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Procedure

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RULES OF PROCEDURE FOR THE SENATE, SIMON FRASER UNIVERSITY

1. STATUS OF THESE RULES OF PROCEDURE

These rules of procedure shall not be interpreted as superceding any reference to the Senate contained in the Universities Act (1963) or any amendment thereto.

Alterations of these rules of procedure shall require written notice at a regular meeting of Senate prior to the meeting at which a vote on the proposed alteration is taken, which vote shall require an affirmative vote by two-thirds of the membership of Senate to carry.

2. MEETINGS OF SENATE

- a) Regular Meetings - There shall be regular meetings of Senate on the first Monday of each month except where the first Monday is a holiday and then the meeting shall be held on the first Tuesday. If the Chairman rules there is insufficient business to justify a meeting he may instruct the Secretary to so inform the members and cancel the meeting.
- b) Special Meetings - The Chairman may call a special meeting of Senate for the purpose of considering an urgent item of business, when he deems it necessary, or on the petition of five members. Only such urgent items of business as are contained in the notice may be discussed at a special meeting.

3. NOTICE OF MEETINGS

- a) Regular Meetings - The Secretary shall mail the notice of meeting, the agenda, and all supporting papers possible, to the members at least ten days before the meeting.
- b) Special Meetings - Notice of special meetings shall be mailed or telegraphed or telephoned to members at least seventy-two hours before the meeting; such notices to state the urgent items of business for which the meeting is called.

4. QUORUM

Eleven members, at least six of whom must be faculty, shall constitute a quorum for the transaction of any business at any regular or special meeting of Senate.

5. CHAIRMAN

In the absence of the Chairman (President), the Chancellor shall take the chair; in the Chancellor's absence the Faculty Dean with the most seniority at the University, who shall be present at the meeting, shall take the chair.

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6. SECRETARY

In the absence of the Registrar, the Chairman may appoint a pro tem Secretary from amongst the members present.

7. ORDER OF BUSINESS

Regular Meetings - The order of business on the agenda shall be as follows:

1. Approval of minutes of previous meeting(s).
2. Business arising from the minutes.
3. Committee Reports.
4. New Business.
5. Other Business.

The order of business may be altered at the commencement of the meeting, by an approved motion to that effect, or by the ruling of the Chairman.

Special Meetings - The order of business of special meetings shall be that transmitted in the notice of meeting.

Any member of Senate may place an item on the agenda by submitting a discussion paper to the Secretary and requesting its inclusion on the agenda.

8. MOTIONS

At the request of the Secretary or any member, motions may be required in writing, otherwise the chair may accept motions made orally.

9. VOTING

Except in the case of alterations to the rules of procedure, a motion is carried by a simple majority of those present and voting. Unless a ballot is called for by an approved motion, voting will be by a show of hands. A motion to hold a ballot is not subject itself to a ballot.

10. DISPUTES

With respect to any point of procedure not covered by the University Act, or these Rules of Procedure, reference shall be made to Robert's Rules of Order, latest available edition.

11. COMMITTEES

- a) The Senate shall appoint such standing and ad hoc committees as it, from time to time, shall determine necessary and Senate shall determine the membership and the method of appointing or electing members to said committees, subject to Rule 12.
- b) Substitutes for members of the committees will not be permitted, except in the case of ex-officio members in which case whoever is acting in the office may attend.

11. COMMITTEES (Contd.)

c) Items 7, 8, 9, 10 of these Rules of Procedure apply to all committees of Senate.

12. TERMS OF OFFICE

- a) The terms of office of Senators shall be as outlined in the Act, with the additional proviso that the term of office shall be taken to mean from the nearest June 1, which shall be the time new members take office.
- b) The terms of office of members of Senate Committees shall be as outlined in the paper establishing the committee, with the additional proviso that the term of office shall be taken to mean from the nearest October 1st, which shall be the time new members take office. Any vacancy on a Senate committee as a result of the retirement of a Senator the previous June 1st, shall be filled by a temporary appointment of Senate, as shall any vacancy due to any other reason.
- c) Members of Senate committees, ^{who have served a full term} may succeed themselves once only, not counting the time they may have fulfilled the unexpired term of some other member, although they may be eligible for membership again after one full term.