

## SIMON FRASER UNIVERSITY

## MEMORANDUM

TO: Senate FROM: Senate Committee on  
Agenda & Rules

SUBJECT: a) Proposed Changes to DATE: December 17, 1987  
Procedures and Rules of  
Senate relating to the  
election of students to  
Senate and Board of Governors  
b) By-election balloting on the floor  
of Senate

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a) PROPOSED CHANGES TO PROCEDURES AND RULES OF SENATE

MOTION: "that Senate approve a change to the Rules of Senate relating to student elections to Senate and to the Board of Governors as follows:

*i) that Section IV(F) be replaced by:*

F. Students: Student Association

Student' means a person who is currently enrolled in Simon Fraser University in a credit course or who is designated by resolution of the Senate as a Student.

At Simon Fraser University the Student Society is the alma mater society (See University Act, Part 1, Section 1).

1. For the purposes of nominating, voting and standing for office in the election of students to the Senate and Board, the following categories shall be recognized:

Undergraduate students

- i) Those registered in at least one credit course in the semester in which nominations are due, or
- ii) Those in good academic standing who were registered in at least one credit course in either of

- the two previous semesters, or
- iii) Those registered in a co-op work term in the semester in which nominations are due.

**Graduate students**

Any duly registered graduate student who is not 'on leave' in the semester in which nominations are due.

- ii) *that Section IV (F) (as amended above) continue as follows:*

**2. Students eligibility to hold office:**

**Undergraduate Students during their one-year term of office:**

- i) Must maintain registered status for at least two semesters
- ii) Must not withdraw, or be required to withdraw, from the University
- iii) Must register in a minimum (total over the one-year term of office) of 18 credit hours. For the purposes of satisfying this regulation, students in the Co-operative Education Program may count one registered co-op work semester during the one-year term of office as equivalent to 9 credit hours.

**Graduate students**

Must not be 'on leave' and must be registered as a graduate student throughout the one-year term of office.

- iii) *that in Section IV (Elections), the following subsection N be added:*

**N** There is to be a standing committee of Senate to oversee the conduct of elections to the Senate and the Board.

- 1. This committee shall be known as the Electoral Standing Committee.
- 2. Its membership shall be
  - i. The Registrar, who will be chair
  - ii. Three senators, one of whom must be a student, to be elected by and from Senate
- 3. Term of office of each member will be to the end of that person's term on Senate. Members may be re-elected to this Committee. However, any member of

this Committee who is running for a seat on Senate or the Board must resign his/her seat on the Committee.

4. The purpose of this Committee will be to supervise the conduct of elections to the Senate and Board. The Committee will
  - i. Serve in an advisory capacity to the Registrar concerning the conduct of, and the regulations governing, elections.
  - ii. Set the limit of the services to be made available to candidates for election to the Senate and Board, and will ensure that all candidates be informed, in writing, of the nature and extent of such services available to them.
  - iii. Approve scrutineers for the Burnaby campus and off-campus programs.
  - iv. Receive all complaints concerning the conduct of, and the regulations governing, elections.
  - v. Hear all appeals on the Registrar's decisions concerning eligibility to vote and eligibility to stand for office. The Registrar will not vote in these appeals.
  - vi. Have available to it a variety of sanctions, including (but not limited to): imposing monetary fines, removing a candidate, declaring an election null and void, and recommending to the President such measures as censure, suspension, or the laying of criminal charges
5. Decisions of the Electoral Standing Committee are final.
6. Once a year, the Electoral Standing Committee will make a report to Senate.

*iv) that the last sentence of Sections IV (K)(5) and IV(M)(4) be deleted, and that the following be substituted:*

The names of all candidates are to be recorded in the Minutes of Senate along with a list of those declared elected. The Registrar is to inform all candidates, by letter, of the number of votes cast for each candidate. These tallies are also to be publicly posted by the Registrar.

- v) *that a further paragraph, (c), be added to Section IV(K)(1) as follows:*

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 from more than one constituency. Candidates may, however, run for seats on both the Board and Senate.

