

SIMON FRASER UNIVERSITY

S. 73-64

MEMORANDUM

To SENATE

From J. M. MUNRO

SENATOR, FACULTY OF ARTS

Subject PROPOSAL FOR SENATE COMMITTEE ON  
AGENDA AND RULES

Date APRIL 13, 1973

MOTION: "That the Ad Hoc Committee to Review Senate Procedures and Establish Codification be discharged."

MOTION: "That the name of the current Agenda Committee be amended to 'The Senate Committee on Agenda and Rules.'"

MOTION: "That the terms of reference be amended to read:  
1) To advise the Chairman in determining the items for the open and closed agenda of Senate.  
2) To recommend to Senate rules and procedures for the conduct of its business."

MOTION: "That Senate instruct the Senate Committee on Agenda and Rules to recommend to the August 1973 meeting of Senate rules and procedures for the conduct of its business. In preparing its recommendation, the Committee should:  
a) bear in mind Senate's current and precedent procedural experience and the charge to the now defunct Ad Hoc Committee to Review Senate Procedures and Establish Codification; and  
b) examine the desirability of all Senate Committees presenting annual reports to Senate and the appropriate disposition of such reports."

# SIMON FRASER UNIVERSITY

S. 73-64

## MEMORANDUM

To..... Senate Agenda Committee

From..... J.M. Munro

..... Senator, Faculty of Arts

Subject..... PROPOSAL FOR SENATE COMMITTEE  
ON AGENDA AND RULES

Date..... April 13, 1973

Following my notice of motion at the April 2, 1973 meeting of Senate I would like to propose that the following motions be placed on the agenda of the next meeting of Senate.

1. That the Ad Hoc Committee to Review Senate Procedures and Establish Codification be discharged.
2. That the name of the current Agenda Committee be amended to "The Senate Committee on Agenda and Rules."
3. That the terms of reference be amended to read:
  - (1) To advise the Chairman in determining the items for the open and closed agenda of Senate.
  - (2) To recommend to Senate rules and procedures for the conduct of its business.
4. That Senate instruct the Senate Committee on Agenda and Rules to recommend to the August 1973 meeting of Senate rules and procedures for the conduct of its business. In preparing its recommendation, the Committee should:
  - (a) bear in mind Senate's current and precedent procedural experience and the charge to the now defunct Ad Hoc Committee to Review Senate Procedures and Establish Codification; and
  - (b) examine the desirability of all Senate Committees presenting annual reports to Senate and the appropriate disposition of such reports.

The justification for these motions is as follows.

Motion 1. The Ad Hoc Committee to Review Senate Procedures and Establish Codification has failed to carry out its responsibilities, which were assigned by Senate on February 3, 1969.

# SIMON FRASER UNIVERSITY

## MEMORANDUM

To Senate Agenda Committee

From

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Subject

Date April 13, 1973

Motions 2 and 3. Senate is presently functioning under an incomplete set of rules of procedure approved in April, 1966. Many procedural practices have been accorded the status of rules through common usage, an undesirable situation since it exposes the Chair to procedural challenge and Senate's business to delay and frustration. It is desirable that the responsibility for recommending rules to Senate be given to a standing committee, an ad hoc committee having failed in the past to discharge these responsibilities, and the Senate Agenda Committee seems particularly well-suited for this purpose because of the nature of its current responsibilities, which are to be continued.

Motion 4. This motion instructs the new Senate Committee on Agenda and Rules to prepare revised rules of procedure for presentation at the August, 1973 meeting of Senate. The time is short, but it should be sufficient to allow a thorough consideration of how Senate should transact its business, while still retaining the desirable pressure of urgency that surrounds this matter.

The Committee is also asked to consider the desirability of having all Senate committees present annual reports to Senate. At present the only required annual reports from Senate committees are those from the Senate Committee on Scholarships, Awards, and Bursaries and the Senate Library Committee, not to mention, of course, the annual report of the President required under Section 59 of the Universities Act. The annual reporting of the activities of all Senate committees would provide Senators with a valuable picture of how Senate policy is being followed and Senate decisions implemented and should improve Senators' knowledge of the functioning and problems of the university. Annual reports would also be a valuable exercise for the committees themselves, presenting as they would an opportunity for assessment and reflection. However, for a system of annual reporting to be effective Senate must give direction concerning content and timing and must decide how annual reports will be dealt with on the floor of Senate.

