

THE UNIVERSITY OF BRITISH COLUMBIA



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Interim Academic Governing Body for UBC Okanagan

MINUTES OF INAUGURAL MEETING MARCH 22, 2005

Attendance

Present: President M. C. Piper (Chair), Deputy Vice-Chancellor B. C. McBride, Dr. J. Bassett-Smith, Dean B. Bauer, Dean R. Belton, Dr. B. Bemmels, Dr. E. Butz, Dr. R. Campbell, Dr. J. Cioe, Dr. B. Despres, Mr. R. Dionne, Dr. D. Durall, Dr. S. Esterby, Principal J. H. V. Gilbert, Dean R. Goddard, Mr. S. Haffey, Dr. C. Hodge, Dean M. Isaacson, Dr. D. Jack, Mr. M. Koovisk, Dean M. Krank, Ms. S. Martz, Dr. C. Mathieson, Dr. L. S. McCoubrey, Dr. H. B. McCullough, Mr. A. Mitchell, Dr. M. Neuman, Dr. D. Salhani, Dr. D. Senese, Associate Vice-President & Registrar B. J. Silzer, Mr. D. Sutch, Dr. R. C. Tees, Dr. I. Walker, Dr. R. Whiteley, Dr. P. Wrzesniewski, Ms. G. Zilm.

By Invitation: Dr. J. P. Meekison, Public Administrator, Okanagan University College; Mr. Dennis Pavlich, Vice-President, External and Legal Affairs.

Regrets: Ms. H. Cook, Dean A. Davidson, Dr. M. Quayle, Mr. D. Reid.

Recording Secretary: Ms. L. M. Collins.

Call to Order

Remarks from the President and Related Questions

President Piper welcomed everyone to the inaugural meeting and thanked all members for their willingness to serve on the Interim Academic Governing Body for UBC Okanagan.

The President introduced Dr. J. Peter Meekison, Okanagan University College Public Administrator, Mr. Dennis Pavlich, Vice-President External and Legal Affairs, Mr. Brian Silzer, Associate Vice-President, Enrolment Services & Registrar, and Ms. Lisa Collins, Assistant Registrar, Senate & Curriculum Services. The President emphasized the signifi-

Remarks from the President and Related Questions, continued

cance of this first meeting for the transition to UBC Okanagan and, more broadly, for post-secondary education in the province.

President Piper noted that, because the Okanagan Senate could not be officially constituted until the fall of 2005, the UBC Senate in Vancouver had delegated its authority to the Interim Academic Governing Body to enable academic decision making during this transition period.

IAGB Membership and Introductions

The following list of IAGB members had been circulated. Members were asked to stand and introduce themselves.

UBC Okanagan Interim Academic Governing Body Membership

Ex Officio – 3 members

Dr. Martha C. Piper, President
Dr. Barry McBride, Deputy Vice Chancellor
Ms. Gwen Zilm, Associate Vice President Learning Services

Members of Senate (from UBC Vancouver) – 6 members

Principal John Gilbert
Dr. Richard Tees
Dean Moura Quayle
Dr. Brian Bemmels
Mr. Sean Haffey (Convocation Senator)
Ms. Sarah Martz (Student Senator)

UBC Okanagan Deans Designate (ex officio) – 6 members

Dean Bernie Bauer
Dean Bob Belton
Dean Alan Davidson
Dean Ron Goddard
Dean Michael Isaacson
Dean Marvin Krank

IAGB Membership and Introductions, continued

UBC Okanagan Faculty Members – 2 from each OUC Faculty, plus 10 representatives of the Joint Faculties, for a total of 18 members

Arts

Dr. Carl Hodge, Associate Professor of Political Science
Dr. H. Barrie McCullough, Associate Professor of Political Science

Education

Dr. Robert Campbell, Associate Professor of Education
Dr. Robert Whiteley, Assistant Professor of Education

Health and Social Development

Dr. Joan Bassett-Smith, Associate Professor of Nursing
Dr. Daniel Salhani, Associate Professor of Social Work

Science

Dr. Edward Butz, Associate Professor of Mathematics and Statistics
Dr. Murray Neuman, Associate Professor of Physics and Astronomy

Joint Faculties

Dr. Jan Cioe, Associate Professor of Psychology
Dr. Blane Després, Assistant Professor of Education
Dr. Daniel Durall, Associate Professor of Biology
Dr. Sylvia Esterby, Associate Professor of Mathematics and Statistics
Dr. David Jack, Associate Professor of Chemistry
Dr. Cynthia Mathieson, Professor of Psychology
Dr. L. Sharon McCoubrey, Associate Professor of Education
Dr. Donna Senese, Associate Professor of Geography
Dr. Ian Walker, Associate Professor of Biology
Dr. Piotr Wrzesniewski, Associate Professor of Philosophy

