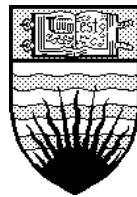


RULES  
AND  
PROCEDURES  
OF THE  
VANCOUVER SENATE



THE UNIVERSITY OF BRITISH COLUMBIA

November 2018

## **Part 1 - Definitions**

1. The following definitions are in use throughout, except as context requires otherwise:
  - a. Board of Governors shall mean the Board of Governors of the University
  - b. Chair shall mean the Chair of meetings of the Senate, or the chair of one of its committees as context requires
  - c. Council of Senates shall mean the Council of Senates of the University of British Columbia
  - d. Okanagan Senate shall mean the Okanagan Senate of the University
  - President shall mean the President of the University
  - Provost shall mean the Academic Vice-President for those parts of the University not specified as under the Okanagan Senate's jurisdiction.
  - Registrar shall mean the Registrar of the University
  - Senate shall mean the Vancouver Senate of the University
  - Staff of the Senate shall mean those staff of the University with appointments to the Senate and Curriculum Services unit of Enrolment Services
  - 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 and its successor legislation.

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

2. 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 Senate and its committees.
3. The Agenda 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 – with a two-thirds (2/3) vote in favour – amend or suspend any provision of these Rules and Procedures at any time.

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

5. Membership of the Senate is as set out in Section 35.1 (2) the *University Act*, with such other members with the following additions as permitted under Section 35.1 (2) (k) of the *University Act*:
  - a. Eight (8) additional representatives of the Convocation, elected by and from the Members of the Convocation who are not also faculty members;
  - b. A representative of the professional librarians, elected by and from the professional librarians;
  - c. Two (2) faculty members, elected by and from the Joint Faculties; and
  - d. One (1) student, elected by and from the graduate students at the Vancouver Campus.
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 until replaced, and a Vice-Chair shall serve no more than two (2) consecutive terms.
8. The Registrar shall serve as the Secretary of the Senate but has no right to vote as such.
9. No member may appoint a voting or non-voting proxy at Senate or at any Senate Committee to act in the member's absence.
10. In cases where a member cannot attend meetings of Senate in person for academic or workplace accommodation reasons, the Chair shall permit their remote attendance and voting through electronic means acceptable to the Secretary. Members so attending will be considered present for all purposes.
11. The position of an elected faculty member shall be declared vacant by the Secretary of Senate when the Secretary of Senate 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.
12. 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 11.
13. Any elected member may be granted a leave of absence for up to five (5)

consecutive ordinary meetings of Senate, except in the case of a student senator who may be granted a leave of absence for up to two (2) consecutive ordinary meetings of Senate. Any absence without leave for more than five (5) consecutive ordinary meetings, or two (2) in the case of a student senator, shall result in a declaration of vacancy by the Secretary of Senate.

14. In such cases where a vacancy exists for an elected Senate position from the faculty, professional librarians, or Convocation, 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.
15. If a vacancy cannot be filled by the manner specified in Section 14 above due to lack of candidates, or if the position is as a student senator, it shall be filled:
  - a. In the case of student senators, by resolution of the Student Council of the Alma Mater Society except for the education student senator, in which case by election;
  - b. In the case of a Convocation senator by resolution of the remaining Convocation senators, at a meeting where at least 50% of the remaining Convocation Senators are in attendance;
  - c. In the case of the professional librarian senator, by election;
  - d. In the case of a faculty senator elected by a specific faculty by that faculty;
  - e. In the case of a faculty senator elected by the joint faculties, by election.
16. Positions filled through Sections 14 and 15 above shall only be for the remainder of the original elected term of office.

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

##### 17. Regular Meetings

- a. The Senate shall be scheduled to meet monthly from September through May at a location, date, and time as specified by the Agenda Committee before the start of each Academic Year. Should a change be made to the location, date, or time specified for any meeting, at least seven (7) days' notice of such a change shall be given to Senators.
- b. Meetings shall be adjourned at the order of the Chair no more than two and one half hours after called to order except when an extension is made under Section 17 (c).

- 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.
- d. The Agenda Committee may cancel a regular meeting if there is neither urgent nor sufficient business.

