

SENATE OFFICE MEMORANDUM

STEPS TO SUBMIT FACULTY BYLAW REVISIONS TO SENATE

1. Your Faculty Council approves the bylaws revision

You can download an editable version of your Faculty bylaws [from this webpage](#).

Please ask the Vice-Chair of Senate to review the proposed revisions before you submit the documents to the Senate Office for the Senate Governance and Nominating Committee (SGNC).

2. Submit the following documents to senate@kpu.ca

- 2.1. Cover Page: You can download and use the cover page in this section.
- 2.2. Table of Revisions: The table helps the Senate Governance and Nominating Committee (SGNC) and Senate understand the revisions. You can download and use the table in this section if you wish.
- 2.3. A marked-up and a clean copy of the bylaws.

Once received, the Senate Office will send the revised bylaws to the Chair of SGNC for approval to add the bylaws to the agenda for the next meeting. The Chair may request further revisions or have suggestions.

Once the Chair approves the bylaws for the SGNC agenda, the Senate Office will advise you of the date of the next SGNC meeting and send a guest invitation to those who will attend the SGNC meeting to answer questions regarding the revision. Please be sure to have someone knowledgeable about the revisions ready to attend the meeting.

3. SGNC reviews the revisions and makes recommendations to Senate or returns the documents to the Faculty for further revisions.

Consulting with the Vice-Chair, the Chair, and ensuring someone knowledgeable about the revisions attends the meeting increases the possibility of SGNC recommending that Senate approve the revisions.

Once SGNC reviews your submission and recommends that Senate approve the revisions, the Senate Office will work with you to prepare the submission to Senate.

4. Senate approves the revisions

Senate may request further revisions. Once Senate approves the revised bylaws, the Senate Office will add the approval date to the bylaws, inform you of the approval, and post the [approved bylaws](#). If Senate does not approve the revisions, the Senate Office will send a memo and the reviewed documents back to you.