



SIMON FRASER UNIVERSITY  
ENGAGING THE WORLD

**TO:** Senate

**FROM:** Kate Ross  
Registrar and Executive Director, Student Enrolment

**DATE:** May 3, 2012

**SUBJECT:** Revision to the Rules of Senate – NOTICE OF MOTION

A handwritten signature in black ink, appearing to be 'K. Ross', written over the 'FROM' field.

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The attached revisions to the Rules of Senate are presented to Senate as a notice of motion (without debate) at the May meeting and will be considered for approval at the June meeting.

The purpose of the revisions is to clean up inconsistencies and document common practices. The election rules pertaining to the Board of Governors have been removed from the Senate Rules and will be submitted as a separate document for approval to the Board of Governors meeting held in May.

## SIMON FRASER UNIVERSITY

### SENATE

#### PURPOSE

Senate is responsible for the academic governance of the University and so it must be concerned with all important matters that bear on teaching and research in the University; this includes the development of new initiatives, the formation of priorities, and the consideration and approval of policies. Senate's agenda should be open for informed debate of issues of significance for the whole University.

- A. Rules of Senate
- B. Rules of Senate Committees
- C. Election Rules
- D. Composition of Senate
- E. Membership of Senate
- F. Powers of Senate

## SENATE

### A. RULES OF SENATE

#### I. PREAMBLE

These Rules of Senate are intended to be in accordance with the University Act, as amended from time to time. In the event of any conflict the University Act shall prevail.

#### II. OFFICERS

A. Chair: The President is the Chair of Senate and is empowered and expected to take the actions he/she deems necessary to ensure the orderly advancement of the legitimate business of the Senate. The Chair shall ensure that an orientation is available for new members of Senate. The Vice-Chair shall be elected annually by and from the members of Senate, and shall sit as a member of the Senate Committee on Agenda and Rules. In no case shall a Vice-Chair serve more than two consecutive terms. ~~In the absence of the President and the Vice-Chair of Senate, the acting President will assume the Chair.~~

**Comment [m1g1]:** Clarifies what should happen in this situation.

B. Secretary: The Registrar is the Secretary of Senate according to the University Act, and has ~~delegated to the Director, University Secretariat,~~ responsibilities for the management of Senate and its committees. In the absence of the ~~Secretary of Senate Registrar and the Director, University Secretariat,~~ the ~~Chair Registrar~~ shall appoint a Secretary *pro tem*. The Secretary shall ensure that the records of Senate are maintained appropriately.

**Comment [m1g2]:** This position no longer exists.

**Comment [m1g3]:** Proper name of position.

**Comment [m1g4]:** Consistent with what happens in practice.

#### III. MEMBERS

A. As defined in the University Act or as defined by Senate under Section 35(2)(l). Additional members approved by Senate are listed in Appendix A.

B. Attendance: If, in the opinion of the Chair of Senate, a member routinely fails to attend meetings, the ~~Secretary of Senate, on behalf of the~~ Chair should discuss attendance matters with the member.

**Comment [m1g5]:** Consistent with what happens in practice.

#### IV. ELECTIONS

A. Rules covering nominations, elections, and voting for Senate ~~and the Board of Governors~~ are determined by Senate and by University Policies and Procedures and are contained in Section C of this document "Election Rules" available on the web at: <http://www.sfu.ca/Senate/>. The Electoral Standing Committee oversees the conduct of elections to ~~the Senate and the Board.~~

**Comment [m1g6]:** The Senate rules should not include election rules for the Board of Governors.

**Comment [m1g7]:** This should only refer to Senate.

- B. The term of office for student Senators is one year. The term of office for all other elected Senators is three years. A Senator who plans to be away for more than one ~~semester~~ academic term shall inform the Secretary of Senate in advance so that a replacement can be elected for the period of the absence. The replacement Senator shall serve for the period of the original Senator's absence. When a Senator resigns his/her position before the expiry of his/her term, a replacement Senator shall be elected to serve the remaining period of the original Senator's term.

**Comment [m1g8]:** SFU standard is to use "term" rather than "semester".

## V. SENATE MEETINGS

### A. Regular

1. Senate usually meets once a month on the first working Monday of each month except for May and September when the schedule of Senate may be changed to accommodate the approval and awarding of degrees at Convocation. Normally there will be no meeting in August.
2. In exceptional circumstances, the Chair may postpone a regular meeting and instruct the Secretary to inform the members as to the new date.
3. If in the opinion of the Chair and on the advice of the Senate Committee on Agenda and Rules (SCAR), there is insufficient business to justify a regular meeting, the Chair may cancel the meeting and instruct the Secretary to so inform the members.
4. The Secretary of Senate will ~~mail or circulate~~ distribute the notice of meeting, the agenda, and all available supporting papers to members of Senate at least seven days before the meeting.
5. In order to make copies of the material pertaining to open sessions available to members of the University community, copies of the agenda shall be distributed to Departmental Chairs. ~~Copies of the~~ The agenda and papers with supporting documentation will be available at least seven days before the meeting in the University Library on reserve, Student Society Offices, and the Senate Office. The agendas and open session papers will ~~also~~ be posted on the Senate web page <http://www.sfu.ca/Senate/> ~~Following the meeting of Senate, copies of the Open Session papers are available for consultation from the Senate Office.~~
6. Meetings will normally be called to order at 5:30 or 7:00 p.m or at another time determined by SCAR and specified on the agenda.
7. The open session of any regular meeting normally shall not exceed 3 hours in length. Uncompleted business will be held over to the next meeting of Senate unless an extension of the meeting is authorized by simple affirmative majority of those who vote.

