

## SIMON FRASER UNIVERSITY

## 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 COMMITTEES1. 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-

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.