- vi) *that the following paragraphs replace similarly numbered ones in Section IV(G) (Faculty Members; Full-Time Employees who are not Faculty Members):*

- IV(G)(2)(h) It shall not include Faculty Associates in the Faculty of Education appointed under Academic Policy 20, Section A [May 27, 1986, rev.F]
- IV(G)(2)(i) It shall not include Program Coordinators in the Faculty of Education appointed under Academic Policy 20, Section B [May 27, 1986, rev.F]
- IV(G)(3)(c) It shall include Program Coordinators in the Faculty of Education appointed under Academic Policy 20, Section B [May 27, 1986, rev.F]
- IV(G)(3)(d) It shall not include Faculty Associates in the Faculty of Education appointed under Academic Policy 20, Section A [May 27, 1986, rev.F]

b) BY-ELECTION BALLOTING ON THE FLOOR OF SENATE

MOTION: "That each member of Senate be invited to provide the Secretary of Senate with a one-page resumé, including a brief academic CV and a statement of that person's major interests on Senate. When a by-election is to be held on the floor of Senate, the Secretary is to provide to the members present at the meeting copies of the resumé's of the candidates, and the Chair is to declare a brief recess to allow members of Senate an opportunity to read these resumé's"

**Report of the Senate  
Ad Hoc Committee  
on Elections**

November 1987

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# Report of the Senate Ad Hoc Committee on Elections

The senate shall make all rules necessary and not inconsistent with this Act in respect of nominations, elections and voting and the registrar shall conduct all elections as are required.

*University Act, Section 42*

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

*Rules of Senate, Section VII*

## Background

In the Spring of 1987, the SFU Senate established an Ad Hoc Committee to review the Rules of Senate regarding elections to Senate and to the Board of Governors.

The Committee met on June 18 and decided to hold a public hearing inviting members of the University community to present briefs to the Committee. The public meeting, held September 30, 1987, was widely broadcast, both by letters sent from the Registrar's Office and by a paid advertisement in the *Peak*. Four persons read, and submitted, briefs to the Committee:

Rod Fowler – student and member of SFU Board of Governors  
Stephen Howard – Resource Coordinator, SFU Student Society  
Les Merson – student and member of a PEP student union  
Stuart Carr – co-op student and Senator

The Committee then held several meetings in the subsequent two months to review the submitted briefs, Senate documents, and the parts of the University Act pertaining to elections.

The Committee chose to focus its attention principally on seven issues:

1. Students' eligibility for nominating, voting and standing for election to Senate and Board of Governors
2. Students' continuance on Senate and the Board of Governors
3. Conduct of elections and an Electoral Standing Committee
4. Reporting the results of elections in the Minutes of Senate
5. A candidate's running from more than one constituency
6. Making the Rules of Senate consistent with AC20
7. By-election balloting on the floor of Senate

The problems posed, the options available, and the final recommendation to Senate on each of these problem-areas are discussed below.

### **1 Students' eligibility to nominate, to vote, and to stand as candidates**

**PROBLEM 1** – The current regulations require that students who are not full-time students in the semester in which the elections are to be held who wish to nominate or vote in a Senate or Board election must “certify that they intend to register again at Simon Fraser University before missing two consecutive registrations.” For students wishing to run for office, the rules are more stringent still: a student who is not full-time in the semester of the election must “certify that he/she intends to register in the immediately forthcoming semester in not less than 9 semester hours.”

These regulations are hard to enforce and obviously invite abuse.

Insofar as the University Act stipulates criteria for continuance on Senate, but none for eligibility to nominate, to vote or to stand for election, the Ad Hoc Committee is able to recommend a significant reduction in the impediments to students' participation in the electoral process.

#### ———— RECOMMENDATION 1 ————

That Section IV(F) in the current Rules of Senate be replaced by:

#### **F. Students; Student Association**

‘Student’ means a person who is currently enrolled in Simon Fraser University in a credit course or who is designated by resolution of the Senate as a Student.

At Simon Fraser University the Student Society is the alma mater society (See University Act, Part 1, Section 1).

1. For the purposes of nominating, voting and standing for office in the election of students to the Senate and Board, the following categories shall be recognized:

#### *Undergraduate students*

- i. Those registered in at least one credit course in the semester in which nominations are due, or



- ii. Those in good academic standing who were registered in at least one credit course in either of the two previous semesters, or
- iii. Those registered in a co-op work term in the semester in which nominations are due.

*Graduate students*

Any duly registered graduate student who is not 'on leave' in the semester in which nominations are due.

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## 2 Students' continuance on Senate and the Board of Governors

PROBLEM 2.1 – The University Act is explicit concerning one particular requirement for students serving on the Senate or the Board: the students must be "full time students" [Part 6, Section 19(e), and Part 7, Section 34(2)(h)]. Some of the students who submitted briefs to the Committee lamented this restriction, thinking it arbitrary, and argued that many part-time students are as fully committed to the welfare of Simon Fraser University as are full-time students. They also pointed out that the student body of Simon Fraser contains a very great number of part-time students. The Ad Hoc Committee unanimously agrees that part-time students should be allowed to serve as Senators and Board members. But until the University Act is revised, our hands are tied. The only manner in which we have a say is in our definition of 'full-time student'. The University Act does not define 'full-time student'. But we are not permitted unbridled license in defining 'full-time student': there are Canada-wide norms to which we much adhere in our definition.

