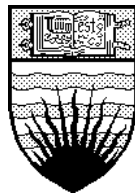


**RULES AND PROCEDURES  
OF THE  
COUNCIL OF SENATES**



**THE UNIVERSITY OF BRITISH COLUMBIA**

## Part 1 – Definitions

1. The following definitions are in use throughout, except as context requires otherwise:
  - “*Board of Governors*” means the Board of Governors of the University
  - “*Chair*” means the chair of meetings of the Council of Senates, or the chair of one of its committees, as context requires
  - “*Council of Senates*” means the Council of Senates of the University of British Columbia
  - “*Councillor*” means a member of the *Council of Senates*
  - “*Okanagan Senate*” means the Okanagan Senate of the University
  - “*President*” means the President of the University
  - “*Registrar*” means the Registrar of the University
  - “*Secretary to the Council of Senates*” means the *Registrar* or designate
  - “*Senate*” means the *Okanagan* or *Vancouver Senates*, as context requires
  - “*University*” means The University of British Columbia
  - “*University Act*” means the law titled as such in the Province of British Columbia with the citation Revised Statutes of British Columbia 1996, chapter 468 (RSBC 1996 c 468) and its successor legislation.
  - “*Vancouver Senate*” means the Vancouver Senate of the University

## Part 2 – Rules and Procedures

2. The Executive Committee of the *Council of Senates* shall consider and make recommendations to the *Council of Senates* or its *Chair* on any matters relating to the rules and procedures of the *Council of Senates* that are not otherwise covered by these Rules and Procedures.
3. The *Council of Senates* may – with a two-thirds (2/3) vote in favour – amend or suspend any provision of these Rules and Procedures at any time.
4. In all cases in which they are not inconsistent with these Rules and Procedures the rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the *Council of Senates* and its committees.

5. Quorum shall be as follows:
  - a. For all meetings of the *Council of Senates* - Twelve (12) *Councillors*
  - b. For committees of the *Council of Senates* - 50% of each committee's voting members, except for the Elections Committee, where quorum shall be 50% of the Committee's voting members except when considering an appeal of a for an office at only one (1) campus, in which case a quorum shall be four (4) voting members.
6. The *Council of Senates* shall not delegate any of its powers to any person, committee, or other body except as set out below and under such procedures as approved by the Council of Senates by a two-thirds (2/3rds) vote in favour:
  - a. The Executive Committee, either *Senate*, or certain committees of either *Senate* may approve affiliation agreements with the *University* on behalf of the *Council of Senates*.
7. Section 6 notwithstanding, any *Councillor* appointed to a committee of the *Council of Senates* may ask - by giving written or verbal notice through the *Secretary* or the Committee Chair - that a matter proposed for approval by that committee under delegated authority of the *Council of Senates* be not considered under that delegated authority and instead be brought to the *Council of Senates* for approval. This section shall not apply to an appeal or otherwise confidential matter before a Committee.

### **Part 3 – Membership and Officers**

8. Membership of the *Council of Senates* is as set out in the *University Act*.
9. The *President* shall serve as *Chair* of the *Council of Senates* and shall designate a *Councillor* as vice-chair to serve as *Chair* in the absence of the *President*. In the absence of both the *Chair* and *Councillor who is* designated vice-chair, the *Council of Senates* standing committee chair present with the longest continuous service on the *Council of Senates* who is not expected to be presenting a report at that meeting shall serve as acting chair of the meeting unless the *Council of Senates* otherwise resolves. In the event of a tie for length of service, the chair of the committee listed first alphabetically by committee name from amongst those tied shall be considered to have the longest continuous service on the *Council of Senates* for the purposes of this rule.
10. The *Registrar* or designate shall serve as the *Secretary to the Council of Senates* and any committees thereof.
11. No *Councillor* may appoint a delegate, or voting proxy, to act in the *Councillor's* absence at meetings of the *Council of Senates* or any of its committees.

