

# *McGill University Senate Handbook 2020-2021*



*Grandescunt Aucta Labore*  
(By work, all things increase and grow)





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## **McGill University Mission Statement**

### MISSION

The mission of McGill University is the advancement of learning and the creation and dissemination of knowledge, by offering the best possible education, by carrying out research and scholarly activities judged to be excellent by the highest international standards, and by providing service to society.

### PRINCIPLES

In fulfilling its mission, McGill University embraces the principles of academic freedom, integrity, responsibility, equity, and inclusiveness.

## **Statement of Academic Freedom**

Academic freedom is central to McGill University's mission of advancing learning through teaching, scholarship and service to society.

The scholarly members of the university have the freedom to pursue research and artistic creation and to disseminate their results, without being constrained by political or disciplinary orthodoxies, monetary incentives or punitive measures as a result of their academic pursuits. They may exercise this freedom in the service of both the university and the wider society. When scholarly members of the university participate in public forums and debates, they should represent their views as their own.

The exercise of academic freedom requires collegial governance with the full participation of scholarly members. They retain the right of free expression, including the freedom to criticize one another, university policies and administration.

The university and its officers have a duty to protect the academic freedom of its scholarly community, both individually and collectively, from infringement and undue external influence as well as to maintain the university's institutional autonomy.



**Senate**

## 2020-2021 Meeting Dates

Governance Meeting	Day	Date	Time
Senate Orientation	Monday	14-Sep-20	10:30 - 12:30 pm
Senate	Tuesday	22-Sep-20	2:30 pm
Senate	Wednesday	21-Oct-20	2:30 pm
Joint Board of Governors and Senate	Thursday	12-Nov-20	4:00 - 7:00 pm
Senate	Wednesday	18-Nov-20	2:30 pm
Senate	Wednesday	2-Dec-20	2:30 pm
Senate	Wednesday	20-Jan-21	2:30 pm
Senate ( <b>Degrees</b> )	Wednesday	24-Feb-21	2:30 pm
Senate	Wednesday	24-Mar-21	2:30 pm
Senate	Tuesday	20-Apr-21	2:30 pm
Senate	Wednesday	12-May-21	2:30 pm
Senate Nominating	Wednesday	2-Sep-20	9:00 - 10:00 am
Senate Nominating	Tuesday	29-Sep-20	9:00 - 10:00 am
Senate Nominating	Tuesday	27-Oct-20	9:00 - 10:00 am
Senate Nominating (for December Senate)	Tuesday	10-Nov-20	9:00 - 10:00 am
Senate Nominating	Tuesday	2-Feb-21	9:00 - 10:00 am
Senate Nominating	Tuesday	9-Mar-21	9:00 - 10:00 am
Senate Nominating	Tuesday	30-Mar-21	9:00 - 10:00 am
Senate Nominating	Tuesday	27-Apr-21	9:00 - 10:00 am
Steering Committee	Tuesday	8-Sep-20	10:30 - 11:30 am
Steering Committee ( <b>Degrees</b> )	Tuesday	6-Oct-20	10:30 - 11:30 am
Steering Committee	Tuesday	3-Nov-20	10:30 - 11:30 am
Steering Committee (for December Senate)	Monday	23-Nov-20	10:30 - 11:30 am
Steering Committee	Tuesday	12-Jan-21	10:30 - 11:30 am
Steering Committee	Tuesday	9-Feb-21	10:30 - 11:30 am
Steering Committee	Tuesday	16-Mar-21	10:30 - 11:30 am
Joint Executive & Senate Steering Committees	Thursday	25-Mar-21	4:00 - 5:30 pm
Steering Committee	Tuesday	6-Apr-21	10:30 - 11:30 am
Steering Committee	Tuesday	4-May-21	9:00 - 10:00 am
<b>Steering Committee (Degrees - Email Vote)</b>	Thursday	20-May-21	10:30 - 11:30 am
Honorary Degrees and Convocations Committee	Thursday	15-Oct-20	9:00 - 11:00 am
Honorary Degrees and Convocations Committee	Thursday	11-Mar-21	1:30 - 3:30 pm
Honorary Degrees and Convocations Committee	Monday	26-Apr-21	1:30 - 3:30 pm





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**2020-2021 Deadlines for Submission of Questions and Motions**

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**Background**

A question period limited to thirty minutes is scheduled on the Senate agenda for each meeting. Any senator may submit a written question or motion before a Senate meeting for review by the Senate Steering Committee.

**Deadlines**

The deadline for submitting questions and motions is **5 p.m.** on:

- Thursday, **September 3, 2020**, for consideration by the Senate Steering Committee on September 8, 2020.
- Thursday, **October 1, 2020**, for consideration by the Senate Steering Committee on October 6, 2020.
- Thursday, **October 29, 2020**, for consideration by the Senate Steering Committee on November 3, 2020.
- Wednesday, **November 18, 2020**, for consideration by the Senate Steering Committee on November 23, 2020.
- Thursday, **January 7, 2021**, for consideration by the Senate Steering Committee on January 12, 2021.
- Thursday, **February 4, 2021**, for consideration by the Senate Steering Committee on February 9, 2021.
- Thursday, **March 11, 2021**, for consideration by the Senate Steering Committee on March 16, 2021.
- Wednesday, **March 31, 2021**, for consideration by the Senate Steering Committee on April 6, 2021.
- Thursday, **April 29, 2021**, for consideration by the Senate Steering Committee on May 4, 2021.

Questions or motions submitted after the deadline will be considered by the Senate Steering Committee at a subsequent meeting.



**McGill**

McGILL UNIVERSITY SENATE

**Question**  
for review by Steering Committee

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**TO:** Senate

**FROM:** [Note: questions may only be submitted by Senators]

**SUBJECT:** Question Regarding [ ]

**MEETING DATE:** [Insert Senate meeting date]

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**PREAMBLE:** [Insert brief background information providing context for the question, if appropriate or necessary]

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**QUESTION:** [Insert your question here]

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# Motion

for review by Steering Committee

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**TO:** Senate

**FROM:** Name of Person Bringing Issue

**SUBJECT:** Subject Matter of Memo

**DATE:** Date of Senate meeting

**DOCUMENT #:** DXX-XX (To be given by the Secretariat)

**ACTION REQUIRED:**  INFORMATION  APPROVAL/DECISION

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**ISSUE** Brief summary of issue (max. 2 sentences).

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**BACKGROUND & RATIONALE** Include a summary of key points required in support of discussion and/or a decision. Include information about when the issue was last discussed (as relevant) the reference numbers of previous documents and/or approvals by Senate/Board (as relevant).

Include the rationale and anticipated outcomes (including any risk the issue/decision poses, any human resource, finance, or other resource implications as well as communications/optics issues).

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**PRIOR CONSULTATION** Information about what prior consultation has taken place, including legal and/or internal review, previous review by Senate and Senate Committees.

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**SUSTAINABILITY CONSIDERATIONS** Have sustainability implications been taken into consideration in the development of this proposal and, if pertinent, what impacts (social, economic, environmental) will proposed actions have on McGill's sustainability efforts?

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**IMPACT OF DECISION AND NEXT STEPS** The action that will be taken if the proposed resolution or recommendation is approved. If required, provide a communications strategy, including details as to when this matter can be made public or if it is to remain confidential.

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**MOTION OR RESOLUTION FOR APPROVAL** Examples:

*Be it resolved that Senate approve (...).*

or

*Be it resolved that Senate approve, and recommend to the Board of Governors for approval, the following resolution.*

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**APPENDICES** May include documentation which is explicitly classified as essential or optional reading for the item.

Appendix A: Supporting document

Appendix B: Supporting document

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## **Guidelines for the Review of Questions and Motions by the Senate Steering Committee**

(Approved by the Senate Steering Committee on November 26, 2019)

In accordance with its terms of reference, the Senate Steering Committee (the “Committee”) has the delegated authority of Senate to review written questions and motions submitted to Senate in order to determine their suitability for inclusion on a Senate agenda.

These Guidelines serve as a point of reference and guidance for Senators who wish to submit questions or motions for review by the Committee. The Guidelines also serve as a point of reference for the Committee, which, ultimately, has the authority to make a determination on the question of admissibility on behalf of Senate.

### **I. REVIEW OF QUESTIONS AND MOTIONS: ADMISSIBILITY**

In its review of a proposed question or motion, the Committee must first assess whether the question or motion falls within the purview of Senate.

In general, questions and motions that pertain to the academic mandate of Senate, as established by the Statutes of McGill University, would normally be accepted by the Committee. Examples of such topics are accounted for in the Statutes and include the following:

- Academic priorities and projects involving academic policy;
- Academic activities including academic programs, curriculum, courses of study, degrees;
- Affiliations with other institutions of learning or research;
- Senate governance and procedures;
- Student conduct; student discipline;
- Establishment or discontinuance of academic entities (faculties, schools, departments).

For additional information concerning the mandate of Senate, please see articles 6.3 to 6.3.16 of the [Statutes](#).

Questions and motions that pertain to the academic business of Senate, based on Senate’s consideration of reports/agenda items that have academic implications and which feature regularly on Senate’s agenda, would normally be accepted by the Committee. Examples of such items include the following:

- Budget Report;
- Staffing Report;
- Employment Equity Report;
- University Advancement Report;
- Official position of the University on a matter pertaining to its academic mission.

**II. REVIEW OF QUESTIONS AND MOTIONS: SUBSTANCE AND FORMULATION**

If the question or motion is deemed to be within the mandate of Senate, the Committee will evaluate the details of the question, based on the elements provided in the table below.

QUESTION	MOTION
Is drafted using the template established for questions (available on the Senate website);	Is drafted using the template established for motions (available on the Senate website);
Is clear and thematically cohesive;	Is clear and thematically cohesive;
Shows evidence of due-diligence, normally described in the preamble, which provides contextual information based on factual, accurate data supported by credible, legitimate sources;	Shows evidence of due-diligence, normally described in the preamble, which provides contextual information based on factual, accurate data supported by credible, legitimate sources;
	Seeks a specific outcome (i.e. approve, authorize, reconsider).

Administrative deadlines for submitting questions and motions for review by the Committee are indicated on the Senate website and are generally set to fall on the Thursday preceding the Committee meeting. Questions or motions submitted after the deadlines may need to be considered by the Committee at its subsequent meeting.

**III. OUTCOMES**

The table below summarizes the types of actions that the Committee may take following its review of a question or motion.

QUESTION	MOTION
<b>Accept</b> the question for inclusion on the agenda of the next-scheduled Senate meeting and provide advice on the appropriate officer to answer the question submitted.	<b>Accept</b> the motion for inclusion on the agenda of the next-scheduled Senate meeting.
<b>Defer</b> the question to the agenda of a subsequent Senate meeting. This may be necessary if more time is needed to collect and assess information or data to issue a response.	<b>Defer</b> the motion to the agenda of a subsequent Senate meeting. This may be necessary if more time is needed to collect and assess information or data.
<b>Return</b> the question to the submitter(s) for revision and resubmission with such suggested changes as the Committee may advise.  This would normally be done when the question pertains to the mandate of Senate but requires revisions, based on the Committee’s review described in section II of these guidelines.	<b>Return</b> the motion to the submitter(s) for revision and resubmission with such suggested changes as the Committee may advise.  This would normally be done when the motion is deemed to be in order but requires revisions, based on the Committee’s review described in section II of these guidelines.

<p><b>Refer:</b></p> <ul style="list-style-type: none"> <li>- The question to the responsible University officer to provide a response directly to the submitter (outside of Senate) if the question is deemed to pertain to matters that are outside Senate’s mandate (broaching largely non-academic issues); or</li> <li>- The submitter to the appropriate resources if the information is readily available through other sources.</li> </ul>	
<p><b>Refuse</b> the question if:</p> <ul style="list-style-type: none"> <li>- It is highly speculative;</li> <li>- It solicits personal opinions of individuals;</li> <li>- It could be answered in the context of the presentation of an item already included on the Senate agenda.</li> </ul>	<p><b>Refuse</b> the motion if it is deemed to pertain to matters that are outside Senate’s mandate (broaching largely non-academic issues).</p>

If a question/motion is accepted by the Committee, it will be included in the Senate document package and form part of the official Senate record. With respect to questions, a written response will be provided prior to the Senate meeting and will form part of the official Senate record. The Senator(s) who submitted the question will be permitted to ask one or more supplementary questions at the Senate meeting, after which, all other Senators will have the same opportunity.