**Comment [m1g9]:** The materials are distributed electronically and by paper.

**Comment [m1g10]:** Consistent with what happens in practice.

**Comment [m1g11]:** The open session papers are available once they are posted online.

**Comment [m1g12]:** Consistent with what happens in practice.

B. Special

1. The Chair may call a special meeting of Senate for the purpose of considering an urgent item of business, when he/she deems it necessary, or on the petition of ten members of Senate. Only such urgent items of business as are contained in the notice may be discussed at a special meeting.
2. The Secretary of Senate shall, at least seventy-two hours before the scheduled time of the meeting, notify members of Senate by email, telephone or fax of the special meeting indicating the nature of the business for which the meeting is being called.

C. Open and Closed Sessions

1. Meetings of Senate shall be divided into two sessions: an open session to which observers may be admitted; a closed session for the discussion of business deemed by Senate to be of a confidential nature and to which observers shall not be admitted.
2. The agenda for the open and closed sessions of Senate shall be public.
3. An item on the agenda of the open session can be placed into the closed session immediately following, at any time prior to or during discussion of the item, by successful motion to have it so placed, such motion requiring only a simple majority. This motion may be spoken to only by the mover and by one other person who wishes to speak against the motion. An identical procedure shall be followed if it is wished that an item be moved from the closed to the following open session.
4. Notices of motion or requests for items to be considered by Senate shall be submitted in writing to SCAR by the date noted on the agenda of Senate. SCAR is the committee which receives all items addressed to Senate and which determines
  - whether items should go to Senate
  - whether items should be in Open or Closed Session
  - whether items should be considered -
    - for information
    - for advice
    - for action
  - whether items should be referred to a Senate committee, or
  - whether the matter falls outside the jurisdiction of Senate.

SCAR will report annually to Senate.

5. Question period

**Comment [mlg13]:** An annual report is not necessary.

The first 15 minutes of any open session of Senate shall be available for questions. Questions shall be submitted by Senators to the Secretary by 9 am on the Wednesday prior to Senate. The Chair will determine which person shall respond to each question. If the number of questions exceeds the time permitted, responses shall be prepared and sent to the person raising the question and shall be circulated to Senate. The order of questions will be determined by the Chair to ensure fairness. Questions and responses should be specific and concise and should not be malicious, frivolous, or vexatious.

**Comment [m1g14]:** Clarifies that questions should be from Senators only.

Oral questions from Senators may be raised if time permits, but responses may not be available at the meeting.

**Comment [m1g15]:** Clarifies that questions should be from Senators only.

6. Approval of Degrees

The lists of candidates recommended by the Faculties or the Dean of Graduate Studies for the award of certificates, degrees and diplomas will be available for consultation on the day of the meeting at the Senate Office.

D. Observers

1. Provision shall be made for a limited number of observers at open sessions of Senate meetings.
2. The Chair shall designate the number of seats to be made available for observers; observers shall not exceed the number of seats provided for them.
3. Observers may be students, faculty or staff of Simon Fraser University or members of the public.
4. Observers shall conduct themselves in such a manner as not to interfere with the business of Senate.
5. No observers shall be required to leave the open meeting of Senate except on the ruling of the Chair or on the vote of Senate by simple majority without prior notice of motion.
6. At the discretion of the Chair of Senate, ~~closed circuit audio coverage and/or closed circuit television~~ live coverage of open sessions of Senate may be provided to other areas of the University. No provision shall be made for ~~closed circuit coverage of~~ closed sessions of Senate meetings.

**Comment [m1g16]:** Removing outdated language.

E. Quorum:

22 members, at least 12 of whom shall be members of faculty elected to Senate, shall constitute a quorum for the transaction of any business at any regular or special meeting of Senate. If quorum is not met then all agenda items are

~~deferred to the next meeting. Time sensitive items can be approved by members present but must be ratified at a subsequent meeting (i.e. graduands).~~

Comment [m1g17]: Clarifies what should happen in this situation.

Comment [m1g18]: Clarifies what should happen in this situation.

F. Minutes

1. The minutes shall be the official record of Senate. Minutes of meetings shall be a brief summary of points made in debate and a record of decisions taken. The part played by any member in the closed session, other than the mover and seconder of motions, should not be recorded in the minutes.

2. Senate meetings shall be recorded ~~on audio tape~~ and transcribed and shall be used by the Secretary of Senate to assist in drafting the minutes of Senate meetings. ~~A copy of the audio tape and the transcript shall be retained for one year.~~ Members of Senate shall have access to the transcripts of meetings held during their term of office.

Comment [m1g19]: Meetings are recorded in a digital format, not on audio tape.

Comment [m1g20]: Archives recommended that this be removed and item X. Records Management on p. 10 be added instead.

