

SIMON FRASER UNIVERSITY

S.93-7

Memorandum

TO: Senate
FROM: Senate Committee on Agenda & Rules
DATE: December 21, 1992
SUBJECT: Attendance - Senate Committee Meetings

Action undertaken by the Senate Committee on Agenda and Rules gives rise to the following motion:

Motion: "that Senate approve the rules for attendance at meetings of committees of Senate as set forth in S.93-7 "

SIMON FRASER UNIVERSITY

MEMORANDUM

To: SCAR

From: Ron Heath
Registrar & Secretary of Senate

Subject: Attendance - Senate Committee
Meetings

Date: December 15, 1992

Attached is a copy of the original Senate Paper (S.75-74) and a copy of the "For Information" paper (S.89-32) that was circulated at Senate when this question last arose. Both papers address more directly the question of 'visitor' attendance rather than the attendance of Senators who are not members of the committee.

I would recommend to SCAR that the following procedures be adopted for attendance at meetings of committees of Senate. The categories could apply to agenda items for any committee and, as noted in the earlier papers, items can be moved from one category to another through regular procedures.

- 1) **Open Session** - In addition to committee members, observers and other Senators would be able to attend. Only committee members would be able to make motions and have voting privileges.
- 2) **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.
- 3) **Restricted Closed** - Only members of the committee would be eligible to attend. Those portions of meetings that are designated as 'Restricted Closed' would address confidential, personal or highly sensitive issues.
Four particular committees come to mind that regularly would have Restricted Sessions; there may be others, but as noted above, any Committee would have the ability to move a particular item of business for consideration under another category.
Senate Committee on Honorary Degrees - when it considers nominations for 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 Academic Discipline - 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 University Budget - when it receives advance notice of funding, and/or when financial exigencies are discussed.

Question was called on the motion to table, and a vote taken.

MOTION TO TABLE CARRIED

6. REPORTS OF FACULTIES

There were no reports from faculties.

7. OTHER BUSINESS

There was no other business.

8. NOTICES OF MOTION

i) Election for Search Committee for a Dean of the Faculty of Education

Moved by D. Birch, seconded by A. Kazepides,

"That Senate suspend its election rules to permit the shortening of procedures for the nomination and election of a Search Committee for a Dean for the Faculty of Education to one week for nominations and one week for election."

D. Birch confirmed that the majority of the electorate were on campus and the balance were reachable within the reduced time limit.

Question was called, and a vote taken.

MOTION CARRIED

ii) Paper S.75-74 - Rules of Senate Committees (D. R. Birch)

Moved by D. Birch, seconded by I. Mugridge,

"That Senate establish the rules, as set forth in S.75-74, relating to the operation of Senate Committees."

D. Birch stated that the motion was the result of a recent issue relating to the desirability of opening meetings of Senate Committees on the basic principle that the business of an institution is open to the community. He felt an approximation of Senate rules would establish the necessary regulations. E. McWhinney commented that within the general principle the rule of reason would govern.

Question was called, and a vote taken.

MOTION CARRIED

9. INFORMATION

It was noted that the next meeting of Senate is scheduled for Monday, July 7, 1975, at 7:30 p.m. The assembly recessed briefly at 10:00 p.m. prior to moving into Closed Session.

H. M. Evans
Secretary

SIMON FRASER UNIVERSITY

S.75-7

MEMORANDUM

To SENATE

From D. R. BIRCH

DEAN OF EDUCATION

Subject NOTICE OF MOTION - RULES OF SENATE
COMMITTEES

Date APRIL 4, 1975

That Senate establish the following rules relating to the operations of Senate Committees. These do not preclude a committee from making additional rules of operation not inconsistent with these rules.

RULES OF SENATE COMMITTEES

1. Preamble

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

2. Officers

a) Chairman: The Chairman of a Senate Committee is empowered and expected to take the actions deemed necessary to ensure orderly advancement of the legitimate business of the Committee.

b) Secretary: In the absence of the regular Secretary or his designate, the Chairman shall appoint a Secretary pro tem.

3. Open and Closed Sessions

i) Meetings of Senate Committees may be divided into two sessions: an Open Session to which observers may be admitted; a Closed Session for the discussion of business deemed by the Committee to be of a confidential nature and to which observers shall not be admitted.

ii) 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. 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. Observers

i) Provision shall be made for a limited number of observers at Open Sessions of Senate Committee meetings.

ii) The Chairman 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 Univer-

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- sity.
- iv) Observers shall conduct themselves in such 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 Chairman or on the vote of the Committee by simple majority without prior notice of motion.

5.