If a question/motion is not included on the Senate agenda, a rationale for the Committee’s decision will be provided in the Committee’s report to Senate. Any Senator wishing to view a question/motion not included on a Senate agenda is able to do so by consulting the Secretariat. In addition, Senators whose questions or motions were refused may choose to transmit them to the Students’ Society of McGill University (SSMU) with a request that they be uploaded to an online hub. Senators wishing to post documents on the hub need to reformat them to ensure that they are not presented on official Senate templates. The hub, which will serve as an unofficial repository for these documents, will be maintained by SSMU.





## 2020-2021 Senate Membership

*(New and Re-elected Members are indicated in **BOLD**. Please note that terms begin September 1st and end August 31st, unless otherwise indicated. The terms of student Senators begin June 1st and end May 31st.)*

<b>EX OFFICIO</b>	
Chancellor	Honourable Michael Meighen
Chair of the Board	Ram Panda
Principal and Vice-Chancellor	Suzanne Fortier
Provost and Vice-Principal (Academic)	Christopher Manfredi
Deputy Provost, Student Life and Learning	Fabrice Labeau
Vice-Principal, Administration and Finance	Yves Beauchamp
Vice-Principal, University Advancement	Marc Weinstein
Vice-Principal, Research and Innovation	Martha Crago
Vice-Principal, Communications and External Relations	Louis Arseneault
University Registrar & Executive Director, Enrolment Services	Gillian Nycum
Director, Teaching and Learning Services	Laura Winer
Deans of Faculties	Anja Geitmann, Agricultural and Environmental Sciences
	Antonia Maioni, Arts
	Elham Emami, Dentistry
	Dilson Rassier, Education
	Jim Nicell, Engineering
	Robert Leckey, Law
	Desautels Faculty of Management: Isabelle Bajeux-Besnainou Morty Yalovsky, Interim (as of October)
	David Eidelman, Medicine and Health Sciences
	Brenda Ravenscroft, Schulich School of Music
	R. Bruce Lennox, Science
Dean of Graduate and Postdoctoral Studies	Josephine Nalbantoglu
Dean of Students	Glenn Zabowski (Interim)

Trenholme Dean of Libraries	C. Colleen Cook
Dean of the School of Continuing Studies	Carola Weil
<b>MEMBERS OF THE BOARD OF GOVERNORS</b>	
Manon Vennat (June 30, 2022)	
Bob Babinski (June 30, 2022)	
<b>Gael Eakin (June 30, 2023) – reappointed</b>	
<b>ELECTED MEMBERS</b>	
Faculty of Agricultural and Environmental Sciences	Jacqueline Bede (2021)
	Jennifer Ronholm (2022)
	Petra Rohrbach (2022)
Faculty of Arts	Alison Laywine (2021)
	Tabitha Sparks (2021)
	Lucyna Lach (2022)
	Jim Engle-Warnick (2022)
	Michael Fronda (2022)
	Derek Nystrom (2022)
	<b>Joan Bartlett (2023) – re-elected</b>
	<b>Francisco Ruge-Murcia (2023)</b>
	<b>Eran Shor (2023) – re-elected</b>
<b>Narendra Subramanian (2023)</b>	
Faculty of Dentistry	Svetlana Komarova (2021)
Faculty of Education	<b>Bronwen Low (2023)</b>
	<b>Shaheen Shariff (2023)</b>
Faculty of Engineering	Noémie-Manuelle Dorval Courchesne (2021)
	Nathaniel Quitarano (2022)
	<b>Andrew Kirk (2023)</b>
	<b>David Theodore (2023) – re-elected</b>
	<b>Ipek Tureli (2023)</b>
Faculty of Law	Angela Campbell (2021)
	Geneviève Saumier (2022)

Desautels Faculty of Management	Morty Yalovsky (2021)
	<b>Samer Faraj (2023)</b>
Faculty of Medicine	Susan Drouin (2021)
	Laura Gonnerman (2021)
	Laurie Snider (2021)
	<b>Beth Ann Cummings (2023)</b>
	<b>Jean Deschenes (2023)</b>
	<b>Eleanor Elstein (2023) – re-elected</b>
	<b>Maiya Rachel Geddes (2023)</b>
	<b>Kenneth Hastings (2023) – re-elected</b>
	<b>Terry Hébert (2023) – re-elected</b>
	<b>Srinivasan Krishnamurthy (2023)</b>
	<b>Momar Ndao (2023) – re-elected</b>
	<b>Bettina Willie (2023)</b>
	<b>Edith Zorychta (2023) – re-elected</b>
Schulich School of Music	Julie Cumming (2021)
	Jean-Sébastien Vallée (2021)
Faculty of Science	David Stephens (2021)
	Jacques Hurtubise (2022)
	Bettina Kemme (2022)
	Laura Nilson (2022)
	<b>Sébastien Breau (2023)</b>
	<b>Jeffrey McKenzie (2023) – re-elected</b>
	<b>Dima Perepichka (2023)</b>
	<b>Martin Robillard (2023)</b>
	<b>Tracy Webb (2023) – re-elected</b>
School of Continuing Studies	Kamal Salmasi (2021)
University Libraries	Tatiana Bedjanian (2021)
	Marc Richard (2021)
	Lucy Kiester (2023)

Members-at-Large	Alvin Shrier (2021)
	Elizabeth Elbourne (2022)
	Caroline Riches (2022)
Administrative and Support Staff	<u>Group 1:</u> Nellie Voudouris (2022) <b>Joseph Hakim (2023) – re-elected</b>
	<u>Group 2 :</u> Debbie Eperjesi (2022) <b>Chantal Grignon (2023)</b>
	<u>Group 3 :</u> <b>Nathalie Sroka-Fillion (2023)</b> <b>Arnav Manchanda (2023)</b>
<b>ELECTED STUDENT MEMBERS</b>	
Students' Society of McGill University (SSMU)	<b>Jemark Earle, SSMU President</b>
	<b>Brooklyn Frizzle, SSMU VP University Affairs</b>
	<b>Adrienne Tessier, Law – re-elected</b>
	<b>Mu Rong Yang, Education – re-elected</b>
	<b>Darshan Daryanani, Arts</b>
	<b>Mary Lynne Loftus, Arts</b>
	<b>Haoyi Qiu, Science</b>
	<b>Shaainee Ramnawaz, Arts &amp; Science</b>
	<b>Krishna Uttamchandani, Management</b>
	<b>Samer Salameh, Medicine</b>
	<b>Emile Brulé-Champagne, Engineering</b>
	<b>Addy Parsons, Music</b>
<b>Joella Reev, Physical &amp; Occupational Therapy</b>	
McGill Association of Continuing Education Students (MACES)	<b>Dahlia Diaz, VP Academic Affairs</b>
	<b>Avery Bonair-Cyrus – re-elected</b>
Macdonald Campus Students' Association (MCSS)	<b>Leela Riddle-Merritte</b>

Post-Graduate Students' Society (PGSS)	<b>Yanik Müller (Interim)</b>
	<b>Eric Wilkinson, PGSS Academic Affairs Officer – <i>re-elected</i></b>
	<b>Kristi Kouchakji</b>
	<b>TBD</b>
	<b>Harmehr Sekhon (Postdoctoral Scholar)</b>



## Statutes of McGill University

Enacted by the Board of Governors on May 1, 1972, and amended by the Board of Governors to May 25, 2017.

The *Statutes* are maintained by:

The Secretariat  
McGill University  
845 Sherbrooke Street West  
Montreal, QC  
Canada, H3A 0G4

## Preamble and Enacting Clause

By virtue of the authority vested in the Board of Governors of McGill College and University, under the Royal Charter, as amended, and all relevant laws, and to provide responsible management and government of the affairs, including academic control of the curriculum and courses of study, of McGill College and University, be it and it is hereby enacted that the following Statutes numbered from Article 1 to Article 15 inclusive shall come into effect on the first day of May in the year of our Lord, one thousand nine hundred and seventy-two, and that all Statutes now in force be and the same are hereby repealed; the whole subject only to disallowance by the Visitor of the University and such disallowance signified by writing to the Board of Governors within sixty days after a certified copy of these Statutes, sealed with the College seal and addressed to the Visitor, shall have been delivered to the Post Office at the City of Montreal.



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## Article One: The Board of Governors

- 1.1.1 The Trustees, Members of the Royal Institution for the Advancement of Learning, and Governors of McGill College and University, shall not be more than twenty-five in all, of whom the Chancellor and the Principal of the University shall *ex officio* be two. Of this number,
- twelve members-at-large shall be elected by the Board of Governors from amongst those nominated by the Board's Nominating and Governance Committee, with staggered terms of not more than five years;
- three shall be elected by the McGill Alumni Association from amongst its active members, with staggered terms of not more than five years;
- two shall be elected by Senate from amongst its members, with staggered terms of not more than three years, provided that if during their term such members cease to be members of Senate, they thereupon cease to be members of the Board;
- two shall be elected by the full-time administrative and support staff of the University from amongst their number in accordance with electoral procedures approved by the Board, with staggered terms of not more than three years, and provided that if, during their term, such members cease to be members of the full-time administrative and support staff, they thereupon cease to be members of the Board;
- two shall be elected by and from the full-time academic staff at large in accordance with the electoral procedure approved by the Board, for staggered terms of not more than three years;
- and one shall be an undergraduate student of the University appointed by the Students' Society of McGill University (the "SSMU"), provided that at the time of such appointment he or she was registered in a faculty other than the Faculty of Agricultural and Environmental Sciences in an undergraduate degree or diploma program for not fewer than eighteen credits or the equivalent. An undergraduate student of the University appointed by the SSMU who is a member of its executive and who does not meet these criteria shall nonetheless be eligible to serve on the Board of Governors provided that at the time of their election to the SSMU executive and the time of their appointment to the Board he or she shall be a registered student, and shall throughout the eighteen consecutive months prior to their appointment to the Board will have been registered in a faculty other than the Faculty of Agricultural and Environmental Sciences in an undergraduate degree or diploma program and will have been so registered for no fewer than eighteen credits or the equivalent. The term of the SSMU appointed member on the Board of Governors shall be one year, non-renewable.
- and one shall be elected from among the persons who are members of the Post-Graduate Students' Society of McGill, for a one-year term, under electoral procedures approved by the Board, provided that at the time of his or her election the person shall be a registered graduate student or postdoctoral scholar. Non-resident students and full-time members of the teaching staff are ineligible.
- 1.1.2 The McGill Association of Continuing Education Students (MACES) shall elect from amongst its members, under electoral procedures approved by the Board, an Observer to the Board of Governors, to serve a one-year term. The student elected to represent MACES shall be registered in the School of Continuing Studies in a certificate or diploma program and taking at least one course, or a degree candidate who has been assessed the association fee.
- This Observer shall be entitled to attend all meetings of the Board and may participate in its discussions but shall not have the right to vote.
- 1.1.3 The Macdonald Campus Students' Society (MCSS) shall elect from amongst its members, under electoral procedures approved by the Board, an Observer to the Board of Governors, to serve a one-year term. The student elected to represent the MCSS shall be registered in the Faculty of Agricultural and Environmental Sciences in a degree or diploma program and taking not fewer than eighteen credits or the equivalent.
- This Observer shall be entitled to attend all meetings of the Board and may participate in its discussions but shall not have the right to vote.
- 1.1.4 Suspension under the Student Disciplinary Code shall render a student ineligible for office where

such suspension is of all University privileges and is in force at the time of nomination or election. Such suspension during a term of office shall render a student governor ineligible to sit on the Board or its committees so long as the suspension lasts.

