-voting Equity Assessor, to recommend to the Senate ~~Steering~~ **Governance** Committee Honorary Degree recipients and Special Appointments. In the case of selection of Honorary Degree recipients one member of the Board of Governors shall be added to the Subcommittee; in the case of selection of University Professors, two senior members of the teaching staff of other universities selected by the University of Windsor members shall be added to the subcommittee.

1.2.3.3.7 review the distribution and size of the Senate membership, in accordance with Bylaw 1.

## **Bylaw 2 – Senate Rules of Procedure**

### **E. Submission of Agenda Items**

1. **All reports, proposals and matters for inclusion on the Senate agenda shall normally come to the Senate through a Standing Committee or the President, as appropriate.** Notices of motion, Committee reports and all other materials for consideration by the Senate must be submitted to the University Secretariat **in accordance with the timelines set out by that Office.** ~~at least ten calendar days prior to the Senate Steering Committee meeting at which the issues are to be considered.~~ **No other matter shall be dealt with at any regular Senate meeting, unless the introduction of such matter is approved by a two-thirds majority of the Senate members present at such meeting or approved by the Chair in accordance with E2. Whenever possible, new matters should be considered at the next Senate meeting, providing the appropriate notice to members.**
2. **Agendas for Senate meetings shall be set by the Chair of Senate and the University Secretary.**

#### **Rationale:**

- Following discussion at Senate, the setting of the Senate agenda has been removed from the mandate of the Senate Steering Committee. SSC will retain its tasks as nominating/special appointments committee and governance/bylaw review committee and as set out in bylaw 3, section 1.1.2, may create subcommittees, task forces, working groups, *etc.* to assist it in fulfilling its mandate. The Committee has been renamed Senate Governance Committee to reflect this change.
- Bylaw 2 has been amended to clarify that the Senate agenda is generated by the work of the Standing committees and that the Chair of Senate and the University Secretary oversee the steering of these items to the Senate.
- A mechanism for introducing items that do not fall within the purview of PDC, APC or Student Caucus continues to be provided in bylaw 3 (1.2.3.3.3) and there is also clarification about the request to table motions at a Senate meeting for a future agenda or for dealing immediately with urgent matters.
- If approved, instances in the bylaws referring to Senate Steering Committee will be changed to Senate Governance Committee, as appropriate.