## Part 4 – Meetings of *Council of Senates*

### REGULAR MEETINGS

12. The *Council of Senates* shall schedule (4) regular meetings per year, generally in December, March, June, and September as scheduled at a time and place by the *Secretary to the Council of Senates* in consultation with the *Chair*, which generally alternate between Vancouver and the Okanagan.
13. The Secretary may cancel a scheduled regular meeting on at least ten (10) days' notice unless at least fourteen (14) days prior to the date of the scheduled regular meeting a matter has been referred to the *Council of Senates* by:
  - a. The Board;
  - b. The *President*; or
  - c. Either or both of the *Senates*.
14. If a matter is referred to the *Council of Senates* with fewer than fourteen (14) days remaining before a scheduled regular meeting, that matter shall be considered at a subsequent regular meeting of the *Council of Senates*.
15. Any other rule notwithstanding, the Council of Senates must meet at least once every triennium
16. Regular meetings shall adjourn no more than three hours after being called to order but only upon declaration of adjournment. The time for adjournment of regular meetings may be extended by resolution passed by majority vote. The motion to extend is not debatable but is amendable as to time.

### SPECIAL MEETINGS

17. A special meeting may be called to discuss a particular topic or topics and shall be called:
  - a. At the discretion of the *Chair*; or
  - b. If at least three (3) *Councillors* submit a request to the *Secretary to the Council of Senates* to that effect.
18. At least ten (10) days' notice shall be given to *Councillors* of a special meeting.
19. The *Secretary to the Council of Senates* shall, in consultation with the *Chair*:
  - a. Fix the date of a special meeting, provided that such a date shall be no more than twenty-one (21) days and no less than fourteen (14) days after a meeting is requested under Section 17 (b) and
  - b. Set the location in Vancouver or the Okanagan.

20. A notice of special meeting shall specify the purpose of the meeting. Such a notice shall be given to *Councillors* at least ten (10) days prior to the meeting. Only the matter or matters specified in the notice concerning the meeting shall be considered at such a special meeting.
21. Special meetings shall adjourn no more than three hours after being called to order but only upon declaration of adjournment. The time for adjournment of a special meeting may be extended by resolution passed by majority vote. The motion to extend is not debatable but is amendable as to time.

## **OPEN AND CLOSED SESSIONS**

22. Meetings of the *Council of Senates* are, in general, open to observers but observers, including staff and Senators who are not *Councillors* may only address the *Council of Senates* with permission of the meeting. Normally the *Chair* shall determine the will of the meeting informally.
23. The *Secretary to the Council of Senates* may:
  - a. Designate public galleries, which shall normally be an area set aside from the voting members of the *Council of Senates*;
  - b. Limit or regulate admittance to the public gallery including by ticket or reservation; and
  - c. Establish and enforce rules of behaviour for observers.
24. No cameras, tape recorders or other electronic equipment may be brought into the meeting room of the *Council of Senates*, including the public gallery, except with permission of the meeting. Normally the *Chair* shall determine the will of the meeting informally.
25. The *Council of Senates* may, by simple majority vote, clear the public gallery and consider items of the agenda *in camera*. If an agenda item identified as an *in camera* item the meeting room is to be cleared of all but *Councillors* and guests identified as invited for that item, without need of a vote.

## **ORDER OF BUSINESS**

26. The agenda for regular or special meetings is normally prepared by the Executive Committee a minimum of ten (10) days prior to the scheduled meeting date of the *Council of Senates*. The Executive Committee shall add no item to the agenda that impedes the authority of a *Senate* under the *University Act* unless that item has been referred to the Council under Section 13, and shall cancel a special or regular meeting if that item is the only proposed agenda item.
27. The usual order of agenda items is:

- a. **Call to Order**
  - b. **Quorum/Membership:** New members, declaration of vacancies. Quorum difficulties if noted.
  - c. **Agenda:** Motion to adopt (amendable)
  - d. **Minutes of Previous Meeting:** Motion to adopt, amend and/or correct the minutes.
  - e. **Chair's Report:** The *Chair* may report on issues of interest to the *Council of Senates*. *Councillors* shall have the opportunity to pose questions to the *Chair* regarding matters of interest to the *Council of Senates*.
  - f. **Reports:**
    - i. Reports of Standing Committees of the *Council of Senates*: Normally presented in alphabetical order. Reports should be circulated in advance. Committees may propose motions with respect to their reports
    - ii. Reports of *Ad hoc* Committees: Normally presented in alphabetical order. Reports should be circulated in advance. Committees may propose motions with respect to their reports.
  - g. **Correspondence and the Receipt of Petitions** (if not already included in a Committee Report): Petitions may be received by the *Council of Senates* and may be forwarded to committees or other appropriate bodies for consideration. Statements may be circulated to *Councillors*
  - h. **Unfinished Business and Business Arising from the Minutes:** Items brought forward from the previous meeting as noted in the minutes of the previous meeting
  - i. **Announcements**
  - j. **In Camera Session:** Held if required without need for request of any member.
  - k. **Adjournment**
28. Any *Councillor* may give notice of a main motion from the floor of the *Council of Senates*, whereby the motion shall be placed on the agenda of the next regular meeting of the *Council of Senate* under *Business Arising from the Minutes*, and a vote of two-thirds (2/3) majority in the affirmative will be required for the motion to pass.