- 1.1.5 Subject to section 1.1.5.1, all elected governors shall be eligible for re-election.
- 1.1.5.1 A member-at-large of the Board of Governors shall normally serve a maximum of two consecutive five-year terms.
- 1.1.5.2 At least five of the twelve members-at-large of the Board of Governors shall be graduates of McGill University.
- 1.1.6 Subject to section 1.1.7, the term of office of governors elected by the Alumni Association, by Senate, by the full-time administrative and support staff, and by the full-time academic staff, shall commence on the first day of July following their election. In the case of governors elected by the students, their term of office shall commence on the first day of June following their election. In cases where an election is held after the first day of June for a term of office that was to commence on the first day of June, the term of office shall then commence on the first day of the month following the election and terminate on the thirty-first day of May next following.
- 1.1.7 Vacancies on the Board, whether caused by death, disqualification, resignation, or otherwise, shall be filled as soon as may be possible, in the manner provided by these Statutes for the election of new members, and for the like term, save that those elected by the Alumni Association, the Senate, the full-time administrative and support staff, the full-time academic staff, and the student body shall hold office only for the unexpired residue of the term of the previous holder of the seat vacated.
- 1.1.8 On the recommendation of the Nominating and Governance Committee, the Board of Governors may appoint as governor emeritus/a a governor who has served the University with exceptional distinction for a period of not less than ten years or has held the office of Chancellor of the University.
  - 1.1.8.1 The Nominating and Governance Committee, in making a recommendation for appointment to the rank of governor emeritus/a, shall consider the nature and scope of the governor's contributions to the University and his or her capacity to continue to do so in the future.
  - 1.1.8.2 The Principal, the Chair of the Board of Governors, and the Chancellor shall meet at least once each year with the governors emeriti.
  - 1.1.8.3 Governors emeriti shall normally be appointed for an unlimited term. Governors emeriti shall be eligible for promotion to the rank of honorary governor of McGill University. This rank shall be awarded by the Board to a governor emeritus/a, on the recommendation of the Nominating and Governance Committee, where McGill wishes to recognize in perpetuity exemplary support and long-standing dedication to the institution.
  - 1.1.8.4 Governors emeriti shall be entitled to receive all materials related to meetings of the Board of Governors. Governors emeriti and honorary governors, while not members of the Board, shall be eligible for appointment to the committees of the Board of Governors as well as to represent the Board on other bodies. When appointed to a committee of the Board of Governors, governors emeriti and honorary governors shall be full members of the committee, with both voice and vote, and their presence shall be considered in determining whether a quorum is present.
  - 1.1.8.5 Governors emeriti and honorary governors shall be entitled to participate as members of the platform party at all convocation and installation ceremonies.
- 1.2 The Royal Institution for the Advancement of Learning, which consists of the aforesaid Board of Governors, holds as trustee all University property and is responsible for the maintenance and the administration thereof.
  - 1.3.1 The Board of Governors of the University, under the terms of the Charter, possesses general jurisdiction and final authority over the conduct of the affairs of the University. It makes all contracts and all appointments on behalf of the University.
  - 1.3.2 It may establish, and from time to time amend, rules and regulations governing its own meetings and procedure for the transaction of business properly coming before it, and ten of its members

shall constitute a quorum for the transaction of all business.

- 1.3.3 It shall meet at the call of the Chair or, in the event of the latter's absence or inability to act, at the call of the Vice-Chancellor or the member of the Board senior in order of appointment, on written notice given at least five clear days before the date fixed for the meeting, at least three times a year, once in the autumn, once in the month of January, and once in the spring. In the fall session all the regular elections shall be held.
- 1.3.4 For greater certainty, but without limiting the generality of its authority, the Board of Governors shall have the following specific powers and duties:
  - 1.3.4.1 It shall appoint the Principal after consultation with a committee comprised as follows: the Chair of the Board of Governors (or other member of the Board designated by the Board of Governors) as chair; the Chancellor; two members appointed by the Board of Governors; two members appointed by the Senate; one member appointed by the Students' Society of McGill University and one member appointed by the Post-Graduate Students' Society of McGill University; two members appointed by the Council of the McGill Association of University Teachers; two members appointed by the Board of Directors of the Alumni Association; two members elected by the administrative and support staff. Alternates to the designated members may be named. Such alternates shall serve only in the event that the designated members are unable to serve and shall be permanent replacements. The quorum of this committee shall be seven. The Board of Governors shall select the Principal only from those names submitted to it by this committee.
  - 1.3.4.2 It shall appoint, on the recommendation of the Principal, as hereinafter provided, the Provost, the Deputy Provost, the vice-principals, deans, professors, and all other members of the teaching, research, and administrative staff, and all other University personnel; and shall determine and fix their tenure of office.
  - 1.3.4.3 It may, in accordance with regulations relating to the employment of academic staff which it promulgates from time to time, dismiss any members of the teaching staff of the University; and it may, after hearing the interested parties, dismiss any senior administrative officer for cause which in the opinion of its members affects adversely the general well-being of the University. A senior administrative officer is any member of the non-teaching staff of the University who holds an office designated as such by the Board of Governors. It may also suspend and dismiss any employee of the University other than members of the teaching staff and senior administrative officers and delegate this authority to an officer or officers of the University.
  - 1.3.4.4 It shall, in accordance with applicable law, promulgate regulations from time to time establishing the normal retirement dates for all staff, as well as the terms and conditions of their retirement at their normal retirement date or at an earlier or a later date.
  - 1.3.4.5 It shall have full power to determine and fix from time to time the salaries and emoluments of the Principal, Provost, Deputy Provost, vice-principals, deans, professors, and all other officers and employees of the University, and to determine and fix all fees to be paid to the University for instruction given therein or which may be given anywhere under its auspices and direction, and for all other University privileges and to determine and fix the time and mode of payment thereof.
  - 1.3.4.6 It shall appoint:
    - (a) an Executive Committee, consisting of not more than ten members, all governors, including the Chair and Vice-Chair of the Board and the Principal; two of these members shall be chosen from among the members of the Board elected by Senate and by the academic staff; one member to be chosen from among the representatives of the administrative and support staff; four members to be chosen from among the members-at-large and representatives of the Alumni Association. A student member of the Board shall also be chosen to participate in meetings of the Executive Committee as a non-member, with voice and no vote;
    - (b) a Nominating and Governance Committee consisting of the Chair of the Board, the Chancellor, the Principal, and seven governors, three of whom shall be chosen from the members-at-large, one chosen from the representatives of administrative and support staff, one chosen from the academic staff representatives or the elected representatives of Senate on the Board, and one chosen from the student representatives on the Board.

These committees shall have the powers hereinafter provided for, and the Board, alone or jointly with Senate, may appoint other committees clothed with such powers as it may deem advisable.

Members of such committees shall be appointed for such terms as the Board may from time to time determine.

- 1.3.4.7 As provided for in Article 6.1.1, it shall appoint three representatives on the Senate for a period of three years each, at least two of whom shall be members of the Board, including at least one who is a member of the Board elected by the McGill Alumni Association.
- 1.3.4.8 It shall elect the Chancellor of the University. It shall also elect from among its members a chair to preside over its meetings. If the Board so desires, the same person may hold both offices.
- 1.4.1 The Executive Committee shall have authority to exercise all the powers held by the Board of Governors between regular meetings of the Board, except that it shall not have the power to amend, modify, or repeal any or all of these Statutes, or to elect a Chancellor or appoint a Principal, or dismiss a member of the teaching staff or a senior administrative officer; it shall submit to each regular meeting of the Board a report on all matters with which it has dealt since the previous regular meeting thereof.
- 1.4.2 The Nominating and Governance Committee shall make nominations to the Board of Governors for the filling of all vacancies on the Board, except those occurring among the members elected by the Alumni Association, by Senate, by the full-time administrative and support staff, by the full-time academic staff, and by the student body; and such first mentioned nominations shall not be acted on by the Board at the same meeting as that at which they are presented. Candidates for re-election must be nominated in the same manner as new members. The Nominating and Governance Committee shall make nominations to the Board of Governors for the standing committees of the Board, including the Executive Committee and the Nominating and Governance Committee, and for representation of the Board on Senate. In addition to the responsibilities stipulated in the Statutes, the Board Nominating and Governance Committee shall recommend the creation or abolition of committees and shall review the terms of reference of Board committees, recommending revisions thereto as it deems appropriate.

#### **Article Two: The Chancellor and the Chair of the Board of Governors**

- 2.1.1 The Chancellor shall be presiding officer of Convocation and of joint sessions of the Board of Governors and the Senate and shall represent the University at official functions. The Chancellor shall be an *ex officio* member of the Board of Governors and of Senate and may also be the Chair of the Board of Governors if the Board so decides in accordance with Article 1.3.4.8.
- 2.1.2 The Chancellor shall preside over meetings of the Senate Honorary Degrees Committee.
- 2.2 The Chair of the Board of Governors shall be the president of the Royal Institution for the Advancement of Learning, presiding officer of the Board of Governors, and a Board of Governors' representative on Senate and may according to discretion call joint meetings of the Board of Governors and Senate.

#### **Article Three: The Principal**

- 3.1 The Principal shall be the academic head and chief executive officer of the University and shall have general supervision over and direction of the University, including the teaching staff thereof, and all persons employed in connection with its work, and shall also have such other powers and perform such other duties as from time to time may be conferred upon or may be assigned by the Board of Governors.
- 3.2 The Principal shall also bear the title and discharge the functions and duties of Vice-Chancellor of the University.
  - 3.2.1 The Principal shall have the status of full professor with tenure unless the Board of Governors determines otherwise.
- 3.3 The Principal may initiate any project which the Principal considers beneficial to the University and may present to the Senate or the Board of Governors, or to both, any project of whatsoever kind that may seem to the Principal to be in the interests of the University.
- 3.4 The Principal shall recommend to the Board of Governors the appointments, and terms thereof, of the Provost, Deputy Provost, vice-principals, deans, professors, and all other members of the

teaching, research, and administrative staff and all other University personnel.

- 3.4.1 Before recommending an appointment for the office of Provost, Deputy Provost, or vice-principal, the Principal shall have consulted an advisory committee consisting of four representatives of the Board of Governors, four representatives of the Senate and two students. The Principal shall be *ex officio* chair of the advisory committee.
- 3.4.2 Before recommending an appointment or reappointment for the office of dean of a large faculty, the Principal shall have consulted an advisory committee of thirteen members, which shall consist of four members nominated by the faculty immediately concerned, four members not necessarily members of the faculty concerned, nor of Senate, appointed by Senate, two members appointed by the Board of Governors, and three student members. In the case of small faculties, the Principal shall have consulted an advisory committee of seven members, which shall consist of two members nominated by the faculty immediately concerned, two members, not necessarily members of the faculty concerned, nor of Senate, appointed by Senate, one member appointed by the Board of Governors, and two student members. Before recommending an appointment or reappointment for the office of Dean of Graduate and Postdoctoral Studies, the Principal shall have consulted an advisory committee of thirteen members, which shall consist of eight members of faculties offering graduate programs appointed by Senate, two members appointed by the Board of Governors, and three student members.

Any faculty having fifty or more full-time members of faculty, exclusive of joint appointments with other faculties, shall be deemed a large faculty; any faculty having fewer than fifty full-time members exclusive of joint appointments with other faculties, shall be deemed a small faculty. Nevertheless, part-time faculty members are eligible for election as faculty representatives on advisory committees on the appointment of deans.

The Principal shall normally be *ex officio* chair of the advisory committees for the appointment of deans. Deans shall be appointed for a period of five years and shall be eligible for reappointment.
- 3.4.3 Before recommending an appointment to the rank of full professor or full librarian, the Principal must first have consulted a committee consisting of two governors selected by the Chair of the Board, two vice-principals, the dean of any faculty in which the appointment is to be made, or, in the case of appointment to the rank of full librarian, the Director or Dean of Libraries, and two members selected by the Senate; and such other members as the Principal may see fit.
  - 3.4.3.1 In the case of new appointments where the candidate has attained the rank of full professor or full librarian, the Principal may recommend appointment at that rank having consulted with the dean of the faculty or the Director or Dean of Libraries as appropriate.
- 3.4.4 Before recommending appointments, and the terms thereof, to ranks below that of full professor, the Principal must have consulted with any dean concerned and such others as may seem desirable to the Principal, and must recommend in accordance with such regulations relating to the employment of academic staff as are promulgated from time to time by the Board of Governors.
- 3.4.5 Before recommending the appointment or re-appointment with tenure of a member of the academic staff, the Principal must have consulted in accordance with such regulations relating to the employment of academic staff as are from time to time promulgated by the Board of Governors.
- 3.5 The Principal shall have power to suspend any members of the teaching staff of the University for cause which in the Principal's opinion affects adversely, or is likely to affect adversely, the general well-being of the University in accordance with such regulations relating to the employment of academic staff as are from time to time promulgated by the Board of Governors. The Principal may also for similar cause suspend any senior administrative officer.
- 3.6 The Principal shall make recommendations to the Board as to all promotions and changes in, and all resignations, retirements, and removals from, the teaching staff of the University. The Principal shall also determine, subject to the authority of the Board, the appointment, term, and remuneration of all other employees of the University.
- 3.7 The Principal shall be a member of the Senate, with all the privileges attached thereto; and shall be Chair thereof and shall preside over its meetings; and in the event of a tie vote shall have an additional or casting vote; the Principal may call special meetings of the Senate upon giving, in writing, notice as

prescribed by Article 6.4.2 of these Statutes.

- 3.8 The Principal shall be a member of all faculties, with all the privileges attaching thereto, and may preside at any faculty meeting if requested to do so by the dean. The Principal may call and preside at special meetings of faculties, separately or jointly.
- 3.9 The Principal shall be a member of all committees of the University and shall have access to all records of the University.
- 3.10 The Principal shall prepare an annual budget and submit the same to the Board of Governors.
- 3.11 The Principal shall report annually to the Visitor upon the work of the University and its requirements and make such recommendations thereon as the Principal may deem necessary.

