

RULES  
AND  
PROCEDURES  
OF  
THE  
OKANAGAN SENATE

*As approved by the Interim Academic Governing Body for UBC Okanagan. Subject to  
final approval by the Okanagan Senate*



THE UNIVERSITY OF BRITISH COLUMBIA

7 OCTOBER 2005

## **Part 1 - Definitions**

1. The following definitions are in use throughout, except as context requires otherwise:
  - Board of Governors shall mean the Board of Governors of the University
  - Chair shall mean the Chair of meetings of the Senate, or the chair of one of its committees as context requires
  - Council of Senates shall mean the Council of Senates of the University of British Columbia
  - Deputy Vice-Chancellor shall mean the Academic Vice-President of the University specified under Part 3 (1) of the *University Act* also known as the Vice-President Academic and Research
  - President shall mean the President of the University
  - Registrar shall mean the Registrar of the University
  - Senate shall mean the Okanagan Senate of the University
  - University shall mean the University of British Columbia
  - *University Act* shall mean the law titled as such in the Province of British Columbia with the citation Revised Statutes of British Columbia 1996, chapter 468

## **Part 2 - Rules and Procedures of the Senate**

2. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these Rules and Procedures.
3. The Policies and Procedures Committee shall consider and make recommendations on any matters relating to the rules and procedures of the Senate that are not otherwise covered by these Rules and Procedures.
4. Senate may amend or suspend these Rules and Procedures by resolution.

## **Part 3 - Membership and Officers of the Senate**

5. Membership of the Senate is as set out in the *University Act*, with such other members as added by resolution of the Senate as per Section 35.1 (3) (j) of the *University Act*.
6. The President shall serve as Chair of the Senate.

7. The Senate shall elect one of its members as Vice-Chair to serve as Chair in the absence of the President. A term as Vice-Chair is for one (1) year and a Vice-Chair shall serve no more than two (2) consecutive terms.
8. The Registrar or his or her designate shall serve as the Secretary of the Senate.
9. No member may appoint a voting proxy to act in the member's absence.
10. The position of an elected faculty member shall be declared vacant by the Secretary of Senate when he has received notice that the member has resigned, or that the member is going on leave for a period of more than six months, or that the member has been granted disability leave.
11. Faculty members who inform the Secretary of Senate of their intent to remain on campus and to be active in Senate business during their leave shall be exempt from the rule prohibiting membership during faculty leave set out in Section 9.
12. Any elected member may be granted a leave of absence for up to three ordinary meetings of Senate. Any absence without leave for more than three meetings per year of Senate shall result in a declaration of vacancy by the Secretary of the Senate.
13. In such cases where a vacancy exists for an elected Senate position, the position shall be offered - in the order of the number of votes received - to the persons who received the most number of votes in the most recent election to that office who were not elected.
14. If a vacancy cannot be filled by the manner specified in Section 13 above, it shall be filled:
  - a. In the case of a convocation senator by the Senate on the recommendation of the Alumni Association of the University
  - b. In the case of a faculty senator elected by a specific faculty by that faculty, or by an election of the joint faculties if elected by the joint faculties; or
  - c. In the case of a student senator by the Senate on the recommendation of the University of British Columbia Students' Union Okanagan.
15. Positions filled through Sections 13 and 14 above shall only be for the remainder of the original elected term of office.

#### **Part 4 - Meetings of the Senate**

16. Regular Meetings
  - a. The Senate shall meet at the call of the chair, or of the Policies and Procedures Committee. Meetings will generally occur once per month during the Winter Session, and a schedule of expected meeting dates will be published no later than July 1<sup>st</sup> before each Winter Session.

- b. Meetings shall be adjourned at the order of the Chair no more than three hours after called to order.
- c. The time for adjournment may be extended at any meeting by a successful motion for extension, which is not debatable, and requires an affirmative vote of a simple majority of those who vote.

17. Special Meetings

- a. A Special Meeting may be called to discuss a particular topic or topics.
- b. A Special Meeting may be called by the Chair at his or her discretion or upon receiving a request from the Board of Governors or the Council of Senates.
- c. A Special Meeting must be called by the Chair upon a motion carried by the Senate passed by a simple majority of those voting, or upon the written request of twelve (12) members of the Senate.
- d. The Chair shall fix the date of the Special Meeting; that date shall not be more than twenty-one (21) days after the receipt of a request issued under Section 17 (c).
- e. A Notice of Special Meeting shall specify the purpose of the meeting. Such a notice shall be given to members of the Senate at least ten 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.

18. Quorums

- a. Twelve members of the Senate, other than the Chair, shall form a quorum for all meetings of the Senate.
- b. Quorum for committees of the Senate shall be as set in their terms of reference. In the event a quorum is not so set, quorum shall be 50% of the voting members of such a committee.

