

SIMON FRASER UNIVERSITY

MEMORANDUM

To: Senate
From: Alison Watt, Director, University Secretariat
Subject: Revisions to the Rules of Senate - NOTICE OF MOTION
Date: 3 May, 2000

NOTICE OF MOTION

According to the Rules of Senate, the attached revision to the Rules of Senate is presented to Senate as a notice of motion (without debate) at the May meeting and is to be considered for approval at the June meeting of Senate.

The revisions to the Rules of Senate are of two types:

A. Revisions resulting from recommendations of the Senate Review Committee which have been approved by Senate

Revisions in this category include:

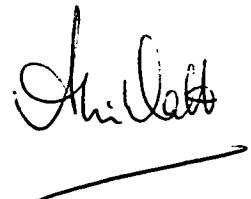
The addition of the Purpose of Senate at the beginning of the document
 V.C. 5 Inclusion of Question period
 V C. 6. Process for the approval of degrees

B. Revisions representing general editorial housekeeping and updating (the balance of the revisions)

Examples of revisions in this category include:

II. B. Delegation of authority from the Registrar to the Director,
 University Secretariat
 V. A. 6. Ability to set the time of Senate at a time other than 7 p.m.
 V. A. 4 and B.2. Distribution of material and information - method
 changes
 Page 9 III a) ii) Streamlining the types of committee sessions from
 open, closed and restricted closed to
 open and closed

Attachment



SIMON FRASER UNIVERSITY

SENATE

PURPOSE

Senate is responsible for the academic governance of the University and so it must be concerned with all important matters that bear on teaching and research in the University; this includes the development of new initiatives, the formation of priorities, and the consideration and approval of policies. Senate's agenda should be open for informed debate of issues of significance for the whole University.

- A. Rules of Senate**
- B. Rules of Senate Committees**
- C. Election Rules**
- D. Composition of Senate**
- E. Membership of Senate**
- F. Powers of Senate**

SENATE

A. RULES OF SENATE

I. PREAMBLE

These Rules of Senate are intended to be in accordance with the University Act, as amended from time to time. In the event of any conflict the University Act shall prevail.

II. OFFICERS

- A. Chair: The Chair of Senate is empowered and expected to take the actions he/she deems necessary to ensure the orderly advancement of the legitimate business of the Senate. The Vice-Chair shall be elected annually by and from the members of Senate, and shall sit as a member of the Senate Committee on Agenda and Rules. In no case shall a Vice-Chair serve more than two consecutive terms.
- B. Secretary The Registrar is the Secretary of Senate according to the University Act, and has delegated to the Director, University Secretariat, responsibilities for the management of Senate and its committees. In the absence of the Registrar and the Director, University Secretariat, the Chair shall appoint a Secretary *pro tem*.

III. MEMBERS

- A. As defined in the University Act or as defined by Senate under Section 35(2)(l). Additional members approved by Senate are listed in Appendix A.
- B. Attendance: If, in the opinion of the Chair of Senate, a member routinely fails to attend meetings, the Chair should discuss attendance matters with the member.

IV. ELECTIONS

- A. Rules covering nominations, elections, and voting for Senate and the Board of Governors are determined by Senate and by Policies and Procedures and are contained in the document entitled "Elections Rules" available from the Senate Secretariat office or on the web at: <http://www.reg.sfu.ca/Senate/>
- B. The nomination and election of members to the Senate under the University Act ~~shall be undertaken~~ will occur annually in the Spring Semester, and shall be completed by April 15. The normal date of assumption of office in the regular elections to the Board of Governors and to Senate shall be June 1st.
- C. The term of office for student Senators is one year. The term of office for all other elected Senators is three years. A Senator who plans to be away for one or more semesters shall inform the Secretary of Senate in advance so that a replacement can be elected for the period of the absence. The replacement Senator shall serve for the period of the original Senator's absence. ~~Senators who are elected to replace another senator shall~~ When a Senator resigns his/her position before the expiry of his/her term, a replacement Senator shall be elected to serve the remaining period of the original Senator's term.
- D. ~~There is to be a standing committee of Senate, &~~ The Electoral Standing Committee, ~~to~~ oversees the conduct of elections to the Senate and the Board.