#### **Article Four: The Provost, Deputy Provost, and Vice-Principals**

- 4.1 The Provost, Deputy Provost, and vice-principals shall perform such duties as may be assigned to them by the Principal, and shall be members of the Senate, of all faculties, and of all University committees designated by the Principal, other than the committees of the Board of Governors. A Provost, Deputy Provost, or vice-principal designated by the Principal may represent the latter and discharge the duties and exercise the authority of the Principal during the latter's absence, except as provided in Section 1.3.3.

#### **Article Five: The Secretary-General**

- 5.1 The Secretary-General shall be the Secretary of McGill College and University and shall be responsible for the University Secretariat.

#### **Article Six: The Senate**

- 6.1.1 The Senate shall be composed of:
  - a) The Chancellor;  
The Principal and Vice-Chancellor;  
The Chair of the Board of Governors;  
The Provost;  
The Deputy Provost;  
The vice-principals;  
The deans of faculties;  
The Dean of Graduate and Postdoctoral Studies;  
The Dean of Students;  
The Dean of Continuing Studies;  
The Director or Dean of Libraries;  
The University Registrar and Executive Director of Enrolment Services;  
The Director of Teaching and Learning Services.
  - b) Three representatives of the Board of Governors, appointed by the Board for a period of three years each, at least two of whom shall be members of the Board, including at least one who is a member of the Board elected by the McGill Alumni Association;
  - c) Three members, each of whom shall be elected for a term of three years, and shall be eligible for re-election, the electorate to be all librarians performing the function of librarian in the University's library system;
  - d) Six members of the administrative and support staff for a period of three years, namely:
    - i) Two representatives from the Faculties of Arts, Education, Law, Management, Music, and Religious Studies; School of Continuing Studies; and non-faculty administrative and support services reporting to the Provost, the Vice-Principal (Research and International Relations), the Principal, and the Secretary-General, following an election conducted by the Dean of Arts.
    - ii) Two representatives from the Faculties of Agricultural and Environmental Sciences, Dentistry, Engineering, Medicine, and Science; the University Libraries; and non-faculty administrative and support services reporting to the Deputy Provost, following an election

conducted by the Dean of Science.

iii) Two representatives from non-faculty administrative and support services reporting to the Vice-Principals (Administration and Finance) and (University Advancement), following an election conducted by the University Secretariat.

- e) The following members, each of whom shall be elected for a term of three years, and all of whom may be re-elected, the electorate to be all professors, associate professors, assistant professors, and full-time faculty lecturers appointed to the faculty by the Board of Governors, or otherwise authorized by the faculty concerned:

Ten from the Faculty of Arts;  
Three from the Faculty of Agricultural and Environmental Sciences;  
One from the Faculty of Dentistry;  
Two from the Faculty of Education;  
Five from the Faculty of Engineering;  
Two from the Faculty of Law;  
Thirteen from the Faculty of Medicine;  
Two from the Faculty of Music;  
Two from the Faculty of Management;  
One from the Faculty of Religious Studies;  
Nine from the Faculty of Science;  
One from the School of Continuing Studies elected from among its full-time faculty lecturers.

- f) Three from the faculty-at-large elected by ballot conducted by the Secretariat.

- g) The following members, each of whom shall serve a one-year term:

One student from the MCSS membership;  
Two students from the MACES membership;  
Five students from the PGSS membership, including one member elected from among postdoctoral students;  
Thirteen students from the SSMU membership;

The eligibility of students for membership on Senate at the time of their nomination or election, and while holding office is determined by the following conditions:

- 6.1.1.1 They are registered as graduate or undergraduate students in a degree or diploma program of the University and are taking not less than three year-long courses or eighteen credits or their equivalent; or,
- 6.1.1.2 They are registered as postdoctoral scholars; or,
- 6.1.1.3 They are members of the executives of the Students' Society of McGill University or of the Macdonald Campus Students' Society, and are registered students of the University; or,
- 6.1.1.4 They are registered in the School of Continuing Studies.
- 6.1.1.5 Non-resident students and full-time members of the teaching staff are ineligible.
- 6.1.2.1 Suspension under the Student Disciplinary Code shall render a student ineligible for office where such suspension is of all University privileges and is in force at the time of nomination or election. Such suspension during a term of office shall render a student member of the Senate ineligible to sit on Senate or its committees so long as the suspension lasts.
- 6.1.2.2 Whenever an elected member of the Senate resigns or ceases to be a full member of the University or of the member's constituency before the expiry of the term, the competent body shall select a successor to complete the term. If a Faculty Senate seat is vacated before the normal end of term, the Faculty concerned should employ the following procedures:
- i. if the remainder of the representative's term is for one year or less, the Faculty may appoint a replacement for the duration of the former member's term;
  - ii. if the remainder of the representative's term is for greater than one year, the Faculty should elect a new member using its normal election procedure for the full Senate term of three years;



- 6.1.3 If an administrative and support staff seat is vacated before the normal end of term, the same procedure indicated in section 6.1.2.2 for the selection of a successor should be used.
- 6.1.4 Senate shall undertake a comprehensive review of its composition at least once every ten years.
- 6.2 All members of the Senate shall have the title of "Fellow."
- 6.3 Subject to the authority and powers of the Board of Governors, the Senate shall have the following general and specific powers and duties:
  - 6.3.1 It may establish, and from time to time amend, rules and regulations governing its own meetings and procedure for the transaction of business properly coming before it, and forty percent of its members shall constitute a quorum for the transaction of all business, except that in the period from June 1 to August 31 in each year, twenty percent of its members shall constitute a quorum.
  - 6.3.2 It shall exercise general control and supervision over the academic activities of the University, with special reference to the development of the curriculum and courses of study in the several faculties and schools; it shall receive from the several faculties and schools regulations for admission into such faculties and schools and shall grant or withhold approval thereof; it may initiate for the consideration of faculties and schools suggested changes in curriculum and courses of study; it shall examine and approve all requirements for degrees, diplomas, or certificates granted by the University. No courses leading to degrees, diplomas, or certificates shall be offered or given until the approval of the Senate has been declared. Before, however, passing any regulation governing any faculty, otherwise than on the proposal of such faculty or an appeal to it from the decision of any faculty, council, or committee, concerning courses of study, curriculum, or other academic activity, the Senate shall, so far as is feasible, communicate its project to such faculty.
  - 6.3.3 It shall establish and grant all degrees, both in course and honorary, and all diplomas and certificates to be conferred by the University.
  - 6.3.4 It may recommend the establishment and discontinuance of faculties, schools, and departments.
  - 6.3.5 It shall examine and make recommendations concerning any project involving the academic policy of the University or of any faculty or school or the establishment of any academic building.
  - 6.3.6 It shall recommend the acceptance or refusal of any gift, grant, or bequest submitted to it by the Principal on the grounds that it might, in the Principal's judgement, affect University academic policy.
  - 6.3.7 It may offer recommendations for the affiliation with the University of any college or colleges or other institutions of learning or research and for the dissolution of any such affiliations or the amendment or alteration of the terms thereof.
  - 6.3.8 It may make such representations, through the Principal, to the Board of Governors as may from time to time become necessary or desirable, touching any claims and needs of the University or any part thereof.
  - 6.3.9 In case of disagreement with the Board of Governors regarding recommendations made under paragraphs 6.3.4; 6.3.5; 6.3.6; 6.3.7; or 6.3.8, the question at issue shall be submitted to a Conference Committee. This committee shall consist of not more than eleven members, consisting of the Principal and equal representation from the Board of Governors on the one hand and the Senate on the other, with power to submit its findings and recommendations to the Board of Governors whose decision shall be final.
    - 6.3.9.1 The Senate and Board of Governors shall hold an annual joint meeting in the fall term. At this meeting, the Principal, the Provost, the Deputy Provost, and the vice-principals, as appropriate, shall present for discussion matters they consider relevant to the University's mission for the ensuing year.
  - 6.3.10 It may hear and determine appeals made to it by any member of the teaching staff from any decision of a Senate committee, or of a faculty, concerning courses of study, curriculum, examinations, timetable, or other academic activity, and subject to ratification by the Board of Governors its decision shall be final.

- 6.3.11 It may make rules and regulations for the management of the University libraries and museums.
- 6.3.12 It shall exercise general disciplinary authority over the student body of the University and may delegate authority to make and enforce student disciplinary regulations to University bodies and officers of its choosing.
- 6.3.13 It shall regulate academic dress and University ceremonial.
- 6.3.14 It shall fix the academic calendar, including the dates of academic functions and holidays, or general suspensions of lectures; and shall co-ordinate all timetables affecting more than one faculty.
- 6.3.15 It shall appoint such committees, boards, or other bodies as may be necessary for the proper exercise of its authority.
- 6.3.16 It may determine the titles of all ranks and grades of the teaching staff below the rank of full professor.
- 6.4.1 Regular meetings of the Senate shall be held at least once a calendar month throughout the University session.
- 6.4.2 Special meetings may be summoned by the Principal according to discretion and must be summoned on the request of any ten members of the Senate. Notice of any such special meeting shall be sent by the Secretary of the Senate at least three days in advance of the date of the meeting to every member of the Senate and shall specify the business of the meeting.

**Article Seven: The Faculties**

- 7.1 The following are faculties of the University:
  - Agricultural and Environmental Sciences
  - Arts
  - Dentistry
  - Education
  - Engineering
  - Law
  - Management
  - Medicine
  - Music
  - Religious Studies
  - Science
- 7.2 Each faculty shall be composed of all professors, associate professors, assistant professors, and faculty lecturers who are appointed to it by the Board of Governors. Where a question of membership is in doubt, the dean or the deans concerned shall reach a decision, or shall seek the ruling of the Principal.
- 7.3 A faculty may provide for the election to the faculty meeting of additional members, and may make regulations concerning their number, their qualifications, and their term of office, the right to vote at their election, the procedure to be followed thereat and the date thereof; and such faculty may from time to time repeal or amend such regulations; provided, however, that no regulation made under the authority of this section and no repeal or amendment of such regulation shall have any effect until approved by the Senate. Unless the faculty provides otherwise, the eligibility for student members of faculty meetings shall be governed by the provisions of Article 6.1.1.1, 6.1.1.5, and 6.1.2.1 relating to student membership on the Senate.
- 7.4 The Director or Dean of University Libraries shall be a member *ex officio* of the Faculties of Arts and of Science.
- 7.5 Each faculty shall, subject to the authority of Senate, control the courses of study and the academic work of the faculty, and provide rules governing the arrangement of its timetable and examinations and the conduct of its meetings.

- 7.6 All faculties shall meet not less than four times during the academic session.

#### **Article Eight: The Deans**

- 8.1.1 There shall be a dean of each faculty appointed as provided in Articles 1.3.4.2 and 3.4.2. There shall also be a Dean of Students, a Dean of Graduate and Postdoctoral Studies, and a Dean of Continuing Studies.
- 8.1.2 The dean of each faculty shall, subject to the provisions of Article 3.8, preside at all meetings of the faculty, and in the event of a tie vote shall have an additional or casting vote.
- 8.1.3 The Dean of Graduate and Postdoctoral Studies shall preside at meetings of a council whose mandate and composition shall be approved by Senate.
- 8.1.4 The dean of each faculty shall, under the direction of the Principal, administer the affairs of the faculty, academic and executive. The Dean of Graduate and Postdoctoral Studies and the Dean of Continuing Studies shall, under the direction of the Principal, administer academic and administrative affairs appropriate to their office.
- 8.1.5 The dean of each faculty and the Dean of Continuing Studies shall make to the Principal all recommendations for appointment and promotion of their teaching staff in accordance with such regulations relating to the employment of academic staff as are from time to time promulgated by the Board of Governors.
- 8.1.6 The dean of each faculty shall, after consultation with a committee broadly representative of the membership of a department and including, if desired, representatives from outside of the department concerned, make recommendations to the Principal for the appointment or reappointment of a departmental chair. Prior to recommending the re-appointment of a chair who has served in that office for five years, the dean shall again consult with a committee broadly representative of the membership of the department and including, if desired, representatives from outside of the department concerned.
- 8.1.7 The dean of each faculty shall be responsible for the preparation of the budget of the faculty for submission to the Principal. In faculties with departments, the dean shall consult with chairs of departments before preparing the budget. The Dean of Students, the Dean of Graduate and Postdoctoral Studies, and the Dean of Continuing Studies shall each be responsible for the preparation of a budget for submission to the Principal.

