

SIMON FRASER UNIVERSITY

MEMORANDUM

3/2/69
Rules and Procedures

S.196

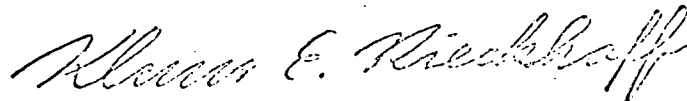
o. Mr. H. Evans, Registrar	From Physics Department
Secretary to Senate	
Subject: Agenda Item for Senate Meeting, Feb. 3rd, 1969	Date: January 20, 1969

14733-PC

Enclosed find document RPl of the Senate Committee on Rules and Procedures, which details the terms of reference for the committee as understood and agreed upon by the committee.

I should like you to place this document before Senate at its February 3rd meeting under the agenda item: Reports from Committees, for the purpose of obtaining ratification of these terms of reference from Senate.

Thank you.



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

KER:eaw

Enclosure

Senate Committee on Rules and Procedures

Rules & Procedures

Terms of Reference

the

Membership: Three members elected by Senate from ~~faculty~~ members of Senate.

Chairman: To be elected by the committee from among its members.

Duties: 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.