

## ADOPTED POLICIES AND PROCEDURES OF SENATE

### Summary Listing

N.B. This is not an exhaustive listing.

### Meetings of Senate

1. Annual Schedule of Regular Meetings

The Annual Schedule is presented to Senate one year in advance, at the June meeting. The meetings are generally scheduled on the third Friday of each month, at 1:30 p.m.

2. Cancellation of Regularly Scheduled Meetings

The Chair of Senate is authorized to cancel previously scheduled meetings of Senate in the event of insufficient business.

3. Senate Meeting Times: Guidelines

Senate meetings are scheduled to begin at 1:30 p.m. and will normally end by 4:30 p.m. unless extended by a majority vote of those present.

4. Discussion and Question Period

#### **4.1 Purpose**

The Discussion Question Period has two functions:

- 4.1.1 To allow members to ask questions about the progress of current Senate business, re-open matters previously dealt with by Senate, and raise questions on other matters within Senate's mandate.
- 4.1.2 To provide time for open discussion and debate of issues related to Senate's mandate that are not on the agenda, but may be of interest or concern to Senate members or their constituencies.

#### **4.2 General Regulations**

- 4.2.1 No motions may be put or considered during this period on the agenda.
- 4.2.2 The length of the Discussion and Question Period is limited to 30 minutes unless extended by a majority vote of Senate.
- 4.2.3 Questions or issues will be dealt with in the order in which they are received, although related questions or issues received in advance of the meeting may be grouped together by the Secretariat. Questions or issues submitted in advance of the meeting will be dealt with before questions or issues raised from the floor.
- 4.2.4 Members who submit more than one question or issue will be asked to indicate their order of precedence. At the Senate meeting, second and subsequent questions or issues presented by any member will be dealt with after all other members have an opportunity to have their first question or issue discussed.

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- 4.2.5 At the Senate meeting, questions or comments should be directed to the Chair who will call upon the appropriate individuals to answer or direct the discussion thereafter.
- 4.2.6 In order to ensure that all those who wish to raise a matter have the opportunity to do so, presentation of issues and questions should be brief and to the point. Members are discouraged from reading or reiterating the material that has already been presented in written form.
- 4.2.7 If there are issues or questions that have not been put at the end of the 30 minute period or any extension, and there is no further extension, the remaining questions or issues will be carried forward to the Discussion and Question Period of the following meeting of Senate, unless withdrawn by the members who initially submitted the questions or issues.

### 4.3 Process

#### 4.3.1 Questions

- (a) It is suggested, though not required, that members who wish to ask questions at this point in the agenda, submit them to the University Secretary at least 48 hours prior to the meeting at which they are to be raised. Questions received within this time frame will be circulated electronically to Senators in advance of the meeting.
- (b) The Secretary will forward questions submitted at least 48 hours prior to the meeting to the appropriate individuals for preparation of responses and every effort will be made to have responses available at the meeting.
- (c) Questions not submitted at least 48-hours prior may need to be deferred to the next meeting for response.
- (d) If after an answer is received, there are concerns or issues remaining that are within Senate's mandate, those issues will be referred to the appropriate Senate standing committee for review and a report will be made back to Senate. If the concerns or issues remaining are not within Senate's mandate, the Chair will refer the matter to the appropriate vice-president.
- (e) A member who has submitted a question is entitled to ask one supplementary question relating to the response.

#### 4.3.2 Issues for Discussion

- (a) It is suggested, though not required, that members who wish to raise an issue for discussion at this point in the agenda, submit the issue to the University Secretary at least 48 hours prior to the meeting at which it is to be raised. Notice of issues for discussion received within this time frame will be circulated electronically to Senators in advance of the meeting.
- (b) Members are responsible for preparing any background documentation they wish to distribute related to the issue they are raising. The Secretariat must be provided with an electronic copy of such documentation for Senate's records. Documentation received at least 48 hours before the meeting will be circulated to members of Senate with the notice of the issue to be discussed.

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- (c) If at the end of the 30 minute period there are still members who wish to speak on an issue under discussion, and the period is not extended, discussion will be resumed at the following meeting of Senate as part of that meeting's Discussion and Question Period.
- (d) If after discussion of an issue is concluded, there are concerns or issues remaining that are within Senate's mandate, those issues will be referred to the appropriate Senate standing committee for review and a report will be made back to Senate. If the concerns or issues remaining are not within Senate's mandate, the Chair will refer the matter to the appropriate vice-president.

### 5. Procedures for Electing Members of Committees and Subcommittees

The report of the Nominating Committee is circulated with Senate agenda materials in advance of the meeting of Senate. The report will include information about the factors considered in developing slates. At the Senate meeting, the Chair of the Nominating Committee will call for any further nominations for any of the vacancies to be filled. (For membership of the Nominating Committee, the slates are presented by the Operations/Agenda Committee.)

