

**SIMON FRASER UNIVERSITY
MEMORANDUM****To: Senate****From: SCAR****Subject: Procedures - Proposed Agenda Items Date: January 27, 1993**

At the request of Senate, SCAR has discussed the procedures relating to the preparation of the agenda for each Senate meeting. SCAR determined that the objective should be to ensure that items falling under the business of Senate, as determined by *The University Act* and the Rules of Senate, reach the agenda in a timely and appropriate manner. It is proposed that the following general guidelines be followed by SCAR in its consideration of potential agenda items.

- 1) The agenda for each meeting of Senate shall include a statement as to the deadline for receipt of potential agenda items for the next meeting of Senate. Committees or individual Senators who wish SCAR to consider the placement of an item on the Senate agenda must submit the item, in writing, to the Secretary of the Senate prior to the deadline date.
- 2) SCAR will receive and consider the disposition of all such requests.

If it is the decision of SCAR that the item falls under the jurisdiction of Senate as defined by the University Act, and the item is in the proper form for transmission to Senate, the item will appear on the agenda for the next Senate meeting under "Other Business". SCAR may require that additional documentation be provided as a condition of the item going forward on a Senate agenda

It should be noted that some items such as changes to the Rules of Senate, require that they first appear on the agenda of one meeting as Notices of Motion with discussion and debate to follow at the subsequent meeting.

If it is the decision of SCAR that the item falls appropriately under the terms of reference of one of the standing committees of Senate, SCAR will forward the item to that committee for consideration and subsequent report to SCAR. The individual bringing the item forward shall be informed of the action taken by SCAR and the subsequent disposition of the item by the standing committee. Those items that require further action by Senate or which are "For Information" would come forward to Senate under "Report of Committees".

If it is the decision of SCAR that the item does not fall under the business of Senate as defined by the University Act, the committee or individual proposing the item will be so informed. SCAR will report to Senate on any items declined from the agenda in this manner.