3. Copies of the minutes shall be distributed to members of Senate and will be posted ~~on the webonline.~~ ~~Copies of the~~ The Senate Summary will be ~~circulated to posted online and the~~ Departmental Chairs, ~~the~~ Presidents of the Student Society Societies and ~~the~~ President of the Faculty Association ~~and posted on the web will be notified of the posting by email.~~

Comment [m1g21]: Consistent with what happens in practice.

Comment [m1g22]: Consistent with what happens in practice.

4. Copies of the open session papers are accessible ~~online and~~ in the Senate Office. Access to closed session papers may be authorized by the Secretary of Senate in accordance with the appropriate statutory authority.

G. Order of Business

1. Items for open and closed sessions of Senate are determined by the Chair of Senate upon the advice of the Senate Committee on Agenda and Rules.

2. The order of business for open and closed sessions of regular meetings of Senate shall ~~normally~~ be:

Comment [m1g23]: This allows for variability in the order of business.

- Approval of the Agenda
- Approval of the Minutes of the Previous Session(s)
- Business Arising from the Minutes
- Report of the Chair
- Question period
- Reports of Committees
- Reports of Faculties
- Other Business
- Notices of Motion
- Information

3. The order of business of special meetings shall be that transmitted in the Notice of Meeting.

H. Conduct of Meetings

1. Agenda items: Items from committees or individual senators for consideration by Senate are to be submitted to SCAR by the appropriate date.
2. Debate: A member of Senate who desires to speak in debate must obtain recognition from the Chair. A senator who has spoken twice on a particular question has exhausted his/her right to debate that question for that session.
3. Amendments: Amendments to motions may be made orally, but at the request of the Chair, the mover may be required to submit the motion to the Secretary in writing.
4. Voting: Elections shall be by ballot. All other voting shall be by show of hands, unless a motion to vote by ballot is carried.
5. Except as otherwise specified in these rules the use of cameras and recorders is not permitted after a meeting has been called to order.

I. General Regulations for Elections Conducted at Senate

1. Election voting shall be by electronic ballot or by paper ballots if electronic voting is not available. Electronic ballots will be set up by the Secretary who shall notify Senators by email of balloting start and end time. 48 hours will be allowed for electronic balloting.
2. A ballot showing more votes than the number of vacancies to be filled shall be invalid.
3. In elections at Senate if there is a tied vote between two candidates for one position, the winner shall be determined by a toss of the coin conducted by the Registrar at a time set by the Registrar and in the presence of the affected candidates or their representatives. Where there are more than two candidates tied for one position there shall be an additional ballot to choose between the persons concerned.
4. The Secretary shall report the names of the persons elected in the Minutes. The ballots or electronic data shall then be destroyed. The Secretary is to inform all candidates, by letter or e-mail, of the number of votes cast for each candidate.

VI. 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 appointment or electing members to these committees.



B. Any member of a Senate committee who plans to be away for more than one ~~semester~~ academic term shall ~~so~~-inform the Secretary of Senate in order that a substitute may be elected for the period of the absence. When a committee member resigns his/her position before the expiry of his/her term, a replacement shall be elected to serve the remaining period of the original committee member's term.

C. The nomination and election of members to Senate committees shall be undertaken at the June Senate meeting and at other times when vacancies occur. In order to ensure continued operation of Senate committees, where necessary, the terms of office of retiring members shall be deemed to extend until the date of the next Senate meeting when elections can be held.

**Comment [m1g24]:** Consistent with what happens in practice.

D. 1. Reports to Senate

~~a) A Committee whose first function is regularly to place items on the agenda of meetings of Senate shall not present a regular report to Senate beyond the submission of agenda items and the necessary supporting materials.~~

ab) A standing committee with delegated responsibilities to perform duties on behalf of Senate shall report to Senate at twelve-monthly intervals, except where otherwise stipulated in the charge to the committee; the first report shall be on a date to be agreed upon by the Chair of the committee and the Chair of Senate.

b) The Senate Committee on Agenda and Rules and the Senate Committee on University Honours do not provide regular reports to Senate.

c) A temporary committee established by Senate to perform a limited specified task shall report to Senate by the date stated in its charge.

d) Any Committee of Senate may, on motion of Senate or on call of the Chair of Senate be required to present a report to Senate.

2. Form of Reports of Committees to Senate

Committee reports to Senate shall be signed by the Chair of each committee and normally shall include the following:

- a) A statement of the committee's terms of reference.
- b) A statement of actions taken by the committee during the reporting period.
- c) Recommendations if any. Any recommendation shall be in the form of a motion and handled in accordance with normal Senate procedures for placing motions on the agenda.

Reports of committees will be posted on the web.

3. Consideration of Reports

The Chair of Senate may allocate a period of time for informal consideration of committee reports. Any recommendation arising from the discussion shall be presented as a motion in accordance with the Rules of Senate.

VII. PARLIAMENTARY AUTHORITY

The latest edition of Robert's Rules of Order shall govern Senate in all cases to which they are applicable, and in which they are not inconsistent with the Rules of Senate.

**Comment [m1g25]:** Replaced by item b) to provide more clarity around which committees do not need to submit a regular report to Senate.