V. SENATE MEETINGS

A. Regular

1. ~~With the exceptions stated here and in (2) and (3) below, Senate usually meets once a month on the first working Monday of each month except for May and September when the schedule of Senate may be changed to accommodate the approval and awarding of degrees at Convocation. When the first Monday of the month is an academic holiday, the regular meeting of Senate shall be held on the second Monday. At the commencement of each semester, in January, May and September, the regular monthly meeting of Senate shall be held on the Monday when classes are scheduled to begin. Normally there will be no meeting in August.~~
2. In exceptional circumstances, the Chair may postpone a regular meeting and instruct the Secretary to inform the members as to the new date.
3. If in the opinion of the Chair and on the advice of the Senate Committee on Agenda and Rules (SCAR), there is insufficient business to justify a regular meeting, he/she the Chair may cancel the meeting and instruct the Secretary to so inform the members.
4. The Secretary of Senate will mail or circulate the notice of meeting, the agenda, and all available supporting papers to members of Senate at least ~~ten~~ seven days before the meeting.
5. In order to make copies of the material pertaining to open sessions available to members of the University community, copies of the agenda ~~and available papers~~ shall be distributed to Departmental Chairs. Copies of the agenda and papers with supporting documentation will be available at least ~~ten~~ seven days before the meeting in the offices of the Dean of Arts, the Dean of Business Administration, the Dean of Education, the Dean of Science, the Dean of Applied Sciences, the Dean of Graduate Studies, the University Library on reserve, Student Society Office and the Secretary of Senate Secretariat. The agenda will also be posted on the Senate Home page of the World Wide Web. Following the meeting of Senate, copies of the Open Session papers are available for consultation from the Senate Secretariat and the University Archives.
6. Meetings will normally be called to order at 7:00 p.m or at another time determined by SCAR and specified on the agenda.
7. The open session of any regular meeting normally shall not exceed 3 hours in length. ~~terminate not later than 10:00 p.m. Uncompleted business will be held over to the next meeting of Senate unless an extension of the meeting is authorized by The time may be extended at any meeting by successful motion for extension, such motion requiring only a simple affirmative majority of those who vote.~~

B. Special

1. The Chair may call a special meeting of Senate for the purpose of considering an urgent item of business, when he/she deems it necessary, or on the petition of five members of Senate. Only such urgent items of business as are contained in the notice may be discussed at a special meeting.
2. The Secretary of Senate shall, at least seventy-two hours before the scheduled time of the meeting, notify members of Senate by ~~mail, telephone or telegraph,~~ email, telephone or fax of the special meeting indicating the nature of the business for which the meeting is being called. Notice of meeting, including the agenda, will be mailed circulated to members of Senate.

C. Open and Closed Sessions

1. Meetings of Senate shall be divided into two sessions: an open session to which observers may be admitted; a closed session for the discussion of business deemed by Senate to be of a confidential nature and to which observers shall not be admitted.
 2. The agenda for the open and closed sessions of Senate shall be public.
 3. An item on the agenda of the open session can be placed into the ~~immediately following~~ closed session immediately following, at any time prior to or during discussion of the item, by successful motion to have it so placed, such motion requiring only a simple majority. This motion may be spoken to only by the mover and by one other person who wishes to speak against the motion. An identical procedure shall be followed if it is wished that an item be moved from the closed to the following open session.
 4. Notices of motion or requests for items to be considered by Senate shall be submitted in writing to SCAR by the date noted on the agenda of Senate. SCAR is the committee which receives all items addressed to Senate and which determines
 - whether items should go to Senate
 - whether items should be in Open or Closed Session
 - whether items should be considered -
 - for information
 - for advice
 - for action
 - which persons would present the matter to Senate
 - whether items should be referred to a Senate committee, or
 - whether the matter falls outside the jurisdiction of Senate.SCAR will report to Senate on the disposition of items submitted.
 5. **Question period**

The first 15 minutes of any open session of Senate shall be available for questions. Questions shall be submitted to the Secretary by 9 am on the Wednesday prior to Senate. The Chair will determine which person shall respond to each question. If the number of questions exceeds the time permitted, responses shall be prepared and sent to the person raising the question and shall be circulated to Senate. The order of questions will be determined by the chair to ensure fairness. Questions and responses should be specific and concise and should not be malicious, frivolous, or vexatious.

Oral questions may be raised if time permits, but responses may not be available at the meeting.
 6. **Approval of Degrees**

The lists of candidates recommended by the Faculties or the Dean of Graduate Studies for the award of certificates, degrees and diplomas will be available for consultation at the Senate Secretariat office.
- D. Observers
1. Provision shall be made for a limited number of observers at open sessions of Senate meetings.

