SENATE

BYLAWS

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1.0. DEFINITIONS

In these Bylaws:

- “Act” means the Yukon University Act.
- “Board” means Board of Governors of Yukon University.
- “Co-Chairs” means Co-Chairs of Senate.
- “In-camera” means a confidential portion of a Senate meeting that is closed to the public and restricted to authorized attendees.
- "Senate" means the Senate of Yukon University established pursuant to section 26 of the Yukon University Act.
- "Senator" and "member" are synonymous terms referring to a member of Senate.
- "University" means Yukon University.
- “University Secretariat” means the office responsible for providing governance and administrative support to Senate and its committees.

2.0. SENATE ROLE

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

2.2 Senate exercises the powers and responsibilities assigned to it under the Act and provides academic governance and oversight in support of the University's academic mission.

2.3 In carrying out its responsibilities, Senate considers matters within its jurisdiction in the best interests of the University as a whole and in accordance with the Act and other applicable University governance documents.

3.0. SENATE MEMBER ELECTION

Elected members of Senate shall be selected in accordance with Appendix A, Senate Election Process. This appendix will be immediately withdrawn upon the passage of a stand-alone election procedure.

4.0. SENATE MEMBER DUTIES AND RESPONSIBILITIES

4.1. During their term of office, Senators shall

a. Maintain the eligibility requirements associated with the Senate position they hold.
b. Act in the best interests of the University as a whole when carrying out their responsibilities as members of Senate.
c. Review meeting materials in advance and come prepared to participate meaningfully in Senate deliberations.
d. Participate respectfully and constructively in Senate deliberations and decision-making.

e. Maintain the confidentiality of information and materials designated as confidential or considered in-camera.
f. Declare and manage conflicts of interest in accordance with section 10 of these Bylaws.
g. Notify the University Secretariat of anticipated absences in a timely manner.
h. Attend all types of Senate meetings, including annual retreats, and maintain 70% attendance in any twelve (12) month period. Absences from regular Senate meetings will be monitored and addressed by Co-Chairs.

4.2. A member may resign from Senate by providing written notice to the Co-chairs and University Secretariat. The vacancy shall be filled in accordance with the Act and applicable Senate election or appointment procedures.

5.0. SENATE CO-CHAIRS DUTIES AND RESPONSIBILITIES

5.1. Senate shall be co-chaired by the President and a faculty member of Senate.

5.2. In addition to their responsibilities as members of Senate, the Co-Chairs shall:

a. Provide leadership in support of the effective governance and functioning of Senate.
b. Preside over Senate meetings in alternating manner or as otherwise agreed between the Co-Chairs.
c. Work with the University Secretariat and Executive Committee to support the planning and coordination of Senate business.
d. Review draft minutes for accuracy prior to distribution.
e. Act as the official spokespersons of Senate, as appropriate.
f. Represent Senate at official functions where Senate is to be formally represented, unless otherwise delegated.
g. Sign documents on behalf of Senate, as required.

5.3. Pursuant to section 29 of the Act, the Faculty Co-Chair shall:

a. Be selected by Senate from among its faculty members.
b. Serve for the duration of their Senate term, but not for less than one year.
c. Serve no more than three consecutive terms as Faculty Co-Chair.

6.0. AUTHORITY DELEGATION

6.1. Senate may delegate its powers to one of its standing committees, in accordance with section 31(2)(b) of the Act.

6.2. Any delegated authority shall be expressly identified in the committee's Terms of Reference, including the scope and limitations of the authority.

6.3. A committee exercising delegated authority remains accountable to Senate and shall report decisions made under that authority to Senate.

7.0. MEETING PROCEDURES

7.1. MEETINGS

a. Senate year is from July 1 to June 30.

b. Senate meets monthly from September to June. Special meetings may be called by the Co-chairs as required. Only matters identified in the notice of a special meeting may be considered at that meeting.

c. At the direction of the Co-chairs, the University Secretariat may make provisions for a Senate meeting or vote to be conducted by electronic means.

d. The annual Senate planning calendar, including meeting dates, is approved by Senate in June and distributed to the University community.

e. Regular meetings are open to the public, except for in-camera items.

f. Members of the public who wish to attend a Senate meeting in person must provide the University Secretariat with at least one business days' notice to support appropriate meeting space and seating arrangements. Audio, video, and photographic recording by members of the public is not permitted during Senate meetings.

g. Senate meetings are held primarily in-person; with virtual participation available in accordance with section 7.2.

