



Simon Fraser University

Dean of Student Services & Registrar

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Memorandum

To: Senate **From:** Ron Heath
Dean of Student Services & Registrar

Subject: Revisions to Rules of Senate **Date:** January 20, 2004

Recent changes to the University Act as set out in the attached paper require some amendments to the Rules of Senate. In general, the changes remove the requirement that faculty and student members of Senate be full-time, and the requirement that faculty, student and staff members of the Board of Governors be full-time. I recommend that the following motion be approved by Senate:

Motion

That the following parts of the Rules of Senate should be amended by Senate to reflect the changes in the University Act:

- 1) **Remove the word "full-time" from the following Sections of the Rules of Senate:**

D.4.

G. – from the heading of the section

G.3 (lead paragraph)

G.3.j)

L.2

and

- 2) **Delete F.3.a)iii) – this section set out the conditions for undergraduate students to satisfy full-time status.**

NOTE

Revisions to the Rules of Senate are normally brought as a notice of motion to one meeting, for consideration at the next meeting. Due to the timing of the spring elections, this matter should be dealt with at the February meeting of Senate. It will therefore be necessary for Senate to vote to suspend its rules in order to consider this motion at this time.

Senate is also advised of the following two changes that result from the Advanced Education Statutes Amendment Act, 2003:

- a) The composition of Senate has been changed by removing the "4 persons appointed by the Lieutenant Governor in Council."
Those members with current appointments will continue to hold office until the expiry of their term.
- b) Prior to the amendments, "a person who ordinarily resides outside British Columbia" was not eligible for a seat on the Board of Governors. This restriction has been repealed.

C. ELECTION RULES

ELECTIONS

A. Elections for the Board of Governors and 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 University Act be undertaken in the Spring Semester, and completed by April 15.
 - b) The nomination and election of members to the Senate under the University Act be undertaken in the Spring Semester, and completed by April 15.
 - c) The normal date of assumption of office in the regular elections to the Board of Governors and to Senate shall be June 1st.

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, Vice-President Research, and Dean of Continuing Studies

1. Pursuant to the provisions of Section 35(2)(l) the Dean of Graduate Studies shall hold membership on Senate, with such membership adding two to the faculty members to be elected under Section 35(2)(g), and one to the student members to be elected under Section 35(2)(h).
2. Pursuant to the provisions of Section 35(2)(l) 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(2)(g) and one to the student members to be elected under Section 35(2)(h).
3. Pursuant to the provisions of Section 35(2)(l) the Vice-President Research shall hold membership on Senate, with such membership adding two faculty members to be elected under Section 35(2)(g), and one student member to be elected under Section 35(2)(h).
4. Pursuant to the provisions of Section 35(2)(l) the Dean of Continuing Studies shall hold membership on Senate, with such membership adding

D Nominations

1. All nominations of candidates for membership on the Senate or on the Board of Governors 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 of Governors 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 of Governors 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 of Governors 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.
 - 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 University 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 nominating, voting and standing for office in the election of students to the Senate and the Board of Governors:
 - a) At Simon Fraser University the Student Society is the alma mater society (See University Act, Part 1, Section 1)
 - b) "undergraduate students" means those who are members of the Student Society and who also:
 - i) are registered in at least one credit course in the semester in which nominations are due, or
 - ii) are in good academic standing and were registered in at least one credit course in either of the two previous semesters in which nominations are due, or
 - iii) are registered in a co-op work term in the semester in which nominations are due, or
 - iv) are designated by resolution of the Senate as an undergraduate student; and
 - c) "graduate students" means those who are members of the Student Society and who also:
 - i) are duly registered as graduate students and are not 'on leave' in the semester in which nominations are due, or
 - ii) are designated by resolution of the Senate as a graduate student.
2. Undergraduate students and graduate students are eligible to be nominated as student members of the Senate and the Board of Governors.
3. During the one-year term of office as a student member of the Senate or the Board of Governors:
 - a) an undergraduate student:
 - i) must maintain registered status at the University for at least two semesters,
 - ii) must not withdraw, or be required to withdraw, from the University, and
 - iii) ~~must register at the University in a minimum of 18 credit hours (total over the one year term of office). For the purpose of satisfying this requirement, students in the Co-operative Education Program may count one~~

~~registered co-op work semester during the one-year term of office as equivalent to 9 credit hours; and~~

- b) a graduate student:
 - i) must not be 'on leave', and
 - ii) must be registered at the University as a graduate student throughout the one-year term of office.

- 4. There shall be at least one graduate student and one undergraduate student among the total number of students elected to Senate under Part 7, Section 35(2)(h) of the University Act.

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 Studies.
 - g) It shall include Laboratory Instructors I and II.
 - h) It shall not include Faculty Associates in the Faculty of Education appointed under Policy A12.06.
 - i) It shall not include Program Coordinators in the Faculty of Education appointed under Policy A12.06.
 - 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 University Act as equivalent positions.

- k) It shall include for the purposes of nominations, elections and voting the following positions designated by Senate under Section 1 of the University 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.
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 Policy R.50.01).
 - b) It shall not include Laboratory Instructors I and II.
 - c) It shall include Program Coordinators in the Faculty of Education appointed under Policy A12.06.
 - d) It shall not include Faculty Associates in the Faculty of Education appointed under Policy A12.06.
 - 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 Studies.
 - 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 of Governors 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 of Governors 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 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 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 Convocation to Senate and of the Chancellor. It shall be not less than two days nor longer than five days in the case of elections by and from students.
4. In the regular elections to the Senate and to the Board of Governors, balloting is to be completed not later than April 15 in any year.

K. General Regulations Covering Elections to Senate and the Board of Governors

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.
 - c) Candidates may not run for a seat on Senate from more than one constituency; similarly candidates may not run for a seat on the Board of Governors from more than one constituency. Candidates may, however, run for seats on both the Board of Governors and Senate.
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 of Governors 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 of Governors office or a Senate office which extends into the new term shall be required to file with the Registrar resignation from the present Board of Governors seat in order to be a candidate in the new Board of Governors 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 of Governors, 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 names of all candidates are to be recorded in the Minutes of Senate along with a list of those declared elected. The Registrar is to inform all candidates, by letter, of the number of votes cast

for each candidate. These tallies are also to be publicly posted by the Registrar.

6. After the ballots have been received by the Registrar, he/she 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 of Governors

1. Where a vacancy arises in the case of an elected faculty member to Senate or to the Board of Governors, or an elected student member to Senate or to the Board of Governors 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 of Governors, 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 34 (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. There is to be a standing committee of Senate, the Electoral Standing Committee, to oversee the conduct of elections to the Senate and the Board.