PROBLEM 2.2 – The current Rules of Senate are somewhat baroque in the conditions laid down for students' continuance on Senate [see F(3)(i) and F(3)(iii)]. The spirit of these regulations can be preserved in a very considerable simplification.

### ————— RECOMMENDATION 2 —————

That Section IV(F) [as amended above] continue as follows:

2. Students' eligibility to hold office:

*Undergraduate Students* during their one-year term of office:

- i. Must maintain registered status for at least two semesters.
- ii. Must not withdraw, or be required to withdraw, from the University.
- iii. Must register in a minimum (total over the one-year term of office) of 18 credit hours. For the purposes of satisfying this regulation, students in the Co-operative Education Program may count one registered co-op work semester during the one-year term of office as equivalent to 9 credit hours.

### *Graduate students*

Must not be 'on leave' and must be registered as a graduate student throughout the one-year term of office.

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### **3 Conduct of elections and an Electoral Standing Committee**

It was irregularities encountered in the Student elections of Senators and Board members in Spring of '87 which precipitated Senate's striking the Ad Hoc Committee.

The problems seem to fall into three major categories, having to do with finances, with the behavior of candidates during the campaign, and with a means of responding to complaints about the conduct of elections.

**PROBLEM 3.1** – In the last few years, the students' elections to the Senate and the Board have begun to reflect what had hitherto been off-campus politics. In particular, some candidates for Senate and the Board have run, not as individuals, but as members of a slate, and in some instances these slates have had political affiliations with political parties.

The emergence of such slates, and indeed of 'organizational politics' in Senate and Board elections has caused some members of the university community some concern. They have pointed out to the Ad Hoc Committee that the practice of the Student Society's providing candidates with certain funds for campaigning has allowed the members of slates to pool these funds and thus to have a formidable 'war chest' which overwhelmed candidates who ran as independents.

Although it has been the practice in recent years to hold the Student Society and the Senate and Board elections concurrently, the Ad Hoc Committee had to be careful to address only those matters which clearly fall within the jurisdiction of Senate.

The Ad Hoc Committee deliberated for considerable time the wisdom of trying to impose spending limits on candidates for seats on the Senate and Board. In the end, the Committee decided that any such regulations would be a near impossibility to enforce and would require far too much policing. Instead, rather than looking to 'cap' candidates' spending, the Committee thought it more practical, and democratic, to ensure that all candidates should be assured a reasonable minimum amount of advertising through the office of the Registrar. Indeed, this has been the standing practice. What we now recommend is that this practice become policy and that all candidates in Senate and Board elections be informed of the services that the Registrar's Office will make available to them.

**PROBLEM 3.2** – In the last election of students to the Senate and Board there were complaints regarding the behavior of candidates and their colleagues. There have been rumors of physical assault.

**PROBLEM 3.3** – And finally, in the last student election, there were challenges, too, to the Registrar's rulings as to who was eligible to vote as well as to his authority to establish election and campaign procedures.

All of these sorts of problems could be responded to immediately, as they arise, if there were to be an Electoral Standing Committee.

— RECOMMENDATION 3 —

That in Section IV (Elections) in the Rules of Senate, the following subsection N be added.

- N. There is to be a standing committee of Senate to oversee the conduct of elections to the Senate and Board.
1. This committee shall be known as the Electoral Standing Committee.
  2. Its membership shall be
    - i. The Registrar, who will be chairperson
    - ii. Three senators – chosen by, and from, the members of Senate – one of whom must be a student
  3. Term of office of each member will be to the end of that person's term on Senate. Members may be re-elected to this Committee. However, any member of this Committee who is running for a seat on Senate or the Board must resign his/her seat on the Committee.
  4. The purpose of this Committee will be to supervise the conduct of elections to the Senate and Board. The Committee will
    - i. Serve in an advisory capacity to the Registrar concerning the conduct of, and the regulations governing, elections.
    - ii. Set the limit of the services to be made available to candidates for election to the Senate and Board, and will ensure that all candidates be informed, in writing, of the nature and extent of such services available to them.
    - iii. Approve scrutineers for the Burnaby campus and off-campus programs.
    - iv. Receive all complaints concerning the conduct of, and the regulations governing, elections.
    - v. Hear all appeals on the Registrar's decisions concerning eligibility to vote and eligibility to stand for office. The Registrar will not vote in these appeals.
    - vi. Have available to it a variety of sanctions, including (but not limited to): imposing monetary fines, removing a candidate, declaring an election null and void, and recommending to the President such measures as censure, suspension, or the laying of criminal charges.
  5. Decisions of the Electoral Standing Committee are final.
  6. Once a year, the Electoral Standing Committee will make a report to Senate.