UBC Okanagan Student Representatives – 1 student from each OUC Faculty, plus 5 at-large representatives, for a total of 9 members

Arts

Mr. Matt Koovisk

Education*

Vacancy

Health and Social Development*

Vacancy

Science

Mr. Derek Reid

Student Representatives At-Large

Mr. Richard Dionne

IAGB Membership and Introductions, continued

Mr. Allen Mitchell
Student Representatives At-Large, continued

Mr. David Sutch
Vacancy*
Vacancy*

* Vacancies exist because no nominations were received in response to a recent call for nominations. The Secretary to the IAGB will work with the students to fill these vacancies as soon as possible.

IAGB Rules and Procedures

See also 'Appendix A: IAGB Rules and Procedures.'

President Piper invited Vice-President Dennis Pavlich to give an overview of the upcoming legislative changes to the *University Act* through the *University Amendment Act*. Mr. Pavlich stated that, while some of the provisions in the *University Amendment Act* were to be promulgated on April 1, 2005, the provisions related to the establishment of the Okanagan Senate and the Council of Senates were to come into effect on September 1, 2005. The changes to the *University Act* had received Royal Assent in October 2004. Under the amended *University Act*, UBC was to become a system comprised of two campuses, with legislative provision for relatively strong autonomy for each of the campuses. Mr. Pavlich gave an overview of the respective roles in university governance of the Convocation, the Chancellor, the President and Vice-Chancellor, the Senates and the Council of Senates, and the Board of Governors.

In response to a question, Mr. Pavlich confirmed that student representatives could be elected by their respective Senates to serve as members of the Council of Senates. Mr. Pavlich also clarified that the Board of Governors and the Senates were each assigned their own jurisdictions under the *University Act*. As the highest ranking governing body, the Board of Governors had jurisdiction over items not specifically assigned to one governing body or the other.

IAGB Rules and Procedures, continued

Mr. Pavlich noted that the composition of the Board of Governors had been adjusted to include representation from UBC Okanagan faculty, staff, and students.

<i>Moved, Dean Isaacson Seconded</i>	}	<i>That the Interim Academic Governing Body approve the Rules and Procedures for the Interim Academic Governing Body, as circulated.</i>
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Upon recommendation by Dean Isaacson, the President invited Ms. Lisa Collins to speak to the Rules and Procedures document. Ms. Collins made the following remarks:

- Rules and Procedures were critical for the smooth operation of the IAGB as a deliberative assembly, both to clarify how business was to be brought forward and disposed of, and to ensure that both majority and minority opinions were considered in the decision-making process;
- The proposed document was similar to the *Rules and Procedures of Senate* in place at UBC Vancouver; the Vancouver document had been simplified to reflect the interim nature of the IAGB and its smaller size;
- Much of the in-depth work of the IAGB was to be conducted by one of the four proposed IAGB committees;
- Time lines for approval of policies and curriculum for implementation in September 2005 were to be accelerated, with many items to be presented for approval at the May 10 meeting of the IAGB;
- Senate Secretariat: under the *University Act*, the Registrar was to become the Secretary to the Okanagan Senate. Many of these duties were to be managed by the Senate & Curriculum Services unit. Plans were underway to hire a Manager, Senate Secretariat, to be based in Kelowna.

DISCUSSION

In response to a question, Dean Isaacson clarified that the IAGB could amend the document as it saw fit.

The motion was
put and carried.

Committee Membership and Terms of Reference

Note: The full text of the reports circulated in support of this Agenda item is not included in the Minutes. Copies are available from the Assistant Registrar, Senate & Curriculum Services.

Proposed composition and terms of reference for the following three standing committees had been circulated:

1. Academic Direction Committee;
2. Procedure Committee;
3. Adjudication and Awards Committee.

*Moved, Dean Isaacson
Seconded, Principal Gilbert* } *That the Interim Academic Governing Body approve the establishment, composition, and terms of reference of three new standing committees, as circulated.*

Carried.

STANDING COMMITTEE MEMBERSHIP

Dean Isaacson had circulated proposed membership for each of the three standing committees. He noted that several vacancies remained.

*Moved, Dean Isaacson
Seconded, Dr. Tees* } *That the Interim Academic Governing Body approve the membership of its three standing committees.*

Carried.

