

2026-2027

SENATE REFERENCE GUIDE



UNIVERSITY OF
WATERLOO

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Territorial Acknowledgement

The University of Waterloo acknowledges that much of our work takes place on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. Our main campus is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River. Our active work toward reconciliation takes place across our campuses through research, learning, teaching, and community building, and is coordinated within the Office of Indigenous Relations.

For more information on the University of Waterloo Indigenous Strategic Plan 2023-2028 please visit: <https://uwaterloo.ca/indigenous/welcome/indigenous-strategic-plan-2023-2028>.



About This Reference Guide

In support of leading governance practices, this guide serves as a quick reference for members of the Senate. It is a compilation of key governance procedures, roles, responsibilities, and resource materials.

The appendices include the source governing and foundational documents.

Governance is the system of structures, policies and processes that direct, control and hold an organization to account. Knowledgeable Senators with a clear understanding of their role and a strong commitment to carrying out their respective responsibilities help ensure the foundational structures of an institution are effective and contribute to advancing its mission.

The information in this manual has been compiled for ease of reference. The Secretariat remains the repository for the official version of key documents in the University of Waterloo's governance framework.

Additional information and resources can be found on the Secretariat website and the University of Waterloo governance portal ([BoardEffect](#)):

<https://uwaterloo.ca/secretariat/governing-bodies/senate>

As always, Senators are encouraged to reach out to the Secretariat with questions or requests for additional information, via email to senate@uwaterloo.ca, or directly to a member of the Secretariat team.



2026-2027 Senate Meeting Dates Schedule

* Please note that meeting dates are subject to change.

Date	Time	Location
October 5, 2026	3:30 p.m.	Needles Hall 3407 / Virtual
November 23, 2026	3:30 p.m.	Needles Hall 3407 / Virtual
February 1, 2027	3:30 p.m.	Needles Hall 3407 / Virtual
March 8, 2027	3:30 p.m.	Needles Hall 3407 / Virtual
April 5, 2027	3:30 p.m.	Needles Hall 3407 / Virtual
May 10, 2027	3:30 p.m.	Needles Hall 3407 / Virtual
June 7, 2027	3:30 p.m.	Needles Hall 3407 / Virtual

Welcome from the President

Thank you for your commitment and service to the University of Waterloo.

Senate plays a vital role in shaping the academic direction of our institution. Your expertise, thoughtful contributions, and dedication to shared governance are essential to the University's success.

We are most effective when members engage in meaningful discussions and participate in meetings, committees, and consultations. Every interaction helps strengthen our collective decision-making and ensures that a wide range of voices and experiences are reflected in our work.

I encourage you to remain actively involved as a Senate member. Your feedback and ideas will help shape the future of the University and guide how Senate fosters informed, constructive dialogue among its members.

Together, we will ensure that Senate remains a dynamic forum that reflects the creativity, collaboration, and academic excellence that define the University of Waterloo. I look forward to working with you.



All the best,

Bill Rosehart

President and Vice-Chancellor

Message from the University Secretary

On behalf of the Secretariat, I am pleased to welcome you to the 2026–2027 governance year of the University of Waterloo Senate.

As a Senator, you help shape the University's academic direction and priorities through your role in governance. Senate draws its strength from the diverse perspectives, thoughtful participation, and commitment of its members.

Whether you are returning to Senate or are newly elected or appointed, we encourage you to approach this year with curiosity, openness, and a shared commitment to the University's academic mission. This reference guide is intended to support you in this important work.

We look forward to working with you and supporting your contribution to Senate throughout your term.



All the best,

Genevieve Gauthier-Chalifour

University Secretary

The University Secretariat

The mission of the Secretariat is to manage and support the University's bicameral governance system in accordance with statutory requirements and obligations, the University of Waterloo Act, 1972, the Bylaws and regulations of the Board of Governors and Senate, and leading governance practices.

The Secretariat provides professional support and guidance to University of Waterloo governing bodies, their committees and councils, and to senior University officers on governance, and policy issues which might affect the institution.

The development and renewal of policies is managed through the Secretariat in accordance with established procedures and the Secretariat supports the work of faculty, staff and student relations committees which are the primary venues for collegial governance for employee/employer and student relations activities.

In addition, the Secretariat ensures impartial support and guidance for the various university administrative tribunal processes as laid out in institutional policies, agreement and practices related to faculty, staff, and students.



Secretariat Contacts



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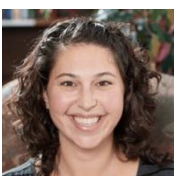
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1. Bicameral Governance

The University is an entity created by statute – the University of Waterloo Act, 1972 (the “Act”; Appendix 1). From that statute it derives its authority and its governance structure. Waterloo, like most universities, has a bicameral structure, meaning that it has two legislative bodies: a Board of Governors (the “Board”) and a Senate.

The Act:

- Specifies the composition of both bodies;
- Sets out the responsibilities and powers of each;
- Provides for links between the two; and
- Provides for their membership, approval authorities and advisory capacity.

The Board is responsible for “the government of the University and the control of its property and revenues, the conduct of its business and affairs, save with respect to such matters as are assigned by this Act to the Senate.” (UW Act, Article 14). The Board’s role is one of stewardship, within a bicameral governance structure, for the purpose of ensuring the University fulfills its objects which are “the pursuit of learning through scholarship, teaching and research within a spirit of free enquiry and expression.” (UW Act, Article 3)

The Senate is responsible for all university-wide academic matters and is empowered to establish the educational policies of the University. This includes setting policy for the qualification of faculty members, setting admission standards for students, determining the conduct of exams for students, conferring degrees in all branches of learning, and the shared governance of making recommendations to the Board of Governors on academic matters, where those recommendations concern the internal allocation of resources, or the expenditure of funds.

The Board and Senate each has its own focus and the work of each is fundamental to the functioning of the University.

Bicameral Governance

Board

Responsible for:

- Property & financial matters
- Participating in setting strategic direction
- Appointing the President and Vice-Chancellor
- Appointing senior management, Deans and other academic staff

Senate

Responsible for:

- Academic policy
- Courses of study and admission standards
- Exams
- Scholarships
- Convocation
- Appointing the Chancellor

Some proposals come forward to both bodies for approval but with respect to different aspects or may flow from one body to the other for approval or information. The Act sets out certain items that are within the authority of the Board but on which Senate either provides advice to the Board or recommends to the Board.

Senate provides advice to the Board on:

- Annual operating budgets (including Tuition Fees); and
- Administrative policies that are in the Board's domain but that affect teaching, learning, and research environments.

Senate provides advice and recommendations to the Board regarding:

- Establishment or termination of academic units
- Establishment of chairs, scholarships, fellowships, bursaries
- Federation or affiliation with other institutions
- Long-range strategic and campus plans
- Appointment of Deans
- Appointment of Vice-President, Research
- Appointment of Vice President, Academic & Provost
- Appointment of the President and Vice-Chancellor

Good governance requires a strong relationship, honest dialogue and mutual respect. In a bicameral governance structure, Governors, Senators, and Administration all play an important role in how the University operates.

- **Strong relationship** – Board, Senate and Administration understand their roles and responsibilities.
- **Honest Dialogue** – Board and Senate provide constructive feedback and guidance, and Administration is open and transparent regarding management challenges.
- **Mutual Respect** – Trust among Board, Senate and Administration.



2. Governing Documents

The Senate shares responsibility for governing the University of Waterloo together with the Board of Governors. The University of Waterloo Act, 1972 (“the Act”), sets out the respective roles of the Senate and the Board, which are exercised in a spirit of shared responsibility, mutual respect, transparency, and collegial governance. The Senate's primary responsibility is to oversee the academic affairs of the University. The Board's primary responsibility is to oversee the University's business, administration and finances, however, the Senate may make recommendations on any matter related to the University's operations to the Board of Governors.

The Senate conducts its business through committees that bring forward recommendations at regularly scheduled meetings throughout the governance year.

2.1 University of Waterloo Act

The Act provides the authority to the Board and Senate to enact Bylaws to aid in the governance and functioning of the respective body. Certain activities and responsibilities may be delegated to Councils, Committees, or ad hoc working groups (Appendix 1).

2.2 Senate Bylaws

The Senate Bylaws are a set of internal rules that govern how a body is run. As leadership of these bodies change, these Bylaws remain the constant reference for consistent governing (Appendix 2-5).

2.3 Rules of Procedure

The Rules of Procedure are supplemental to the Senate Bylaws and the University of Waterloo Act. These rules are a regulation of the Senate adopted to provide a procedural framework that facilitates the orderly, transparent, and equitable conduct of Senate business. These rules are intended to ensure that all members entitled to speak may do so, that debate proceeds in a respectful and substantive manner, that shared and collegial governance is upheld, and that diverse perspectives, both supporting and dissenting, are considered.

This guideline for Senate meetings provides clarity about speaking rules, procedures for motions, voting procedures, abstentions, and the process for members to submit agenda items. Please note that Bourinot's Rules of Order is applicable where procedures are not otherwise specified. Senate relies primarily on Part II of Bourinot's, which outlines Rules and Usages for Assemblies Generally. The Rules of Procedure allows decisions of Senate to be made on a clear and well-informed basis, consistent with the Act, the Bylaws, and sound procedural principles (Section 6).

3. Procedures for Senate Elections and Appointments

The University of Waterloo Act, in Sections 18, 20, 21 and 23-26 defines the Senate composition, term of office, eligibility, re-election, and terms of membership. In addition, Senate Bylaw 3 governs the selection of members of Senate. The membership of each Senate Committee and Council shall be appointed according to the Terms of Reference for each body.

The following procedures establish a fair, transparent, and participatory framework for electing members to the University of Waterloo Senate and appointing Senators to Senate committees and councils. They operate alongside the University of Waterloo Act, Senate Bylaws, and individual committee's Terms of Reference, which remain the primary authorities.

Election of Members to Senate

Election Principles

Participation and Engagement

The election process shall promote active participation and meaningful engagement from the community, ensuring that all eligible members are informed, encouraged, and able to take part.

Equality of Opportunity

All nominees shall have an equal opportunity for election. Election procedures shall be applied consistently and without unfair advantage or disadvantage.

Transparency

The election process shall be clear and understandable and made accessible to the entire university community. Election results and reporting shall be communicated clearly, openly, and in a straightforward manner, ensuring transparency for all stakeholders.

Integrity and Fairness

The process shall uphold fairness and impartiality at all stages, ensuring confidence in the legitimacy of election outcomes.

Election Procedures for Faculty

Senate elections shall be conducted using a two-stage process in which all nominees are considered sequentially for Faculty-specific and at-large positions, without requiring category selection at the time of nomination.

Stage One: Faculty-Specific Nominations and Elections

1. Nominations

Eligible faculty members shall be nominated for election to Senate following the call for nominations issued by the Secretariat. Each nominee shall be affiliated with a Faculty for the purposes of conducting Faculty-based election. In accordance with Senate Bylaw 3: Section 2.01b, each nomination shall be signed by the required number of members of the constituency from which the member is to be elected. Eligibility of nominees shall be verified by the Chief Returning Officer, in accordance with Senate Bylaw 3.

2. Faculty Elections

An election shall be conducted within each Faculty to fill the vacant Faculty-specific seats. All eligible nominees affiliated with the Faculty shall be included on the ballot for that Faculty. Nominees elected in this stage shall be declared elected to Senate.

3. No Acclamations

In the event that the number of nominations is less than or equal to the number of vacancies, the candidate(s) shall not be elected by acclamation but shall instead be subject to a yes/no vote within the Faculty.

Stage Two: At-Large Faculty Nominations and Elections**4. At-Large Elections and Ongoing Eligibility**

Following the completion of Faculty-specific elections, a subsequent call for nominations and election shall be conducted to fill any vacant at-large Senate seats. Nominees not elected in the Faculty-specific elections shall automatically remain eligible for the at-large election and shall be included on a single at-large ballot without needing to resubmit their nomination, unless they opt out by notifying the Secretariat.

New nominations may be submitted in accordance with Senate Bylaw 3. The Secretariat shall publicly release the results of the Faculty-specific elections prior to the opening of the nomination period for at-large seats, ensuring transparency and clarity in the process.