## VOTING

29. Voting on ordinary business and motions is normally by show of hands. A vote shall be held by roll call or secret ballot if:
  - a. The *Chair* so directs, at the *Chair's* discretion; or
  - b. A motion to do so is approved by simply majority. A member may make this motion at any time before final announcement of the vote results by the *Chair*.
30. The *Chair* has the same voting rights as other members of the *Council of Senates*.
31. If there is a tie vote on a motion, the motion shall be lost.
32. Any *Councillor* may, by request, require that the vote count, or the *Councillor's* individual vote or abstention from voting, be recorded in the *Council of Senates* minutes.

## DEBATE AND MOTIONS

33. Once a motion is moved and seconded, the mover may speak to it first, throughout debate may answer questions put through the *Chair*, and has the option to also speak last in debate.
34. When two motions on the agenda are conflicting, the *Chair* may rule that consideration of the second motion is unnecessary if the first is passed. If the first motion is lost, the second may then be considered.
35. A motion to rescind a motion requires a vote of two-thirds (2/3) majority in the affirmative to pass, or, if a notice of motion has been given, a simple majority in the affirmative to pass except for which such notice is given under Section 29 in which case a two-thirds (2/3) majority in the affirmative is still required.
36. A ruling of the *Chair* with regard to motions or any other matter may be challenged by seconded motion of any *Councillor* present if the motion of appeal is made immediately. Such an appeal is generally made after raising a point of order establishing the basis for the appeal, and is generally debatable. The *Chair's* decision stands until reversed by majority vote of the *Council of Senates*. The *Chair* remains presiding during any appeal, may vote on the appeal, and before the vote may explain the reasoning for the ruling or action without being considered as debate.
37. Matters may be considered by the *Council of Senates* or any committee thereof via email under the procedures set out in this section.
  - a. The matter in question shall be sent via email to every member of the body.

- b. A matter sent out via email is approved if no objections are sent to the Secretary within seven (7) days of the email being sent.
- c. If an objection is raised by any Councillor under Section 36 (b), the matter is not approved and shall be considered at the next meeting of either the Council of Senates or the committee in question as a normal item of business.
- d. All Councillors shall specify an email address for the purposes of email consideration of matters and shall apprise the Secretary of any changes to that address.
- e. Changes to these Rules and Procedures as well as the reconsideration or rescinding of any motion, pursuant to Section 35, shall not be considered under this section.

## **Part 5 – Committees**

### **STANDING COMMITTEES**

#### **The Executive Committee**

38. The Executive Committee shall be composed of:
- a. One (1) representative appointed by and from the committee responsible for preparing the *Okanagan Senate* Agenda;
  - b. One (1) representative appointed by and from the committee responsible for preparing the *Vancouver Senate* Agenda;
  - c. Three (3) *Councillors* from the *Okanagan Senate*, elected by and from the *Council of Senates*, who must include at least one (1) a faculty member and one (1) student;
  - d. Three (3) *Councillors* from the *Vancouver Senate* elected by and from the *Council of Senates*, who must include at least one (1) a faculty member and one (1) student.
39. The *Chair* of the Executive Committee shall be elected by the Committee from among those members specified by Section 35 (c) and 35 (d).
40. The Executive Committee shall be responsible for recommending the following to the *Council of Senates*:
- a. The agenda for meetings of the *Council of Senates*.
  - b. The disposition of any matter referred to the *Council of Senates* by a *Senate*, by the *Board of Governors*, or by the *President*;



- c. Changes to these Rules and Procedures; and
  - d. Terms of affiliation with other universities, colleges or other institutions of learning, or to modify or terminate the affiliation.
41. The Executive Committee may approve affiliation agreements on behalf of the *Council of Senates* under such procedures as approved by the *Council of Senates*.

