





- B. The term of office for student Senators is one year. The term of office for all other elected Senators is three years. A Senator who plans to be away for more than one academic term shall inform the Secretary of Senate in advance so that a replacement can be elected for the period of the absence. The replacement Senator shall serve for the period of the original Senator's absence. When a Senator resigns his/her position before the expiry of his/her term, a replacement

B. Special

1. The Chair may call a special meeting of Senate for the purpose of considering an urgent item of business, when he/she deems it necessary, or on the petition of ten members of Senate. Only such urgent items of business as are contained in the notice may be discussed at a special meeting.
2. The Secretary of Senate shall, at least seventy-two hours before the scheduled time of the meeting, notify members of Senate by email, telephone or fax of the special meeting indicating the nature of the business for which the meeting is being called.

C. Open and Closed Sessions

1. Meetings of Senate shall be divided into two sessions: an open session to which 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 and closed sessions of Senate shall be public.
3. An item on the agenda of the open session can be placed into the closed session immediately following, at any time prior to or during discussion of the item, 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. An identical procedure shall be followed if it is wished that an item be moved from the closed to the following open session.
4. Notices of motion or requests for items to be considered by Senate shall be submitted in writing to SCAR by the date noted on the agenda of Senate. SCAR is the committee which receives all items addressed to Senate and which determines
  - whether items should go to Senate
  - whether items should be in Open or Closed Session
  - whether items should be considered -
    - for information
    - for advice
    - for action
  - whether items should be referred to a Senate committee, or
  - whether the matter falls outside the jurisdiction of Senate.

5. Question period

deferred to the next meeting. Time sensitive items can be approved by members present but must be ratified at a subsequent meeting (e.g. graduands).

F. Minutes

1. The minutes shall be the official record of Senate. 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. Senate meetings shall be recorded and transcribed and shall be used by the Secretary of Senate to assist in drafting the minutes of Senate meetings. Members of Senate shall have access to the transcripts of meetings held during their term of office.
3. Copies of the minutes shall be distributed to members of Senate and will be posted online. The Senate Summary will be posted online and the Departmental Chairs, the Presidents of the Student Societies and the President of the Faculty Association will be notified of the posting by email.
4. Copies of the open session papers are accessible online and in the Senate Office. Access to closed session papers may be authorized by the Secretary of Senate in accordance with the appropriate statutory authority.

G. Order of Business

1. Items for open and closed sessions of Senate are determined by the Chair 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 normally be:

Approval of the Agenda  
Approval of the Minutes of the Previous Session(s)  
Business Arising from the Minutes  
Report of the Chair  
Question Period  
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. Agenda items: Items from committees or individual senators for consideration by Senate are to be submitted to SCAR by the appropriate date.
  2. Debate: A member of Senate who desires to speak in debate must obtain recognition from the Chair. A senator who has spoken twice on a particular question has exhausted his/her right to debate that question for that session.
  3. Amendments: Amendments to motions may be made orally, but at the request of the Chair, the mover may be required to submit the motion to the Secretary in writing.
  4. Voting: Elections shall be by ballot. All other voting shall be by show of hands, unless a motion to vote by ballot is carried.
  5. Except as otherwise specified in these rules the use of cameras and recorders is not permitted after a meeting has been called to order.
- I. General Regulations for Elections Conduct





- c) 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.

Reports of committees will be posted on the web.

3. Consideration of Reports

The Chair of Senate may 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 Rules of Senate.

**VII. PARLIAMENTARY AUTHORITY**

The latest edition of Robert's Rules of Order shall govern Senate in all cases to which they are applicable, and in which they are not inconsistent with the 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.

**X. RECORDS MANAGEMENT**

Records created as a result of actions taken under this policy document will be managed in accordance with Records Retention Schedules and Disposal Authorities (RRSDAs). The University Archivist is responsible for approving all RRSDAs.