*Moved, Dean Isaacson
Seconded, Mr. Haffey* } *That the Procedure Committee be directed to fill the remaining committee vacancies and report back to the IAGB.*

Dean Belton suggested that the Procedure Committee give consideration to the balance of membership on each committee to ensure appropriate representation. In response to a concern raised by a student member about delegating authority to the Procedure Committee to fill vacancies, Ms. Collins explained that, although normal procedures would

Committee Membership and Terms of Reference, continued

involve IAGB approval of committees appointments, it was necessary to get committees staffed immediately so that they could begin their work.

The motion was put and carried.

AD HOC COMMITTEE ON COUNCIL OF SENATES

Dean Isaacson had circulated proposed terms of reference for an ad hoc committee to consider the new Council of Senates. He noted that a similar Committee had been established by the UBC Senate in Vancouver, with the idea that the two committees might harmonize their recommendations.

Moved, Dean Isaacson } *That an ad hoc committee of the IAGB be established to consider and make recommendations relating to the UBC Council of Senates; and*
Seconded, Principal Gilbert

That the terms and reference and composition of the committee be as circulated.

The membership list was corrected to read “Dean Bernard Bauer.”

The motion was put and carried.

Moved, Dean Isaacson } *That the Procedure Committee be directed to fill the remaining vacancies on the ad hoc committee and report back to the IAGB.*
Seconded, Dean Belton

Carried.

Remarks from the Deputy Vice-Chancellor and Related Questions

Dr. McBride thanked members for agreeing to serve, noting that the IAGB had been charged with making fundamental decisions that would guide the creation of a superb teaching and research environment at UBC Okanagan. Dr. McBride remarked that the

Remarks from the Deputy Vice-Chancellor and Related Questions, continued

had been impressed by the creativity of Okanagan University College faculty members during the transition period. He thanked everyone in Kelowna and Vancouver who had worked in support of establishing the IAGB and planning the inaugural meeting, particularly Dean Isaacson, Associate Vice-President Silzer and Ms. Collins.

The President thanked the Deputy Vice-Chancellor for his remarks, and for his remarkable dedication to the establishment of UBC Okanagan.

Motion with Respect to IAGB Establishment

<i>Moved, Dean Krank</i>	}	<i>That the Interim Academic Governing Body express its appreciation to the University of British Columbia Senate for establishing the Interim Academic Governing Body and for delegating the necessary powers to manage the academic governance of UBC Okanagan until such time as the Okanagan Senate is constituted.</i>
<i>Seconded</i>		

Dean Krank stated that faculty and staff had anticipated the transition to UBC Okanagan for some time and were pleased to continue doing the necessary work.

The motion was put and carried.

President Piper indicated she felt privileged to deliver the motion to the UBC Senate in Vancouver at its meeting on March 23, 2005.

Other Business

REMARKS FROM DR. J. P. MEEKISON

President Piper invited Dr. J. P. Meekison to address the assembly. Dr. Meekison thanked the IAGB for having invited him to such an auspicious gathering, and emphasized the importance of academic governance. The IAGB was poised to influence the development of new cultures, thoughts, and practices at UBC Okanagan in the interest of leading post-

Other Business, continued

secondary education in new and exciting directions. Dr. Meekison stated that he looked forward to learning of UBC Okanagan's many accomplishments. The President thanked Dr. Meekison for giving generously of his time and expertise.

Adjournment

There being no further business, the meeting was adjourned. The next regular meeting of the Interim Academic Governing Body was scheduled to be held on Tuesday, May 10, 2005 at 2:00 p.m.

Editor's note: The next meeting was later rescheduled to start at 2:30 p.m.

APPENDIX A: IAGB RULES AND PROCEDURES

This document sets out the rules and procedures of the Okanagan Interim Governing Body, which was established by the Senate of the University of British Columbia and delegated such powers as are necessary for the academic governance of the Okanagan campus of the University, until such time as a permanent Senate is established for that campus. Its inaugural meeting will be in March 2005, and it is expected to be discharged in the early fall of 2005 upon the convening of the UBC Okanagan Senate.

1.0 Definitions

- Board of Governors shall mean the Board of Governors of the University
- Chair shall mean the Chair of meetings of the IAGB, or the chair of one of its committees as context requires
- IAGB shall mean the committee of the Senate of the University known as the Interim Academic Governing Body for the Okanagan campus.
- President shall mean the President of the University
- Registrar shall mean the Registrar of the University
- Senate shall mean the Senate of the University
- University shall mean the University of British Columbia

2.0 Rules and Procedures of the IAGB

- .1 Robert's Rules of Order Newly Revised shall govern the IAGB in all cases to which they are applicable and in which they are not inconsistent with these Rules and Procedures.
- .2 The Procedure committee will consider and make recommendations on any matters relating to the rules and procedures of the IAGB that are not otherwise covered by these Rules and Procedures.