#### **Article Nine: The Academic Departments**

- 9.1.1 The members of the teaching staff appointed to give instruction in the various subjects or field of study or to conduct research may be organized for administrative purposes into departments as defined by the dean of the faculty, or by the council of the faculty, if one exists, subject to the approval of the Principal and ratification of the Senate.
- 9.1.2 Where courses of instruction are presently offered or in the future proposed by the teaching staff of any department as an integral part of the course of study or curriculum of two or more faculties, or are offered in one faculty leading to a course of study in another faculty, the details thereof and the jurisdiction thereover shall be settled by the deans concerned, subject to the approval of the Principal and ratification by the Senate.
- 9.1.3 Each department may recommend to the council of the faculty, or to the faculty meeting if there is no council, modifications in, deletions of, or substitutions for courses of instruction offered there-in. It may, through its chair and dean, discuss its objectives and problems with the Principal.
- 9.1.4 There shall be no department independent of a faculty.
- 9.2.1 There shall be a chair of each department appointed in accordance with the provisions of Articles 1.3.4.2 and 8.1.6.
- 9.2.2 Each departmental chair shall be generally responsible to the dean or deans of the faculty or faculties in which members of the teaching staff of the department may be offering courses of instruction, and shall prepare and administer a budget for the department under the direction and supervision of such dean or deans.

**Article Ten: Schools, Institutes, Centres,  
and Other Academic Units**

- 10.1 Each school, institute, centre, or other academic unit of the University shall be placed in a faculty under the direction and supervision of the dean. The Senate, on recommendation of the Principal, shall have the authority to allocate each school, institute, centre, or other academic unit to an appropriate faculty. There shall be over each a director.
- 10.2 The director of each school, institute, centre, or other academic unit shall be under the direction and supervision of the dean of the faculty to which it has been allocated, and shall exercise the functions of chair of a department.
- 10.3 Articles 10.1 and 10.2 do not apply to the School of Continuing Studies.

**Article Eleven: Royal Victoria College**

- 11.1 The Royal Victoria College is a college of McGill University and, except when otherwise specially provided by the terms of the College charter and its endowments or by the Statutes and resolutions made from time to time by the Board of Governors of the College in special relation to its separate interests and except where inapplicable to conditions in fact, all statutes, rules, regulations, and by-laws of the University and of the Royal Institution for the Advancement of Learning shall apply to the government and administration of the College.
- 11.2 The members of the Board of Governors of the University shall also be the members of the Board of Governors of the College.
- 11.3 All officers, employees, and servants of the College shall be appointed or employed by the Board of Governors of the College or by the Principal of the University or by some person appointed by the Principal, acting under the authority of the Board, and the said Board shall also exercise all powers of dismissal.
- 11.4 Any academic or educational work carried on in or by the College shall be subject to the provisions of these Statutes, and all rules and regulations of the Senate in force from time to time in relation to the aforesaid matters shall apply to the College.
- 11.5 The Principal and Vice-Chancellor of the University shall be a member of the Board of Governors of the College, and shall *ex officio*, and as near as the nature and objects of the College will permit, possess the like powers and perform the like duties in relation to the government and administration of the College as the Principal ordinarily possesses and performs in relation to the University as a whole, together with such other and further duties and powers as may be specially assigned to or conferred from time to time by the Board of the College in relation to the separate interests of the College.
- 11.6 The Secretary-General of the University shall be the Secretary of the College, and shall possess the like powers and perform the like duties in relation to the affairs of the College as to the affairs of the University and its various constituent bodies.
- 11.7.1 The warden of the College and the treasurer thereof shall each be appointed by the Board of Governors of the College, upon the recommendation of the Principal of the University. The warden, subject always to the supervision and authority of the Principal and to the provisions of these Statutes, shall have and possess all powers and perform all duties necessary and incidental to the following purposes:
- 11.7.2 To advise and assist all students of the College on all matters affecting the progress of their education and training.
- 11.7.3 To make and administer subject to the enactments of Senate all rules and regulations for the comfort, good health, and discipline of the students resident in the College, and for the preservation of the good character and name of the College.
- 11.7.4 To make and administer all rules, regulations, and orders for the efficient household management and maintenance of the College residence and of all premises and places occupied by the College.

#### **Article Twelve: Macdonald Campus**

- 12.1 Macdonald Campus is an integral part of McGill University. Except as hereinafter or in any statute or agreement or deed of gift provided, all statutes and regulations of McGill University and of the Royal Institution for the Advancement of Learning shall have full force and effect in the government and administration of the said Macdonald Campus.

#### **Article Thirteen: Degrees**

- 13.1 The University may offer degrees-in-course in any field of knowledge as shall be approved from time to time in accordance with these Statutes. The official record of degrees granted by the University shall be maintained by the Secretary General.
- 13.1.1 Any degree may be granted jointly with another institution of higher learning as a single degree, as established from time to time by Senate.
- 13.1.2 Any degree may be granted jointly with a degree granted by another institution of higher learning, as established from time to time by Senate.
- 13.2.1 The University may grant the degree of Doctor of Laws, Doctor of Letters, Doctor of Science, Doctor of Music, and Doctor of Divinity *honoris causa*, and such other honorary degrees as may from time to time be approved by the Senate.
- 13.2.2 Proposals for honorary degrees shall be made to and considered by a committee appointed by the Senate, and having the Chancellor as chair. Those proposals approved by this committee shall be referred to the Senate for final decision; but no honorary degree shall be granted unless two-thirds of the members of the Senate present and entitled to vote shall vote for it.

#### **Article Fourteen: Convocation**

- 14.1 Convocation shall be a general meeting of all members and graduates of the University, or of one or more faculties of the University, called by the Principal and Senate, for any public ceremonial function of the University. The Chancellor, or, if absent, the Principal and Vice-Chancellor, or in the absence of both, such persons as the Chancellor or the Principal may name for the purpose, shall preside and shall confer such degrees as may have been granted by the Senate.

#### **Article Fifteen: Statutory Amendments**

- 15.1 The Senate may, by a two-thirds vote of its members who are present and entitled to vote, recommend to the Board of Governors amendments to these Statutes, provided that due notice of the proposed amendments shall have been given in writing at a previous meeting of the Senate by its Secretary.
- 15.2 Nothing herein contained shall be construed as in any way limiting or impairing the power of the Board of Governors to amend, modify, or repeal the foregoing Statutes or any of them; the notice convening any meeting of the Board of Governors at which such amendment, modification, or repeal is to be considered shall declare the purpose of the meeting in that respect and shall be sent in writing to each member of the Board five clear days before the date fixed for the holding of the meeting.

Date of posting to the Visitor of the University, in accordance with the Enacting Clause:

Enactment

May 9, 1972

Amendments:

Article 1

June 14, 1972  
February 27, 1974  
March 28, 1974  
April 1, 1975  
June 1, 1977  
February 2, 1978  
January 31, 1979  
May 30, 1979  
October 22, 1980  
January 18, 1984  
November 20, 1990  
June 3, 1994  
January 19, 1995  
May 29, 1997  
May 29, 1998  
March 26, 1999  
February 7, 2000  
April 18, 2001  
January 29, 2003  
May 28, 2003  
October 9, 2003  
September 28, 2004  
February 7, 2005  
November 3, 2005  
June 8, 2007  
June 9, 2009  
June 2, 2010  
May 30, 2011  
February 28, 2013  
May 25, 2017

Article 2

Article 3

November 20, 1990  
February 25, 1975  
October 1, 1975  
June 1, 1977  
November 20, 1990  
February 19, 1991  
March 1, 1996  
April 18, 2001  
May 17, 2002  
October 9, 2003  
November 3, 2005  
October 13, 2010

Article 4

Article 5

November 20, 1990  
October 9, 2003  
November 3, 2005  
September 29, 1972  
November 29, 1973  
February 27, 1974  
March 16, 1982

Article 6

February 27, 1974  
June 1, 1977  
January 31, 1979  
October 20, 1981  
May 18, 1982  
October 21, 1987  
January 19, 1988  
November 21, 1989  
November 20, 1990

	December 9, 1994 May 30, 1996 May 29, 1997 May 29, 1998 March 26, 1999 April 18, 2001 June 28, 2001 May 17, 2002 December 4, 2002 May 28, 2003 October 9, 2003 December 5, 2003 September 28, 2004 November 3, 2005 June 2, 2010 October 13, 2010 February 9, 2011 May 30, 2011 September 4, 2014 December 8, 2014
Article 7	June 1, 1977 February 2, 1978 November 20, 1990 March 26, 1999 May 17, 2002 December 4, 2002 November 3, 2005 October 13, 2010
Article 8	June 1, 1977 November 22, 1988 November 21, 1989 November 20, 1990 May 17, 2002 May 30, 2011
Article 9	November 20, 1990 April 25, 2001
Article 10	September 27, 1973 February 25, 1975 April 18, 1988 November 21, 1989 May 30, 2011
Article 11	November 20, 1990 November 3, 2005
Article 12	November 29, 1973 October 21, 1987 November 20, 1990 February 19, 1991 April 18, 2001
Article 13	March 29, 1977 June 1, 1977 November 19, 1985 October 18, 1988 November 20, 1990 May 30, 1996 December 22, 2000 April 18, 2001 June 22, 2001 January 29, 2003 December 5, 2003 September 28, 2004

November 3, 2005  
June 8, 2007  
May 30, 2008  
June 2, 2010  
November 25, 2013

Article 14

September 27, 1973  
February 25, 1975  
November 20, 1990  
November 3, 2005

Article 15



**SENATE STANDING RULES OF PROCEDURE**  
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**STANDING RULES OF PROCEDURE, GOVERNING THE PROCEEDINGS  
OF THE SENATE OF MCGILL UNIVERSITY**

**I. Enacting Clause:**

The proceedings of Senate are governed by the Statutes of McGill University (as enacted in 1939, and re-enacted or amended by the Board of Governors from time to time) insofar as they are applicable; in particular, with reference to the following:

1. Regular and Special Meetings (Articles 6.4.1, 6.4.2)
2. Constitution of Quorum (Article 6.3.1)
3. The Chair and His/Her Powers (Article 3.7)
4. The Secretary-General (Article 5.1)
5. Appointment of Committees (Article 6.3.15)
6. Amendment of Statutes (Article 15)

**II. Open Meetings of Senate and Attendance Conditions:**

An "open" meeting is one that is open to observation by any member of the University community and accredited press subject to limitations of space, good conduct, and special consideration of confidentiality. Representatives of the Alumni Association who serve on Senate committees are also entitled to attend meetings of Senate as members of the audience.

No external person should ever be asked to address Senate without the proposal having been approved at a meeting of Senate or of the Steering Committee.

In view of the increase in the numbers of members of Senate committees attending meetings of Senate when the reports of their committees are being discussed, a general policy should be that where the chair of a committee is not a member of Senate, he or she be invited to sit with Senate and act as the committee's spokesperson in the consideration of its report. The other members of the committee desiring to be present should be welcome to attend the Senate meeting in the seating areas reserved for spectators and would, if Senate so desired, be invited to participate in the discussion.

**III. Spectator and Press Attendance:**

Meetings of Senate should be set up to provide room for about 60 spectators. Seating arrangements should be such as to allow senators to conduct their deliberations in comfort and without any undue sense of restraint. Since even 60 places may not be sufficient to permit admittance to all who might seek it, a system of passes should be established. Any member of the University community should be able to obtain (or reserve) a pass from the Secretary's office on the morning of the day of a Senate meeting, and any passes that remained would be available at the door just before Senate meets.

Ten admission passes shall be reserved for the press to be distributed by the University Relations Office. A press table shall be provided. Neither senators nor spectators, including members of the media, are permitted to use devices at Senate meetings for the purpose of recording sound or images. Furthermore, communicating or posting the deliberations of Senate is prohibited during meetings, except with the express permission of Senate.

#### **IV. Frequency of Meetings:**

Senate shall normally meet twice a month during the academic session. The Steering Committee shall be empowered to call special meetings or to cancel scheduled meetings of Senate as required, bearing in mind, however, that Article 6.4.1 of the Statutes states in part that "regular meetings of the Senate shall be held at least once a calendar month throughout the University session," and that Article 6.4.2 states in part that "special meetings may be summoned by the Principal according to discretion and must be summoned on the request of any ten members of the Senate."

#### **V. Notice of Meetings:**

Written notice of regular meetings shall be mailed or delivered to members by the Secretary at least **five** clear days in advance.

The notice both of regular and of special meetings shall contain a list of the items of business to be discussed; and the nature or subject matter of any report or other item upon which action is to be taken by the Senate shall, where possible, be clearly specified.