#### 18. 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 or upon receiving a request from the Board of Governors.
- 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 eighteen (18) 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 18 (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 (10) days prior to the meeting.
- f. Only the matter or matters specified in the notice concerning the meeting shall be considered at such a Special Meeting.

#### 19. Quorums

- a. Eighteen 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.

#### 20. Open and Closed Sessions

- a. Meetings of the Senate are generally open and may be attended by observers – including members of the media – unless Senate resolves to consider items *in camera*. Attendance in the public galleries is limited to

the seating capacities of those galleries

- 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. The Senate may resolve to consider items of the agenda *in camera*.
- e. The consideration of candidates for honorary degrees shall be *in camera*.
- f. Membership on Senate notwithstanding, the Secretary and staff of the Senate may remain while matters are considered *in camera* unless directed otherwise by the Chair or by Senate.

## 21. Order of Business

- a. The agenda for regular meetings is normally proposed by the Agenda 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. Call to Order and Territorial Acknowledgement.
  - ii. Senate Membership: Attendance and declaration of vacancies.
  - iii. Minutes of Previous Meeting: Motion to adopt, amend, and/or correct the minutes.
  - iv. Unfinished Business: Items brought forward from the previous meeting.
  - v. 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.
  - vi. 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.
  - vii. 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.

- viii. From the Council of Senates.
  - ix. From the Board of Governors: notification of the Board's approval of the Senate's recommendations and the forwarding of the Annual Financial Report from the Board of Governors.
  - x. Candidates for Degrees: Motions to approve the list of candidates for degrees and diplomas, subject to adjustment as necessary.
  - xi. Reports of Committees of the Senate: normally presented in alphabetical order. Reports should normally be circulated in advance. Committees may propose motions with respect to their reports.
  - xii. Reports from the President, Provost, Registrar, and affiliates.
  - xiii. Faculty Business.
  - xiv. Other Business.
  - xv. Matters to be discussed *in camera*.
- c. Recommendations from the Agenda Committee may, upon a simple majority vote of Senate, be set aside.
  - 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 Agenda Committee include on the agenda of the next regular meeting any such matter that the member requests the Senate to consider. After receiving notification from the Secretary of Senate, the Agenda Committee shall include the matter on the proposed agenda of the next regular meeting of Senate.
  - 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.

## 22. 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 approve a recommendation or motion through unanimous consent.
- 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. The President shall vacate the Chair to present a statement – other than under Section 21 (b) (v) – or participate in the debate.

## 23. Motions

- a. Motions may originate from:
  - i. A Committee presenting a report;
  - ii. A Committee advising Senate in advance of its intention to bring forth motions at the next regular meeting of the Senate;
  - iii. A Faculty, if the Agenda Committee considers that the matter need not be referred to a Senate Committee;
  - iv. A member presenting a notice of motion to be presented at the next regular meeting of the Senate;
  - v. The floor of the Senate, to be considered immediately in accordance with Section 21 (d).
- b. A motion included on the agenda may be withdrawn before being moved on the floor of the Senate with the consent of meeting.
- c. 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.

- d. Any ruling or action of the Chair with regard to motions or any other matter before Senate may be challenged. Such a challenge is debatable, shall be voted upon by the Senate and requires a simple majority to sustain the ruling or action of the Chair.
  - e. To refer any matter to the Council of Senates requires a vote of two-thirds (2/3) in the affirmative of those present and eligible to vote. This section shall have no effect unless the Okanagan Senate establishes and maintains a rule to the same effect.
  - f. Sections 21 (c) through (e) notwithstanding, no motion to refer any matter to the Council of Senates may be considered by Senate unless notice of motion has been made at the previous meeting of Senate.
  - g. If notice of motion to refer to the Council of Senates has been made under Section 23 (f), the Agenda Committee shall be responsible for considering and making a recommendation to the Senate by its next meeting on the disposition of the motion, except in such cases where notice of motion is given by a committee of Senate.
  - h. A motion to reconsider shall not be required to consider a motion having the effect of amending a previously approved matter relating to program requirements, courses, or other academic regulations in the same session.
  - i. To approve any matter considered by Senate after being added to the agenda for consideration under Section 21 (c) or (d) requires the approval of two-thirds (2/3rds) of those present and voting.
24. In the event of a regularly scheduled Senate meeting being cancelled, or if an extraordinary need for Senate approval exists between regularly scheduled meetings, the Agenda Committee may elect to have business it considers to be routine but time- sensitive to be considered via email under the procedures set out in this section.
- a. The motion in question shall be sent via email by the Secretary to every Senator, and should the Agenda Committee not consider it a matter needing to be considered *in camera*, shall be posted to a web site designated by the Secretary.
  - b. The email sent under Section 24 (a) shall specify the text of the motion