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#### 4 Reporting the results of elections in the Minutes of Senate

PROBLEM 4 – Some Senators have expressed discomfort at having the actual number of votes cast for each candidate in Senate and Board elections recorded in the Minutes of the Senate.

At present, the recording of the actual number of votes is mandated by Sections IV(K)(5) and IV(M)(4) [both revised June 7, 1976] of the Rules of Senate. Thus it is a matter of policy, not merely of practice.

The Committee, however, believes that no good purpose is served by the actual number of votes being recorded, and that this procedure may, on occasion, cause some candidates personal embarrassment, and more seriously, may serve to discourage unsuccessful candidates from again seeking office on the Senate or Board or on their committees.

————— RECOMMENDATION 4 —————

That the last sentences of Sections IV(K)(5) and IV(M)(4) of the Rules of Senate be deleted, and that the following be substituted:

The names of all candidates are to be recorded in the Minutes of Senate along with a list of those declared elected. The Registrar is to inform all candidates, by letter, of the number of votes cast for each candidate. These tallies are also to be publicly posted by the Registrar.

**5 A candidate's running from more than one constituency**

PROBLEM 5 – The University Act in Section 34(2), defines several constituencies to be represented on the Senate, e.g. faculty members, students, members of convocation, etc. It is thus possible that a person should be eligible to run for a Senate seat from more than one constituency, e.g. both as a student and as a member of convocation, etc. Were such a person to be elected from two constituencies, he/she would have to resign all but one of his/her seats, and the Registrar would have to call a by-election. Moreover, such a person would effectively be in a position to decide from which constituency a new member of Senate was to be elected. Thus there would be a considerable expense to the University and an apparent violation of democratic procedures.

It seems to the Committee to violate no democratic principle to require that any candidate for election to the Senate or the Board be restricted to running from only one constituency. Indeed, it seems more democratic to insist on this.

————— RECOMMENDATION 5 —————

That a further paragraph, (c), be added to Section IV(K)(1) of the Rules of Senate:

No candidate may run for a seat on Senate from more than one constituency; similarly no candidate may run for a seat on the Board from more than one constituency. Candidates may, however, run for seats on both the Board and Senate.

## 6 Making the Rules of Senate consistent with AC20

**PROBLEM 6** – In certain places, the terminology in the Rules of Senate no longer describes the situation within the University.

The following recommendation merely brings the wording of the Rules of Senate into conformity with that of Academic Policy 20. The effect of these four paragraphs is to bar both Faculty Associates and Program Co-ordinators in the Faculty of Education from running for Senate or Board seats as representatives of Faculty. Program Co-ordinators, but not Faculty Associates, may, however, run for Senate or Board seats as representatives of the full-time employees of the University who are not faculty members.

### ———— RECOMMENDATION 6 ————

That the following paragraphs replace the similarly numbered ones in the Rules of Senate in Section IV(G) [Faculty Members; Full-Time Employees who are Not Faculty Members]:

- IV(G)(2)(h)      It shall not include Faculty Associates in the Faculty of Education appointed under Academic Policy 20, Section A [May 27, 1986, rev. F].
- IV(G)(2)(i)      It shall not include Program Coordinators in the Faculty of Education appointed under Academic Policy 20, Section B [May 27, 1986, rev. F].
- IV(G)(3)(c)      It shall include Program Coordinators in the Faculty of Education appointed under Academic Policy 20, Section B [May 27, 1986, rev. F].
- IV(G)(3)(d)      It shall not include Faculty Associates in the Faculty of Education appointed under Academic Policy 20, Section A [May 27, 1986, rev. F].

## Appendix A

### By-election balloting on the floor of Senate

PROBLEM A – From time to time, as vacancies occur in Senate Committees, it is necessary to conduct by-elections on the floor of Senate. The trouble with such elections, however, is that often Senators are asked to vote for newly-seated members of Senate who are unknown to most other Senators. The electors thus have no informed grounds on which to choose among the candidates.

There is no especially good solution to this problem. There seems to be little desire among senators that candidates make campaign speeches; the need to fill vacancies is often urgent and cannot be put off for a month; and the lead time – between an office's being declared vacant and the by-election on the floor of Senate – is too short to allow candidates to prepare campaign materials.