If any report be submitted to Senate without the subject matter thereof having been clearly specified in the notice of the meeting, then one-quarter of the members present shall be entitled to require that action by Senate on such report or any part thereof be deferred until the next meeting.

#### **VI. Order of Business:**

The Agenda, together with all related documents, should be distributed to senators, and also be placed in a number of public repositories where they could be examined by interested members of the University. The Agenda and documents should be circulated at least five days in advance of the meeting.

The order of business at regular meetings shall be as follows:

1. Resolutions on the death of members or friends of the University
2. Reports of the Steering Committee
3. Adoption of the Agenda
4. Part A - Motions and Questions by Members of Senate
5. Part B - Motions and Reports from Organs of University Government

The order of business at special meetings shall follow the order of the items contained in the notice calling the meeting.

The order of business at any meeting, as fixed by the above, may be changed by a majority vote

of those present at such meeting. When considering the adoption of the Senate Agenda, there are to be no amendments permitted to alter the order of questions in the Question Period, all questions to be considered in the order in which they are submitted prior to the meeting of Senate.

## **VII. Confidential Sessions of Senate Meetings:**

In most cases there should be advance knowledge of items that require confidential treatment and they should be so specified in the Steering Committee's Report or on the Agenda. Since the motions to adopt the Report of the Steering Committee and the Agenda are debatable, any reservation about confidentiality should be aired and settled at this stage. Once the Agenda is adopted Senate should automatically move into closed session when the item "Confidential Business" is reached, and the spectators should retire from the meeting. This would not preclude the presentation of a procedural motion to have a particular item transferred to "Confidential Business." "Confidential Business" would be minuted in an Appendix to the Minutes of Senate, accessible only to members of Senate; but the minutes themselves would indicate the general nature of the confidential items and the reasons for them being considered confidential.

At the conclusion of a confidential session there shall be a resolution concerning whether any motions passed by Senate during the confidential session, or any part of them, shall be made public.

## **VIII. Question Periods:**

As the first item under Part "A" of the Senate Agenda, a question period limited to thirty minutes is to be scheduled. Questions that remain unanswered at the end of the thirty minutes shall be tabled until the conclusion of Part "B" of the Agenda to be answered then, if time permits.

Any senator may deliver a written question to the Secretary before any Senate meeting addressed to either the Principal, the vice-principals, or the chairs of any Senate committees. With the consent of the questioner, the questions may be referred by the recipient to any member of Senate who would be more directly responsible for the information required in the reply.

During the question period anyone who has received a written enquiry will read the question and may reply immediately or defer a reply until the next regular meeting of Senate. Any senator may be permitted to ask the recipient one or more supplementary questions relating thereto, but no debate is to be permitted of either the question or the answer.

In the case of questions directed to the Principal, the Secretary shall assume the chair of Senate for the duration of the question and its reply, and any supplementary questions and their replies. In order to distinguish more properly the suitability of questions submitted for the Question Period, the following guidelines should be used by members of Senate where possible:

The intent and purpose of the Question Period is similar to that of the Parliamentary Question Period, and should not be generally used as an opportunity to solicit opinions of individuals, to pose highly speculative questions, or to request information which is readily available through other sources. Each question should be capable of standing on its own, and

supplementary questions should only be posed during the Question Period once the respondent has replied to the original question.

Steering Committee shall direct members who submit questions that broach largely non-academic issues to direct their questions in the first instance to the responsible University officer. In such cases, upon request by the senator, the Secretary of Senate shall circulate the question and the answer from the responsible University officer to all senators in the regular Senate mailing. Senators may resubmit the question to Steering Committee if they do not receive a satisfactory answer.

#### **IX. The Chair:**

If the Principal of the University be absent from any meeting, and no Vice-Principal or Acting Principal has been appointed by the Board of Governors, the senior dean present shall take the chair and forthwith call for the election of a temporary chair. The member elected as temporary chair shall then take the chair and conduct the business of the meeting, with all the powers of the statutory chair.

#### **X. The Secretariat:**

If the Secretary of Senate be absent from any meeting, a secretary appointed by the chair shall assume the duties of the Secretary.

#### **XI. Voting:**

Voting on motions and resolutions shall be by a show of hands; unless by a majority vote upon a motion or the suggestion of the chair, the members present decide in any particular case that the vote should be taken by ballot.

#### **XII. Reconsideration:**

A motion to reconsider any decision previously taken and recorded by a vote upon a motion or a resolution may be presented only subject to the following conditions:

1. At the meeting at which the motion or resolution was passed or adopted, a motion to reconsider may be presented after all items on the Agenda have been disposed of.
2. Otherwise, notice of a motion to reconsider may either be given at the regular meeting immediately preceding the meeting at which such motion is to be presented, or be submitted to the Steering Committee for presentation at the next meeting of Senate; and it cannot be so presented unless it has been mentioned in the Agenda included in the notice of such meeting.
3. In any circumstances, the minimum vote required for the passing of a motion to reconsider shall be two-thirds of the members present.

When a motion to reconsider has been duly presented and passed, the subject matter of the original motion or resolution is thereby reopened for discussing and voting anew.

### **XIII. Suspension of the Rules:**

Any or all of the present rules may be suspended by a vote of not less than three-fourths of those present, provided that such three-fourths constitute an absolute majority of all members of the Senate.

### **XIV. Amendment of the Rules:**

The present rules may be amended by a majority vote of those present at any regular or special meeting, provided that notice of the proposed amendment has been given at the previous meeting and that the wording thereof has been included in the notice calling the meeting at which it is to be considered.

### **XV. Allocation of Time for Debate:**

The Steering Committee can, if it so desires, submit with the Agenda an allocation of time for each item on the Agenda. This schedule would be approved by Senate with the Agenda itself. The chair would normally close debate at the end of the assigned period unless by a majority vote of those present, discussion were prolonged for a specific period. The motion to prolong debate would not itself be debatable.

### **XVI. Duration and Frequency of Interventions:**

Members of Senate, in making motions, shall be permitted up to eight minutes to speak. The seconder of the motion, all other speakers on the motion, and members making amendments and sub-amendments shall be permitted up to four minutes of speaking time. Seconders and speakers to amendments and sub-amendments shall be permitted up to two minutes of speaking time.

A list of speakers for each motion, amendment, and sub-amendment shall be kept by the chair. Interventions by those who have already spoken shall not be allowed until all members speaking for the first time on a given motion have had a chance to speak. Members desiring to speak on an amendment may express themselves without prejudice to their position on the speaker's list for the motion, and the same shall apply with regard to the speaker's list for a motion and an amendment in the case of members desiring to speak on a sub-amendment. When the sub-amendment has been disposed of there shall be a return to the speaker's list for the amendment, and when the amendment has been disposed of there shall be a return to the original speaker's list. In all of the above situations, the chair may permit brief second interventions once the speaker's list in question has been exhausted.

At the discretion of the chair, members of Senate whose knowledge or expertise is required in order to aid the Senate debate may be permitted to speak briefly and succinctly to a given point even if they have already spoken, and without prejudice to their position on the speaker's list if they have not yet spoken.

## **XVII. Motions by Members:**

In view of the lengthy discussion which might develop in Senate when motions by members do not specify fully their intent, members of Senate are advised to preface the motions they submit for Part "A" of the Agenda of Senate with a written rationale for presenting the motion to Senate.

## **XVIII. Rulings of the Chair:**

1. Any member of Senate can challenge a ruling of the chair by simply moving to challenge immediately following the ruling.
2. A seconder is required for such a motion.
3. The mover of the challenge is allowed two minutes in which to explain the basis of the challenge, and the chair is allowed two minutes in which to explain the ruling. The vote then proceeds in the form "Does Senate sustain the ruling of the chair?", and the result is decided by simple majority.
4. If the vote is affirmative, Senate's business proceeds. If negative, Senate reverts to the matter that was originally disallowed by the chair.
5. During the whole procedure of a challenge to a ruling of the chair, further challenges to rulings of the chair should not be allowed.

## **XIX. Rules on the Rights of Senate:**

### **A. Rights of Senate**

1. A breach of the rights of Senate consists in such improper obstruction, or attempt at or threat of obstruction, of Senate, its members, officers, or committees, as is causing, or likely to cause, substantial interference with the performance of their respective functions.
2. Where the business of Senate or of any of its committees or of any officer of either involves a confidential matter, a breach of that confidentiality shall be a breach of the rights of Senate, without prejudice to application of rules relating to University discipline.
3. An act will not be dealt with by Senate as a breach of the rights of Senate unless it is essential to do so in order to provide reasonable protection for the Senate, its members, officers, or committees in the performance of their respective functions.

### **B. Order at Meetings**

4. It is the right and duty of the chair to keep order at meetings of Senate.
5. (1) When any person, whether a senator or not, by disorderly words or disorderly conduct obstructs the business of Senate, the chair may:
  - (i) if of the opinion that, despite the continued presence of the offender, the business of the Senate can continue unobstructed, order that it do so for the time being, subject, in the case of a senator, to the loss by the offender of the right to speak for the duration of the meeting; and subject, also, to the right of the chair at any time to determine that the meeting cannot continue unobstructed; or
  - (ii) require the offender to withdraw from the meeting.

(2) Either order, unless varied by the chair, continues in force for the remainder of that meeting, and extends also to any time and place to which the chair may adjourn the meeting.

(3) In those cases where obstruction is forthcoming from persons other than senators, the chair may order that some or all non-senators withdraw. An order that all non-senators withdraw constitutes, unless the chair orders otherwise, an order that no non-senators enter thereafter. This order shall be confirmed by a majority vote of senators after the room has been cleared.

6. (1)

- (i) It is the duty of a senator who has been deprived of voice by the chair to remain silent for the duration of the meeting.
- (ii) It is the duty of any person ordered by the chair to withdraw to leave the meeting immediately.
- (iii) The chair's order to a senator to withdraw automatically deprives the senator in question of the exercise of his or her rights as such for the remainder of the meeting, whether or not the ruling of the chair is obeyed. The senator is accordingly without voice or vote during that time.

(2) A senator deprived of voice by order of the chair, may, before ceasing to participate in the meeting, formally object and may, if given leave by the chair, and during such time as the chair permits, offer explanation.

Likewise, a senator required to withdraw from the meeting may, before doing so, formally object, and may, if given leave by the chair and during such time as the chair permits, offer explanation.

(3) Where the chair is satisfied with an explanation offered by a senator under subsection (2), he or she may rescind the order which then ceases to have effect.

(4) When a senator has been ordered to withdraw from the meeting and has in fact withdrawn and remained absent, the chair shall, with respect to the senator's conduct and exclusion from the meeting:

- (i) invite opinions from senators;
- (ii) entertain motions by senators;

subject, in every case, to the chair's right at any time to close discussion or debate and to put any question which may have arisen.

(5) When a senator has been deprived of voice, and has in fact ceased to participate in the meeting otherwise than by exercising the right to vote, the chair may, at his or her discretion, with respect to the senator's conduct and loss of voice:



- (i) invite opinions from senators;
- (ii) entertain motions by senators;

subject, in every case, to the chair's right at any time to close discussion or debate and to put any questions which may have arisen.

7. (1) When a person excluded from a meeting of Senate enters or continues to be present, the chair may:

- (i) order an adjournment, either sine die or to such other time as he or she may fix;  
or
- (ii) order the forcible physical exclusion of the offender.

(2) In exercising discretion the chair shall have regard to the desirability, in the interests of the dignity of the Senate and the good government of the University, of avoiding, if possible, the use of force and, on the other hand, of protecting the Senate against forcible interference by any person whatever.

8. The provisions of Sections 4 to 7 shall apply mutatis mutandis to the committees of Senate; the chair of the committee being substituted for the chair of Senate and a member of the committee being substituted for a senator.

### **C. Proceedings to Protect the Rights of Senate**

9. (1) Complaint of breach of the rights of Senate may be made by the chair or any senator. It must be accompanied by a statement of the grounds on which the facts alleged are said to cause the substantial interference required by Section 1.

(2) It must be accompanied also by a motion to refer the matter to the Committee on the Rights of Senate (to be struck by Senate Nominating Committee) for investigation and report or, in cases thought to be of exceptional urgency, a motion for immediate consideration of the complaint by Senate. A motion to refer to the Committee on the Rights of Senate cannot be amended save to propose that Senate take the matter immediately into its consideration, and *vice versa*.

Either motion, and any amendment, shall be put to the question without debate. In the event that an unamended motion for immediate consideration by Senate is defeated, a motion for reference to the Committee on the Rights of Senate may be entertained but can neither be amended nor debated.

(3) Senate shall not refer any complaint which appears trivial or unworthy of consideration or, which on its very face, does not involve the substantial interference required by Section 1.