## APPENDIX A

Pursuant to the provision of Section 35(2) of the University Act, Senate has approved the addition of the following members:

Dean of Graduate Studies (S. 422)

Associate Vice-President, Academic (S75-88)

Vice-

**B. RULES OF SENATE COMMITTEES**

**I PREAMBLE**

These rules are intended to be in accordance with the University Act and the Rules of Senate, as amended from time to time.



## C. ELECTION RULES

### ELECTIONS

#### A. Elections for Senate

1. That subject to approval of appropriate rules covering nominations, elections, and voting:
  - a) The nomination and election of members to the Senate under the University Act be undertaken in the Spring academic term, and completed by April 15.
  - b) The normal date of assumption of office in the regular elections to Senate shall be June 1st.
  - c) In order to be nominated, the individual must be eligible to hold the position being sought.

#### B. Time in Office: Continuity on Senate

1. In the elections of faculty members to Senate, members shall be elected so that approximately one-third of the memberships shall terminate each year.

#### C. Membership on Senate - Dean of Graduate Studies - Associate Vice-President, Academic, Vice-President Research, and Dean of Lifelong Learning

1. Pursuant to the provisions of Section 35(2) of the University Act, Senate has approved the addition of the following members: Dean of Graduate Studies (S.422), Associate Vice-President, Academic (S.75-88), and Vice-President Research (S.88-34).  
With each additional member listed above, two faculty member positions, and one student member position have been added to the Senate.
2. Pursuant to the provisions of Section 35(2)(f) the Director of Continuing Studies shall hold membership on Senate. For SFU, the Dean of Lifelong Learning replaces the Director of Continuing Studies.

D. Nominations – for Senate and Senate Committees

1. All nominations of candidates for membership on Senate or Senate committees as faculty members shall be signed by

iii) are designated by the Registrar and reported to Senate as an undergraduate student; and

c)





H. Election of Faculty members 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 and Senate Committees By and From an Individual Faculty

1. In the election of faculty members by and from the Faculty of Arts and Social Sciences 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 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 Senate Committees

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.
2. The 'date of election' shall be interpreted to mean the last date on which valid ballots are due.
3. The period for casting printed ballots shall be not less than ten days nor longer than fifteen days in the case of elections by and from faculty members or by and from members of staff who are not faculty members. The period for casting on-line ballots shall be not less than two days nor longer than four days in the case of elections by and from faculty members and by and from members of staff who are not faculty members. The period of casting printed ballots shall be not less than fourteen days nor longer than twenty-eight days in the case of elections by Convocation to Senate. The period for casting on-line ballots shall be not less than five days nor longer than ten days in the case of elections by Convocation to Senate. 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 Senate, balloting is to be completed no later than April 15th in any year.

K. General Regulations Covering Elections to Senate and Senate Committees

1.
  - a) 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.
  - b) Candidates may not run for a seat on Senate from more than one constituency
2. When elections are being held for the Senate, an individual holding a Senate office which extends into the new term shall be required to file with the Registrar his/her intent to resign from the present Senate seat in order to be a candidate in the Senate election. Such resignation must be effective for the normal date of change-

L. Vacancies on Senate and Senate Committees

1. Where a vacancy arises in the case of an elected faculty member or an elected student member to Senate or Senate committees, 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. Any member on Senate or a Senate committee who plans to be away for more than one academic term shall so inform the Secretary of Senate in order that a substitute may be elected for the period of the absence.

M.

