

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 Universities Act, as amended from time to time. In the event of any conflict the Universities Act shall prevail.

II. OFFICERS

- A. Chairman: The Chairman of Senate is empowered and expected to take the actions he 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 Chairman 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 new Universities Act be undertaken in the Spring semester 1974, and completed by April 15.
 - b) The nomination and election of members to the Senate under the new Universities Act be undertaken in the Spring semester 1974, 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 35(1) the Dean of Graduate Studies shall hold membership on Senate, with such membership adding two to the faculty members to be elected, and one to the students members to be elected.

2. Pursuant to the provisions of Section 35(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 35(g) and one to the student members to be elected under Section 35(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 Universities 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 purposes of the elections to Board and to Senate it shall be deemed to consist of those students defined above.

2. 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.

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 Education.
 - 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 Universities 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 Universities 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, 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 Education.
- 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 the 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 the 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 and from students and in the elections by Convocation to Senate and of the Chancellor.
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 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 35 (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 Chairman 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 Chairman, there is insufficient business to justify a regular meeting, he 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 Chairmen. 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 Education, the Dean of Interdisciplinary Studies, the Dean of Science, the Dean of Graduate Studies, the University Library, Student Society Office, and Secretariat Services. (Revised August 9, 1976, Paper S.76-97.)

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 Chairman may call a special meeting of Senate for the purpose of considering an urgent item of business, when he deems it necessary, or on the petition of five members 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 Chairman 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 Chairman or on the vote of Senate by simple majority without prior notice of motion.

6. The editor of The Peak, or his designate, is permitted to attend the open sessions of Senate, as an observer.

7. At the discretion of the Chairman 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. 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 Chairmen, President of the Student Society, President of the Faculty Association, and to the Secretary of the Academic Board. By request, copies of minutes will be made available to any concerned individual. Request for multiple copies of Senate minutes may be made available at the discretion of the Chairman 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 Chairman of Senate.

G. Order of Business

1. Items for open and closed sessions of Senate are determined by the Chairman 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 Agenda
Approval of Minutes of Previous Session(s)
Business Arising from the Minutes
Report of Chairman
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 Chairman 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 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 Chairman of the committee and the Chairman 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 Chairman 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 Chairman 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 Chairman 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.