**XX. Reference to *Robert's Rules*:**

With respect to any point or procedure not covered by the University *Statutes* or the present rules, reference shall be had to the 2000 Scott, Foresman edition of *Robert's Rules of Order*. If the said manual does not provide a decision on the point in question, then the decision shall rest with the chair, provided that the chair's decision may be overruled on a motion supported by the vote of the majority of those present.

**XXI. Records:**

The minutes of meetings prepared by the Secretary and approved by Senate, together with all documents circulated or tabled, would constitute the official record.

**XXII. Routine Functions – A Steering Committee:**

As a portion of Senate's business is of a routine nature rarely involving questions of policy, e.g., duplicate diplomas, selection committees, delegates to academic functions, etc., there is no reason why these items should not be dealt with by some smaller body than the whole of Senate, provided that it submits regular reports of actions taken (in writing).

Senate, therefore, shall be served by a Steering Committee of eight members - the Principal, one vice-principal, and six additional members elected by Senate, at least one of whom should be a student. The Steering Committee shall carry out the routine functions noted above, direct items to standing committees, follow up decisions taken by Senate, prepare the Agenda for Senate meetings, and deal with some of the contingencies that arise between meetings. A written report of actions taken by the Steering Committee shall be submitted to Senate at its regular meetings.

**XXIII. Meetings and Minutes of Senate Committees:**

Certain Senate committees deal habitually with topics that involve the private affairs of individuals and it is, therefore, recommended that they should continue to hold closed meetings. These committees may be opened if committee members so decide when policy questions are being discussed. These committees are:

- The Honorary Degrees and Convocations Committee
- The Nominating Committee
- The University Admissions Committee
- The University Committee on Scholarships and Student Aid
- All selection committees

All other Senate committees and subcommittees should accept the same procedure as Senate, i.e., meetings should be open to observers, except in extraordinary circumstances when the majority of the members present vote to meet in closed session. In such cases, public justification should be given.

Reports and minutes of Senate committees, which have not been declared confidential, should be deposited for public access in the McLennan and Macdonald Campus Libraries as soon as they are prepared, and those reports and minutes be retained until the first of January following the session in which they were prepared.

#### **XXIV. Elections to Committees and Other Bodies:**

Once the period for a call for nominations for those committees and other bodies for which elections by Senate are required has expired with no nominations, or simply one nomination per stated position having been received, the matter is referred to the Senate Nominating Committee, that body to make appropriate proposals so that an election may be carried out, except in the case of nomination and election to the Nominating Committee itself where the matter shall be referred to the Senate Steering Committee for similar action.

Senate (Secretary of Senate) shall be responsible for informing the SSMU, the PGSS, the MCSS, and the MACES of all positions on Senate committees and subcommittees which are open to students. Such notice shall be given by the second week of the academic year or as soon as such positions become open.



**DEFINITION**

In October of 1987, Our Common Future, also known as the Brundtland Report, was published by the World Commission on Environment and Development, and the term sustainable development was officially defined:

“Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs.”<sup>1</sup>

Since this influential beginning, sustainability has shed its explicit connection to development and expanded into an interdisciplinary dialogue on social, economic, and ecological wellbeing. With this in mind, we can define sustainability for our purposes as working together toward a shared vision for a flourishing future in a manner that integrates social, economic, and environmental dimensions.

**MCGILL’S APPROACH TO SUSTAINABILITY**

Vision 2020 – McGill’s Sustainability Strategy – lays out a framework for achieving the highest possible standards of sustainability on our campuses. Vision 2020 was launched in 2014 following a two-year community engagement process, along with a 2014-2016 Sustainability Action Plan. The actions were structured around five categories:

**Research:** This category encompasses the ‘what’, ‘why’, ‘how’ and ‘who’ of research at McGill, and considers research activities conducted both on campus and elsewhere.

**Education:** This category focuses on student, staff, faculty, and institutional learning.

**Connectivity:** This category emphasizes the need for strong connections, both within McGill and with the local and global communities of which we are a part.

**Operations:** This category encompasses the physical activities that support the ongoing functioning of the University.

**Governance & Administration:** This category addresses how the University is managed in terms of people, funding and finance, decision-making, and process implementation.

The Climate & Sustainability Action Plan (2017-2020), which covers the final phase of Vision 2020, is also the result of an extensive consultation process that engaged over 500 McGill community members. The Action Plan builds on past sustainability successes and focuses on another priority area: climate change.

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<sup>1</sup> United Nations. 1987. Our Common Future; World Commission on Environment and Development.

Two long term sustainability targets were identified:

- Achieve carbon neutrality by 2040
- Attain a Platinum sustainability rating by 2030

Specific actions and deliverables are outlined to reach these targets in each of the five categories.

#### **SUSTAINABILITY IN DECISION MAKING**

Senate members are encouraged to take into account sustainability in their deliberations and decision making. To help with that, a section entitled “Sustainability considerations” is included in the memorandum accompanying every dossier that is presented to Senate.

#### **EXAMPLES OF SUSTAINABILITY ACHIEVEMENTS**

Here are a few examples of sustainability achievements that highlights McGill’s commitment to sustainability:

**Sustainability Projects Fund:** McGill has the largest fund dedicated to sustainability amongst North American universities. With student contributions (fee-per-credit) matched by the administration, the flagship Sustainability Projects Fund has created a culture of sustainability on our campuses, having allocated more than \$9M in funding to 250+ projects since its creation in 2010.

**Green building:** McGill was the first university to join the Canada Green Building Council in 2004; The Life Sciences Complex was the first university-owned laboratory building certified LEED Gold; McGill formally adopted green building standards in 2014 for new construction and renovation, with operations and maintenance to follow.

**Sustainable procurement.** McGill is certified Fair Trade and Marine Stewardship Council. We won two international awards in 2016 for sustainable procurement initiatives, and was named Fair Trade Campus of the year in 2017.

**Phase-out of single-use plastic water bottles.** Since May 1<sup>st</sup>, 2019, non-carbonated water is no longer sold in retail and vending machine locations on the downtown and Macdonald campuses, which represents approximately 85,000 bottles/year.

#### **RELEVANT MCGILL PLANS AND POLICIES PERTAINING TO SUSTAINABILITY**

- Climate and Sustainability Action Plan (2017-2020)
- Procurement Policy (adopted in 2018)
- Strategic Academic Plan (2017-2022)
- Strategic Research Plan (2013-2018)
- Sustainability Policy (updated in 2018)



The McGill Senate can appoint committees necessary for the proper exercise of its authority. There are nine standing committees of Senate and one joint committee with the Board of Governors:

1. [Academic Policy Committee](#)
2. [Committee on Enrolment and Student Affairs](#)
3. [Honorary Degrees and Convocations Committee](#)
4. [Committee on Libraries](#)
5. [Senate Nominating Committee](#)
6. [Senate Committee on Physical Development](#)
7. [Committee on the Rights of Senate](#)
8. [Senate Steering Committee](#)
9. [Committee on Student Services](#)
10. [Joint Board-Senate Committee on Equity](#)

There are ten committees arising from various University regulations that include representatives of Senate as members:

1. [Advisory Council on the Charter of Students' Rights](#)
2. [Appeal Committee for Student Discipline and Grievances](#)
3. [Committee on Student Discipline](#)
4. [Committee on Student Grievances](#)
5. [Committee on Staff Grievances and Disciplinary Procedures](#)
6. [University Appeals Committee](#)
7. [Panel for the Investigation of Research Misconduct](#)
8. [University Tenure Committees for the Faculties, and Libraries](#)
9. [University Tenure Committee for Recruitment](#)
10. [Statutory Selection Committees](#)

Senate may establish ad hoc committees from time to time on a particular subject matter. The committees are dissolved after the completion of their mandate. There are currently no active ad hoc committee of Senate.

The terms of reference and membership of each committee can be found on the Senate website (<https://www.mcgill.ca/senate>) and by following the links above.







### 1 INTRODUCTION

The *Statutes* require that an advisory committee be established when considering the appointment or reappointment of:

- The Principal;
- The Provost, Deputy Provost and Vice-Principals; and
- The Deans.

### 2 COMPOSITION OF ADVISORY COMMITTEES

#### *Appointment of the Principal*

The Board of Governors is responsible for appointing and reappointing the Principal. Before doing so, the Board must consult an advisory committee with the following composition:

- Chair of the Board of Governors (or other member designated by the Board of Governors) as chair of the Advisory Committee;
- The Chancellor;
- Two members appointed by the Board of Governors;
- Two members appointed by Senate;
- One member appointed by the Students' Society of McGill University;
- One member appointed by the Post-Graduate Students' Society;
- Two members appointed by the Council of the McGill Association of University Teachers;
- Two members appointed by the Board of Directors of the Alumni Association; and
- Two members elected by the administrative and support staff.

[Source: *Statutes*, section 1.3.4.1]

#### *Appointment of other senior administrators*

The Principal is responsible for recommending to the Board of Governors the appointment or reappointment of the provost, deputy provost, vice-principals, and deans. Before doing so, the Principal must consult advisory committees constituted in accordance with the *Statutes*.

For the appointment and reappointment of the **Provost, Deputy Provost, and Vice-Principals**, the advisory committee is composed of:

- Four representatives of the Board of Governors;
- Four representatives of Senate; and
- Two students.

[Source: *Statutes*, Article 3.4.1]

For the appointment and reappointment of a **Dean of a large faculty\***, the advisory committee is composed of:

- Four members nominated by the faculty immediately concerned;
- Four members not necessarily members of the faculty concerned, nor of Senate, appointed by Senate;
- Two members appointed by the Board of Governors; and
- Three student members.

*\*Any faculty having fifty or more full-time members of faculty, exclusive of joint appointments with other faculties, is deemed a large faculty.*

For the appointment and reappointment of the **Dean of Graduate and Postdoctoral Studies**, the advisory is composed of:

- Eight members of faculties offering graduate programs, appointed by Senate;
- Two members appointed by the Board of Governors; and
- Three student members.

[Source: *Statutes*, Article 3.4.2]

For the appointment and reappointment of a **Dean of a small faculty\***, the advisory committee is composed of:

- Two members nominated by the faculty immediately concerned;
- Two members, not necessarily members of the faculty concerned, nor of Senate, appointed by Senate;
- One member appointed by the Board of Governors; and
- Two student members.

*\*Any faculty having fewer than fifty full-time members, exclusive of joint appointments with other faculties, is deemed a small faculty.*

[Source: *Statutes*, Article 3.4.2]

### **3 GENERAL PROCEDURES**

The procedures adopted by advisories are not defined in either the *Statutes* or regulations of the University although certain practices have evolved over time. In the normal course, an advisory committee is usually struck about one year prior to the end of the incumbent's term. The Principal usually chairs advisory committees for the appointment or reappointment of the provost or vice-principals. The Provost usually chairs the advisory committees for the appointment or reappointment of the deputy provost and deans.

#### **4 SENATE APPOINTMENTS TO ADVISORY COMMITTEES**

##### **a) Standard Procedure:**

When nominations are made for representatives of the Senate to serve on advisory committees for the selection of deans, vice-principals, the provost and the deputy provost, the Senate Nominating Committee proposes names of “members” as well as “alternates”. The number of alternates approved by the Senate, on the recommendation of the Nominating Committee, is usually half the number of members required for the committee. Alternates may be called upon to permanently replace a member if the member is unable to serve. However, a member will not be replaced on an advisory committee if the committee has already begun substantive discussions related to its mandate. Alternate members attend meetings of the advisory committee only if they have been called upon to permanently replace a member.

##### **b) Advisory Committee for the Selection/Reappointment of the Principal and Vice-Chancellor**

As approved by Senate at its September 20, 2006 meeting, the appointment of Senate representatives to the Advisory Committee for the Selection/Reappointment of the Principal and Vice-Chancellor is decided by a Senate election.

#### **5 ADVISORY COMMITTEE MEETINGS**

Members are expected to attend the vast majority of meetings of the advisory committee in order to be able to participate meaningfully in discussions and decisions. All deliberations and recommendations of advisory committees are confidential.

Over the course of the meetings that follow, the advisory committee will pursue the mandate that has been conferred upon it by the Principal. At the end of its deliberations, the committee will make a recommendation to the Principal who will, in turn, bring her or his own recommendation to the Board for approval.