VIII. **METHOD OF AMENDING**

Alterations of these Rules of Senate 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 voting members present to carry.

IX. **SUSPENSION OF THE RULES**

A motion to suspend these Rules of Senate shall require an affirmative vote by two-thirds of the voting members present to carry.

X. **RECORDS MANAGEMENT**

Records created as a result of actions taken under this policy document will be managed in accordance with Records Retention Schedules and Disposal Authorities (RRSDAs). The University Archivist is responsible for approving all RRSDAs.

**Comment [m1g26]:** This addition was recommended by Archives.

## APPENDIX A

Pursuant to the provision of Section 35(2) of the University Act, Senate has approved the addition of the following members:

Dean of Graduate Studies (S. 422)  
Associate Vice-President, Academic (S75-88)  
Vice-President, Research (S88-34)

With each additional member listed above, two faculty member positions and one student member position have been added to the Senate.

## B. RULES OF SENATE COMMITTEES

### I PREAMBLE

These rules are intended to be in accordance with the University Act and the Rules of Senate, as amended from time to time. In the event of any conflict, the University Act and/or the Rules of Senate shall prevail. Section A. VI Committees, in the Rules of Senate, applies to Senate Committees.

### II OFFICERS

- a) **Chair:** The Chair of a Senate Committee is empowered and expected to take the actions necessary to ensure orderly advancement of the legitimate business of the Committee, including arranging for new members to be provided with an orientation.
- b) **Secretary:** In the absence of the regular Secretary or his/her designate, the Chair shall appoint a Secretary pro tem. The Secretary shall ensure that the records of the Senate committee are maintained appropriately.

### III OPEN AND CLOSED SESSIONS

#### a) Attendance

- i) **Open Session** - In addition to committee members, observers and other Senators **may** attend. Only committee members **may** make motions and **exercise** voting privileges.
- ii) **Closed Session** - Only members of the committee **may** attend. Those portions of meetings that are designated as "Closed" would address confidential, personal or highly sensitive issues.

The following committees regularly include Closed Sessions. As noted below, any Committee has the ability to move a particular item of business for consideration under another category.

- Senate Committee on University Honours - when it considers nominations for honours.
- Senate Appeals Board - when it considers appeals by students. Those individuals directly involved in the case, as determined by the Committee, may be present to give and hear evidence being given by the other parties but may not be present during the deliberations of the Committee.
- Senate Committee on Disciplinary Appeals - ~~A student appeal shall be open to the public except when the Committee is of the opinion that intimate financial or personal matters may be disclosed. The Committee, on its own motion or on application from the appellant, may determine that the appeal or parts thereof shall be held *in camera*. A SCODA hearing must be closed to the public. An appeal hearing~~

Comment [m1g271]: Deleted to be consistent with Policy S.10.04 item 3.5.

~~may only be open to the public with the explicit written consent of the parties.~~ The deliberations of the committee are closed.

**Comment [m1g28]:** This language is taken directly from Policy 5.10.04 item 3.5.

- Senate Committee on University Priorities - when it considers information which is not in the public domain.
- Senate Undergraduate Awards Adjudication Committee - when it receives and considers information about candidates.
- Senate Graduate Awards Adjudication Committee - when it receives and considers information about candidates.
- Diverse Qualifications Adjudication Committee - when it receives and considers information about applicants.
- ~~International Student Exchange Committee – when it receives and considers information about applicants.~~
- Committee to Review University Admissions - when it receives and considers information about applicants.
- Research Ethics Board – when it considers applications.

**Comment [m1g29]:** This committee no longer exists.

- b) An item on the Open Session agenda can be moved to the Closed Session when a motion to do so is approved by a simple majority of those voting. Similarly, an item can be moved from the Closed Session to the following Open session.

#### IV OBSERVERS

- i) Provision shall be made for a limited number of observers at Open Sessions of Senate Committee meetings.
- ii) ~~The Chair of the Committee shall designate the number of seats to be made available for observers. Observers shall not exceed the number of seats provided for them.~~
- iii) Observers may be students, faculty or staff of Simon Fraser University or members of the community at large.
- iii\*) Observers shall conduct themselves in a manner as not to interfere with the business of the Committee.
- iv) No observers shall be required to leave the Open meeting of the Committee except on the ruling of the Chair or on the vote of the Committee by simple majority without prior notice of motion.

**Comment [m1g30]:** This is not necessary.

#### V ATTENDANCE:

If, in the opinion of the Chair of any Senate committee, a member of a committee fails to attend meetings of that committee on a regular basis, the Chair should discuss his/her concern with the member. If there is no resolution through regular attendance, reasons

that are acceptable in the short-term, or the resignation of the member, the Chair may submit, through the Secretary of Senate, a written request to SCAR that the member be removed and a replacement sought. SCAR will advise the member of the request and provide the member with the opportunity to respond. SCAR will decide on the action to be taken and so advise the Chair and the member. ~~SCAR will report annually on such matters in summary form.~~

**Comment [mlg31]:** A report is not necessary.

## C. ELECTION RULES

### ELECTIONS

#### A. Elections for ~~the Board of Governors and~~ Senate

1. That subject to approval of appropriate rules covering nominations, elections, and voting:

~~a) The nomination and election of members to the Board of Governors under the University Act be undertaken in the Spring Semester, and completed by April 15.~~

ab) The nomination and election of members to the Senate under the University Act be undertaken in the Spring ~~Semester~~ academic term, and completed by April 15.

be) The normal date of assumption of office in the regular elections to ~~the Board of Governors and to~~ Senate shall be June 1st.

cd) In order to be nominated, the individual must be eligible to hold the position being sought.