Election Procedures for (AFIW) Faculty

Faculty elected from the affiliated colleges and the federated university shall be elected according to the procedures of their respective institutions. The presidents or chief academic officers of each institution shall confirm election results with the university secretary.

Election Procedures for Graduate Students**1. Nominations**

Eligible graduate students shall be nominated for election to Senate following the call for nominations issued by the Secretariat. Eligibility of nominees shall be verified by the Chief Returning Officer, as per Senate Bylaw 3.

2. Elections

An election shall be conducted to fill any vacant Senate seats allocated to Graduate Students. All eligible nominees shall be included on the ballot. Nominees elected shall be declared elected to Senate.

3. No Acclamations

In the event that the number of nominations is less than or equal to the number of vacancies, the candidate(s) shall not be elected by acclamation but shall instead be subject to a yes/no vote among the graduate students.

Election Procedures for Undergraduate Students

In accordance with Senate Bylaw 3, for undergraduate student constituencies, the nomination period is determined in consultation with the Waterloo Undergraduate Student Association.

The Waterloo Undergraduate Student Association election rules as described in the Association's Elections and Referenda Procedures regulating campaigning for undergraduate student elections, including spending limits, shall be followed. The Waterloo Undergraduate Student Association Elections and Referenda Committee decisions may be appealed to the University Secretary, who shall act as chief returning officer, and whose decision is final.

Nomination and Appointment of Elected Members to Senate Standing Committees and Councils

Much of the work of Senate is conducted through its committees, which undertake detailed review, discussion, and oversight on matters within Senate's jurisdiction before bringing recommendations forward for Senate's consideration. The effectiveness of Senate therefore depends in significant part on the strength, balance, and functioning of its committee system.

Nomination Principles

In developing the list of nominees for Senate committees and councils, the Senate Executive Committee will strive to balance fairness, broad participation, democratic principles and the effective functioning of Senate. The objective is to recommend a slate that supports the effective and collegial governance of the University of Waterloo while maintaining confidence in the openness and integrity of the process.

The Senate Executive Committee will consider the following principles when developing the list of nominees:

Respect for Member Preferences

The process shall take into account the stated interests and preferences of members of Senate when determining appointments to committees and councils.

Balance of Experience and Renewal

The composition of committees and councils shall aim to maintain continuity through the inclusion of returning members, while also incorporating new members to bring fresh perspectives.

Diversity and Representation

The process shall promote diversity and gender balance in the composition of committees and councils, reflecting the breadth of the University community.

Equitable Distribution of Responsibilities

Appointments shall consider the overall workload of members, seeking to distribute responsibilities fairly and ensuring members are aware of expected time commitments.

Nomination and Appointment Procedures

1. Responsibility for the Nomination Process

1.1 Pursuant to Senate Bylaw #2, the Senate Executive Committee is responsible to present a list of nominations for committees and councils of Senate by the last meeting of the academic year.

1.2 Secretariat is responsible for initiating the nomination process and for preparing the list of nominees under the direction and supervision of the Senate Executive Committee, according to the procedures set out below.

2. Committee Preference Survey

2.1 Following the completion of Senate elections, a Preference Survey shall be distributed by the Secretariat to all continuing and newly elected faculty and student Senators.

2.2 The survey shall:

- Act as a centralized, neutral, and equitable tool to gather preference data;
- Invite Senators to rank their preferred committee assignments;
- Provide an opportunity to indicate committees on which they do not wish to serve; and
- Collect any additional relevant information regarding availability or interest.

2.3 Committee preferences will be considered alongside committee requirements, ensuring alignment with the principles of fairness, equitable opportunity, and workload balance.

3. External Consultation and Outreach

3.1 The Secretariat shall conduct outreach to relevant stakeholders to support the completion of committee memberships.

3.2 This may include consultation as appropriate based on the composition of the committee, with:

- The AFIW Presidents
- The Alumni Engagement Task Force
- FAUW for appointed roles such as the Planning and Finance Committee
- Senate Graduate Council: Postdoctoral Scholar, Regular Faculty, Associate Dean Research
- Senate Research and Innovation Council: Associate Dean, Grad Studies, Heads of Research Centres, Regular Faculty, Post doc scholar
- Senate Undergraduate Council: VPA/VPed Society students

4. Development of the Membership Slate

4.1 The Secretariat shall develop a proposed membership slate for all Senate Standing Committees and Councils.

4.2 In doing so, the Secretariat shall:

- Consider member preferences;
- Ensure a balance of experience and continuity;

- Promote diversity and representation;
- Distribute responsibilities equitably; and
- Align appointments with committee mandates.

4.3 The Secretariat may consult with Committee Chairs, Deans, and relevant governance bodies as needed.

5. Presentation to Senate Executive Committee

5.1 Following the completion of the steps set out above, the proposed membership slate shall be presented to the Senate Executive Committee (SEC), normally at its May meeting.

5.2 The slate shall be made available to all Senators immediately following approval by the Senate Executive Committee.

5.3 Senators may indicate interest in positions for which they were not selected by notifying the Secretary in advance of the next Senate meeting.

6. Approval by Senate

6.1 The final membership slate shall be presented to Senate for approval at its June meeting.

6.2 Senators or Senators-elect may be nominated from the floor, ensuring an open and participatory process. Self nominations are permitted.

6.3 Where multiple candidates are nominated for a position, an election shall be conducted immediately following the meeting at which the slate is presented. Nominees shall not address Senate during the conduct of the election

7. Term of Appointment

7.1 Unless otherwise stipulated in a Senate Bylaw or Committee Term of Reference approved by the Senate, the term of appointment to a Senate Standing Committee or Council shall be one year (September 1 – August 31).

7.2 All appointments shall expire at the conclusion of the governance year (August 31).

8. Vacancies During the Governance Year

8.1 The Senate Executive Committee shall have the authority to fill committee vacancies that arise during the governance year.

8.2 In doing so, the Senate Executive Committee shall continue to apply the guiding principles set out in Section 5.2.

8.3 Any such appointments shall be reported to Senate for information at the next regular meeting.

8.4 A student member who graduates at the end of the winter term may continue to serve until the conclusion of the governance year.

4. Membership

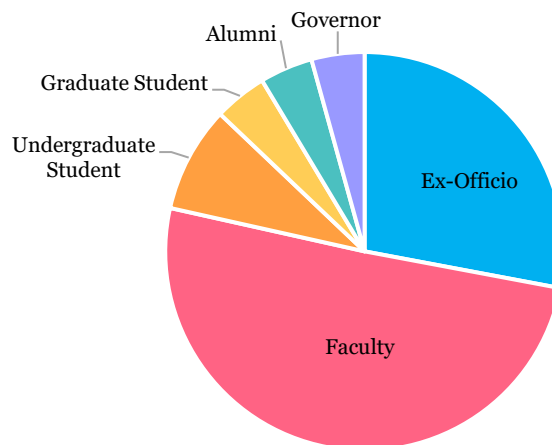
Effective governing bodies are created by bringing together a diverse group of committed individuals with knowledge, interest, skills, and experience relevant to the needs of the institution. The value derived from the combination of succession planning with equity, diversity, and inclusion cannot be overstated.

4.1 Composition of Senate

The composition of Senate is set out in the Act. The Senate has 93 voting members, 90% of whom are “internal”. The Act gives Senate the power to add additional ex-officio members of Senate as long as the members of faculty always equal one more than the total number of all other members of Senate.

Ex-officio members of Senate hold Senate membership because of their administrative positions (President, Vice Presidents, Deans, etc.) or their elected roles (Presidents of FAUW, WUSA, GSA). Elected members to Senate serve 3-year terms. Note that under the University of Waterloo Act, Senate is required to have a faculty majority. As shown below, elected faculty members comprise more than half of Senate.

Senate Breakdown by Role at Waterloo



4.2 Senate Membership 2026-2027

Name	Membership/Title	End of Term
Ex-Officio		
Jagdeep Singh Bachher	Chancellor	June 30, 2027
Bill Rosehart [Chair]	President and Vice-Chancellor	June 30, 2031
Thomas Duever [Vice-Chair]	Vice-President, Academic and Provost	June 30, 2027
Martin Cooke	Associate Vice-President, Academic	July 1, 2031
Paul Fieguth	Associate Vice-President, Academic Operations	March 26, 2028
Christopher Taylor	Associate Vice-President, EDI-R	Sept 30, 2029
Justin Wan	Associate Vice-President, Graduate Studies and Postdoctoral Affairs	June 30, 2031
John Lewis	Associate Vice-President, Indigenous Relations [Interim]	June 30, 2027
Murray Gamble	Chair Board of Governors	August 31, 2027
Alexie Tcheuyap	Dean of Arts	June 30, 2029
Mary Wells	Dean of Engineering	June 30, 2028
Bruce Frayne	Dean of Environment	June 30, 2027
Lili Liu	Dean of Health	June 30, 2027
Chris Houser	Dean of Science	June 30, 2028
Jochen Koenemann	Dean of Mathematics	June 30, 2030
Marcus Shantz	President, Conrad Grebel University College	Dec 30, 2027
David Porreca	President, FAUW	June 30, 2027
Meray Sadek	President, Graduate Student Association	April 30, 2027
Marc Jerry	President, Renison University College	June 30, 2029
Peter Meehan	President, St. Jerome's University	June 30, 2029
Samir Sharma	President, WUSA	April 30, 2027
Tracy Penny Light	Principal, United College	June 30, 2031
Ray Darling	Registrar	Ongoing
Beth Sandore Namachchivaya	University Librarian	Ongoing
Jacinda Reitsma	Vice-President, Administration & Finance	April 30, 2027
Charmaine Dean	Vice-President, Research	June 30, 2027
Board Members		
Aubrey Basdeo	Board of Governors, Community-at-Large	August 31, 2027
To Be Confirmed	Board of Governors, Community-at-Large	
To Be Confirmed	Board of Governors, Community-at-Large	
To Be Confirmed	Board of Governors, Community-at-Large	
Faculty		
Karen Sunabacka	AFIW Faculty, Conrad Grebel University College	August 31, 2028
Sharon Roberts	AFIW Faculty, Renison University College	August 31, 2028
Veronica Austen	AFIW Faculty, St. Jerome's University	August 31, 2027
Scott Kline	AFIW Faculty, St. Jerome's University	August 31, 2028
Denise Whitehead	AFIW Faculty, St. Jerome's University	August 31, 2029
John Abraham	AFIW Faculty, United College	August 31, 2027
Shana MacDonald	Faculty of Arts	August 31, 2029
Marcel O'Gorman	Faculty of Arts	August 31, 2029
Bojana Videkanic	Faculty of Arts	August 31, 2028
David Clausi	Faculty of Engineering	August 31, 2028
Christopher Nielsen	Faculty of Engineering	August 31, 2029
En-Hui Yang	Faculty of Engineering	August 31, 2027
Johanna Wandel	Faculty of Environment	August 31, 2027
Jeffrey Wilson	Faculty of Environment	August 31, 2028

