

SIMON FRASER UNIVERSITY

MEMORANDUM

S.73-114

To SENATE

From SENATE COMMITTEE ON AGENDA AND RULES

Subject RULES OF PROCEDURE OF SENATE

Date SEPTEMBER 19, 1973

MOTION: "That Senate adopt the 'Rules of Procedure of Senate,' as set forth in Paper S.73-114, to supersede all previous Rules of Procedure of Senate effective immediately."

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Date SEPTEMBER 19, 1973

At the May 7, 1973 meeting of Senate, the Senate Committee on Agenda and Rules were instructed to recommend to the October 1973 meeting of Senate rules and procedures for the conduct of the business of Senate; in preparing their recommendation, the Committee were instructed to bear in mind Senate's current and precedent procedural experience.

In the attached statement of Rules of Procedure of Senate the Committee have incorporated with the basic Rules of Procedure of Senate, as defined on April 4 1966 by Senate, subsequent rules, practices and procedures adopted and accepted by Senate. The statement contains no additions to, amendments of, or deletions from what are at this time the working rules of Senate.

The Committee were of the opinion that, before Senate set out to amend their rules or add to them, members of Senate should have before them a single statement as to what are, in fact, the present operating rules. Substantial problems of clarification arose from the fact that some rules have fallen out of use and other rules and practices have been added, possibly in some cases without the exact requirements for amendment having been met.

Approval of the MOTION will amount simply to regularizing the now existing Rules of Procedure of Senate, de jure as well as de facto.

The Committee on Agenda and Rules intend to continue to examine the Rules of Procedure and will be bringing, with all due urgency, a number of proposals for amendment and refinement for the consideration of Senate. Members of Senate are invited to send to the Secretary of Senate comments and proposals that might be helpful to the Committee in bringing forward proposals that meet the needs of Senate.

RULES OF PROCEDURE OF SENATE, SIMON FRASER UNIVERSITY

Status of Rules

1. Status of These Rules of Procedure

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

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

Meetings (date, time, etc.)

2. Meetings of Senate

a) Regular Meetings: There shall be regular meetings of Senate normally on the first Monday of each month except where the first Monday is a holiday and then the meeting shall be held on the second Monday. At the commencement of each semester the meeting shall normally be held on the first Monday of University Classes. If the Chairman rules there is insufficient business to justify a meeting he may instruct the Secretary to so inform the members and cancel the meeting. In exceptional cases the Chairman may instruct that the regular meeting be deferred for one week with announcement to be made in advance. Meetings normally shall be called to order at 7:30 p.m.

b) Special Meetings: The Chairman may call a special meeting of Senate for the purpose of considering an urgent item of business, when he deems it necessary, or on the petition of five members of Senate. Only such urgent items of business as are contained in the notice may be discussed at a special meeting.

c) Categories of Business: Meetings of Senate shall be divided into two sessions, the first being an open session to which qualified observers may be admitted in accordance with the rule stated below, and the second a closed session for the discussion of business deemed by Senate to be of a confidential kind, and at which no observers shall be present.

d) Observers: Provision shall be made for a limited number of qualified observers at the open session of Senate meetings in accordance with space available:

- i) The Chairman of Senate shall designate the number of spaces available for observers;
- ii) The Chairman of Senate, at his discretion or on the instructions of Senate, may restrict or eliminate spaces for observers if, in his opinion, this is required in the interests of Senate procedures;

- iii) At the determination of the Chairman of Senate and to the degree he considers necessary, closed circuit audio coverage or/and closed circuit television coverage may be provided to other areas of the University;
- iv) At the discretion of the Chairman of Senate or on the vote of the Senate on simple majority without prior notice of motion, observers may be required to leave the meeting and/or closed circuit servicing may be discontinued;
- v) For the closed session of Senate there shall be no provision for observers or for closed circuit servicing.
- vi) Qualified observers normally shall be limited to Simon Fraser University students, faculty and staff only;
- vii) Observers shall not exceed the number of places provided for them;
- viii) Observers shall at all times conduct themselves in such manner as not to interfere with the business of Senate.
- ix) One student reporter for The Peak shall be named by the editor as the official Senate reporter;
- x) Motions to conduct any Senate meeting or part of a meeting in camera shall be carried on a simple majority vote;
- xi) The University community shall be made aware that Senate may revoke the privilege of attending Senate meetings as an observer to any or all individuals.

