



SENATE

Richardson Hall, Room 153
Queen's University
Kingston, Ontario, Canada K7L
Tel 613 533-6095
Fax 613 533-2793
www.queensu.ca/secretariat
senate@queensu.ca

April 8, 2009

Dr. Tom Williams
Principal and Vice-Chancellor
Senate Chair
Richardson Hall
Queen's University

Dear Principal Williams:

In response to your request at the March 26, 2009 Senate meeting, the Senate Operations Review Committee (SORC) is pleased to provide the following clarifications around the appropriate use of electronic voting and the cancellation of Senate meetings:

- Electronic voting should only be used in exceptional circumstances and never used for convenience. All of the factors (i.e. exceptional circumstance, time is of the essence and no reasonable possibility of convening a meeting) outlined in Section 16c of the *Rules of Procedures* must be satisfied: "*In exceptional circumstances where time is of the essence and there is no reasonable possibility of convening a meeting, electronic voting is permissible.*";
- Regularly scheduled Senate meetings should be held unless there are no "Action" items on the Agenda. If the decision to cancel a meeting is taken by the Senate Agenda Committee, the rationale for coming to that decision should be communicated to Senators;
- Exceptional circumstances would include a time-sensitive decision that needs to be taken by Senate between regular meetings when it would not be possible to physically bring Senate together.

I trust that Senate will find this input helpful.

Sincerely,

Dr. Jean Stairs,
Principal, Queen's Theological College
Chair, Senate Operations Review Committee