Name	Membership/Title	End of Term
Clarence Woudsma	Faculty of Environment	August 31, 2028
Michael Barnett-Cowan	Faculty of Health	August 31, 2029
Helen Chen	Faculty of Health	August 31, 2028
Heather Mair	Faculty of Health	August 31, 2027
Raouf Boutaba	Faculty of Mathematics	August 31, 2028
Cecilia Cotton	Faculty of Mathematics	August 31, 2027
Martin Karsten	Faculty of Mathematics	August 31, 2029
Laura Deakin	Faculty of Science	August 31, 2028
Andrea Edginton	Faculty of Science	August 31, 2027
Chris Yakymchuk	Faculty of Science	August 31, 2029
Faculty-at-Large		
Carter Neal	Faculty of Arts	August 31, 2028
Neil Randall	Faculty of Arts	August 31, 2027
Gerald Voorhees	Faculty of Arts	August 31, 2029
Nasser Abukhdeir	Faculty of Engineering	August 31, 2027
Jason Grove	Faculty of Engineering	August 31, 2029
Nadine Ibrahim	Faculty of Engineering	August 31, 2029
Mario Ioannidis	Faculty of Engineering	August 31, 2029
Pendar Mahmoudi	Faculty of Engineering	August 31, 2028
Sushanta Mitra	Faculty of Engineering	August 31, 2028
Derek Armitage	Faculty of Environment	August 31, 2029
Michael Drescher	Faculty of Environment	August 31, 2028
Rob Gorbet	Faculty of Environment	August 31, 2028
Jennifer Lynes Murray	Faculty of Environment	August 31, 2029
Mark Seasons	Faculty of Environment	August 31, 2027
Su-Yin Tan	Faculty of Environment	August 31, 2028
Benoit Charbonneau	Faculty of Math	August 31, 2029
Hans De Sterck	Faculty of Math	August 31, 2027
Sachin Kotecha	Faculty of Math	August 31, 2027
Ondrej Lhotak	Faculty of Math	August 31, 2027
Pengfei Li	Faculty of Math	August 31, 2027
Jun Liu	Faculty of Math	August 31, 2028
Brad Lushman	Faculty of Math	August 31, 2028
Stan Woo	Faculty of Science	August 31, 2029
Undergraduate Students		
Andrew Chang	Faculty of Arts	August 31, 2028
Muhammad Kanji	Faculty of Engineering	August 31, 2028
Katherine Wang	Faculty of Environment	August 31, 2028
To Be Confirmed	Faculty of Health	
Alex Laval	Faculty of Math	August 31, 2028
Misha Khan	Faculty of Science	August 31, 2028
Kenzy Soror	Student-at-large	August 31, 2028
Arya Razmjoo	Student-at-large	August 31, 2027
Graduate Students		
Laith Alkhawaldeh	Graduate Student	August 31, 2027
Yasmeen Almomani	Graduate Student	August 31, 2027
Dean Eaton	Graduate Student	August 31, 2028
Geetam Saha	Graduate Student	August 31, 2028

Name	Membership/Title	End of Term
Alumni		
Jeff Bunn	Alumni	August 31, 2028
Vikas Gupta	Alumni	August 31, 2027
Cathy Newell Kelly	Alumni	August 31, 2028
Diana Vangelisti	Alumni	August 31, 2027

**2026-2027
SENATE IS COMPOSED OF
93 VOTING MEMBERS**



5. Senate Councils and Committees 2026/2027

5.1 Standing Committees of the Senate

The Senate functions through a standing committee structure consisting of seven committees (with two subcommittees). These committees perform much of the work of Senate, and Senators are encouraged to join a committee during their term. The Secretariat facilitates various elections throughout the year to populate standing committees as well as ad hoc committees that may arise from time to time.

<https://uwaterloo.ca/secretariat/governing-bodies/governing-bodies-and-committees>

5.1.1 Academic Quality Enhancement Committee (AQuE)

The Academic Quality Enhancement Committee is responsible for overseeing the University's Institutional Quality Assurance Process (IQAP), including reviewing and approving quality assurance reports and enhancements on behalf of Senate, and reporting its decisions and deliberations to Senate for information or further consideration where necessary.

Co-Chairs: Martin Cooke and Justin Wan

Secretary: Tony Kongly

5.1.2 Senate Executive Committee (SEC)

The Senate Executive Committee prepares and approves the Senate Agendas, makes decisions on urgent matters on behalf of the Senate, and is responsible for calling a Special Meeting or canceling a scheduled Senate meeting. This committee is sometimes delegated special functions such as the Governance Review or Chancellor Nominating Committee.

Chair: Bill Rosehart

Secretary: Ashley Day

5.1.3 Senate Graduate Council (SGC)

The Senate Graduate Council focuses on all issues relating to the academic quality of graduate studies within the University. SGC receives information and make recommendation to Senate as appropriate with respect to governance, regulations, educational policies, and matters relating to graduate education and studies at the University. On behalf of Senate it approves new graduate courses, minor modifications, and the creation or revision of graduate scholarships and awards.

Chair: Justin Wan

Secretary: Tony Kongly

5.1.4 Honorary Degrees Committee (HD)

The Honorary Degree Committee considers and makes recommendations to Senate on the conferring of honorary degrees. This Committee has additional responsibilities including the Honorary Member of the University subcommittee and awarding Distinguished Professor Emeritus honours.

Chair: Bill Rosehart

Secretary: Ashley Day

5.1.5 Honorary Member of the University (HM)

This is a subcommittee that solicits, screens and vets, and makes recommendations to the Honorary Degrees Committee. This subcommittee of the Honorary Degrees Committees solicits, screens and recommends candidates for the designation Honorary Member of the University to the Honorary Degrees Committee. The Honorary Member of the University designation is the highest staff honour recognizing exceptional service to the University. For faculty it acknowledges distinctive non-academic contributions.

Chair: Lynne Judge

Secretary: Ashley Day

5.1.6 Senate Planning and Finance Committee (SPF)

The Senate Planning and Finance Committee examines the financial operations of the University and related policies and makes recommendations to the Senate on these topics. This committee is the Senate's primary forum within Senate for reviewing long-term financial, strategic, and campus planning in support of the University's academic mission within a shared governance framework. academic mission, in a shared governance context.

Chair: Bill Rosehart

Secretary: Ashley Day

5.1.7 Senate Research and Innovation Council (SRIC)

The Senate Research and Innovation Council focuses on all issues relating to research activity within the University. SRIC advises Senate on strategic research matters, plans, reports, policies, and emerging priorities. It reviews proposals for new or closing centres and institutes, recommends actions to Senate, and approves renewals on Senate's behalf.

Chair: Charmaine Dean

Secretary: Tony Kongly

5.1.8 Senate Undergraduate Council (SUC)

The Senate Undergraduate Council makes recommendations to Senate on topics such as approval of academic revisions to undergraduate degree requirements. This council oversees the academic quality of undergraduate studies. It recommends policies and program changes to Senate, approves new and revised courses, and advises the Provost. It also reviews briefs from the university community and refers controversial matters to Senate.

Chair: Martin Cooke

Secretary: Tony Kongly

5.1.9 SUC Curriculum Subcommittee

This subcommittee review and revise curricular submissions to address any issues in advance of SUC meetings in order to improve workflow for the curriculum management process. The SUC Curriculum subcommittee reviews curricular submissions ahead of SUC meetings with detailed scrutiny, seeking clarifications and corrections as needed. The work conducted is primarily asynchronous, using workflows in the University curriculum management system.

Chair: Martin Cooke

Secretary: Tony Kongly

6. Rules of Procedure of the University of Waterloo Senate

Part 1: Matters Not Covered by These Rules

These Rules of Procedure are supplemental to the Senate's Bylaws and the University of Waterloo Act, 1972, which constitute the primary authorities governing the conduct of Senate proceedings.

The Rules of Procedure are a regulation of the Senate adopted to provide a procedural framework that facilitates the orderly, transparent, and equitable conduct of Senate business.

These rules are intended to ensure that all members entitled to speak may do so, that debate proceeds in a respectful and substantive manner, that shared and collegial governance is upheld, and that diverse perspectives, both supporting and dissenting, are considered. Decisions of Senate shall be made on a clear and well-informed basis, consistent with the Act, the Bylaws, and sound procedural principles.

Part 2: Definitions

The following definitions are in use throughout, except as context requires otherwise:

- The Board shall mean the Board of Governors of the University of Waterloo
- The Chair shall mean the Chair of meetings of the Senate, or the chair of one of its committees as context requires
- Councils of Senate shall mean the Councils and Committees of the University of Waterloo Senate
- University shall mean the University of Waterloo
- The Act shall mean the *University of Waterloo Act, 1972*

Part 3: Rules and Procedures of the Senate

3.1 Application

The provisions of this Regulation apply to all general and special meetings of Senate and may provide guidance to meetings of Senate committees and councils.

3.2 Presiding Authority

The chair of Senate shall preside over meetings, is responsible for maintaining order and decorum, and for ensuring that proceedings are conducted in accordance with this regulation.

3.3 Reference Authority

Where a matter of procedure is not addressed in this regulation, Bourinot's Rules of Order, most recent edition, shall govern. Senate relies primarily on Part II of Bourinot's, which outlines Rules and Usages for Assemblies Generally.

3.4 Speaking Rules

A member may speak to a motion or discussion item for up to two (2) minutes at a time, unless the chair permits the member to speak for a longer period.

A member who has already spoken to a motion or discussion item shall not be recognized to speak for a second time on the same motion or discussion item unless all other members who wish to speak have been recognized.

Subject to the discretion of the chair, a member shall not normally speak more than twice on the same motion or discussion item.

The mover of a main motion shall have the right of reply, which shall not exceed five (5) minutes.

3.5 Recognition and Order

No member shall speak unless recognized by the Chair. Members shall address all remarks through the Chair and shall confine remarks to the matter under consideration.

3.6 Procedural Motions

When a motion is under debate, no motion shall be received except the following, which shall have precedence in the order listed:

- to adjourn the meeting;
- to recess;
- to defer debate;
- to put the question/call the question (closure);
- to refer or commit;
- to amend;
- to divide the motion.

3.7 Closure

A motion to put the question shall require the affirmative vote of two-thirds (2/3) of the members present and voting.

3.8 Suspension of Rules

Unless the Senate has resolved into an informal session as set forth in By-Law 1, no rule set out in this section may be suspended except by the affirmative vote of two-thirds (2/3) of the members present and voting.

3.9 Questions on Items for Information

- a. Where an item is presented to Senate for information, is not accompanied by a motion, and is not noted on the agenda for discussion, members may ask questions of clarification when recognized by the chair, and the person presenting the report may answer. Items for information shall be submitted in accordance with rule 4.6.
- b. Questions under this section shall be limited to requests for factual clarification or explanation of the content of the report.
- c. The Chair has discretion to proceed to the next item on the agenda without hearing from every member who wishes to ask a question.
- d. The Chair shall have the authority to rule questions out of order where, in the Chair's judgment, they exceed the scope set out in subsection "b" above.
- e. If, following a report, a member wishes Senate to take action or engage in substantive debate, the member shall do so by submitting a motion in accordance with the agenda procedures set out in section 4 of this regulation.

3.10 Extension of Meeting Time

Meetings of Senate shall conclude no later than time scheduled in the agenda, unless extended in accordance with the following:

- a. At the chair's discretion, by no more than ten minutes and no more than once.

- b. A motion to extend the duration of a meeting shall specify the length of the proposed extension and shall be decided without debate. The chair may invite a member to make a motion to extend.
- c. A motion to extend the duration of a meeting shall require the affirmative vote of two-thirds (2/3) of the members present and voting.
- d. Further extensions shall require a separate motion under this section.

Part 4: Order and Scope of Business

4.1 Approved agenda to be followed

Business shall proceed in the order set out in the agenda approved by Senate, unless Senate resolves otherwise.

4.2 New Business

During a meeting, no substantive item of business shall be introduced that does not appear on the agenda as circulated in advance, except with the affirmative vote of two-thirds (2/3) of the members present and voting.

4.3 Matters Beyond Senate's Jurisdiction

Senate shall consider only matters within its statutory authority and mandate.

Where a question arises during a meeting as to whether a proposed motion or amendment falls within the jurisdiction of Senate, the chair shall rule on the question, subject to appeal to Senate. An appeal of the chair's ruling shall be decided by a simple majority of the members present and voting.

4.4 Right to Submit Agenda Items

Any member of Senate may submit a request to place an item on the agenda of a general meeting of Senate.

4.5 Form and Timing of Submission

A request under subsection 4.4 shall be submitted in writing to the Secretary of Senate during normal business hours not less than twenty-four (24) hours before the start of a scheduled Senate Executive Committee meeting, and shall include:

- a clear description of the proposed item;
- the form in which the item is proposed to come forward (information, discussion, or motion);
- where applicable, the text of any proposed motion; and
- a brief statement of relevance to Senate's mandate.

4.6 Consideration by the Senate Executive Committee

The Senate Executive Committee shall consider all properly submitted agenda requests and shall determine whether:

- the item is to be placed on the agenda;
- the item should be referred to a committee or other body prior to Senate consideration; or
- the item is outside the jurisdiction of Senate or otherwise not appropriate for inclusion on the agenda;
- the item is to be heard in formal or informal session.