<b>Governance Body</b>	<b>Item of Business</b>	<b>Action</b>	<b>Governance Body Meeting Date</b>
Senate	Report of the Senate Steering Committee	For approval	<b>September 22, 2020</b>
Senate	Report of the Nominating Committee	For approval	<b>September 22, 2020</b>
Senate	Proposed Revisions to HDCC Terms of Reference	For approval	<b>September 22, 2020</b>
Senate	Report of the Academic Policy Committee	TBD	<b>September 22, 2020</b>
Senate	Annual Report Concerning the Investigation of Research Misconduct	For information	<b>September 22, 2020</b>
Senate	Annual Report on the Policy on Harassment and Discrimination Prohibited by Law	For information	<b>September 22, 2020</b>
Senate	Annual Report of the Joint Board-Senate Committee on Equity	For information	<b>September 22, 2020</b>
Senate	Report of the Senate Steering Committee	For approval	<b>October 21, 2020</b>
Senate	Report of the Nominating Committee	For approval	<b>October 21, 2020</b>
Senate	Report of the Academic Policy Committee	TBD	<b>October 21, 2020</b>
Senate	Open Discussion	For information	<b>October 21, 2020</b>
Senate	Annual Report from University Advancement	For information	<b>October 21, 2020</b>
Senate	Annual Report of the Committee on Student Services	For information	<b>October 21, 2020</b>
Senate	Report from Board of Governors to Senate	For information	<b>October 21, 2020</b>
Senate	Notice of the Joint Board-Senate Meeting (Nov. 12, 2020)	For information	<b>October 21, 2020</b>
Senate	Confidential Report of the Honorary Degrees and Convocations Committee	For approval	<b>October 21, 2020</b>
Senate	Report of the Senate Steering Committee	For approval	<b>November 18, 2020</b>
Senate	Report of the Nominating Committee	For approval	<b>November 18, 2020</b>
Senate	Reports of the Academic Policy Committee a) Annual Report of the Academic Policy Committee b) Report of the Academic Policy Committee	a) For information b) TBD	<b>November 18, 2020</b>
Senate	Annual Report of the Senate Committee on Physical Development	For information	<b>November 18, 2020</b>
Senate	Annual Report on the Code of Student Conduct and Disciplinary Procedures	For information	<b>November 18, 2020</b>
Senate	Annual Report of the Committee on Enrolment and Student Affairs	For information	<b>November 18, 2020</b>
Senate	Report of the Senate Steering Committee	For approval	<b>December 2, 2020</b>
Senate	Report of the Nominating Committee	For approval	<b>December 2, 2020</b>
Senate	Budget Planning 2021-2022 Report I	For information	<b>December 2, 2020</b>
Senate	Annual Report on the Financial State of the University	For information	<b>December 2, 2020</b>
Senate	Proposed Revisions to the Policy on Harassment and Discrimination Prohibited by Law	For information	<b>December 2, 2020</b>
Senate	Annual Report of the Committee on Libraries	For information	<b>December 2, 2020</b>
Senate	Report of the Joint Board-Senate Meeting	For information	<b>December 2, 2020</b>
Senate	Report of the Senate Steering Committee	For approval	<b>January 20, 2021</b>
Senate	Report of the Academic Policy Committee	TBD	<b>January 20, 2021</b>
Senate	Proposed Revisions to the Policy on Harassment and Discrimination Prohibited by Law	For approval	<b>January 20, 2021</b>
Senate	Annual Report on Student Life and Learning	For information	<b>January 20, 2021</b>
Senate	Annual Report on the Advisory Council on the Charter of Students' Rights	For information	<b>January 20, 2021</b>
Senate	Report from Board of Governors to Senate	For information	<b>January 20, 2021</b>
Senate	Report of the Senate Steering Committee	For approval	<b>February 24, 2021</b>
Senate	Report of the Academic Policy Committee	TBD	<b>February 24, 2021</b>
Senate	Report of the Senate Nominating Committee	For approval	<b>February 24, 2021</b>
Senate	Open Discussion	For information	<b>February 24, 2021</b>
Senate	Revisions to Regulations on Research Misconduct - Tentative	For information	<b>February 24, 2021</b>
Senate	Budget Planning 2021-2022 Report II	For information	<b>February 24, 2021</b>
Senate	McGill University Staffing Report	For information	<b>February 24, 2021</b>
Senate	Annual Report of the Ombudsperson for Students	For information	<b>February 24, 2021</b>
Senate	Report of the Senate Steering Committee	For approval	<b>March 24, 2021</b>
Senate	Report of the Senate Nominating Committee	For approval	<b>March 24, 2021</b>
Senate	Report of the Academic Policy Committee	TBD	<b>March 24, 2021</b>
Senate	Annual Report on Enrolment and Strategic Enrolment Management	For information	<b>March 24, 2021</b>
Senate	Annual Report from Graduate and Postdoctoral Studies	For information	<b>March 24, 2021</b>
Senate	Report from the Board of Governors to Senate	For information	<b>March 24, 2021</b>
Senate	Confidential Report of the Honorary Degrees and Convocations Committee (McGill Medal)	TBD	<b>March 24, 2021</b>
Senate	Report of the Senate Steering Committee	For approval	<b>April 20, 2021</b>
Senate	Report of the Senate Nominating Committee	For approval	<b>April 20, 2021</b>
Senate	Report of the Academic Policy Committee	TBD	<b>April 20, 2021</b>
Senate	Presentation on the McGill University Budget 2021-2022	For information	<b>April 20, 2021</b>

Senate	New Regulations on Academic Staff Grievances and Disciplinary Procedures	For information	<b>April 20, 2021</b>
Senate	Annual Report on Research and Innovation	For information	<b>April 20, 2021</b>
Senate	Annual Report on Scholarships and Student Aid	For information	<b>April 20, 2021</b>
Senate	Senate Calendar of Dates	For information	<b>April 20, 2021</b>
Senate	Report of the Joint Senate Steering and Board Executive Committees	For information	<b>April 20, 2021</b>
Senate	Report of the Senate Steering Committee	For approval	<b>May 12, 2021</b>
Senate	Report of the Senate Nominating Committee	For approval	<b>May 12, 2021</b>
Senate	Report of the Academic Policy Committee	TBD	<b>May 12, 2021</b>
Senate	New Regulations on Academic Staff Grievances and Disciplinary Procedures	For approval	<b>May 12, 2021</b>
Senate	Biennial Report on Employment Equity	For information	<b>May 12, 2021</b>
Senate	Annual Report of the Committee on Staff Grievances and Disciplinary Procedures	For information	<b>May 12, 2021</b>
Senate	Annual Report on the Policy on Safe Disclosure ("Whistle Blowing")	For information	<b>May 12, 2021</b>
Senate	Report from Board of Governors to Senate	For information	<b>May 12, 2021</b>
Senate	Confidential Report of the Honorary Degrees and Convocations Committee	For approval	<b>May 12, 2021</b>

**Background**

As per article 6.3.9.1 of the Statutes of McGill University, the Senate and Board of Governors hold an annual joint meeting each fall. At this meeting, the Principal, the Provost, the Deputy Provost, and the Vice-Principals, as appropriate, present for discussion matters they consider relevant to the University's mission for the ensuing year.

Topics for discussion are selected at a joint meeting of the Senate Steering Committee and the Executive Committee of the Board of Governors from among suggestions submitted by Senators and Governors.

**2020 Joint Board-Senate Meeting**

The 2020 joint meeting of McGill's Board of Governors and Senate will take place on Thursday, November 12, 2020, from 4 to 7 p.m. This year's topic is "[Pandemic Planning and Preparedness: Local Impact of Global Health Crises](#)." The agenda and meeting documents will be available closer to the meeting date.

**Topics from Previous Years:**

- 2019 – How can McGill be a Model of an Open, Connected and Purposeful University?
- 2018 – How could McGill transform itself for a world of lifelong learning?
- 2017 – Building stronger communities and citizenship through mentorship
- 2016 – McGill's Sustainability Plans and Initiatives
- 2015 – Designing a Smart Campus for the 21st Century
- 2014 – Strengthening McGill's Engagement with the External Community through Research and Innovation
- 2013 – Mental Health at McGill
- 2012 – Universal Design: Sustainable, Inclusive Teaching
- 2011 - Research and Innovation in the Undergraduate Educational Experience”
- 2010 - Strategic Initiatives in Graduate and Postdoctoral Studies in the Context of Academic Planning and the White Paper”
- 2009 – Are we who we think we are?
- 2008 – Intellectual Property
- 2007 – Sustainability







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## Live and Archived Transmission of Senate Meetings

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The McGill University Senate is pleased to provide members of the McGill community access to the following:

- A live stream of Senate meetings;
- An archived transmission of the most recent Senate meeting.

To view the transmissions, you will require a McGill username and password. Please note that the recording of the live transmission will be archived until the subsequent meeting of Senate.

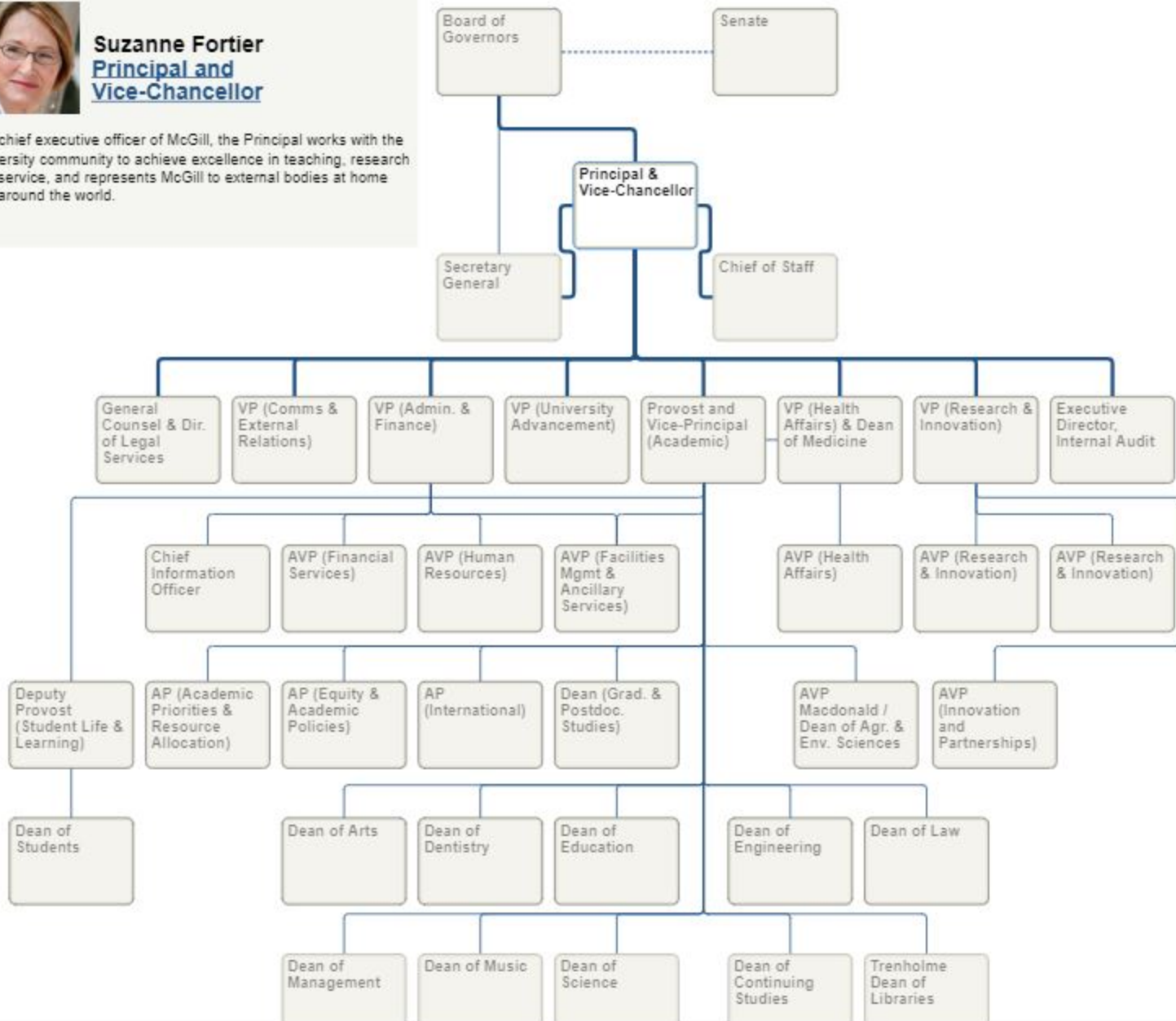
**To view the live stream and/or archived transmission, please visit the Senate website at <https://www.mcgill.ca/senate/webcast>.**





**Suzanne Fortier**  
Principal and Vice-Chancellor

The chief executive officer of McGill, the Principal works with the University community to achieve excellence in teaching, research and service, and represents McGill to external bodies at home and around the world.







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