The Committee proposes an experiment, to run for one year, and then to be reviewed by the Senate Nominating Committee.

#### ————— RECOMMENDATION A —————

*Note: This recommendation requires only a simple majority of affirmative votes to be adopted.*

That each member of Senate be invited to provide the Secretary of Senate with a one-page resumé, including a brief academic CV and a statement of that person's major interests on Senate. When a by-election is to be held on the floor of Senate, the Secretary is to provide to the members present at the meeting copies of the resumé of the candidates, and the Chairperson is to declare a brief recess to allow members of Senate an opportunity to read these resúmes.

Submitted by:

N. Swartz, Chairman  
R. Heath, Registrar  
E. Almassy  
A. Cooper  
M. Singh

SIMON FRASER UNIVERSITY

RULES OF SENATE

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## 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 Chair of Senate is empowered and expected to take the actions he/she deems necessary to ensure the orderly advancement of the legitimate business of the Senate. In case the President is unable to chair a meeting of Senate, the Academic Vice-President will take the chair.

B. Secretary: In the absence of the Registrar, the Chair shall appoint a Secretary pro tem.

III. MEMBERS: (To be recommended later to Senate.)

### IV. ELECTIONS

#### A. Elections for the New Board and New 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 1975, and completed by April 15.
  - b) The nomination and election of members to the Senate under the University Act be undertaken in the Spring semester 1975, and completed by April 15.
  - c) Hereafter the normal date of assumption of office in the regular elections to the Board and to Senate shall be June 1st.
  - d) Subject to elections to the Board under a) above and to Senate under b) above, request be made to the Lieutenant-Governor in Council to fix the date for the current composition of the Board and of the Senate as provided in the former Act to be until midnight May 31, 1975.



B. Time in Office: Continuity on Senate

1. In the first elections of faculty members to Senate under the new legislation, members shall be elected for such periods as shall ensure that thereafter the term of office of approximately one-third of these memberships shall terminate each year.

C. Membership on Senate - Dean of Graduate Studies - Associate Vice-President, Academic

1. Pursuant to the provisions of Section 34(1) the Dean of Graduate Studies shall hold membership on Senate, with such membership adding two to the faculty members to be elected under Section 34(g), and one to the student members to be elected under Section 34(h).
2. Pursuant to the provisions of Section 34(1) the Associate Vice-President, Academic shall hold membership on Senate, with such membership adding two to the faculty members to be elected under Section 34(g) and one to the student members to be elected under Section 34(h). (Approved in effect June 2, 1975, Paper S.75-88).

D. Nominations

1. All nominations of candidates for membership on the Senate or on the Board 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 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. Faculty members may sign nomination papers, may vote, but cannot be candidates.
4. All nominations of candidates for membership on the Board being elected by and from full-time 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.
5. All nominations of candidates through the Alumni Association with two to be appointed by the Lieutenant-Governor in Council shall be signed by not less than five members of the Alumni Association entitled to make nominations.

6. All nominations of candidates for Chancellor shall be signed by not less than seven persons entitled to vote in the election of the Chancellor.
7. With the exception of nominations through the Alumni Association, the nomination paper must be signed by the candidate who shall state that he/she is 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.
8. a) Each candidate for election to the Board or to the Senate shall be requested to provide to the Registrar information limited to one page of single spaced typed copy 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. (Revised August 9, 1976, Paper S.76-97).
- b) Each candidate for election to the Senate is permitted to include along with or in lieu of a curriculum vitae a statement not to exceed 250 words 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.

#### E. Alumni Association

1. For the purposes of making nominations 'Graduate' shall be deemed to refer to those who have completed requirements for a degree from Simon Fraser University or those who have completed the Professional Development Program at SFU or those who complete such other programs at SFU as Senate may in future designate.

#### F. Students: Student Association

1. For the purposes of nominations and voting in the election of students to the Senate and to the Board:

'Student' means a person who is presently enrolled at the University in a credit course or who is designated by resolution of the Senate as a student; for the purposes of these elections for undergraduate students it includes

- i) Those registered in a credit course or courses in the semester in which nominations are due, or

- ii) Those in good standing who were registered in a credit course or courses in the immediately previous semester who certify that they intend to register again at Simon Fraser University before missing two consecutive registrations.

For the purposes of these elections for graduate students it includes any student duly registered as a graduate student other than one who currently is designated with "on leave" status.