4.7 Notice of Decision

Where the Senate Executive Committee determines not to place an item requested by a member or members on the agenda, the secretary of Senate shall provide the requesting member and the Senate with written notice of the decision and a brief explanation, along with access to the original agenda request and related materials.

4.8 Challenge of Agenda Exclusion

A member who has properly submitted an agenda request that was not placed on the agenda (or, if the agenda request included a formal motion and was placed on the agenda to be heard in informal session), may move that the item be added to the agenda, and such motion shall be decided by a simple majority of members present and voting.

Part 5: Voting

5.1 Participation and voting in online meetings

Where a meeting is conducted in whole or in part by electronic means, the chair shall ensure that:

- all participants are able to hear and be heard by one another;
- procedures are in place for recognition of speakers;
- votes can be taken and recorded in a manner that ensures accuracy and integrity.
- Members participating electronically shall be deemed present for purposes of quorum and voting.

5.2 Abstentions

An abstention occurs when a member chooses not to vote either in favor or against a motion. Only votes cast “for” or “against” are counted when determining whether a motion is approved. A senator may request that their abstention be noted in the minutes.



7. University of Waterloo Senate Roles and Responsibilities

Role and Responsibilities of Senate

The Senate shares responsibility for governing the University of Waterloo together with the Board of Governors. The University of Waterloo Act, 1972 (“the Act”), sets out the respective roles of the Senate and the Board, which are exercised in a spirit of shared responsibility, mutual respect, transparency, and collegial governance. The Senate's primary responsibility is to oversee the academic affairs of the University. The Board's primary responsibility is to oversee the University's business, administration and finances, however, the Senate may make recommendations on any matter related to the University's operations to the Board of Governors.

The Senate conducts its business through committees that bring forward recommendations at regularly scheduled meetings throughout the governance year.

Role and Responsibilities of Senators

The Senate is composed of faculty, students and ex-officio members from different parts of the University, and Senators are encouraged to bring perspective from their respective communities to inform decision making. Senators are also encouraged to be mindful of the statutory mandate of the Senate, which is to make decisions for the entire university.

In their service on the Senate, Senators are expected to:

Governance Principles

- (a) Exercise their best judgment in making decisions, having regard to the interests of the University as a whole.
- (b) Offer perspective from their own experience and from their respective communities at the University, to inform good decision making.
- (c) Uphold academic standards and program quality, including oversight of curriculum.
- (d) Uphold core principles expressed in University policies (such as academic freedom, freedom of expression, collegial governance, ethical behaviour, and the promotion of equity, diversity, inclusion and accessibility) in Senate decision-making.
- (e) Consider the impact of decisions on student experience and success.

Conduct and Participation

- (f) Prepare diligently for meetings by reviewing materials in advance, seeking clarification where necessary, and contributing thoughtfully and respectfully to deliberations. While all perspectives merit consideration, consensus is not required, and decisions duly adopted by Senate represent the collective judgment of the body.
- (g) Participate constructively by engaging in respectful discussion of matters which are brought before Senate and its various bodies, including committees, councils, subcommittees, and working groups.
- (h) Maintain confidentiality of information discussed in confidential sessions.

(i) Participate in orientations, trainings or reviews to develop greater understanding of the work of Senate and the roles and responsibilities of Senators.

(j) Serve actively on committees and working groups as assigned.

Procedural Responsibilities

(k) Provide advanced notice to the Secretary when unable to attend a meeting.

(l) Declare any conflicts of interest.

(m) Be familiar with the *Rules of Procedure of the University of Waterloo Senate*, including processes for questions, motions, and agenda items, and seek guidance from the Secretariat as needed.

Role Awareness

(n) Recognize that Senate standing committees, councils, subcommittees, and working groups support Senate by developing recommendations and, where authorized, exercising delegated responsibilities in accordance with Senate Bylaws.

(o) Recognize that all Senators have the same duties, roles, and responsibilities in their capacity as Senators.

Role and Responsibilities of the Chair of Senate

The President serves as Chair of Senate, with the Vice-President, Academic and Provost serving as the Vice-Chair. The Chair is responsible for guiding Senate's work in alignment with the University's mission, academic priorities, and strategic goals. The Chair will maintain order, fairness, and procedural integrity during meetings to ensure that members have equitable opportunities to participate.

(a) In accordance with the Act, the President of the University serves as chair of the Senate, and the Vice-President, Academic, shall serve as vice-chair.

(b) The Chair will guide Senate in fulfilling its academic governance responsibilities, ensuring that deliberations and decisions align with the University's mission, academic priorities, and long-term strategic goals.

(c) The Chair is responsible for maintaining order and decorum during meetings as outlined in Senate Bylaws and Rules of Procedure and will do so with fairness and impartiality. In exercising this responsibility, the Chair is empowered to:

- recognize speakers and control the order of participation;
- rule on questions of procedure and order, subject to appeal to Senate as set forth in Senate Bylaws and Rules of Procedure;
- invite members to make motions or to speak to points of debate;
- enforce time limits and ensure relevance of debate;
- call a member to order for disruptive conduct;
- suspend or adjourn a meeting in the event of disruption or loss of quorum; and
- take such other actions as necessary, consistent with the Senate Bylaws and Rules of Procedure, to ensure the effective conduct of business.

- (d) The Chair will foster constructive, inclusive, and respectful debate, and ensure that all members have the opportunity to contribute while maintaining focus and efficiency.
- (e) The Chair does not normally participate in debate, but may provide factual context to inform discussions.
- (f) The Chair may temporarily delegate the chair in order to fully participate in debate and to vote on a motion.
- (g) The Chair will support informed decision-making by ensuring clarity in motions, voting procedures, and outcomes. While consensus is not required, the Chair will, where appropriate, encourage it.
- (h) The Chair will oversee the identification and management of conflicts of interest and promote ethical conduct among Senate members.
- (i) The Chair will promote transparency by ensuring that Senate decisions, rationales, and key discussions are clearly communicated to the broader university community.



8. Conflict of Interest and Ethical Behaviour

8.1 Conflict of Interest and Disclosure Requirements

The University of Waterloo obligates its members and officers acting on its behalf to avoid ethical, legal, financial or other conflicts of interest which may impede or compromise their university responsibilities or the mission of the institution.

Each Senator should avoid, whenever possible, any situation in which there is an actual, potential, or perceived conflict of interest, which could interfere with the Senator's judgment in making decisions in the University's best interest.

A conflict of interest is a situation in which the private interests of a Senator conflict, potentially conflict or appear to conflict directly or indirectly with their duties to the University, including their duty to act in the best interests of the University.

An actual conflict of interest exists where a Senator exercises an official power or performs an official duty, at the same time knowing that, in exercise of such performance, there is the opportunity to further a private interest.

A potential conflict of interest exists where there is some private interest that could influence the performance of a Senator's duty or function or the exercise of power but have not yet exercised that duty or function.

A perceived conflict of interest exists where informed people might reasonably hold the apprehension that a conflict of interest exists on the part of the Senator.

The University Secretary remains a resource for any questions regarding a real, perceived or potential conflict of interest.

8.2 Ethical Behaviour

The University of Waterloo is committed to providing an environment that supports and rewards its members. As required by the Ontario Human Rights Code and the Occupational Health and Safety Act, the University has a responsibility to provide an environment free from harassment and discrimination and must deal effectively and fairly with any situation involving claims of harassment or discrimination that come to its attention. The University's Policy 33 – Ethical Behaviour articulates principles underlying the University's commitments in this regard along with mechanisms to address violations including advice and support.

<https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-33>

9. Equity, Diversity, Inclusion and Anti-Racism

As a Senator, you play an important role in fostering an equitable, inclusive, and respectful environment within Senate and its committees. Senators are encouraged to engage in discussions with curiosity and openness, create space for diverse perspectives, use inclusive and respectful language, and consider whether proposed policies, initiatives, and decisions may have different impacts on members of the University community. Ensuring all voices have an opportunity to be heard, and being mindful of perspectives that may be missing can contribute to more inclusive and effective governance.

Senators are encouraged to engage with resources found on the office of Equity, Diversity, Inclusion and Anti-Racism website. <https://uwaterloo.ca/equity-diversity-inclusion-anti-racism/>

Appendix 1 – University of Waterloo Act

S.O. 1972, c. 200

Currency date: February 17, 2023

An Act Respecting the University of Waterloo

Assented to May 26, 1972

Session Prorogued December 15, 1972

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WHEREAS The University of Waterloo and The Board of Governors, The University of Waterloo, hereby represent that they were incorporated and established under the terms and provisions of The University of Waterloo Act, 1959, which Act has been from time to time amended; that The Board of Governors, The University of Waterloo and the Senate of The University of Waterloo, recognizing the necessity for institutional reform to achieve more fully the objects of the University, this reform to embody the broadening of the bases of membership in the bodies within the University structure, have agreed to broaden the representation on the said governing bodies to include student, staff, faculty and external representation, and have agreed to effect other changes in the University structure; that The University of Waterloo is a party to agreements of affiliation and federation with various colleges and intends herein to continue and to give full force and effect to the terms of such agreements; and whereas The University of Waterloo and The Board of Governors, The University of Waterloo, hereby apply for special legislation to effect such purpose including the repeal of The University of Waterloo Act, 1959; and whereas it is expedient to grant the application;

**Preamble
1959,c.140**

Therefore, Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

1. In this Act,

- (a) "affiliated college" means a college affiliated with the University;
- (b) "alumni" means the persons who have received degrees from the University or from a university or college federated or affiliated with the University;
- (c) "Board of Governors" means the Board of Governors, University of Waterloo;
- (d) "college" means a school or other institution of higher learning;
- (e) "faculty" means any academic division of the University either so designated by the Board of Governors, or, as determined by the Board of Governors, having status comparable to that of a faculty but being otherwise designated;
- (f) "federated college" means a university or college federated with the University;
- (g) "full-time staff" means those members of staff employed by the University on regular appointments to work the regular time, on a continuing basis, as scheduled by the University for the category in which such persons are employed;
- (h) "full-time student" means a student registered as such by the Registrar of the University either for the payment by the student of full-time fees, or for the claiming by the University of full-time Provincial grants or for such other purposes as shall be determined by the Board of Governors, from time to time;
- (i) "graduate student" means a full-time student or a part-time student registered as such by the Registrar of the University;
- (j) "members of faculty" means those members of personnel employed by the University or employed by a federated or affiliated college, whose duties are basically those of performing and administering the teaching and research functions of the University, or, as the case may be, of a federated or affiliated college, and who are included in the Lecturer and professorial ranks;

Interpretation

- (k) "part-time student" means a student other than a full-time student, registered in a course leading to an academic degree;
- (l) "property" includes all property, both real and personal;
- (m) "real property" includes messuages, lands, tenements and hereditaments, whether corporeal or incorporeal and any undivided share thereof and any estate or interest therein;
- (n) "regular members of faculty" means those members of faculty employed by the University, or, as the case may be, employed by a federated or affiliated college, in tenured, probationary term appointments, or, full-time definite term appointments;
- (o) "Senate" means the Senate of the University;
- (p) "staff" means that group of personnel employed by the University other than "members of faculty";
- (q) "student" means all persons who are registered as such by the University;
- (r) "undergraduate student" means a full-time student or a part-time student registered as such by the Registrar of the University;
- (s) "University" means the University of Waterloo;
- (t) "year" means the Board of Governors and Senate membership year, which shall be any twelve-month period established by the Board of Governors, from time to time, save that for the first Board of Governors and the first Senate the membership year shall be from the 1st day of November of the first year to the 30th day of April of the succeeding year.

2. - (1) The corporation, The University of Waterloo, is hereby continued as a body corporate with perpetual succession under the name "University of Waterloo" and, subject to the provisions of this Act, shall have, hold, possess and enjoy all the property, rights, powers and privileges which it now has, holds, possesses or enjoys.

**Corporation
continued**

(2) Subject to this Act, all by-laws, orders, and regulations of The University of Waterloo, of The Board of Governors, The University of Waterloo and of the Senate, now in force, shall continue in force until amended or repealed.