After nominations for all vacancies have been completed,

- (a) those for which no election is necessary are acclaimed.
- (b) if elections are required, the Secretary of the Senate will prepare and circulate to Senate a comprehensive ballot, which will include statements of up to 100 words from each candidate. The results of elections, including the number of votes cast for each nominee, will be announced at or before the next Senate meeting.
- (c) With respect to the Nominating Committee, which has alternate members, one or more additional nominations will require that all names presented, including those put forward as alternates in the original slate, be on a single ballot. Following the vote, nominees will be assigned to either regular or alternate seats in order of number of votes received.

In the event of a tie vote, the tie shall be resolved by lottery conducted by the Secretary of Senate in the presence of the candidates concerned or their agents.

### 6. Minutes: Form, Editing, Correcting and Retention

Minutes

1. Committee reports and other reports (Exhibits) distributed with the agenda for a meeting shall constitute a part of official Senate Minutes and the Minutes per se will include appropriate references to those reports.
2. The agenda and supporting documentation for meetings of the Senate may be published electronically by the Secretary 7 days prior to each Senate meeting. The Minutes of meetings of the Senate may be published electronically by the Secretary following their approval by the Senate.
3. The minimum requirements for Senate Minutes will be the name of the mover and seconder of a motion, the precise wording of the motion, and the outcome of the vote (passed, referred, deferred, defeated, etc.); and amendments will be treated in the same way, in accordance with accepted parliamentary procedure.

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4. In general, reporting of discussion will be limited to point-form general statements relating to concerns, objections, or benefits of a proposal not otherwise cited in the agenda material (Exhibits). On a Senator's request, and with the Chair's permission, the text of a statement made in Senate shall be included in the Minutes if such inclusion appears desirable as a means of clarifying the intended interpretation of a motion.
5. Information items will be cited briefly by appropriate heading and reference to detail contained in the agenda material.
6. Resolutions or information presented at the Senate meeting but not otherwise detailed in the agenda materials will be described briefly in the Minutes, such that a person who did not attend the meeting can get a basic understanding of the issue discussed. Any written material distributed at the Senate meeting that relates to such resolutions or information will be maintained in the official Senate Minutes.

The Secretary of Senate is responsible for summarizing the deliberation of the Senate. Requests for alterations of edited reporting of Senate proceedings (Minutes) should be referred to the Secretary, who shall be required to review the requests in light of transcript evidence, and to report to Senate for adjudication.

### Record Retention

1. The Official Minute Book shall be retained in a safe place in perpetuity, with appropriate copies (microfiche, CD, etc.) maintained off site.
  2. As public documents, Senate Minutes will be available to any person for inspection in the office of the Secretary of Senate during normal office hours. These Minutes will include committee reports and other reports (Exhibits) distributed with the agenda and at the meeting.
  3. Senate meetings will be recorded for use by the Secretariat. The recordings will be erased following the official approval of the minutes by Senate.
7. Calling the Question vs Motion to Limit Debate

Senate's consideration of several important items over the past few years has been brought to a vote with a motion "to close debate" (or "to move the question" or "to move the previous question" in older terminology). While in every case it was entirely legal to introduce and adopt the motion, the Senate Operations/Agenda Committee would observe that it is regarded as the most drastic action a deliberative body can take to stop or indeed to prevent debate; and that, given the obligation of a body to hear minority views, members should be aware that there are alternatives to a motion to close debate.

The Committee would draw Senate's attention to a similar motion that may often be more satisfactory, especially when a number of Senators have indicated to the Chair that they would like to speak. It is the motion "to limit debate." The mover states the limitation desired in the motion, for example:

"I move that debate be limited to those now on the Chair's speakers list."

"I move that debate be limited to 10 more minutes."

"I move to limit the time of each speaker to [x] minutes."

"I move to limit debate to a total time of 1 hour."

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Unlike the motion "to close debate" -- which in Senate's experience has tended to come without warning, and which must be put to a vote immediately -- the motion "to limit debate" is itself amendable and debatable (but only as to the type and time of limits). If introduced fairly early, in the form of the last two examples above, it provides advance guidance both to the Chair and to Senators who intend to speak. Since the limitations can be changed or removed by a similar motion (generically called "to extend debate") at any time, Senate retains flexibility to control its debates.

One who moves "to limit [or extend] debate" may not interrupt another speaker; a second is required; and a 2/3 majority is required to carry.

The Operations/Agenda Committee asks that, when a motion to end debate is presented, the Chair of Senate remind Senate of the options available.

### 8. Observer Designates

Observers are permitted to send designates in their place to Senate meetings provided that:

1. The Secretariat is informed in advance of the meeting who will be attending in an Observer's place
2. The Observer is responsible for providing his/her designate with meeting documentation.

*Revised: February 2017*