

## THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN

**OKANAGAN SENATE SECRETARIAT****Enrolment Services**

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To: Okanagan Senate

From: Policies & Procedures Committee

**Re: Regular Senate Meeting Schedule**

Date: December 12, 2006

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To provide ample notice to Senators and the campus community, the Policies & Procedures Committee proposes that the Senate establish a regular meeting pattern and confirm its meeting dates for the 2007/2008 academic year.

The regular meeting time during 2006/2007 has been Wednesday from 4:30 p.m. to 6:30 p.m., with several exceptions. The Secretariat has received the following feedback from Senators:

1. It remains critical that meetings are scheduled at a time when all elected members are able to attend, i.e., not scheduled to be in a class or other scheduled academic activity.
2. A regular meeting pattern should be established and announced as early as possible.
3. If possible, meetings should conclude earlier than 6:30 p.m.
4. Friday afternoons are not preferred.
5. October 31 (Halloween) was not the best choice for the October meeting.

**Recommended Meeting Time**

Classroom Services has advised the Committee that the Wednesday 3:30 p.m. to 4:30 p.m. teaching block is the least used block in the timetable, given that it is one hour long and follows the block known as 'University Time.' The Committee hopes that, with early notice, a Senate meeting beginning at 3:30 p.m. on a Wednesday would work for all Senators.

**Recommended Meeting Length**

With respect to meeting length, a Senate meeting length of two hours (as opposed the three hours currently specified in the Rules) has appeared to be sufficient, and the Committee recommends a change to this effect. The Committee notes that the Rules provide for extension of an individual meeting time should it become necessary.

**Recommended Meeting Day**

Either the first or second Wednesday would be appropriate regular meeting days, with some exceptions necessary to ensure appropriate intervals between meetings and to provide Committees and other parties sufficient time to prepare their reports to Senate.

**Senator Availability**

In order to ensure the availability of all elected members to attend regular meetings, the Secretariat will write to all Deans and Directors to advise them of the selected meeting pattern and to request that their respective representatives' responsibilities with respect to Senate attendance be taken into account in class scheduling. In the rare case that a Student Senator should encounter a scheduling conflict between a class and the regular Senate meeting, Enrolment Services will assist in resolving the conflict for that particular Senator.

**Notice to the Campus Community**

Once a regular meeting pattern is selected, the Secretariat will then include the Senate meeting dates in the UBC Okanagan Academic Year that is presented to the Senate each January, with any recommended departure from the normal meeting pattern presented for Senate approval.

**2007/2008 Meeting Dates**

Following the above-mentioned recommended pattern, the meeting schedule for 2007/2008 would be as follows. Except where specified otherwise, all dates/times are Wednesdays from 3:30 p.m. to 5:30 p.m.

September 12  
October 10  
November 7  
December 5  
January 16  
February 13  
March 12  
April 9  
May 15\*

\*May 15 is a Thursday. May 14 is not available due to a conflict with the Vancouver Senate meeting, and a later May meeting date is desirable to allow time for preparation of the graduation list.

## MOTIONS:

1. That the Senate establish its regular meeting day and time as from 3:30 p.m. to 5:30 p.m. on the first or second Wednesday of each month of the academic year from September through May.
2. That the Senate direct the Secretariat to present the following academic year's regular Senate meeting schedule to the Senate for information no later than the regular Senate meeting in January of each year, with any exceptions to the regular meeting day and/or time subject to the approval of the Senate.
3. That the Senate approve the meeting date of Thursday, May 15, 2008, as an exception to its regular meeting day.
4. That the Rules and Procedures of the Okanagan Senate be amended as follows (deletions struck through, additions in bold):

~~16 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 1st before each Winter Session.~~

**16 a. The Senate shall schedule nine regular meetings each academic year, normally on either the first or the second Wednesday of the month from September through May. Such meetings shall normally be called to order at 3:30 p.m.**

**16 b. The schedule of regular meetings of Senate for each academic year shall be established no later than January of the preceding academic year.**

~~16 b.c.~~ Meetings shall be adjourned at the order of the Chair no more than ~~three~~ **two** hours after called to order.

~~16 e.d.~~ 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.

*Note: This motion to amend the Rules and Procedures requires a two-thirds majority to pass.*

Respectfully submitted,  
Dean Michael Isaacson  
Chair, Policies & Procedures Committee