**By-laws, etc.
continued in
force**

3. The objects of the University are the pursuit of learning through scholarship, teaching and research within a spirit of free enquiry and expression.

Objects

4. The University has all powers necessary and incidental to the satisfaction and furtherance of its objects as a University.

General powers

5. All proceedings by or against the University may be had and taken in the name of "University of Waterloo".

**Proceedings in
University
name**

6. The University has, in addition to the powers, rights, and privileges mentioned in section 26 of The Interpretation Act, power to purchase or otherwise acquire, take or receive, by deed, gift, bequest or devise, and to hold and enjoy any estate or property whatsoever and to sell, grant, convey, mortgage, lease or otherwise dispose of the same or any part thereof from time to time and as occasion may require and to acquire other estate and property in addition thereto, or in the place thereof, without licence in mortmain and without limitation as to the period of holding.

**Power to deal
with realty and
personalty**

**R.S.O.
1970,c.225**

PROPERTY

7. All property hereafter granted, conveyed, devised or bequeathed to, or to any person in trust for or for the benefit of, the University or any faculty, school or department of the University, subject to any trusts affecting the same, shall be vested in the University.

**Trust Property
vested in
University**

8. All property vested in the University, so far as the application thereto of any statute of limitations is concerned, shall be deemed to have been and to be real property vested in the Crown for the public use of Ontario.

**Application of
Statute of
limitations**

9. The funds of the University not immediately required for its purposes and the proceeds of all property which comes to the hands of the Board of Governors, subject to any trusts affecting the same, may be invested and reinvested in such investments as the Board of Governors shall deem suitable.

**Investment of
funds**

BOARD OF GOVERNORS

10. The corporation, The Board of Governors, The University of Waterloo, is hereby continued as a body corporate with perpetual succession under the name "Board of Governors, University of Waterloo".

**Board of
Governors**

11. The Board of Governors shall consist of thirty-six members, each of whom shall have voting rights, such membership to be made up as follows:

**Composition of
Board of
Governors**

The President of the University, the Chancellor of the University, the Mayor of the City of Waterloo, the Mayor of the City of Kitchener, and the Warden of Waterloo County, who shall be ex-officio members. Seven members to be appointed by the Lieutenant Governor in Council.

**S.O. 2016, c.5,
Schedule 31**

Seven members to be appointed by the Senate from among the members of faculty of the Senate.

Five members, two of whom shall be graduate students, to be appointed by the Senate from among the student members of the Senate.

Two members of the full-time staff to be elected by the full-time staff members of the University in such manner and in accordance with such procedures as shall be determined and established by the said Board of Governors.

Ten members from the community-at-large, at least three of whom shall be alumni, to be elected by the Board of Governors in such manner and in accordance with such procedures as shall be determined and established by the said Board of Governors, provided that such members shall represent a broad spectrum of the community, and provided further that such members shall not be members of faculty, or members of the staff or student body of the University or of any federated or affiliated college, or members of the faculty, staff, student body or governing body of any other Ontario university. S.O. 2016, c. 5, Sched. 31.

TERM OF OFFICE

12. The term of membership of the members of the Board of Governors shall be as follows:

Term of office

1. The members of faculty referred to in paragraph 3 of section 11 and the student members referred to in paragraph 4 of section 11

shall hold office for a period of two years, save that with respect to such members to be first appointed and in order to effect approximately equal annual rotation of office, the Senate shall determine, and select, in such manner as it shall determine and prescribe, so far as is reasonably practicable, a number thereof who shall serve for a period of one year and a number thereof who shall serve for a period of two years.

2. All other non ex-officio members shall hold office for a period of three years save that with respect to such members to be first elected or appointed and in order to effect approximately equal annual rotation of office, the Board of Governors shall determine, and select, in such manner as it shall determine and prescribe, so far as is reasonably practicable, a number thereof who shall serve for a period of one year, a number thereof who shall serve for a period of two years, and a number thereof who shall serve for a period of three years.

CHAIRMAN OF BOARD OF GOVERNORS

13. - (1) The Board of Governors shall elect from among the community-at-large members thereof, a chairman and a vice-chairman and, in the event of the absence or illness of the chairman, or, in the event of a temporary vacancy of that office, the vice-chairman shall act as and have all the powers of the chairman.

(2) In case of the absence or illness of the chairman and of the vice-chairman, the Board of Governors may appoint one of its members to act as chairman pro tempore and the member so appointed shall act as and have all the powers of the chairman.

(3) The term of office of the chairman and of the vice-chairman shall be three years, provided that each of them shall be eligible for re-election for one additional term.

Chairman and vice-chairman

Absence

Term of Office

POWERS OF THE BOARD OF GOVERNORS

14. - (1) The government of the University and the control of its property and revenues, the conduct of its business and affairs, save with respect to such matters as are assigned by this Act to the Senate, shall be vested in the Board of Governors and the Board of Governors shall have all powers necessary or convenient to perform its duties and to achieve the objects of the University, and without intending to restrict the generality of the foregoing, this shall include the power,

(a) to appoint, promote and remove the President and all other officers of the University, heads and associate heads of the faculties, or of any other academic unit, the members of faculty, or staff of the University, and all other agents and servants of the University;

(b) to grant tenure to the members of faculty, and to terminate tenure;

(c) to plan and implement the physical and operational development of the University and to exercise all the powers to control and achieve a planned rate and scope of such development;

(d) to borrow money for the purpose of the University and to give security therefor on such terms and in such amounts as the said Board of Governors may consider advisable, or as from time to time may be required;

Powers of the Board of Governors

- (e) to regulate the conduct of the students, faculty and staff, and of all other persons coming upon and using the lands and premises of the University;
- (f) to establish and collect fees and charges for academic tuition and for services of any kind which may be offered by the University and to collect such fees and charges, approved by the Board of Governors, on behalf of any entity, organization, or element of the University;
- (g) to levy and enforce penalties and fines, suspend or expel from student membership or from employment with the University or deny access to the lands and premises of the University;
- (h) to establish and enforce rules and regulations with regard to the use and occupancy of its buildings and grounds or other operations;
- (i) to enter into agreements for the federation or affiliation of the University with any university or college of higher learning;
- (j) to provide for the appointment and discharge of committees and for the delegation to and the conferring upon any such committees, authority to act for the Board of Governors with respect to any matter; and
- (k) to enact by-laws and regulations for the conduct of its affairs.

(2) In order to maintain a non-denominational University, no more than two colleges of the same denominational control shall be affiliated or federated with the University.

(3) No college affiliated or federated with the University shall be affiliated with any other college, school or institute of higher learning without the approval of the Board of Governors.

(4) Any agreement entered into by the University for federation or affiliation with a college shall be subject to the approval of the governing body of each institute then federated or affiliated with the University, which approval shall not be unreasonably withheld.

University non-denominational

Approval re federation or affiliation Idem

15. The quorum of the Board of Governors, to be designated by by-law of the said Board, shall consist of not fewer than twelve members, at least one-half of whom shall consist of community-at-large members of the said Board elected under paragraph 6 of section 11 and members of the said Board appointed by the Lieutenant Governor in Council under paragraph 2 of section 11 and at least one-half of whom shall consist of other elected or appointed members of the Board.

Quorum

16. The governing bodies of the federated and affiliated colleges shall, respectively, have jurisdiction over, and entire responsibility for, the regulation of the conduct of all persons in respect of all matters arising or occurring in, or upon, their respective buildings and grounds.

Conduct responsibility of federated and affiliated colleges Determination of disputes

17. The Board of Governors shall determine the proper body within the University to exercise jurisdiction in any matter of discipline that may arise wherein there is a question as to the proper body under which it should come, and the decision of the Board of Governors in such matters shall be final.

SENATE

18. There shall be a Senate of the University composed as follows:

Senate

(a) The following ex-officio members:

1. The Chancellor.

2. The President.
3. The Vice-President, Academic, and the Vice President, Finance and Operations.
4. The Dean of each faculty of the University and the Dean of Graduate Studies.
5. The Librarian of the University.
6. The Registrar of the University.
7. The principal or head of each federated or affiliated college.
8. The chairman of the Board of Governors.
9. Such other ex-officio members as the Senate by by-law may, from time to time, designate.

(b) The following elected members who shall be elected in such manner and in accordance with such procedures as are determined and established by the Senate:

1. Three members of the Board of Governors other than the chairman thereof, such members to be elected from the community-at-large members of the Board of Governors.
2. Members of faculty equal in number to one more than the total number of all other members of the Senate, provided that,
 - (i) three members of faculty shall be elected from each faculty of the University, provided that such minimum number to be elected from each faculty may by by-law be increased from time to time by the Senate,
 - (ii) three members of faculty shall be elected from each of the federated colleges and one member of faculty shall be elected from each of the affiliated colleges, and
 - (iii) the remaining members of faculty to be elected shall be elected from the members of faculty of the University.
3. One undergraduate student from each faculty of the University.
4. Three graduate students, who shall not be members of faculty or members of the full-time staff of the University or of any federated or affiliated college.
5. Three members from the alumni of the University, who shall not be members of faculty or members of the staff or members of the student body of the University.

(c) Upon the designation and addition, from time to time, by the Senate, under paragraph 9 of clause a, of any additional ex-officio members, the number of persons to be elected under paragraphs 1, 4 and 5 of clause b and the total of the number of persons to be elected under paragraph 3 of the said clause shall each be deemed to be increased by whatever number may be necessary in order to retain the ratio established by the said clause b, of the number of persons to be elected pursuant to each of the paragraphs 1, 3, 4 and 5 of the said clause b to the number of members of faculty to be elected pursuant to paragraph 2 thereof, provided that the additional undergraduate students to be elected in accordance with paragraph 3 shall be elected from the undergraduate students generally of the University in such manner and in accordance with such procedures as are determined and established by the Senate.

CHAIRMAN OF THE SENATE

19. The President of the University shall be chairman of the Senate, and the Vice-President, Academic, shall be the vice-chairman thereof.

Chairman of the Senate

TERM OF OFFICE OF SENATE MEMBERS

20. The term of membership of the members of the Senate shall be as follows:

Term of Office

1. The undergraduate student and graduate student members respectively referred to in paragraphs 3 and 4 of clause b of section 18 shall hold office for a period of two years, save that with respect to such members to be first elected and in order to effect approximately equal annual rotation of office, the Senate shall determine, and select, in such manner as it shall determine and prescribe, so far as is reasonably practical, a number thereof who shall serve for a period of one year and a number thereof who shall serve for a period of two years.

2. All other non ex-officio members shall hold office for a period of three years save that with respect to such members first elected and in order to effect approximately equal annual rotation of office, the Senate shall determine, and select, so far as is reasonably practical, a number thereof who shall serve for a period of one year, a number who shall serve for a period of two years and a number who shall serve for a period of three years.

21. No person shall be eligible for election or appointment as a member of the Senate who is a member of the faculty or a member of the governing body or of the Senate of any degree-granting university, college or institution of higher learning, other than the University and its federated or affiliated colleges, unless such person is a regular member of faculty.

Eligibility of members**POWERS OF THE SENATE**

22. The Senate has the power to establish the educational policies of the University and to make recommendations to the Board of Governors with respect to any matter relative to the operation of the University and without restricting the generality of the foregoing, this includes the power,

Powers of the Senate

(a) to make recommendations to the Board of Governors relative to the creation, establishment, maintenance, modification, or removal of organizational structures such as faculties, schools, institutes, departments or chairs within the University;

(b) subject to the approval of the Board of Governors, in so far as the expenditure of funds is concerned, to establish, maintain, modify or remove, curricula of all courses of instruction including extension courses;

(c) to determine policies concerning the qualifications of faculty members within the University with respect to appointments or promotions in rank, or to the granting of tenure, in connection with research or teaching or academic administration;

(d) to determine standards of admission of students to the University;

(e) to consider and determine the conduct and results of examinations in all faculties or academic units;

(f) to hear and determine appeals from the decisions of the faculty councils on applications and examinations by students;

(g) to confer degrees, diplomas and certificates or other awards in any and all branches of learning and in any subject taught in the University or its federated or affiliated college;

- (h) to confer honorary degrees in Divinity, without fees, upon the recommendation of any theological college federated or affiliated with the University;
- (i) to confer honorary degrees in any department of learning;
- (j) to undertake, consider and co-ordinate long-range academic planning;
- (k) to consider and to recommend to the Board of Governors policies concerning the internal allocation or use of University resources;
- (l) to consider and to recommend to the Board of Governors the federation or affiliation of the University with any college for teaching any branch of learning;
- (m) to create councils and committees to exercise its powers;
- (n) to provide, if considered necessary, for an executive committee which shall act in the name and on behalf of the Senate between regular meetings of the Senate; and
- (o) to enact by-laws and regulations for the conduct of its affairs.