3.0 Membership and Officers of the IAGB

- .1 Membership of the IAGB is as determined by the Nominating Committee of the Senate.
- .2 The President or their designate shall serve as Chair of the IAGB provided that such a designate is a member of the IAGB.
- .3 The Registrar or their designate shall serve as the Secretary of the IAGB and its committees, but has no right to vote.
- .4 No member may appoint a voting proxy to act in the member's absence.

Appendix A: IAGB Rules and Procedures, continued

4.0 Meetings of the IAGB

4.1 Regular Meetings

- .1 The IAGB shall meet at the call of the chair, provided that at least twenty days notice is given of such a meeting.
- .2 Meetings shall adjourn no more than three hours after called to order.
- .3 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.

4.2 Special Meetings

- .1 A Special Meeting may be called to discuss a particular topic or topics.
- .2 A Special Meeting may be called by the Chair at their discretion or upon receiving a request from the Board of Governors.
- .3 A Special Meeting must be called by the Chair; upon a motion carried by the IAGB passed by a simple majority of those voting; or upon the written request of ten members of the IAGB.
- .4 The Chair shall fix the date of the Special Meeting; that date shall not be more than 21 days after the receipt of a request issued under Section 4.2.3.
- .5 A Notice of Special Meeting shall specify the purpose of the meeting. Such a notice shall be given to members of the IAGB 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.

4.3 Quorums

- .1 Twelve members of the IAGB, other than the Chair, shall form a quorum for all meetings of the IAGB.
- .2 Quorum for committees of the IAGB 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.

4.4 Open and Closed Sessions

- .1 Meetings of the IAGB are open and may be attended by observers. The Secretary of the IAGB may limit attendance in the public galleries.
- .2 In accordance with general legislative rules, no cameras, tape recorders or other electronic equipment may be brought into the public gallery except at the discretion of the Chair.
- .3 Admittance to the public gallery is by ticket or reservation obtained from the Secretary of the IAGB on a first come, first served basis.

Appendix A: IAGB Rules and Procedures, continued

.4 The IAGB may, by simple majority vote, clear the public gallery and consider items of the agenda *in camera*.

.5 Smoking is not allowed at meetings of the IAGB.

4.5 Order of Business

.1 The agenda for regular meetings is normally set by the Procedure Committee twelve days prior to the scheduled meeting date of the IAGB.

.2 The usual order of agenda items is:

.1 Roll call.

.2 Messages of regret from those unable to attend.

.3 Declaration of vacancies, replacements and introduction of new members.

.4 Items brought forward from the previous meeting: unfinished business from previous agendas.

.5 Minutes of previous meeting: motion to adopt, amend and/or correct the minutes.

.6 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.

.7 Chair's Remarks: the Chair may report on issues of interest to the IAGB. Members of the IAGB shall have the opportunity to pose questions to the Chair regarding matters of interest to the IAGB.

.8 Correspondence and the receipt of petitions: petitions may be received by the IAGB and may be forwarded to appropriate committees for consideration. Statements may be circulated to members.

.9 From the Board of Governors: notification of the Board's approval of the IAGB's recommendations.

.10 Scholarships and prizes awarded: announcements for information.

.12 Reports of Committees of the IAGB: normally presented in alphabetical order. Reports should normally be circulated in advance. Committees may propose motions with respect to their reports.

.13 Reports from the Deputy Vice Chancellor and Registrar.

.14 Faculty Businesses.

.15 Other Business: which may also include committee reports.

Appendix A: IAGB Rules and Procedures, continued

.16Matters to be discussed *in camera*.

- .3 Recommendations from the Procedure Committee may, upon a simple majority vote of the IAGB, or at the discretion of the Chair, be set aside.
- .4 Any matter not already on the agenda of a regular meeting may, at the request of a member from the floor of the IAGB and at the discretion of the Chair, be included on the agenda under “Other Business.”
- .5 Any member may request in writing to the Secretary of the IAGB that the Procedure Committee include in the agenda of the next regular meeting any such matter which the member requests the IAGB to consider.
- .6 Any member may give notice of a motion from the floor of the IAGB, whereby the motion shall be on the agenda of the next regular meeting of the IAGB.