### **The Elections Committee**

42. The Elections Committee shall be composed of:
- a. Three (3) *Councillors*, elected by and from the *Council of Senates*; one of whom shall be elected *Chair* by the Committee;
  - b. Three (3) members appointed by and from the *Okanagan Senate*, who must include at least one (1) a faculty member and one (1) student; and
  - c. Three (3) members appointed by and from the *Vancouver Senate*, who must include at least one (1) a faculty member and one (1) student.
43. The Elections Committee shall be responsible for recommending to the *Council of Senates*, in consultation with the *Secretary to the Council of Senates*, any rules necessary for nominations, elections, and voting in any election:
- a. Of the Chancellor;
  - b. To the *Council of Senates*;
  - c. To the *Senates*,
  - d. To the *Board of Governors*; or
  - e. To any body or group created under the authority of the above groups unless the *Council of Senates* otherwise provides.
44. The Elections Committee shall decide the final disposition of any appeal filed for any election governed by Section 43 of these Rules and Procedure.
45. The Elections Committee shall determine its own rules for the conduct of its meetings and business, and shall approve and maintain regulations governing appeals filed under Section 44.

### **The Budget Committee**

46. The Budget Committee shall be composed of:
- a. Three (3) *Councillors*, elected by and from the *Council of Senates*;

- b. Nine (9) members of the *Okanagan Senate* appointed by and from the *Okanagan Senate*, who must include at least six (6) faculty members and two (2) students; and
- c. Nine (9) members of the *Vancouver Senate* appointed by and from the *Vancouver Senate*, who must include at least six (6) faculty members and two (2) students.

47. The Budget Committee shall elect:

- a. A chair, from those members of the Committee who are Councillors; and
- b. two (2) vice-chairs - one from those members specified in Section 42 (b) and one from those members specified in Section 42 (c) - who shall be responsible for representing the Budget Committee to their respective Senates.”

48. Except those who are members ex officio on the Budget Committee, all other members of the Budget Committee must be elected member of their respective senates

49. The Budget Committee shall:

- a. Meet with the *President* and assist in the preparation of the University budget; and
- b. Make recommendations to the *President* and to report to the *Okanagan and Vancouver Senates* at least annually concerning academic planning and priorities as they relate to the preparation of the University budget.

50. In advising the *President* on the University budget, the Budget Committee may request information on any of the University's fund accounts.

## **MEMBERSHIP AND APPOINTMENTS TO COMMITTEES**

51. The *Registrar* shall conduct elections for all *Council of Senates* representatives on committees or other bodies using such procedures considered acceptable to the *Registrar*.

52. Each *Senate* shall appoint its representatives on committees using such procedures considered acceptable by that *Senate*.

53. The *Registrar* or designate is an ex-officio member of all *Council of Senates* committees and shall serve as committee secretary.

54. When a vacancy occurs or is expected to occur on a committee, the *Chair* of that committee shall notify the *Secretary to the Council of Senates*.

55. The *Council of Senates* may at any time by resolution, form and establish the terms of reference of a standing or an *ad hoc* committee of which the size and composition is recommended by the Executive Committee; however, it may not delegate any of its powers to any person, committee, or other body.
56. Members of committees whose terms of office have ended are requested to continue their committee memberships and attendance at committee meetings until their successors have been appointed.

### **COMMITTEE MEETINGS**

57. Attendance at meetings of *Council of Senates* committees is normally limited to members of the committee and committee staff. Staff and others may attend only with the permission of the meeting. Normally the *Chair* shall determine the will of the meeting informally.
58. The *Secretary to the Council of Senates* or designate shall call the first meeting of each Committee as soon as feasible after the composition of the committees has been determined.

### **COMMITTEE REPORTS**

59. A committee report is generally presented by the *Chair* of the committee, but in the *Chair's* absence another member of the committee may do so.
  60. Committee reports are not required to be seconded to be discussed on the floor of the *Council of Senates*.
  61. A committee report should normally consist of the body of the report with a collection of any recommendations at the end followed by text of any motions arising from the recommendations. These motions need not be seconded to be discussed or voted upon.
  62. The work of an *ad hoc* committee is not complete until the committee is discharged. The final report of an *ad hoc* committee shall conclude with a recommendation, followed by text of the motion, that the *Council of Senates* discharge the committee.
  63. A committee may report for information. Such a report may raise questions without making recommendations, or may make recommendations, with no motions or actions arising from the report.
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