#### B. Time in Office: Continuity on Senate

1. In the elections of faculty members to Senate, members shall be elected so that approximately one-third of the memberships shall terminate each year.

#### C. Membership on Senate - Dean of Graduate Studies - Associate Vice-President, Academic, Vice-President Research, and Dean of ~~Continuing Studies~~ Lifelong Learning

1. Pursuant to the provisions of Section 35(2) of the University Act, Senate has approved the addition of the following members: Dean of Graduate Studies (S.422), Associate Vice-President, Academic (S.75-88), and Vice-President Research (S.88-34).

With each additional member listed above, two faculty member positions, and one student member position have been added to the Senate.

2. Pursuant to the provisions of Section 35(2)(f) the Director of Continuing Studies shall hold membership on Senate. For SFU, the Dean of ~~Continuing Studies~~ Lifelong Learning replaces the Director of Continuing Studies.

**Comment [m1g32]:** The Senate rules should not include election rules for the Board of Governors. All references to BOG have been removed.

**Comment [m1g33]:** Reference to the BOG

**Comment [m1g34]:** Reference to BOG

**Comment [m1g35]:** New name



D Nominations – for Senate and Senate Committees

1. All nominations of candidates for membership on ~~the Senate~~ or Senate committees ~~or on the Board of Governors~~ as faculty members shall be signed by not less than five members entitled to vote in the particular election.
2. All nominations of candidates for membership on ~~the Senate~~ ~~or on the Board of Governors~~ as students shall be signed by not less than five students entitled to vote in the particular election.
3. All nominations of candidates for membership on ~~the Senate~~ who are to be elected by and from the Convocation shall be signed by not less than five members entitled to vote in the election. Members of Convocation who are defined as graduates must hold a degree from Simon Fraser University at the time of nomination. Faculty members may sign nomination papers, may vote, but cannot be candidates.
- ~~4. All nominations of candidates for membership on the Board of Governors being elected by and from employees of the University who are not faculty members shall be signed by not less than five members entitled to vote in the particular election.~~
45. The nomination paper must be signed by the candidate who shall state that he/she is eligible to hold office and willing to permit his/her name to stand in the election, or on written enquiry from the Registrar, the candidate must indicate he/she is willing to stand.
56. a) Each candidate for election ~~to the Board of Governors or to the Senate~~ or Senate committees shall be requested to provide to the Registrar information respecting his/her degrees, the dates thereof, his/her occupation, offices held by him/her at a university or in any other organization, his/her other professional or business interests and his/her publications.  
b) Each candidate for election to ~~the Senate~~ or Senate committees is permitted to include along with or in lieu of a curriculum vitae a statement of interest on the candidate's views on academic and related matters rightfully falling under the jurisdiction of Senate as laid down by the University Act. ~~Similarly each candidate for election to the Board of Governors may include such a statement on related matters falling under the jurisdiction of the Board.~~  
c) Combined information from Sections (a) and (b) is limited to one page of single spaced copy. Photos will not be included.

Comment [m1g36]: There are elections by faculty for Senate committees

E. Students and Student Association

**Comment [m1g37]:** Deleting the semicolon and adding the word "and"

1. For the purposes of nominating, voting and standing for office in the election of students to ~~the Senate; and the Board of Governors:~~
  - a)
    - i) the Simon Fraser Student Society is the undergraduate student society, and
    - ii) the Graduate Student Society at Simon Fraser University is the graduate student society  
(See *University Act*, Part 7, Section 35h))
  - b) "undergraduate students" means those who are members of the Simon Fraser Student Society and who also:
    - i) are in good academic standing and are registered in at least one credit course in the semester academic term in which nominations are due, or
    - ii) are registered in a co-op work term in the semester academic term in which nominations are due, or
    - iii) are designated by ~~resolution of the Senate the Registrar and reported to Senate~~ as an undergraduate student; and
  - c) "graduate students" means those who are members of the Graduate Student Society at Simon Fraser University and who also:
    - i) are duly registered as graduate students in the semester academic term in which nominations are due, or
    - ii) are designated by ~~resolution of the Senate the Registrar and reported to Senate~~ as a graduate student.
2. Undergraduate students and graduate students are eligible to be nominated as student members of ~~the Senate, and the Board of Governors.~~
3. During the one-year term of office as a student member of ~~the Senate, or the Board of Governors~~ undergraduate students and graduate students
  - a) must maintain registered status at the University for at least two semesters academic terms,
  - b) must not withdraw, or be required to withdraw, from the University.
4. There shall be at least three graduate students and three undergraduate students among the total number of students elected to Senate under Part 7, Section 35(2)(h) of the University Act.

**Comment [m1g38]:** In practice a request made by a student cannot be processed by a resolution of the Senate before the election process is over. The Registrar can consider these requests on a case by case basis within the time frame of the election process. This type of request is not common.