19. Open and Closed Sessions

- a. Meetings of the Senate are, in general, open and may be attended by observers who must sit in the designated areas, which shall normally be an area set aside from the voting members of Senate. The Secretary of the Senate may limit the number of spaces available in those areas.
- b. Non-Members of Senate may only address Senate if granted leave to do so by the Chair or by Senate.
- c. In accordance with general legislative rules, no cameras, tape recorders or other electronic equipment may be used except at the discretion of the Chair.

- d. Admittance of observers is on a first come, first served basis.
- e. The Senate may resolve to consider items of the agenda *in camera*.

20. Order of Business

- a. The agenda for regular meetings is normally set by the Policies and Procedures Committee a minimum of twelve (12) days prior to the scheduled meeting date of the Senate.
- b. The usual order of agenda items is:
  - i. Senate Membership: Attendance and declaration of vacancies.
  - ii. Unfinished Business: Items brought forward from the previous meeting.
  - iii. Minutes of Previous Meeting: Motion to adopt, amend and/or correct the minutes.
  - iv. Business arising from the minutes: information may be presented, and matters arising from the minutes discussed. Motions may be put and voted upon regarding matters arising from previous minutes.
  - v. Chair's Remarks: the Chair may report on issues of interest to the Senate. Members of the Senate shall have the opportunity to pose questions to the Chair regarding matters of interest to the Senate.
  - vi. Correspondence and the receipt of petitions: petitions may be received by the Senate and may be forwarded to appropriate committees for consideration. Statements may be circulated to members.
  - vii. From the Board of Governors: notification of the Board's approval of the Senate's recommendations.
  - viii. Reports of Committees of the Senate: normally presented in the following order: Nominating, Policies and Procedures, Curriculum, Learning and Research, Admission and Awards, and Appeals of Standing and Discipline. Reports should normally be circulated in advance. Committees may propose motions with respect to their reports.
  - ix. Reports from the Chancellor, Deputy Vice-Chancellor, and Registrar.
  - x. Faculty Business.
  - xi. Other Business: which may also include committee reports.
  - xii. Matters to be discussed *in camera*.

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- c. Agenda Recommendations from the Policies and Procedures Committee may be set aside upon a simple majority vote of the Senate, or at the discretion of the Chair.
- d. Any matter not already on the agenda of a regular meeting may, at the request of a member from the floor of the Senate and at the discretion of the Chair, be included on the agenda under "Other Business."
- e. Any member may request in writing to the Secretary of the Senate that the Policies and Procedures Committee include in the agenda of the next regular meeting any such matter that the member requests the Senate to consider.
- f. Any member may give notice of a motion from the floor of the Senate, whereby the motion shall be placed on the agenda of the next regular meeting of the Senate.

### 21. Conduct of Meetings

- a. Voting on ordinary business and motions is normally by show of hands. A member may request at any time through a motion that a roll call vote or a secret ballot vote be conducted. Such a motion requires a simple majority in the affirmative to pass.
- b. The Senate may acquiesce in a recommendation or motion without a vote. This is an indication of the will of the Senate should the minutes reporting the concurrence be adopted without challenge.
- c. The Chair has the same voting rights as other members of the Senate. In the event of an equal number of votes for and against a motion, the motion shall be lost.
- d. Any member of the Senate may request that the vote count, or the member's individual vote or abstention from voting, be recorded in the Senate minutes.
- e. Members, upon recognition from the Chair, normally may speak on a question only once.
- f. The Chair normally vacates the Chair to present a statement - other than under Section 20 (b) (v) - or participate in the debate.

### 22. Motions

- a. Motions may originate from a Committee presenting a report; from a Committee advising Senate in advance of its intention to bring forth motions at the next regular meeting of the Senate; from a Faculty, if the Policies and Procedures Committee considers that the matter need not be referred to a Senate Committee; from a member presenting a notice of motion to be presented at the next regular

meeting of the Senate; or from the floor of the Senate, to be considered immediately in accordance with Section 15 (e).

- b. Once a motion is moved and seconded, the mover may speak to it and answer questions from the floor of the Senate.
- c. A motion included on the agenda may be withdrawn before being moved on the floor of the Senate.
- d. A motion may be presented and voted upon with or without discussion.
- e. A motion on the floor of the Senate may be referred to a committee by the carrying of a second motion to this effect, which is debatable and is passed by a simple majority.
- f. A motion to postpone consideration of a motion on the floor of the Senate may be moved at any time. If seconded, a motion to postpone consideration is debatable. If the motion to postpone is carried by simple majority, no further discussion of the original motion is allowed; if the motion to postpone is lost, debate of the initial motion may continue.
- g. A motion to “lay on the table” the pending motion halts consideration of the pending motion immediately. It must be seconded, is not debatable and may be passed by a simple majority. It should be employed only when the Senate wishes to lay the pending motion aside temporarily when a matter of immediate urgency has arisen.
- h. A motion to amend a motion on the floor of the Senate may be moved at any time. If seconded, the motion to amend may be debated and voted upon, to be passed by simple majority. Regardless of the outcome, debate of the original motion may continue, with further motions of amendments proposed and voted upon. Once all discussions are complete, including voting upon all motions of amendment, the original motion in amended form if such amendments were carried, is put to a vote in its entirety.
- i. Upon the agreement of the Senate in the form of a motion to such effect, which is not debatable and is passed by a simple majority, a motion on the floor may be split into two or more parts, with each part to be debated and voted upon separately. The defeat of one part of a motion so divided does not automatically defeat the other parts of the split motion.
- j. When two motions on the agenda are at variance, 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.