7.2. VIRTUAL ATTENDANCE PROTOCOL FOR SENATE MEETINGS

a. Senators who ordinarily reside or work at a University campus outside of Whitehorse may regularly participate in Senate meetings virtually.

b. Senators who are unable to attend a meeting in person may participate virtually, provided advance notice is given to the University Secretariat.

c. Senators participating virtually have the same rights and responsibilities as Senators participating in person.

d. Senators participating virtually are expected to participate in a manner that supports effective engagement in the meeting, including keeping their cameras on, keeping their microphone muted unless recognized by the Chair to speak, and ensuring their surroundings are free from unnecessary noise or distractions, and refraining from the use of AI note-taking applications, automated transcription services, or other recording technologies unless expressly authorized by the Chair

e. Senators participating in an in-camera session must ensure that their identity can be confirmed and that they are participating from a private location where confidentiality can be maintained.

f. Issues affecting a member's ability to participate virtually should be raised with the University Secretariat.

7.3. QUORUM

a. Quorum consists of a majority of Senate members, a majority of whom must be faculty members.

b. A majority of members present is required to carry a motion.

7.4. AGENDA AND MEETING MATERIALS

a. The University Secretariat will prepare the draft agenda based on the Senate planning calendar, recommendations from Senate committees, and other matters requiring Senate consideration.

b. The Senate Executive Committee will review the draft agenda and recommend it to Senate. Agenda item requests and all required supporting documentation must be submitted to the University Secretariat at least ten (10) calendar days before the Senate Executive Committee meeting at which the proposed agenda item will be considered. Submissions must comply with the Senate Submission Guidelines (Appendix B).

c. Submissions received after the established deadline will normally be deferred to a subsequent Senate meeting. Where a matter is time-sensitive and cannot reasonably be deferred, the proponent may request expedited consideration. Late or expedited submissions are subject to approval by the Senate Executive Committee.

d. The agenda is approved by motion at the beginning of each Senate meeting. Senate members may request additions, removals, or changes to the agenda prior to its approval.

e. Senate meeting materials shall be made available to members at least (5) five business days before the meeting.

f. Consent Agenda
The Consent agenda forms part of the regular Senate agenda and may include routine or non-controversial business that does not require individual discussion by Senate. This may include minutes, items for information, and recommendations on discrete policy, curriculum, course, or other matters.

Consent Agenda Procedure:

- The consent agenda is presented by a Senate Co-Chair at the beginning of the meeting.
- Any Senate member may request that an item be removed from the consent agenda for separate consideration. A request may be made for reasons including, but not limited to, discussion, clarification, or registering a vote against the item.
- Questions or requests for clarification that can reasonably be addressed before the meeting should be directed to the proponent or, for Senate Committee submissions, to the University Secretariat in advance of the meeting.
- Items removed from the consent agenda are considered separately and may be approved, referred back for further consideration, or deferred to a future meeting, as appropriate.
- Items remaining on the consent agenda are approved together by general consent without debate.

7.5. ORDER OF BUSINESS

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

- Land Acknowledgement
- Declaration of Conflicts of Interest
- Approval of the Agenda (acceptance/adjustment)
- Approval of the Consent Agenda (includes Senate minutes from a previous meeting)
- Reports from President, Provost and Vice-President, Academic, and Student member
- Senate Committee Reports
- Decision, Discussion, Information Items
- Future Agenda Item(s) Requests
- Action Items Updates
- In-Camera Discussion
- Adjournment

7.6. RULES OF ORDER

Except as otherwise provided in these Bylaws, regular and special meetings of Senate shall be conducted in accordance with the current edition of Robert's Rules of Order.

7.7. DISCUSSION AND VOTING PROCEDURES

a. Only Senate members can make motions.

b. All motions require a seconder before discussion and voting. When all agenda business has been completed, a motion to adjourn does not require a seconder, or the meeting Chair may adjourn the meeting without a motion.

c. Senate members may participate in discussion when recognized by the meeting Chair. Other individuals may participate in discussion at the invitation of the Chair.

d. Unless otherwise provided by the Act or these Bylaws, decisions of Senate are determined by a majority of members present and voting.

e. In the event of a tie vote, the motion is defeated.

7.8. IN-CAMERA SESSIONS

a. In-camera sessions are restricted to Senate members and a representative of the University Secretariat. Other individuals may attend where their participation is required and authorized by the meeting Chair

b. A representative from the University Secretariat will remain in attendance during in-camera sessions to provide governance advice and maintain records, as appropriate.

c. In-camera items are grouped together on the agenda and considered before or after public agenda items.

d. Senate moves into and out of an in-camera session by motion.

e. Where a matter requires both confidential discussion and confidential decision-making, both take place during an in-camera session.

f. Where a matter requires confidential discussion, but the decision should be made publicly available, Senate must move out of in-camera before voting on the matter.