**Comment [m1g39]:** Same as above.

F. Faculty Members:

1. For the purposes of nominations and elections to ~~the Senate and Senate committees and to the Board of Governors~~ by and from **faculty members**, only faculty members (or designated electoral equivalent) employed in a manner deemed to be of a continuing engagement nature shall be entitled to nominate, stand as candidates and to vote in the ~~pertinent~~ faculty member elections. ~~to Senate and to the Board.~~ This means only those holding the following appointments: tenure-track instructor, assistant professor, associate professor, or professor; or continuing lecturer, senior lecturer, laboratory instructor, or professional librarian.

This does not include Faculty Associates, visiting or adjunct faculty members, teaching assistants, tutor markers, language instructors, sessional lecturers, sessional instructors and non-credit instructors. It also does not include post-doctoral fellows, research assistants, research associates or persons funded on external research grants.

2. Continuing Part-time  
Continuing part-time tenure-track and tenured faculty (instructors, assistant professors, associate professors and professors ~~(including faculty of post-retirement contracts)~~ and continuing lecturers, senior lectures, laboratory instructors and professional librarians with appointments of 50% or greater shall be granted the same rights as full-time colleagues holding the same rank to nominate, stand for election and vote in ~~the following~~ elections to Senate and Senate committees; Board of Governors, Senate, and Senate committees; elections for search committees for chairs/directors, deans, vice presidents and president; elections of chairs/directors; ratification of chairs/directors and deans (internal candidates), recall votes for chairs/directors and deans (S.98-71).

**Comment [m1g40]:** This deletion is consistent with Policy A.12.10

3. Limited Term  
Limited term faculty members holding full-time appointments ~~of longer than one year~~ for more than one year or who have two or more consecutive one-year appointments may participate in committee work and may stand for election and vote in all University elections in which other faculty members participate with the exception of the Faculty College and departmental Tenure and Promotion Committees. (A12.05)

**Comment [m1g41]:** This is consistent with a Policy change to A.12.01 and A.12.05 that was approved by the Board of Governors in 2010.

G. Continuing Employees who are not Faculty Members

1. For the purposes of nominations and elections to ~~the Board of Governors~~ Senate Committees by and from **employees of the University who are not faculty members**, all persons holding employment as professional, administrative and support staff or non-academic staff shall be entitled to nominate, stand as candidates and to vote in the pertinent elections only if the employment position held is likely to be of a continuing engagement nature. This includes CUPE, APSA, Poly-Party, and Excluded staff, as well as research associates (R50.01), and Program Coordinators in the Faculty of Education (A12.06.)

**Comment [m1g42]:** Senate Library Committee

This does not include Faculty Associates, visiting faculty, teaching assistants, tutor markers, language instructors, sessional lecturers, sessional instructors and non-credit instructors. It also does not include post-doctoral fellows, research assistants, research associates or persons funded on external research grants.

2. A person, who has been an employee of the University other than a faculty member for more than three consecutive ~~semesters~~ academic terms but who does not have any other entitlement to vote ~~for a member for the Board of Governors~~, may request in writing from the Registrar that he/she be permitted to be a candidate and/or to vote ~~in the election to the Board of Governors~~ by and from members of staff who are not faculty members. Such request shall be authorized provided service is continuing and has remained continuous over not less than the three previous consecutive ~~semesters~~ academic terms.

3. Continuing Part-time

Part-time continuing support staff (CUPE, APSA, Poly-Party, and Excluded) with appointments of 50% or greater, shall be granted the same rights as full-time colleagues holding the same type of appointment, to nominate, stand for election and vote in Senate Committee ~~the following elections: Board of Governors, Senate committees, search committees for deans, vice presidents and president~~.

**Comment [m1g43]:** These elections are captured in the addition of item N.

H. Election of Faculty members ~~to the Board of Governors or~~ to Senate By and From Faculties Jointly

1. In the election of faculty members by and from Faculties jointly, candidates receiving the highest numbers of votes among the candidates shall be declared elected.

To be eligible as a candidate or to vote the individual must be a faculty member.

I. Election of Faculty Members to Senate ~~and Senate Committees~~ By and From an Individual Faculty

1. In the election of faculty members by and from the Faculty of Arts and Social Sciences to Senate, in order to be declared elected a candidate must receive a majority of votes (at least 50% plus 1) with use of the alternative vote as defined in the election regulations of that Faculty as approved by Senate, and winners will be determined as outlined therein.
2. In the election of faculty members by and from any other Faculty, the candidates receiving the highest numbers of votes among the candidates will be declared elected.

