

## MEMORANDUM

MEMBERS OF SENATE

From..... SENATE COMMITTEE ON AGENDA AND RULES

Subject..... PROVISION FOR QUESTIONS AT SENATE

Date..... MARCH 17, 1977

A request for the creation of a question session at Senate was submitted to the Secretary of Senate by Senator R. A. Ironside on January 17, 1977. At the January 25 meeting of the Senate Committee on Agenda and Rules, following considerable discussion relating to the various forms a session for questions may take and the nature of some of the Rules of Senate that might result, there was general agreement that some guidance as to the preferences of Senate was desirable before recommendations be submitted to Senate.

Senate, at its meeting of February 7, 1977, discussed the proposal and it was agreed that the Senate Committee on Agenda and Rules would undertake to develop recommendations to facilitate questions at Senate, taking into consideration the comments expressed. The Chairman invited Senator Ironside to attend a special meeting of the Senate Committee on Agenda and Rules that would be scheduled to consider proposals. The Chairman also invited Senators to submit other comments and suggestions to the Committee.

The special meeting to give further consideration to the provision of questions at Senate was held by the Senate Committee on Agenda and Rules on Wednesday, March 16, 1977. Consensus was reached that provision for an informal question period as part of the Report of the Chairman would be the most appropriate procedure. It was agreed that no amendments need be made to the existing Rules of Senate in order to accommodate such informal question period.

Various procedures that would facilitate the handling of an informal question period were discussed at the special meeting of SCAR and the procedures the Chairman of Senate intends to follow are presented in the attached memo. These procedures have the full endorsement of those attending the special meeting of the Senate Committee on Agenda and Rules.

In making this recommendation, the Senate Committee on Agenda and Rules expects it to be understood that questions submitted to the Chairman will involve matters falling under the powers and responsibilities of Senate as provided for in the Universities Act 1974.

encl.

# SIMON FRASER UNIVERSITY

## MEMORANDUM

MEMBERS OF SENATE

From P. JEWETT

PRESIDENT AND CHAIRMAN OF SENATE

Subject GENERAL PROCEDURES - INFORMAL  
QUESTIONING SESSION AT SENATE

Date MARCH 17, 1977

In response to the request submitted by Senator R. A. Ironside for a question period and in accordance with the comments made at Senate, the Senate Committee on Agenda and Rules is presenting to Senate as part of this submission the suggestion that provision for an informal questioning session be incorporated into the meetings of Senate.

The desire is to handle such a session in as informal a manner as possible. It is clear, however, that for the questioner and for other Senators to maximize the potential advantages that may result from a question period, it is highly desirable that certain procedures be followed when submitting questions. Therefore, in conjunction with the suggestion from the Senate Committee on Agenda and Rules and with the endorsement of that Committee, details of the general procedures that normally will be followed by the Chairman are:

1. It will be required that all questions be directed to the Chair.
2. It is requested that questions be submitted in writing to reach the Secretary of Senate at least five working days in advance of the Senate meeting.

These procedures do not prevent questions from being submitted to the Chairman at a Senate meeting. The probability is, however, that a questioner can ordinarily expect to receive a more complete response to a question when time is provided to consider the question in advance of the Senate meeting. Also, it is considered essential that all Senators be kept as fully informed as possible concerning all matters coming before Senate at its various meetings.

3. The question session will be included under the Report of the Chairman section of the agenda.

It is anticipated that responses to most questions will be expected to be forthcoming from the Chairman and in those instances where a question can best be answered by someone other than the Chairman it can be redirected to the appropriate individual by the Chair.

4. The maximum amount of time allowed for the question period will be normally limited to twenty minutes.

The rationale for limiting the amount of available time for answering questions is to ensure that time available for other items on the agenda is not unreasonably reduced.

5. The decisions pertaining to the acceptability of questions will be made by the Chairman. In the event a question is deemed to be inappropriate, the questioner will be so advised by the Chairman
6. The Secretariat will be responsible for including appropriate statements in the minutes or as an appendix thereto.