RE-ELECTION TO AND TERM OF MEMBERSHIP ON BOARD OF GOVERNORS AND SENATE

23. Members of the Board of Governors and of the Senate shall be eligible for re-election or reappointment, as the case may be, save that an elected or appointed member shall serve for no more than two consecutive terms, provided that any such elected or appointed member shall be again eligible for election or appointment after the expiration of one year following the completion of two consecutive terms, and provided further that there shall be no limitation with respect to the term of service on the Board of Governors and on the Senate of any ex-officio member thereof.

Re-election or re-appointments

24. - (1) If, within any year, a member of the Board of Governors or of the Senate, not having been granted permission to be absent by such body, attends less than 50 per cent of the regular meetings of such body, his office shall ipso facto be vacated and a confirmatory resolution shall be passed by the Board of Governors or by the Senate, as the case may be, declaring the membership vacant. (2) A resolution passed under this section and entered in the minutes of the pertinent meeting of the Board of Governors or of the Senate, as the case may be, shall be conclusive evidence of the vacancy declared therein.

Absence from meetings

25. If within any year, any event occurs which would make any member of the Board of Governors or of the Senate, as the case may be, ineligible by reason of the occurrence of such event to be elected to such body, his membership on such body shall be ipso facto vacated and a confirmatory resolution shall be passed by the Board of Governors or by the Senate, as the case may be, declaring the membership vacant, save that a student member of the Board of Governors or of the Senate, as the case may be, who graduates during his term of office shall be entitled to serve for the remainder of such year.

Membership vacated

26. Where a vacancy on the Board of Governors or on the Senate, as the case may be, occurs before the term of office for which a member has been appointed or elected has expired, the vacancy shall be filled in the same manner and by the same authority as the member whose

Filling vacancies

membership is vacant was appointed or elected, as the case may be, and the member so appointed or elected shall hold office for the remainder of the term of office of the member whose membership is vacant.

MEETINGS AND BY-LAWS

27. - (1) Subject to subsection 2, the meetings, including committee meetings of the Board of Governors and of the Senate shall be open to the public, prior notice of the meetings of the Board of Governors and of the Senate shall be given to the members and to the public in such manner as the Board of Governors and the Senate by by-law shall determine, and no person shall be excluded therefrom except for improper conduct, but where confidential financial matters of the University are being considered that part of the meeting may be held in camera.

**Meetings of
Board of
Governors and
Senate open to
public**

(2) Where intimate financial or personal matters of any person may be disclosed at a meeting the part of the meeting concerning such person shall be held in camera unless such person requests that such part of the meeting be open to the public.

Exception

28. - (1) The by-laws of the Board of Governors and of the Senate shall be open to examination by members of the University community and by the public-at-large during normal business hours.

**Examination of
by-laws**

(2) The Board of Governors and the Senate shall publish their by-laws from time to time in such manner as they may respectively consider proper.

**Publication of
by-laws**

PRESIDENT

29. - (1) There shall be a President of the University

President

(2) The President shall be appointed by the Board of Governors in such manner and for such term or terms as shall be determined, from time to time, by agreement of the Board of Governors and the Senate.

Appointment

(3) The President shall be the chief executive officer of the University, and without limiting the generality of the foregoing, the President shall have the authority and responsibility for administering the affairs of the University and accordingly shall act on behalf of the Board of Governors with respect to the operational management and control of the University.

**Powers of
President**

(4) The President is hereby empowered to delegate his authority, during the period of any temporary absence, to any other officer of the University, provided that, in the absence of such delegation of authority, the senior Vice-President as designated from time to time by the Board of Governors shall have the authority to act in the place and stead of the President and in the absence of such designation, the Vice-President, Academic, shall be deemed to be the senior Vice-President.

**Delegation of
authority**

(5) The Board of Governors may, in the absence of the President and shall in the event of a vacancy in the office of President, appoint an

acting President upon such terms and conditions as the Board of Governors may prescribe.

CHANCELLOR AND VICE-CHANCELLOR

30. - (1) There shall be a Chancellor of the University who shall be elected by the Senate in such manner as the Senate shall determine.

**Chancellor,
election of**

(2) The term of office of the Chancellor shall be three years, provided that he shall be eligible for re-election for one additional term.

Term of office

(3) The Chancellor shall preside at all Convocations and shall admit to degrees, diplomas and certificates such candidates, including the recipients of honorary degrees, as may be designated by the Senate.

Duties

(4) The President of the University shall be the Vice-Chancellor thereof and shall assume the duties of the Chancellor in his absence or during a temporary vacancy of that office.

Vice-Chancellor

(5) Notwithstanding anything in this section contained, the incumbent Chancellor of The University of Waterloo, as of the date that this Act comes into force, shall continue as Chancellor of the University until such time as his successor shall be elected by the Senate, provided that such election shall be held within three years of the date that this Act comes into force.

**Incumbent
Chancellor**

AUDITORS

31. The Board of Governors shall appoint one or more auditors licensed under The Public Accountancy Act to audit the accounts and transactions of the Board of Governors at least once a year.

**Audit of
accounts R.S.O.
1970.
c.373**

ANNUAL FINANCIAL REPORT

32. - (1) The Board of Governors shall make a financial report annually to the Minister of Colleges and Universities in such form and containing such information as the Minister may require.

**Annual
financial report**

(2) The Minister shall submit the report to the Lieutenant Governor in Council and shall then lay the report before the Assembly if it is in session or, if not, at the next ensuing session.

Tabling

ANNUAL REPORT

33. The Board of Governors shall make available to students, faculty and staff of the University an annual report which shall include an annual financial report.

Annual report

GENERAL

34. This Act shall not be deemed to alter, modify or affect the rights and obligations of the University or of any affiliated or federated college arising out of the terms of agreements of affiliation or federation presently existing between the University and such affiliated and federated colleges.

**Agreements of
affiliation and
federation to
continue**

35. If any college, federated or affiliated with the University, has the right to grant degrees, such right, except for degrees in theology, shall remain dormant during the time that such college remains federated or affiliated with the University.

**Degree-
granting
powers to
remain
dormant**

36. - (1) Notwithstanding anything in this Act, for the purpose of permitting the election or appointment, as the case may be, prior to the 1st day of November, 1972, of the members of the first Board of Governors and the first Senate to be established and constituted under the provisions of this Act, The Board of Governors, The University of Waterloo and the Senate of The University of Waterloo are hereby respectively authorized and empowered forthwith after this Act receives Royal Assent to act in the place and stead of the first Board of Governors and the first Senate to be established and constituted under the provisions of this Act to do all things necessary as expressed in, or implied by or contemplated by or required by reason of this Act to form and constitute the first such Board of Governors and Senate, and without restricting the generality of the foregoing, The Board of Governors, The University of Waterloo and the Senate of The University of Waterloo, are hereby respectively authorized and empowered to pass such by-laws, make such findings, establish such election procedures, arrange for the carrying out of such elections and to hold and carry out such elections as may be necessary for the formation and constitution of the said first Board of Governors and Senate.

**First election
and
appointment of
Board of
Governors and
Senate**

(2) The Board of Governors, The University of Waterloo, and the Senate of The University of Waterloo, are respectively hereby authorized and empowered to arrange for and call, after completion of the election and appointment of the members of the first Board of Governors and first Senate to be established and constituted under the terms and provisions of this Act, the first meeting of the Board of Governors and the first meeting of the Senate, such meetings to be held on or after the 1st day of November, 1972, the members of the said Board of Governors and the members of the said Senate to be given such notice of the said meetings as shall be deemed reasonable.

First meeting

(3) The term of office of the members of the first Board of Governors and of the first Senate, notwithstanding the matters hereinbefore set out, shall be deemed to run from the 1st day of May, 1972.

**Term of office
to run from May
1, 1972**

37. The following are repealed:

Repeals

1. The University of Waterloo Act, 1959.

**1959 Act,
repealed**

2. The University of Waterloo Act, 1960-61.

**1960-61 Act,
repealed**

3. The University of Waterloo Act, 1962-63.

**1962-63 Act,
repealed**

38. This Act comes into force on the 1st day of November 1972

Commencement

39. This Act may be cited as the University of Waterloo Act, 1972.

Short title

Appendix 2 – Senate Bylaw 1

A Bylaw relating generally to the business and affairs of Senate of the University of Waterloo, and its Committees and Councils.

BE IT ENACTED as a Bylaw of Senate of the University of Waterloo, as follows:

1. Interpretation

1.01 In all the Bylaws of Senate,

- a. "year" means the twelve-month period dating from September 1 of one year to August 31 of the succeeding calendar year.
- b. "Senate" means Senate of the University of Waterloo.
- c. "SEC" means the Executive Committee of Senate as established in the Senate Bylaws.

1.02 Throughout all the Bylaws of Senate of the University of Waterloo:

- Where the title "president" appears, an acting president or president pro tem, so
- a. designated by the Board of Governors, shall serve in the place of the president, with the latter's full rights and responsibilities.

- Where the title "vice-president, academic & provost" appears, an acting vice-president, academic & provost or vice-president, academic & provost pro tem, so
- b. designated by the president and/or the Board of Governors, shall serve in the place of the vice-president, academic & provost, with the latter's full rights and responsibilities.

- Where the title "vice-president, administration & finance" appears, an acting vice-president, administration & finance or vice-president, administration & finance pro tem, so designated by the president, shall serve in the place of the vice-president, administration & finance, with the latter's full rights and responsibilities.
- c.

- Where the title "vice-president, research and international" appears, an acting vice-president, research and international or vice-president, research and international
- d. pro tem, so designated by the president and/or the Board of Governors, shall serve in the place of the vice-president, research and international, with the latter's full rights and responsibilities.

- Where the title "associate vice-president, academic" appears, an acting associate vice-president, academic or associate vice-president, academic pro tem, so named
- e. to serve by the president, shall serve in the place of the associate vice-president, academic, with the latter's full rights and responsibilities.

- Where the title "associate vice-president, graduate studies and postdoctoral affairs" appears, an acting associate vice-president, graduate studies and postdoctoral
- f. affairs or associate vice-president, graduate studies and postdoctoral affairs pro

tem, so named to serve by the president, shall serve in the place of the associate vice-president, graduate studies and postdoctoral affairs, with the latter's full rights and responsibilities.

Where the titles "dean of each faculty" appear, an acting dean, or dean pro tem, so g. named to serve by the vice-president, academic & provost, shall serve in the place of the dean, with the latter's full rights and responsibilities.

2. Schedule of meetings

- 2.01 The schedule of meetings for Senate and its committees and councils shall be approved by the chair of Senate and published by the Secretariat prior to the new year.

3. Meetings of Senate

3.01 General meetings

Senate shall normally hold eight (8) general meetings during each year. Notice of each meeting shall be communicated to the university community in such places and ways as may be designated from time to time by Senate.

3.02 Place of meetings

Meetings of Senate may be held:

- a. in-person upon the campus of the university, or;
- b. via telephone, electronic or other communications facilities that permit all participants to communicate with each other during the meeting, or
- c. in-person upon the campus of the university with simultaneous participation via telephone, electronic or other communications facilities that permit all participants to communicate with each other during the meeting.

The specific space of any given meeting shall be at the sole approval of the chair of Senate and shall be communicated with the notice of agenda as in section 3.03 of this Bylaw.

3.03 Notice of an agenda and background material for general meetings

Notice in writing of each general meeting and the agenda and available background material for any such meeting, shall be available to all members of Senate at least seven (7) days prior to the date of each such meeting.