'Student Association' means all full-time students who are members of the alma mater society or the graduate student society of the University: for the the purposes of the elections to Board and to Senate it shall be deemed to consist of those students defined above.

In the elections by students to the Senate and to the Board (or similar elections) the following pertain

- a) All registered graduate students (other than those with 'on leave' status) and all undergraduate students taking at least one credit course (other than a Downtown course) will be eligible to cast votes in-person on the Burnaby campus of the University. The balloting period will be two to five consecutive working days and some opportunity will be given for balloting after 4:30 p.m. for evening-only students.
  - b) All undergraduate students registered in at least one credit course at the Downtown Centre, and who are not taking any courses at the Burnaby campus, may vote in-person at the Downtown Centre. The balloting period will be as in a) above.
  - c) All undergraduate students who were registered in at least one credit course in the previous semester, but who are not currently registered may vote in-person as in a) above. They will be informed of the date of the forthcoming scheduled student elections by means of a typed message on the registration intent mailer, which is normally distributed during week 4 of each semester to all those eligible to register in the following semester.
2. For the purposes of being a candidate in the election of full-time students to the Board or to Senate the undergraduate student must fulfil the conditions in F 1(i) and be registered in 9 or more semester hours credit or must fulfil the conditions in F 1(ii) and have been registered in 9 or more semester hours credit at the close of the semester and certify that he/she intends to register in the immediately forthcoming semester in not less than 9 semester hours. A graduate student must be duly registered as a graduate student other than one who currently is designated with on-leave status.

3. A candidate's eligibility to continue to hold office as a representative of students on the Board of Governors or on Senate requires the following:

- i) Must not miss more than one registration during the one year term of office.
- ii) Must not withdraw from the University or be required to withdraw from the University.
- iii) If an undergraduate student then must remain registered in an average of at least 9 semester hours credit in two of the three semesters associated with the one-year term of office, and in not less than 6 semester hours in each of those two semesters. If a graduate student must continue to be so registered throughout the period of office.

(Revised March 13, 1978, Paper S.78-12B; Revised July 5, 1982, Paper S.82-77).

G. Faculty Members; Full-Time Employees who are Not Faculty Members

- 1. For the purposes of nominations and elections to the Senate and to the Board of Governors all persons holding positions whether as faculty members or as professional, administrative and support staff shall be entitled to be candidates and to vote in the pertinent elections only if the employment position held is likely to be of a continuing engagement nature.
- 2. For the purposes of nominations and elections to the Senate and to the Board of Governors by and from faculty members, only faculty members employed in a manner deemed to be of a continuing engagement nature shall be entitled to stand as candidates and to vote in the pertinent faculty member elections to Senate and to the Board.
  - a) This shall include those with appointments as described holding the rank of instructor, lecturer, assistant professor, associate professor, professor.
  - b) It shall not include teaching assistants or associates, associates of the centres, graduate associates.
  - c) It shall not include post-doctoral fellows, or those employed full-time funded from external grants.
  - d) It shall not include sessional lecturers.
  - e) It shall not include research associates.
  - f) It shall not include short term lecturers in Continuing Studies.
  - g) It shall include Laboratory Instructors I and II. (Revised September 9, 1976, Paper S.76-110).
  - h) It shall not include those Associates in the Faculty of Education (Faculty Associates) appointed by the Board of Governors on

recommendation of the President under Academic Policy 20 3.d) further described in 4.b) and 5.b).

- i) It shall not include those Associates in the Faculty of Education (Faculty Associates) under Academic Policy 20, other than under 3.d) further described under 4.b) and 5.b).
  - j) It shall include for the purposes of nominations, elections and voting the positions of professional librarians designated by Senate under Section 1 of the University Act as equivalent positions. (Approved in effect February 2, 1976, Paper S.76-22).
  - k) It shall include for the purposes of nominations, elections and voting the following positions designated by Senate under Section 1 of the University Act as equivalent positions: i) Dean of Continuing Studies; ii) Dean of Graduate Studies; iii) Dean of Faculty; iv) Vice-President, Academic; v) President; vi) Assistant or Associate Dean as in i), ii), iii); Assistant or Associate Vice-President, Academic. (Approved in effect April 7, 1975, Paper S.75-53).
3. For the purposes of nominations and elections to the Board of Governors by and from full-time 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 be candidates and to vote in the pertinent elections only if the employment position held is likely to be of a continuing engagement nature.
- a) It shall include research associates. (See current Policy AC 9).
  - b) It shall not include Laboratory Instructors I and II. (Revised September 13, 1976, Paper S.76-110).
  - c) It shall include those Associates in the Faculty of Education (Faculty Associates) appointed by the Board of Governors on recommendation of the President under Academic Policy 20 3.d) further described in 4.b) and 5.b).
  - d) It shall not include those Associates in the Faculty of Education (Faculty Associates) under Academic Policy 20, (other than under 3.d) further described under 4.b) and 5.b).)
  - e) It shall not include visiting instructors, visiting lecturers, visiting assistant professors, visiting associate professors, visiting professors.
  - f) It shall not include teaching assistants or associates, associates of the centres, graduate associates.
  - g) It shall not include post doctoral fellows, or those employed full-time funded from external grants.
  - h) It shall not include sessional lecturers.
  - i) It shall not include short-term lecturers in Continuing Studies.