2. The Chair shall designate the number of seats to be made available for observers; observers shall not exceed the number of seats provided for them.
3. Observers may be students, faculty or staff of Simon Fraser University or members of the community at large.
4. Observers shall conduct themselves in such a manner as not to interfere with the business of Senate.
5. No observers shall be required to leave the open meeting of Senate except on the ruling of the Chair or on the vote of Senate by simple majority without prior notice of motion.
6. ~~The editor of The Peak, or designate, is permitted to attend the open sessions of Senate, as an observer.~~

~~7. At the discretion of the Chair of Senate, closed circuit audio coverage and/or closed circuit television coverage of open sessions of Senate may be provided to other areas of the University. No provision shall be made for closed circuit coverage of closed sessions of Senate meetings.~~

E. Quorum:

Eleven members, at least six of whom shall be members of faculty elected to Senate, shall constitute a quorum for the transaction of any business at any regular or special meeting of Senate.

F. Minutes

1. The minutes shall be the official record of Senate. Minutes of meetings shall be a brief summary of points made in debate and a record of decisions taken. The part played by any member in the closed session, other than the mover and seconder of motions, should not be recorded in the minutes.
2. Shorthand transcripts of open and closed sessions shall be made and retained by the Secretary of Senate. Members of Senate shall have access to these transcripts.
3. Open sessions shall be recorded on audio tape by the Secretary of Senate. A copy of the audio tape shall be placed in the University Archives ~~Library~~.
4. ~~Copies of the minutes of the open session with supporting papers shall be placed in the University Library and shall be open to the University community. Copies of the minutes shall be distributed to members of Senate and will be posted on the World Wide Web when approved by Senate. Copies of the Senate Summary will be circulated to Departmental Chairs, President of the Student Society and President of the Faculty Association and posted on the web. By request, copies of minutes will be made available to any concerned individual. Requests for multiple copies of Senate minutes may be made available at the discretion of the Chair of Senate or the Secretary.~~
5. Copies of the open session papers are accessible in the Senate Secretariat or from the University Archives. ~~Copies of the minutes of the closed session, with appropriate supporting papers, shall be placed in the University Archives. Access to this material may be authorized by the Chair of Senate. Access to closed session papers may be authorized in accordance with the appropriate statutory authority.~~

G. Order of Business

1. Items for open and closed sessions of Senate are determined by the Chair of Senate upon the advice of the Senate Committee on Agenda and Rules.

2. The order of business for open and closed sessions of regular meetings of Senate shall be:

Approval of the Agenda
Approval of the Minutes of the Previous Session(s)
Business Arising from the Minutes
Report of the Chair
Question period
Reports of Committees
Reports of Faculties
Other Business
Notices of Motion
Information

3. The order of business of special meetings shall be that transmitted in the Notice of Meeting.

H. Conduct of Meetings

1. **Agenda Items:** Items from committees or individual senators for consideration by Senate are to be submitted to SCAR by the appropriate date.
- ~~1. **Motions from the floor:** Motions from the floor may be made orally; however, at the request of the Chair the mover may be required to put the motion in writing.~~
2. **Debate:** A member of Senate who desires to speak in debate must obtain recognition from the Chair. A senator who has spoken twice on a particular question has exhausted his/her right to debate that question for that session.
3. **Amendments:** Amendments to motions may be made orally, but at the request of the Chair, the mover may be required to submit the motion to the Secretary in writing.
4. **Voting:** Elections shall be by ballot. All other voting shall be by show of hands, unless a motion to vote by ballot is carried.
5. Except as otherwise specified in these rules the use of cameras and recorders is not permitted after a meeting has been called to order.
1. General Regulations for Elections Conducted at Senate (was M) in IV
 1. ~~For electoral purposes at Senate~~ Election voting shall be by ballot on appropriate forms provided by the Secretary.
 2. For elections conducted at Senate a ballot showing more votes than the number of vacancies to be filled shall be invalid.
 3. In elections at Senate if there is a tied vote between two candidates for one position, the winner shall be determined by a toss of the coin conducted by the registrar at a time set by the Registrar and in the present of the affected candidates or their representatives. Where there are more than two candidates tied for one position there shall be an additional ballot to choose between the persons concerned.
 4. The Secretary shall report ~~state~~ the names of the persons elected. The ballots may then be destroyed. The names of all candidates are to be recorded in the Minutes of Senate along with a list of those declared elected. The ~~Registrar~~ Secretary is to inform all candidates, by letter or e-mail, of the number of votes cast for each candidate. These tallies are also to be publicly posted on the Senate Secretariat board. ~~by the Registrar~~

