

## MEMORANDUM

*Rules + Procedures*

To..... Dr. K. Strand  
Acting President and  
Chairman of Senate

From..... K. E. Rieckhoff, Chairman  
Senate Committee on Rules  
and Procedures

Subject..... Interim Recommendations on  
Procedures -

Date..... April 18, 1969

*For Processing. Recommendations*

The Senate Committee on Rules and Procedures in accordance with its terms of reference has given consideration to the problem of effective and equitable procedures for dealing with recommendations coming to Senate from Senate Committees, individual faculties, and the Academic Vice-President.

The past record of Senate has shown that existing procedures, which allow at any stage of the presentation the introduction of amendments, motions to table or to refer etc., have often led not only to lengthy procedural hassles, but also have on occasion prevented the debate of the substance of the recommendations, have led to badly worded and ambiguously amended recommendations and generally speaking in many cases have hindered rather than furthered the intelligent disposition of recommendations by Senate.

To ensure that recommendations from Senate Committees, Faculties, and the Academic Vice-President are on the one hand adequately considered by Senate and on the other hand can be appropriately amended and disposed of by Senate without the possibility of endless procedural debates, side-tracking etc., the Senate Committee on Rules and Procedures unanimously recommends that Senate adopt the following procedures:

1. When a Senate Committee, a Faculty, or the Academic Vice-President reports to Senate, as soon as the appropriate agenda item is reached the Chairman shall recognize first the Chairman of the Committee or his designate, the Dean of the Faculty or his designate,

*James H. ...*

the Academic Vice-President or his designate, as applicable.

2. Where a report as identified under 1) contains one or more recommendations to Senate, the speaker identified under 1) shall introduce and move at that time one or all the recommendations contained in the report.
3. When the recommendations have been moved and seconded the Chairman shall rule to which extent the recommendations shall be dealt with ad seriatim, such ruling being subject to challenge by Senate.
4. At that time the chair shall recognize the mover and allow him to speak to the first item of the recommendations, whereupon general debate follows with the provision that -
  - i) No amendment shall be in order that is not acceptable to the mover and the seconder. If the amendment is accepted it can be discussed in the manner laid down in ii) iii) iv) and voted upon as part of the item under discussion.
  - ii) No debatable privileged motion shall be in order.
  - iii) No member of Senate shall be allowed to speak more than twice on the item.
  - iv) Debate will have to be relevant to the substance of the item and the Chair shall rule on such relevance, subject to challenge.
5. Following the conclusion of debate, as described in above 4) the question shall be put on the item.
6. If there is more than one item to the recommendations, following the vote the Chair shall recognize again the speaker identified in 1) to speak to the next item and procedures shall be followed (as under 4) and 5) above).

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7. Only after all items of the recommendations have been dealt with as in 4) and 5) and 6) amendments will be in order only to those items that failed to carry.
8. Amendments to items that failed to carry shall be dealt with as under 4) and 5), the word amendment being substituted for item.
9. When Senate has dealt with all amendments to a specific item of the recommendations that failed to carry originally, and were subsequently <sup>amended</sup> if in the judgment of the mover of the original item (Chairman, Dean, Academic Vice-President or designates) the amendments require integration by the original body that item and such amendments as were passed shall automatically be referred back to the committee, faculty, or Academic Vice-President, as applicable, with the request to integrate the passed amendments into a unified recommendation which automatically takes precedence as an agenda item when sent back to the Chairman of Senate.

The Senate Committee feels strongly that adoption of these procedures will help Senate overcome some of the problems it has experienced and asks that these recommendations be put as priority item on the next agenda.

*K. E. Rieckhoff*

K. E. Rieckhoff  
Chairman

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cc: H. Evans, Registrar  
A. McKinnon, Dean of Education  
D. Sullivan, Dean of Arts  
R.R. Haering, Academic Vice-President