- k. A motion to rescind a motion requires a vote of two-thirds majority in the affirmative to pass, or, if a notice of motion has been given, a simple majority in the affirmative to pass.
- l. A motion to adjourn may be made at any time. When seconded, it is not debatable, must be voted upon immediately and requires a simple majority vote in the affirmative to pass.
- m. Any ruling or action of the Chair with regard to motions or any other matter may be challenged. Such a challenge is generally not debatable, shall be voted upon by the Senate and is sustained by a simple majority. Before the vote, the Chair may state the reasoning for the ruling or action without entering into debate.

#### **Part 5 - Committees**

##### **23. The Nominating Committee**

- a. The Committee shall nominate the elected membership of all other Senate committees unless Senate otherwise provides, and recommend the size of each committee to Senate.
- b. The Committee shall be composed seven (7) Senators, two of whom shall be student members.
- c. The Secretary of Senate shall call for nominations to this Committee before the first meeting of a newly constituted Senate and shall include the names of those nominated in the notice calling this meeting.
- d. The Committee shall be elected by written or electronic ballot at or before the first meeting of a newly constituted Senate.
- e. When a vacancy occurs in the Nominating Committee, the vacancy shall be declared at the next regular meeting of Senate, at which time there shall be a call for nominations. The nominees shall indicate to the Secretary of Senate their willingness to stand, prior to the election. The Senate shall elect a member to fill the vacancy by written or electronic ballot at the immediately following regular meeting of Senate.
- f. The terms of reference of Senate committees shall be reviewed by the Nominating Committee during the third year of each Senate.

##### **24. The standing committees of Senate are as follows:**

- a. Admission and Awards
- b. Appeals of Standing and Discipline
- c. Curriculum



- d. Learning and Research
  - e. Nominating
  - f. Policies and Procedures
25. The terms of reference and composition of the standing committees are as determined from time to time by the Senate. A compilation of committee terms of reference and membership is normally distributed to all Senate members at the commencement of every newly constituted Senate.
  26. The Senate may at any time by motion carried with a two-thirds majority, delegate to one or more committees those of its powers as it may determine.
  27. The President is an ex-officio member of all Senate standing committees, except that the President is not a member of a standing committee considering student appeals on academic discipline. The Registrar or designate is an ex-officio member of all Senate committees and shall serve as committee secretary, but have no right to vote as such.
  28. When a vacancy occurs or is expected to occur on a committee, or when a committee wishes to add to its members, the Chair of that committee shall notify the Secretary of the Senate.
  29. Senate may at any time by motion, form and establish the terms of reference of a standing or an *ad hoc* committee of which the size and composition is normally determined by the Nominating Committee.
  30. Every Senate committee shall be free to co-opt additional members, whether or not they are members of the Senate, subject to two conditions:
    - a. First, a majority of the entire committee must vote in favour of each individual proposed.
    - b. Thereafter the Senate must vote in favour of each individual proposed.
  31. Co-opted members of committees shall have full voting rights on these committees, upon approval of their co-option by the Senate.
  32. Attendance at meetings of Senate committees is normally limited to members of the committee. Others may attend only with the permission, or at the request of, the Chair of the Committee.
  33. Committee members may not appoint a proxy.
  34. Members of committees whose term of office on the Senate has ended are requested to continue attendance at committee meetings until their successors have been appointed.

35. The Secretary of the Senate or designate shall call the first meeting of each Senate Committee as soon as feasible after the composition of the committees has been determined.

36. Committee Reports

- a. 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.
- b. Committee reports are not required to be seconded to be discussed on the floor of the Senate.
- c. A committee report should normally consist of the body of the report with recommendations, if appropriate, summarized at the end and motions arising from the recommendations, if any, presented following.
- d. The final recommendation of an *ad hoc* committee's final report should be that the Senate discharge the committee.
- e. The Senate may take, through appropriate motions, any of the following actions with regard to committee reports:
  - i. Receive a report as presented, or as amended by Senate;
  - ii. Receive a report, and consider motions to approve specific recommendations as presented, or as amended by Senate;
  - iii. Adopt a report and its recommendations either in full, or as amended by Senate;
  - iv. Adopt a report but not all its associated recommendations, and consider motions to approve specific recommendations as presented, or as amended by Senate;
  - v. Refer a report to another committee;
  - vi. Refer a report back to the originating committee; or
  - vii. Postpone consideration of a report, until a specified date or indefinitely.
- f. A committee may circulate a 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.