The Chairman of Senate is empowered and expected to take any action he deems necessary to ensure normal advancement of the ordinary legitimate business of the Senate.

e) Operation and Agenda of Senate Meetings:

- i) There shall be two agendas for Senate meetings, one for the open session, which shall be publicly displayed and that for the closed session, which shall be circulated to members of Senate.
- ii) Supporting documents for items in open or closed session shall continue to be circulated to members of Senate and its officers; open session material shall be filed in the library at the time of distribution of papers to Senators.

- iii) The placing of agenda items in the closed session shall be left to the discretion of the Secretary of Senate but a Senator can request that any item placed upon the agenda by himself be put into either the open or the closed session.
- vi) At any time prior to or during discussion of an item in the agenda of the open session, it can be placed into the immediately following closed session 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. A similar procedure shall be followed if it is wished that an item be moved from the closed to the following open session;
- v) That the part played by any individual other than the mover and seconder in closed session remain always private to Senate. Minutes of the closed session shall be read at the beginning of the following closed session.

Notice of Meeting

3. Notice of Meetings

a) Regular Meetings: The Secretary of Senate shall mail the notice of meeting, the agenda, and all supporting papers possible, to the members of Senate at least ten days before the meeting.

b) Special Meetings: Notice of special meetings shall be mailed or telegraphed or telephoned to members of Senate at least seventy-two hours before the meeting; such notices to indicate the urgent items for which the meeting is called.

Quorum

4. Quorum

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

Chairmanship

5. Chairman

In case the President is unable to chair a meeting of Senate, the Academic Vice-President shall take the chair. If both the President and the Academic Vice-President are unable to chair, the most senior Dean of a Faculty shall be Chairman where seniority shall be determined in terms of the date of appointment as Dean.

Secretary

6. Secretary

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

Minutes

7. Minutes

a) Approved minutes of Senate shall be sent to the Secretary of the Academic Board.

b) Minutes of meetings shall be a brief summary of points and a record of decisions taken.

c) The library reference copy of the minutes shall be annotated to refer the reader to any corrections in subsequent minutes.

d) Shorthand transcripts of minutes shall be kept; the transcript shall be available to members of Senate.

e) Copies of Minutes of open sessions of Senate shall be made available in faculty department offices.

f) Agendas, supporting papers and minutes of Senate shall be kept in the University library and made available upon request to any member of the University community; the papers for this copy to be subject to the discretion of the Secretary of Senate.

g) The audio tapes of the proceedings of Senate shall be copied and made available in the library.

Order of Business

8. Order of Business

a) Regular Meetings

i) Open Sessions

Approval of Agenda
Approval of Minutes of Previous Open Meeting(s)
Business Arising from the Minutes
Report of Chairman
Reports of Committees
Reports of Faculties
Other Business
- Notices of Motion
- Date of Next Meeting
- Other items
- Confidential matters

ii) Closed Sessions

Approval of Agenda
Approval of Minutes of Previous Closed Session(s)
Business Arising from the Minutes
Report of Chairman
Reports of Committees
Reports of Faculties
Other Business

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

b) Special Meetings: The order of business of special meetings shall be that transmitted in the Notice of Meeting.

Motions

9. Motions

Motions for inclusion in the agenda of Senate shall be submitted to the Secretary of Senate in accordance with the time schedule laid down for the submission of agenda items.

Motions from the floor may be made orally; at the request of the Secretary or of a member of Senate, the mover may be required to put the motion in writing.

Voting

10. Voting

A motion is carried by a simple majority of those present and voting - except in the case of alterations to the Rules of Procedure and for those motions requiring greater than a majority vote as defined under Robert's Rules of Order. Unless a ballot is called for by an approved motion, voting shall be by a show of hands. A motion to hold a ballot vote is not itself subject to a ballot.

Procedures not covered by these Rules

11. Disputes

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

Senate Committees

12. 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, subject to Rule 13.

b) Any member who plans to be away for one semester should so inform his Faculty and the Secretary of Senate in order that a substitute may be elected to replace him on Senate and committees of Senate.

c) Items 8, 9, 10 and 11 of these Rules of Procedure shall apply to all committees of Senate.

Terms of Office

13. Terms of Office

a) The terms of office of Senators shall be as outlined in the Act.

b) The terms of office of members of Senate Committees shall be as outlined in the paper establishing the Committee.