

S.74-31

SIMON FRASER UNIVERSITY (Former S.74-12)

MEMORANDUM

To SENATE

From SENATE COMMITTEE ON AGENDA AND RULES

Subject RECOMMENDED RULES OF SENATE

Date JANUARY 23, 1974

MOTION: "That Senate adopt the Rules of Senate as set forth in Paper S.74-31, to supersede its previous Rules of Procedure on the matters covered herein, effective immediately."

Note: It will be seen on page 9 that recommendation is made that parliamentary authority be O. Garfield Jones, Parliamentary Procedure at a Glance, etc. Copies of this publication are distributed with this material to Senators.

December 21, 1973

RECOMMENDED RULES OF SENATEI. 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. If both the President and the Academic Vice-President are unable to chair, the Chairman shall be the Dean of the Faculty of Arts, or the Dean of the Faculty of Science, or the Dean of the Faculty of Education, or the Dean of the Faculty of Interdisciplinary Studies, in that order.
- 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 (To be recommended later to Senate)V. MEETINGSA. 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 supporting papers shall be distributed to Departmental Chairmen and shall be placed in the University Library at the time of their distribution to members of Senate.

6. Meetings will be called to order at 7:30 p.m.

B. Special:

1. The Chairman may, when he deems it necessary, call a special meeting of Senate for the purpose of considering urgent items of business.

2. Upon receipt of a written petition from eleven members of Senate, at least six of whom shall be members of faculty elected to Senate, the Chairman shall call a special meeting of Senate to consider the items stated in the petition.
3. Only such items of business as are contained in the notice of meeting shall be discussed at a special meeting.
4. 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 qualified 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 session shall be public; the agenda for the closed session shall be confidential to members of Senate.
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 simply 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 qualified 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. Qualified observers shall be students, faculty or staff of Simon Fraser University, save where Senate or the Chairman of Senate may invite or permit other persons to be present as observers.
4. Observers shall conduct themselves in such a manner as not to interfere with the business of Senate.
5. At the discretion of the Chairman, or on the vote of Senate by simple majority without prior notice of motion, observers may be required to leave the meeting.
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, 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 Chairmen, and to the Secretary of the Academic Board. At the discretion of the Chairman of Senate, or the Secretary, copies may be made available to other officers of the University or appropriate authorities.
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 first 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 Procedure 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.

EXPLANATORY COMMENT ON THE RECOMMENDED RULES

- I. An edited version of the existing rules.
- II. A. First sentence is an edited version of an old rule previously found in the section on observers.

The third sentence constitutes a revision. Previously the Dean to Chair was selected on a seniority based on date of appointment. This was considered to lead to ambiguity arising from items such as initial appointment, subsequent appointments, acting, and the like. The definite order was preferred.

- B. Editorial change of "may" to "shall."

- III. Members (This section to be recommended later to Senate).

- IV. Elections (This section to be recommended later to Senate).

- V. An edited version of the existing rules intended to separate and clearly distinguish among regular meetings, special meetings, and open and closed sessions. Substantive changes are noted below:

VA2 To permit greater flexibility, deletion of the requirements that the Chairman can only postpone one week.

VB2 It would now be mandatory to call a special meeting upon written petition of a number of Senators sufficient to meet quorum requirements - rather than the previous option to call upon petition of five Senators.

- VE Addition of the words "elected to Senate" to remove any ambiguity as to whether Deans were to be counted, in this context, as members of faculty.
- VF4,5 Clarifies procedures for distribution and placement of minutes and papers from Open and Closed Sessions.
- VG2 Standardization of the order of business for Open and Closed Sessions and clarification of "Other Business," "Notices of Motion," and "Information."
- VH1 Editorial change of "Secretary" to "Chairman,"
- VH2 Codification of present practice.
- VH4 Includes past rulings of the Chairman concerning photography and use of recorders.
- VI, An edited version of existing rules intended to clarify existing rules and to eliminate redundancy.
- VII. The recommended rule is a standard clause suggested in Robert's Rules of Order.
Robert's Rules of Order is a reference book, not a manual of parliamentary procedure. The Committee is of the opinion that Senators, and Senate, would be better served if a manual was designated as the parliamentary authority and if each Senator had a copy of a manual. The Committee recommends Jones, Parliamentary Procedure at a Glance.
- VIII, Adopted by Senate at its meeting of September 10, 1973.
- IX. Rules cannot be suspended unless the rules provide for

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suspension. The Committee recommends an affirmative vote by two-thirds of the voting members present.