VI. COMMITTEES

- A. The Senate shall appoint such standing and ad hoc committees as it, from time to time, shall determine necessary and Senate shall determine the membership and the method of appointment or electing members to said committees.
- B. Any member of a Senate committee who plans to be away for one semester or more shall so inform the Secretary of Senate in order that a substitute may be elected for the period of the absence.
- C. The nomination and election of members to Senate committees shall be undertaken at the June Senate meeting and at other times when vacancies occur.
- D. 1. Reports to Senate
- a) A Committee whose first function is regularly to place items on the agenda of meetings of Senate shall not present a regular report to Senate beyond the submission of agenda items and the necessary supporting materials.
- b) A standing committee with delegated responsibilities to perform duties on behalf of Senate shall report to Senate at twelve-monthly intervals, except where otherwise stipulated in the charge to the committee; the first report shall be on a date to be agreed upon by the Chair of the committee and the Chair of Senate. ~~Where Senate ratification of decisions made by a committee is required it shall be sought at the time of submission of the committee's report; in the event of Senate failing to ratify such decision or decisions of a committee, the decision or decisions shall stand, and the Senate's failure to ratify shall be interpreted as an instruction to the committee involved that actions of that type shall not be repeated.~~
- c) A temporary committee established by Senate to perform a limited specified task shall report to Senate by the date stated in its charge.
- d) ~~Existing committees of Senate shall be assigned to categories a), b), or c) above by the Chair of Senate on the date of promulgation of this rule; the categories of committees to be established in future shall be specified in the charge to each committee.~~
- e) Any Committee of Senate may, on motion of Senate or on call of the Chair of Senate be required to present a report to Senate.

2. Form of Reports of Committees to Senate

Committee reports to Senate shall be signed by the Chair of each committee and normally shall include the following:

- a) A statement of ~~Senate's charge to~~ the committee's terms of reference.
- b) A statement of actions taken by the committee ~~under the charge during the reporting period.~~
- c) ~~Where Senate has delegated powers to the committee, a list of the actions that have to be ratified.~~
- d) Recommendations if any. Any recommendation shall be in the form of a motion and handled in accordance with normal Senate procedures for placing motions on the agenda.

Reports of committees will be posted on the web.

3. Consideration of Reports

~~Upon the advice of the Senate Committee on Agenda and Rules,~~ The Chair of Senate shall may allocate a period of time for informal consideration of committee reports. Any

recommendation arising from the discussion shall be presented as a motion in accordance with the ~~regular practice~~ Rules of Senate.

VII. **PARLIAMENTARY AUTHORITY**

The latest edition of Robert's Rules of Order ~~The rules contained in O. Garfield Jones, Parliamentary Procedures at a Glance (New York; Hawthorn/Dutton—1971)~~ shall govern Senate in all cases to which they are applicable, and in which they are not inconsistent with the Standing Rules of Senate.

VIII. **METHOD OF AMENDING**

Alterations of these Rules of Senate shall require written notice at a regular meeting of Senate prior to the meeting at which a vote on the proposed alteration is taken, which vote shall require an affirmative vote by two-thirds of the voting members present to carry.

IX. **SUSPENSION OF THE RULES**

A motion to suspend these Rules of Senate shall require an affirmative vote by two-thirds of the voting members present to carry.

APPENDIX A

Pursuant to the provision of Section 35(2) of the University Act, Senate has approved the addition of the following members:

Dean of Graduate Studies (S. 422)
Associate Vice-President, Academic (S75-88)
Vice-President, Research (S88-34)

With each additional member listed above, two faculty member positions and one student member position have been added to the Senate.

B. RULES OF SENATE COMMITTEES

I PREAMBLE

These rules are intended to be in accordance with the University Act and the Rules of Senate, as amended from time to time. In the event of any conflict, the University Act and/or the Rules of Senate shall prevail. Section A. VI Committees, in the Rules of Senate, applies to Senate Committees.

II OFFICERS

- a) **Chair:** The Chair of a Senate Committee is empowered and expected to take the actions necessary to ensure orderly advancement of the legitimate business of the Committee.
- b) **Secretary:** In the absence of the regular Secretary or his/her designate, the Chair shall appoint a Secretary pro tem.