to be considered for approval and include any necessary supporting documentation.

- c. 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.
- d. If an objection is raised by any Senator under Section 24 (c) the matter is not approved and shall be considered at the next meeting of the Senate as a normal item of business but shall not be considered a motion to reconsider the question or a renewal of the motion.
- e. A motion approved under this section shall be reported by the Secretary at the next meeting of Senate under Reports from the Registrar.
- f. All Senators shall specify one or more email address(es) for the purposes of email consideration of matters and shall apprise the Secretary of any changes to those addresses in a timely manner.
- g. A change to or suspension of the Rules and Procedures shall not be considered under this section.

## 25. Sessions

- a. Each Senate session shall last for three (3) years, starting on 1 September of each triennium.

## **Part 5 - Committees**

### 26. The Nominating Committee

- a. The Committee shall nominate the elected membership of all other Senate committees or other bodies or positions to which senators are appointed unless Senate otherwise provides – and recommend the size of each senate committee – to Senate. In making its recommendations, the Nominating Committee shall:
  - i. Where possible, not ask members of Senate to serve on more than two (2) Committees;
  - ii. Consider volunteers or suggestions for nominations to particular committees; and
  - iii. Exclude deans, associate-vice presidents, and vice-presidents from recommendations to the Academic Building Needs

Committee and the Council of Senate's Budget Committee.

- b. Nominations in addition to those made by the Nominating Committee may be made from the floor of Senate, provided that the consent of the nominee(s) has been obtained. In such cases, an election shall be held to determine the membership of the committee or body in question.
- c. The Committee shall be composed of ten (10) members of Senate, two (2) of whom shall be student members and two (2) non-faculty, non-student members of Senate. The Registrar shall be a full voting member of the Nominating Committee.
- d. 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.
- e. The Committee shall be elected at or before the first meeting of a newly constituted Senate.
- f. 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.
- g. The Nominating Committee shall review the terms of reference of Senate committees in the third year of each Senate triennium.

27. The standing committees of Senate are as follows:

- a. Academic Building Needs
- b. Academic Policy
- c. Admissions
- d. Agenda
- e. Appeals on Academic Standing
- f. Curriculum
- g. Library

- h. Nominating
- i. Student Appeals on Academic Discipline
- j. Awards
- k. Teaching and Learning
- l. Tributes
- m. Council of Senates Vancouver Representative Committee One
- n. Council of Senates Vancouver Representative Committee Two
- o. Council of Senates Vancouver Representative Committee Three
- p. Council of Senates Vancouver Representative Committee Four
- q. Council of Senates Vancouver Representative Committee Five

28. 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.

29. The Senate may at any time by motion carried with a two-thirds (2/3) majority, delegate to one or more committees those of its powers as it may determine by virtue of listing those delegations and any accompanying restrictions below:

- a. Admissions Committee (to approve admissions matters in the summer months on the recommendation of the faculties and schools for implementation the following September, with the proviso that the matter must be ratified by Senate that September; and to hear final appeals on applications for admission and re-admission to programs);
- b. Curriculum Committee (to approve curriculum matters in the summer months on the recommendation of the faculties and schools for implementation the following September, with the proviso that the matter must be ratified by Senate that September; and to approve changes to existing courses or programs, that, in the view of the committee are minor or editorial in nature);