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The following are extracts from the University Act of British Columbia

- (1) *The senate for each university other than the University of British Columbia is continued.*
- (2) *The senate of each university other than the University of British Columbia is composed of the following:*
  - (a) *the chancellor;*
  - (b) *the president, who is the senate's chair;*
  - (c) *the academic vice president or equivalent;*
  - (d) *the deans of faculties;*
  - (e) *the chief librarian;*
  - (f) *the director of continuing education;*
  - (g) *a number of faculty members equal to twice the number of senate members provided in paragraphs (a) to (f), to consist of 2 members of each faculty elected by the members of that faculty, and the remainder elected by the faculty members in the manner that they, in joint meeting, determine;*
  - (h) *a number of students, equal to the number of senate members provided in paragraphs (a) to (f), elected from the students who are members of an undergraduate student society or a graduate student society, in a manner that ensures that at least one student from each faculty is elected;*
  - (i) *4 persons who are not faculty members, elected by and from the convocation;*
  - (j) *one member to be elected by the governing body of each affiliated college of the university;*
  - (k) *additional members, determined by the senate, without alteration.*

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The following are extracts from the University Act of British Columbia

- (1) *The academic governance of the university is vested in the senate and it has the following powers:*
- (a) *to regulate the conduct of its meetings and proceedings, including the determination of the quorum necessary for the transaction of its business, and the election of a vice chair at least annually, who is to chair meetings in the absence of the president;*
  - (b) *to establish committees it considers necessary and, by 2/3 vote of its members present, to delegate to one or more committees those of its powers as it may determine;*
  - (c) *to determine all questions relating to the academic and other qualifications required of applicants for admission as students to the university or to any faculty, and to determine in which faculty the students pursuing a course of study must register;*
  - (d) *to determine the conditions under which candidates must be received for examination, to appoint examiners and to determine the conduct and results of all examinations;*
  - (e) *to establish a standing committee to meet with the president and assist the president in preparing the university budget;*
  - (f) *to consider, approve and recommend to the board the revision of courses of study, instruction and education in all faculties and departments of the university;*
  - (g) *to provide for courses of study in any place in British Columbia and to encourage and develop extension and correspondence programs;*
  - (h) *to provide for and to grant degrees, including honorary degrees, diplomas and certificates of proficiency, except in theology;*
  - (i) *to recommend to the board the establishment or discontinuance of any faculty, department, course of instruction, chair, fellowship, scholarship, exhibition, bursary or prize;*
  - (j) *to award fellowships, scholarships, exhibitions, bursaries and prizes;*
  - (k) *to determine the members of the teaching and administrative staffs who are to be members of each faculty;*
  - (l) *to make rules for the management and conduct of the library;*
  - (m) *to establish policies regarding the conservation of heritage objects and collections that are owned by or in the possession of the university or any of its faculties, divisions, departments or other agencies;*
  - (n) *to provide for the preparation and publication of a university calendar;*
  - (o) *to make recommendations to the board considered advisable for promoting the interests of the university or for carrying out the objects and provisions of this Act;*
  - (p) *to deal with all matters reported by the faculties, affecting their respective departments or divisions;*
  - (q) *to establish a standing committee to consider and take action on behalf of the senate on all matters that may be referred to the senate by the board;*
  - (r) *subject to the approval of the board, to enter into agreements with any corporation or society in British Columbia entitled under any Act to establish examinations for admission to the corporation or society, for the purpose of conducting examinations and reporting result.*

- (r) and (s);*
  - (u) to set the terms of affiliation with other universities, colleges or other institutions of learning, and to modify or terminate the affiliation;*
  - (v) to establish a standing committee of final appeal for students in matters of academic discipline;*
  - (w) to establish a standing committee on relations with other post secondary institutions in British Columbia;*
  - (x) to require any faculty to establish an advisory committee consisting of students of the faculty and members of the community at large.*
- (1.1) Relates to the UBC Vancouver and Okanagan Senate – omitted*
  - (2) A vice chair elected under subsection (1) (a) must not serve more than 2 consecutive terms.*
  - (3) No part of the cost of examinations referred to in subsection (1) (r) or (s) may be a charge on or be paid out of university funds.*
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- (1) A certified copy of every resolution or order of the senate or council, providing for any of the matters or things mentioned in section 37 (1) (i), (p) and (u), must be sent to the board within 10 days of the resolution or order being passed.*
  - (2) A resolution or order referred to in subsection (1) has no effect until approved by the board.*