4.6 Conduct of Meetings

- .1 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.
- .2 The IAGB may acquiesce in a recommendation or motion without a vote. This is an indication of the will of the IAGB should the minutes reporting the concurrence be adopted without challenge.
- .3 The Chair has the same voting rights as other members of the IAGB. In the event of an equal number of votes for and against a motion, the motion shall be lost.
- .4 Any member of the IAGB may request that the vote count, or the member’s individual vote or abstention from voting be recorded in the IAGB minutes.
- .5 Members, upon recognition from the Chair, normally may speak on a question only once.
- .6 The Chair normally vacates the Chair to present a statement, other than under Section 4.5.2.7 or participate in the debate.

4.7 Motions

- .1 Motions may originate from a Committee presenting a report; from a Committee advising IAGB in advance of its intention to bring forth motions at the next regular meeting of the IAGB; from a Faculty, if the Procedure Committee considers that the matter does not need to be referred to an IAGB Committee; from a member presenting a notice of motion to be presented at the next regular meeting of the IAGB; or from the floor of the IAGB, to be considered immediately in accordance with Section 4.5.4.
- .2 Once a motion is moved and seconded, the mover of the motion may speak to it and answer questions from the floor of the IAGB.

Appendix A: IAGB Rules and Procedures, continued

- .3 A motion included on the agenda may be withdrawn before being moved on the floor of the IAGB.
- .4 A motion may be presented and voted upon with or without discussion.
- .5 A motion on the floor of the IAGB 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.
- .6 A motion to postpone consideration of a motion on the floor of the IAGB, 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.
- .7 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 IAGB wishes to lay the pending motion aside temporarily when a matter of immediate urgency has arisen.
- .8 A motion to amend a motion on the floor of the IAGB 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.
- .9 Upon the agreement of the IAGB 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.
- .10 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.
- .11 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.
- .12 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.
- .13 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 IAGB and is sustained by a simple majority.

Appendix A: IAGB Rules and Procedures, continued

5.0 Committees

5.1 The Procedure Committee

- .1 The Procedure Committee shall initially be nominated by the Senate Nominating Committee and appointed by the IAGB.
- .2 The Procedure Committee shall consist of six members of the IAGB, one of whom shall be a student member.
- .3 Vacancies on the Procedure Committee shall be filled by the IAGB
- .4 Reports of the Procedure Committee shall be sent to members with the IAGB agenda.

5.2 Membership on Committees

- .1 The standing committees of the IAGB are as follows:
 - .1 Procedure
 - .2 Academic Direction
 - .3 Adjudication and Awards
- .2 The terms of reference and composition of the standing committees are determined from time to time by the IAGB.
- .3 The IAGB 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.
- .4 Initial nominations of members to serve on committees will be made by the Committee to Assist in the Establishment of the IAGB, and will be taken to the inaugural meeting of the IAGB for IAGB approval. All subsequent nominations of members to serve on committees, including any vacancies, are made by the Procedure committee and are taken to IAGB for approval.
- .5 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 IAGB.
- .6 The president is an ex-officio member of all IAGB 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 IAGB standing committees, but does not have the right to vote as such.
- .7 Every IAGB committee shall be free to co-opt additional members, whether or not they are members of the IAGB, subject to two conditions:
 - .1 First, a majority of the entire committee must vote in favour of each individual proposed.

Appendix A: IAGB Rules and Procedures, continued

- .2 Thereafter the IAGB must vote in favour of each individual proposed.
- .8 Co-opted members of committees shall have full voting rights on these committees, upon approval of their co-option by the IAGB.
- .9 Attendance at meetings of IAGB committees is normally limited to members of the committee. They may be attended by others only with the permission, or at the request of, the Chair of the Committee. Committee members may not appoint a proxy.
- .10 Members of committees whose term of office on the IAGB has ended are requested to continue attendance at committee meetings until their successor has been appointed.
- .11 The Secretary of the IAGB or designate shall call the first meeting of each IAGB Committee as soon as feasible after the composition of the committees has been determined.

5.3 Committee Reports

- .1 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.
- .2 Committee reports are not required to be seconded to be discussed on the floor of the IAGB.
- .3 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.
- .4 The final recommendation of an *ad hoc* committee's final report should be that the IAGB discharge the committee.
- .5 The IAGB may take, through appropriate motions, any of the following actions with regard to committee reports:
 - .1 Receive a report.
 - .2 Receive a report, and consider motions to approve specific recommendations.
 - .3 Adopt a report.
 - .4 Adopt a report, and consider motions to approve specific recommendations.
 - .5 Refer a report to another committee.
 - .6 Refer a report back to the originating committee.
 - .7 Postpone consideration of a report, until a specified date or indefinitely.

Appendix A: IAGB Rules and Procedures, continued

- .6 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.