J. General Regulations Covering Nominations and Voting in the Elections to Senate and Senate Committees ~~the Board of Governors and other committees using these election procedures~~

1. The due date for nominations shall be not earlier than ten days and not later than fifteen days following the date of the call for nominations in the case of elections by and from the faculty members, by and from the students, and by and from members of staff who are not faculty members. It shall be not earlier than twenty days and not later than twenty-eight days in the case of elections by Convocation to Senate.
2. The 'date of election' shall be interpreted to mean the last date on which valid ballots are due.
3. The period for casting printed ballots shall be not less than ten days nor longer than fifteen days in the case of elections by and from faculty members or by and from members of staff who are not faculty members. The period for casting on-line ballots shall be not less than two days nor longer than four days in the case of elections by and from faculty members and by and from members of staff who are not faculty members. The period of casting printed ballots shall be not less than fourteen days nor longer than twenty-eight days in the case of elections by Convocation to Senate. The period for casting on-line ballots shall be not less than five days nor longer than ten days in the case of elections by Convocation to Senate. It shall be not less than two days nor longer than five days in the case of elections by and from students.
4. In the regular elections to ~~the Senate and to the Board of Governors~~, balloting is to be completed not later than April 15<sup>th</sup> in any year.

K. General Regulations Covering Elections to Senate and Senate Committees, ~~the Board of Governors, and all other committees using these election procedures~~

1. a) When elections are being held for the Board of Governors and for Senate a qualified candidate may accept nomination to run for office in both those elections.  
b) Candidates may not run for a seat on Senate from more than one constituency; ~~similarly candidates may not run for a seat on the Board of Governors from more than one constituency.~~
2. When elections are being held ~~for the Board of Governors and/or~~ for the Senate, an individual holding ~~a Board of Governors office or~~ a Senate office which extends into the new term shall be required to file with the Registrar his/her intent to resign ~~from the present Board of Governors seat if elected in order to be a candidate in the Board of Governors election or~~ from the present Senate seat in order to be a candidate in the Senate election. Such resignation must be effective

for the normal date of change-over of office or earlier but must be filed not later than the last date for receipt of nominations for the new election.

3. In the election of students to the Senate, those students with the highest numbers of votes shall be elected provided there is at least one student from each Faculty and there is at least ~~one-three~~ undergraduate and ~~one-three~~ graduate student.

Comment [m1g44]: Policy approved in S.09-87.

- ~~4. In the election of students to the Board of Governors, the two students with the highest numbers of votes shall be elected.~~

- ~~45.~~ If there is a tied vote between two candidates for one position, the winner shall be determined by a toss of the coin conducted by the Registrar at a time set by the Registrar and in the presence of the affected candidates or their representatives. Where there are more than two candidates tied for one position there shall be an additional ballot to choose between the persons concerned.

- ~~56.~~ At the end of the balloting period, the Registrar shall, at the place, day and hour fixed in the notice of election, be responsible for opening printed ballots or for the download of on-line ballot results and in the presence of such of the candidates or their representatives as officially attend, the counting/tabulation of votes for each candidate.

- ~~67.~~ The ~~Secretary-Registrar~~ shall state the name of the persons elected. Recount of printed ballots or complaints concerning electronic ballot tabulation may be requested/submitted within ten days of the announcement of the results to the candidates. The ballots/electronic data shall be destroyed after ten days following the recount period. All candidates declared elected are to be recorded in the Minutes of Senate. The Registrar is to inform all candidates of the number of votes cast for each candidate.

L. Vacancies on Senate and Senate Committees; ~~Vacancies on the Board of Governors~~

1. Where a vacancy arises in the case of an elected faculty member or an elected student member to Senate or Senate committees, or to the Board of Governors, or an elected student member to Senate or to the Board of Governors a by-election shall be held under the same principles as pertain to the regular election provided there is at least four months remaining in the unexpired term at the time for call for nominations.

- ~~2. Where a vacancy arises in the case of an elected faculty member, or an elected student member, or an elected employee of the University who is not a faculty member to the Board of Governors, a by election will be held under the same principles as pertain to the regular election provided there is at least four months remaining in the unexpired term at the time for call for nominations.~~

~~2.3.~~ Any ~~Senate~~-member on Senate or a Senate committee who plans to be away for more than one ~~semester~~-academic term shall so inform the Secretary of Senate in order that a substitute may be elected for the period of the absence ~~from Senate~~.

~~34.~~ Where a vacancy arises in the case of a member of convocation elected to Senate the remaining convocation senators shall constitute a nominating committee to bring forward at least two names for each such vacancy and Senate shall decide by ballot vote the candidate or candidates selected. It shall be required that there be at least four months in the unexpired term at the time for call for nominations.

M. There is to be a standing committee of Senate, the Electoral Standing Committee, to oversee the conduct of elections which fall under the jurisdiction of the Registrar.

N. These rules may apply to other elections held at the university where the Registrar is given responsibility to conduct elections.

**Comment [m1g45]:** For example: SFU Community Trust, Search Committees

#### **D. COMPOSITION OF SENATE**

*The following are extracts from the University Act of British Columbia*

- 35 (1) *The senate for each university other than the University of British Columbia is continued.*  
(2) *The senate of each university other than the University of British Columbia is composed of the following:*
- (a) the chancellor;*
  - (b) the president, who is the senate's chair;*
  - (c) the academic vice president or equivalent;*
  - (d) the deans of faculties;*
  - (e) the chief librarian;*
  - (f) the director of continuing education;*
  - (g) a number of faculty members equal to twice the number of senate members provided in paragraphs (a) to (f), to consist of 2 members of each faculty elected by the members of that faculty, and the remainder elected by the faculty members in the manner that they, in joint meeting, determine;*
  - (h) a number of students, equal to the number of senate members provided in paragraphs (a) to (f), elected from the students who are members of an undergraduate student society or a graduate student society, in a manner that ensures that at least one student from each faculty is elected;*
  - (i) 4 persons who are not faculty members, elected by and from the convocation;*
  - (j) one member to be elected by the governing body of each affiliated college of the university;*
  - (k) additional members, determined by the senate, without altering the ratio set out in paragraphs (g) and (h).*