7.9. MINUTES

a. Minutes of the meeting are recorded by the University Secretariat, reviewed by Senate Co-Chairs for accuracy, and included in the meeting materials for the next regular Senate meeting for approval.

b. Confidential decisions are recorded in the confidential portion of the minutes and are not included in the publicly available minutes.

c. Approved minutes of regular and special Senate meetings, excluding confidential portions, shall be made available through the University's approved governance document repository.

7.10. COMMUNICATION

Senate materials, approved minutes, and governance updates are made available through the University's approved governance document repository, which serves as a resource for the University community.

8.0. SENATE COMMITTEES

8.1. Senate has the power to establish the committees it considers necessary to carry out it's functions and to delegate to those committees, and to committees established jointly with the board, those of its powers that it determines.

8.2. Members of the Senate committees may be selected from outside the Senate's membership. Senate committees will normally be chaired or co-chaired by a member of Senate.

8.3. An ad hoc Senate committee, or working group, established for the purpose of a senate activity must be comprised of 50% voting Senate members unless otherwise directed by Senate. In the case of a committee working group, the same rule applies, and can include senate members of the committee, and/or senate members at large.

8.4. Senate shall determine the membership, method for appointing or electing its members, and Terms of Reference for each Senate committee.

8.5. When the term of a member serving on Senate, a Senate committee, or another body on behalf of Senate expires, the member continues to serve until they are reappointed or re-elected, or until a successor is appointed or elected, provided they remain eligible to hold the position. Continued service under this provision does not alter the established expiry date of the member's term.

8.6. SENATE STANDING COMMITTEES.

a. Senate has the following standing committees:
   - Executive Committee
   - Academic Standards Committee
   - Curriculum and Program Review Committee
   - Academic & Research Planning and Priorities Committee
   - Appeals Committee.

b. Each standing committee shall have a Terms of Reference that is established, approved, and reviewed by Senate every two (2) years. Amendments to the Terms of Reference require Senate approval.

c. Standing committees provide advice and recommendations to Senate, except where Senate has expressly delegated decision-making authority through a committee's Terms of Reference.

d. Standing Committee Co-Chairs shall provide a report at each regular Senate meeting on significant matters considered by their Committee since the previous Senate meeting, as applicable.

9.0. REMUNERATION

Student members of Senate and Senate committees receive honoraria for their participation in regular Senate meetings, Senate PD retreats, and Senate committee meetings, in accordance with the remuneration rates and requirements established by the Board of Governors.

10.0. CONFLICT OF INTEREST AND CODE OF CONDUCT

10.1. A conflict of interest arises when a Senate member's private interests conflict, or may reasonably be perceived to conflict, with their responsibilities as a member of Senate. A conflict may be Real, Potential, or Apparent and may involve the interests of the member or a related person. A conflict may be financial or non-financial.

A "Real Conflict of Interest" exists when a Senate member exercises their Senate responsibilities in a manner that furthers a private interest.

A "Potential Conflict of Interest" exists where a Senate member's private interests could conflict with their Senate responsibilities in the future.

An "Apparent Conflict of Interest" exists where a reasonable person could perceive that a Senate member's private interests may influence the exercise of their Senate responsibilities.

10.2. Senate members are responsible for conducting themselves in a manner that avoids conflicts of interest. Where conflict cannot be avoided, the Senate member has an obligation to declare the conflict before participating in discussion or decision-making on the matter.

10.3. Declaration of conflicts of interest is a standing item at Senate and Senate committee meetings. Members must declare any known conflicts of interest related to an agenda item at the beginning of each meeting or as soon as the conflict becomes known. The declaration is recorded in the meeting minutes.

10.4. Where a Senate member is uncertain whether a conflict of interest exists, the member discloses the circumstances and may seek advice from the University Secretary. Where necessary, the Senate will determine by vote if a conflict exists.

10.5. Where a conflict of interest exists, the Senate member must not participate in or be present for the discussion or decision-making on the matter. The minutes will record the declaration of the conflict and the member's absence from the discussion and decision.

11.0. AMENDMENTS TO BYLAWS

11.1. These Bylaws are reviewed every two (2) years.

11.2. Amendments may be proposed at any time. Proposed amendments must include the rationale for the addition, amendment, or deletion of a provision

11.3. Amendments to these Bylaws require approval by Senate.

12.0. INTERPRETATION AND APPLICATION

Questions regarding the interpretation or application of these Bylaws, including disputes arising from a decision made as a result of applying them, should be referred to the University Secretariat for guidance.