III OPEN AND CLOSED SESSIONS

a) Attendance

- i) **Open Session** - In addition to committee members, observers and other Senators ~~would be able to~~ may attend. Only committee members ~~would be able to~~ may make motions and have exercise voting privileges.
- ii) ~~Closed Session~~ - ~~In addition to committee members, other Senators would be able to attend. Only committee members would be able to make motions and have voting privileges.~~
- iii) ~~Restricted Closed Session~~ - Only members of the committee ~~would be eligible to~~ may attend. Those portions of meetings that are designated as "Restricted Closed" would address confidential, personal or highly sensitive issues.

~~Four particular~~ The following committees ~~come to mind that regularly would have include~~ Restricted Closed Sessions. As noted below, any Committee has the ability to move a particular item of business for consideration under another category.

- ~~Senate Committee on Honorary Degrees University Honours~~ - when it considers nominations for honours. ~~honorary degrees~~
- Senate Appeals Board - when it considers appeals by students. Those individuals directly involved in the case, as determined by the Committee, may be present to give and hear evidence being given by the other parties but may not be present during the deliberations of the Committee.
- Senate Committee on Disciplinary Appeals - A student appeal shall be open to the public except when the Committee is of the opinion that intimate financial or personal matters may be disclosed. The Committee, on its own motion or on application from the appellant, may determine that the appeal or parts thereof shall be held *in camera*. The deliberations of the committee are closed.
- ~~Senate Committee on University Budget~~ - when it receives advance notice of funding, and/or when financial exigencies are discussed.
- Senate Committee on University Priorities - when it considers information which is not in the public domain.
- Senate Undergraduate Awards Adjudication Committee - when it receives and considers information about particular candidates.

- Senate Graduate Awards Adjudication Committee - when it receives and considers information about candidates.
- Diverse Qualifications Admissions Committee - when it receives and considers information about applicants.
- International Student Exchange Committee - when it receives and considers information about applicants.
- Committee to Review University Admissions - when it receives and considers information about applicants.

~~b) The agenda for the Open and Closed Session can be placed into an immediately following Closed Session, if at any time prior to or during discussion of the item, by successful motion to have it so placed, such requiring only a simple majority of those voting. This motion may be spoken to only by the mover and by one other person who wishes to speak against the motion. An identical procedure shall be followed if it is wished that an item be moved from the Closed to the following Open Session.~~

b) An item on the Open Session agenda can be moved to the Closed Session when a motion to do so is approved by a simple majority of those voting. Similarly, an item can be moved from the Closed Session to the following Open session.

IV OBSERVERS

- i) Provision shall be made for a limited number of observers at Open Sessions of Senate Committee meetings.
- ii) The Chair of the Committee shall designate the number of seats to be made available for observers. Observers shall not exceed the number of seats provided for them.
- iii) Observers may be students, faculty or staff of Simon Fraser University or members of the community at large.
- iv) Observers shall conduct themselves in a manner as not to interfere with the business of the Committee.
- v) No observers shall be required to leave the Open meeting of the Committee except on the ruling of the Chair or on the vote of the Committee by simple majority without prior notice of motion.

V ATTENDANCE:

If, in the opinion of the Chair of any Senate committee, a member of a committee fails to attend meetings of that committee on a regular basis, the Chair should discuss his/her concern with the member. If there is no resolution through regular attendance, reasons that are acceptable in the short-term, or the resignation of the member, the Chair may submit, through the Secretary of Senate, a written request to SCAR that the member be removed and a replacement sought. SCAR will advise the member of the request and provide the member with the opportunity to respond. SCAR will decide on the action to be taken and so advise the Chair and the member. SCAR will report annually on such matters in summary form.

- C. Election Rules (NO CHANGES ARE PROPOSED FOR THE ELECTION RULES. HOWEVER, IT IS PROPOSED THAT THE CURRENT SECTION ON ELECTIONS BE MOVED OUT OF ITS CURRENT POSITION WITHIN THE RULES OF SENATE AND MOVED INTO NEW SECTION - WITH THE EXCEPTION OF SECTION M DEALING WITH ELECTIONS AT SENATE WHICH HAS BEEN INCORPORATED INTO A AS IV)**
- D. Composition of Senate - from the University Act**
- E. Membership of Senate - from the University Act**
- F. Powers of Senate - from the University Act**