3.04 Special meetings

- a. Special meetings of Senate shall be called by one of the following:
 - i. The chair of Senate, in the case of extraordinary circumstances (including, without limitation, time-sensitive appointments requiring approval by Senate and the Board of Governors) or emergency situations, as determined by the chair in the chair's sole discretion;

- ii. The chair of Senate, upon the receipt of a request of the SEC for such meeting; or
 - iii. The secretary of Senate, upon receipt of a written request for such meeting signed by at least twenty (20) members of Senate, subject to 3.04.1 below.
- b. In considering and administering requests for special meetings, the SEC, the secretary and the chair shall act expeditiously, having regard to the nature and urgency of the matter under consideration.
 - c. Notice in writing of each special meeting, together with the agenda and available background material shall normally be available to each member of Senate at least seven (7) days prior to the date of the meeting, provided that the chair of Senate shall have the power and authority to abridge such seven-day period when, in the chair's absolute discretion, the urgency of any item of business to be dealt with at such meeting so requires.
 - d. Notice in writing of each special meeting shall be communicated to the university community in such places and ways as may be designated from time to time by Senate.

3.04.1 a. A request for a special meeting pursuant to 3.04(iii) shall

- i. include a brief description of the proposed item, along with the text of the proposed motion,
 - ii. be submitted to the secretary during normal business hours not less than twenty-four (24) hours before the start of a scheduled SEC meeting,
- b. Upon receipt of a request for a special meeting pursuant to 3.04(iii), the Secretary shall forward the request to the SEC, which shall promptly decide to:
- i. call the meeting,
 - ii. refer the matter to a committee or other body of Senate, or
 - iii. not call the meeting, on the grounds that item is outside the jurisdiction of Senate or is otherwise not appropriate for inclusion on the agenda.
- c. If the SEC decides not to call a meeting requested under 3.04(iii), or to refer the matter,
- i. the secretary shall promptly notify all members of Senate with written notice of the decision and a brief explanation, along with the original written request for the meeting
 - ii. any member may initiate an appeal of the decision by written request that the secretary submit the question to Senate, whereupon the secretary shall promptly organize a vote, and shall forward the written appeal request to all Senators, and
 - iii. if a majority of members vote in favour of holding the special meeting, the chair or secretary shall promptly call the special meeting, with notice provided pursuant to 3.04(b) and 3.04(c) above.

3.05 Participation and voting in online meetings

Where a meeting is conducted in whole or in part by electronic means, the chair shall ensure that:

- a. all participants are able to hear and be heard by one another;
- b. procedures are in place for recognition of speakers;
- c. votes can be taken and recorded in a manner that ensures accuracy and integrity.

Members participating electronically shall be deemed present for purposes of quorum and voting.

4. Committees and councils - agenda and background material to be available

- 4.01 Notice in writing of each general meeting of any committee or council shall be available at least seven (7) days prior to the date of each such meeting.
- 4.02 The agenda and available background material for any general meeting of any committee or council shall normally be available at least seven (7) days prior to the date of each such meeting.

5. Quorum

- 5.01 At all meetings of Senate and of its committees and councils, a majority of the members shall constitute a quorum for the transaction of the business and affairs of the body.

6. Meetings in open session

- 6.01 Subject to [section 7](#) of this Bylaw, all general and special meetings of Senate and its committees and councils shall be open to members of the university community, the public-at-large, and representatives of the news media. Senate will make every effort to hold its meetings in a room sufficiently large to accommodate those who indicate to the secretary of Senate, two full working days in advance of the meeting, their desire to attend. Meetings will be broadcast for members of the University community to observe the proceedings virtually.
- 6.02 Non-members in attendance at meetings shall not disrupt the proceedings of the meeting nor cause any disturbance by unreasonable noise or vocal expression. The chair may remove any such person when, in the chair's sole judgment, such person is engaging in improper or disruptive conduct that is detrimental to Senate carrying out its business.

7. Meetings in closed session

- 7.01 Notwithstanding the provisions of [section 6](#) of this Bylaw, and provided that all meetings shall begin in open session, Senate and its committees and councils shall have the right to hold any meeting or part thereof in closed session. This provision may exclude therefrom all persons, save for members and such resource persons as may be agreed should be in attendance, for the purpose of considering confidential financial matters of the university or where intimate financial or personal matters of

any person may be disclosed, unless such person requests that such part of the meeting be open to the public.

1. The SEC shall determine for purposes of the Senate agenda whether any matter is of a confidential nature and such matter shall be so designated on the agenda for such Senate meeting and shall be designated and described in a manner consistent with maintaining the confidentiality of such matter.
2. The chair or chair(s) of any committee or council of Senate will determine whether any matter is of a confidential nature and such matter shall be so designated on the agenda for such meeting and shall be designated and described in a manner consistent with maintaining the confidentiality of such matter.
3. Senate or its committees or councils shall initially deal with any such confidential matter in closed session, but, after receiving the pertinent information relative to the confidential matter, may direct that the matter be thereupon considered in open session.

8. Declarations of conflict of interest

- 8.01 At the beginning of each meeting of Senate or any of Senate's committees or councils, the chair will call for members to declare any conflicts of interest with regard to any agenda item. For agenda items to be discussed in closed session, the chair will call for declarations of conflict of interest at the beginning of the closed portion of the meeting. Members may nonetheless declare conflicts at any time during a meeting.
- 8.02 A member shall be considered to have an actual, perceived or potential conflict of interest, when the opportunity exists for the member to use confidential information gained as a member of Senate, or any of Senate's committees or councils, for the personal profit or advantage of any person, or use the authority, knowledge or influence of the Senate, or a committee or council thereof, to further her/his personal, familial or corporate interests or the interests of an employee of the university with whom the member has a marital, familial or sexual relationship.
- 8.03 Members who declare conflicts of interest shall not enter into debate nor vote upon the specified item upon which they have declared a conflict of interest. The chair will determine whether it is appropriate for said member to remove themselves from the meeting for the duration of debate on the specified item(s).
- 8.04 Where Senate or a committee or council of Senate is of the opinion that a conflict of interest exists that has not been declared, the body may declare by a resolution carried by two-thirds of its members present at the meeting that a conflict of interest exists and a member thus found to be in conflict shall not enter into debate on the specified item upon which they have declared a conflict of interest. The chair will determine whether it is appropriate for said member to remove themselves from the meeting for the duration of debate on the specified item(s).

9. Representations to meetings

- 9.01 Any members of the university community, or of the public-at-large, wishing to make representations to any meeting of a committee or council shall file with the secretary of the relevant committee or council, at least two full working days prior to the date of such proposed meeting, written notice to that effect with such notice to designate the nature of the proposed representations.
- 9.02 The chair of any committee or council may limit the time to be allotted to members of the university community and the public-at-large for committee or council representations.

10. Secretary

- 10.01 The university secretary shall be the non-voting secretary of Senate.
- 10.02 The university secretary shall appoint one or more associate secretaries of Senate to act as secretary of Senate in the absence of the university secretary.
- 10.03 The university secretary, or designate, shall be the non-voting secretary of each committee or council of Senate.

11. Term of office

- 11.01 Except where specified by Senate Bylaws, the term of office on committees or councils shall be one year, with members eligible for re-election.

12. Bylaws - general

- 12.01 The passage of a new Bylaw or amendment(s) to an existing Bylaw is accomplished in two readings by Senate. At the first reading, such discussion as is deemed appropriate by Senate shall take place. At the second reading, further discussion may take place and the vote on the document shall be taken. The two readings shall take place at different, but not necessarily consecutive, meetings of Senate.
- 12.02 No proposed Bylaw or amendment(s) will be given reading unless it has been bound into or accompanies the agenda portfolio distributed in advance of the meeting.
- 12.03 Any proposed Bylaw or amendment(s) shall include the proposed wording of the Bylaw or amendment(s), and where appropriate, a summary of the reasons for such Bylaw or amendment(s).
- 12.04 In order to be approved by Senate, any new Bylaw or amendment(s) to Bylaws must receive the affirmative vote of at least two-thirds of the members of Senate present and voting at the meeting.

13. Faculty constitutions

- 13.01 Each faculty and each academic department and school of the university may adopt a formal constitution governing its operations, provided that each such constitution and any amendments thereto shall be inoperative and ineffective until approved by

Senate. No provision of the constitutions shall be inconsistent with any provisions of [The University of Waterloo Act, 1972](#), as amended, and no provision of any constitution shall be exempt from the provisions of any of the Bylaws or established policies of the university which are within the final jurisdiction of Senate, except as expressly approved by Senate.

14. Meeting Formats

14.01 Formal Session

Senate shall conduct its formal business in sessions governed by the procedures set out in this by-law and any regulations that may be adopted by the Senate from time to time.

14.02 Informal Session

Senate may resolve into informal session for the purpose of discussion or receiving reports and other information, subject to the following:

- a. A motion to resolve into an informal session will not be considered unless the informal session was included in the agenda that was circulated in advance for the meeting.
- b. No motions may be made and no votes taken which are binding on the Senate, except a motion to rise from informal session.
- c. Any record of discussion and action items may be shared with Senate but shall not form part of the official minutes of Senate.
- d. The chair of the Senate may choose to designate the Secretary or a member of the Senate to act as chair for the purpose of actively participating in the discussion.
- e. The chair of the Senate or designate shall have discretion to vary or waive any formal rules of procedure adopted by the Senate.

Amended/consolidated from Bylaws 1, 6, 7, and 10 in two readings, September and October 2014.

Amended in two readings, November 2017 and January 2018.

Amended in two readings, May 2019 and June 2019.

Amended in two readings, March 2023 and April 2023

Amended in two readings, January 2025 and March 2025

Amended in two readings, May 2026 and June 2026. The amendments shall expire on June 30th, 2028, unless renewed, amended, or replaced by Senate prior to that date.

Appendix 3 – Senate Bylaw 2

A Bylaw to establish Committees and Councils of Senate of the University of Waterloo.

BE IT ENACTED as a Bylaw of Senate of the University of Waterloo, as follows:

1. Executive Committee

1.01 There shall be a standing committee of Senate called the Executive Committee.

1.02 Executive Committee Membership

The membership of this committee shall consist of the following:

1. *Ex Officio*

1. The president of the university, who shall chair this committee.
2. The vice-president, academic & provost.
3. The associate vice-president, graduate studies and postdoctoral affairs.
4. The president of the Faculty Association of the University of Waterloo.

2. Elected

1. One faculty member of Senate from each faculty of the university.
2. Three members from the student members of Senate, at least one of whom shall be an undergraduate student and at least one of whom shall be a graduate student.
3. One member of Senate from among the community-at-large members of the Board of Governors.
4. One faculty member of Senate from the affiliated and federated institutions of Waterloo.
5. One member from among the alumni members of Senate.

1.03 The term of office of members elected pursuant to paragraph 1.02.b shall be one year. Each member is eligible for re-election.

1.04 Powers and duties of Executive Committee

The Executive Committee shall have the following powers and duties:

1. To request special meetings of Senate, in accordance with [Senate Bylaw 1](#).
2. On those occasions when the agenda does not, in the estimation of the Executive Committee, warrant a meeting of Senate, to cancel any such meeting of Senate, and to exercise the powers of Senate, within the limits of [The University of Waterloo Act, 1972](#), on all matters considered by the Executive Committee in its discretion to be of sufficient urgency that they must be decided prior to the next regular meeting of Senate, provided that the Executive Committee shall have no power under any circumstances to repeal, amend or modify Senate Bylaws, or to exercise Senate's responsibilities under Policies 45, 48, 50 and 68. All such actions are to be reported to Senate.
3. To prepare the agenda for all regular and special meetings of Senate.

4. To receive and review reports from the deans of the university prior to their submission to Senate at each regular meeting.
5. To present to Senate, normally at the last regular meeting in the year, a list of nominations for the committees and councils of Senate.
6. To make recommendations to Senate as may be necessary from time to time regarding the establishment of ad hoc committees of Senate, such recommendations to include the terms of reference of any such committee and a list of nominations for the membership thereof.
7. To receive and review the reports and recommendations of all committees and councils, prior to their presentation to Senate and to make at its discretion recommendations to Senate thereon.
8. To act on behalf of Senate on such matters as Senate may from time to time designate.
9. To report to Senate, as expeditiously as possible, with respect to the conduct of such matters as shall be delegated by Senate to the committee from time to time.

