

SIMON FRASER UNIVERSITY

MEMORANDUM

To: Senate Committee on Agenda
and Rules

From: W. Ronald Heath
Secretary of Senate

Subject: Attendance of Visitors at
Senate Committee Meetings

Date: October 12, 1989

As the result of enquiries at recent Senate meetings, I was asked to seek a proper and clear interpretation on whether visitors were allowed to attend meetings of Senate Committees.

I refer to Senate Paper S. 75-74 (attached) which was approved by Senate on June 2, 1975. The minutes of that meeting note that the motion was the result of an "issue relating to the desirability of opening meetings of Senate Committees on the basic principle that the business of an institution is open to the community". In fact, what was approved was an approximation of Senate rules, allowing for the business of any Senate Committee to be considered in "Open Session" or "Closed Session", with observers admitted to Open Sessions only. The paper also allowed a committee to make additional rules of operation on the condition that such rules would not be inconsistent with these rules. The usual procedures to allow the movement of an agenda item from one session type to another apply.

In practice, the business of some Committees has been considered routinely under Closed Session. For example, the consideration of nominations for Honorary Degrees by the Senate Committee on Honorary Degrees, and the consideration of individual student appeals by the Senate Appeals Board have been conducted in Closed Session. On the other hand, the Senate Committee on Honorary Degrees might well consider, in Open Session, suggestions for changes to the nomination process, for example. Consequently, no Senate Committee is declared Open or Closed in itself, but any agenda items may be considered under Open or Closed Sessions at the discretion of that Senate Committee.

S.M. 2/6/75

Question was called on the motion to table, and a vote taken.

MOTION TO TABLE CARRIED

6. REPORTS OF FACULTIES

There were no reports from faculties.

7. OTHER BUSINESS

There was no other business.

8. NOTICES OF MOTION

i) Election for Search Committee for a Dean of the Faculty of Education

Moved by D. Birch, seconded by A. Kazepides,

"That Senate suspend its election rules to permit the shortening of procedures for the nomination and election of a Search Committee for a Dean for the Faculty of Education to one week for nominations and one week for election."

D. Birch confirmed that the majority of the electorate were on campus and the balance were reachable within the reduced time limit.

Question was called, and a vote taken.

MOTION CARRIED

ii) Paper S.75-74 - Rules of Senate Committees (D. R. Birch)

Moved by D. Birch, seconded by I. Mugridge,

"That Senate establish the rules, as set forth in S.75-74, relating to the operation of Senate Committees."

D. Birch stated that the motion was the result of a recent issue relating to the desirability of opening meetings of Senate Committees on the basic principle that the business of an institution is open to the community. He felt an approximation of Senate rules would establish the necessary regulations. E. McWhinney commented that within the general principle the rule of reason would govern.

Question was called, and a vote taken.

MOTION CARRIED

9. INFORMATION

It was noted that the next meeting of Senate is scheduled for Monday, July 7, 1975, at 7:30 p.m. The assembly recessed briefly at 10:00 p.m. prior to moving into Closed Session.

H. M. Evans
Secretary

SIMON FRASER UNIVERSITY

S.75-74

MEMORANDUM

To..... SENATE

From..... D. R. BIRCH

DEAN OF EDUCATION

Subject..... NOTICE OF MOTION - RULES OF SENATE
COMMITTEES

Date..... APRIL 4, 1975

That Senate establish the following rules relating to the operations of Senate Committees. These do not preclude a committee from making additional rules of operation not inconsistent with these rules.

RULES OF SENATE COMMITTEES

1. Preamble

These rules are intended to be in accordance with the Universities Act and the Rules of Senate, as amended from time to time. In the event of any conflict the Universities Act and/or the Rules of Senate shall prevail.

2. Officers

- a) Chairman: The Chairman of a Senate Committee is empowered and expected to take the actions deemed necessary to ensure orderly advancement of the legitimate business of the Committee.
- b) Secretary: In the absence of the regular Secretary or his designate, the Chairman shall appoint a Secretary pro tem.

3. Open and Closed Sessions

- i) Meetings of Senate Committees may be divided into two sessions: an Open Session to which observers may be admitted; a Closed Session for the discussion of business deemed by the Committee to be of a confidential nature and to which observers shall not be admitted.
- ii) The agenda for the Open and Closed Session can be placed into an immediately following Closed Session, if at any time prior to or during discussion of the item, by successful motion to have it so placed, such 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.

4. Observers

- i) Provision shall be made for a limited number of observers at Open Sessions of Senate Committee meetings.
- ii) The Chairman of the Committee shall designate the number of seats to be made available for observers. Observers shall not exceed the number of seats provided for them.
- iii) Observers may be students, faculty or staff of Simon Fraser Univer-

sity.

- iv) Observers shall conduct themselves in such a manner as not to interfere with the business of the Committee.
- v) No observers shall be required to leave the Open meeting of the Committee except on the ruling of the Chairman or on the vote of the Committee by simple majority without prior notice of motion.