- c. Appeals on Academic Standing Committee (to hear final appeals on matters of academic standing); and
  - d. Student Appeals on Academic Discipline (to hear final appeals on academic discipline).
30. Section 29 notwithstanding, any Senator appointed to a committee of Senate 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 Senate be not considered under that delegated authority and instead be brought to Senate for approval. This section shall not apply to an appeal or otherwise confidential matter before a Committee.
31. 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 recommended by the Nominating Committee.
32. The President and Chancellor are ex-officio members 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 unless granted such a right by Senate.
33. 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.
34. 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; and
  - b. Thereafter the Senate must vote in favour of each individual proposed.
35. Co-opted members of committees shall have full voting rights on these committees, upon approval of their co-option by the Senate.
36. 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 Committee.
37. Unless a committee resolved otherwise either for a particular matter or for a

category of matters, the minutes of committees of Senate shall be made publicly available for all meetings that occur after 1 January 2018.

38. In addition to a matter or matters excluded under Section 37, the Secretary shall redact any personal or otherwise confidential information in minutes made publicly available, including, but not limited to:
- a. discussions and dealings with other entities or persons where disclosure of the information being discussed may compromise the relationship of the University with them or its relationship with its stakeholders;
  - b. labour relations or human resources issues;
  - c. financial, personnel, contractual and/or other matters for which a decision must be made in which premature disclosure would be prejudicial;
  - d. matters which the Senate or the University are required by contract or law to keep confidential;
  - e. matters related to civil or criminal proceedings; and
  - f. personal information related to an individual
39. Committee members may not appoint a voting or non-voting proxy or another member to attend or act in their place.
40. Members of committees whose term of office on the Senate have ended are requested to continue attendance at committee meetings until their successors have been appointed.
41. 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.
42. All Senate committees shall elect a chair and at least one vice-chair from amongst their members who are senators. Should a committee elect more than one vice-chair, its chair shall determine which vice-chair shall chair a meeting or otherwise represent the Committee in his or her absence.
43. Standing committees of Senate may, by resolution, establish sub-committees to consider matters under the jurisdiction of the standing committee and make recommendations thereon to the standing committee.
44. A standing committee may not delegate any of its powers or responsibilities to a sub-committee without permission to do so being granted by Senate. The following standing committee has permission to do so:

- a. Curriculum Committee (to allow a sub-committee or sub-committees to approve curriculum proposals on behalf of the committee if such proposals would normally only require the approval of the Curriculum Committee before implementation)

#### 45. Committee Reports

- a. Only those committees that have received delegated powers, as noted in Section 29, are required to present a report to Senate on their decisions. Otherwise, standing committees are not expected to report annually or periodically unless they have something to report.
- b. 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.
- c. Committee reports are not required to be seconded to be considered by Senate.
- d. 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.
- e. Reports of the Tributes committee shall always be presented in camera, with the exception of memorial minutes.
- f. The final recommendation of an *ad hoc* committee's final report should be that the Senate discharge the committee.
- g. 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.

### **Part 6 – Council of Senates Members**

#### 46. Election of Representatives

- a. Senate shall elect nine (9) representatives to the Council of Senates, to serve terms of no more than three (3) years. Those representatives shall be apportioned as follows:
  - i. One (1) dean, elected by Senate on the recommendation of the Nominating Committee;
  - ii. Four (4) faculty members from those elected to Senate, elected by

Senate on the recommendation of the Nominating Committee;

- iii. Three (3) student from those elected to Senate – one of whom must be a graduate student – elected by Senate on the recommendation of the Nominating Committee; and
- iv. One (1) convocation member from those elected to Senate, elected by Senate on the recommendation of the Nominating Committee.

- b. The Nominating Committee shall make a recommendation required under Section 46 (a) (i-iv) within two (2) months of a declaration of a vacancy on the Council of Senate.
- c. In making a recommendation, the Nominating Committee shall take into consideration nominations and recommendations from the members of Senate eligible for the vacant position.

47. Standing Committee Chairs:

- a. The chairs of the Curriculum, Admissions, and Academic Policy Committees shall be recommended to the members of the Council of Senates who elect Committee chairs as those chairs to be elected. Additionally, the Nominating Committee shall recommend to Senate a fourth standing Committee, the chair of which shall also be recommended to said members for election.
- b. The Nominating Committee shall review the recommendation of the fourth chair specified above during its triennial review of committee terms of reference.

As approved 21 November 2018