Document History

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

Date (Month DD, YYYY)	*Update (*Approver: change)
June 15, 2022	Senate: name change from Internal Academic Governance Committee to Academic Standards Committee
June 14, 2023	Senate: new sections 10.5 and 8.2(d)
October 18, 2023	Senate: new section 9.6 Zoom protocol and revision to the Consent agenda definition, s.8.3(c)
June 2024	Approval of Senate Bylaws and revocation of Policy AC1.0 and Procedures AC1.1
October 2026	Approval of Updated Senate Bylaws

APPENDIX A - Senate Election Process

1. **Goal**

   The simple, yet fair, selection of faculty and community campus members to Yukon University[1] Senate[2].

2. **Jurisdictional Information**

   In compliance with the Yukon University Act[3],

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

3. **Election Period**

   Annually, 4 weeks in February-March.

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

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

4. **Vacancies between annual elections**

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

5. **Faculty member seat distribution**

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

6. **Election Officer**

   Governance Officer, University Secretariat.

7. **Term of Office**

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

[1] Hereafter the “University”
[2] Hereafter the “Senate”
[3] Hereafter the “Act”

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

8. Candidate Eligibility

Faculty member position:

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

Community Campus member position:

must be a faculty member or other employee

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

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

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

9. Nominations

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

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

The *Nomination Form* must be completed and submitted electronically to the Election Officer before the end of the nomination period.

10. Eligibility to vote

Eligible voters:

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

11. Voting

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

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

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

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

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

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

12. Election Results

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

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

APPENDIX 1 Senate Elections Important Dates - **Sample**

Senate Elections 2026

Important Dates

Vacant positions: Faculty of Applied Arts – 6
Faculty of Applied Science and Management – 8
Community campus member – 1

Eligibility:

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

Community Campus member position: a faculty member or other employee who is employed at a community campus, or whose duties include delivering educational programming in a community.

Term of Office: July 1, 2026 – June 30, 2029

Election announcement *Via the University Update and academic departments*	March 16
Information Session President's Boardroom and Virtual	March 18 12:00 – 1:00pm
Nomination Period	Start: Monday, March 23, 9:00am End: Friday, March 27, 4:00pm
review of candidates' eligibility	*March 30*
Voting Period	Start: Tuesday, March 31, 9:00am End: Friday, April 3, 4:00pm
Voting Results	communication: to candidates to accept their positions – April 7; to the University community and Senate – by April 10 *(via YukonU Update and academic departments)*
New Member onboarding	TBD

For assistance, please contact University Secretariat: university.secretariat@yukonu.ca

APPENDIX 2 Nomination Form - **Sample**

Senate Elections 2026
Nomination Form

Number of vacancies:

- Faculty member, Applied Science and Management – 8
- Faculty member, Applied Arts – 6
- Community campus member – 1

Term: July 1, 2026 – June 30, 2029

Eligibility:

- Faculty member position: faculty members as appointed by the Board, pursuant to section 22(2)(h) of the YukonU Act.
- Community Campus member position: a faculty member or other employee who is employed at a
- community campus, or whose duties include delivering educational programming in a community.
- For term faculties, the term end date must cover the 3-year Senate term of office.

Part 1. Candidate's information:

- Name: _____
- Nomination for a Senate position (1 of):

  Faculty member: Applied Arts OR Applied Science and Management

- For term employees, term end date _____

  must cover the full Senate term,
  July 1, 2026 – June 30, 2029

Date: _____

Nominator:

Name _____ Signature _____

Candidate:

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

Name _____ Signature _____

The completed form must be sent at university.secretariat@yukonu.ca by 4:00pm, March 13, 2026

APPENDIX B - Senate Submission Guidelines

These Guidelines establish the submission requirements for Senate and Senate committees. The same version of the Guidelines is appended to each applicable Senate committee Terms of Reference.

Submission Deadline

Agenda item requests and all required supporting documentation must be submitted to the University Secretariat **at least 10 calendar days** before the applicable meeting.

Submission Requirements

Submissions must include:

- a final (clean) version of all required documentation;
- a blackline or tracked-changes version where an existing document is being revised;
- all applicable forms, fully completed, dated, and signed as required, and
- a completed Briefing Note

Current approved forms and templates must be used for all submissions.
Submissions that do not meet these requirements may be returned for completion before being placed on an agenda.

Late and Expedited Submissions

Submissions received after the established deadline will normally be deferred to a subsequent meeting.
Where a matter is time-sensitive and cannot reasonably be deferred, the proponent may request expedited consideration. The request must include the reason expedited consideration is required and any implications of delaying consideration.
Late or expedited submissions are not automatically added to an agenda and are subject to approval in accordance with the applicable Committee Terms of Reference or Senate Bylaws.