- j) An employee, who has been a full-time employee of the University other than a faculty member for more than three consecutive semesters 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 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.

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 By and From an Individual Faculty

1. In the election of faculty members by and from the Faculty of Arts 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 individual 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 the Board and of the Chancellor

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 and of the Chancellor.
2. The 'date of election' shall be interpreted to mean the last date on which valid ballots are due.

3. The period for casting of ballots shall be not less than ten days nor longer than fifteen days in the case of elections by and from the faculty members and by and from members of staff who are not faculty members. It shall be not less than fourteen days nor longer than twenty-eight days in the case of elections by Convocation to Senate and of the Chancellor. It shall be not less than two days nor longer than five days in the case of elections by and from students. (For student elections see also Section F). (Revised July 5, 1982, Paper S.82-77).
4. In the regular elections to the Senate and to the Board balloting is to be completed not later than April 15 in any year.

K. General Regulations Covering Elections to Senate and the Board

1. a) When elections are being held for the position of Chancellor and for the Board of Governors, a candidate may accept nomination to run for only one seat or office in those elections. Similarly, when elections are being held for the position of Chancellor and for Senate, a candidate may accept nomination to run for only one seat or office in those elections.
  - b) 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.
2. a) When elections are being held for the position of Chancellor and also for the Board of Governors or for the Senate an individual holding a Board office or a Senate office which extends into the new term shall be required to file with the Registrar resignation from the present seat in order to be a candidate in the new Chancellor election. Such resignation may 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.
  - b) When elections are being held for the Board of Governors and/or for the Senate, an individual holding a Board office or a Senate office which extends into the new term shall be required to file with the Registrar resignation from the present Board seat in order to be a candidate in the new Board election or from the present Senate seat in order to be a candidate in the new 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.
4. In the election of students to the Board, the two students with the highest numbers of votes shall be elected.
5. The Secretary shall state the names of the persons elected. Recount may be requested within ten days of the announcement of the results to the candidates. The ballots may be destroyed after ten days following the recount period. The minutes will contain the votes recorded. (Revised June 7, 1976, Paper S.76-86).
6. After the ballots have been received by the Registrar, he/she shall, at the place, day and hour fixed in the notice of election, be responsible for the opening of the ballots, and in the presence of such of the candidates or their representatives as officially attend, the counting of the votes for each candidate.

L. Vacancies on Senate; Vacancies on the Board

1. Where a vacancy arises in the case of an elected faculty member to Senate or to the Board, or an elected student member to Senate or to the Board 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 full-time employee of the University who is not a faculty member to the Board, 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.
3. In the case of a vacancy of a member appointed under Section 34 (j) replacement can be only under that section.
4. Any Senate member who plans to be away for one semester or more shall so inform the Secretary of Senate in order that a substitute may be elected for the period of the absence from Senate.
5. 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. General Regulations for Elections Conducted at Senate

1. For electoral purposes at Senate voting shall be by ballot on appropriate forms provided by the Secretary.
2. For elections conducted at Senate a ballot showing more or less votes than the number of vacancies to be filled shall be invalid.
3. In elections at Senate if there is a tied vote there shall be an additional ballot to choose between the persons concerned.
4. The Secretary shall state the names of the persons elected. The ballots may then be destroyed. The minutes will contain the votes recorded. (Revised June 7, 1976, Paper S.76-86).

