

S.73-126

SIMON FRASER UNIVERSITY

MEMORANDUM

To SENATE

From SENATE COMMITTEE ON AGENDA AND RULES

Subject SENATE RULE - REPORTS OF COMMITTEES

Date OCTOBER 23, 1973

Notice is hereby given of the following motion to be put to the December meeting of Senate:

MOTION: "THAT SENATE ADOPT THE RULE ON THE SUBMISSION OF REPORTS BY COMMITTEES TO SENATE AS SET FORTH IN PAPER S.73-126 TO BE EFFECTIVE AT THE CONCLUSION OF THE PRESENT MEETING OF SENATE."

Committees of Senate1. 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. Senate ratification of administrative decisions made by a committee shall be sought at the time of submission of the committee's report; in the event of Senate failing to ratify a 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 practices of Senate.

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Date OCTOBER 23, 1973

At the May 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, and to examine the desirability of all Senate Committees presenting annual reports to Senate and the appropriate disposition of such reports.

The practice proposed for the submission by committees of Senate of reports on their activities recognizes a felt need by many members of Senate for more precise information on the work of the committees of Senate. It also attempts to clarify the way in which Senate will handle reports from committees.

Certain committees of Senate, such as this committee, effectively report to Senate at every meeting or at times specified in their charge. It is proposed that such committees be not asked to submit annual reports since, by definition, their activities are continuously before Senate. Among such committees are the present committee, the Senate Committee on Undergraduate Studies, the Committee on Honorary Degrees, and the Nominating Committee.

Other standing committees perform duties on behalf of Senate and frequently have delegated powers. It is proposed that these committees be required to report annually to Senate and the proposed rule states how their decisions and use of delegated powers shall be ratified. Such committees include the Senate Library Committee, the Undergraduate Admissions Board, the Appeals Board, the Committee on Non-credit Instruction, and the Committee on Scholarships, Awards and Bursaries.

So-called ad hoc committees normally have in their terms of reference a date on which a report should be submitted.

The new rule also recognizes that Senate may, from time to time, wish to have information on the ongoing work of any committee and provision is made for calling for such reports either on vote of Senate or the instructions of the Chairman of Senate.