I would suggest that the terms of reference of the Ad Hoc Committee to Review Senate Procedures and Establish Codification be distributed to Senators.

lh

*J. M. Munro*

SENATE COMMITTEE TO REVIEW SENATE PROCEDURES  
AND ESTABLISH CODIFICATION (AD HOC)

TERMS OF REFERENCE

To formulate and recommend to Senate policies, rules and procedures pertaining to

- i) the ways and means by which Senate shall conduct its business,
- ii) the duties and obligations of Senators with regard to the conduct of such business, and
- iii) the enforcement of such policies, rules and procedures as Senate may adopt.

In particular the committee shall formulate and recommend to Senate

- 1) Rules regarding the nature and conduct of meetings of Senate including but not restricted to
  - a) nature and agenda of regular and special meetings;
  - b) quorum required for conduct of business;
  - c) nature and agenda for open and closed meetings;
  - d) conduct of Senators and observers at meetings, etc.
- 2) Procedures regarding the handling of business by Senate, i.e. the flow of business to and from Senate, including but not restricted to
  - a) ways and means by which business can be brought onto the agenda of Senate meetings;
  - b) ways and means by which business can be expedited at Senate meetings;
  - c) format and requirements for agenda items, motions and minutes to be in good form and order, etc.
- 3) Election procedures for Senate and its committees with particular reference to the trimester operation.
- 4) All such policies, rules and procedures that are deemed in the view of the committee to aid Senate in the efficient and effective discharge of its duties as laid down in the Universities Act.

Approved by Senate February 3, 1969.

# SIMON FRASER UNIVERSITY

S. 73-77

## MEMORANDUM

ALL MEMBERS OF SENATE

From H. M. EVANS

REGISTRAR AND SECRETARY OF SENATE

Subject FACULTY OF EDUCATION - VERNON  
PROPOSAL

Date MAY 2, 1973

As requested by the Dean of the Faculty of Education,  
distribution is made of the attached material.

It is self-explanatory.

# SIMON FRASER UNIVERSITY

## MEMORANDUM

*Daniel R. Birch*

To H.M. Evans,

From Daniel R. Birch, Dean,

Secretary of Senate

Faculty of Education

Subject Vernon Proposal

Date May 1, 1973

With the concurrence of K. Strand, Chairman of Senate, I am forwarding the attached motion and rationale for immediate distribution to members of Senate.

At the Senate meeting of May 7th, 1973, it is my intention to move that this Paper be added to the agenda.

DRB/dr

Attachment

# SIMON FRASER UNIVERSITY

## MEMORANDUM

H.M. Evans,	From.....	Daniel R. Birch, Dean,
Secretary of Senate		Faculty of Education
Subject.....	Date.....	May 1, 1973
Vernon Proposal		

**MOTION:** That the Faculty of Education be authorized to offer Education 401 and Education 402 in Vernon, B.C. in the fall semester 1973.

## FACULTY OF EDUCATION

**RATIONALE:** Senate authorization is required for extramural offering of courses.

Specifically, Education 402 is described in the calendar as:

"Reading Period" with the explanation that:

Students return to the University campus for a half-semester to consolidate the learning of their school experience and to extend their knowledge of educational theory. This period is organized into general sessions of the whole student body, special and curriculum seminars which reflect student interests in grade levels and special teaching areas, and individual study projects.

The essential element of Education 402 is consolidating learning from the school experience (401) and extending knowledge of educational theory. Seminars with appropriate resource people and access to books are important elements.

### Facilities:

Vernon school district is able to provide suitable classroom placements for Education 401. The Education 402 component will require seminar space of one classroom size and access to a resource center. We have been assured of free facilities of this nature both from the school district and the Vernon campus of the Okanagan College.

### Library:

Okanagan College will provide access to their own collection and those of all three public universities.



**Personnel:**

Faculty of Education personnel currently participate in both in-service and pre-service teacher education in Vernon. School District #22 (Vernon) will make available resource personnel and Faculty Associates will be appointed in the usual ratio of one Associate per fifteen students.

**Administration:**

Administration will be integrated with that of Education 405 which currently involves a co-ordinator, two Associates, and several professors on a part-time basis.

**Students:**

A feasibility study indicates no shortage of seriously interested and qualified persons to enroll. Many of these are not students who would normally be able to leave the community for a full year of professional training.