#### V. Meetings

##### A. Regular

1. With the exceptions stated here and in (2) and (3) below, Senate shall meet once a month on the first Monday of each month. When the first Monday of the month is an academic holiday, the regular meeting of Senate shall be held on the second Monday. At the commencement of each semester, in January, May and September, the regular monthly meeting of Senate shall be held on the Monday when classes are scheduled to begin.
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, there is insufficient business to justify a regular meeting, he/she may cancel the meeting and instruct the Secretary to so inform the members.
4. The Secretary of Senate will mail the notice of meeting, the agenda, and all available supporting papers to members of Senate at least ten 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 and available papers shall be distributed to Departmental Chairs. Copies of the agenda and papers with supporting

documentation will be available at least ten days before the meeting in the offices of the Dean of Arts, the Dean of Business Administration, the Dean of Education, the Dean of Science, the Dean of Applied Sciences, the Dean of Graduate Studies, the University Library, Student Society Office and the Secretary of Senate. (Revised August 9, 1976, Paper S.76-97). (Amended from Senate Paper S.84-81, December 3, 1984).

6. Meetings will be called to order at 7:00 p.m. (Revised January 12, 1976, Paper S.75-190 updated).
7. The open session of any regular meeting normally shall terminate not later than 10:00 p.m. The time may be extended at any meeting by successful motion for extension, such motion requiring only a simple affirmative majority of those who vote. (Approved in effect March 1, 1976, Paper S.76-42).

#### 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 five 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 mail, telephone or telegraph, of the special meeting indicating the nature of the business for which the meeting is being called. Notice of meeting, including the agenda, will be mailed to members of Senate.

#### 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 immediately following closed session, 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.

#### 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 community at large.
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. The editor of The Peak, or designate, is permitted to attend the open sessions of Senate, as an observer.
7. At the discretion of the Chair of Senate, closed circuit audio coverage and/or closed circuit television 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.

#### E. Quorum:

Eleven members, at least six 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.

#### F. Minutes

1. 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. Shorthand transcripts of open and closed sessions shall be made and retained by the Secretary of Senate. Members of Senate shall have access to these transcripts.
3. Open sessions shall be recorded on audio tape by the Secretary of Senate. A copy of the audio tape shall be placed in the University Library.
4. Copies of the minutes of the open session with supporting papers shall be placed in the University Library and shall be open to the University community. Copies of the minutes shall be distributed to members of Senate, Departmental Chairs, President of the Student Society, President of the Faculty Association, and to the Universities Council. By request, copies of minutes will be made available to any concerned individual. Requests for multiple copies of Senate minutes may be made available at the discretion of the Chair of Senate or the Secretary.
5. Copies of the minutes of the closed session, with appropriate supporting papers, shall be placed in the University Library Archives. Access to this material may be authorized by the Chair of Senate.

#### 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 be:

Approval of the Agenda  
 Approval of the Minutes of the Previous Session(s)  
 Business Arising from the Minutes  
 Report of the Chair  
 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. Motions from the floor: Motions from the floor may be made orally; however, at the request of the Chair the mover may be required to put the motion in writing.
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. Voting: Elections shall be by ballot. All other voting shall be by show of hands, unless a motion to vote by ballot is carried.
4. Except as otherwise specified in these rules the use of cameras and recorders is not permitted after a meeting has been called to order.

## 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 said committees.
- B. Any member of a Senate Committee who plans to be away for one semester or more shall so inform the Secretary of Senate in order that a substitute may be elected for the period of the absence.
- C. 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.
  - b) 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. Where Senate ratification of decisions made by a committee is required it shall be sought at the time of submission of the committee's report; in the event of Senate failing to ratify such decision or decisions of a committee, the decision or decisions shall stand, and the Senate's failure to ratify shall be interpreted as an instruction to the committee involved that actions of that type shall not be repeated.

- 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) Existing committees of Senate shall be assigned to categories a), b), or c) above by the Chair of Senate on the date of promulgation of this rule; the categories of committees to be established in future shall be specified in the charge to each committee.
- e) 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 normally include the following:

- a) A statement of Senate's charge to the committee.
- b) A statement of actions taken by the committee under the charge.
- c) Where Senate has delegated powers to the committee, a list of the actions that have to be ratified.
- d) 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.

## 3. Consideration of Reports

Upon the advice of the Senate Committee on Agenda and Rules, the Chair of Senate shall 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 regular practice of Senate.

## **VII. PARLIAMENTARY AUTHORITY**

The rules contained in O. Garfield Jones, Parliamentary Procedures at a Glance (New York; Meredith Press - 1971) shall govern Senate in all cases to which they are applicable, and in which they are not inconsistent with the Standing Rules of 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.

The Rules of Senate were revised following amendments made to the Universities Act in 1974. The basic revised Rules were approved by Senate November 4, 1974. Further revisions to the Rules have been made and these are reflected in an appropriate notation within the Rule in question to show when the revision took place following November 4, 1974. Revisions have been made following the repeal of Universities Act (1974) and its replacement by the University Act (1979).