

Carleton University Senate

Question Period Guidelines

- 1) A Question Period shall be held at each regular meeting of Senate (open session). Up to thirty minutes shall be devoted to the Question Period, in accordance with Section 5.2.4 of the Academic Governance of the University (AGU).
- 2) The purpose of the Question Period is to provide Senators with an opportunity to raise questions or seek clarification on matters within the purview of Senate.
- 3) Only current Senators may submit questions. All questions must fall within the purview of Senate, as defined in [Section 2.1 of the Academic Governance of the University \(AGU\)](#).
- 4) Questions must be submitted in writing to the Senate Office no later than two weeks prior to the Senate meeting at which they are to be considered.
- 5) The Senate Executive Committee shall determine whether submitted questions fall within the purview of Senate.
 - a. Questions deemed in scope will be approved for inclusion in the Senate binder, unless otherwise addressed on the agenda.
 - b. The Committee may request revisions to clarify the intent or wording of a question.
 - c. Questions determined to be outside the purview of Senate normally will be redirected to the appropriate unit on campus for a response. Senators whose questions are not approved to be included in the Senate binder will be notified, and will be informed of the reason for the decision.
- 6) Questions approved by the Senate Executive Committee will be circulated in the Senate binder along with other meeting materials, one week prior to the Senate meeting.
 - a. Questions addressing the same or similar topics may be grouped or consolidated for a single response.

- b. Questions normally will be addressed in the order received.
 - c. Any questions included in the Senate binder but not addressed during the Senate meeting due to time constraints will automatically be carried forward to the Question Period of the next Senate meeting (open session).
 - d. Time-sensitive questions may be prioritized in the order of questions.
- 7) Responses to the questions are generally provided at the Senate meeting. Respondents may alternatively provide a written response in advance for inclusion in the Senate binder.
- 8) Follow-up questions during the Senate meeting are permitted at the discretion of the Chair and are subject to time limitations.

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