



Standing Committees of Senate Rules for the Conduct of Business

The business of the Senate standing committees shall follow the same rules of conduct as approved in the Senate bylaws and meetings will be conducted according to Robert's Rules of Order, except as otherwise stated below.

1. Procedures

- 1.1. Decisions made by standing committees will be made by motions which are voted upon and recorded in the minutes. Motions will be decided by person votes at a meeting or by email only in the circumstances identified in Section 2. Person meetings may include teleconferencing or videoconferencing, at the discretion of the chair. Minutes of the meetings shall be provided to Senate for information.
- 1.2. The chairs of standing committees in which the chair is nominated by the committee and approved by Senate will be no longer than one year and will end on July 31.
- 1.3. Chairs of standing committees may speak at Senate on items from standing committees to Senate.
- 1.4. Chairs of standing committees with membership on other standing committees of Senate by virtue of their chairmanship who wish to appoint a designate shall notify the Chair of the host committee in advance
- 1.5. Standing committees will elect a vice chair annually from its membership who will chair meetings in the absence of the chair and in the event that the chair wishes to be an active participant in discussion if the chair or vice chair is absent from a meeting, the committee may appoint an acting vice chair for that meeting.

2. Voting

- 2.1. Resolutions proposed at standing committees may be approved by a majority vote of the voting members present. The committee chair may vote.
- 2.2. Voting on resolutions may be conducted by email and approved if the number of voters attains the quorum requirement of the standing committee and if the resolution is approved by a vote 75% or greater but only under the following circumstances:
 - a. Where the standing committee has discussed the subject matter of the resolution and requires further alteration or refinement of the motion and resolves that the final resolution may be approved prior to the next scheduled meeting by of an e-mail vote; OR
 - b. Where the chair and vice chair of the standing committee unanimously agree that exceptional and extenuating circumstances exist that require an approved resolution prior to the next scheduled meeting because of urgency, then a mail vote may be conducted under the following additional provisions:

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- 5.2. Any member of a standing committee who misses two consecutive meetings per year, without prior arrangement with the chair, shall receive written notice from the