***Senates of the University of British Columbia (Section 35.1 omitted)***

#### **E. MEMBERSHIP OF SENATE**

*The following are extracts from the University Act of British Columbia*

- 36 (1) *The term of office of a member of the senate, other than one elected under section 35 (2) (h) or 35.1 (2) (h) or (3) (h), is 3 years and after that until a successor is appointed or elected.*  
(2) *The term of office of a member of the senate elected under section 35 (2) (h) or 35.1 (2) (h) or (3) (h) is one year and after that until a successor is elected.*  
(3) *Members of a senate who remain eligible under section 35 or 35.1 may be reappointed or re-elected in the manner provided under section 35 or 35.1 for further terms.*  
(4) *If a vacancy arises on the senate, the vacancy must be filled,*
  - (a) in the case of an appointed member, by the body possessing the power of appointment, or*
  - (b) in the case of an elected member, in the manner specified by the senate.*
- (5) *A person appointed or elected to fill a vacancy holds office for the remainder of the term for which the person's predecessor was appointed or elected.*  
(6) *The secretary of the senate must enter a declaration of the vacancy in the minutes of the senate.*  
(7) *A declaration under subsection (6) is conclusive evidence of the vacancy.*



## **F. POWERS OF SENATE**

*The following are extracts from the University Act of British Columbia*

**37** (1) *The academic governance of the university is vested in the senate and it has the following powers:*

*(a) to regulate the conduct of its meetings and proceedings, including the determination of the quorum necessary for the transaction of its business, and the election of a vice chair at least annually, who is to chair meetings in the absence of the president;*

*(b) to establish committees it considers necessary and, by 2/3 vote of its members present, to delegate to one or more committees those of its powers as it may determine;*

*(c) to determine all questions relating to the academic and other qualifications required of applicants for admission as students to the university or to any faculty, and to determine in which faculty the students pursuing a course of study must register;*

*(d) to determine the conditions under which candidates must be received for examination, to appoint examiners and to determine the conduct and results of all examinations;*

*(e) to establish a standing committee to meet with the president and assist the president in preparing the university budget;*

*(f) to consider, approve and recommend to the board the revision of courses of study, instruction and education in all faculties and departments of the university;*

*(g) to provide for courses of study in any place in British Columbia and to encourage and develop extension and correspondence programs;*

*(h) to provide for and to grant degrees, including honorary degrees, diplomas and certificates of proficiency, except in theology;*

*(i) to recommend to the board the establishment or discontinuance of any faculty, department, course of instruction, chair, fellowship, scholarship, exhibition, bursary or prize;*

*(j) to award fellowships, scholarships, exhibitions, bursaries and prizes;*

*(k) to determine the members of the teaching and administrative staffs who are to be members of each faculty;*

*(l) to make rules for the management and conduct of the library;*

*(m) to establish policies regarding the conservation of heritage objects and collections that are owned by or in the possession of the university or any of its faculties, divisions, departments or other agencies;*

*(n) to provide for the preparation and publication of a university calendar;*

*(o) to make recommendations to the board considered advisable for promoting the interests of the university or for carrying out the objects and provisions of this Act;*

*(p) to deal with all matters reported by the faculties, affecting their respective departments or divisions;*

*(q) to establish a standing committee to consider and take action on behalf of the senate on all matters that may be referred to the senate by the board;*

*(r) subject to the approval of the board, to enter into agreements with any corporation or society in British Columbia entitled under any Act to establish examinations for admission to the corporation or society, for the purpose of conducting examinations and reporting results, and those corporations or societies have power to enter into the agreements;*

*(s) to make rules respecting the conduct and financing of examinations referred to in paragraph (r) and other examinations conducted by the senate under any other Act;*

*(t) to make rules respecting the reporting of results of examinations referred to in paragraphs (r) and (s);*

*(u) to set the terms of affiliation with other universities, colleges or other institutions of learning, and to modify or terminate the affiliation;*

(v) to establish a standing committee of final appeal for students in matters of academic discipline;

(w) to establish a standing committee on relations with other post secondary institutions in British Columbia;

(x) to require any faculty to establish an advisory committee consisting of students of the faculty and members of the community at large.

(1.1) Relates to the UBC Vancouver and Okanagan Senate – omitted

(2) A vice chair elected under subsection (1) (a) must not serve more than 2 consecutive terms.

(3) No part of the cost of examinations referred to in subsection (1) (r) or (s) may be a charge on or be paid out of university funds.

### **Approval by board**

**38** (1) A certified copy of every resolution or order of the senate or council, providing for any of the matters or things mentioned in section 37 (1) (i), (p) and (u), must be sent to the board within 10 days of the resolution or order being passed.

(2) A resolution or order referred to in subsection (1) has no effect until approved by the board.