1.05 Meetings of the Executive Committee

The committee shall normally hold regular meetings during each year equal to the number of regular meetings of Senate, each such meeting to be held approximately two weeks prior to the date of each general meeting of Senate. Special meetings of the committee shall be called by the chair of the committee.

5. Undergraduate Council

5.01 There shall be a council of the university, appointed by and responsible to Senate, called the Undergraduate Council.

5.02 Undergraduate Council Membership

The membership of this council shall consist of the following:

1. *Ex Officio*

1. The president of the university.
2. The vice-president, academic & provost.
3. The associate vice-president, academic, who shall co-chair this council.
4. The dean of the federated university.
5. The associate dean for undergraduate studies for each faculty.
6. The registrar of the university.
7. The university librarian, or delegate.
8. The vice-president (education) or equivalent from the Undergraduate Student Association of each faculty of the university.

2. Elected / Appointed

1. One member of the faculty from each faculty of the university which offers undergraduate programs, each of whom shall serve for a term of two years.
2. One member of faculty from the federated university, who shall serve for a term of two years.
3. One member of faculty from the affiliated university colleges, who shall serve for a term of two years.

4. A director appointed from Co-operative Education & Career Action.
5. An executive member appointed from the Federation of Students.

5.03 Powers and Duties of the Undergraduate Council

The Undergraduate Council shall consider all questions relating to the academic quality of undergraduate studies within the university and, without intending to restrict the generality of the foregoing, the Undergraduate Council shall,

1. Make recommendations to Senate with respect to rules and regulations for the governance, direction and management of undergraduate studies in the university.
2. Make recommendations to Senate with respect to new undergraduate programs/plans, the deletion of undergraduate programs/plans, and major changes to undergraduate programs/plans.
3. On behalf of Senate, consider and approve all new undergraduate courses, the deletion of undergraduate courses, and proposed changes to existing undergraduate courses and minor changes to programs and/or plans, and provide Senate with a summary of council's deliberations in this regard. Any matter of controversy that might arise may be referred to Senate.
4. Advise the vice-president, academic & provost on all matters relating to undergraduate studies.
5. Consider, study and review briefs on any aspect of undergraduate studies from members of the university.

Amended/consolidated from Bylaws 2, 3, 4, 8 and 9 in two readings, September and October 2014.

Amended by Senate in two readings, November 2017 and January 2018.

Amended by Senate in two readings, May 2019 and June 2019.

Amended by Senate in two readings, January 2025 and March 2025.

Amended by Senate in two readings, May 5, 2025, and June 9, 2025.

Terms of Reference for all Senate Standing Committees and Councils can be found on the Secretariat website. <https://uwaterloo.ca/secretariat/governing-bodies/governing-bodies-and-committees>

Appendix 4 – Senate Bylaw 3

A Bylaw relating to the selection of members of Senate of the University of Waterloo.

BE IT ENACTED as a Bylaw of the University of Waterloo, as follows:

1. Chief Returning Officer

1.01 The university secretary or designate shall act as chief returning officer for the purpose of conducting the election of members of Senate. As chief returning officer, the university secretary or designate has overall responsibility for the general conduct of such elections and by-elections, which shall be by secret ballot. Without restricting the generality of the foregoing, the chief returning officer shall:

1. Establish the timing of Senate elections and by-elections, subject to the provisions described in sections [2.01](#) and [2.03](#) below.
2. Call for nominations and when doing so inform the university community of the names of those members of Senate whose terms of office expire that year and whether such members are eligible for a further term of service.
3. Verify the eligibility of nominees and nominators.
4. For undergraduate student elections, provide nomination information to the Waterloo Undergraduate Student Association Election Committee.
5. Distribute ballots and balloting information to eligible voters, allowing at least one week for the polling period.
6. Announce the results to the university community, and resolve ties, as necessary.

2. Elections

2.01 Elections

1. The election of faculty and student members to Senate shall be completed by the regular March meeting of Senate each year. Undergraduate student elections shall be held in conjunction with the annual elections conducted by the Waterloo Undergraduate Student Association in February. Faculty and graduate student elections are conducted by the Secretariat.
2. The nomination period for faculty constituencies and graduate students is at least twenty-one (21) days. For undergraduate student constituencies, the nomination period is determined in consultation with the Waterloo Undergraduate Student Association. The chief returning officer shall call for nominations from those faculty and student constituencies that have members whose terms are expiring by placing a suitable notice in such places and ways as may be designated from time to time by Senate, with copies to the appropriate faculties and constituency presidents. Nomination forms shall be made available by the Secretariat. Nominations shall be submitted in writing to the chief returning officer. Each nomination shall be signed by the required number of members of the constituency from which the member is to be elected and shall include a signed statement from the nominee agreeing to serve if elected. For faculty and graduate students, the required number of members is five; for undergraduate students elected from a single faculty, the

required number is twenty-five; for undergraduate students elected at large, the required number is one hundred.

3. Undergraduate student nominees, or their representatives, shall attend an all candidates' mandatory meeting held by the Waterloo Undergraduate Student Association. The chief returning officer, or designate, shall also be present.
4. For faculty and graduate student elections, the chief returning officer shall publish the candidates' statements in such places and ways as may be designated from time to time by Senate.

2.02 Campaigning/Voter Eligibility

1. Public campaigning shall not take place before the close of nominations. For faculty and graduate student elections, nominees are to provide a brief statement (100 words maximum) to appear with the ballot.
2. The Waterloo Undergraduate Student Association election rules as described in the Association's Elections and Referenda Procedure regulating campaigning for undergraduate student elections, including spending limits, shall be followed. The Waterloo Undergraduate Student Association Election Committee decisions may be appealed to the university secretary, who shall act as chief returning officer, and whose decision is final.
3. In a faculty constituency, all faculty members who hold a regular faculty appointment in that constituency are eligible to vote. In a graduate student constituency, all full-time and part-time graduate students registered in a degree program in that constituency are eligible to vote. In an undergraduate student constituency, all full-time students registered in a degree program in that constituency are eligible to vote; this includes students whose academic programs require a prolonged absence from campus such as a co-op work term or an approved study term abroad.

2.03 By-Elections

1. The university secretary shall declare a Senate seat vacant:
 1. upon receipt of a written resignation from a member of Senate.
 2. when a member of Senate ceases to be eligible to represent the constituency that elected the member, for example when a faculty member ceases to hold a regular faculty appointment, or when a student graduates or otherwise ceases to be registered in the constituency that elected the student.¹
2. If, within any year, a member of the Senate or any of its committees or councils, not having been granted permission to be absent by such body, attends less than 50 per cent of the regular meetings of such body, the member's office shall be by that very fact considered to be vacated and a confirmatory resolution shall be passed by Senate declaring the membership vacant. The Senate or its committee or council may grant such permission to members who are going on an approved sabbatical, on a co-op term, or any similar such absence related to the members' employment and/or educational program.
3. Subject to the provisions noted below, the chief returning officer shall call by-elections to fill vacancies as soon as feasible and shall place a suitable notice in such places and ways as may be designated from time to time by Senate, with copies to the appropriate faculties and constituency presidents. Nominations shall remain open for at least one week and shall be submitted in writing to the chief returning officer. Each nomination shall be signed by the required number

of members of the constituency from which the member is to be elected, and shall include a signed statement from the nominee agreeing to serve if elected. For faculty and graduate students, the required number of members is five; for undergraduate students elected from a single faculty, the required number is twenty-five; for undergraduate students elected at large, the required number is one hundred.

4. When a seat is vacant because of the failure of a constituency to nominate any candidate to contest an election or by-election, that seat shall remain vacant until the next annual election, unless a petition [available from the Secretariat] requesting a by-election signed by the required number of members of the constituency concerned is received by the chief returning officer.
5. When a seat becomes vacant within three months of the end of the term for that seat, no by-election shall be called to fill the vacancy for the balance of the term.
6. No by-election shall be called or held in any constituency between 1 July and 15 September. In addition, no by-election shall be held in any undergraduate constituency between 1 April and 1 July.

3. Alumni representation

- 3.01 Each year the Alumni Council shall recommend the names of individual(s) for appointment to Senate. The university secretary shall be informed of such recommendations as they are made and shall so inform Senate.

4. Board of Governors Representation

- 4.01 Each year the university secretary shall request the Board of Governors to elect from among its community-at-large members as many as four individuals to serve as members of Senate pursuant to paragraph 18(b)(1) of The University of Waterloo Act, 1972. The university secretary shall be informed of the results of such election promptly following its completion, and shall so inform Senate.

Approved by Senate 15 June 1972.

Amended by Senate January 1973.

Amended by Senate April 1973.

Amended by Senate June 1975.

Amended by Senate in two readings, September and October 1975.

Amended by Senate in two readings, November and December 1982.

Amended by Senate in two readings, January and February 1983.

Amended by Senate in two readings, December 1984 and January 1985.

Amended by Senate in two readings, December 1989 and January 1990.

Amended by Senate in two readings, October and November 1990.

Amended by Senate in two readings, November and December 1991.

Amended by Senate September 1995.

Amended by Senate September 1999.

Amended by Senate in two readings, October and November 2013.

Amended from Bylaw 5 by Senate in two readings, September and October 2014.

Amended by Senate in two readings, January and February 2016.

Amended by Senate in two readings, November 2017 and January 2018.

Amended by Senate in two readings, October and November 2019.

Amended by Senate in two readings, January 2025 and March 2025.

Appendix 5 – Senate Bylaw 4

A Bylaw relating to the naming of additional *ex officio* members of Senate of the University of Waterloo.

BE IT ENACTED as a Bylaw of Senate of the University of Waterloo, as follows:

1. *Ex officio* members

WHEREAS [The University of Waterloo Act, 1972](#) provides in section 18.a.9 that Senate of the university may add to its membership such other *ex officio* members as Senate by Bylaw may, from time to time, designate; and

WHEREAS [The University of Waterloo Act, 1972](#) provides in section 18.b.2 that elected members of the faculty shall equal in number one more than the total number of all other members of Senate; and

WHEREAS [The University of Waterloo Act, 1972](#) provides in section 18.c. that upon the designation of and addition, from time to time, by Senate of any additional *ex officio* members, the number of elected members from the Board of Governors, the undergraduate students, the graduate students and the alumni shall be increased by whatever numbers are necessary to retain the ratios, in each case, of the number of such elected persons to the number of elected faculty.

BE IT THEREFORE enacted as a Bylaw of Senate of the University of Waterloo as follows:

That the following be named as *ex officio* members of Senate:

1. The associate vice-president, equity, diversity, inclusion & anti-racism.
2. The associate vice-president, Indigenous relations.
3. The vice-president, research and international.
4. The associate vice-president, academic.
5. The associate vice-president, academic operations.
6. The president of the Faculty Association of the University of Waterloo.
7. The president of the Federation of Students, University of Waterloo.
8. The president of the Graduate Student Association - University of Waterloo.

That the chief returning officer be empowered upon passage of this Bylaw to take whatever steps are necessary to carry out such elections or by-elections as may be necessary to comply with the provisions of [The University of Waterloo Act, 1972](#), cited above and arising from the designation of *ex officio* members of Senate by the passage or amendment of this Bylaw.

Approved by Senate 20 May 1975.

Amended by Senate in two readings, December 1980 and January 1981.

Amended by Senate in two readings, December 1983 and January 1984.

Amended by Senate in two readings, May and June 1987.

Amended by Senate in two readings, May and June 1990.

Amended by Senate in two readings, October and November 2012.

Amended by Senate in two readings, November 2013 and January 2014.

Amended from Bylaw 11 by Senate in two readings, September and October 2014.

Amended by Senate in two readings, March and May 2015.

Amended by Senate in two readings, November 2017 and January 2018.

Amended by Senate in two readings, May 2019 and June 2019.

Amended by Senate in two readings, April 2023 and May 2023.

UNIVERSITY OF
WATERLOO



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